

University of Texas at El Paso
Department of Criminal Justice
Internship Program
CRIJ 4310

Instructor

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Course Description

By the end of the second semester of internship each student should:

- Acquire in-depth understanding of regular procedures used by the agency to deliver services to the community.
- Learn specific terminology relevant to the agency.
- Practice how to write about (explain) what they have learned in a clear and concise manner.
- Critically analyze and write about the agency operations.

Textbook

There is no text required for this course.

Intern Assignments and Responsibilities

Each student must complete 10-15 hours a week at the placement agency for the entirety of the semester. This is a requirement that must be met regardless of the hours the agency considers acceptable for interns. If your agency supervisor cannot accommodate the minimum number of hours a week, you must contact me immediately so I can speak with the agency representative to reach a mutually acceptable agreement on the number of hours. Internships follow the same start and end date as any other CJ course at UTEP.

A log of events and tasks done at the placement agency should be kept and submitted through Blackboard *each week*. The purpose of the log is to inform me of what you are doing and learning at the agency. The logs should consist of what you are doing, definitions of terms you are learning, reasons for tasks within the agency, and any ideas that occur to you as you do the assigned tasks. It is these details that will likely allow you

to tell me about what you are learning versus just doing. Trying to write what you were taught and learned will likely be more difficult if you are relying on memory. Past interns have mentioned that keeping a small notebook with them at all times was very helpful. See below for 1) examples of good/excellent logs provided by students in the past and 2) formats to be used when submitting logs.

If you have any problems that do not allow you to attend to your duties at the agency (even if for a day) you must inform your agency supervisor and me immediately. Avoid scheduling other appointments/activities on days and times you are expected at the agency.

Final paper to be submitted through Blackboard on day specified by internship coordinator. This 8-10 page (excluding references) paper will be based on a book/report and your experience at that agency during the semesters. Select a non-fiction academic or quasi-academic book or governmental report related to the agency or the subject matter of the main focus of the agency. Book selection must be approved by the sixth week into the semester (email me your choice). Please see the list of possible book options per agency below. Follow APA format and use a spell-checker before submitting paper. In the paper, at a minimum, you will address the following questions/areas:

- Additional paper details will be provided at the beginning of the semester.
- The purpose of this paper is to build upon what you learned the first semester and focus on a specific issue/program at the agency, providing a more detailed, academic assessment.

Please see the Final Paper Grading Criteria document in Blackboard for paper requirements/grading.

Grading

Log Format and Grading

- Logs will be submitted via Blackboard at the end of your internship week (Sun by 11:59pm). At the top of the log you will indicate the following: agency and agency unit (if applicable), dates included in log, and number of hours completed that week.
- A minimum of 14 logs must be submitted during the semester reporting on a minimum of 140 hours.
- I will provide feedback on your logs in the comments section of the grade, as well as in the text of the logs using the Assignment Tool in Blackboard. See the Grading Criteria document in Blackboard for specific details on how logs will be graded.
- Late logs will not be accepted.

Agency supervisor overall evaluation

An 11-question evaluation form is sent to the agency supervisor at the end of the each semester. The supervisor’s response to the following overall question will be added to the calculation of the final grade as follows:

Overall, how would you rate the performance of this student at your agency?

5=Excellent 4=Above Average 3=Average 2=Below average 1=Below Average 0=Cannot evaluate

5=100 points in final grade calculation
4=90 points in final grade calculation
3=75 points in final grade calculation
2=55 points in final grade calculation
1=40 points in final grade calculation

Final grade calculation

Logs	140 points	(14 logs X 10 points each)
Paper	100 points	
Agency Evaluation	100	
Total	340 points	

Grading Scale (Based on Percent)

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

Log Examples

***Note: identifying information removed from logs**

Example 1

Date: January 21-January 24

Agency/Unit (if applicable): US Probation Hours
Completed: 18

This week I accompanied a probation officer to XXXX, and a case staffing at YYYY. At XXXX we visited three offenders; two were there because they tested positive for marijuana and the other was there because he had just been released from prison and was waiting for an approval to move in with his parents. At the XXXX we met with a lady who was there because she admitted to using heroine again and preferred to be there to get clean again. At YYYY, the probation officer staffed cases about how the offenders were doing in their therapy.

