

Washington Summer Program Internship #8

U.S. Department of Justice (DOJ)

Civil Rights Division, Coordination and Review Section

Hi Summer Students,

Attached is a great opportunity if you are interested in discrimination practices as it relates to civil rights. Specifically the internship is with the U.S. Department of Justice (DOJ), Civil Rights Division, Coordination and Review Section. You MUST be a US citizen and be able to pass a background/security clearance. We have a student there this quarter and she gives it high praise. It's substantive and interesting. The description is attached.

Address your cover letter to:

Elizabeth Keenan

Deputy Section Chief

Coordination and Review Section

Civil Rights Division

US Department of Justice

If interested email me your cover letter/resume by Wednesday, March 5 as I must get all apps to her by March 7. Thank you. - Sara

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U.S. Department of Justice

Civil Rights Division

*Coordination and Review Section - NWB
950 Pennsylvania Avenue, NW
Washington, DC 20530*

INTERNSHIP DUTIES

Interns working for the U.S. Department of Justice (DOJ), Civil Rights Division, Coordination and Review Section perform a variety of tasks related to the investigation of complaints of discrimination against and compliance with civil rights laws by recipients of DOJ financial assistance around the country. These recipients include such agencies as police departments, state corrections systems (prisons), sheriffs' offices and jails, courts, and shelters, among others. Interns are provided training in investigation techniques and perform tasks that are normally performed by members of our professional staff. The Section is also involved in an initiative to assist federal agencies in meeting the requirements of Executive Order 13166, which relates to provision of services by federal agencies and recipients of federal assistance to persons who are limited English proficient (LEP). The intern may work on projects related to the LEP initiative, as well. Interns routinely conduct research for LEP or other projects for investigators or attorneys and work on investigations of complaints and compliance reviews.

Complaints on which an intern works can include a variety of issues and bases. Examples of some of the complaint allegations we have investigated include: failure to provide nondiscriminatory police services to minority community members or LEP persons; discrimination against racial or religious minority inmates in prisons or jails racial profiling; race-based traffic stops and searches, and harassment of African-Americans or other minority citizens based on their race/national origin; and failure to address allegations of sexual assaults filed by women. Our intern will assist in the investigation; conduct interviews as needed; develop data requests to the respondent; analyze data submitted by complainants and respondents; and follow up to gather additional information when needed. The intern will also draft letters of findings, as appropriate, to the respondent and complainant. All interviews, document analysis, and other investigative tasks will be written up as formal documents for inclusion in the case file. If the investigation involves management of a data base, these duties may also be assigned to the intern.

In addition to the duties described above, our intern may also analyze correspondence coming into the Section, determine whether it would come within our jurisdiction or that of other offices within the Department or other federal agencies, and recommend how the correspondence should be processed. These tasks will require that the intern develop knowledge and understanding of the authorities of DOJ and other Federal agencies, as well, in addressing civil rights complaints. Interns also conduct research for staff investigators and attorneys on various projects in the office.

The intern will work with members of the Section's professional staff, including investigators and attorneys, and will be expected to complete assignments within the time

frames agreed to for each project. The intern will have use of a computer, access to the DOJ

e-mail and intranet systems, be provided training on applicable Federal statutes, and have expenses covered for any required local or out-of-area travel or other expenses. The intern will report to Elizabeth Keenan, the Deputy Section Chief who is responsible for the Section=s undergraduate intern program. Ms. Keenan may be reached at 202-616-3190.

It is our hope that the intern will develop an understanding of how the Federal government works and how the Federal civil rights programs are enforced, and gain insight into how the political process affects decision-making in this area. We hope that the intern will develop a thorough understanding of applicable civil rights laws and investigative techniques. We also hope that, as some of our interns have in the past, the intern will find that work in the Federal government and/or in the area of civil rights may be a worthwhile career goal.