I. POLICY:

The Department of Juvenile Justice will encourage college students 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.

Clinical Internship: An internship in which interns work with youth directly under the supervision of licensed medical or mental health staff.

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), Community Service Office (CSO), and Central Office.

DJJ Employee Volunteer: A Department of Juvenile Justice employee who volunteers within the agency either as an intern, 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 voluntary 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.

Non-Clinical Internship: All other internships in which interns do not work directly with youth.

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:
   a) At least 18 years of age; and
   b) Complete a Pre-Selection Screening (Form found in volunteer manual)
c) Must have a signed Memorandum of Understanding (MOU) from the participating College, University, or other accredited institution to participate in the program;

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 respective unit head for review and signature. An intern cannot start without a fully executed/signed MOU.

f) 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 or removal from the program. (The Office of Human Resources will act as the local human resources representative for Central Office.)

B. Local Volunteer Coordinator Responsibilities:

1. All intern requests will be emailed to volunteerservices@djj.state.ga.us for initial screening by the Office of Volunteer Services within 3 business days.

2. Interns requesting behavioral field placements will be processed in accordance with DJJ 12.7, Clinical Field Placements.

3. The Director will have final approval of intern assignment, except in the case of Clinical Field Placement.

4. If an internship assignment is approved, the following steps should take place:

    a) The intern must complete a Volunteer application.

    b) The intern will submit to a background check prior to assignment using the New Hire Packet/Background Forms/Non-Security.
c) Background checks will be conducted in accordance with DJJ Policy 3.52, Background Investigation.

d) Any students/interns assigned to medical or mental health units as part of their training, work under medical or mental health staff supervision.

5. All volunteers and interns will receive information during their orientation designed to help them understand their roles, limitations of authority, all mutual responsibilities and will complete all required online training.

C. If denied, an applicant will be informed of the reason(s); however, no appeal process is available to interns.

D. DJJ employees may be permitted to intern within DJJ outside of their working hours with any Department function or entity, upon supervisory approval and authorization of the DJJ Office of Human Resources. Employees may request permission to intern using DJJ Employee Volunteer/Intern Request (Attachment B). 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.

E. The Director 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 breach of security;
   b) Result from Annual Criminal History Check;
   c) Conflict of interest;
   d) Services no longer needed;
   e) Excessive tardiness and no shows;
   f) Failure to complete application process; or
   g) Other reason not listed.
F. At no time can an intern provide services at a facility or Community Service Office if he/she is a reported victim of a crime and the accused is receiving services from or detained at the volunteer site.

G. All intern documents will be located in the Volunteer Services database.

H. All interns will have access to Department and local policy either online or a printed policy manual. Interns agree in writing to abide by all facility policies, including those relating to the security and confidentiality of information, and shall complete all training requirements consistent with the position in which they are interning.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO