

Idaho Department of Correction 	Standard Operating Procedure	Title: Internship Management		Page: 1 of 8
		Control Number: 212.07.01.001	Version: 2.0	Adopted: 5-20-2011

**Sharla Means, human resource manager, approved this document on
8/13/2014.**

Open to the public: Yes No

SCOPE

This standard operating procedure applies to all interns and department staff responsible for supervising interns or managing the internship process.

Revision History
Revision date (8/13/2014) version 2.0: Revised content throughout, revise title for accuracy, updated approval authority and format.

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POLICY CONTROL NUMBER 212

Internships

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PURPOSE

The purpose of this standard operating procedure is to provide instruction on the use of interns and to establish procedures to identify, approve, train, and manage interns and the internship process.

RESPONSIBILITY

Human Resource Manager

The human resource manager or designee is responsible for designating a staff member to serve as the human resource internship coordinator.

Director, Division Chiefs, Facility Heads, and District Managers

The director, division chiefs, facility heads, and district managers or designees are responsible for designating a staff member to serve as site internship coordinator in his respective facility, district, or office.

Managers

Managers are responsible for

- Determining the number of internships available in their respective work units
- Designating staff members to supervise interns in their respective facility, district, or office

Education Treatment & Reentry Internship Coordinator

The education treatment and reentry internship coordinator is responsible for

- Documenting and approving all post-graduate level clinical interns
- Approving the post-graduate level internship supervisor

Human Resource Internship Coordinator

The human resource internship coordinator is responsible for

- Recruiting interns
- Coordinating intern approval with human resources and office of professional standards
- Ensuring compliance with the requirements of this standard operating procedure
- Evaluating and maintaining all intern documentation
- Ensuring operational effectiveness of the internship program

Site Internship Coordinator

The site internship coordinator is responsible for

- Ensuring work unit compliance with the requirements of this standard operating procedure
- Ensuring all intern documentation for the site is forwarded to human resources for retention

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- Coordinating intern approval with the human resource internship coordinator
- Reviewing and approving internship applications
- Reviewing, signing and ensuring work unit compliance with agreements between the department and sponsoring schools, seeking legal counsel from the deputy attorney general when necessary

Intern Supervisor

The intern supervisor is responsible for

- Ensuring intern compliance with the requirements of this standard operating procedure
- Ensuring compliance with the intern's learning plan and *Internship Description*

Office of Professional Standards

Office of professional standards staff are responsible for

- Running background checks
- Administration of fingerprints

Human Resources

Human resource staff is responsible for administration of drug testing.

GENERAL REQUIREMENTS

1. Internship Criteria

The department may make internships available to students as part of their educational requirements. Internships should introduce interns to department job duties, but must not compromise safety, security, or order.

Internships must meet the following criteria:

- The duties performed by the intern must primarily benefit the intern and not the department.
- The intern must not displace any regular employee.
- The intern must work under close supervision of a department employee.
- The internship must not create any immediate advantage for the department.
- The intern is not entitled to a job at the completion of the internship.
- The college or university must endorse an internship as part of an official course of study.
- Students may be working toward any level of degree or post-graduate professional license or certification.

Compensation

Compensation of an intern falls into one of three categories:

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- Unpaid and working solely for college credit
- Paid by the department and treated as a temporary employee
- Paid by an outside entity such as a school or grant and treated as a contractor of the department

The classification of the internship and compensation policy and procedure determine the pay rate and method of payment for positions that are paid.

2. Intern Recruiting

Managers and site coordinators must determine the following information about the internship

- The number of interns the work unit can support
- The purpose of the internship
- Specific duties of the intern
- The minimum qualifications for the internship
- The duration of the internship
- Which compensation category the internship should be

Once the above information is determined, the site coordinator must submit a completed *Intern Request Form* to the human resource internship coordinator to start the intern recruitment process.

The human resource internship coordinator must review the *Intern Request Form* for compliance with policies and requirements of this standard operating procedure.

3. Intern Application

A student seeking an internship with the department must complete an *Internship Application*.

