



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	School-to-Work	DOC Policy: 20.4.13
Supersedes:	N/A	
Applicability:	All Employees, Students and Educations	
Directives Cross-Reference:	None	
	HRSD Policy 40.025-05	
Rule:	Volunteer Services/Student Interns – Div 015	
	Facility Access – Div 016	
	Release of Public Information – Div 039	
	Visiting (Inmate) – Div 127	
Policy:	Expectations of DOC Employees – Section 20.1	
	Workplace and Safety Management – Section 20.6	

I. PURPOSE

The department is committed to establish a work-based learning program that is mutually beneficial to department employees, students and educators.

II. DEFINITIONS

Work-based earning is a series of structured learning activities that integrate work site experiences with academic learning and include the following types of assignments:

- A. Site Visit: One to three hour tour of the workplace;
- B. Job Shadow: Three to six hours of a mentor relationship where student observe daily activities, interview employees at the workplace, and have hands-on experience;
- C. Structured Work Experience: 54 hours minimum, not to exceed 18 weeks on-the-job mentor relationship that is linked to the classroom by curriculum and which includes a training agreement with written learning objectives (paid or unpaid);
- D. Internship: Three to 18 weeks or a mentor relationship that is a structured project linked to the classroom training agreement with written learning objectives and which culminates in a product or presentation (paid or unpaid);
- E. Structured Student Employment: Preexisting student job with a mentor relationship that integrates work site experiences with academic learning and career and must be organized to ensure that work-based learning is meaningful; and
- F. Apprenticeship: Two to six years in a (paid) mentor relationship that is supervised, structured to include classroom technical instruction or related training (must be a training agreement between sponsor and apprentice.)

III. POLICY

The Department of Corrections (DOC), as an employer, recognizes the importance of enhancing work-based learning opportunities through creating and maintaining relationships with public and private schools that promote an effective and efficient workforce through a School-to-Work (STW): Career-Related Learning Program.

A. Agency Development

1. The department will development an agency plan which promotes participation in and support of work-based learning activities for students and educators and allows employees the flexibility to participate.
2. The department plan will establish an agency coordinator who will:
 - a. Consider the business needs of persons/agencies while creating safe, professional, and meaningful work experience opportunities for student participants.
 - (1) Set department-wide parameters which include LEADS, background checks and verification that student is not an inmate visitor or relative.
 - (2) Develop an orientation program that will be given to all students prior to any work-based learning assignment as deemed pertinent to the type and duration of the student's assignment.
 - b. Ensure that student participants (paid or unpaid) in the program do not displace permanent employees.
 - c. Ensure that all persons involved are subject to, possess a working knowledge of, and maintain consistent compliance with all applicable laws, rules, policies and directives which may include, but are not limited to, the following:
 - (1) DOC Administrative Rule 015, **Facility Access**;
 - (2) DOC Administrative Rule 015, **Volunteer Services/Student Interns**;
 - (3) DOC Administrative Rule 053, **Emergency Preparedness**;
 - (4) DOC Administrative Rule 039, **Release of Public Information**;
 - (5) DOC Policy Section 20.1, **Expectation of DOC Employees**;
 - (6) DOC Policy Section 20.6, **Workplace and Safety Management**;
 - (7) DOC Administrative Rule 127, **Visiting (Inmate)**.

- d. Be applied as consistently as possible throughout the department while ensuring that DOC operational needs, as well as applicable safety and security standards are complied with at all times.
 - e. Develop a Mentorship Training Program to be presented to the department's STW representatives.
 - f. Provide orientation and training for all department employees as is pertinent to their level of participation in the department's STW program.
 - g. Allow involved employees to maintain reasonable flexibility to participate in appropriate activities as required to properly maintain the STW program without hindering the secure and orderly operation of the functional unit involved.
 - h. Provide orientation and training for school counselors or other educators in order to promote the department as an employer and aid in determining which students are appropriate for participation in the department's STW program.
 - i. Establish criteria for disqualifying participants who are determined to be "high risk" even though the school counselors or liaison has recommended them for participation.
 - j. Match the participant with the appropriate position according to their interests and with an appropriate guide/escort/mentor with a knowledge of that position.
 - k. Provide adequate technology and the necessary equipment to support the STW program in the department.
 - l. Ensure that the STW program is consistent with and ties to applicable State Program Measures.
 - m. Manage department data collection and submit appropriate reports.
 - n. Provide opportunities for leadership and professional development for DOC employees who create successful work-based learning environments for students, educators, and others.
3. Each facility and/or program area will appoint a STW representative/s who will:
- a. Ensure that all requirements of this policy are adhered to while ensuring the continued safe and orderly operation of the facility/program area.
 - b. Establish a procedure providing guidelines for the implementation and administration of the STW program as it affects the facility/program area.

- (1) Work with the agency coordinator to match student placements within the facility/program area.
- (2) Present Mentorship Training Program to the facility/program area staff participants who are enlisted to provide career related learning experiences to students.
- (3) Advocate participation in career related learning activities within the facility/program area.
- (4) Consider the needs of the facility/program area to include the safety, security and orderly administration of all involved.
 - (a) Ensure that the student has completed all necessary forms, reviewed all applicable rules, policies, etc., and been through a student orientation process that is appropriate for the type and duration of the student's assignment.
 - (b) Ensure that an emergency preparedness plan is in place in the event of an emergency.
- (5) Determine when the program fits into the schedule of the facility/program area.
- (6) Ensure common understanding of the program mission, goals and standards as they pertain to the facility/program area.
- (7) Develop and maintain necessary documentation to ensure the safe, secure and orderly administration of the STW program as it applies to the facility/program area.
- (8) Track all facility/program area work-based learning placements and submit a quarterly report to the agency coordinator.

IV. POLICY CLARIFICATION

- A. All visiting students participating in the STW program must have current and adequate liability insurance coverage.
 1. Participating students in the STW: Career-Related Learning Program (STW/CRL) must have liability/injury protection insurance coverage provided by the participating school.
- B. Student participants paid by the DOC will have "Temporary Employee Status" unless hired into an authorized budgeted student worker position.
- C. All work-based learning experiences will be arranged through the agency coordinator in advance.
- D. All work-based learning experience shall be terminated at the discretion of the mentor or OIC if inappropriate behavior occurs.

V. IMPLEMENTATION

Each correctional institution shall write an operational procedure to ensure all requirements of this policy are adhered to while ensuring the safe and orderly operation of the institution.