State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-CI-02
Applicability: Institutions, CBC, Central Office, IPI
Policy Code: Public Access
Iowa Code Reference: 669.2, 669.24
Chapter 1: ADMINISTRATIONS & MANAGEMENT
Sub Chapter: CITIZEN INVOLVEMENT-VOLUNTEERS, INTERNS AND CONTACTORS
Related DOC Policies: AD-GA-22, AD-PR-11, AD-PR-27, AD-PR-29, AD-TS-04, CBC-08, PREA-02, PREA-CBC-01
Administrative Code Reference: N/A
Subject: INTERNSHIP PROGRAM
PREA Standards: 115.32(a)(b)(c), 77(a)(b), 115.232(a)(b)(c), 277(a)(b)
Responsibility: Joel McAnulty, Marcy Stroud
Effective Date: July 23, 2026
Authority:

1. PURPOSE

To provide guidelines to ensure that an appropriate level of screening, orientation/ training, and supervision is provided to interns within their respective discipline while working within the Iowa Department of Corrections (DOC).

2. POLICY

It is the policy of the DOC to support higher education and the utilization of this valuable community resource and recognize the important contribution interns can have in accomplishing our mission. Interns can provide significant assistance in both research and services to meet the needs of the Iowa correctional system to benefit incarcerated individuals/clients, staff, and the public while also obtaining real-world experience to achieve their educational goals.

CONTENTS

A. Program Coordination

B. Functions and Limitations

C. Application Process

D. Eligibility

E. Orientation and Training

F. Conduct

G. Status Review

H. Interruption of Internship

I. Termination

J. Gratuity and Recognition

3. DEFINITIONS - As used in this document

A. Intern - A person seeking a learning experience within the DOC institution/district as part of their educational requirements. Interns are subject to the same professional standards as department employees and receive much of the same training as required for DOC employees.

B. Internship Site Coordinator - The locally designated staff person(s) to oversee the internship program for the district/institution.

4. PROCEDURES

A. Program Coordination

1. Each institution/district shall appoint a site coordinator to be responsible for coordinating the internship program to include, but not limited to: application background screening process, orientation/ training, staff supervision of all interns and corresponding with the institution of higher learning.

2. Intern applications, approvals, and training records shall be retained by the site coordinator or designee for five years.

B. Functions and Limitations

The institution/district shall have written procedures outlining the major functions and limitations regarding the operation of internship programs.

C. Application Process

1. Each potential intern must complete **AD-CI-02 F-1** *Internship Application*, which is designed to collect pertinent information to assist with the background screening and assignment of the intern.

2. The application form must be filled out completely. Any attempt to omit or falsify information shall constitute cause to deny involvement in the internship program.

D. Eligibility

1. Interns must be at least 18 years of age.

2. Former incarcerated individuals/clients may be considered for approval providing they have displayed successful adjustment in the community for a minimum of 18 months after they have been released from community or institutional supervision, or a finding of guilt of a felony or misdemeanor. The decision to approve a former incarcerated individual/client once they have met these minimum requirements is subject to the Warden or District Director's approval.

3. Selection and placement criteria may be based on information contained in the Intern Application, background checks, reference information, interviews, and any other pertinent information as determined by the Department. Utilize ICONView by name, phone number, address and/or email. If the Applicant is identified in ICONView, search the connected incarcerated individual/client's visiting list in ICON to confirm by social security number a match to Applicant.

4. Fingerprint - A submission of a fingerprint check to the Division of Criminal Investigation (DCI). The DCI will also run the prints through the Federal Bureau of Investigation (FBI).
   An intern may begin their internship following the local NCIC background check while pending DCI fingerprint results.

5. The decision to approve or deny an intern rests with the institution/district.

E. Orientation and Training

1. An orientation session shall be completed with interns utilizing **DOC AD-CI-02 F-2** *Internship Orientation Checklist*.

2. Interns shall review DOC's policies **AD-PR-11** *Iowa Department of Corrections General Rules of Employee Conduct*, **AD-PR-27** *Utilization of Information Technology Resources* and **AD-PR-29** *Confidentiality of Information*, with acknowledgement forms completed.

3. All interns who will have direct contact with clients shall be trained on their responsibilities regarding DOC sexual violence and sexual harassment prevention, detection, and response policies and procedures.[1] All interns shall be trained on DOC's zero-tolerance policy regarding sexual violence and sexual harassment and how to report such incidents.[2] DOC shall maintain documentation confirming that all interns understand the training they have received.[3]

4. PREA refresher training is required annually.

5. Interns shall be informed of all rules and procedures that apply with respect to the specific service they are providing.

6. Interns shall be issued a department ID.

7. All interns shall sign the *DOC Liability Release Form* **AD-GA-22 F-1** prior to being transported in a state vehicle.

8. Criminal Justice Information System (CJIS) CJIS Security and Privacy Training - General User via DOC LMS iadoclearn. This training shall be completed prior to allowing access to Iowa Corrections Offender Network (ICON) and prior to having unescorted movement about the office/facility. This training is to be completed annually, as applicable. (Note: IDOC interns shall have ICON permissions granted to them based on the job duties of the internship and placed into the appropriate statewide ICON Security Groups.)

F. Conduct

[1] PREA Standard §§115.32(a)/115.232(a)
[2] PREA Standard §§115.32(b)/115.232(b)
[3] PREA Standard §§115.32(c)/115.232(c)

1. All interns will be subject to the same professional standards as department employees.

2. Photo identification cards/IDs shall be worn and visible while they are on the premises and acting in their capacity.

3. Interns shall abide by all institutional and district rules and regulations including those involving confidentiality, shall cooperate with staff at all times, and shall refrain from inappropriate conduct with incarcerated individuals/clients, an incarcerated individual/client's family or associates.

4. Incidental and non-planned community contact with incarcerated individuals/clients is not a violation of this policy.

5. The institution/district may choose to discontinue any internship activities at any time and for any reason.

6. Corrective Action for Interns

    a. Any intern who engages in sexual abuse shall be prohibited from contact with offenders and shall be reported to law enforcement, unless the activity was clearly not criminal, and to the academic institution and any relevant licensing bodies.

    b. The facility shall take appropriate remedial measures and shall consider whether to prohibit further contact with offenders, in the case of any other violation of agency sexual abuse or sexual harassment policies by an intern.

G. Status Review

Institution/District procedures shall establish protocol for review of interns in order to maintain their internship status.

H. Interruption of Internship

Warden/District Director or designee may, by verbal mandate, immediately suspend, restrict or postpone the services of any or all interns when a situation of high risk occurs in the facility, office or the community, or the safety of an intern is threatened. Timeframe for the interruption of the internship will be provided to the intern at the earliest time possible.

I. Termination

The Warden/District Director will be the terminating authority and will send a letter notifying the intern of suspension or termination from the internship program.

J. Gratuity and Recognition

1. Providing anything of value to an intern requires prior approval from the Warden or District Director. The recognition of the contributions and achievements of interns is encouraged. This may include certificate of appreciation, awards banquets/ceremonies, special recognition at staff meetings, or simply a personal thank you.