The internship application must include the following information

- Acknowledgement from a representative of college or university that the intern is working toward a degree and that the internship is endorsed by an official course of study
- A completed *Background Investigation Questionnaire and Friends and Relatives Under IDOC Jurisdiction Agreement*
- A learning plan describing goals and training for the internship

4. Inclusion and Exclusion Criteria

An intern must meet the following criteria

- Be 18 years old or over
- Meet department hiring criteria

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- Be accepted to or enrolled in a college or university, majoring in a field related to the internship
- Must not be listed as an offender visitor unless the offender is his immediate family (If an intern is approved to visit an immediate family member, he must not participate in an internship where he has direct access to, contact with, or be influential in matters relating to his family member.)

Current Department Employees

A current department employee may participate in an internship with approval from the following

- A manager in the division where he is currently employed
- A manager in the division where he intends to conduct his internship
- Human resource internship coordinator

An employee performing an internship outside of their normal paid classification may only perform internship duties outside of normal work hours for their normal paid classification.

Current employees may not perform may not perform duties related to their normal paid classification while performing internship duties.

The employee is responsible for correctly coding his time sheet so that no paid functions are performed during the internship and visa versa.

The background investigation, drug testing, and fingerprinting do not need to be repeated for current employees, as they were completed during the initial hiring process for their current position.

5. Beginning an Internship

The internship supervisor must meet with the intern during the first week of the internship to discuss and complete the following information

- Duties and objectives of the internship
- Agreement to follow all policies, rules and regulations during the internship
- *Volunteer/Intern Waiver* form
- Performance expectations of the intern
- Contact information for the supervisor and other staff associated with the internship

6. Orientation and Training

Students approved for an internship must attend intern orientation and work-unit-specific training within two weeks after beginning their internship. The site coordinator or designee does this training.

Orientation

The subject material for orientation may include the following topics

- Code of ethics

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- Code of conduct
- Respectful workplace
- Confidentiality
- Intern identification badge policies
- Procedures for canceling a scheduled activity
- Procedures to get approval for bringing items into the facility or district office

Work-Unit-Specific Training

The subject material for work-unit-specific training may include

- Safety and security
- Con games
- Contraband
- Working with offenders
- Hostage survival
- Safety and security procedures
- Line of authority and communication
- Procedures during an emergency
- Location and access to intern supplies and equipment

In-Service Training

The intern supervisor must schedule an intern for in-service training if the internship is longer than one semester.

7. Identification Cards

Issuing and Wearing

Intern ID cards must be color-coded and produced using the department ID system. The ID card displays the intern's legal first name, middle initial, last name, and department identification number. Interns must wear the ID on the left front shirt pocket affixed by a button or clip, or around the neck on a breakaway lanyard.

Interns must use the ID card only when conducting official department business related to the approved learning plan and *Internship Description*.

Collecting Identification Cards

During the Internship

Correctional Facility Internships

Intern IDs must remain at the facility where the intern is assigned. An intern must pick up his ID upon entering the correctional facility, exchanging his driver's license, state

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identification card, or military identification card for the intern ID. An intern must leave his department ID at the facility of his assignment when leaving the facility.

Central Office and Probation and Parole Internships

An intern at central office or a probation and parole district office is not required to turn in his intern ID at the end of his shift.

End of the Internship

The intern, intern supervisor, and site internship coordinator are jointly responsible to return and destroy the intern ID on the last workday of the internship.

8. Ending an Internship

Completing

The internship supervisor must meet with the intern and do the following at the scheduled end of the internship:

- Evaluate the intern's performance in meeting the internship objectives, *Completed Internship Review Sheet*
- Collect the intern's ID card
- Notify the site coordinator and human resource internship coordinator that the internship has ended

Terminating

The department may terminate an internship before its completion with or without cause. Reasons to terminate an internship include

- The intern violates department rules, policies, or procedures, or fails to follow staff instructions
- The intern requests to terminate
- The internship project is complete
- The internship coordinator and his immediate manager jointly determine the internship is no longer in the department's best interest.
- The manager or designee determines that supervision resources are insufficient.

If terminating an internship, the site internship coordinator must give written notice of termination to:

- The human resource internship coordinator
- The intern
- The representative at the college or university

If terminated, the department denies the intern access to all facilities, not just the facility where the intern was assigned.

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9. Credit on Exams for Department Employment

A completed internship does not count as work experience when applying for a department job.

Credits earned by completing an internship may count toward meeting minimum standards for a position.

REFERENCES

Background Investigation Questionnaire

Friends and Relatives under IDOC Jurisdiction Agreement

Internship Description

Intern Request Form

Internship Application

Internship Agreement

Volunteer/Intern Waiver

Completed Internship Review Sheet

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