

CRCL Internship Announcement

Office for Civil Rights and Civil Liberties



BACKGROUND

The U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL) seeks to provide motivated law students entering their second or third year of law school, graduate students, and undergraduate students with internship opportunities in Washington, D.C. The internships will provide public policy and government experience related to civil rights and civil liberties in the fields of Constitutional Law, Administrative Law, Employment Law, Homeland Security, and Immigration Law.

CRCL internships are unpaid positions with no relocation expenses available. Students are free to seek funding or course credit for the internship, but should resolve those issues with their school administrators.

QUALIFICATIONS

All current law students, graduate students, and undergraduate students who are United States Citizens or Nationals are eligible to apply. Law students must be enrolled at least half time in an accredited law school and entering their second or third year (e.g. law students who have completed their first year but will have not yet graduated). Graduate and undergraduate students must be enrolled in an accredited college or university during their internship. We are looking for independent, creative thinkers with outstanding research, writing, and communication skills. We particularly desire individuals interested in working on Federal executive policy initiatives at the nexus of civil rights and civil liberties.

Individuals selected for an internship will be required to complete a security background clearance prior to starting any assignment. Prospective interns who are offered an internship with CRCL will be sent an email with login and password information by the Office of Security with instructions on how to complete and submit the security clearance forms online. For planning purposes, you will need the full names and addresses for your immediate family, two personal references, and two additional neighborhood references of individuals outside of your immediate family who can verify your residence information.

Individuals with disabilities are encouraged to apply. Telework is typically supported whether or not the student is residing outside of the DMV area.

ABOUT THE OFFICE FOR CIVIL RIGHTS AND CIVIL LIBERTIES

The Department of Homeland Security (DHS or Department) Office for Civil Rights and Civil Liberties supports the Department's mission to secure the Nation while preserving individual liberty, fairness, and equality under the law. The statutory authority for the Office is described in 6 U.S.C. § 345 and 42 U.S.C. § 2000ee-1.

CRCL integrates civil rights and civil liberties into all the Department's activities by:

- Promoting respect for civil rights and civil liberties in policy creation and implementation by advising Department leadership and personnel, and state and local partners.

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- Communicating with individuals and communities whose civil rights and civil liberties may be affected by Department activities, informing them about policies and avenues of redress, and promoting appropriate attention within the Department to their experiences and concerns.
- Investigating and resolving civil rights and civil liberties complaints filed by the public regarding Department policies or activities, or actions taken by Department personnel.
- Leading the Department's equal employment opportunity programs and promoting workforce diversity and merit system principles.

For additional information, please see CRCL's website (www.dhs.gov/crcl) and Facebook page (www.facebook.com/civilrightsandcivilliberties).

POSITION DUTIES AND RESPONSIBILITIES

General Tasks

Interns have the option of designating their preference to work with the Business Operations Section; the Equal Employment Opportunity and Diversity Division; the Women, Peace and Security-Diversity Management Section; the Compliance Branch; individual sections within the Programs Branch (i.e., the Anti-Discrimination Group, the Community Engagement Section, the Immigration Section, and the Security, Intelligence and Information Policy Section); or in a rotation capacity for two or more sections within the Programs Branch. For candidates interested in working in a rotation capacity in the Programs Branch, please identify the sections that interest you on the application form, noting your interest in the Programs Branch internship rotation option. In general, with staff support and assistance, interns working for CRCL could perform some or all of the following tasks:

- Research and develop training material regarding civil rights and civil liberties issues related to immigration detention and enforcement, countering violent extremism, and other topics.
- Analyze proposed and recently passed legislation and regulations, draft guidance, and correspondence covering a range of civil rights and civil liberties topics.
- Conduct legal and policy research regarding discriminatory profiling, interior and border immigration enforcement; conditions of immigration detention; state and local enforcement of immigration law; information sharing and safeguarding activities; aviation security; and other civil rights and civil liberties and Constitutional rights issues
- Perform legal research regarding employment discrimination issues, assist in the preparation of final agency actions adjudicating complaints of employment discrimination, and review legislative and regulatory developments, and new decisions and guidance from the Equal Employment Opportunity Commission.
- Support policy development and review of DHS programs and activities for compliance with prohibitions against discrimination on the basis of race, color, national origin (including limited English proficiency), sex, age, and disability.

