

VOLUNTEER, LEGAL INTERN, INTERN AND EXTERN POLICY

I. PURPOSE

To establish a process to be used in conjunction with the use of volunteers, legal interns, interns and externs.

II. SCOPE

This policy applies to the use of volunteers, legal interns, interns and externs in all units and departments of the Spokane County Prosecuting Attorney's Office.

III. DEFINITIONS

"Volunteer" means any person who willingly offers himself or herself to provide services without any compensation or benefits.

"Legal Intern" means any person who offers himself or herself to provide services as a licensed legal intern under APR 9.

"Intern" means any person who is enrolled in an educational institution and as part of their curriculum desire to develop hands-on experience by providing services.

"Extern" means any person who is enrolled in an educational institution and as part of their curriculum desires to develop hands-on experience by providing services usually of a shorter duration than an internship.

"Services" means meaningful projects, assigned responsibilities, deadlines and expectations in a professional setting.

IV. POLICY

A. Application Process:

All volunteers, legal interns, interns or externs will complete, sign and provide to the Prosecutor the standard County Employment Application substantially as provided for in Attachment "A".

B. Acceptance Process:

Prior to being accepted to provide any service, a volunteer, legal intern, intern or extern may be required to:

- (1) submit to a criminal back ground investigation,
- (2) submit to a finger-print background check required as a condition of accessing sensitive criminal history background information,

- (3) provide licensing credentials as set forth in ARP 9 (Licensed Legal Interns),
- (4) provide proof of enrollment in an education institution,
- (5) acknowledge applicable office policies including dress code, and/or
- (6) except for a Legal intern, execution of a confidentiality agreement.

Acceptance of volunteers, legal interns, interns or externs will be reduced to writing in a document that addresses, as appropriate:

- (1) employment status -At will,
- (2) expected supervisor,
- (3) expected work week,
- (4) expected office hours,
- (5) work location,
- (6) participation in County employee orientation including but not limited to sexual harassment, social media, and County / office dress code,
- (7) position status (whether the position is represented or non-represented),
- (8) position eligibility for salary/pay, if any,
- (9) position eligible for benefits, if any (workers compensation, medical, etc.) and/or
- (10) expected service commitment time frame.

Any document submitted by an educational institution in conjunction with an intern or extern will be forwarded to the Civil Division of the Prosecutor's Office for review and recommendation to the Prosecutor.

C. Supervisor's Responsibilities:

- (1) determine appropriate office space/location,
- (2) make arrangements for necessary furniture, equipment, etc.
- (3) provide appropriate training, oversight and supervision, and
- (4) prepare a work development program where appropriate.

D. Exit Process:

The supervisor shall notify the Prosecutor and Prosecutor's Executive Assistant when a volunteer, legal intern or extern is leaving and their last day of service.

The supervisor shall obtain the identification badge, all county or Prosecutor equipment not affixed to the work location (i.e. lap top) and keys from the volunteer, legal intern, intern or extern on or before the last day of service. The identification badge shall be turned in to the Prosecutor or Prosecutor's Executive Assistant.

Volunteers, legal interns, interns and externs shall participate in an exit interview scheduled by the Prosecutor and administered by the Spokane County Human Resources Department upon leaving the office.