



**PROBATION AND PAROLE BUREAU  
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 20-13	Subject: <b>STUDENT INTERNS</b>
Reference: P&P 190-1; DOC 1.3.17; DOC 1.7.1 2-18-101, MCA; 53-1-201, MCA	Page 1 of
Effective Date: 07/02/01	Revision Dates: 10/01/01; 06/17/02; 03/06/04; 03/01/05; 08/01/05; 06/22/12
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

**I. BUREAU DIRECTIVE:**

The Probation & Parole Bureau will follow established procedures when providing a college/university student internship program. Student internships will provide students an opportunity to engage actively in actual professional tasks of the Bureau. In return, the internship will compliment and reinforce classroom learning.

**II. DEFINITION:**

ACCD-Adult Community Corrections Division Administrator – The person responsible for the overall administrative functions of the ACCD programs/facilities. The Division includes seven separate bureaus/units, including the Probation & Parole Bureau. The Administrator reports directly to the Director of the Department.

BPM-Bureau Programs Manager – The Department’s employee who oversees the Student Intern Program.

Department – The Montana Department of Corrections.

RIC-Regional Intern Coordinator – The person appointed by the Regional Administrator to oversee the Student Intern Program in the region/office.

Student Intern – A person who has been accepted or is currently enrolled in an accredited school, college, or university and trains with the Bureau for a specific length of time to gain practical experience in adult probation and parole services.

**III. PROCEDURES:**

**A. Function of Student Intern Program**

Student intern programs encourage increased personal contact for offenders, broaden community resources, and increase public awareness. Interns can assist in meeting the needs and mission of the Probation & Parole Bureau (Bureau) and offenders by providing direct services, as well as serving as an interface between the Bureau and the public.

Interns must not displace paid staff. All racial, ethnic, and social-cultural segments of the community are encouraged to participate in the Student Intern Program. Recruiting efforts may include the public, media, civic organizations, appropriate educational facilities, public agencies, local businesses, and individuals.

Procedure No.: 20-13	Section: Personnel	Page 2 of 4
Subject: STUDENT INTERNS		

## **B. Coordination of Program**

1. The BPM will oversee the intern program and coordinate with the Bureau Chief and the Department's Human Resources (HR) Bureau.
2. The Regional Administrator (RA) will appoint a supervisory employee to serve as the RIC in each region/office that utilizes interns. The RIC will:
  - a. oversee the intern program for the region/office;
  - b. assign an appropriate staff member to directly supervise the intern;
  - c. evaluate the performance of all interns on an ongoing basis;
  - d. inform the RA of any concerns or suggestions arising from performance appraisals; and
  - e. liaison with the school, college or university.

## **C. Eligibility Requirements**

Interns must meet eligibility requirements and pass screening criteria prior to being approved for the Student Intern Program:

1. Any student of good character at least 18 years of age and able to handle the responsibilities involved.
2. Student must be enrolled in an accredited school, college or university.
3. Ex-offenders may be accepted as interns subject to the approval of the ACCD Administrator, using the same criteria for considering an ex-offender for a staff position.
4. Immediate family and relatives of offenders wishing to serve as interns must receive special approval from the ACCD Administrator.

## **D. Application and Processing**

1. Prospective interns will contact the BPM either by phone or email to receive information about the Student Intern Program and the required paperwork.
2. Inquiries about the program made to other staff will be referred to the BPM.
3. The BPM will:
  - a. establish an electronic folder on all prospective interns for saving correspondence and copies of completed paperwork;
  - b. establish an email link with prospective interns, if possible, to send the following documents:
    - 1) *P&P 20-13 Student Interns*;
    - 2) *P&P 20-13(A) Student Intern Program Application* – must include where and when applicant would like to intern and must be returned electronically to BPM;
    - 3) *P&P 20-13(B) Intern Authorization for Reference/Criminal Background Check*; and
    - 4) *P&P 20-13(C) Student Intern Program Agreement*.
  - c. forwards completed application to appropriate RIC for further processing.
4. The RIC will contact applicant and provide information on the availability of openings. If applicant wishes to proceed, RIC requests completion of the *Intern Authorization* and *Program Agreement* for the approval process.

Procedure No.: 20-13	Section: Personnel	Page 3 of 4
Subject: STUDENT INTERNS		

5. The RIC is responsible for:
  - a. creating and maintaining a local file for all original intern paperwork;
  - b. obtaining character references using *P&P 20-13(E) Student Intern Reference Check*;
  - c. obtaining a criminal background check; and
  - d. approving intern using established local criteria approved by the RA.
6. Once approved or disapproved, RIC will contact the BPM. If approved, RIC will forward electronic copies of the *Program Agreement*, *Reference Checks*, and criminal background checks to BPM.
7. The BPM will forward copies of all paperwork to the HR Bureau to establish coverage for workers' compensation. Interns will not be allowed to begin the program until coverage begins.
8. The BPM will forward the *Program Application* and *Program Agreement* for all locally approved interns to the Bureau Chief for review.
9. Once intern is approved, the RIC is responsible for:
  - a. liaison with the school/college/university;
  - b. training and supervision of the intern;
  - c. ensuring *P&P 190-1(C) Intern Orientation Checklist* and *P&P 20-13(D) Intern Job Duties Checklist* are completed and electronic copies are forwarded to BPM for filing;
  - d. maintaining *P&P 20-13(G) Intern Timekeeping Records* submitted weekly by intern's supervisor in local file; and
  - e. completing *P&P 20-13(F) Intern Performance Appraisal Instrument* at the end of the internship and forwarding an electronic copy to BPM.
10. BPM will forward copy of the *Appraisal Instrument* to HR Bureau. An exit interview is scheduled with intern by HR.
11. RA will determine, based on the *Orientation Checklist*, *Intern Job Duties Checklist* and the final *Appraisal Instrument*, whether intern will receive work experience credit during any subsequent hiring process for Probation & Parole Officers.

#### **E. Intern Transportation**

Pursuant to *P&P 20-4 State Vehicles/Use/Accidents*, Interns may travel in state vehicles as an authorized passenger. Under no circumstances will offenders be transported in the personal vehicles of interns.

#### **F. Recognition**

Probation & Parole Officers or ACCD programs utilizing interns are encouraged to provide special recognition for participants who exhibit extraordinary commitment or performance. Recognition can be achieved through recommendations for federal, state, or local awards or local letters of appreciation, etc.

Procedure No.: 20-13	Section: Personnel	Page 4 of 4
Subject: STUDENT INTERNS		

**G. Termination**

Interns may be suspended or terminated at any time, with or without cause, by the ACCD Administrator. In such cases, the RA or designee will advise the intern of the reason for the termination.

**IV. CLOSING:**

Questions regarding this procedure shall be directed to the Regional Administrator.

Forms

- P&P 20-13 (A)      Student Intern Program Application
- P&P 20-13 (B)      Intern Authorization for Reference and Criminal Background Check
- P&P 20-13 (C)      Student Internship Program Agreement
- P&P 20-13 (D)      Intern Job Duties
- P&P 20-13 (E)      Student Intern Reference Check
- P&P 20-13 (F)      Intern Performance Evaluation
- P&P 20-13 (G)      Intern Timekeeping Record
- P&P 190-1 (C)      Intern Orientation Checklist