

UNITED STATES PROBATION AND PRETRIAL SERVICES
DISTRICT OF IDAHO



Intern Academy Announcement

The U.S. Probation and Pretrial Services for the District of Idaho seeks a motivated student or students for its Spring 2027 Intern Academy. The Intern Academy is an intensive training program that equips rising professionals for success across legal and criminal justice fields. Student interns gain a versatile skill set readily transferable to a multitude of careers in law, investigation, and analysis. While geared towards preparing interns for careers in federal probation and pretrial services specifically, the well-rounded abilities cultivated in documentation, critical thinking, communication, and more are invaluable across the broader legal and criminal justice sectors.

PLEASE NOTE: This is an unpaid internship opportunity physically located within our Boise, Coeur d'Alene, or Pocatello offices for approximately 10 hours per week. While we ask interns to commit to a consistent weekly schedule with at least two days in the office, we are happy to offer flexibility to accommodate for class and work schedules. Potential candidates must be currently enrolled in a bachelor's degree or master's program and have completed at least 30 credit hours of study. The successful applicant will be required to undergo a background check and must be eligible for employment in the United States.

TO APPLY

Applications will be accepted until close of business on **Friday, October 23, 2026**. Interested applicants should submit a letter of interest and current resume (combined into one PDF document) to: U.S. Probation and Pretrial Services, Attn: Crystal Hall, at careers@id.uscourts.gov. Incomplete submissions will not be considered.

CURRICULUM

The Intern Academy begins with a self-study curriculum that provides in-depth exposure to the following topics:

Health, Safety and Wellbeing (5 hours)

The program starts with a vital five-hour module equipping interns to protect personal and peer wellness in high-stress legal roles. Crucial topics include planning emergency

evacuation protocols attuned to the workspace, building dispute resolution skills for managing workplace conflicts, and self-care best practices encompassing stress reduction techniques, emotional intelligence cultivation, and fostering support systems for sustaining career longevity. By prioritizing self-development alongside technical abilities, the program demonstrates a commitment to overall wellness and empowering rising professionals to enact positive change without sacrificing their own wellbeing.

Laws, Policies and Statutes (5 hours)

Interns will develop capacities for interpreting and applying legal rules by examining the multi-layered authorities guiding probation and pretrial services across an integrated curriculum. Navigating statutes, agency regulations, court precedents, and constitutional principles, students dedicate time extracting technical guidance to inform written assessments, apply protocols spanning supervision or court processes, analyze case factors, and determine how laws and policies should balance rehabilitation interests with community safety. This equips students to reference precise legal grounds upholding ethical standards when producing documentation evaluating circumstances, histories, charges, and judicial recommendations.

Technical Writing (35 hours)

Proficiency across legal documentation is developed through 35 hours of crafting over 20 key documents. Interns gain expertise in drafting comprehensive bail reports to assess community risks, presentence reports synthesizing charges, offense conduct and guideline calculations, supervision violation reports outlining concerning behaviors, and sentencing memorandums advocating punishment terms. Additionally, students will strengthen their writing abilities by simplifying complex analytical procedures around criminal offenses and histories into reader-friendly summaries.

Complex Investigations (40 hours)

Over 40 hours reviewing discovery evidence and federal statutes, determining offense-relevant conduct, and calculating the federal sentencing guidelines provides meaningful hands-on experience. Interns build analytical skills assessing real-world immigration, drug, and firearm cases to determine applicable laws, compile histories, and justify final recommendations to the federal sentencing court.

Criminal History Comprehension (15 hours)

Over the course of 15 hours, interns build expertise in investigating criminal histories by entering sample arrest records into databases, analyzing convictions to determine precise statutory offense classifications and applicable points, reviewing real case history narratives to understand impactful summarization techniques, and practicing compiling concise yet comprehensive profiles documenting prior unlawful behaviors to apply insights into informing better judicial decisions through court reports and recommendations. This intense exposure strengthens critical skills in navigating records, determining accurate categorization of diverse charges, calculating sentencing guideline histories, and conveying relevant insights through clear technical writing.

By the end of the Intern Academy, students will have completed the following lessons focused on technical and legal writing:

- 3 full bail reports conforming to Bail Reform Act standards.
- 3 presentence investigation reports for immigration, drug, and firearm offenses.
- Draft summaries responding to 5 common legal objections.
- Sentencing recommendation memo for an immigration offense.
- 15 criminal history narratives analyzing charges and convictions.
- Supervision violation report and arrest warrant documents.

Additionally, students will strengthen abilities in:

- Organizing complex information into clear, logical reports.
- Identifying and interpreting relevant case law and statutes.
- Applying laws, regulations, and agency policies to analyses.
- Communicating technical information accurately while writing efficiently.
- Building rapport with subjects during information gathering.
- Active listening and thoughtful questioning during the interview process.
- Analyzing fact patterns objectively while displaying empathy.

Our uniquely qualified graduates exit the Intern Academy equipped with extensive report writing abilities, investigative competencies, interpersonal insight, and overall policy understanding of the federal court system. Participating in the Intern Academy with United States Probation and Pretrial Services opens doors to positively influence change. We are excited to offer this unique and comprehensive experience to students interested in the federal court system. We strive to prepare students for excellence across the spectrum of probation and pretrial services as well as adjoining disciplines in the public and private sectors.