



Dear Prospective Intern:

Thank you for your interest in serving as an intern with Colorado Springs Teen Court! Please sign the *Acknowledgment of Intern Requirements* form and complete the *Basic Information* form, the *Oath of Confidentiality*, *Permission for Press Release*, and the *Background Check Request*, and return all forms to the Teen Court office.

**A background check conducted by an outside agency IS REQUIRED for all adults volunteering with Teen Court. A fee of \$25.00 must be paid to Teen Court to process the background check. Please fill out the Criminal Records and Background Release form at the end of this application and submit it to Teen Court.**

Teen Court hosts its sentencing hearings on Tuesday afternoons and evenings. Peer Panels begin at 3:00PM and last until 6:00PM; Trials begin at 5:00PM and last until 7:00PM. Parking is currently available in the BACK HALF of the First Presbyterian Church parking lot just east of the Municipal Courthouse (across the street on the corner of Weber & Bijou).

Be sure to contact the Teen Court office to schedule an interview as soon as possible. We look forward to your participation and involvement with Teen Court. Thank you again for your interest in working with us!

Sincerely,

**TYLER KOETS**  
PROGRAM DIRECTOR

**MALLORIE SALAZAR**  
PROGRAM/DEVELOPMENT COORDINATOR

**Colorado Springs Teen Court** provides a Restorative Justice alternative to regular court sentencing for first-time misdemeanor juvenile offenders. Although Teen Court works in tandem with the Municipal Court system, it remains a *locally-based 501(c)(3) nonprofit organization* that relies on community support to sustain its programs.

P.O. Box 2169

Colorado Springs, CO 80901-2169

Phone: (719) 475-7815

Fax: (719) 385-6202

Web: [www.springsteencourt.org](http://www.springsteencourt.org)

Email: [info@springsteencourt.org](mailto:info@springsteencourt.org)



Colorado Springs Teen Court  
Located at the Municipal Courthouse  
224 E. Kiowa St. Colorado Springs, CO, 80903  
Phone: 719-475-7815  
Fax: 719-385-6202  
Email: info@springsteencourt.org

## INTERN REQUIREMENTS

- ❖ MANDATORY ATTENDANCE ON TUESDAY AFTERNOONS/EVENINGS FOR PEER PANELS & TRIALS
- ❖ Minimum 10 HOURS per week in the Teen Court office consistently throughout the entire semester
- ❖ Must dress in appropriate office attire, i.e. business casual on all weekdays WITH THE EXCEPTION OF TUESDAYS during Teen Court proceedings when business professional attire is REQUIRED (see Teen Court staff for any questions/concerns about dress code)
- ❖ Willingness to work in a busy office environment in a courthouse with several other legal professionals
  - Computer Skills (Microsoft Office)
  - Answering phones
- ❖ Due to the nature of our busy office environment, working on school/homework will NOT be permitted – Teen Court staff reserves the right to send you home and not give you credit for your intern hours for the day
- ❖ MUST SUBMIT TO & PASS A CRIMINAL BACKGROUND CHECK
- ❖ MUST BE FINGERPRINTED ACCORDING TO MUNICIPAL COURT PROTOCOL

**\*\*\*Please allow for a minimum 2 week period for all necessary paperwork and procedures to be finalized before being approved for internship\*\*\***

For any further questions/concerns regarding internship eligibility, please contact the Program Director **Tyler Koets** at either **719-475-7815** or **tyler@springsteencourt.org**.

**ACKNOWLEDGEMENT OF INTERN REQUIREMENTS:** I have read and fully understand the basic requirements of an internship with Colorado Springs Teen Court. Furthermore, I understand that in order to complete my internship with Colorado Springs Teen Court, I WILL BE REQUIRED to work UNTIL THE END OF THE SEMESTER – this WILL result in working MORE office hours than my school may require as part of my internship credit hours.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### INTERN APPLICATION PROCESS

- ✓ Complete Intern Application & return to Teen Court
- ✓ Schedule Interview with Teen Court Staff
- ✓ Submit Background Check to Teen Court with \$25.00 fee
- ✓ Complete fingerprint process
- ✓ Return fingerprints to Teen Court
- ✓ Submit class schedule
- ✓ Receive acceptance email and semester schedule



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## INTERN RESPONSIBILITIES (MUST ATTEND ALL PEER PANEL & TRIAL SESSIONS)

