

IDAHO DEPARTMENT OF CORRECTION
Internship Agreement

As an intern for the Idaho Department of Correction (IDOC), I understand the risks in a correctional setting, including the risk of being taken hostage and agree to the following:

1. To follow IDOC policies and procedures and clarify any questions with my intern supervisor.
2. To follow IDOC sign-in and sign-out procedures.
3. To keep all information about offenders confidential outside of central office or the facility/district and to check with appropriate IDOC staff before releasing any information about an offender.
4. To lock my car and lock valuables, purses, etc., in the trunk.
5. To only bring items into the facility/office the IDOC has approved and are needed for my internship.
6. To maintain control of my personal property.
7. To not bring chewing gum, pocketknives, weapons, ammunition, explosives, drugs (except prescription medication I must carry), alcohol, tobacco, cell phone, camera, tape recorder, video recorder, or other contraband into the facility/office. (Note: if you must carry medication, notify security at check-in.) (Note: chewing gum and cell phones will be allowed at central office.)
8. To take all my personal items with me, except items I am authorized to leave.
9. To immediately report the loss of any item to an IDOC employee.
10. To limit taking valuables into a correctional facility such as my wallet, money, and charge cards.
11. To not become involved in any conflicts between offenders and/or staff.
12. To not give my mailing address, phone number or other personal information to offenders.
13. To not have personal contact with any IDOC offender outside my internship learning plan including sending or receiving correspondence or having telephone contact. If an offender contacts me, I will immediately report it to my intern supervisor.
14. To not accept personal service from an offender or perform personal service for an offender. This includes making phone calls, mailing letters, delivering messages, or delivering packages to anyone in the community or in a correctional facility.
15. To not make purchases for an offender, sell anything to an offender, enter into any business transaction with an offender or offender's family, accept any personal favor from an offender or offender's family, or do any personal favor for an offender or an offender's family.
16. To never exchange any item or service with an offender.
17. To not have physical contact with offenders (a hand shake is acceptable).
18. To not offer advice to offenders.
19. To immediately report to IDOC staff if an offender requests drugs, alcohol, medications, etc.
20. To be courteous, friendly, and professional.
21. To allow search of my person or vehicle for justifiable security purposes.
22. To schedule my time at the facility/district in advance.
23. To notify the facility/district of any change that will affect my delivery of any service at scheduled times.
24. To stay within the boundaries of the area I am approved to be in.
25. To maintain ethical and legal boundaries with offenders and to immediately end my internship and notify my intern supervisor if I decide to pursue a personal relationship with an offender. I understand that if I violate IDOC rules before I end my internship, I will not receive visiting privileges with an offender.
26. To not discuss information regarding my intern experience with the media or in a public forum without prior written permission from an applicable IDOC authority.

I understand that failure to comply with the rules in this agreement or any other IDOC rules, policies, or procedures may jeopardize my internship.

Student/Intern's Printed Name

Signature

Date