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EFFECTIVE: July 1, 1980  
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SUMMARY of REVISIONS/REVIEW

Section II.C, removed that the student's security check form will be forwarded to the Security Administrator/designee  
Section IV.C, added that the employee shall follow procedures in Section II excluding completion of a new security/background check

APPROVED:

  
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Scott R. Frakes, Director  
Nebraska Department of Correctional Services

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**PURPOSE**

To establish guidelines for placing interns/externs/practicum students in Nebraska Department of Correctional Services (NDCS) facilities and programs.

**GENERAL**

Interns/externs/practicum students are individuals enrolled in undergraduate or graduate programs at accredited colleges or universities and are assigned to NDCS to gain practical experience related to their studies. The policy of NDCS is to provide opportunities for qualified interns/externs/practicum students to explore the field of corrections. Therefore, NDCS provides for interns/externs/practicum students' involvement in a variety of programs including but not limited to Administration, Custody, Unit Management, Adult Parole Administration and Health Services (i.e. Behavioral Health, Medical, Substance Abuse, Nursing, Social Work). NDCS provides for the recruitment, selection, training, term of service, termination of service and definition of tasks, responsibilities, accountability and authority for interns/externs/practicum students.

NDCS recruits students from all cultural and socioeconomic segments of the community whenever possible. Prior to assignment, interns/externs/practicum students complete documented orientation and/or training programs. Interns/externs/practicum students agree in writing to abide by all NDCS policies.

**PROCEDURE**

- I. General Information
  - A. Intern/extern/practicum student placements are collaborative efforts between the NDCS facilities/programs, educational institutions and students. Students may apply directly to a facility/program for an internship/externship/practicum placement. NDCS may also enter into affiliation agreements or contracts with educational institutions for internship/externship/practicum student placements subject to approval by the NDCS Legal Division.
  - B. Paid student placements must be authorized by the Director/designee. Criteria considered in granting paid student placements include fiscal impact, impact on operations, benefit to NDCS, flexibility in work schedule and Warden/Program/Section Administrator approval.
  - C. The Agency Human Resources (HR) Recruitment Officer will serve as a resource for facility/program staff and students who are seeking placements.
  - D. Each NDCS facility/program will designate an internship coordinator who will serve as the liaison between students, Facility Warden/designee, site supervisors and educational institutions. The internship coordinator will determine existing and potential opportunities for student placements within their facility/program. The internship coordinator shall develop a record keeping system, which documents selection, placement, training, and evaluation of the student's experience.
  - E. The facility/program will designate a site supervisor for each student in an internship/externship/practicum placement.

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- F. Interns/externs/practicum students must be at least eighteen years of age.
  - G. Security/background checks (NCIC/NCIS, NCJIS, NDCS inmate visiting list check and NDCS inmate calling system check) must be completed on all interns/externs/practicum students with one exception. Practicum or job shadowing students doing one to two days of practicum/course work do not need a security/background check review, but must remain under constant staff supervision.
  - H. All interns/externs/practicum students must sign the Internship/Externship/Practicum Agreement (Attachment B) prior to placement in a facility/program.
  - I. All interns/externs/practicum students, with the exception of nursing practicum students, shall receive a NDCS photo ID card. The student must carry their photo ID card at all times while in the placement area. Students receiving training at the Staff Training Academy in a modified training program to include self-defense tactics shall receive a green bordered photo ID card allowing them unescorted access into the facility/program. Students not receiving training at the Staff Training Academy in a modified training program shall receive a yellow bordered photo ID card and must be under escort while in a facility/program.
  - J. The Warden/Program/Section Administrator of the facility/program/section may restrict, postpone or terminate the services of an intern/extern/practicum student when necessary for the safety of the student, the management of the offender population, for NDCS rule violations or violating the terms of the Internship/Externship/Practicum Agreement. The Warden/Program/Section Administrator or designee shall notify the educational institution, in writing, of the decision to alter or terminate the student's placement.
  - K. NDCS staff will work cooperatively with college and university staff to evaluate student placements, as needed.
- II. DIRECT APPLICATION FOR INTERNSHIP/EXTERNSHIP/PRACTICUM PLACEMENT
- A. To apply directly to a NDCS facility/program for placement, individual students must complete the NDCS Internship/Externship/Practicum Application (Attachment A), a Personal Information for Security Check form (DCS-A-per-002-pc) and submit the completed forms to the facility/program internship coordinator.
  - B. The facility/program internship coordinator will review the Internship/Externship/Practicum Application and determine whether a placement is available in their facility/program.
  - C. If a placement is available, the facility/program internship coordinator will forward the student's Personal Information for Security Check form to the Agency HR Recruitment Officer for completion of the security/background check.
  - D. If the applicant has a criminal history, the security/background check results will be sent to the NDCS Employment Review Committee to determine whether the student is eligible for placement.

