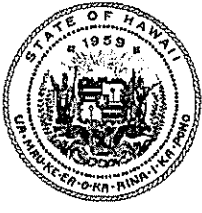


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|  | DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES | EFFECTIVE DATE: January 01, 2024 | POLICY NO.: COR.01.17 |
| | | SUPERSEDES (Policy No. & Date): COR.01.17 of January 14, 1993 | |
| SUBJECT: INTERNSHIP PROGRAMS | | Page 1 of 2 | |

1.0 PURPOSE

To establish guidelines for the administration of internship programs..

2.0 SCOPE

This policy applies to all Correctional Facilities.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

Act 211, SLR 1989, Establishment of Department of Public Safety, Powers and Duties of Director.

.2 Definitions

Intern - a student who preferably is enrolled in upper division of graduate study in a recognized college or university, and whose work within corrections is formally recognized as a part of his educational experience. They are not civil service employees and do not receive a salary; when assigned to an institution, meals may be given them in return for services rendered to the facility. Civil service appointment documents are not required.

4.0 POLICY

Correctional facilities may collaborate with colleges and universities in the development of curriculum and course content which will prepare students for entry into the State correctional service in fields related to the types of work performed by technical and professional positions within Corrections. Accordingly, internship programs administered by the Department in cooperation with colleges and universities should be provided as an integral part of student training. An internship assignment does not constitute a commitment by either the agency or the student regarding offer or acceptance of later employment.

5.0 PROCEDURES

- .1 Each facility may, under the direction of the respective Corrections Division Administrator, survey nearby colleges or universities to ascertain if they offer

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curricula which may qualify students for proposed internship positions in correctional facilities.

- .2 If such curricula are offered, and the college or university is willing, the facility Administrator shall collaborate with the officials of the college or university in developing the above-proposed internship program.

APPROVAL RECOMMENDED:

[Signature]

JAN 0 1 2024

Deputy Director for Corrections

Date

APPROVED:

[Signature]

JAN 0 1 2024

DIRECTOR

Date

NOT CONFIDENTIAL