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<b>POLICY NUMBER: 4.10</b>		
<b>CHAPTER 4: TRAINING AND STAFF DEVELOPMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> March 7, 2017	<b>LATEST REVISION:</b>	<b>CHECK ONLY IF</b> APA [ ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

The Department of Corrections may offer student internship opportunities to provide undergraduate and graduate students training and experience working in the corrections field.

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**Procedure A: Student Intern Program, General**

1. The Department may offer student internship opportunities in a variety of areas, e.g., security, case management, classification, education, chaplaincy, medical services, mental health services, programs, victim services, compliance, research, administrative services, etc., within an institutional or community corrections setting or in the Department’s Central Office.
2. Student internships consist of supervised and structured practical experiences to provide the student an educational experience in the criminal justice field or other appropriate field and to assist staff.
3. Student internships may be offered without compensation to the student and, if so, a competitive hiring process is not required.
4. Student internships may be offered with compensation to the student, if funding is available, and, if so, a competitive hiring process shall be used.
5. Facility Chief Administrative Officers, Regional Correctional Administrators, the Deputy Commissioner, or Associate Commissioners interested in having a student intern(s) shall advise the Department’s Student Internship Coordinator.
6. Staff receiving any application or request from a student regarding a student internship shall forward the application or the request to the Department’s Student Internship Coordinator.
7. Student interns who are not paid shall not be treated as employees for any purpose, including, but not limited to, workers compensation and unemployment insurance. A student internship, whether paid or unpaid, shall not be construed as an offer of future employment.

**Procedure B: Paid Interns**

1. Both a full-time equivalent (FTE) position and funding must be available for a compensated student intern position.
2. No position may be posted for a paid intern until approved by the Department’s Director of Human Resources, or designee.
3. Paid interns shall be recruited in accordance with the State of Maine Bureau of Human Resources, Policy & Practices Manual.
4. Compensation shall be based on the nature of the internship, the assigned responsibilities, and the individual’s qualifications.
5. All paid interns shall be required to fill out new hire employment paperwork.

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6. Paid student interns shall follow the same procedures as regular employees for submitting time and attendance documentation.

**Procedure C: Eligibility Requirements**

1. An applicant is eligible to become a student intern who:
  - a. is enrolled in an accredited program at an institution of higher learning;
  - b. is a student that has a major in criminal justice, public safety, psychology, sociology, social work, counseling, law, finance or other appropriate area of study or is considering a career in criminal justice;
  - c. is at least eighteen (18) years of age;
  - d. has no felony (Murder, Class A, B, or C) criminal conviction(s) or equivalent juvenile adjudication(s);
  - e. is not in the custody of or under the supervision of the Department;
  - f. is not currently an approved visitor for any Department of Corrections prisoner or resident or awaiting approval as a visitor; and
  - g. has not had visiting privileges or volunteer or student intern status suspended or terminated at any correctional facility or jail, or in any community corrections region, unless an exception is approved, in writing, by the Commissioner, or designee.

**Procedure D: Student Internship Coordinator Responsibilities**

1. The Department’s Director of Training, or designee, shall serve as the Department’s Student Internship Coordinator.
2. The Department’s Student Internship Coordinator is responsible for the following:
  - a. recruitment of student interns;
  - b. verification of the completeness of the student intern application;
  - c. ensuring that the applicant is eligible to become a student intern;
  - d. ensuring that state and federal criminal records checks and driver records checks are conducted;
  - e. scheduling applicant screening committee meetings;
  - f. scheduling oral board interviews;
  - g. student intern training; and
  - h. ensuring that evaluations are completed and forwarded to the student’s academic advisor.

**Procedure E: Application Process**

1. A student intern application (Attachment A) and instructions may be obtained at: <http://www.maine.gov/corrections/Career/index.shtml> or by contacting the Maine

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Department of Corrections Student Internship Coordinator or the Department's Director of Human Resources, or designee.

2. A student internship application shall not be considered unless the application form has been fully completed and the following materials have also each been submitted with an application:
  - a. a copy of the applicant's current resume;
  - b. a completed Authorization for Release Information form (Attachment B);
  - c. photocopy of driver's license or state-issued ID; and
  - d. a letter from an appropriate academic advisor at the applicant's college or university recommending the applicant for a student internship position and including the following information:
    - 1) the number of required hours the applicant must participate in the internship program to satisfy the school's internship course/credit requirements; and
    - 2) verification that the applicant has a grade point average of 2.5 or greater, and has completed at least the first year of an undergraduate program.
3. An applicant shall disclose on his or her student intern application any connection to a person in the custody or under the supervision of the Department by name and indicate the nature of the relationship, e.g., friend, relative, etc.
4. For a student applying for an internship as a certified corrections officer, the deadline for returning a completed application and all accompanying material to the Department's Student Internship Coordinator is by the end of February, unless otherwise authorized by the Commissioner, or designee.
5. For all other students, the deadline for returning a completed application and all accompanying material to the Department's Student Internship Coordinator is by the end of April for the Summer semester; by the end of July for the Fall semester; and, by the end of October for the Spring semester, unless otherwise authorized by the Commissioner, or designee.

