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**28<sup>TH</sup> JUDICIAL DISTRICT**

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## **28<sup>th</sup> Judicial District Court Services Internship/Volunteer Program**

Persons may apply for placement as a student intern or CSO volunteer upon meeting the following requirements:

### **A. Student Intern**

1. Referral from an advisor or professor from an accredited college.
2. Maintain a 2.5 G.P.A.
3. Able to be present a minimum of 20 hours per week in the Court Services Office, for not less than four weeks.
4. Students seeking internship, must be available for interviews with the Chief Court Service Officer or designee to explain the internship to the student.

### **B. CSO Volunteer**

1. Graduation from an accredited four year College or University with major course work in corrections, counseling, criminology, psychology, social work, sociology, or a closely related field; or completion of sixty semester hours from an accredited four year College or University or an accredited Junior College and two years experience as a volunteer in community service agencies dealing with direct service to people.
2. Able to present 15 hours per week in the Court Services Office, for not less than 3 months.

### **APPLICATION:**

- A. Any requests for internships, volunteerism or work studies shall be made directly to the Chief CSO.
- B. Potential interns or volunteers shall complete the program application and submit it to the Chief CSO.

### **SELECTION:**

1. Each person wishing to be accepted shall complete the program application. College students (intern) may be accepted but must be over 18 years old. Volunteers must be at least 21 years of age, of good character and not currently under supervision for a criminal offense. The director may waive the age requirement for student interns under 18 years old on an individual basis.
2. The Chief CSO will conduct a personal interview with the applicant to determine the individual's interests and appropriateness for placement with the agency. The individual will sign an Authorization to Release Information.
3. The Chief CSO will conduct a criminal records check and verify any additional information provided by the applicant.
4. Placement with Court Services will be based upon Court Service staff time, work load, and other related items as determined by the Chief Court Service Officer.

5. No person will be accepted who has been convicted of a Felony, or who is currently on probation; or who has a family member who has been convicted of a Felony or who is currently on probation for any reason.
6. All deviations from this policy must be approved by the Chief CSO or designee prior to any action.

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- Please contact **Chief CSO Kevin J. Emerson** for additional information or to obtain a program application.

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**28<sup>th</sup> JUDICIAL DISTRICT COURT SERVICES**  
**INTERNSHIP/VOLUNTEER PROGRAM APPLICATION**

*Please complete and return as soon as possible. The following information will help us in the development of our intern program. As the appropriate placement of interns to assignments with a variety of duties is essential to the success of the agency, it is important that we request this information. Thank You.*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

SS#: \_\_\_\_\_ D.L. # \_\_\_\_\_

Educational Background (circle highest grade level completed)

1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4

Post Graduate: 1 2 3 4

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Any professional training: \_\_\_\_\_

\_\_\_\_\_

Workshops or seminars you have attended: \_\_\_\_\_

\_\_\_\_\_

Previous job experience (include approximate dates): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal interests, talents, hobbies, arts, crafts, special skills: \_\_\_\_\_

\_\_\_\_\_

How would your educations, work experience, hobbies, or personal interests be helpful to you as an intern with Court Services: \_\_\_\_\_

\_\_\_\_\_

List any memberships in community organizations and clubs: \_\_\_\_\_

\_\_\_\_\_

Have you been an intern/volunteer before? \_\_\_\_\_ If so, when, where and in what capacity?

\_\_\_\_\_

Why are you interested in an internship/volunteering with Court Services?

\_\_\_\_\_

\_\_\_\_\_

Type of internship/volunteer assignment desired: \_\_\_\_\_

How much time per week will you be able to work: \_\_\_\_\_

Preferred days and time: \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony as an adult? \_\_\_\_\_

Are you currently on probation or parole? \_\_\_\_\_

Are you related to anyone who is under the supervision of any correctional agency? \_\_\_\_\_

If so who? \_\_\_\_\_

Do you know anyone under the supervision of the 28<sup>th</sup> Judicial District Court Services? \_\_\_\_\_

If so who? \_\_\_\_\_

Will you consent to Court Services inquiries regarding your background and qualifications as an intern? This will include a records check and contact with character references. \_\_\_\_\_

**CHARACTER REFERENCES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Person to notify in case of an emergency: \_\_\_\_\_

Any physical conditions which should be considered in arranging intern assignments?

