



CIVIL RIGHTS DEPARTMENT

STUDENT INTERNSHIP AND EXTERNSHIP

PROGRAM GUIDE

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STUDENT INTERNSHIP PROGRAM GUIDE

Policy

It is the policy and practice of the Civil Rights Department (CRD) to provide educational and experiential opportunities to student interns and externs, and to appropriately recruit for, establish, train, and evaluate all such students. The CRD Student Internship Program (SIP) is designed to provide student internship and externships opportunities in accordance with this practice. Throughout this document, the word “intern” refers to both interns and externs.

Definitions

The following terms are defined to facilitate understanding and consistent application of this program.

Student Intern / Extern	An unpaid member of the CRD workforce who is a current college or university student and who gains educational and experiential knowledge related to the student’s course of study through participation in a student internship. A student intern’s assignment may be part of a college or university course of study to earn credits in a degree program.
Student Internship	A method of on-the-job training for a student intern providing carefully planned and monitored learning opportunities related to the student’s course of study to gain knowledge through exposure to a professional environment. Student interns may participate in the SIP to determine interest in a particular career, create a network of contacts, and gain professional experience related to their field of study. A student internship may or may not be a part of an educational program in which students earn college or university academic credit. Regardless of potential to earn academic credit, the nature of the internship must be tied to the student intern’s course of study.

Student Intern Rights

According to Labor Code 3363.5, public employers may choose to extend workers’ compensation coverage to volunteers that perform services for the organization.

Workers' compensation coverage is not mandatory for volunteers as it is for employees; further information can be obtained from CalHR's Human Resource Manual – 1415 Workers' Compensation.

Unpaid interns have the same legal rights as State employees in regards to protection against discrimination and harassment. However, interns do not have the same rights as State employees in the realms of unemployment compensation or termination procedures. For more information see chart below.

Name of Program/Benefit	Represented CRD Employees Covered	Student Interns Covered
Workers' Compensation	Yes	Yes
Retirement and Health Benefits	Yes	No
Unemployment Insurance	Yes	No
MOU	Yes	No
Protection against discrimination and harassment	Yes	Yes
Mandatory Compliance Training	Yes	Yes

Purpose of Student Internship Program

Student Internships allow students the opportunity to gain on-the-job exposure, apply their knowledge and skills in a professional setting while still in school.

Internships offer carefully planned and monitored work experience with the goal being to gain additional knowledge from on the job exposure.

Internships may also be part of an educational program in which students can earn academic credits from their college. Internships may be arranged independently from the curriculum in which students would gain work experience only.

It is important to note the focus for all student interns must be on the experience and knowledge gained by the intern. In compliance with the Memorandums of Understanding (MOU), student interns are not permitted to perform work or take on duties that would otherwise be allocated to a represented employee. As such, the initiation of a student internship is not an appropriate way for managers or supervisors to address recurring or projected workloads, or otherwise supplement their temporary workforce.

Benefits to Department

- Immediate assistance to support projects
- Students will provide new ideas and viewpoints
- No cost to CRD
- Permanent State employees can be relieved from performing minor or routine tasks allowing them to perform higher priority work
- Students energize a workplace with their enthusiasm and desire to learn
- Career-related experience
- Gain practical knowledge
- Opportunity to explore career avenues
- Valuable work experience for their resumes
- Potential to earn academic credit
- Increased self-confidence
- Enhances conventional classroom learning methods
- Letter of recommendation and/or references

How to Begin

To determine if an intern is the right choice for your unit/division, ask yourself the following questions:

- Do you have a specific project or assignment that will provide a quality working and learning opportunity for an intern?
- Can you commit time to develop a student, promote community goodwill, and offer insight into your organization?
- Can you benefit from the latest technology, perspectives, and relevant skills being used in our schools?
- Do you want to help mold the future of California's talent?

If you answered yes to all of these questions then you are ready to support an intern!

Hiring an Intern

1. Determine if an intern is right for your division (see questions above).
2. Determine the best time to hire an intern using the table below.

Intern Start Date	Recruiting Time Frame
Summer: starting May/June	March – May
Spring: starting January/February	November – January
Fall: starting August/September	June – August

Interns may also be accepted informally on a rolling basis as operational needs permit.

