

TITLE	POLICY NUMBER	
Intern Management	DCS 04-44	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	06/21/17	1

This policy does not create a contract for employment between any employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at-will employees and serve at the pleasure of the appointing authority.

I. POLICY STATEMENT

The Department of Child Safety (DCS) welcomes the participation of interns who contribute to its mission. Accordingly, DCS establishes this policy regarding intern selection, training, assignment, supervision, and conduct. The purpose of this policy is to provide guidance and direction to staff engaged in intern supervision and management.

The Department shall establish stringent intern standards that ensure child safety and protection. All prospective interns shall undergo a criminal background check as well as a DCS Central Registry check, and furthermore shall be required to obtain a Level 1 Fingerprint Clearance Card if their internship will include contact with clients of the Department. Criminal history record information will disqualify an individual from serving as an intern with DCS. Any individual with a substantiated Central Registry report, in any state or jurisdiction, or who is the subject of a pending investigation or appeal of a report of child abuse or neglect, will be automatically disqualified from consideration as an intern within DCS.

The Department encourages community involvement at all levels and within all appropriate programs and activities. Department staff is encouraged to assist in the creation of meaningful and productive roles in which interns might serve and to assist in their recruitment from the community.

II. APPLICABILITY

This policy applies to interns who assist the Department with mission-related projects in exchange for academic credit and/or work experience. There is not a standard Department-wide internship but various units and programs within the Department may offer internships tailored to their specific duties. If the internship will not include contact with children or access to client information, interns will not be required to obtain a Level I Fingerprint Clearance Card pursuant to Section V.A.1.a, but they will undergo a standard background and reference review.

Changes to or exceptions from this policy may only be granted by a Deputy Director and must be obtained in advance and in writing.

Unless specifically stated, this policy applies to all interns in all programs and projects undertaken by the Department, and to all sites of operation of the Department, and to other sites at which Department-sponsored activities may be held.

III. AUTHORITY

[A.R.S. § 8-543](#)

Powers and Duties

[A.R.S. § 8-201](#)

Definitions

[A.R.S. § 8-804](#)

Central registry; notification

[A.R.S. § 41-1758.07](#)

Level I fingerprint clearance cards; definitions

[A.R.S. § 46-141](#)

employees

Criminal record information checks; fingerprinting and applicants; definition

[A.A.C. R2-5A-501](#)

Standards of Conduct

IV. DEFINITIONS

Central Registry: The database of substantiated reports of child abuse and neglect that is contained within the Department's case management information system.

Child: An individual who is under 18 years of age.

Criminal History Record Information: Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom, sentencing, correctional supervision and release ([A.R.S. § 41-1701](#)).

Department or DCS: The Department of Child Safety.

Fingerprint Clearance Card: A card issued by the Department of Public Safety to persons who, through a fingerprint background check, are found to be qualified for a clearance card as defined in [A.R.S. § 41-1758.07](#).

Intern: An individual who performs duties for the Department, with or without compensation, in exchange for academic credit and/or work experience. An intern must be officially accepted by DCS prior to the performance of any intern tasks. Unless specifically stated, interns shall not be considered as employees of the Department. Interns are assigned to projects and do not assume the day-to-day duties performed by full-time DCS employees.

Intern Acknowledgement: A document specifying duties and expectations, signed by the intern and his or her supervisor. It includes work location, site, days, hours, and duration of commitment.

Substantiated Report: An allegation of abuse or neglect found to be true by a probable cause standard of the evidence.

V. POLICY

A. Eligibility and Supervision

1. It is the policy of the Department of Child Safety (DCS) that DCS interns shall have a fingerprint clearance card that is issued pursuant to [A.R.S. § 41-1758.07](#). Interns are required to inform their supervisor immediately if their fingerprint clearance card is suspended, revoked, or has expired.
 - a. Interns who have no contact with children or access to client information are not required to obtain a Level I Fingerprint Card.
 - b. Anyone over the age of 18 may seek an internship.
 - c. DCS does not discriminate with respect to age, ancestry, color, gender, creed, disability, national origin, race, religion and/or political affiliation when offering internships.
 - d. If family members of Department employees are accepted as interns, they will not be placed under the direct supervision of their family who are employees.

- e. Interns shall work under the direction and supervision of an authorized DCS employee who has accepted responsibility for supervising the intern.
- f. Acceptance as an intern by DCS does not obligate the Department to make any subsequent offer of employment.

