



Nature of Duties to be Assigned

Interns / Volunteers will be allowed to perform the following duties under the guidance of a U.S. Pretrial Services Officer or Supervisor:

- Case management
- Input chronological entries
- Assist officers with translations
- Accompany officers in interviewing defendants
- Verify information
- Accompany U.S. Pretrial Services staff to Court
- Contact state and other federal agencies
- Accompany officers to treatment facilities, detention center, or other law enforcement office
- Perform other functions requested by Chief, Deputy Chief, or Supervisory Pretrial Services Officers
- Assist with processing criminal history verifications

Intern /Volunteers will not be allowed to perform the following duties:

- Drive government vehicles
- Conduct home visits
- Carry federal employee badges
- Carry cap-stun devices
- Cover court proceedings or perform oral presentation
- Transport defendants
- Provide legal advice to defendants, their families, or any other parties
- Make unsupervised personal or telephone contact with defendants, their relatives, or counsel
- Disseminate defendant's file information to any outside source
- Release confidential information
- Sign any document relating to any function of Pretrial Services
- Have sole responsibility for a defendant's case or minimum supervision caseload