



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure:	PPD 6.1.108 STUDENT INTERN AND VOLUNTEER PROGRAMS
Effective Date:	08/05/2020 Page 1 of 4
Revisions Date(s):	
Reference(s):	DOC 1.1.17; DOC 1.3.16; DOC 1.3.17; 2-18-101, MCA
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

The Probation and Parole Division will follow established procedures when providing student intern programs and volunteer services. These programs encourage increased personal contact for offenders, broaden community resources, and increase public awareness. Interns/volunteers can assist in meeting the needs and mission of the Division.

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices and interstate transfers.

RIVC-Regional Intern/Volunteer Coordinator – The person appointed by the Deputy Chief to oversee the student intern and volunteer programs in a 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 PPD for a specific length of time to gain learning experience in adult probation and parole services.

Volunteer – Any person who has been approved to provide services for Department programs without compensation.

- Professional Service Volunteer – An individual who provides a volunteer service that requires a certificate or license by state law, such as an attorney, doctor, or psychologist;
- Short-Term or Guest Volunteer – An individual who provides volunteer services for a single event or within a limited time frame.

III. PROCEDURES:

A. PROGRAM REQUIREMENTS:

1. The Deputy Chief (DC) will appoint staff to serve as the RIVC in each region/office that utilizes student interns or volunteers. The RIVC will:
 - a. oversee the student intern program and volunteer services for the region/office;
 - b. assign an appropriate staff member to directly supervise the intern/volunteer;
 - c. evaluate the performance of all student interns on an ongoing basis;
 - d. inform the DC of any concerns or suggestions arising from the intern’s performance appraisals; and
 - e. liaison with the student’s school, college, or university.

2. All racial, ethnic, and social-cultural segments of the community are encouraged to participate in a student intern program or volunteer service. Recruiting efforts for volunteers may include the public, media, civic organizations, appropriate educational facilities, public agencies, local businesses, and individuals.
3. Interns and volunteers must not displace paid staff. Volunteers will not perform duties that are normally performed by paid staff.
4. Interns/volunteers may travel in state vehicles as an authorized passenger. Under no circumstances will offenders be transported in the personal vehicles of interns/volunteers.
5. Eligibility Requirements:
 - a. Any person of good character at least 18 years of age and able to handle the responsibilities involved.
 - b. Intern must be a student enrolled in an accredited school, college, or university.
 - c. Former offenders may be accepted as interns/volunteers subject to the approval of the PPD Administrator or designee, using the same criteria for considering a former offender for a staff position.
 - d. Relatives or victims of offenders wishing to serve as an intern/volunteer must receive special approval from the PPD Administrator or designee.
 - e. Individuals may only act in the capacity of a professional service volunteer when certified or licensed to do so and only with the written approval of the PPD Administrator or designee.
6. Interns/volunteers must receive documented PREA training during orientation pursuant to *PPD 1.1.1700 PREA Disclosure and Reporting*.
7. Student interns/volunteers may be suspended or terminated at any time, with or without cause, by the Deputy Chief or POII. In such cases, the DC or designee will advise the intern/volunteer of the reason for the termination.

B. APPLICATION AND PROCESSING:

1. Prospective interns/volunteers will contact the regional office either by phone or email to receive information about the program and the required paperwork. All inquiries about the program will be referred to the RIVC.
2. The RIVC will:
 - a. establish an electronic folder on all prospective interns/volunteers for saving correspondence and copies of completed paperwork;
 - b. establish an email link with prospective interns/volunteers, if possible, to send the following documents:
 - 1) *PPD 6.1.108 Student Intern and Volunteer Programs*;
 - 2) *PPD 6.1.108(A) Intern/Volunteer Program Application* – must include where and when applicant would like to intern/volunteer and must be returned electronically;
 - 3) *PPD 6.1.108(B) Intern/Volunteer Authorization for Reference/Criminal Background Check*; and
 - 4) *PPD 6.1.108(C) Intern/Volunteer Program Agreement*.

3. The RIVC will contact interested intern/volunteer and provide information on the availability of openings and requests completion of the above-listed forms for the approval process. Electronic signatures will be accepted on the forms.
4. The RIVC is responsible for:
 - a. conducting interviews and obtaining character references using *PPD 6.1.108(E) Intern/Volunteer Reference Check*;
 - b. obtaining a criminal background check; and
 - c. approving intern/volunteer using established local criteria approved by the DC.
5. RIVC will forward the *Program Application, Program Agreement, and Intern/Volunteer Reference Check* for all locally approved interns/volunteers to the Deputy Chief or designee for review.
6. Once intern/volunteer is approved, the RIVC is responsible for:
 - a. forwarding copies of all paperwork to DOC's Human Resources (HR) to establish coverage for workers' compensation – *interns/volunteers will not be allowed to begin the program until coverage begins*;
 - b. acting as liaison with the intern's school/college/university;
 - c. training and supervision of the intern/volunteer;
 - 1) interns: ensuring *PPD 6.1.108(D) Officer Intern Job Duties Checklist* or *PPD 6.1.108(H) Administrative Intern Job Duties Checklist* is completed and electronic copies are filed;
 - 2) volunteers: ensuring *PPD 6.1.108 (H) Volunteer Orientation Checklist* is completed and electronic copies are filed.
 - d. maintaining *PPD 6.1.108(G) Intern/Volunteer Timekeeping Records* submitted weekly by intern/volunteer's supervisor;
 - e. completing the student intern's performance appraisal provided by the school/college/university at the end of an internship, saving a copy to file, and providing a copy to intern; or
 - f. participate in an evaluation with the volunteer and use the evaluation to develop recommendations for improvement in the program.
7. RIVC may forward copy of the intern's performance appraisal to HR and request an exit interview with the intern, which may be completed by HR.
8. DC will determine, based on the appropriate *Intern Job Duties Checklist* and the intern's performance appraisal, whether the intern will receive work experience credit during any subsequent hiring process for Probation & Parole Officers.

C. RECOGNITION OF STUDENT INTERN/VOLUNTEER:

1. Probation & Parole Officers, supervisors, or other PPD staff utilizing student interns and/or volunteers are encouraged to provide special recognition for participants who exhibit extraordinary commitment or performance.
2. Recognition can be achieved through recommendations for federal, state, or local awards or local letters of appreciation, etc.

IV. CLOSING:

Questions regarding this procedure should be directed to the Regional Intern/Volunteer Coordinator or Deputy Chief.

V. FORMS:

PPD 6.1.108 (A)	Student Intern/Volunteer Program Application
PPD 6.1.108 (B)	Intern/Volunteer Authorization for Reference and Criminal Background Check
PPD 6.1.108 (C)	Intern/Volunteer Program Agreement
PPD 6.1.108 (D)	Intern/Volunteer Reference Check
PPD 6.1.108 (E)	Intern/Volunteer Timekeeping Record
PPD 6.1.108 (F)	Officer Intern Job Duties
PPD 6.1.108 (G)	Administrative Intern Job Duties
PPD 6.1.108 (H)	Volunteer Orientation Checklist