

CJ&C Potential Internship Placements – updated 9/1/17

Courts	Agency	Location	Duties
	<u>Office of the District Attorney: Mecklenburg County</u>	832 East Fourth Charlotte, NC 28202	Interns are typically assigned to an ADA & assist with prosecutorial duties, managing the calendar, some interviewing of defendants and witnesses is involved.
	<u>Office of the District Attorney: Cabarrus County</u>	77 Union Street South Concord, NC 28026	
	<u>Cabarrus County Clerk's Office</u>	77 Union Street South, Concord, NC 28025	
	<u>Office of the Public Defender</u>	700 E. Fourth Street Suite 400 Charlotte, NC 28202	Interns will support attorneys, paralegals, and investigators working on a variety of criminal defense matters. Duties include management of client information, maintaining client files, performing client interviews in the office or at the jail, attending court, preparing materials for court, and other tasks as needed. Interns should have strong organizational skills, be computer proficient, and have a minimum of 2.75 GPA in order to be considered. *Parking will be free

	Charlotte-Mecklenburg Community Relations	600 East Trade Street Charlotte, NC 28202	Participate in training as mediator, assist in instruction of mediation at dispute resolution cases; Dispute Settlements; Mediations
	U.S. Attorney's Office Western District of North Carolina *U.S. Citizens Only	United State Courthouse Charles R. Jonas Federal Building 401 W. Trade St. Room 210 Charlotte, NC 28202	Interns are typically assigned to an Assistant District Attorney and assist this individual with prosecutorial duties, calendar tracking, some interviewing of witnesses is involved.
	Chuck Morgan P.A. Attorney at Law	101 North McDowell St. Charlotte NC 28204	Interns will learn what it takes to run a law firm. Duties include accompanying attorneys to court, filing, attending calendars, visiting with clients, and visiting the jail. A brief interview is part of the application process.
	RTS Law Group	128 N. McDowell St, Suite A, Charlotte 28204	Intern with assist paralegals and attorneys in everyday duties. They will also be responsible for some client management. Agency requires a writing sample, minimum of 4 pages, as part of the hiring process. *Background check
	Trial Court Administrator's Office	Community Access and Outreach Division 832 East Fourth Street. Suite 4420 Charlotte, NC 28202	Interns with the TCA's Office will meet members of the local Bar and judiciary, get an insider's perspective on the judicial process, learn more about responsibilities and opportunities in the legal profession, improve general office skills, add a valuable experience to their resumes, and make a positive contribution to the community.

	Mecklenburg County Criminal Justice Services	600 E. 4th Street, Suite 420 Charlotte, 28202	<p>Drug Treatment Court (DTC) is seeking an intern to assist with special events such as Holiday Court, updating handbooks and manuals, and a document digitization project. This internship is a great opportunity for students seeking to get some applied experience in a criminal justice agency.</p> <p>This agency has multiple divisions ranging from those providing direct services/supervision (Re-Entry, Pretrial Services, Forensic Evaluation, etc.) to more internal/partner focused divisions (Business Management, Research & Planning).</p>
	Mecklenburg County S.T.E.P. Program	832 E. 4th Street, Suite 4351 Charlotte, NC 28202	<p>Interns will work on a project specific to one or more courts. Previous projects have ranged from planning and organizing a pro-social event for clients to gathering data for recidivism reports. Projects are tailored to the intern's strengths.</p> <p>*criminal background check and a drug screen are mandatory*</p>
	Ferguson, Hayes, Hawkins, & DeMay, PLLC	45 Church Street South Concord, NC 28025	

