

## **Ohio State Highway Patrol Historical Preservation Unit Intern**

The Ohio State Highway Patrol (OSHP) is seeking an intern for the Historical Preservation Unit in the Office of Planning & Analysis. The primary role of the Historical Preservation Unit is to collect, preserve, and display historical artifacts and to research and document the rich history of the Patrol. Historical Preservation Unit personnel act as the primary curators of the OSHP Training Academy's Robert M. Chiaramonte Heritage Hall where collections of images, artifacts, and information are routinely displayed for exhibition.

The Historical Preservation Unit Intern will be primarily responsible for cataloging and organizing archival materials using an inventory management software; researching historical documents and/or artifacts; responding to internal and external requests for information; assisting in the development of strategic goals; and assisting in the development of exhibitions for Heritage Hall which are rotated on a quarterly basis.

A video tour of Heritage Hall can be found on the OSHP website:

<http://www.statepatrol.ohio.gov/heritagehall.stm>

Location:

OSHP General Headquarters in Columbus (1970 West Broad Street, Columbus, Ohio 43223).

Qualifications:

This position is open to undergraduate and graduate-level students pursuing degrees in history, education, or library programs. Students studying criminal justice with an interest in history in law enforcement are also encouraged to apply. Priority will be given to students who have training and/or experience in archives. The intern must currently be enrolled in an accredited college/university and meet other eligibility requirements (please see attached policy). Student interns must complete a background investigation.

Timeframe:

The days/hours/length of the internship are flexible depending on the student's schedule and university requirements. Students may not exceed 30 hours per week.

Compensation:

This is a paid position, and interns are considered temporary, exempt, unclassified employees. Rate of pay is based upon the level of education/experience of the particular intern (see attached college intern rates).

To Apply:

Please send resume, cover letter that includes desired start date and availability, and three references to Staff Lieutenant Herbert Homan, Commander, Historical Preservation Unit at [hhoman@dps.ohio.gov](mailto:hhoman@dps.ohio.gov). Complete applications are due by 5pm on Monday, November 14, 2016.



## INTERNSHIP PROGRAM

Date of Revision : **4/30/2014**  
Priority Review : **All Employees**  
Distribution : **All Employees**

### Summary of Revisions

New Policy

### Purpose

To establish formal guidelines for hiring paid and unpaid Interns at the Ohio Department of Public Safety (DPS) in which Interns will gain valuable work experience.

### Policy

#### A. REQUEST PROCESS

All requests for Interns should be made through the respective division head to Human Resources (HR) through the Request To Fill process. Once HR confirms availability of funding through Fiscal Services, and the request is approved by the Director's Office, HR will send a written approval to the requestor, along with the next steps in the hiring process. **No Interns, paid or unpaid, shall begin employment at DPS prior to receiving an approval from Human Resources.**

#### B. ELIGIBILITY

To be eligible for an Internship opportunity at DPS, an applicant must:

1. Not have a relative who is employed within DPS
2. Be currently enrolled in an accredited college/university, as verified via official or unofficial transcript or letter on letterhead from the Registrar's Office confirming enrollment. (Documentation for summer may vary)
3. Be in good standing with the college/university, as verified via transcript
4. Have a minimum grade point average of 2.0
5. Be enrolled in at least one course
6. Be pursuing a degree or finishing a degree
7. With the exception of the Office of Information Technology (IT), internship duties may or may not match the intern's field of study. For IT, the degree program must be in a related IT field of study. This will be determined on a case-by-case basis between the intern and the employer.

HR will conduct an audit every spring and fall to ensure students are in compliance with the eligibility requirements.

#### C. DURATION OF INTERNSHIP

Each intern is a temporary, exempt, unclassified employee and must work under the direction of a DPS management employee during their tenure at DPS. DPS reserves the right to terminate an internship at any time.

An intern will be allowed one quarter/semester each academic year where he/she will not need to be enrolled in school. For example, an intern will not be required to attend classes during summer break. The intern must fully intend to enroll in classes the following quarter/semester and will be required to provide verification of such enrollment the following quarter/semester. If the intern does not enroll in the next quarter/semester, the internship will be terminated.