B. Insurance and Liability

- 1. Interns are not covered by the State's worker's compensation plan if injured while performing their duties; they are encouraged to obtain their own medical insurance and supply the name of their carrier and policy number on their application.
- 2. Liability coverage is extended to interns acting at the direction of an authorized DCS staff member and within the course and scope of their State-authorized activities. Interns of the State are provided the same liability protection afforded employees.
- 3. Interns may operate a privately-owned vehicle to perform their duties only if they have a valid driver's license and an acceptable driver's record, secure the approval of their supervisor, and complete a [Privately-Owned Vehicle Authorization](#) form. Interns who use their personal vehicles for internship-related activities must submit copies of their driver's licenses and insurance information to their supervisor, and immediately report any changes to the status of their driving record to their supervisor.
- 4. Interns who operate State vehicles shall comply with the vehicle operator responsibilities outlined in section VI.A.3 of the Management and Operation of State Vehicles (DCS 02-18) policy. In order to be able to purchase fuel, interns shall email their TraCorp ID number to FleetManagement@azdcs.gov to be included in the list of approved fuel purchasers. (Note: only State employees are allowed to refuel at ADOT fueling sites).

C. Department Interns

DCS employees may intern within the Department in accordance with this policy and only if their internship is different from their paid job in accordance with the Fair Labor Standards Act.

D. Duration and Termination of Intern Status

- 1. Internships positions will have terms of duration established in the Intern

Acknowledgement and in accordance with the requirements of their academic institution.

2. Interns serve at the pleasure of the Department and may be dismissed at any time for any reason, including but not limited to:
 - a. fraud or misrepresentation in securing their internship;
 - b. breach of confidentiality;
 - c. incompetency or inefficiency;
 - d. neglect of duty;
 - e. insubordination;
 - f. dishonesty;
 - g. being impaired by alcohol or drugs while interning;
 - h. illegal use or illegal possession of a narcotic or habit-forming drug;
 - i. unauthorized absence or absence without leave;
 - j. commission of any crime classified as a felony or involving moral turpitude;
 - k. discourteous treatment of the public or other employees;
 - l. improper political activity;
 - m. willful disobedience;
 - n. misuse or unauthorized use of state property; and
 - o. any other causes deemed appropriate by the intern's supervisor or DCS management.

E. Conduct and Training

1. Interns shall:

- a. comply with federal and state laws and rules, statewide policies and employee handbook, and agency policies and directives;
 - b. maintain high standards of honesty, integrity, and impartiality, free from personal considerations, or favoritism;
 - c. be courteous, considerate, and prompt in interactions with and serving the public and other employees;
 - d. conduct themselves in a manner that will not bring discredit or embarrassment to the Department;
 - e. report immediately to their supervisor any arrest, indictment, or citation for criminal conduct.
2. Interns shall not:
- a. use their status for personal gain;
 - b. use, or attempt to use, confidential information for personal advantage;
 - c. permit themselves to be placed under any kind of personal obligation that could lead a person to expect official favors;
 - d. perform an act in a private capacity that may be construed to be an official Department act;
 - e. accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan that is, or may appear to be, designed to influence the intern's official conduct. This provision shall not prohibit acceptance by intern of food, refreshments, or unsolicited advertising or promotional material of nominal value;
 - f. directly or indirectly use or allow the use of state equipment or property of any kind, including equipment and property leased to the state, for other than official activities unless authorized by written agency policy or as otherwise allowed by these rules;
 - g. inhibit a state employee or another intern or volunteer from joining or refraining from joining an employee organization;

- h. take disciplinary or punitive action against another intern, volunteer, or state employee that impedes or interferes with that individual's exercise of any right granted under the law or these rules.
 - 3. Interns shall receive information and training on topics outlined in Procedures. Interns must complete and pass all required training within 14 days of starting their internship.
- F. Reimbursement of expenses

The Department will not reimburse interns for any expenses incurred in the performance of their duties.

VI. PROCEDURES

A. Applications

Prospective interns must submit an Intern Application. DCS Human Resources is responsible for managing all applications and assignments.

1. Procedures

Interns affiliated with academic institutions that require a contract between DCS and their institution must have their internship contracts reviewed, approved, and signed by the DCS Office of Contracts. The contract between the intern and his or her school, college, or university and the Department may include such elements as the terms and conditions of the internship, liability, individual learning activities, supervisory expectations, and duration of placement.

