

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>7</u>
<b>Internship Guidelines</b>	NUMBER: 38-CED-05
RULE/CODE REFERENCE:	SUPERSEDES: 38-CED-03 dated 04/01/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: July 11, 2016
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to set forth the guidelines by which the Ohio Department of Rehabilitation and Correction (DRC) college internship program will provide educational learning opportunities for interns.

**III. APPLICABILITY**

This policy applies to any DRC facility or site that may host a college or university intern.

**IV. DEFINITIONS**

**Intern** - A college or university student participating in a short-term, supervised educational work experience which produces a mutually beneficial work product. This student must be at least eighteen (18) years of age and currently enrolled in a college or university accredited by the Ohio Board of Regents; outside of Ohio must be accredited by one (1) of the six (6) regional accrediting agencies. High school seniors who meet all other requirements of this definition may be considered for internships at the Operation Support Center (OSC) so long as the internship minimizes any risk to the student. A DRC employee may be an intern, but shall not be assigned to their place of employment.

**Internship** - Short-term, supervised, educational work experience, usually related to a student's major, for which the student earns credit and gains experience in their chosen field. This experience can be full or part-time, paid or unpaid. This experience must deliver a work product mutually beneficial to the intern and the department.

**Internship Coordinator** - The DRC employee responsible for coordinating the internship experience at an institution, field office, worksite or OSC location.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure that guidelines are applied in a manner in which the DRC will educate interns about the organization and provide an internship process that mutually benefits both the intern and the department.

## VI. PROCEDURES

- A. The managing officer shall designate an employee to serve as the internship coordinator for their facility/site to ensure compliance with this policy.
- B. Specialized internships may require specific qualifications, credentials, or licensure for the assigned site supervisor. The Bureau of Behavioral Health Services (BOBHS) has such specialized internships for students of psychology, social work, counseling, psychiatric nursing, and psychiatry. All requests for internship positions in the BOBHS shall be made directly to the BOBHS chief/designee who shall work with the student, school advisor, and mental health manager to ensure the student is linked with an appropriate program and supervisor in the behavioral health department. Internships may only be approved when the needed resources are available. Once a prospective intern is screened, the chief/designee shall notify the internship coordinator, who shall complete the remainder of the paperwork, including the background check, and submit the intern request to the managing officer for approval.
- C. Specialized internships may require specific qualifications, credentials, or licensure for the assigned site supervisor. The Bureau of Medical Services (BOMS) has such specialized internships for students: physician, physician assistant, nursing as a licensed practical nurse, registered nurse, Bachelor degree, Master of Nursing degree, Doctoral of Nursing degree, medical assistant, phlebotomist, dietician, and dietary technician. All requests for internship positions in the BOMS shall be made directly to the BOMS medical education manager who shall work with the student, school advisor, health care administrator, and medical director to ensure the student is linked with an appropriate program and supervisor in the medical department. Internships may only be approved when the needed resources are available. Once a prospective intern is screened, the medical education manager shall notify the health care administrator, who shall complete the remainder of the paperwork, including the background check, and submit the intern request to the managing officer for approval.
- D. Application and Approval
  1. Each prospective intern shall submit a letter of approval from their academic or college advisor. Prior to a BOMS prospective intern commencing internship, there shall be a fully executed Bureau of Medical Services School Partnership MOU (DRC5247) which shall be processed by OSC BOMS. Prior to a BOBHS prospective intern commencing internship, there must be a fully executed Bureau of Behavioral Health Services School Partnership MOU (DRC5246) which shall be processed by OSC BOBHS. Either BOBHS School Partnership MOU (DRC5246) or BOMS School Partnership (DRC5247) may be modified by mutual agreement of the parties. These MOUs shall be routed to the Office of Contracts for coding prior to execution and for filing after execution. These MOUs shall be routed to legal counsel for signature, then to the Managing Director of Health Care and Fiscal

Operations for signature. After these signatures, the MOU shall be sent to a representative of the school to request the signature of the school staff member responsible for authorizing such an MOU.

