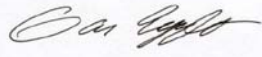




FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Internships
Reference Number:	SAP-DEP-020
Effective Date:	1 July 2007
Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to establish guidelines and expectations for department internships.

Scope:

This policy applies to all department personnel and interns.

Policy:

- A. It is the policy of the Department of Fire Rescue to provide unpaid internships sponsored by schools, colleges, universities, industry, or other government or affiliated entities.
- B. The internship is designed to provide a hands-on learning experience for the participant. Internships are typically a four (4) credit hour* (180 contact hours per semester) program and usually are ten-to-fifteen (10-15) weeks in duration where participants are available twelve-to-eighteen (12-18) hours per week.**

*Actual credits are dependent upon individual learning institutions.

**Reduced hour internships are available on a case-by-case basis.

C. Participant Guidelines

- 1. Participants must meet the following guidelines:
 - a. Be sponsored by a County or Department-approved intern program;
 - b. Be at least sixteen (16) years of age or older;
 - c. Have a signed on form on file during the internship. (Participants under eighteen (18) years of age must have a notarized legal guardian signature.);
 - d. Must be in good physical health;
 - e. Must have own transportation or reliable transportation available;
 - f. Must conduct themselves in a manner that reflects a positive image of their sponsor and the Department;
 - g. Must wear appropriate Department-approved attire (depends on specific activity);
 - h. Must abide by all expectations specified by Department representatives;
 - i. Must perform all duties to the best of his/her ability without compensation;
 - j. Must adhere to Department rules, regulations, guidelines, policies, and procedures, including record-keeping requirements and confidentiality of Department and customer information; and
 - k. Must meet time requirements.

D. Procedure

- 1. Interested participants must submit a completed Volunteer Service Application that indicates his/her interest and any other pertinent forms.
- 2. The Department will conduct background checks and interviews of internship applicants.
- 3. The Department will assign hired interns based on space availability.
- 4. The Department will assign interns to a sponsor who will serve as his/her supervisor during the entire internship. The sponsor is different from the mentor assigned during rotations (*see F below*).
- 5. The Department will periodically evaluate the intern and provide feedback and assessments as required/needed.

E. Participation

1. Emergency Responses/Scenes:
 - a. Photograph and/or video various emergency responses;
 - b. Assist personnel with equipment and tools;
 - c. Functions as assigned by supervising personnel.
2. Station/Duty Activities:
 - a. Station Tours, Public Education, or Prevention Activities;
 - b. Assigned Station Details;
 - c. Participate in training evolutions that are not considered Immediate Dangerous to Life & Health (IDLH) environments;
 - d. Functions as assigned by supervising personnel.
3. Interns cannot:
 - a. Participate in any IDLH activities unless appropriate training has been achieved and documented and such participation is approved by the Training Division;
 - b. Participate in patient care, treatment, and/or transportation unless certified and released as an Emergency Medical Technician (EMT) in the Commonwealth of Virginia, Thomas Jefferson E.M.S. Council region;
 - c. Drive/Operate Department apparatus or vehicles unless released under Department policies and guidelines; or
 - d. Operate or utilize equipment, tools, etc. unless approved by supervising personnel.

F. Rotation

1. Interns will rotate throughout the Department's divisions and log the following number of contact hours:

Training Division:	36 Hours	(18 Hour Minimum)
Administration:	36 Hours	(18 Hour Minimum)
Support & Technical Services:	36 Hours	(18 Hour Minimum)
Prevention:	36 Hours	(18 Hour Minimum)
Operations:	<u>36 Hours</u>	(18 Hour Minimum)
Total Contact Hours:	180 Hours	

 - a. Hours may be interchanged based on the intern's specific focus and concentration. Minimum hours shown above must be accomplished even if hours are interchanged.
Example: An intern may complete 48 hours in Prevention and 24 hours in Operations.
 - b. If Operations rotation hours are completed on a 24-hour shift, 1 working hour = 0.5 contact hours.
Example: An intern's 24-hour shift equals 12 contact hours.
2. The intern will be assigned to a mentor during each rotation. Prior to the intern's rotation, the mentor will submit an outline (about 3-5 objectives) and proposed workload/project for the intern to the intern's sponsor (supervisor). The outline and workload should utilize at least eight (8) of the skills listed below (see G).
3. Mentors and sponsors will informally assess, evaluate, and provide feedback on the skills throughout the internship.
4. At the conclusion of each rotation, the intern's mentor and sponsor will formally assess, evaluate, and provide feedback on the skills below (see G).

G. Skills

Interns will participate in activities, produce work, and demonstrate proficiency in the following areas:

1. **Reading Skills** – demonstrate understanding and comprehension of Standard Operating Guidelines, Standard Administrative Policies, General Orders, other technical and general interest manuals, and related professional literature and trade magazines/publications.
2. **Math Skills** – perform related math operations, statistical usage to monitor processes and performance, mathematical reasoning to solve problems, and other job-specific math operations.

3. **Writing Skills** – produce written documents, correspondence, and other work-related written media of varying complexity, both traditional and electronic.
4. **Speaking & Listening Skills** – take direction and instruction, give and respond to presentations and oral reports, participate in group/team discussions, participate in staff leadership meetings, engage in social communication with Department personnel, supervisors, and customers, and conduct Department-related business in person and via electronic means.
5. **Computer Literacy Skills** – utilize common software to include word processing, spreadsheet construction, database management, and presentation development. Use special job-specific computer equipment, software, and technology.
6. **Reasoning, Problem-Solving, Decision-Making Skills** – assist staff with making technical, operational, administrative, human relation, and ethical decisions. Apply learning to decision-making and problem-solving, and predict short- and long-term effects of proposed solutions or decisions.
7. **Understanding of the “Big Picture”** – understand the Department’s Organizational Direction and identify the individual’s contribution to that direction, identify how the Department and the County functions within the business, industrial, and service world, understand the rationale behind organizational policies and procedures, and understand the advantages/disadvantages of change.
8. **Strong Work Ethic** – exhibit responsibility, flexibility, adaptability, and accountability via keeping assigned work schedules, contributing required work, adhering to policies and guidelines, good time- and project-management, accepting changes in schedules, work assignments, work environments, and other factors as a challenge and opportunity.
9. **Positive Attitude** – cooperates with Department staff, takes direction willingly, exhibits eagerness to learn, and acts in a pleasant and polite manner.
10. **Independence & Initiative** – works without supervision, finds tasks on one’s own, makes constructive suggestions for improvement, exhibits interest in making the organization more effective and productive, and maintains standards in the midst of organizational change.
11. **Self-Presentation Skills** – understands the individual represents the Department, exhibits a neat appearance, uses effective communication skills, and exhibits elements of proper etiquette in different settings.
12. **Satisfactory Attendance** – timely reporting for work, limits tardiness, early departures, and absences, and understands the importance of satisfactory attendance.
13. **Team Member Participation** – attends team meetings, passes on good ideas, looks for ways to help others, recognizes other for their contributions, communication personal needs to get the job done, and understands the importance of teamwork to the overall operation of the Department.