- a. If required by the academic institution, the intern's supervisor participates in the development of the written contract between intern and his or her school, college, or university and the Department.
- b. DCS employees who supervise interns work closely with the intern's academic institution to ensure that all learning requirements and academic expectations are met. Supervisors evaluate an intern's performance according to the criteria set forth by the academic institution. Performance problems will be reported immediately to the academic institution.
- c. The intern's supervisor completes any placement agreement form required by the academic institution. The supervisor develops a work schedule with

the intern that is agreeable to both the Department and academic institution in order to complete necessary hours to attain academic credit.

- d. The supervisor keeps student interns informed of new policies, provides ongoing supervision, maintains files on every intern, tracks attendance, and evaluates performance in the manner requested by the academic institution.

B. Processing of Intern Applications and Level 1 Fingerprint Card Status

Some prospective interns will already have Level 1 Fingerprint Clearance Card and some will not.

1. For applicants who have submitted a copy of their Level 1 Fingerprint Clearance Card with their application, DCS Human Resources will verify the card's status and proceed to a background check.
2. For applicants who do not possess a Level 1 Fingerprint Clearance Card, if their intern duties will consist of contact with clients, the Department will assist them in acquiring a card, and they will then proceed to a background check. If their duties will not involve contact with clients, they may serve as an intern if they pass a background check.

The background check will consist of a Department of Public Safety check and a Central Registry check. If the background check reveals any disqualifying issues, the DCS Human Resources sends a letter explaining the reason for their rejection as an intern and thanking them for their interest. After acquiring a Level 1 Fingerprint Clearance Card and passing the Central Registry check, the applicant will be eligible to serve as an intern. After interns receive their Level 1 Fingerprint Clearance Card in the mail, they will forward the letter from DPS that accompanies their card to their supervisor. Interns are required to have their Level 1 Fingerprint Card in their possession during the times they are interning for DCS, unless they have been granted an exception referenced in Section V. A. 1.a. They may be required to show their card in order to gain entry to DCS facilities.

C. Interviewing Prospective Interns

DCS Human Resources may contact field offices, programs, or units that may need interns, considering the intern's preferences, abilities, geographical proximity, and other relevant factors. DCS Human Resources sends the Intern Application to the office, program, or unit supervisor for consideration of the applicant. The supervisor contacts the

prospective intern and schedules an in-person interview (DCS Human Resources may also conduct in-person interviews with prospective interns).

DCS Human Resources contacts the supervisor to determine if the individual is acceptable to intern. If the individual is deemed not to be a good fit by the supervisor, DCS Human Resources will speak to the supervisor to determine the appropriateness of other opportunities for the individual, either within or outside the Department, and then contact the prospective intern.

Once approved, the supervisor and intern will review and complete the Intern Acknowledgement, confirming the work assignment, duties, site, days, hours, and duration of the intern's commitment. The supervisor provides a copy of the Intern Acknowledgement to the intern and also sends a copy to DCS Human Resources.

DCS Human Resources also accepts requests for an intern from a DCS office, supervisor, program, or unit.

D. Training

1. Once approved, interns receive training on the following topics:
 - a. information on liability coverage and worker's compensation;
 - b. training on the Health Insurance Portability and Accountability Act (HIPAA);
 - c. training in Standards of Conduct for Interns and Volunteers; and
 - d. confidentiality training.

E. Electronic Time Entry (ETE)

The supervisor is responsible for tracking and approving the intern's work time. For paid interns, the supervisor approves and submits the intern's ETE.

F. Maintenance of Records

DCS Human Resources maintains records for all interns with the Department including applications, dates of service, positions held, duties performed, evaluations, and any other relevant documents. Intern personnel records are afforded the same confidentiality as staff personnel records.

G. Job Descriptions

Prior to assigning an intern, DCS Human Resources develops a job description that includes a title, the name of the person supervising the intern, and job activities.

The job description will be sent to the intern by their supervisor, accompanied by reporting instructions.

H. Disclosure of Child Abuse or Neglect Allegations

Interns must notify their immediate supervisor that they are the subject of a report of child abuse or neglect according to the following guidelines:

1. Immediately after notification by DCS of the report, providing the specific nature of the allegation made against the intern.
2. Interns who fail to disclose that they are the subject of a report of child abuse or neglect will be immediately dismissed from their positions.

I. Reimbursement of Expenses

The Department will not reimburse interns for any expenses incurred in the performance of their duties.

VII. FORMS INDEX

[*Intern Acknowledgement Form \(DCS-1255A\)*](#)

[*Intern Application Form \(DCS-1254A\)*](#)

[*Intern Timesheet Form \(DCS-1257A\)*](#)

[*Intern Emergency Contact Information \(DCS-1267A\)*](#)

[*Privately Owned Vehicle Authorization \(DCS-3471\)*](#)