2. Interns shall complete the following forms:
  - a. Individual Application for Volunteer/Intern Services (DRC3291);
  - b. Authority for Release of Information (DRC1404);
  - c. Staff Nexus (DRC1500);
  - d. Contractor/Volunteer/Intern Supplemental Questionnaire (DRC2013); and
  - e. Emergency Information Form (DRC1758)
3. The internship coordinator/designee shall screen all applications and initiate the process for a background investigation per DRC policy 34-PRO-07, Background Investigations. The decision and status of the background investigation shall be documented on the VOL3 and VOL4 screens of DOTS Portal.
4. The internship coordinator/designee shall review DOTS Portal volunteer screens (VOL, VOL1, VOL2, VOL3, and VNAMS) and verify the current status of the intern and check for suspensions from any facility.
5. The managing officer/designee shall approve or deny all internship applications.
6. Unless approved by the managing officer, an intern shall not be:
  - a. On parole, probation, post release control, transitional control, or recently released from a correctional facility within the past six (6) months;
  - b. Assigned to an institution or location where a family member is incarcerated or under supervision; or
  - c. Assigned to an institution/location where the intern or intern's family member was a victim of crime of an offender in that institution/location, under a current or previous conviction.
7. The internship coordinator/designee shall advise the prospective intern if they have been approved or denied. If denied participation in the program, the internship coordinator shall notify the individual in writing and place a copy of the denial letter in the internship file.
8. The internship coordinator/designee shall update information in the DOTS Portal volunteer screens and note the managing officer's decision in the status block as valid/active, suspended or pending.

## E. Assignment

1. The internship coordinator shall ensure that the intern is assigned to programming compatible with the major course of study. Care shall be taken to ensure that interns assigned to professional tasks have appropriate certification, licensure, or other necessary qualifications in accordance with Ohio statutes and professional ethics.
2. Interns shall not be used to fill vacant positions and are expected to follow the Standards of Conduct for Contractors, Volunteers and Interns (DRC4376).
3. Interns shall not be entitled to DRC legal representation, unemployment compensation, or worker's compensation for any activities arising from their participation in the internship program.
4. The managing officer/designee shall assign a DRC employee to oversee the intern. The DRC employee shall know the rules of conduct for volunteers and be knowledgeable of the program in which the intern is participating. The managing officer/designee shall determine whether or not the intern needs to be escorted. This status will be documented in the note section of the VOL3 screen of DOTS Portal.
5. The managing officer/designee shall meet with those interns that do not require an escort to explain proper procedures for unescorted movement within the facility. This meeting shall be documented in the note section of the VOL3 screen of DOTS Portal.
6. All interns shall have an assigned DRC employee mentor who is directly involved in the area where the intern is assigned.
7. A picture identification badge for the intern shall be prepared pursuant to DRC policy 33-ERD-04, Photo Identification System. It must be worn in a visible location when the intern is inside the institution, field location, and worksite or involved in a DRC activity. This identification badge shall be maintained by the intern and turned in at the conclusion of the internship assignment. In the case of the Division of Parole and Community Services (DPCS), Adult Parole Authority (APA) regional offices, interns shall be escorted and permitted to use their driver's license as the form of identification to enter facilities and jails.
8. Based upon the intern's expressed interests the internship coordinator/designee shall arrange meetings with department and division leaders or their designees at OSC or other DRC locations.
9. A DRC employee approved to participate in an internship program or clinical program with DRC shall not be assigned to their place of employment.