	Guardian Ad Litem, Gastonia	325 Dr. Martin Luther King Jr. Way Gastonia, NC 28052	Collecting details for the case Collaborating with other participants in the case Recommending what's best for child by writing court reports Empowering the child's voice Staying vigilant by constantly monitoring the case Keeping all information confidential The main qualification for becoming a GAL is to have a sincere concern for the well-being of children.
	Conflict Resolution Center Inc of Cabarrus County (Teen Court)	77 Union Street South, 3rd Floor Concord, NC 28025	Intern will assist certified mediators with our private warrant district court, as well as assist the Agency Executive Director with various projects. Additionally, the intern will assist the Teen Court coordinator with the Teen Court program, as well as assist with the S.T.O.P. program seminar. Excellent place for networking with every aspect in Law as well as job opportunities afterwards.
	Teen Court Gaston County	325 North Marietta Street; Suite 3063 Gastonia, N.C. 28052	Alternative justice system for first-time offenders between ten and fifteen. Intern will help with the administration of the court session.

	<u>Teen Court Mecklenburg County</u>	P.O. Box 471112, Charlotte, N.C. 28247	Alternative justice system for first-time offenders between ten and fifteen. Intern will help with the administration of the court session.
--	--	--	---

Corrections	Agency	Location	Duties
	Community Corrections (Adult Probation and Parole)		<p>Assist probation and parole officers in supervision of adult offenders, accompany officers during home visits, assist with offender office appointments to include verifying employment, conducting criminal record checks and completing assessments; assist with the preparation of violation reports, Orders for Arrest and modification orders; assist with compiling reports on offender activity, court intake process. Attend probation violation hearings in both district and superior court. Assist Probation/Parole Officer with daily management of administrative duties and correspondence.</p> <p>(Interns may also work in the schools with probation officers. *Students take transcript and resume to interview.) (*Mentions letter of rec from advisor and one character ref*)</p>
	US Probation and Pretrial Services	401 W. Trade Street Charlotte 28202	
	Work Release and Restitution Center	901 Elizabeth Ave. 3rd Floor Charlotte, NC 28231	

	Mecklenburg County Sheriff's Office – Jail North	700 East Fourth Street Charlotte, NC 28202	Assist staff with programs for females and youthful offenders
	Center for Community Transitions (LifeWorks!)	5301 Wilkinson Blvd. Charlotte, NC 28208	Interns will work with people with criminal records. They will sit in on employment readiness classes to learn our approach, shadow staff during client one-on-one advertisement sessions, and assist with general office data collection and research.
	Center for Community Transitions (The Center for Women)	5301 Wilkinson Blvd. Charlotte, NC 28208	<p>Lifeworks! re-entry program prepares women for release and helps them to attain jobs while completing their time incarcerated. They use the money earned from working off-site jobs to save money and pay debts, ensuring a level of financial security upon their release.</p> <p>The women also: have the opportunity to pursue personal enrichment in the form of gardening, jewelry making, quilting, etc., participate in community volunteer program, participate in the home leave program if approved, participate in counseling that is offered at the facility as requested.</p> <p>AA and NA is also available, as are on site workshops that support life skills and positive leisure activities.</p> <p>Women work through a transition plan that includes financial literacy and credit repair, budgeting, locating release housing, family reunification, furnishings for housing, managing supervision, etc.</p>

	Center for Community Transitions (Families Doing Time)	5301 Wilkinson Blvd. Charlotte, NC 28208	Empowering Kids with Incarcerated Parents (EKWIP) via school-based support groups Individual and family problem solving Referrals to other relevant agencies Parent coaching Back In Style (back to school) Third Tuesday (monthly family event) Work with caregivers and foster parents In home visits Family reunification planning Adult support groups
	Piedmont Correctional Institution	1245 Camp Road Salisbury NC 28147	

Juvenile Justice & Services	Agency	Location	Duties
	Cabarrus County Juvenile Services	PO Box 70 Concord, NC 28026	
	NC/DPS Division of Juvenile Justice (Gastonia)	325 Dr. Martin Luther King, Jr. Way, Suite 2140/Gastonia, NC 28052	Responsibilities will involve all or most of the following: assisting Juvenile Court Counselors in supervising and counseling juveniles and their families in the home, school, office and community; participating in the treatment planning process including attending child/family treatment teams; providing feedback about juveniles' behavior and progress during case reviews; engaging juveniles in scheduled activities and promoting positive social interaction with their peers and authority figures; participating in the Juvenile Intake process; assessing juveniles and families to develop recommendations to be offered to the Court; attending and participating in Juvenile Court; and entering all documentation of efforts into the N.C. Juvenile Online Information Network.

