

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	3.9	4
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	November 7, 2016	January 6, 2017
Authority/References KRS 61.878, 196.010, 196.035, 197.010, 197.020 P&P ACA 1C-03, 1C-04, 1C-05, 1C-06, 1C- 07, 1C-08, 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 in a field of study related to Corrections, who is eligible according to the Department of Corrections Division of Personnel Services and the college or university faculty for a field placement that is uncompensated with the exception of mental health interns who may be compensated as indicated in Section II(D).

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 Kentucky Department of Corrections supports intern experiences for students as methods of training in correctional services. The Department of Corrections (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. Student interns shall not be considered as departmental employees for any purpose, including workers compensation and unemployment insurance. The referring college or university shall confirm that the prospective student intern has secured appropriate insurance coverage. Service as a student intern shall not be construed as an offer of future employment.

- A. The Department of Corrections Division of Personnel shall coordinate programs for any student interns.
- B. Student interns accepted for participation in the intern program shall be considered non-paid staff and under the supervision of DOC personnel.
- C. Student interns shall undergo a background check as outlined in CPP 3.6.

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- D. Interns selected for the mental health pre-doctoral psychology program may be compensated based on an hourly rate of pay prescribed by the Personnel Cabinet.
- E. 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.
- F. Research projects conducted by students for purposes other than those initiated by the Department shall comply with CPP 5.1, Research and Survey Projects.
- G. 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.
- H. 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

Priority for intern placements shall be given to undergraduate junior and senior students who:

- A. attend an accredited college or university;
- B. are pursuing a degree in fields considered to be necessary for the Department's programs and institutions;
- C. are available for a minimum of two full days per week for one academic semester or more; and
- D. maintain a GPA of 2.5 or above.

IV. APPLICATION PROCEDURE

- A. All students shall provide current transcripts and complete the Academic Credit Agreement for State Co-op and Internship Program application as required by the Personnel Cabinet. The application shall include name, address, phone number, grade point average and verification from the college or university that credit will be provided for the internship. The Academic Credit Agreement for State Co-op and Internship Program application shall be approved by the college or university. The student shall further indicate the requested geographical location of placement, experiential needs of the student and duration of placement. If a

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student contacts the institution or field office directly, they shall be directed to the Division of Personnel Services.

- B. The Division of Personnel shall contact the appropriate officials to determine the availability of placement and set up an interview with the appropriate administrator.
- C. 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. Program Guidelines
 - 2. Responsibilities
 - 3. Volunteer Policy Waivers
 - 4. Volunteer Agreement and Security Agreement for Exchange of Confidential Data
 - 5. Agreement to comply with all agency policy and procedure

V. EVALUATIONS AND REPORTS

The Department of Corrections employee acting as the student supervisor shall report the progress, difficulties, and accomplishments of the student to the responsible college or university and Division of Personnel Services.

VI. STUDENT INTERN PROGRAM FOR PROBATION AND PAROLE

- A. Interns for the Division of Probation & Parole shall complete a volunteer application, which shall be submitted for approval by the Director of Probation & Parole or designee.
- 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 Division of Personnel Services.
- 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 Preliminary Parole Violation Hearings.

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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.
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:

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.