**F. Orientation and Training**

1. The orientation and training of approved interns shall be the responsibility of the internship coordinator and training officer of the assigned institution, field location, worksite, or any appropriate employee as designated by the managing officer. In the case of BOBHS interns, a specific training plan shall be documented between the professional training program and the designated mental health staff field supervisor. In the case of BOMS interns, a specific training plan shall be documented between the professional training program and the health care administrator.
2. The intern orientation shall include, at a minimum, the following form completion:
  - a. Acknowledgement of Orientation/Training for Interns (DRC1929);
  - b. Standards of Conduct for Contractors/Volunteers and Interns (DRC4376); and
  - c. Prison Rape Elimination Act Contractor/Volunteer/Intern Training Acknowledgement Form (DRC1173).
3. Training topics for an intern shall include the following topics:
  - a. DRC Mission Statement;
  - b. Institution/worksite security;
  - c. Appropriate attire;
  - d. Appropriate staff interaction; and
  - e. Prison Rape Elimination Act.
4. Interns shall not be trained in or permitted to:
  - a. Participate in unarmed self-defense training or practice;
  - b. Participate in firearm training (interns should not be taken to any firing range to observe training, practice or requalification.);
  - c. Have unauthorized contact with offenders;
  - d. Assist in an arrest or detainment of offenders;
  - e. Independently supervise a caseload.

**G. Evaluation**

1. A Mentor Mid and Final Internship Evaluation (DRC1925) shall be conducted to assist with the successful completion of the goals and objectives of the DRC Internship Program. The evaluations shall contain, but are not limited to, the following information:
  - a. Goals and objectives of the intern/internship program;
  - b. A summary outlining the overall effectiveness of the program during the period of participation; and
  - c. A summary of the intern's involvement and suggestions during the period of participation.

2. If the university program requires an evaluation, it shall be completed by the internship coordinator/designee utilizing the outline/form supplied by the university, in lieu of the above evaluation. A copy of the evaluation shall be kept in the intern's file.
3. The intern shall also complete the Intern's Evaluation of the Internship Site (DRC1926) at the mid and final evaluation period. The intern shall be encouraged to offer suggestions regarding the internship program.

#### H. Internship Termination

1. An internship may be terminated by the managing officer/designee for any alleged violation of the Standards of Conduct for Contractors, Volunteers and Interns (DRC4376) or any activity which threatens the orderly operation or security of the institution, field location or worksite and safety of the intern, staff or inmates.
2. In the event of a termination, the intern shall be notified in writing of the violation(s) resulting in the termination and a copy of the termination letter with the effective date will be forwarded to the sponsoring college or university and one copy will be placed in the internship file. All assigned property, including ID badge, shall be returned to the internship coordinator.
3. The internship coordinator or designee shall update information in the DOTS Portal volunteer screens to include the reason for termination and effective date. They shall also check DOTS Portal for other facilities the intern is approved to enter and notify that facilities' internship coordinator/designee of the intern's termination and reasons for the termination.

#### I. Documentation

1. The original records regarding identification badges for interns shall be maintained according to DRC policy 33-ERD-04, Photo Identification.
2. Training files/documentation for interns shall be maintained by the following:
  - a. Institutions - training officers
  - b. OSC - training coordinator
  - c. DPCS - managing officer/designee
3. The internship coordinator/ ~~or~~ designee at each facility shall maintain a file for each intern that contains information pertinent to program involvement and the DRC Internship Checklist (DRC1923) that documents the receipt of all required forms.

**Related Department Forms:**

Prison Rape Elimination Act Contractor/Volunteer/Intern Training Acknowledgement Form	DRC1173
Authority for Release of Information	DRC1404
Staff Nexus	DRC1500
Emergency Information	DRC1758
DRC Internship Checklist	DRC1923
Mentor Mid and Final Internship Evaluation	DRC1925
Intern's Evaluation of the Internship Site	DRC1926
Acknowledgement of Orientation/Training for Interns	DRC1929
Contractor/Volunteer/Intern Supplemental Questionnaire	DRC2013
Individual Application for Volunteer/Intern Services	DRC3291
Standards of Conduct for Contractors, Volunteers and Interns	DRC4376
Bureau of Behavioral Health Services School Partnership MOU	DRC5246
Bureau of Medical Services School Partnership MOU	DRC5247