



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: HRM
Number: 3720.1E
Date: October 24, 2011
Supersedes: 3720.1D (1/14/2010)
Subject: University Student
Practicum Program

1. **PURPOSE AND SCOPE.** To foster collaborative relationships with colleges and universities by providing opportunities for future criminal justice professionals to gain practical experience in corrections.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Selected college and university students will be afforded opportunities to gain practical job experience in corrections.
 - b. The D.C. Department of Corrections (DOC) will maintain a partnership with local colleges and universities through its practicum program.
 - c. Student volunteers will be assigned to duties commensurate with their abilities and will receive sufficient staff guidance, support, and supervision.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (hereinafter, "the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **AUTHORITY**
 - a. D.C. Code § 1-319.01 through § 1-319.05 Governmental Volunteers
 - b. D.C. Code § 32-1501 et. seq Workers' Compensation
 - c. D.C. Personnel Manual Chapter 35 Voluntary Services

5. DIRECTIVES AFFECTED

a. Directives Rescinded

PS 3720.1D University Student Practicum Program (01/14/10)

b. Directives Affected

- 1) PS 1310.3 Volunteer Services Programs
- 2) PS 3040.6 Personnel Security and Suitability Investigations
- 3) PS 3700.2 Employee Training and Staff Development
- 3) PS 4080.1 Inmate Visiting Regulations
- 4) PS 5020.1 Entrance and Exit Procedures
- 5) PS 6050.4 Mandatory Employee Drug and Alcohol Testing (MEDAT)

6. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4TH Edition Standards for Adult Local Detention Facilities 4-ALDF-4D-10.

7. DEFINITIONS. For the purpose of this Program Statement, the following definitions apply:

- a. **Practicum.** A temporary supervised field work experience in which an approved student from a university or college is placed within the DC DOC to gain training and insights of a particular office or program by focusing on operations and specific issues, problems, concerns and demands of that unit job assignment in the DC DOC for university or college students. The job is performed on a volunteer basis for academic credit and to gain practical experience.
- b. **Practicum Student.** A selected volunteer student from a college or university assigned to DOC to carry out duties commensurate with their abilities.

- c. **Practicum Supervisor.** A qualified DC DOC employee who, supervises, assigns duties, guides, instructs, monitors, and evaluates the job performance of students participating in the practicum program.

8. PROGRAM RESPONSIBILITY.

- a. The Office of Human Resources shall:
 - 1) Conduct a criminal background investigation of each student who is accepted for the practicum program in accordance with *PS 3040.6, "Personnel Security and Suitability Investigations"*.
 - 2) Shall notify student applicants pursuant to *PS 6050.4, "Mandatory Employee Drug and Alcohol Testing (MEDAT)"* they are subject to drug testing prior to acceptance into the DOC Student Practicum Program.
 - 3) Ensure that students are not assigned to fill authorized employee positions.
 - 4) Ensure that students are informed that those services whose are utilized in the program are not eligible for any benefits normally accruing to employees of the District of Columbia, including health insurance, retirement, life insurance, leave, or the right to organize for collective bargaining purposes.
 - 5) Ensure students are informed of eligibility for compensation for work-related injuries to the extent authorized in D.C. Code §32-1501 et. seq., Workers' Compensation.
 - 6) Require that each student submit a "Student Practicum Request", (Attachment A) and sign the agency "Student Practicum Agreement" form (Attachment B) indicating that the student has been informed of the nature and scope of his/her practicum duties and agrees to perform his/her practicum duties under the terms and conditions established by the Government of the District of Columbia and the DOC.
 - 7) Upon completion of orientation, ensure each student is issued the appropriate identification card. Identification cards are valid for one (1) year.
 - 8) Each student shall be assigned to a Supervisor of the agency utilizing the student's services, who shall be responsible for assignment of duties; supervision and control of the activities of the student; evaluation of performance; and establishment and monitoring of the hours during which student services are performed.