	NC/DPS Division of Juvenile Justice (Shelby)	315 Patton Drive/Shelby, NC 28150	Responsibilities will involve all or most of the following: assisting Juvenile Court Counselors in supervising and counseling juveniles and their families in the home, school, office and community; participating in the treatment planning process including attending child/family treatment teams; providing feedback about juveniles' behavior and progress during case reviews; engaging juveniles in scheduled activities and promoting positive social interaction with their peers and authority figures; participating in the Juvenile Intake process; assessing juveniles and families to develop recommendations to be offered to the Court; attending and participating in Juvenile Court; and entering all documentation of efforts into the N.C. Juvenile Online Information Network.
	NC/DPS Division of Juvenile Justice (Lincolnton)	206 Gamble Drive, Suite B/Lincolnton, NC 28092	Responsibilities will involve all or most of the following: assisting Juvenile Court Counselors in supervising and counseling juveniles and their families in the home, school, office and community; participating in the treatment planning process including attending child/family treatment teams; providing feedback about juveniles' behavior and progress during case reviews; engaging juveniles in scheduled activities and promoting positive social interaction with their peers and authority figures; participating in the Juvenile Intake process; assessing juveniles and families to develop recommendations to be offered to the Court; attending and participating in Juvenile Court; and entering all documentation of efforts into the N.C. Juvenile Online Information Network.

	<u>Stonewall Jackson Youth Development Center</u>	850 Holshouser Rd Concord, N.C. 28027	Student will work with young males and related agencies primarily with the substance abuse program.
	<u>Communities in Schools (Charlotte-Mecklenburg)</u>	601 E. 5 th Street, Suite 300 Charlotte, NC 28202	Work with at-risk youth in group sessions. Provide transportation, coordinate and chaperone activities, tutor and mentor. All applicants must possess a valid NC driver's license, appropriate insurance, and pass a background check.
	<u>Communities in Schools (Gaston County)</u>	218 E. Franklin Blvd Gastonia, NC 28053	Work with at-risk youth in group sessions. Provide transportation, coordinate and chaperone activities, tutor and mentor. All applicants must possess a valid NC driver's license, appropriate insurance, and pass a background check.
	<u>Communities in Schools (Lincoln County)</u>	956 Reepsville Rd, Lincolnton, NC 28092	Work with at-risk youth in group sessions. Provide transportation, coordinate and chaperone activities, tutor and mentor. All applicants must possess a valid NC driver's license, appropriate insurance, and pass a background check.

	<u>Youth Development Initiatives, INC</u>		This agency teaches life skills to at-risk youth ages 14 and up. Programming spans several counties, including Mecklenburg, Rowan, and Stanly.
	<u>HERO Program: Help, Encouragement, and Recognition of Observers of domestic violence</u>	Hal Marshall Services Center, 700 N. Tryon Street, Charlotte 28202	More than 15 locations throughout the community; variety of programs: Veteran affairs, Substance abuse, Domestic violence, etc.
	<u>Council for Children</u>	601 East Fifth Street, Suite 510 Charlotte, NC 28202	*Fall internship opens February 1, and closes August 1 *Spring internship opens August 1, and closes November 1
	<u>Life Connections</u>	420 East 15th Street Charlotte, NC 28206	The conditions we create start with helping the client discover a shifted perception of their environment. We teach our clients the skills to self-evaluate, manage stress, and connect with other individuals. We create these conditions by mentoring, supporting, and advocating for our clients. We are family based with a no eject, no reject policy. We provide programs in both English and Spanish to maximize communication amongst our clients. Life Connections of the Carolinas practices Perceptual Control Theory, a scientifically based theory on human behavior and brain science. We believe the answer is within each individual.

