

CJ&C Potential Internship Placements – updated 10/15/19

Courts	Agency	Location	Duties
	Office of the District Attorney: Mecklenburg County	700 East Trade Street Suite 200 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.
	Office of the District Attorney: Cabarrus County	77 Union Street South Concord, NC 28026	
	Cabarrus County Clerk's Office	77 Union Street South Concord, NC 28026	
	Office of the Public Defender	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	US Atty Office: 227 West Trade St, Suite 1650 US 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 gain an intimate knowledge of the inner workings of a criminal defense law practice by accompanying attorneys to court, interviewing new clients, making jail visits, reviewing and summarizing discovery, reviewing dash cam and body worn camera videos and drafting timelines for use in trial, assembling DWI and felony trial notebooks, attending calendar calls in State Court and Status Conferences in Federal Court. A brief interview is part of the application process.
	Crews Law Firm, PLLC	725 E. Trade St., Suite 200 Charlotte, NC 28202	We are currently looking for a dynamic individual as a Legal Intern to be based in Uptown Charlotte, NC.. This role is designed for a highly-motivated individual who is able to work independently with little guidance. A successful candidate will be able to work quickly under pressure and respond to multiple demands at once. Job Description: <ul style="list-style-type: none"> ● Provide support as needed to legal affairs function including monitoring and handling intake. ● Drafting legal documents as well as preparing and filing legal documents. ● Assist attorney with organizing files and administrative tasks and researching law, Writing Memos, declarations, affidavits, and etc.
	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

	Ferguson, Hayes, Hawkins, & DeMay, PLLC	45 Church Street South Concord, NC 28025	
	Gilles Law, PLCC	725 East Trade St. Suite 215 Charlotte, NC 28202	<p>Gilles Law, PLLC is an active, diverse, law firm situated in the heart of Uptown Charlotte, North Carolina. Our firm works tirelessly in preserving and protecting our client’s rights in criminal defense, immigration, and family law cases. We know what it takes to protect our clients in cases involving removal proceedings, visa matters, alimony, custody, divorce, criminal and traffic and a host of other legal issues that may arise.</p> <p>Position Summary:</p> <p>Our firm is seeking reliable Interns to assist us with in-house legal representation of our clients. Students interested in pursuing a career in the legal field as attorneys, paralegals, and legal assistants are preferred. No office experience is necessary. Duties may include:</p> <p>Casework: Assist in the preparation of cases for our clients represented by our attorneys, including but not limited to summarizing discovery in criminal cases, organizing trial binders, reviewing family law case as well as taking notes at court hearings and meetings with clients.</p> <p>Legal Research: Research is a massive part of the substantive work our office provides. An intern will research the appropriate statutes and laws pertaining to the cases our attorneys take on/appointed.</p> <p>Case Management: Update case summaries, track important court dates and deadlines, process referrals and update client notes/updates for the attorneys on the status of a pending case.</p> <p>Office Administration: Assist with various ad-hoc assignments related to managing and organizing a law firm such as</p> <ul style="list-style-type: none"> - Assisting with the distribution of mailers - Organizing client files - Answering phones when necessary - Traveling to the Mecklenburg County Courthouse <p>Timeframe</p>

			<p>Typically, we like to offer our interns 8 hours a week on the days they're available. Our office is flexible and can work with the schedules of our interns.</p> <p>We do not have set time frames for the number of weeks an intern would like to work. We'll work with our interns to determine an appropriate schedule to fulfill the requirements of course work with their respective school.</p>
	Law Offices of Andrew L. Gordon, PLLC	725 E. Trade Street, Suite 205, Charlotte, NC 28202	<p>Attention Students: Boutique firm near Uptown Charlotte, NC, specializing in criminal defense, personal injury, and real estate, is looking for a motivated and resourceful intern to help with all aspects of all practice areas from client interaction and phone calls to research to civil and criminal document drafting and courtroom observation and jail visits. Candidates must possess a strong proficiency in writing, strong interpersonal skills and organization skills, as well as a team-focused mindset. The right candidate will be considered for a full-time paid position upon completion of the internship program and obtaining their degree. Marketing experience is also a plus.</p> <p>www.charlottedefender.com</p>
	Phillips & McCrea, PLLC	1315 East Blvd. Suite 250 Charlotte, NC 28203	
	Trial Court Administrator's Office	832 East Fourth Street. Suite 4420 Charlotte, NC 28202	Internships available in multiple areas: Judicial Support Staff Admin, Operations Division, Community Access and Outreach Division, Family Court Division, SelfServe Center, Magistrate's Office
	STEP Drug Treatment Court Division	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>

	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>
	Cabarrus County Resolution Center (Teen Court)	77 Union Street South, 3rd Floor Concord, NC 28025	<p>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.</p>
	Guardian Ad Litem: Gastonia	325 Dr. Martin Luther King Jr. Way Gastonia, NC 28052	<p>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.</p>

	<u>Teen Court - Gaston County</u>		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>		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
	State Probation and Parole Community Corrections		<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.)</p> <p>(*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
	LifeWorks! Center for Community Transitions	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>