\_\_\_\_\_

\_\_\_\_\_

All interns/volunteers will dress in clothing appropriate for this office. Interns must adhere to the dress code of Court Services staff.

Intern/volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>STATE OF KANSAS</b> <b>28th JUDICIAL DISTRICT</b> <b>COURT SERVICES</b> Saline & Ottawa Counties	Effective Date	Section Number	Page Number:
	Related State Administrative Policies and Procedure:  <b>INTERNSHIPS/VOLUNTEERS</b>		
Section:  <b>POLICY &amp; PROCEDURE</b>	Subject:  <b>APPLICATION &amp; SELECTION</b>		

- I. PURPOSE:** To have a standardized procedure for the application and selection of interns/volunteers, and to provide an effective and fulfilling program experience for such individuals.
- II. POLICY:** Under authority of the Administrative Judge of the 28<sup>th</sup> Judicial District, the Director of Court Services may select and assign such Student Interns and/or CSO Volunteers as deemed needed and appropriate to the CSO Office as approved by the Court Administrator. The Director of Court Services is to assign duties and tasks to each student or volunteer as needed.
- III. PROCEDURE:** Persons may apply for placement as a student intern or CSO volunteer upon meeting the following requirements:

**C. Student Intern**

1. Referral from an advisor or professor from an accredited college.
2. Maintain a 2.5 G.P.A. (*Student must provide Chief CSO with a current copy of transcript.*)
3. Able to be present a minimum of 20 hours per week in the Court Services Office, for not less than four weeks.
4. Students seeking internship, must be available for interviews with the Chief Court Service Officer or designee to explain the internship to the student.

**D. CSO Volunteer**

1. Graduation from an accredited four year College or University with major course work in corrections, counseling, criminology, psychology, social work, sociology, or a closely related field; or completion of sixty semester hours from an accredited four year College or University or an accredited Junior College and two years experience as a volunteer in community service agencies dealing with direct service to people.
2. Able to present 15 hours per week in the Court Services Office, for not less than 3 months.

**APPLICATION:**

- C. Any requests for internships, volunteerism or work studies shall be made directly to the Chief CSO.
- D. Potential interns or volunteers shall complete the program application and submit it to the Chief CSO.

**SELECTION:**

7. Each person wishing to be accepted shall complete the program application. College students (intern) may be accepted but must be over 18 years old. Volunteers must be at least 21 years of age, of good character and not currently under supervision for a

criminal offense. The director may waive the age requirement for student interns under 18 years old on an individual basis.

8. The Chief CSO will conduct a personal interview with the applicant to determine the individual's interests and appropriateness for placement with the agency. The individual will sign an Authorization to Release Information.
9. The Chief CSO will conduct a criminal records check and verify any additional information provided by the applicant.
10. Placement with Court Services will be based upon Court Service staff time, work load, and other related items as determined by the Chief Court Service Officer.
11. No person will be accepted who has been convicted of a Felony, or who is currently on probation; or who has a family member who has been convicted of a Felony or who is currently on probation for any reason.
12. All deviations from this policy must be approved by the Chief CSO or designee prior to any action.

<b>STATE OF KANSAS</b> <b>28th JUDICIAL DISTRICT</b> <b>COURT SERVICES</b> Saline & Ottawa Counties	Effective Date	Section Number	Page Number:
	Related State Administrative Policies and Procedure:  <b>INTERNSHIPS &amp; VOLUNTEERS</b>		
Section:  <b>POLICY &amp; PROCEDURE</b>	Subject:  <b>ASSIGNMENT &amp; TRAINING</b>		

**I. PURPOSE:** To have a standardized procedure for the application and selection of interns/volunteers, and to provide an effective and fulfilling program experience for such individuals.

**II. POLICY:** Court Services interns/volunteers shall complete an orientation and training program prior to the commencement of activities or services with this agency.

