

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 154.00

EFFECTIVE DATE: 21 December 2022

SUBJECT: INTERNSHIPS

POLICY DIRECTIVE

PURPOSE:

To provide guidelines for internships within the Division of Corrections and Rehabilitation.

REFERENCE:

Prison Rape Elimination Act (PREA) §§115.17, 115.32, 115.317, and 115.332.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 154.00, dated 15 July 2022.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Interested individuals who are at least eighteen (18) years of age and possess a high school diploma or the equivalent may apply for an internship with Division of Corrections and Rehabilitation (DCR) facilities or work units.

- II. Facility superintendents, and work unit supervisors or directors as appropriate, will designate an employee to coordinate the internship program.
- III. At a minimum, the following steps will be completed before the selection of all interns.
 - A. NCIC background checks will be conducted in accordance with established procedures.
 - B. Prospective interns shall be asked about misconduct utilizing the Sexual Misconduct Questionnaire as contained in the *DCR PREA Manual*. The DCR shall not select anyone as an intern who may have contact with inmates or residents who:
 - 1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
 - 2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - 3. Has been civilly or administratively adjudicated to have engaged in the activity described above.
 - C. The DCR shall also consider any incident of sexual harassment in determining whether to select anyone, who may have contact with inmates or residents.
- IV. All interns will be advised of DCR's zero tolerance regarding instances of sexual misconduct and sexual harassment by providing them a copy of the PREA Acknowledgement for Volunteers, Contractors, Mentors as contained in the *DCR PREA Manual* and complete the contact information required.
- V. Interns will not be assigned or permitted to work independently. In order for an intern to be independently assigned, they will be required to complete pre-service/orientation training in accordance with DCR Policy Directives and Bureau of Training and Staff Development (BTSD) Protocols.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



Brad Douglas, Acting Commissioner

12/17/22

Date