Private Security	Agency	Location	Duties
	Background Investigation Bureau	9710 Northcross Center Ct, Huntersville, NC 28078	Possibility of a paid internship ~\$12/hr ~25hrs/wk
	First Command	4012 Park Rd Suite 102 Charlotte 28209	Agency is a financial agency, interns interested in financial crimes are urged to apply. *fairly thorough background check

State Law Enforcement	Agency	Location	Duties
	Private Protective Services	11907 Sam Roper DR, Charlotte, NC 28269	Agency certifies private investigators. Student will help conduct background checks and interview potential investigators. Students may also attend state commission meetings.
	NC ALE	500 West Trade St. Suite 53 Charlotte, NC 28202	<p>The mission of the Alcohol Law Enforcement Branch is to reduce crime and enhance public safety throughout the State of North Carolina. This mission is accomplished through partnerships with sheriffs and police chiefs and through the proactive, fair and consistent enforcement of the state laws related to alcoholic beverage control, gambling, controlled substances and nuisance abatement, as well as other criminal and regulatory matters in the interest of health and public safety.</p> <p>ALE special agents target problem ABC-licensed and illegal establishments that serve as havens for violence, drugs, gang activity, organized crime, money laundering and other criminal activity.</p>

	NC State Bureau of Investigations	5994 Caldwell Park Drive Harrisburg, N.C. 28075	<p>Requirements: Be a responsible law-abiding citizen with high moral character and personal integrity.</p> <p>Be enrolled in a four-year degree program at a college or university and have completed their sophomore year with a Grade Point Average of no less than 2.0 in a 4.0 scale.</p> <p>Not have been convicted of a felony or any other serious crime; undergo a criminal history record check with favorable results.</p> <p>Maintain a favorable credit history demonstrating responsible fiscal management and ability to live within means; undergo a credit check with favorable results.</p> <p>Have a basic working knowledge and understanding of word processing computer programs.</p>
Federal Law Enforcement	Agency	Location	Duties
	US Citizenship and Immigration Services - Charlotte Field Office	6130 Tyvola Centre Drive Charlotte, NC 28217	
	DEA/HIDTA office	6324 Fairview Rd, Suite 575, Charlotte, NC	*students can call Melinda Brown 404-893-7206, she prescreens*

	Bureau of Alcohol, Tobacco and Firearms U.S. Treasury Department	6701 Carmel Rd Suite #2 Charlotte, NC 28226-3583	Interviews witnesses in non-custodial situations. Examination of court records and other public documents. Surveillance activities, observation of court activities, general clerical duties.
	U.S. Postal Inspection Service	P.O. Box 3000 Postal Inspector in Charge Charlotte, NC 28228	Students get to conduct “hands-on” field research and apply classroom knowledge in an agency setting. The inspection service audits programs, safeguards postal employees and protects postal service revenue and assets.
	U.S. Marshall	401 W Trade ST Charlotte, NC 28202	Typically do paid co-op, need to see Marcia Clay in UNCC career services *Need 6 months advanced notice*
	U. S. Secret Service	6302 Fairview Rd. Suite 400 Charlotte, NC 28210	*Need 6 months advanced notice* Careers open for Special Agents, Uniformed Division Officers, Administrative, Professional, and Technical roles, and Special Officers.

