

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Student Internships		
Policy Number: 104.56	Effective Date: 9/11/2018	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Administration & Finance (HR) Division	Access Listing: Level I: All Access

I. Introduction and Summary:

It shall be the policy of the Georgia Department of Corrections (GDC) to encourage units within GDC to utilize local universities, colleges, and technical colleges to provide internship opportunities to interested and qualified students.

II. Authority:

- A. GDC Board Rule: 125-3-4-.08; and
- B. GDC Standard Operating Procedures (SOPs): 104.12, Fingerprinting Employees; 104.21, Americans with Disabilities Act, Title 1; 104.48, Appearance and Dress; 104.52, Criminal History Record Information; and 104.54, GDC Identification Cards.

III. Definitions:

- A. **Intern** - A high school student, college and university student or post graduate adult, undergoing supervised practical training. Position may be paid or unpaid and will be considered temporary employment.
- B. **Accreditation** - A process of validation in which colleges, university and other institutions of high learning are evaluated.
- C. **Local Intern Coordinator** - The employee identified by the Appointing Authority (AA) 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 Corrections Human Resources Management (CHRM) to oversee this program and serve as a resource/contact to field sites and accredited colleges/universities.
- F. **Student** - A person who is studying at a school or college.

IV. Statement of Policy and Applicable Procedures:

- A. Appointing Authorities will follow SOP 104.09 Filling a Vacancy to have vacant intern positions posted on the Department Employment Website (www.GDCJOBS.com).

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- B. A student who is interested in applying for an internship position may send an email to interns@gdc.ga.gov and provide the following information: Name, Name of college or university of current enrollment, Major, Degree Level (Bachelor's or Master's), Current Year Level (Junior or Senior), Type of Internship the student is seeking (Counselor or Business), General vicinity of location desired for internship.
1. The student shall be scheduled for an interview with the interested supervisor in the area in which the intern will be assigned.
 2. If selected, the intern shall complete a GCIC/NCIC Consent Form.
 3. Local guidelines for safety and security shall be explained to the intern.
 4. The intern shall read and complete any required GDC documents and/or training outlining compliance with GDC SOPs. Review of Employee Standard of Conduct Acknowledgment Statement (Attachment 1) will be obtained and filed.
 5. The intern shall receive an orientation to the office rules and to the area assigned.
 6. The intern shall be supervised by a GDC employee or authorized contractor while performing assigned duties.
 7. The intern shall be required to obtain and wear a GDC Identification (ID) Card and/or a GDC Locator Card. Issued cards shall be returned to GDC upon completion of the internship.
- C. The AA shall designate an employee to serve as the Local Intern Coordinator. It is suggested that within a facility, the Deputy Warden for Care and Treatment, Deputy Warden of Administration or Assistant Superintendent be appointed. In other offices, a supervisor selected by the office manager shall be appointed to serve as Local Intern Coordinator.
- D. The Local Intern Coordinator shall:
1. Assess the need for an intern and provide the appropriate placement within the office/center/prison.

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2. Oversee the recruitment, screening, and selection of all interns to ensure that:
 - a. Eligible high school students are rising seniors;
 - b. University/College or Technical School must meet the standards for accreditation before an intern can be recruited;
 - c. All required criminal history and personal reference checks have been satisfactorily completed;
 - d. The duties performed by the intern are consistent with the education requirements of the intern's school program; and
 - e. The needs of the office are provided to the intern in advance of the internship and properly met by the intern throughout its duration.
 3. Maintain a system for the official identification of interns by coordinating the issuance of a GDC Locator Card and GDC Official Identification Card with the local imaging facility.
 4. Provide orientation for all interns.
 5. Complete any required paperwork provided by the intern's university, college or technical school within the timeframe requested.
 6. Post a dated schedule of hours the intern will be expected to be present and actively participating in the operation of the office, center or prison.
 7. The supervisor will ensure that work hours are maintained in accordance with the GDC employee timekeeping system.
 8. Ensure that the intern is meeting the expectations established by the college or university and the office. If not, discussion should be held with the intern and college/university official regarding termination of the internship.
- E. The Intern Supervisor shall:
1. Supervise the intern who provides work in his/her program area.

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2. Maintain a record of duties performed by the intern and forward them as requested to the Local Intern Coordinator.
 3. Assist the Local Intern Coordinator in providing training and feedback appropriate to the intern's program area.
- F. The CHRM Employment Services Manager will serve as the Centralized Coordinator for the program and shall ensure that internship positions are announced on gdcjobs.com as well as provide consultation to sites regarding internships.
- G. Should problems occur during the internship or circumstances arise which do not allow for the continued use of interns at a specific site, the internship program or the individual internship may be discontinued at any point.
- H. Discontinuation of internship will be based upon SOP 104.47 Employee Standards of Conduct.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.