

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Support Services/Personnel	Reference Number: IVO15-0007	Revises Previous Effective Date: None
Subject: Student Internships		
Authority: Donald/Owens	Effective Date: New	Page 1 of 5

I. POLICY:

Offices within the Georgia Department of Corrections are encouraged to utilize local universities, colleges and technical colleges, to provide internship opportunities to interested qualified students.

II. APPLICABILITY:

All prisons, centers or offices within the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

- A. Rules of Board of Corrections
125-3-4-.08
- B. Standard Operating Procedures
 IVO03-0006 - Fingerprinting
 IVO04-0001 - Americans with Disabilities Act, Title I
 IVO14-0005 - Appearance and Dress
 IVO15-0003 - Criminal History Record Information
 IVO15-0005 - GDC Identification

IV. DEFINITIONS:

- A. Intern - A student from an accredited university/college or technical school undergoing supervised practical training and who serves, unpaid, as an apprentice or trainee in an occupation or profession to gain practical experience, and sometimes also to satisfy legal or other requirements for being licensed or accepted professionally.
- B. Accredited University/College or Technical School - Accreditation ensures that an institution has been evaluated and that it met set standards of quality determined by the accrediting organization granting the accreditation. A college or university's accreditation is maintained by continued adherence to the set criteria.

Functional Area: Program Services/Volunteer Staff	Prev. Eff. Date:	Page 2 of 5
	Effective Date: NEW	Reference Number: IVO15-0007

- C. Intern Coordinator - The employee identified by the Appointing Authority to oversee the student internship program in an office/center or prison.
- D. Intern Supervisor - The employee designated by the Coordinator to provide direct supervision to the student intern.
- E. Centralized Coordinator - The Employment Services Manager assigned to Central Personnel Administration to oversee this program and serve as a resource/contact to field sites and accredited colleges/universities.

V. ATTACHMENTS:

Attachment 1 - Request for Employee Identification Card

VI. PROCEDURE:

- A. A student who is interested in applying for an internship position, may visit GDCJOBS.com to receive information on how to apply for internships with GDC or they should contact the local office, center or prison to determine availability of internship opportunities from the person designated by the Appointing Authority to oversee the Internship Program at the local level.
 - 1. The student should be scheduled for an interview with the interested supervisor in the area in which the intern will be supervised;
 - 2. If selected, the student intern should complete a GCIC/NCIC Consent Form;
 - 3. Local guidelines for safety and security should be explained to the student intern;
 - 4. The student intern shall read and complete any required GDC documents and/or training outlining compliance GDC policies;
 - 5. The student intern shall receive an orientation to the office rules and to the area in which assigned;
 - 6. The student intern shall be supervised by a GDC employee or contractor while performing assigned duties;
 - 7. The student intern shall be required to obtain and to wear a GDC ID Card with the title Volunteer. The student intern will also be issued a GDC Locator

Functional Area: Program Services/Volunteer Staff	Prev. Eff. Date:	Page 3 of 5
	Effective Date: NEW	Reference Number: IVO15-0007

Card. Both cards are to be returned to GDC upon the completion of the student internship program.

- B. The Appointing Authority shall designate an employee to serve as the Student Internship Coordinator. It is suggested that the Deputy Warden for Care & Treatment, Deputy Warden of Administration or Assistant Superintendent be appointed since most student interns will be administrative or counseling in state prisons/centers. A Chief Probation Officer should be appointed for probation offices in their circuit. In other offices, a manager selected by the office director shall be appointed to serve.
- C. The Coordinator shall:
1. Assess the need for a student intern and provide the appropriate placement within the office/center/prison;
 2. Oversee the recruitment, screening, and selection of all student interns ensuring that:
 - a. Student interns are recruited from all accredited universities, colleges or technical colleges within the community, as may be reasonable and appropriate.
 - b. All required criminal history and personal reference checks have been satisfactorily completed.
 - c. The duties performed by the student intern are consistent with the educational requirements of the university, college or technical school and institutional/office needs are met and are provided in advance of the beginning of the internship.
 - d. The local coordinator shall maintain contact with local colleges and universities to apprise them of opportunities available to their students.
 - e. The CPA Employment Services Manager will serve as the Centralized Coordinator for the program and shall ensure that internship positions are announced on GDCJOBS.com and to provide consultation to sites regarding internships.
 3. Maintain a system for the official identification of student interns by coordinating the issuance of a

Functional Area: Program Services/Volunteer Staff	Prev. Eff. Date:	Page 4 of 5
	Effective Date: NEW	Reference Number: IVO15-0007

GDC Locator Card and GDC Official Identification Card with the local imaging facility;

4. Provide orientation for all student interns;
 5. Complete any required paperwork provided by the student interns university, college or technical school within the time requested;
 6. Post a current, dated schedule of expected hours the student intern will be required to be present and actively participating in the operation of the office, center or prison, so as to meet the required number of supervision hours.
 - a. Maintain a log to sign in and sign out for the student intern.
 7. The coordinator will ensure that the student is meeting the expectations established by the college or university and the office. If not, discussion should be held with the student and college/university official regarding termination of the internship.
- D. Each Student Intern Supervisor shall:
1. Supervise the student intern who provides work in his/her program area;
 2. Maintain a record of duties performed by the student intern and forward them as requested to the Coordinator;
 3. Assist the Coordinator in providing training and feedback appropriate to his/her program area;
- E. The local Personnel Office shall issue a GDC Locator Card and a GDC Identification Card with the job title Volunteer. The expiration date shall be no longer than what is needed to meet the student intern's education requirements and shall be returned at the end of the student internship.
- F. The internship program or the individual student internship may be discontinued at any point after suitable communication with the accredited college/university or technical college, the student, local internship coordinator and the local internship coordinator should problems occur during the internship or if circumstances arise which would not allow for continued use of interns at a specific site.

Functional Area: Program Services/Volunteer Staff	Prev. Eff. Date:	Page 5 of 5
	Effective Date: NEW	Reference Number: IVO15-0007

VII. RETENTION SCHEDULE:

- A. Attachment 1 - GCIC/NCIC Consent Form - Retain for 2 years in student intern file