

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 15-11	Policy 14.6
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards and References ACA Standards: 4-JCF-6A-01, 4-JCF-6G-09 to 14, 4-JCF-4C-55, 56, 4-JCF-6E-13, 4-JCF-6G-01, 3-JDF-1A-12, 3-JDF-1D-13, 3-JDF-1G-03 to 08, 3-JDF-1C-13, 3-JDF-1G-02, 3-JDF-3D-06-1,3 29 CFR 785.44 29 CFR 553.103 DJJ-1.6; 1.11; 2.11; 3.10; 3.15; 3.31, 3.52, 4.1; 4.2; 5.1,8.5; 8.11; 8.22; 14.1; 14.2; 18.2; 18.3 18.10; 20.3; 20.50; 21.1; 23.1	
Chapter 14: VICTIM, VOLUNTEER & CHAPLAINCY SERVICES	Effective Date: 9/21/15 Scheduled Review Date: 9 / 2 1 / 1 6 New Policy Operations and Compliance Division APPROVED:	
Subject: Interns	<hr/>  <hr/> Avery D. Niles, Commissioner	
Attachments: Attachment A- Intern Pre-Screening		

**I. POLICY:**

The Department of Juvenile Justice will encourage college student volunteers to work in the agency as interns providing them with experience that exposes them to state government, the juvenile justice system, and work responsibilities.

**II. DEFINITIONS:**

**Accredited College:** Officially recognized institution of higher learning that meets set standards. Officially recognized by the Council on Higher Education Accreditation.

**Community Service Office (CSO):** Offices located throughout the state where Community Service staff provides services to include intake, case management, probation, supervision, detention planning, and aftercare supervision.

**Director:** For the purposes of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC) and Community Service Office (CSO).

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**DJJ Employee Volunteer:** A Department of Juvenile Justice employee who volunteers within the agency either as a regular volunteer, a one-time volunteer, or as a volunteer with a large group.

**Field Placement Memorandum of Understanding (MOU):** A formal written agreement between DJJ and an academic institution that outlines mutual responsibilities and requirements for the field placement.

**Intern:** An undergraduate student or recent graduate who works on a voluntarily basis for a period of time to get training in a particular area required for a class, or a graduate student in a professional field gaining supervised practical experience.

**Prison Rape Elimination Act (PREA):** A United States federal law that supports the elimination, reduction, and prevention of sexual assault and rape within corrections systems. It applies to all federal, state, and local prisons, juvenile facilities, jails, police lock-ups, private facilities, and community settings such as residential facilities.

**Victim:** (1) A person against whom a crime has been perpetrated. (2) A parent, guardian, or custodian of a crime victim who is a minor or a legally incapacitated person, except where that person is in custody for an offense or is the defendant. (3) In the event of the death of the crime victim, the following relatives will qualify as the victim, except where the relative is either in custody for an offense or the defendant: spouse; adult child if there is no spouse; a parent if there is no spouse or adult child; a sibling if there is no spouse, adult child, or parent; a grandparent if there is no spouse, adult child, parent, or sibling.

**Volunteer Coordinator:** The individual assigned to plan, coordinate, and oversee the operations of Volunteer/Intern services in a given DJJ location.

- **Local Coordinator:** Represents the local facility/district in providing planning, coordination, and oversight of volunteer/intern services within their assigned facility/district.
- **Regional Coordinator:** Represents Central Office in providing planning, coordination, and oversight of volunteer/intern services and provides technical assistance to facilities/districts.