### TEEN COURT OFFICE:

- ❖ Complete any administrative duties as necessary to assist the program (take notes, make copies, take dictation, run errands etc.)
- ❖ Interact with parents/defendants on a daily basis
- ❖ Create case folders for defendants by preparing sentencing documents & providing student volunteers with case information for court sessions
- ❖ Maintain statistics for defendants (i.e. walk-ins, mail, inbox, old files etc.)
- ❖ Assist with case data entry & document preparation
- ❖ Maintain assigned case load
- ❖ Input data for statistical reporting on *Defendant/Parent Evaluations* for the defendants who have completed Teen Court
- ❖ File defendant sentencing requirements throughout the deferred sentence process
- ❖ Assist with all necessary preparations for sentencing hearings *prior to Tuesdays*
- ❖ Assist at Peer Panels & Trials (Case Managing, Bailiff, Out-processing, clean up etc.)
- ❖ Track defendants concerning sentence completion & contact defendants if required
- ❖ Provide evaluation packets and expungement packets to defendants who are in compliance
- ❖ Assist with compiling training material for scheduled volunteer training sessions
- ❖ Attend TWO classes hosted by Teen Court (approval required by Teen Court staff)

### TEEN COURT PEER PANELS:

- ❖ Assist with preparation & set-up of rooms
- ❖ Serve as Case Manager
- ❖ Assist in out-processing defendants after panels
- ❖ Assist in clean-up & security lockdown of courthouse at the end of the evening

### TEEN COURT PEER TRIALS:

- ❖ Assist with preparation & set-up of courtrooms & jury boxes
- ❖ Supervise defendants checking in for jury duty
- ❖ Supervise bailiffs prior to trial
- ❖ Oversee one of the courtrooms during the trial
- ❖ Assist in out-processing defendants after trials
- ❖ Assist in clean-up & security lockdown of courthouse at the end of the evening

### TEEN COURT CLASSES:

- ❖ Assist with set-up of room(s) including materials (prompts, pens, water bottles etc.)
- ❖ Supervise defendants until class begins
- ❖ Assist in clean-up and security lockdown at the end of the evening

# Teen Court Internship Application – Basic Information

Please Print

Date: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Gender: Male Female

Race/Ethnicity: (circle all that apply) African American Asian Caucasian Hispanic Native American

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Best way to be contacted: (electronic is the easiest) (circle all that apply) Text Email Phone Mail

Current School Requiring Internship: \_\_\_\_\_ Major: \_\_\_\_\_

How many hours are you required to complete for your internship? \_\_\_\_\_

How did you hear about Teen Court? \_\_\_\_\_

Have you ever been charged with OR convicted of a crime? YES NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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## AUTHORIZATION

I want to apply to be an intern for Colorado Springs Teen Court, Inc. I understand that to assume this position, I must agree to undergo a criminal background check. I also understand my acceptance as an intern will be contingent upon the outcome of this criminal background check. I give my permission for Teen Court to request this background check, and I furthermore agree to release and hold harmless Colorado Springs Teen Court, Inc., its officers, directors, and employees from any liability of any kind in connection with my being required to undergo a criminal background check, as well as from the outcome of such a background check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return To: Colorado Springs Teen Court, Inc.  
P.O. BOX 2169  
Colorado Springs, CO 80901-2169

Questions? Call 719-475-7815  
Email: [info@springsteencourt.org](mailto:info@springsteencourt.org)

# The Oath of Confidentiality



I solemnly swear or affirm that:

- I will give my full attention to all Teen Court Proceedings which take place in my presence.
- I understand the confidential nature of information (including but not limited to files and records) that I receive from Teen Court.
- I will only use the information for Teen Court business.
- I will not make copies of files and records or allow others to have access to the files and records without consent of an employee or director of Teen Court.
- I will not divulge any of the information which comes to my knowledge in the course of a Teen Court case/session.
- I will return to Teen Court all files and records after completion of the case/session in which I am involved.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please Print:**

\_\_\_\_\_  
Name (First, MI, Last)

\_\_\_\_\_  
Name of School attending (if applicable)

# ***Release***

## **Authorization to Reproduce Physical Likeness**

For good and valuable consideration, the receipt of which from \_\_\_\_\_(NAME) is acknowledged, I hereby expressly grant to TEEN COURT and to its employees, agents, and assigns, the right to photograph me and use my picture, silhouette and other reproductions of my physical likeness (as the same may appear in any still camera photograph and/or motion picture film), in and in connection with the exhibition, theatrically, on television or otherwise, of any motion pictures in which the same may be used or incorporated, also in advertising, exploiting and/or publicizing of any such motion picture, but not limited to television or theatrical motion pictures. I further give TEEN COURT the right to reproduce in any manner whatsoever any recollection made of my voice and all instrumental, musical, or other sound effects produced by me.