Local Law Enforcement	Agency	Location	Duties
	Mint Hill Police Department	7151 Matthews Mint Hill Road, Mint Hill NC 28227	<p>Internship duties vary. Interns would be assigned to Investigations and do data entry, statistics within the area and crime areas within our jurisdiction.</p> <p>Hiring process includes Mint Hill PD application, letter from faculty advisors/professors, college transcripts</p> <p>*background check (certified criminal histories and driver's histories), fingerprints, drug screen</p>
	Huntersville Police Department	9630 Julian Clark Ave Huntersville 28078	<p>Interns will rotate through all of the sections of the department: K-9 operations, Criminal Investigations Division, Vice and Narcotics, School Resource Officers, possibly "train" with the SWAT team. They will ride along frequently, perform tasks requested of them (such as watching video for a Detective trying to find a particular person or vehicle, etc.), help out on community events, go to court with officers, and go to the D.A.'s office to present cases. See firsthand what it is like on a day to day basis as a municipal police officer.</p> <p>Agency prefers applicants with strong desire to go into municipal</p> <p>*A certified copy of your driving record in every state you've been licensed</p> <p>*Certified criminal history check for everywhere you've lived or worked since age 16</p> <p>*Copy of your driver's license and social security card</p>

	Kannapolis Police Department	401 Laureate Way Kannapolis, NC 28081	We are a progressive organization that embracing the Community Oriented Policing concept. We will give you the chance to grow in a job that offers challenge, responsibility and the opportunity for advancement. You will wear the Kannapolis badge with honor knowing that you are a part of a very select group of men and women who are entrusted to serve and protect the citizens of our great city.
	Rock Hill Police	120 E. Black St. Rock Hill, SC 29730	
	CMPD Uptown Cadet Program Recruitment Division	1750 Shopton RD, Charlotte, NC 28217	<p>The program's intent is to enhance the participating student's knowledge of the Charlotte-Mecklenburg Police Department and all operating aspects so that when the participant turns 21, he or she may enter into a career as a Charlotte-Mecklenburg Police Officer.</p> <p>As Cadets work in different areas of the department, they will develop the necessary skills to make them the type of Officer CMPD needs to be successful in its mission to prevent the next crime.</p> <p>Looking for career in police; strong work ethic; Need to fill out internship waiver & application form</p> <p>*must pass polygraph test; process typically takes 4-5 months*</p> <p>*application process will close May 19, 2017*</p>

	Charlotte-Mecklenburg Police Department	601 East Trade Street, Charlotte, NC 28202	<p>Two types of college internship program (pathways) will be offered to best accommodate both the student and the CMPD. The first pathway, the Sworn Program, would allow interns that desire to become sworn law enforcement officers the opportunity to work in a CMPD Investigative, Support Services, and/or Field Services Group for duration of the internship. This will provide interns with an overview of the various work duties and responsibilities of sworn law enforcement personnel.</p> <p>The second pathway, the Non-Sworn Program, would place interns desiring to focus their internship on one specialized area of law enforcement in a division such as Crime Scene, Animal Care and Control, Crime Analysis, etc. in which most employees are non-sworn personnel. These interns must possess a specific educational background and future career goals that are in line with that of the division of interest. Interns in the Specialized Program would spend the duration of the program at the assigned division learning about the day-to-day activities of the division and working on specific projects provided by the Intern Supervisor.</p> <p><i>*application for the Summer '18 semester will be open from January 1 - March 1; Fall '18 semester will be open from April 1 - June 1*</i></p>
	Gaston County Police	420 West Franklin Blvd. Gastonia, NC 28053	

	Cabarrus County Sheriff's Office	30 Corban Avenue SE Concord, NC 28026-0525	Data Entry Crime Scene Assistance Patrol Ride Along Assisting Record Personal Assisting Civil Officers Jail Inmate Booking Communications * Background Check (criminal history, driver's license and fingerprinting)*
	Concord Police Department	30 Market St. Concord, NC 28025	Preference is given to Seniors. Concord PD hires many students from the program, so a strong desire to be an officer is preferred. Interns spend time in all of the divisions (patrol, CID, SRO, Admin, Crime Scene, etc.). There may also be light office work. Processing takes 4-6 weeks *Interview, Background Check, Fingerprinting, and Reference Check is required
	Mecklenburg County Sheriff's Department	901 Elizabeth Ave Suite 300 Charlotte, NC 28204	Student will be exposed to all aspects of detention duties, as well as training, recruitment and administration
	Crowder's Mountain State Park	522 Park Office Lane Kings Mountain, NC 28086	Work with rangers, law enforcement and patrol park; nature programs; mark & locate boundaries; fight fires; patrol trails