	<u>Center for Community Transitions (Families Doing Time)</u>	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
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Juvenile Justice & Services	Agency	Location	Duties
	Stonewall Jackson Youth Development Center	850 Holshouser Rd Concord, NC 28027	Student will work with young males and related agencies primarily with the substance abuse program.
	Communities in Schools		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
	NC DPS/Division of Juvenile Justice	Gaston Co. Cleveland Co. Lincoln Co.	Offers internships in Court Services, Juvenile Detention Centers, and Youth Development Centers
	NC DPS/Division of Juvenile Justice	Mecklenburg Co.	Offers internships in Court Services, Juvenile Detention Centers, and Youth Development Centers
	NC DPS/Division of Juvenile Justice	Cabarrus Co.	Offers internships in Court Services, Juvenile Detention Centers, and Youth Development Centers

	Youth Development Initiatives, INC		This agency teaches life skills to at-risk youth ages 14 and up. Programming spans several counties, including Mecklenburg, Rowan, and Stanly.
	HERO Program: Help, Encouragement, and Recognition of Observers of domestic violence	Office Location: Hal Marshall Services Center 700 N. Tryon Street Charlotte, NC 28202 Mailing Address: Community Support Services 700 N. Tryon Street Charlotte, NC 28202	
	Council for Children	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
	Life Connections		Life Connections of the Carolinas is a non-profit organization aimed at Keeping Kids out of Jail and Keeping Adults from going back. Our Vision is to connect all people, no matter their past or current situation, to the best possible resources to “Be the Best People, Families, and Citizens they can be”.

	Peer Mediation Training for Middle and High School students in CMS Schools		The Charlotte Mecklenburg Community Relations Committee in cooperative effort with Charlotte Mecklenburg Police Department provides mediation training and ongoing mentorship with the newly trained mediators in Charlotte Mecklenburg middle and high schools. Interns will be able to work with Coordinators to facilitate communication among public school students and train them in conflict resolution and peer mediation skills.
	Rockwell Development Center		RDC is a level III group home serving clients that have behavior issues and mental health diagnoses.

Law Enforcement/ 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			
	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 Alcohol Law Enforcement (joined with SBI)	500 West Trade St. Suite 53 Charlotte, NC 28202	
	NC State Bureau of Investigations (SBI)	5994 Caldwell Park Drive Harrisburg, NC 28075	Requirements: Be a responsible law-abiding citizen with high moral character and personal integrity. 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. Not have been convicted of a felony or any other serious crime; undergo a criminal history record check with favorable results.

			<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>
	State Crime Lab		The State Crime Lab offers internships at all laboratory locations and in all forensic disciplines. The internship program runs throughout the year and coincides with university semesters. Internships at the State Crime Lab are unpaid.
Federal Law Enforcement			
	DEA/HIDTA office	6324 Fairview Rd, Suite 575, Charlotte, NC	<i>*students can call Melinda Brown 404-893-7206, she prescreens*</i>
	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*
Local Law Enforcement			
	Mint Hill Police Department	7151 Matthews Mint Hill Road, Mint Hill NC 28227	Internship duties vary. Interns would be assigned to Investigations and do data entry, statistics within the area and crime areas within our jurisdiction. Hiring process includes Mint Hill PD application, letter from faculty advisors/professors, college transcripts *background check (certified criminal histories and driver's histories), fingerprints, drug screen
	Huntersville Police Department	9630 Julian Clark Ave Huntersville 28078	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.),

			<p>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	<p>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.</p>
	Rock Hill Police	120 E. Black St. Rock Hill, SC 29730	
	Charlotte-Mecklenburg Police Department Uptown Cadet Program Recruitment Division	1750 Shopton RD, Charlotte, NC 28217	<p>Looking for career in police; strong work ethic; Need to fill out internship waiver & application form</p> <p>*must pass polygraph test*</p>

	Charlotte-Mecklenburg Police Department	601 E. Trade St. 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. 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>*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*</p>
	Gaston County Police	P.O. Box 1578 Gastonia, NC 28053-1578	

	Cabarrus County Sheriff's Office Personnel	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	<p>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.</p>

	<u>UNC-Charlotte Police & Public Safety</u>	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.
	<u>Catawba County Sheriff's Office</u>		
	<u>Forsyth County Sheriff's Office</u>		
	<u>Greensboro Police Department</u>		

	<u>Kernersville Police Department</u>	134 East Mountain St Kernersville, NC 27284	
	<u>Pineville Police Department</u>		
	<u>Winston Salem Police Department</u>		
	<u>Salisbury Police Department</u>	130 East Liberty St. Salisbury, NC 28144	<p>Police interns will have the opportunity to work and learn alongside officers from both the Patrol and Investigations Divisions. After completing the internship, students will earn college credit while gaining a greater understanding of what is expected to be an officer with the Salisbury Police Department.</p> <p>The Salisbury Police Department's Intern Program is a highly competitive process. Prospective applicants must have high moral character and a dedication to community oriented policing. Prospective applicants must be currently enrolled in college and follow all course/syllabus expectations.</p>

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		<p>Counseling, support groups, emergency residence, speakers' bureau and teen theater.</p> <p>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.</p>
	IMPACT, LLC	6035 Florence Ave Suite 100 Charlotte, NC 28212	<p>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.</p>

Research & Other	Agency	Location	Duties
	Justice Initiatives	Mecklenburg County Courthouse 832 E. Fourth St. TCA Suite 4420 Charlotte, NC 28202	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.

	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.
	The LPA International Forensics Institute	211 S. Main Street Monroe 28112	Strong research and writing skills are necessary for this internship