Business Operations Section Duties

The Business Operations Section (BOS) is responsible for ensuring that CRCL and its employees have the resources and information needed to produce the highest quality products and services as efficiently as possible in a safe and secure environment. The scope of CRCL's

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BOS responsibilities span the Freedom of Information Act (FOIA) and records management process, communications, executive secretariat, office management, space and facilities, emergency preparedness and planning programs, contracts and procurement, budget, and human resources. CRCL BOS interns may perform some or all of the following tasks:

- Serve a rotation under multiple internal BOS staff to observe, learn, and review Communication, ExecSec, Finance/Budgeting, FOIA, management, and other various business functions
- Support the BOS team with various administrative functions and duties
- Assist with process and analysis of FOIA requests and Records Management
- Observe, review, and support the budget and procurement processes
- Observe and assist leadership by navigating the organizational structure of the Office of the Secretary and Executive Management and other DHS HQ lines of business operations

Equal Employment Opportunity (EEO) and Diversity Division Duties

EEOD directs the Department's EEO and diversity policies, products, and services to optimize the effectiveness of the Department's personnel and operations. EEOD interns could work for either Complaints Management and Adjudication Section (CMAS) or Headquarters (HQ) EEO and perform some or all of the following tasks:

Law Student Interns Working For CMAS

- Draft decisions adjudicating claims of employment discrimination filed by DHS employees, former employees, and applicants for employment.
- Research Federal case law and statutes, Equal Employment Opportunity Commission (EEOC) regulations, Merit Systems Protection Board regulations, and DHS regulations, policies, and practices as they pertain to employment and working conditions.

Graduate and Undergraduate Interns Working For CMAS

- Review EEO complaint data, prepare reports and/or deliver briefings on complaint trends to EEOD personnel and/or EEO personnel at DHS Component organizations.
- Draft decisions regarding claims of breach of settlement agreement and prepare correspondence regarding the EEO complaint program.
- Monitor compliance with EEOC- and DHS-ordered relief, participate in compliance meetings, and prepare comprehensive compliance reports.

Undergraduate Interns Working for HQ EEO

- Conduct the intake of EEO complaints filed by employees working at DHS Headquarters.
- Draft documents pertaining for both the informal and formal processing of EEO complaints.
- Develop training and marketing materials used for advancing EEO and DEIA for DHS Headquarters programs.
 - Design communication materials in digital and traditional mediums using modern design concepts and principles to create professional grade promotional materials.
 - Support in the launch of a new blog that provides timely and relevant content on EEO and DEIA matters and expand a web presence.
- Analyze EEO and government-wide data sources to prepare reports and presentations that accurately identify trends and associated analyses.
 - Build a data dashboard using business intelligence tools (i.e., Power BI) that can create static and/or interactive reports.

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- Perform analyses to determine opportunities for new and improved business process solutions.

Women, Peace and Security-Diversity Management Section

The WPS Act of 2017 recognizes the benefits derived from creating opportunities for women to serve as agents of peace around the world, through political, economic, and social empowerment. DHS' WPS implementation plan sets forth four lines of effort (LOE): Participation; Protection and Access; Internal U.S. Capabilities; and Partner Support. Based on its four LOEs, the WPS program encompasses a broad range and topics. Interns may:

- Receive training on gender parity, integration of a gender perspective and gender analysis.
- Create knowledge products for dissemination designed to strengthen gender and GBV initiatives.
- Provide technical review of, and inputs on, key technical and non-technical documents, such as implementation plans; monitoring, evaluation, and learning (MEL); knowledge products; and other deliverables.
- Support implementation, monitor progress, and ensure compliance that strategies, programs and activities are in line with:
 - Women, Peace and Security Act (2017);
 - Women, Peace and Security Strategy (2019);
 - DHS Implementation Plan for the U.S. Strategy on Women, Peace and Security (2020);
 - The U.S. Strategy to Prevent and Respond to Gender-Based Violence Globally;
 - Presidential Memorandum Conflict-Related Sexual Violence;
 - Other relevant policies and strategies.
- Respond to gender-related inquiries and coordinate responses on talking points, taskers, briefings, requests for information, etc.
- Develop technical papers, speeches, reports, testimony and various types of correspondence regarding WPS issues.
- Conduct research on WPS-related areas to include GBV such as human trafficking, child marriage, conflict-related sexual violence; climate change and gender; gendered aspects of emergency preparedness and crisis response; gendered threats such as global pandemics, violent extremism, cybersecurity, etc.
- Desired disciplines: International relations; political science; global studies; development; women, gender, and sexuality studies; social sciences; other related disciplines.
- Individuals with disabilities are encouraged to apply.

Compliance Branch

The CRCL Compliance Branch reviews and investigates civil rights and civil liberties complaints filed by the public involving DHS policies and activities. Compliance Branch interns may perform some or all of the following tasks:

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- Conduct targeted research for Policy Advisors seeking status and scope of case law related to open complaint investigations; assist in investigating civil rights complaints filed with CRCL: interviewing complainants, analyzing novel issues of law, security and policy, drafting inquiries and reports, reviewing completed investigations, etc.
- Conduct research into allegations of unlawful racial and religious profiling.
- Analyze proposed and recently passed legislation and regulations, particularly regarding State and Local enforcement initiatives and related civil rights and civil liberties issues.
- Research newsworthy topics such as information sharing, Constitutional rights issues, and enforcement security policy.
- Analyze allegations of civil rights and civil liberties violations regarding issues including conditions of detention in U.S. Immigration and Customs Enforcement (ICE) and U.S. Customs and Border Protection (CBP) custody; profiling and discrimination based on race, ethnicity, religion, national origin, sex, sexual orientation, and gender identity due process; language access; sexual abuse and assault; accommodations for persons with disabilities; treatment of unaccompanied minors; and Fourth Amendment violations.
- Draft documents for complaint investigations, including information requests and reports to DHS Components and correspondence to the public.
- Analyze investigative reports and records from Department of Homeland Security Components.
- Conduct research and review policies regarding civil rights and civil liberties issues within the CRCL Compliance Branch's jurisdiction.

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- Analyze allegations of civil rights and civil liberties violations regarding issues including conditions of detention in U.S. Immigration and Customs Enforcement (ICE) and U.S. Customs and Border Protection (CBP) custody; profiling and discrimination based on race, ethnicity, religion, national origin, sex, sexual orientation, and gender identity due process; language access; sexual abuse and assault; accommodations for persons with disabilities; treatment of unaccompanied minors; and Fourth Amendment violations.
- Draft documents for complaint investigations, including information requests and reports to DHS Components and correspondence to the public.
- Analyze investigative reports and records from Department of Homeland Security Components.
- Conduct research and review policies regarding civil rights and civil liberties issues within the CRCL Compliance Branch's jurisdiction.

Programs Branch Duties

The Programs Branch provides advice and support to Department leadership on a wide range of policies and programs implicating civil rights and civil liberties, including the Department's immigration-related activities and policies, language access obligations, information and physical security programs, information sharing activities, disaster preparedness and response, and intelligence-related programs and products. The Programs Branch also develops and conducts civil rights and civil liberties training for DHS personnel and state and local law enforcement partners. In addition, the Programs Branch builds community resilience by coordinating outreach and engagement activities in communities whose civil rights and civil liberties are particularly affected by DHS programs, by informing communities about policies and avenues of redress, and by promoting appropriate attention within the Department to the

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experiences and concerns of communities. Finally, the Programs Branch works to ensure compliance with federal nondiscrimination laws prohibiting discrimination based on race, color, national origin, disability, sex, age, or religion in DHS programs and activities.

The Programs Branch consists of the Anti-Discrimination Group, the Community Engagement Section, the Immigration Section, and the Security, Intelligence and Information Policy Section (SIIP). SIIP is not considering applications from interns at this time.