	Union County Sheriff's Office	3344 Presson Road Monroe NC 28112	<p>Duties of interns at the Sheriff's Office are primarily limited to observation roles, clerical tasks, and office duties. A schedule is designed that allows the intern to experience all of the various bureaus of the Sheriff's Office, such as patrol, detention, dispatch, court security, animal services, investigations, and school resource officers. Interns are permitted to ride along with deputies depending on their assignment. Interns may be asked to assist with light clerical duties such as data entry, answering the telephone, and filing. However, interns will spend most of their time simply observing agency personnel as they perform their daily duties. Interns are encouraged to ask questions and get involved whenever possible. We strongly believe that hands-on training provides the most realistic training experience, one that cannot be duplicated in the classroom.</p> <p>*All applicants must undergo a background investigation prior to being approved to participate in the internship program*</p>
	Raleigh Police Department	6716 Six Forks Road Raleigh NC 27615	The Raleigh Police Department is searching for qualified individuals who want to join our corps of law enforcement professionals. Many opportunities are available from sworn Police Officers to a variety of exciting and attractive civilian positions. Our organization is proud of our professionalism, our values and providing the best services to the citizens of Raleigh.

	UNC-Charlotte Police & Public Safety	9201 University City Blvd. Charlotte, NC 28223	UNC Charlotte Police & Public Safety is a fully authorized state police agency, providing both police and security services to a campus of 28,000 students, faculty and staff. The Department is comprised of two divisions--Patrol and Support Services--with a special emphasis on community oriented policing. The UNC Charlotte Police Department collaborates regularly with the Charlotte Mecklenburg Police Force and other regional law enforcement agencies.
Victim & Social Services	Agency	Location	Duties
	Domestic Violence Program Mecklenburg County Women's Commission NOVA- program for DV batterers	700 N. Tryon Street Charlotte, NC 28202	Assist social workers with adult or children training programs, group facilitation, monitoring criminal justice system, and administrative support. Includes NOVA and Domestic Violence Program for Children.
	Safe Alliance - Shelter for Battered Women		Counseling, support groups, emergency residence, speakers' bureau and teen theater. An intern would work the crisis lines, help with the intake process getting new residents settled, help with the children when needed, work with the children's programming when needed any other "help" around the house.

	<u>IMPACT LLC</u>	6035 Florence Ave Suite 100 Charlotte NC 28212	IMPACT is a North Carolina-certified abuse intervention program for men* age 16+ who acknowledge or have been found to have abused, coerced or controlled their partners or former partners (domestic violence, or DV). We currently provide services in Mecklenburg, Union, Gaston, Cleveland, Lincoln, Cabarrus, Stanly and Iredell counties.
--	-----------------------------------	--	---

Research & Other	Agency	Location	Duties
	Exodus Foundation	13016 Eastfield Road Suite 200-222 Huntersville NC 28078	Develop relationships with employees who hire people with criminal records, assist mentoring program coordinator in identifying employers to speak at career networking groups, assist in public relations for job related events, maintain employer database and update regularly, conduct telecare calls to assess employment and general needs of care recipients.
	Justice Initiatives	Mecklenburg County Courthouse 832 E Fourth Street TCA Suite 4420	The intern will assist in the overall management of the organization, perform administrative responsibilities, attend meetings, take minutes, conduct research, and execute various clerical duties. The intern will also help as needed with special projects and event planning involving Justice Initiatives, Inc.
	The LPA International Forensics Institute	211 S. Main Street Monroe 28112	Strong research and writing skills are necessary for this internship