


<p align="center">JOHNSON COUNTY DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES</p>	<p align="center">PAGES 4</p>
<div align="center">  <p>ADULT AND JUVENILE SERVICES</p> </div>	<p>POLICY REVISED/EFFECTIVE:</p> <hr/> <p>Authorized By:</p> <hr/> <p>Elizabeth Gillespie, Director of Corrections</p>
<p>CHAPTER Administration</p>	<p>SUBJECT Internships</p>

POLICY

In order to assist in the training of potential future staff and provide knowledge of the Corrections field to interns, Johnson County Department of Corrections shall utilize college students as interns in residential and field settings.

PROCEDURE

I. Recruitment and Screening

A. Eligibility

1. Any person who is at least 21 years of age and able to pass a criminal background check is eligible to become an intern.
 - a. The division director shall have the discretion to approve interns under the age of 21 on a case-by-case basis.
2. Intern candidates who have a relative under the supervision of the Department of Corrections shall be approved by the division director.
3. Intern candidates shall be able to complete the essential functions of all observed positions.

B. Recruiting

1. The training coordinator shall seek opportunities for internships by contacting and visiting schools and universities and recruiting potential interns.
2. To be considered for an internship with the Department of Corrections, an internship application (03.01A Form 1) shall be completed.
3. Candidates shall be selected and interviewed for further consideration by the training coordinator or designee.
 - a. Potential interns shall be selected from these candidates by the training coordinator or designee.
 - b. The training coordinator will present a slate of candidates to the division director for acceptance into the internship program and assignments.

II. Training and Orientation

- A. Prior to assignment, each intern shall complete an orientation appropriate for the facility's needs and agree, in writing, to abide by all departmental policies.
- B. All interns shall receive from three (3) to sixteen (16) hours of training, depending on position requirements and length of internship determined by the training coordinator.
 1. Training topics shall include but not be limited to:
 - a. Department overview,
 - b. Facility orientation,
 - c. Ethics and professionalism,
 - d. Emergency procedures,
 - e. Client rules and regulations, applicable to the intern assignment,
 - f. Policies and procedures, applicable to the intern assignment,
 - g. Safety and security,
 - h. Sexual misconduct, and
 - i. Confidentiality

III. Assignment and Duties

- A. Placement
 1. Interns shall be placed in assignments based on their interests and capabilities in either adult or juvenile services.
 2. Placement shall be assigned at time of intern candidate selection. Division directors shall make placement decision based on recommendation from the training coordinator.
 3. Interns may be exposed to multiple positions within a division during their internships.

IV. Intern Identification and Control

- A. Interns may be asked to verify their identity by presenting a department-issued picture identification card upon entry to the facility while serving on-duty as an intern.
- B. Johnson County Department of Corrections photo identification shall be displayed when required.
- C. When deemed necessary to the security of the facility, an intern may be requested to submit to a search of person or personal belongings.

V. Supervision and Evaluation of Intern

- A. The training coordinator or designee shall coordinate all intern assignments including the overall supervision of the intern within each assignment area.
 1. Each intern shall be supervised by the assigned supervisor within each assignment.
 2. Supervisors shall provide feedback to the training coordinator or designee.
 3. Communication shall be maintained with the college/university on an as-needed basis or as required by the college or university.
 4. The training coordinator or designee shall complete all intern evaluations as required by the college or university.
 5. Interns who need supervision by a credentialed employee shall be assigned directly to the credentialed employee.

- B. All interns shall complete an internship program evaluation upon completion of their internship requirements.
 - 1. The internship program evaluations shall be reviewed by the Recruitment Committee on an annual basis and a report shall be forwarded to the Leadership Team by the Recruitment Committee.

VI. Termination of Internship

- A. The termination of an internship shall be documented and coordinated through the training coordinator and approved by the division director and/or Department Director.
- B. Upon termination of an internship, appropriate documentation shall be forwarded to the intern and the intern’s college or university program.

VII. Intern Records

- A. A working file with intern information shall be maintained by the training coordinator and shall include, but not be limited to:
 - 1. Copy of the intern application,
 - 2. Picture identification,
 - 3. Assigned placement(s),
 - 4. Dates of training and all training documentation,
 - 5. Emergency contacts and telephone numbers,
 - 6. Release of Information forms, and
 - 7. Documentation pertaining to performance and/or evaluations
- B. Department files kept in the Administration Office shall include, but not be limited to:
 - 1. Criminal background check documentation and
 - 2. Required health information
- C. The working file shall be combined with the department files when the internship is completed.

FORMS

Records Check <F:\Data\Corrections\Policies\FORMS\Record Check Request.doc>

APPENDICES

Internship Application (03.01A Form 1)
Internship Program Evaluation

APPLICABLE STANDARDS

ACA 3-APPFS-3018	ACA 4-ACRS-7F-09	KDOC 1A-ADM-105
ACA 3-APPFS-3058	ACA 1-TC-6F-2	KDOC 1A-ADM-401
ACA 4-ACRS-1C-04	ACA 1-EM-1C-09	KDOC 1A-ADM-404
ACA 4-ACRS-7B-05	ACA-1-EM-1C-14	
ACA 4-ACRS-7B-08	ACA 1-EM-1D-12	
ACA 4-ACRS-7B-18	ACA 4-ACRS-7D-04	