- b. The Training Department shall:
 - 1) Ensure each student attends mandatory orientation in accordance with *PS 3700.2, "Employee Training and Staff Development"*.
 - 2) Conduct an orientation session designed to acquaint each student with the rules, regulations and operations of the DC DOC.
 - 3) Facilitate student placements, monitor the practicum program activities, and maintain program records, e.g., performance evaluations, resumes, practicum applications.

9. **REQUESTS FOR AND APPROVAL OF PRACTICUM STUDENTS.** A university or college faculty member must submit a formal request for a student practicum to the Training Administrator on the official stationery of the institution. This request must clearly detail the goals of the practicum and its requirements and expected activities. To be approved for a practicum placement, each student applicant shall:
 - a. Be currently enrolled and attending a university, college or junior college;
 - b. Have a minimum grade average of "C", as evidenced by his/her university or college;
 - c. Provide a request from the Student's faculty advisor on official university or college letterhead stationary requesting the placement;
 - d. Submit two (2) letter of recommendations from persons who can attest to his/her knowledge, skills and abilities (e.g., professor, faculty advisor, former employer);
 - e. Pass a criminal background investigation and be expected to comply with security requirements and other regulations of the DCDC;
 - f. Student applicants who wish to work at the Central Detention Facility (CDF) must be twenty-one (21) years of age; and
 - g. The Training Administrator shall determine a student's acceptance and enrollment into the University Student Practicum Program. The DC DOC reserves the right to terminate a student practicum at any time without citing a cause.

10. **STUDENT RESPONSIBILITIES.** Each student who is participating in the practicum program shall:
 - a. Abide by the rules and regulations governing the operations of the DCDOC, including all regulations pertaining to confidentiality of records and information;

- b. Perform his/her duties professionally and courteously;
- c. Submit an evaluation of his/her practicum to the Training Administrator;
- d. Students shall not engage in political activities while performing assigned duties.

11. **PRACTICUM SUPERVISOR RESPONSIBILITIES.** Each Practicum Supervisor shall:

- a. Ensure that each student is assigned to perform tasks and duties commensurate with the student's education, training, and experience;
- b. Provide guidance and support to students, thereby fostering their growth and professional development; and
- c. Complete periodic written evaluations of each student's work performance and submit these evaluations to the Training Administrator (if the practicum exceeds thirty (30) days). A minimum of two (2) performance evaluations per practicum are required; and
- d. Discuss the contents of each performance evaluation with the student.

12. **PROVISIONS**

- a. Persons whose services are utilized on a voluntary basis are eligible for compensation for work-related injuries to the extent authorized by D.C. Code 32-1501 et seq., except that, in cases of organizations which supply volunteers to perform services for the District of Columbia also provide disability or workers' compensation for such volunteers, in which event the coverage provided by such a organizations would be applicable.
- b. Student applicants must sign the Student Volunteer Agreement form (Attachment C) in accordance with D.C. Code § 1-319.01, Governmental Volunteers.

13. **FACILITY ACCESS.** Students who are eligible for work assignments at CDF are subject to rules set forth in *PS 5020.1, "Entrance and Exit Procedures.*

- a. Students shall enter the facility through the visitor's entrance and upon entering the building, display his/her appropriate DOC Identification Card to the Staff Entrance officer. Students shall wear the identification card at all times while in the facility.
- b. The Staff Entrance officer shall check the student's ID card.
- c. Staff Entrance officer shall contact the assigned Supervisor or approved DOC employee to escort the student to his or her assigned duty post.

- d. All students shall comply with the department dress code as identified in *PS 4080.1, "Inmate Visiting Regulations"*.

A handwritten signature in black ink, appearing to read 'Thomas Faust', with a stylized, cursive script.

Thomas Faust
Acting Director

Attachments

- Attachment A – Student Practicum Request
- Attachment B – Student Practicum Agreement
- Attachment C – Student Practicum Volunteer Services Agreement Form