Anti-Discrimination Group (Programs Branch)

The Antidiscrimination Group (ADG) focuses on policy work aimed at ensuring fair and equitable treatment of individuals and guarding against discrimination based on race, color, national origin, disability, sex, and age in DHS programs and activities in accordance with:

- Title VI of the Civil Rights Act of 1964 (Title VI), which protects persons from discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance;
- Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in any education or training program receiving federal financial assistance, with a limited number of defined exceptions;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which forbids discrimination based on disability by all federal agencies and in all federally assisted activities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in federally supported activities;
- Executive Order 13166, *Improving Access to Services with Persons with Limited English Proficiency* (2000), which requires that persons with limited English proficiency (LEP) have meaningful access to federally conducted and federally funded programs and activities, including services and benefits; and,
- Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (1994), which requires covered agencies to “make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

The ADG also works to ensure that civil rights and civil liberties considerations are integrated in disaster-related preparedness, response, and recovery efforts. ADG interns may perform some or all of the following tasks:

- Analyze policies, procedures, and reports to help assess civil rights compliance by DHS Components and DHS recipients of financial assistance (e.g., grantees).
- Help develop tools to assist DHS recipients of financial assistance in meeting their civil rights obligations.
- Assist in the implementation of a disability access directive to support DHS compliance with the Rehabilitation Act of 1974.
- Conduct legal research (law students) on issues related to discrimination based on race, color, national origin, sex, age, and disability.
- Assist in planning external stakeholder meetings on DHS programs and activities, and prohibitions against discrimination based on race, color, national origin, sex, age, and disability.
- Support one or more DHS Working Groups focused on implementing prohibitions against discrimination based on race, color, national origin, sex, age, and disability.

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- Support training and technical assistance on meeting language access responsibilities under Executive Order 13166, *Improving Access to Services with Persons with Limited English Proficiency* (2000).
- Review disability issues in immigration detention.

Community Engagement Section (Programs Branch)

The Community Engagement Section engages with diverse communities whose civil rights may be affected by Department activities. We respond to community concerns and provide information on Department programs, policies, and procedures. Among other things the Community Engagement Section:

- Shares information about DHS programs, policies and procedures with community members and stakeholders from diverse demographic backgrounds;
- Serves as focal point for the intake of allegations of civil rights misconduct by DHS personnel;
- Coordinates redress procedures with other components at CRCL and DHS;
- Obtains feedback about the impact, disparate or otherwise, of DHS policy in order to incorporate community concerns into the policymaking process;
- Amplifies DHS-wide messaging to diverse demographic communities;
- Facilitates public engagements between senior-level Department personnel, such as the Secretary of Homeland Security, and members of diverse American and international communities; and
- Activates incident response programs, such as the ICCT call and other similar mechanisms prior to or in the immediate aftermath of a natural disaster or national security incident.

Most of CE's work is accomplished away from Washington D.C. in consultation with communities. In the past Community Engagement Section interns have:

- Organized, presented at and attended one of CE's quarterly roundtables (which are held in 17 cities across the country);
- Developed and implemented a limited-scope engagement plan on a topic of interest (a recent example was a series of engagements on DHS' implementation of the Violence Against Women Act);
- Organized and attended engagement events with senior DHS officials, including the Secretary of Homeland Security;
- Helped to create or revise, and then also partially deliver cultural competency training for DHS personnel or state/local law enforcement officers; and
- Participated in one of several dozen interagency and intergovernmental task forces and working groups on multiple areas of interest in the civil rights field.

Immigration Section (Programs Branch)

The Immigration Section works collaboratively with U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Patrol, the Federal Law Enforcement Training Center, and other Department offices to: (1) ensure that civil and human rights and civil liberties protections are incorporated into immigration-related programs, policies, procedures, and operations throughout the Department; (2) communicate with and inform the public about the civil and human rights and civil liberties implications of Department immigration programs, policies, procedures, and operations – including individual rights and responsibilities; and (3) provide civil and human rights and civil liberties training to DHS Components.