**Procedure F: Approval Process**

1. Upon timely receipt of the completed application and all required accompanying material, the Department's Student Internship Coordinator shall select a screening committee consisting of the Coordinator and other appropriate staff.
2. The screening committee shall determine whether the applicant shall proceed to an oral board interview, after considering the following:
  - a. application and all required accompanying material submitted by the applicant;
  - b. results of the records checks conducted on the applicant;

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- c. academic advisor’s recommendation letter; and
  - d. operational needs of the Department.
3. If an applicant is recommended for an oral board interview, the interview shall be conducted by the Department’s Student Internship Coordinator and any other appropriate staff selected by the Coordinator.
  4. After completion of an oral board interview, the Department’s Student Internship Coordinator shall notify the applicant and the applicant’s college or university about whether or not the applicant has been accepted for a student internship.

**Procedure G: Training and Orientation**

1. All student interns shall be required to complete departmental training for interns prior to assignment as a student intern, which shall consist of, but not be limited to:
  - a. the Department’s mission and goals;
  - b. ethics and professionalism;
  - c. the role of a student intern;
  - d. safety and security;
  - e. confidentiality;
  - f. emergency procedures; and
  - g. applicable policies.
2. Each student intern shall sign an acknowledgement that he or she has read and understands each mandatory policy, including, but not be limited to, this policy, the code of conduct, confidentiality, PREA, discrimination and harassment, domestic violence in the workplace, drug free workplace, use of computers, etc.
3. All training and orientation shall be documented and retained in the Department’s electronic training record system.

**Procedure H: Assignment**

1. At the beginning of a student internship, the supervisor and intern shall complete the Student Internship Learning Agreement, Attachment C, if a specific agreement has not been provided by the school, to confirm the obligations of both the intern and the Department during the internship.
2. Once the student intern is placed in an assigned location within the Department, the student intern’s supervisor shall provide each student intern with:
  - a. an orientation to the facility/regional office or the Central Office in which the student intern will be working, other staff, programming provided, security requirements, and any other relevant policies, etc.;

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- b. a description of the student intern’s responsibilities, work hours and work site location; and
  - c. specific training for the individual student intern’s responsibilities to be performed within the facility/office.
- 3. Student interns placed in a facility or in the Central Office shall be provided a departmental ID that states his or her name and indicates that he or she is an intern.
- 4. The facility Chief Administrative Officer, Regional Correctional Administrator, Deputy Commissioner, or Associate Commissioner, as applicable, may approve a student intern to have access to CORIS, limited to the extent necessitated by the intern’s responsibilities.
- 5. A student intern may attend staff training, as appropriate.
- 6. A student intern may be assigned to other projects as needed.
- 7. Student interns shall wear business attire or other approved clothing.

**Procedure I: Supervision of Student Interns**

- 1. Each student intern shall be supervised by an assigned staff supervisor who is responsible for, but not limited to, the following:
  - a. providing the intern with an overview of the responsibilities to which he or she has been assigned (including any training required) before assigning specific responsibilities to the intern;
  - b. providing supervision and monitoring of the performance of the student intern;
  - c. completing student intern evaluations as required by the college or university;
  - d. notifying the Deputy Commissioner, or designee, or applicable Associate Commissioner, or designee, regarding any issue that might significantly impact the student intern’s performance; and
  - e. forwarding all records related to the student intern created during the internship period to the Department’s Student Intern Coordinator at the conclusion of the internship.

**Procedure J: Restrictions**

- 1. A student intern who is not paid shall not present himself or herself as an employee of the Department of Corrections.
- 2. A student intern shall not collect DNA samples, collect samples for urinalysis or perform substance abuse testing, or conduct risk assessments.

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3. Unless the student intern is a certified corrections officer, he or she shall not use force, except in self-defense or defense of a third person, in his or her student internship capacity.
4. Unless the student intern is a certified corrections officer, he or she shall not perform a search.
5. A student intern shall not make an arrest.
6. A student intern shall not carry a firearm in his or her student internship capacity.
7. A student intern shall not operate a state-owned vehicle.
8. No student intern, who is also the victim of a prisoner or resident, may enter or serve in a facility where the prisoner or resident is housed or in a regional office where the client is supervised, unless authorized by the Commissioner, or designee.

**Procedure K: Termination of a Student Internship**

1. A student internship shall be terminated upon successful completion of the intern’s required credit hours, unless otherwise authorized by the Commissioner, or designee.
2. A student internship shall be terminated at an earlier time at the request of the intern.
3. A student internship shall be terminated when any of the following reasons exist:
  - a. falsification on student intern application;
  - b. unlawful conduct;
  - c. violation of the Department’s policies or security practices;
  - d. breach of confidentiality;
  - e. health issues that interfere with the intern’s ability to carry out his or her assignments;
  - f. unwillingness to cooperate with staff;
  - g. activities that threaten the safety of staff, clients, or others;
  - h. erratic, unreliable attendance; or
  - i. unsatisfactory performance.
4. A student internship may be terminated at any time at the discretion of the Commissioner, or designee.
5. If a student internship is terminated for any reason other than successful completion of the internship, the Commissioner, or designee, shall be responsible for reporting the termination to the college or university.

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6. The student intern shall turn in his or her DOC identification badge and all other state property at the conclusion of the internship.

**Procedure L: Records**

1. The Student Internship Coordinator, or designee, shall ensure that a central repository for all student internship records is maintained, which shall include, but not be limited to:
  - a. a copy of the student intern application and supporting materials;
  - b. signed authorization for release of information form;
  - c. background checks;
  - d. the Student Internship Learning Agreement, or agreement provided by the school;
  - e. evaluations;
  - f. records forwarded by the staff supervisor; and
  - g. any other applicable documents.

**VII. PROFESSIONAL STANDARDS**

**ACA**

**4-APPFS-3D-16: The agency collaborates with colleges and universities to provide educational opportunities, internships, and research.**

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