


Idaho Department of Correction 	Policy	Title: Internships		Page: 1 of 2
		Control Number: 212	Version: 2.0	Adopted: 5-25-2011

Brent Reinke, director, approved this document on 3/27/2014.

Open to the public: Yes No

Redacted version available: Yes No

Revision History
Revision date (3/27/2014) version 2.0: Revised content and title for clarity and updated format.

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

It is the policy of the Idaho Department of Correction to promote relationships with colleges and universities by providing curriculum-based internships with the department. The college or university must endorse an internship as part of an official course of study to qualify.

PURPOSE

The purpose of this policy is to state the department's position on managing internships with the department.

Internships provide students with learning opportunities to expand and develop their knowledge of the criminal justice system and other subjects related to the department's mission. Internships also tend to build relationships with colleges and universities and improve educational and employment opportunities.

SCOPE

This policy applies to all department employees, contractors, and documents created under the authority of this policy.

RESPONSIBILITY

The director and division chiefs are responsible to carry out this policy and to create and maintain standard operating procedure on managing interns and internships.

Standard operating procedure must include instruction for

- Identifying the number of internships available
- Recruiting interns
- Conducting background checks

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- Approving interns and intern learning plans
- Conducting orientation and training
- Managing access to department facilities

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