

## ICYJ Summer Internship Program Inventory of Activities

These are some of the activities that students might participate in during the internship (depending on the placement site). The frequency and specific allocation of time for each activity are determined in coordination with the local site Court/Probation Coordinator, the ICYJ-RFK National Resource Center Program Liaison, and the JMU ICYJ Director.

### Meet with Chief Probation Officer and/or Court Administrator

- Inquire about organizational structure of the court and juvenile probation
- Inquire about the range of juvenile behaviors within the jurisdiction of the court and probation
- Inquire about codified and policy guidance that drive practices of the court and probation
- Inquire about core principles and practices that ensure fair and just process and positive outcomes for youth
- Inquire about innovative and transformational changes implemented over the past ten years
  - Learn about the methods through which these innovations were implemented
  - Review quantitative and qualitative data that reflect the positive change and youth outcomes

### Shadow Probation Officer (PO)

- Inquire about core principles and practices that ensure fair and just process and positive outcomes for youth
- Inquire about innovative and transformational changes implemented over the past ten years
- PO meetings w/youth (office, home, school, job)
- Pre-dispositional Investigation Report preparation
  - conduct of RNR interview (youth and family/caregiver)
  - securing consent authorization and release of relevant records
  - interview and communication with collateral contacts
  - author reports
- Attend court hearings
  - detention
  - preliminary
  - adjudication
  - disposition
  - review
  - revocation and/or technical violation
- Support development of court presentations
- Attend supervisory and case audit/review meetings
- Prepare case management notes
- Attend and participate in team/unit meetings

### Meet with Court Intake Staff

- Inquire about codified guidance that direct and/or inform court intake responses to delinquent or status offense referrals
- Inquire about policies, practices and criteria that guide intake decision-making
- Inquire about areas of strength and challenges within the jurisdictions' court system
- Inquire about annual referrals handled by the court and probation within the jurisdiction

### Meet with Juvenile Court Judge(s)

- Inquire about judicial philosophy
- Inquire about core principles that ensure fair and just process and positive outcomes for youth

- Inquire about areas of strength and challenges within the jurisdictions' court system

Meet with Prosecuting Attorneys (restricted to those practicing within the youth justice system)

- Inquire about prosecutorial philosophy
- Inquire about information deemed critical to inform dispositional outcomes (e.g., probation assignment, length and terms of probation, service/treatment requirements)
- Inquire about policies, practices and criteria that inform diversion from formal prosecution
- Inquire about core principles that ensure fair and just process and positive outcomes for youth
- Inquire about areas of strength and challenges within the jurisdictions' court system

Meet with Public Defender Attorneys (restricted to those practicing within the youth justice system)

- Inquire about defense philosophy
- Inquire about information deemed critical to inform dispositional outcomes (e.g., probation assignment, length and terms of probation, service/treatment requirements)
- Inquire about policies, practices and criteria that inform diversion from formal prosecution
- Inquire about core principles that ensure fair and just process and positive outcomes for youth
- Inquire about areas of strength and challenges within the jurisdictions' court system

Meet with Law Enforcement (where applicable, identify primary law enforcement agency and personnel assigned to juvenile matters)

- Inquire about philosophy for handling youth arrest and prosecution
- Inquire about policies, practices and criteria that inform diversion from formal prosecution
- Inquire about law enforcement role in court proceedings
- Participate in "ride along" with law enforcement personnel

Meet with Treatment/Service Providers

- Inquire about treatment philosophy for youth and families
- Inquire about contractual status or fiscal agreement with court or youth justice agency
- Inquire about statutory and regulatory provisions related to exchange of personally identifiable information with court or probation staff