Thank you for your interest in applying for the Oregon Prisoner’s Parole Assistance internship. Please submit your application by 5:00pm on Monday, June 25, 2018 to althea@criminaldefensess.com. I will review applications and call for interviews to be conducted during the week of July 2nd, 2018. If you are not in Eugene we can schedule a skype interview.

In this internship you will have the opportunity to staff Oregon parole cases with a licensed mitigation investigator and a group of your peers. You will review prior hearing transcripts; prison records such as disciplinary reports, work history, inmate account statements, counselor notes, and programming history; psychological evaluations and other mental health records; the Post-Sentence Investigation Report detailing the facts of the crime at the time of conviction; criminal history; other life history materials provided by client. Based on your records review, we will identify issues the client needs assistance with as they learn how to effectively tell their own life story, develop and articulate insight into the harm they caused, identify their own personal “risk factors,” and prepare plans for their future release. We will discuss potential “expert” reports that may be helpful to the client and draft referral questions for expert evaluations. Throughout this process, you will prepare a professional letter to client explaining your feedback, collect and format supplemental materials to help client develop knowledge of particular issues/topics of relevance, and a final debrief letter before the conclusion of your internship to close your file.

Upon completion of this internship you will:

- Have a working knowledge of the Oregon parole process
- Have a basic understanding and know how to reference Oregon Administrative Rules controlling the parole hearing process
- Know how to identify relevant life mitigating circumstances contributing to crime and delinquency such as age, trauma, physical/sexual abuse, abilities, family stability, education, mental health, job skills, substance abuse, race/ethnicity, prior justice involvement, poverty, and others
- Understand a trauma informed public health approach to crime, public safety and rehabilitation
- Understand the use of tools like the Adverse Childhood Experiences survey in personal insight development
- Understand your self-care best practices and be able to talk about vicarious trauma
- Be able to talk about violent crimes with sensitivity to harm and complexity
- Have practice curating issue specific resources for client’s practicable use in the insight development process
- Understand the basics of professional client correspondence
- Know how to navigate institution & law enforcement records
- Know how to close a case file

We will meet once per week for two hours as a group. The day, time and location will be determined based on everyone’s schedules. You should expect to spend approximately 3-5 hours outside of our group meetings reviewing materials, preparing feedback, doing research on relevant issues, and preparing materials for client. It is also required that you schedule intentional self-care practices into your weekly schedule.
OR Prisoners’ Parole Assistance Internship
Application for Fall, 2018 – Spring, 2019

Your Name:                  Preferred pronouns:

Email address:

Phone #:

Expected graduation term:

Major:                  Minor:

Have you taken an Inside/Out Class at an Oregon prison?   YES    NO
If so...
At what facility?    OSP    OSCI    OTHER_________________

Which term(s)/year(s) did you take your class?

What was the topic of your I/O class?

If you have not taken an Inside/Out class and you plan to... you will not be able to take a class at the facility where our parole clients are housed. i.e. if our clients live at OSP, you will be limited to taking a class at OSCI or another facility. This may limit your opportunity/likelihood of getting into an I/O class.

Do you plan to take an I/O class in the future?   YES    NO
If not, explain.

Please list one reference who can speak to your suitability for this internship:
   Name:

   Email:

   How does this person know you?

Which term(s) are you interested in being an Intern? You may continue the internship over more than one term.

   Fall 2018   Winter 2019   Spring 2019   Summer 2019
1. In a paragraph or two, explain why you are interested in this internship. What other experiences have you had (classes, volunteer, work, life) that drive your interest in this internship?
2. In this internship, you would be reading someone’s first person account of the murder(s) they committed in addition to law enforcement statements of the crime, and often victim impact statements. What do you hope to take away from this experience?
3. Many murders involve additional crimes such as kidnapping, assault, burglary, robbery, or sexual assault. The person you would be helping prepare for parole and develop insight will have committed those crimes. Is there any crime you view as “unredeemable” or “unworthy” of help in the context of parole support? If so, please explain.
4. As an intern, the materials you will be reviewing will be redacted and altered to protect the identity of the incarcerated client. Even so, there may be unique facts or circumstances that make it possible to identify the full name and identity of the client. Further, you will be required to sign a confidentiality agreement that includes a provision that you do not attempt to identify the client. Is there any reason you do not think you can comply with such an agreement? If yes, please explain.