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- E. If the security/background check is approved, the facility/program internship coordinator will forward the Internship/Externship/Practicum Application to the site supervisor for review and approval.
- F. The site supervisor will forward the Internship/Externship/Practicum Application to the Warden/Program/Section Administrator or designee for review and approval.
- G. If approved, the site supervisor will complete the Internship/Externship/Practicum Agreement (Attachment B) for the student's review and signature.
- H. The site supervisor will forward the Internship/Externship/Practicum Agreement to the Warden/Program/Section Administrator or designee for review and approval.
- I. If for any reason, the Internship/Externship/Practicum Application is not approved, the facility/program internship coordinator will notify the student.
- J. Facility/program internship coordinators will notify the Agency HR Recruitment Officer when an intern's application for placement is accepted or denied.

### III. PAID CORRECTIONS OFFICER INTERNSHIP PROGRAM

The Agency HR Recruitment Officer will recruit students for placement in the Corrections Officer Paid Internship Program. Students selected for that program are hired through Specialized Office Services (SOS) as temporary employees. Selected students must pass the medical examination, drug screen, undergo TB testing and successfully complete the NDCS Pre-Service Training. Corrections Officer Interns are not required to complete an Internship/Externship/Practicum Application or Internship/Externship/Practicum Agreement.

### IV. NDCS EMPLOYEE PLACEMENTS

- A. NDCS employees, who are also attending educational programs, may request to complete an internship/externship/practicum within NDCS.
- B. The employee must have prior approval from his/her supervisor to perform an internship/externship/practicum.
- C. If the employee's supervisor approves the request for possible placement, the employee shall follow the procedures outlined in Section II, excluding the completion of a new security/background check, of this Administrative Regulation.
- D. Placements must take place during the employee's non-scheduled work hours and must be conducted in a facility to which the employee is not currently assigned. Employees must not perform their regular work duties while on their internship/externship/practicum placements that take place during their non-scheduled work hours.
- E. With the Warden/Program Administrator's advance approval, an employee may flex his/her work schedule during the internship/externship/practicum placement.
- F. Employees involved in internship/externship/practicum placements that take place during the employee's non-scheduled work hours shall not be paid by NDCS and shall not accrue any form of paid benefits including vacation leave, sick leave,

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bereavement leave or any other paid benefit during the hours they are conducting their internship/externship/practicum placement.

- G. Employees in internship/externship/practicum placements that take place during the employee's non-scheduled work hours shall not wear any NDCS issued uniform during their placement.
- H. Upon prior approval by their Warden/Program Administrator/designee, employees may earn internship/externship/practicum credit by performing their regular job duties during their regularly scheduled work hours.
- I. Ex-employees applying for internship/externship/practicum placement must be approved through the NDCS Employment Review Committee prior to starting an internship/externship/practicum placement.

V. **ORIENTATION AND/OR TRAINING**

- A. Orientation and/or training will vary upon the needs and circumstances of the intern/extern/practicum student. The Facility/Program Training Coordinator, Internship Coordinator or Site Supervisor will ensure that each student is given applicable orientation and/or training. A record of the training and/or orientation will be maintained. Any questions should be directed to the NDCS Training and Development Manager.
- B. All internship/externship/practicum students will be informed of NDCS' zero-tolerance standard regarding sexual abuse of inmates and parolees. Unless otherwise approved by the Warden/Program Administrator/designee, the following will be used as minimum requirements to determine training needs:

No Inmate/Parolee Contact

The following is a basic orientation to the worksite for internship/externship/practicum students who do not interact with inmates or parolees:

1. Emergency Procedures (fire evacuation, medical emergencies, etc.)
2. Workplace Harassment Policy
3. Drug Free Workplace Policy
4. Sexual Abuse/Assault information
5. Other information deemed appropriate by the immediate supervisor/manager.

Minimal Inmate/Parolee Contact

The following training is for internship/externship/practicum students who interact with inmates or parolees only when staff is present:

1. Personnel Issues
2. Discrimination and Harassment
3. Introduction to Security
4. Correctional Communication
5. Con Games
6. Emergency Preparedness (includes Hostage training)
7. Sexual Abuse/Assault Awareness
8. Other classes as deemed appropriate by the immediate supervisor/manager

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Direct Inmate/Parolee Contact

The following training is for internship/externship/practicum students who interact with inmates or parolees when staff is not present:

The same classes required for a regular employee performing the same duties.

- C. Nursing practicum students will receive an orientation regarding general guidelines applicable to the facility to which they are assigned.

REFERENCE

I. ATTACHMENTS

- A. Internship/Externship/Practicum Application (REV 10/13)
- B. Internship/Externship/Practicum Agreement (REV 10/13)

II. ACA STANDARDS

- A. Adult Correctional Institutions (ACI), 4<sup>th</sup> Ed., 4-4392
- B. Adult Probation and Parole Field Services, 4<sup>th</sup> Ed., 1C-03; 1C-04; 1C-05; 1C-06; 1C-07