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The Immigration Section works on a broad range of issues, including implementation of the Violence Against Women Act, human trafficking, conditions of immigration detention, verification programs (e.g., E-Verify, Form I-9, SAVE, REAL ID), and review of proposed legislation and regulatory activity. The Immigration Section also organizes CRCL's quarterly NGO Civil Rights/Civil Liberties Committee meetings with representatives from over 20 civil society organizations. All interns with the Immigration Section may:

- Review proposed or existing immigration-related programs, policies, and procedures to ensure incorporation of civil rights and civil liberties protections.
- Review proposed immigration-related legislation and regulatory activity to ensure incorporation of civil rights and civil liberties protections.
- Assist in developing policy recommendations and other guidance to ensure compliance with civil rights laws.
- Conduct policy research to support the Section's policy review work.
- Participate in discussions with colleagues at other DHS components/offices on improvements to programs, policies, and procedures.
- Assist with the creation of civil rights and civil liberties training materials for DHS employees who carry out DHS's immigration functions.
- Assist in the coordination of Departmental international human rights treaty reporting and other inter-departmental or -agency coordination on human rights matters.
- Facilitate dialogue between and among government agencies and immigration and civil/human rights organizations.
- Law student interns may also conduct legal research to support the Section's policy review work.

HOW TO APPLY

Applications are reviewed and accepted on a rolling basis. Priority considerations are given to students who apply for the internship by electronically submitting a resume, cover letter, transcript, writing sample, and preference sheet prior to the deadline: **March 15 for summer, June 1 for fall, and October 1 for spring.** The documents should be submitted electronically via this internship posting or to CRCLintern@dhs.gov. Do not submit the documents via postal mail. Cover letters may be addressed to:

Deana Amendolia
Executive Officer
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security
Washington, D.C. 20528-0190
CRCLintern@dhs.gov

Questions regarding the internship may be directed by email to CRCLintern@dhs.gov.

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Preference Sheet

Answer all questions and submit with your application materials to CRCLintern@dhs.gov.
Write the requested information below each question.

PERSONAL CONTACT INFORMATION

1. YOUR NAME (*list first and last; ex: John Doe*).
2. DAYTIME PHONE NUMBER (*list area code + 7 digits; ex: 202-123-4567*).
3. EMAIL ADDRESS (*list primary; ex: name@domain.com*)

ACADEMIC INFORMATION

1. SCHOOL NAME (*list current school; ex: Georgetown University*)
2. EDUCATION LEVEL (*Place an X next to the choice that best represents you; select only one*)
 - ☐ UNDERGRADUATE
 - ☐ GRADUATE
 - ☐ LAW STUDENT
3. MAJOR (*list current primary majors; ex: criminal justice; law; etc*)?
4. GRADUATION (*list expected month and year; ex: May 2025*)

SECTION PREFERENCE

Place an X next to each section/office that you are interested in working for (**select at least one**)

- ☐ ANY / GENERAL / NO PREFERENCE (*if selected, mark no other section*)
- ☐ BUSINESS OPERATIONS
- ☐ EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY DIVISION
- ☐ EQUAL EMPLOYMENT OPPORTUNITY HQ
- ☐ WOMEN, PEACE AND SECURITY-DIVERSITY MANAGEMENT SECTION
- ☐ COMPLIANCE BRANCH
- ☐ **PROGRAMS BRANCH ROTATION ONLY** (*and indicate below interests; OR leave blank, if uninterested in rotating, and select any below preferences*)
 - ☐ ANTI-DISCRIMINATION GROUP
 - ☐ COMMUNITY ENGAGEMENT SECTION
 - ☐ IMMIGRATION SECTION

TERM PREFERENCE

Place an X next to each semester that you are available to intern (**select at least one**; edit the years, if needed)

- | | <u>Year</u> |
|---------------------------------|-------------|
| <input type="checkbox"/> SUMMER | 2023 |
| <input type="checkbox"/> FALL | 2023 |
| <input type="checkbox"/> SPRING | 2024 |