If an intern is no longer enrolled in an accredited college/university but is required to complete an internship in order to graduate, a letter on letterhead from the Registrar's Office will be required in order to verify student's status.

If an intern is no longer enrolled in an accredited college/university, the internship must end at the end of the pay period in which the employer is notified. Supervisors are required to notify HR as soon as they become aware an intern is no longer enrolled in an accredited college/university.

If an intern has separated in good standing from service with DPS but would like to return to employment, the supervisor must route a request through their chain of command. The intern will be required to meet all eligibility requirements as stated above. Interns who separate to return to school and wish to return to their internship during the summer or between semesters, should send a request to the supervisor and/or DPS HR at least 30 days in advance of their requested start date to provide the necessary information in order to begin work for that period of time. This requirement is the sole responsibility of the intern, and failure to do so may result in the loss of the internship.

#### **D. LIMITATIONS**

All interns will undergo a records and Bureau of Criminal Investigation (BCI) fingerprint check through HR prior to beginning employment with DPS. The results of the BCI fingerprint check shall remain valid unless there are indications that there is a need to have them rerun.

All interns at DPS are subject to and will follow all DPS Policies and Procedures. Interns shall have set schedules and will be required to sign in and out at the beginning and the end of their work day. If the work day is more than five hours, they will be required to take an unpaid lunch break.

Interns will not be permitted to work more than 40 hours in a workweek unless approved by the Director's Office.

Interns shall not be permitted to travel out of state on behalf of DPS.

In-state, same day travel, while accompanied by a DPS employee, will be permitted within working hours. Under these conditions, the intern and DPS employee(s) will utilize a state vehicle unless one is unavailable. In-state travel requiring an overnight stay can occur only with Director's Office approval.

#### **E. TYPES OF INTERNSHIP**

##### **1. Paid Internships**

Interns will be compensated in accordance with applicable labor laws guiding student labor. The State of Ohio has established minimum and maximum pay rates for interns. Rates will be set in accordance with the validated educational status of the Intern. HR will publish college intern rate guidelines annually.

The pay for each intern will be in accordance with the college intern rate

guidelines and will be determined by HR through verified information provided by the intern. The pay schedule may be adjusted from time to time as necessary with the approval of the Director's Office.

It is the policy of the State of Ohio to allow a pay rate increase for an intern only where it is necessary to comply with minimum wage updates and/or when the intern advances to the next education level. Any requests for an increase that meets the stated requirements should be submitted for approval through the Division Executive Director and to HR for review.

A paid intern cannot be permitted to volunteer, or act as an unpaid Intern, to perform the same types of services which the intern is otherwise employed to perform.

As of the effective date of this policy, DPS interns will not have their pay adjusted until they advance to the next education level.

## 2. **Unpaid Internship**

It is the preference of DPS to compensate interns. However, unpaid interns will be permitted on a case by case basis. Unpaid interns will only be allowed if verification from Fiscal exists that the Division does not have funding to support compensating an intern or if documented restrictions exist within the student's accredited college/university. Unpaid interns who volunteer to perform services for DPS should be informed not to anticipate compensation for such service, except that DPS may pay reasonable expenses or nominal fees relating to such service.

The goal of an unpaid Internship is for the student to gain educational value from the work experience at DPS which shall be to the benefit of the intern (i.e. a genuine learning opportunity), and not necessarily to the benefit of the employer.

Unpaid interns cannot be used to displace or replace regular workers, such as by performing work that otherwise would have required the hiring of additional staff or existing staff to work additional hours.

### **OSP Standard References**

None

### **Policy References**

None

**ODPS COLLEGE INTERN PROGRAM**

**Rates of Pay as of 5/20/14**

Student	Hourly Rate
Undergrad: Freshman	\$11.00
Undergrad: Sophomore	\$12.00
Undergrad: Junior	\$13.72
Undergrad: Senior	\$14.72
Graduate: 1 <sup>st</sup> year	\$15.75
Graduate: 2 <sup>nd</sup> year	\$16.75
Graduate: 3 <sup>rd</sup> year	\$17.75

**Exception:**

- **Undergraduate college interns working in Information Technology can be paid up to \$14.72/hr.**