### **III. PROCEDURE:**

#### **ORIENTATION AND TRAINING PROGRAM:**

E. The Chief CSO or CSO II is responsible for the orientation/training program for assigned individuals prior to their assignment of specific tasks. The training/orientation program shall consist of:

- a. **Review of Court Services Officer Manual**
- b. **Review of Kansas Sentencing Guidelines Manual**
- c. **Review of local district Policy and Procedure Manual**
- d. **Review of Court Services Office protocol.**
- e. **Proper communication with the clients, public and professionals.**
- f. **Description and understanding of the individuals duties.**
7. **Encouragement to participate in appropriate in-house training sessions.**

**\*One time or short time interns/volunteers may require less intensive orientation.**



<b>STATE OF KANSAS</b> <b>28th JUDICIAL DISTRICT</b> <b>COURT SERVICES</b> Saline & Ottawa Counties	Effective Date	Section Number	Page Number:
	Related State Administrative Policies and Procedure:  <b>INTERNSHIPS &amp; VOLUNTEERS</b>		
Section:  <b>POLICY &amp; PROCEDURE</b>	Subject:  <b>RESPONSIBILITIES OF INTERNS/VOLUNTEERS/ RESPONSIBILITIES OF THE COURT</b>		

**I. PURPOSE:** To have a standardized procedure for the application and selection of interns/volunteers, and to provide an effective and fulfilling program experience for such individuals.

**II. POLICY:** Court Services interns/volunteers shall be informed of office policies and procedure and have explained to them what is proper protocol and conduct while involved with our agency.

### **III. PROCEDURE:**

#### **RESPONSIBILITIES OF INTERN/VOLUNTEER PARTICIPATION:**

- F. Interns/Volunteers will sign the agreement to abide by all department policies with particular attention to the security and confidentiality of information.
- G. Interns/Volunteers are responsible to a staff supervisor who must authorize all activities.
- H. No gifts will be exchanged with clients, nor will there be any transactions with clients which would exhibit favoritism or discrimination.
- I. Interns/Volunteers understand that there is no reimbursement for out-of-pocket expenses or mileage.
- J. Changes in the intern/volunteer's work schedule must be reported and approved by the Chief CSO.
- K. Interns/Volunteers represent the 28<sup>th</sup> Judicial District Court Services and should maintain appropriate dress and behavior at all times when working on behalf of the agency.
- L. Fraternization with clients is not permitted. Client contact of any sort outside of the agency setting should be approved by the Chief CSO.
- M. Interns/Volunteers assume full responsibility for any risk of injury while participating in the intern/volunteer program.
- N. Interns/Volunteers will be on time to work as scheduled.

#### **RESPONSIBILITIES OF THE COURT:**

- A. To provide supervision on a day to day basis.
- B. To meet with the student's advisor for the purpose of evaluating the student.
- C. To provide texts or copies of all required reading materials.
- D. To evaluate the student/volunteer in the following areas:
  - a. Work habits
  - b. Educational foundation
  - c. Personal strengths and weaknesses.
  - d. Interviewing skills.
  - e. Ways to improve the above, if any.
- E. To provide exposure to the day to day activities of the Court system.
- F. To provide information with community referral agencies.

## **INTERNSHIP/VOLUNTEER PROGRAM TIMELINE**

### **A. Orientation Period (Length depends on intern/volunteer)**

1. General information on the Court System.
2. General information on the operation of Court Services Office.
3. Report writing including juvenile, adult and domestic relations.
4. Student/Volunteer will observe interviews, court proceedings, and probation appointments.
5. Selected readings from texts and other sources dealing with caseload management, probation supervision, etc.

### **B. Get your “feet wet” period.**

1. Student/Volunteer will conduct several interviews under the direct supervision of a Court Service Officer.
2. Student/Volunteer required to explain laws which guide Court Service Office procedures.
3. Student/Volunteer will prepare a “dummy” report to be compared to a “real” report. (The report will be on the same individual)
4. Student will receive feedback on their reports and interviews.

### **C. Advanced Period**

1. Student/Volunteer will be assigned a selected “case load” to be supervised by them.
2. More “serious” reports will be assigned to students to complete. (Felony type)
3. Student/Volunteer will present part of in-service training program to CSO Staff.
4. Student/Volunteer will be able to explain the general operation of the Court system and the forms used in the system.

***\*All students/volunteers will start with the orientation period and will advance as they become capable. Advancement depends on many items- hours spent in the office; willingness to learn; capabilities of the student/volunteer; type of cases available for the student/volunteer to work on; etc.***