We also went over core supervision activities. Certain core activities are to be done during the course of supervision in every active supervision case to meet the officer's responsibility to stay informed such as home contacts, collateral contacts, offender reporting, and criminal record checks. These activities can also be used to implement controlling and correctional interventions.

Home contacts are one of the most valuable activities available to an officer. There you establish rapport and maintain dialogue with the offender, his family, and a social network. It also serves as the primary strategy for verifying residence and assess' the standard of living for ongoing assessment of risk and of the offender's ability to pay criminal debt or meet family obligations. The home inspection is required during the assessment period and for each change of residence. A home inspection should include: a review of documentation like a rental agreement, mortgage papers, utility bills, and monthly living expenses; physical walk- though of all the rooms of the residence; verification of who else is residing at the home; and plain view observation for evidence of firearms or contraband in the residence.

The officer should also determine the daily schedule of the offender and other residents for the purpose of planning unscheduled home contacts and other features of the residence that may assist in supervision and safety such as pets and the location of exits in case of an emergency. Home contacts and inspections are not searches. When doing a walk-through, officers may not intrude into enclosed areas such as refrigerators, drawers, or closets without consent.

Collateral contacts are where the officer establishes and maintains relationships with on the scene supervision partners. The officer should develop a collateral network of people in the community who have frequent contact with the offender such as family, friends, neighbors, employers, co-workers and police officers assigned to the offender's neighborhood. They are essential for efficient verification of compliance with conditions and for early warning signs that may require officer intervention.

When an offender is reporting a written supervision report is a standard condition of supervision. These reports may be sent by mail or hand-delivered if a scheduled personal contact is needed for other purposes. Written reports are a basic tool for keeping informed

such as if financial information changed, it may alert the officer changes in lifestyle and they would need to reassess the offender's ability to pay or to investigate income source.

Even though field contacts are usually more informative, there are occasions when in person officer reporting may be more productive such as: during an initial interview to review file documentation and clarify supervision obligations; when written monthly reports are not received, are incomplete, or are lacking in requested supporting documentation; when needed to collect and review complex financial documentation; when the officer needs a safe environment and support to confront noncompliance and other difficult issues; when repeated attempts to locate the offender in the field have failed; and when establishing a multi-way conference between the officer, offender, and supervisor.

A criminal records check will serve to stay informed and are to be performed: during the initial assessment; prior to every case evaluation; and 30 days prior to the termination of the offender's term of supervision. The record check should include nation and local arrests in any area where the offender resides, works, or travels.

Example 2

Date: April 1-April 6

Agency/Unit: EL Paso Sheriff's Office EPSO/Victim Service Unit Hours

Completed: 20

Friday 4

I finally got to be with the Victims unit. When you walk in you feel that the woman that work there, care greatly for what happens to these people. XXXX, the head of the unit, tells me what they really have to deal with on a daily bases. They as the Victims unit for the Sherriff department have to deal with victims from sexual assault, aggravated assaults, the families of the homicide victims, DWI victims as well and robbery and a couple of other crimes. There is three of them and they have divided the El Paso County to help as much as they can. This also prevents their efforts to not be wasted or multiplied. Any question of the legal process as well as support to go thru these times is given in this unit. There is also a program that Texas has called Crime Victims Compensation (CVC). This helps the victims with economical help as well as certain medical and psychological. Their main focus is to have some sort of restitution for the victims. In this my first day I was able to travel downtown to see the process in action. Doris and myself assisted a victim of assault try and obtain a restraining order for the woman that had assaulted her. She had to go thru some paperwork as well as a couple of questionnaire with the District Attorney office to see if she had a probable cause. She is still waiting on the status of her restraining order.

