

**INTERN AUTHORIZATION FOR RELEASE  
OF INFORMATION/PREA DISCLOSURE**

JD-ES-320 Rev. 9-21

C.G.S. §§ 31-51i, 46a-80, 54-142a;

34 U.S.C. § 30301 et seq.

STATE OF CONNECTICUT

**SUPERIOR COURT**

**JUDICIAL BRANCH**

www.jud.ct.gov



**I. Authorization for Release of Information for Reference/Criminal Record Check**

Selection for placement as a Judicial Branch intern depends on satisfactory completion of a reference and criminal record check. Judicial Branch Policy and Procedures prohibit the unlawful discrimination against persons on the basis of a prior criminal conviction. Information obtained through a reference or criminal record check and provided on this form will be considered for placement purposes if relevant to the position for which you are applying.

By my signature, I authorize the Judicial Branch to get, from any source they deem appropriate, including, but not limited to, schools, employers, and criminal justice agencies, information relevant to my qualifications for placement. This information may include, but is not limited to, my academic achievement, performance, attendance, disciplinary history, employment history, and criminal record information. I further authorize those contacted to provide the appropriate information.

Signature ▶	Print name	Date
Date of birth	Driver's license number	Driver's license state
Witness (Signature, name and title) ▶		

**II. Candidate PREA Disclosure**

The Prison Rape Elimination Act (PREA), 34 U.S.C. § 30301, et seq., was passed in 2003 to establish a zero-tolerance standard for, and national regulations for the detection, prevention, and punishment of, any acts of sexual abuse and sexual harassment in confinement facilities. The Connecticut Judicial Branch has zero tolerance toward all forms of sexual abuse and sexual harassment, particularly in its confinement facilities. All Judicial Branch employees who may have contact with individuals in the custody of the Judicial Branch are responsible for helping keep Judicial Branch confinement facilities free of sexual abuse and sexual harassment. Any Judicial Branch volunteer or intern who engages in the sexual abuse or sexual harassment of an individual in the custody of the Judicial Branch will be terminated.

I have read the information above and I understand that, if selected for placement as a Judicial Branch intern, I may have contact with individuals who are in the custody of the Judicial Branch. I also certify that the following statements are true

(Check all true statements, and for all conviction(s) that have been erased, see Erasure Notice below):

- ☐ I have never engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
- ☐ I have never been convicted of engaging or attempting to engage in sexual abuse.
- ☐ I have never been civilly or administratively adjudicated to have engaged in sexual abuse or sexual assault.

I certify that the statements made by me on this form are TRUE to the best of my knowledge and belief and are made in good faith, and that I have not withheld any relevant information. I understand that if I knowingly make any misstatement of facts, I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law or Judicial Branch policies.

Signature ▶	Date
Witness (Name and title) ▶	Date

**Erasure Notice:**

You are *not* required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased according to sections 46b-146, 54-76o, or 54-142a of the Connecticut General Statutes.

Criminal records subject to erasure according to sections 46b-146, 54-76o, or 54-142a of the Connecticut General Statutes are records related to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed, a criminal charge that has been nolle if 13 months has passed, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon.

Any person whose criminal records have been erased according to sections 46b-146, 54-76o, or 54-142a of the Connecticut General Statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings that have been erased and may so swear under oath.

## **Instructions**

### **Section I**

Judicial Branch Policy and Procedure - 204 provides that *once the field of candidates has been narrowed through the interview process*, appropriate references must be checked.

A candidate's selection for placement as a Judicial Branch intern may depend on the satisfactory completion of a reference and criminal record check.

A candidate's approval must be obtained prior to checking his or her references and criminal background. Approval shall be obtained by having the candidate complete and sign Section I of the [Intern Authorization for Release of Information/PREA Disclosure](#) (JD-ES-320) form.

The [Intern Authorization for Release of Information/PREA Disclosure](#) (JD-ES-320) form must be completed and signed in the presence of a Judicial Branch Intern Coordinator or Program Manager involved in the interview and selection process who will witness the candidate's authorization.

The Intern Coordinator or Program Manager will review the following items with the candidate(s):

- The Judicial Branch requests that all candidates selected for an interview (for an internship) complete an authorization for reference and criminal record check;
- If after the interview, candidates are not being considered for the position, the reference/criminal record check is not conducted for those candidates;
- If any criminal record information obtained from the criminal record check is used as the basis to determine that a candidate is not recommended for the position, the Judicial Branch will notify the candidate in writing.

After the Intern Coordinator determines the final and recommended candidate(s), the appropriate Intern Authorization for Release of Information/PREA Disclosure form(s) must be sent to the Human Resource Management unit.

Judicial Branch Policy and Procedure - 103 prohibits the unlawful discrimination against persons on the basis of a prior criminal conviction. The Judicial Branch does *not* disqualify applicants from any position solely because of a prior conviction of a crime.

When considering criminal record information, the Intern Coordinator will consider the following items before making a decision as to the recommendation for selection for placement:

- 1) The nature of the crime and its relationship to the internship placement for which the candidate has applied;
- 2) Information pertaining to the degree of rehabilitation of the convicted person; and
- 3) The time elapsed since the conviction or release.

If any criminal record information obtained from the criminal record check is used as the basis to determine that a candidate is not recommended for the internship placement, notify the Executive Director of External Affairs.

### **Section II**

The Judicial Branch Intern Coordinator or Program Manager will also notify candidates that interns in certain placements in the Judicial Branch, in the course of their regular duties, may have contact with individuals in the custody of the Judicial Branch.

As such the Judicial Branch, pursuant to federal law, the Prison Rape Elimination Act (PREA), is required to ask candidates the questions provided in Section II of the [Intern Authorization for Release of Information/PREA Disclosure](#) (JD-ES-320) form.

#### **ADA Notice**

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at [www.jud.ct.gov/ADA](http://www.jud.ct.gov/ADA).