



Role of Pretrial Services

U.S. Pretrial Services performs two major functions within the Federal Court system: Investigation and Supervision of federal defendants. During the investigation process, Pretrial Services provides the Court with a written report giving verified information, when available, regarding the defendant's community ties, employment, finances, health, and criminal history record.

If certain criteria are met, the Court grants a reasonable bond, along with specified terms of release. Typically, conditions of release include some form of Pretrial Supervision, which means the defendant will be supervised in the community by a Pretrial Services Officer. Regular contact is made with the released defendant by phone, in-person, and/or via a location monitoring device.

Intern and Volunteer Description

DUTIES PERFORMED BY INTERNS/VOLUNTEERS

United States Pretrial Services Interns and Volunteers will be in direct contact with all phases of the Federal Judicial System. The highest level of comportment and appearance is required. The intern will have the opportunity to learn many facets of the job of Pretrial Services Officers.



Typical Duties

- Accompany U.S. Pretrial staff to Court for judicial proceedings.
- Input chronological entries in case management system.
- Assist with interviewing of defendants.
- Assist with translation, if appropriate.
- Case management duties.
- Assist with criminal history verifications.
- Accompany Pretrial Officers to treatment facilities or detention center.

QUALIFICATIONS FOR SELECTION

- Must be a United States citizen or be eligible to work for the U.S. Government.
- Junior, Senior, or Graduate student in good class standing at an accredited college, university, or be a recent graduate.
- Minimum academic grade point average of 3.0 on a 4-point scale within selected major preferred.
- Enrolled in a course of study related to the work to be performed, such as Criminal Justice, Sociology, or Psychology.
- Able to commit to a minimum of 12 hours per week.
- Able to commit to a length of service for a minimum of three consecutive months.
- Physical, mental, and emotional health must be such that student/volunteer is capable of carrying out the activities required by the internship.
- Not use any illegal controlled substance.



APPLICATION INSTRUCTIONS

Interested students are invited to submit the following documents:

- Cover letter and resume outlining educational background, work experience, awards/achievements, and noteworthy accomplishments.
- Copy of college transcripts (official or unofficial).

Prospective interns must submit requested materials to the email address below.

hr_cacpt@cacpt.uscourts.gov

For further information, please refer to the Employment/Internship Program content at: www.cacpt.uscourt.gov or

You may contact:
Human Resources at
(213) 894-0023 or 213-894-8887
hr_cacpt@cacpt.uscourts.gov

United States Pretrial Services

Headquarters

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Los Angeles, CA 90012
(213) 894-4726

Divisional Offices

Riverside

George E. Brown Jr. Federal Building
and United States Courthouse
3470 Twelfth Street, Room 161
Riverside, CA 92501
(951) 328-4490

Santa Ana

Ronald Reagan Federal Building and
United States Courthouse
411 West Fourth Street, Room 4070
Santa Ana, CA 92701
(714) 338-4550



United States Pretrial Services

Central District of California

Intern/Volunteer Program



Serving the Court & Community