Saturday 5

I attended the presentation on Human Trafficking that was giving on the UTEP campus. This was extra hours that Daniel Rolling was giving us if we attended. I am currently taking the

Woman Studies class that deals with human trafficking. So I know some of the information that was given on this day. However I did not know how much more help I was not aware that there were provided for the victims. There help on both side of the borders. Although the way they deal with an outcry is different the end goal is the same. Stopping the trafficking of humans is what we have help and beat. The Mexican consulate in the U.S. gave us statistics of the Trafficking. American Embassy in Mexico talked about how we can Better Identify the Crime of Trafficking and Exploitation and that way we can stop it. Centro para la Justicia de las Mujeres talks about the laws that Mexico has created to better protect the woman that get exploited. Atencion a victimas is the agency that helps the victims in Mexico get help physically and psychologically, almost the same as the CVC here in El Paso. ACT Team is a special team in El Paso that focuses on capturing the pimps and the traffickers of humans as well as convicting them. Texas Rio Grande legal aid is where you report an international abduction of a loved on. Project Center of Hope is the creator of this conference as well as the main resource for the victims of trafficking in El Paso. They work out of grants and they know how to deal with victims that need help. There is a Safe House also there is resources that victims can use. Even help obtain T visas to keep a permanent stay here in the United States. All these groups were helping the victims of the Trafficking world that estimates there to be 800,000 victims around the world.

Sunday 6

I also attended the Memorial in that is held at the Yucca Park in Yarbrough every year for the fallen of El Paso. They have speakers come and give their regards and then they talk about the victims, finally they mention every name that is engraved in the memorial. The families of the fallen attend with their shrines posters and shirts to show that they will always remember their loved ones.

Example 3

Dates: 1/24/14 - 1/28/14

AgencyUnit: US Attorney's Office

Hours Completed: 20

This week I got to experience yet another very important aspect, or step, in preparation for trial. I accompanied Assistant U.S. Attorney XXXX and his legal aide to a *deposition*. During this deposition, which was called by AUSA Eduardo Castillo, the questioning of the plaintiff was the primary goal, as is in all depositions. Questions ranged from educational history, employment, previous residences and the plaintiffs complaint. All of these questions all have a reason, to find loopholes and errors in the complaint against the government in order to provide effective defense on behalf of the government. Now, objections on behalf of the opposing counsel also took place whose purpose is to be marked on the record. This deposition was being both video recorded and typed by a court reporter. This is done in order to avoid any future problems or contradictions in the future and this video would just be brought up and used. Also, I was scheduled for a tour with the Border Patrol. They took us to

different locations in order for us to gain an insight into what they do, their mission and their day-to-day activities. We drove out into Sunland Park, New Mexico to the boundary between the United States and Mexico which is marked by the fence. We were shown drag roads, whose main purpose is to detect footmarks or any type of alteration to the sand where they can respond faster and effectively. We were shown areas along the border where recent incidents have occurred, such as rockings, beatings and drug confiscation. We also visited the Border Patrol office off of Paisano Drive right across the Paso del Norte Port of Entry. There, we were explained the process of booking an illegal immigrant and how they are handled, especially youth. It was very interesting to see exactly where the boundary is, the types of problems encountered and how cartels in Mexico have been known to do some sort of counter-surveillance on the Border Patrol to strategically react. We are also in the process of scheduling a tour of the Federal Bureau of Investigation offices but I'll keep you updated if we do. If you have any questions, please do not hesitate to contact me.

Possible Book/Articles on Agencies

EP Police and EP Sheriff's Office

Police Organization and Management: Yesterday, Today and Tomorrow, 1998 by M.L. Dantzker.

Texas Department of Family & Child Protective Services

Beyond the Best Interests of the Child, 1979 by J. Goldstein, A. Freud and J. Solnit.

US Attorneys Office

The Art of Prosecution: Trial Advocacy Fundamentals from Case Preparation Through Summation, 2000 by J. Bugliosi

US Probation

Evjen, Victor H. "The Federal Probation System: The Struggle to Achieve It and Its First 25 Years," *Federal Probation* (June 1975): 3–15.

Meeker, Ben S. "The Federal Probation System: The Second 25 Years—1950–1975," *Federal Probation* (June 1975): 16–25.

Federal Sentencing Guidelines Manual 2014-2015, 2014 by [United States Sentencing Commission](#).

US Marshal

The Lawmen: United States marshals and their deputies, 1989-1989 by F. Calhoun