

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	3.9	4
	Date Filed	Effective Date
	May 15, 2024	May 15, 2024
	Supersedes Effective Date	
	January 6, 2017	
Authority/References KRS 61.878, 196.010, 196.035, 197.010, 197.020 P&P ACA 4-APPFS-1C-03, 4-APPFS-1C-04, 4-APPFS-1C-05, 4-APPFS-1C-06, 4-APPFS- 1C-07, 4-APPFS-1C-08, 4-APPFS-3D-16 CPP 5.1	Subject STUDENT INTERN PLACEMENT PROCEDURE	

I. DEFINITION

“Department” is defined in KRS 196.010(3) and 197.010(3).

“DOC” means the Department of Corrections.

“Student intern” means a person enrolled in an accredited college or university, who is eligible according to the Personnel Cabinet, Justice and Public Safety Cabinet Office of Human Resource Management, and the college or university faculty for a paid field placement.

II. POLICY AND PROCEDURE

This policy and procedure applies to students who demonstrate an interest in the criminal justice system or in other areas of work handled by the Department of Corrections. Recognizing the need for trained staff within this agency and throughout the criminal justice system, the DOC supports intern experiences for students as methods of training in correctional services. The DOC may provide resources for these experiences to qualified students from accredited colleges and universities who are pursuing degrees in fields related to the work of the DOC. Service as a student intern shall not be construed as an offer of future employment.

- A. An intern shall complete an application at careers.ky.gov or submit a resume and transcript to the Justice and Public Safety Cabinet Office of Human Resource Management.
- B. Student intern candidates shall undergo a background check as outlined in CPP 3.6.
- C. Students shall respect the confidential nature of client files. The names of clients being served shall not be used in oral or written communications except as it pertains to Departmental business.

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- D. Research projects conducted by students for purposes other than those initiated by the Department shall comply with CPP 5.1, Research and Survey Projects.
- E. Students participate in these programs of their own volition and thereby shall assume the risks involved in working within a correctional setting. The Department and its employees shall exercise ordinary and reasonable care to avoid an intern becoming involved in a harmful situation.
- F. The practicum or intern experience may be terminated by the student, the college or university, or by the Department at any time for any reason. Notice shall be given by the terminating party so that other arrangements can be made if necessary.

III. ELIGIBILITY

An intern shall:

- A. Attend an accredited college or university;
- B. Be pursuing a degree in a field considered to be necessary for the Department's programs and institutions;
- C. Maintain a GPA of 2.5 or above. An exception may be made to the GPA requirement if other factors concerning the intern candidate support the exception.

IV. ORIENTATION

After acceptance into the program, the student shall be oriented to Department policies and procedures by his or her assigned supervisor and given a written job description. During orientation, the student intern shall read and sign the following documents:

1. CPP 3.1 Code of Ethics/Social Media Use
2. CPP 3.5 Sexual Harassment and Anti-Harassment
3. CPP 6.5 Email and Internet use

V. EVALUATIONS AND REPORTS

The DOC employee acting as the student supervisor shall report the progress, difficulties, and accomplishments of the student to the responsible college or university and Office of Human Resource Management.

VI. STUDENT INTERN PROGRAM FOR PROBATION AND PAROLE

- A. An intern shall complete an application at careers.ky.gov or submit a resume and transcript to the Office of Human Resource Management.

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- B. The District Supervisor or designee shall serve as coordinator of the district's student intern program. The District Supervisor or designee shall screen applicants and submit recommendations to the Director of Probation and Parole or designee and Office of Human Resource Management.
- C. Student interns will be exposed to the different functions of the Division of Probation and Parole, and may participate in the following:
1. Observe presentence interviews and assist in the preparation and collection of information involved in a presentence report;
 2. Become familiar with the creation and organization of the case file;
 3. Observe court proceedings (sentencing, revocation) and Probable Cause Hearings;
 4. Review case files and assist officers with file maintenance including risk scale assessments, record checks, and the preparation and filing of progress and violation reports;
 5. Observe office activities such as report day and community resource referrals;
 6. Where applicable, observe the operations of halfway houses and community centers; and
 7. Be assigned to other projects as needed and perform professional services only when certified or licensed to do so.
- D. Student interns shall not:
1. Participate in any office or field arrest;
 2. Participate in a home visit;
 3. Conduct any drug urinalysis;
 4. Author any document; or
 5. Have any authority over an offender or decision regarding an offender's case.
- E. Student Intern Goals and Objectives
- At the conclusion of the semester, student interns shall:

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1. Be able to define and explain the differences between probation and parole.
2. Understand and be able to explain the various aspects of community supervision.
3. Be able to explain the different levels of community supervision and reporting requirements.
4. Become aware of the roles of the Commonwealth Attorney, Public Defender, and District and Circuit Courts.
5. Become familiar with community resources used in supervision and the referral process.