

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.35</b>
		Issue Date: March 21, 2005
		Revision Date: December 11, 2017
<b>CHAPTER:</b> Human Resources		Related Policy: G.O. 3.18 (Volunteers), G.O. 6.44 (Training Orientation for Volunteers), G.O. 6.45 (Volunteer Background Checks)
<b>SUBJECT: Student Practicum Program</b>		Related Laws: Federal Labor and Standards Act (FLSA), WH Publication 1297

**POLICY:** The Sheriff's Office partners with local colleges and universities to provide career opportunity exposure to students with an interest in the criminal justice system. The Student Practicum Program is a valuable tool to reach out to the community and encourage interest in law enforcement as a career choice.

**RULE:** Per the WH Publication 1297, issued by the US Department of Labor, students may not provide essential services for the county; work in a position that is normally paid; or displace a paid employee. Per FLSA, participation in the program must be similar to what would be given at a vocational school and must also benefit the student. Students are not necessarily entitled to a job at the end of the program and understand that they are not entitled to wages for the time spent in the program.

**PROCEDURE:**

I. Selection Process

- A. All applicants for the Sheriff's Office Student Practicum Program must have a high school diploma or the equivalent and be enrolled in good standing in an accredited educational program;
  - 1. The Sheriff's Office will work with individual post-high school educational programs to ensure that Practicum Student opportunities meet the goals and requirements of their specific institution prior to accepting a student.
  - 2. Applicants must complete a Volunteer Application to be considered for the program. The Volunteer Coordinator shall ensure a background check is completed in accordance with General Order 6.45.
  - 3. Applicants who meet the minimum requirements for the position may be invited to participate in an interview.

4. Selection of one or more students for the program will be based on a variety of factors, including interview performance. Notification of selection for the position shall be made as soon as possible to allow students ample time to apply to other programs if necessary.

## II. Practicum Program

- A. Students accepted into the practicum program will be exposed to a variety of career options within the Sheriff's Office throughout each of the divisions. Exceptions may be made for a more focused curriculum based on resources, staffing or individual needs of the student. The Practicum Student curriculum is flexible but generally includes observation of jail and patrol career options and observation of career options in Civil, Records, Concealed Handgun Licensing and Communications. The curriculum may be changed at any time by the Sheriff's Office to meet the needs of the student or the agency.
- B. Practicum students will be assigned a direct supervisor; generally the Volunteer Coordinator.
- C. Practicum students will complete online training required for CJIS compliance as well as any additional training required by all volunteers, to include review of applicable General Orders.
- D. A mentoring and guiding approach should be taken when directing Practicum Students; however violation of General Orders or other behavior that discredits the Sheriff's Office may be cause for termination of the Practicum experience for the student.
- E. During the course of their time at the Sheriff's Office and upon completion of the agreed upon hours, the Practicum Student should receive feedback from their supervisor as the Sheriff's Office. This can be in the form of an in-person meeting or a written evaluation.