### III. PROCEDURES:

#### A. Intern Eligibility and Placement Requirements:

1. Any person of good character who meets the following criteria is eligible to apply as an intern.

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- a) At least 18 years of age;
- b) Must have permission of the College, University, or other accredited institution to participate in the program;
- c) He/she must be a student attending an accredited institution;
  - (1) There should be MOU between the applicant's learning institute and the department.
  - (2) DJJ and the accredited college or university shall sign a MOU for the student intern program;
  - (3) The MOU shall outline the school, student, and DJJ Responsibilities; and
  - (4) The MOU shall specify that the department shall not assume liability for injury to students or Faculty Advisor.
- d) Field Placement MOU's are valid for up to three years and apply to all students from the named college/university/program during this time frame.
- e) If there is no MOU with the college/university, the Office of Volunteer Services will provide the college/university with a copy of the DJJ Field Placement MOU, and an authorized representative of the college/university will sign the MOU and return to the Office of Volunteer Services where it will be reviewed and then forwarded to the Commissioner or designee for review and signature.
- f) A student may begin an internship prior to Office of Volunteer Services receiving the MOU, but may not continue for more than 90 days. At the end of the 90 days, if the MOU has not been received, the internship must be suspended pending receipt of the signed MOU.
- g) Interns must notify their supervisor or the facility Director or Community Service Volunteer Coordinator and the local Human Resources representative of any arrest(s) no later than the next business day following the arrest, using the Disclosure of Criminal or Traffic Offense Information (DJJ 3.18, Attachment E). Failure to do so may result in restrictions up to and including

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dismissal. (The Office of Human Resources will act as the local human resources representative for Central Office).

**B. Local Volunteer Coordinator Responsibilities:**

1. Local coordinators are representatives of the designated DJJ site.
2. All intern requests will be initially screened and directed to the Office of Volunteer Services, email [volunteerservices@djj.state.ga.us](mailto:volunteerservices@djj.state.ga.us), within three business days.
3. Interns requesting behavioral field placements will be processed in accordance with DJJ 12.7, Clinical Field Placements-
4. Within five (5) business days of being notified of a potential intern, the regional volunteer coordinator will complete the Intern Screening Form (Attachment A) to determine the intern eligibility and the facility/office need. The regional volunteer coordinator will report findings and recommendations to the local volunteer coordinator.
5. Except in the case of Clinical Field Placement, the Director or Designee will have final approval of intern assignment.
6. The Office of Volunteer, Victim, and Chaplaincy Services will process Applicants who are interning at Central Office.

**C. Office of Volunteer, Victim, and Chaplaincy Staff:**

1. Within five business days of being notified of a potential intern, the regional volunteer coordinator will complete the Intern Screening Form (Attachment A) to determine the intern eligibility and the facility/office need. The regional volunteer coordinator will report findings and recommendations to the local volunteer coordinator.
2. Intern requests should not be processed more than 60 days prior to internship start date.
3. The Division Director or designee will have final approval of intern assignment and the maximum number of interns at a given time.
4. If an intern is approved through the Intern Screening process the following steps should take place:

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- a) The intern must complete a State of Georgia application located at <http://www.djjcareers.org/>.
  - b) The intern will submit to a background check prior to assignment.
  - c) If the intern is not placed within 60 days, the background check must be repeated in accordance with DJJ Policy 3.52, Background Investigation.
5. Each intern must successfully complete an orientation appropriate to the nature of the assignment using the Volunteer/Intern Orientation and Training on the DJJ Intranet through the Office of Training prior to assignment and as a condition of service.
6. All volunteers and interns shall receive information during their orientation designed to help them understand their roles, limitations of authority, and all mutual responsibilities.
- D. If denied, an applicant will be informed of the reason(s); however, no appeal process is available to interns.
- E. DJJ employees may be permitted to intern within DJJ outside of working hours with any Department function or entity, upon supervisory approval and authorization of the DJJ Office of Human Resources. If the Office of Human Resources determines that the employee's internship tasks are significantly similar to the employee's paid responsibilities, the employee will not be permitted to intern with DJJ.
- F. Closure or Termination of Services will occur once the intern has fulfilled the duties of the assignment.
- G. The Director or designee will curtail, postpone, or discontinue the services of an intern when substantial reasons for doing so exist. Such reasons may include, but are not limited to:
- 1. Closed at Intern's Request;
  - 2. Closed at DJJ's Request;
    - a) Intern's breached security
    - b) Result from Annual Criminal History Check
    - c) Conflict of interest

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- d) Services no longer needed;
- e) Excessive tardiness and no shows;
- f) Failure to complete application process; or
- g) Other reason not listed.

H. The Director has both the authority and responsibility to deny any intern access to the facility whose presence is believed to jeopardize the order, security, or safety of the facility.

I. Interns serve at the discretion of the Director. No appeal process will be available in the case of termination of services.

J. At no time can an intern provide services at a facility or community service office if he/or she is a reported victim of a crime and the accused is receiving services from or detained at the volunteer site.

K. All intern documents will be located in the Volunteer Services SharePoint site.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: No.**