I HEREBY VERIFY AND REPRESENT THAT I HAVE READ THE FOREGOING AND FULLY UNDERSTAND THE MEANING AND EFFECT THEREOF AND, INTENDING TO BE LEGALLY BOUND, I HAVE HEREUNTO AGREED TO THIS RELEASE.

NAME: (printed) \_\_\_\_\_

(signed) \_\_\_\_\_

DATE: \_\_\_\_\_



## Dressing for Peer Panels & Trials (Men)

- Suit or blazer with gray, navy or black dress pants
- Dress shirt
- Tie in a solid or simple pattern (**Required**)
- Polished dress shoes in a dark color
- **No earrings.** Jewelry should also be minimal. (*Ring, necklace, bracelet or watch*)
- Hair must be worn in a conservative style. Facial hair, make sure it is short and neatly groomed
- **NO CHEWING GUM OR FOOD OR DRINK OUTSIDE THE OFFICE**
- **IF THERE ARE ANY QUESTIONS REGARDING DRESS CODE PLEASE CONTACT TEEN COURT STAFF at (719) 475-7815**



## Dressing for Peer Panels & Trials (Women)

- Navy or dark color suit or blazer, sweater, dark color skirt, or pants are acceptable.
- Skirt length should be a little below the knee and never shorter than above the knee. ***(If you think it is too short, it is probably too short!)***
- Dress blouses / shirt. ***(No halter, low cut or tank tops, spaghetti straps, or anything showing too much skin)***
- Basic pumps (*Black or dark in color*) 1" – 2" heel. No sandals or platforms.
- Make-up should be minimal and conservative tones. Jewelry should also be minimal. (*Earrings, a ring, necklace, bracelet or watch*)
- Hair must be worn in a conservative style.
- **NO CHEWING GUM OR FOOD OR DRINK OUTSIDE THE OFFICE**
- **IF THERE ARE ANY QUESTIONS REGARDING DRESS CODE PLEASE CONTACT TEEN COURT STAFF at (719) 475-7815**





# Colorado Springs Teen Court

## CRIMINAL RECORDS and BACKGROUND RELEASE AUTHORIZATION and DISCLOSURE

PLEASE TYPE OR PRINT CLEARLY

I, \_\_\_\_\_  
                     **FIRST NAME**                                    **MIDDLE NAME**                                    **LAST NAME** (Please Include Jr., Sr., II, III, etc.)

understand that in conjunction with my application for volunteering with Colorado Springs Teen Court, work to be performed under contract, promotion, volunteer position, reassignment; this company will use the services of an outside agency to research and verify the information I have provided on my application for volunteering including my personal background, character, professional standing, work history and qualifications. A written report of all findings will be provided to the Teen Court. The administrators use Conspire! and VeriCorp, as an agent to perform its Employment/Volunteer-related background investigations.

Conspire! and VeriCorp will utilize various sources of information it deems appropriate including but not limited to: criminal records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, licensing authorities, state and federal sanctioning authorities, professional and personal references and workers' compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize, and consent to the release and disclosure of any and all information including but not limited to the above to Colorado Springs Teen Court.

Law enforcement agencies and other entities for positive identification purposes, require the following information when checking public records. It is confidential and will not be used for any other purposes. **PLEASE PRINT CLEARLY.**

**COST OF THE BACKGROUND CHECK: \$25.00 (cash/check/credit/debit card)**

**TEEN COURT WILL PROCESS YOUR BACKGROUND CHECK THROUGH AN OUTSIDE AGENCY. THE \$25.00 FEE SHOULD BE GIVEN TO TEEN COURT STAFF ALONG WITH THE ADULT VOLUNTEER APPLICATION. THIS REPORT WILL REVIEW COLORADO CRIMINAL HISTORY AND THE FEDERAL SEX OFFENDER REGISTRY.**

**Please Print Clearly:**

<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>LAST NAME</b>	
<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH (Month/Day/Year)</b>	<b>PLEASE CIRCLE ONE</b>	<b>RACE</b>
		<b>MALE OR FEMALE</b>	

**Alias/Maiden/Previous Name(s) Use the back of this form if more space is needed:**

FIRST NAME	MIDDLE NAME	LAST NAME	YEARS USED

**List all addresses, including current address, for the past 4 years. Use the back of this form if more space is needed:**

ADDRESS, CITY and STATE	ZIP CODE	COUNTY	DATE FROM	DATE TO

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_