3. Determine the scope of work or project/assignment the intern will be working on.
4. Work with HR to advertise the position and schedule interviews.
5. Hiring unit will review resumes and select who they will interview.
6. Hiring unit will contact students directly if they want to interview them.
7. Hiring unit will choose student(s) to hire, and offer internship.
8. Prior to internship employment, the hiring unit shall work with the Human Resource Office to verify the employment eligibility and identity of all employees hired to work:
 - Reference check
 - Background check (if required)

Information for Supervisor to Keep On File

- Employee Emergency Notification Form
- Confidentiality Statement
- Acceptable Use Policy
- Acceptable Use Statement Form

Supervising an Intern

An intern must have a designated site supervisor who is responsible for providing orientation and supervision. This should be someone who possesses qualities such as leadership, strong communication skills, and will be available to the student on a regular basis.

The supervisor will oversee and assign the student intern's work. The supervisor will need to monitor the intern's time and submit an internship evaluation form provided by the intern's college for those receiving academic credit. The internship supervisor will also provide the student with a letter of recommendation if the intern has performed satisfactorily and requests such a letter.

An effective method of intern supervision is to have a set time (bi-weekly is recommended) to meet with the intern to review progress on projects, touch base, and provide feedback. Some supervisors do this over lunch; others choose a more formal setting.

Student Work Schedules

Unpaid internships are available during the winter, spring, summer, and fall semesters/quarters. Work schedules will be flexible depending upon individual office requirements and whether or not the student is interning for credit (academic credit is typically obtained by fulfilling the academic institution's predetermined number of hours). Applicants should be able to work a minimum of 5-25 hours per week.

Orientation

Establish goals and objectives, and clarify these goals and objectives before the intern begins working. Students learn in many different ways, and you should try to tailor the internship experience to each student by considering factors such as prior work experience, maturity and confidence, and knowledge of the subject matter.

CRD is committed to providing internship opportunities to a wide range of students, including students with disabilities. The orientation therefore may include consideration of any reasonable accommodations that may be necessary for the student to succeed. For more information or assistance, please contact CRD's ADA Coordinator at 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711, or by emailing accommodations@CRD.ca.gov.

Plan to include the following in your orientation:

- **Information about the organization.** Provide interns with a big-picture overview of the work of CRD as well as specific information about the work unit they are a part of.
- **Structure.** Interns might not be familiar with formal workplace procedures (e.g., attendance policies, break times, days off). Make sure to clarify relevant policies and procedures to interns on their first day.
- **Introductions.** Take time in the beginning of the internship to introduce the intern to the people in your program. Allow more time for conversation with those employees who are likely to interact with the intern on a regular basis. Some interns may be reluctant to seek out co-workers on their own. By making a

special effort to encourage those contacts early on, interns will feel more comfortable asking for advice or support later.

- **Confidentiality.** Remind interns that the work they are conducting for CRD is governed by principles of privacy and confidentiality. That means that they must not discuss details of their work with others without explicit permission from the internship supervisor. They also may not share written materials produced for CRD without permission.

Training

A key aspect of an internship is providing interns the opportunity to learn new skills or increase their knowledge. Develop a plan for training throughout the internship that will keep students interested in the position and ready to tackle new challenges. Ongoing training may include the following:

- **Skill development.** There may be a need for training in specific skills such as computer programs, office equipment, or other tasks directly related to the job.
- **Shadowing.** Allow interns to participate in team meetings to the extent possible.
- **Questions.** Encourage interns to ask questions and respond positively when they do.
- **Professional conferences or association meetings.** If possible, offer interns the opportunity to attend training or networking events. It helps interns to get a feel for the overall mission of your organization, and at the same time make them feel that they are valued.

Evaluations

Evaluations are important to an intern's development and provide an opportunity to identify strengths, weaknesses, and areas of improvement. It is helpful if supervisors provide feedback throughout the entire internship, not just at the end.

Regularly scheduled evaluations help avoid common problems with internships, including miscommunication, misunderstanding of job roles, and lack of specific goals and objectives. You may find it helpful to schedule a preliminary evaluation early in the internship (in the second or third week). This will help you understand whether the intern's orientation and training was sufficient or if there are specific areas in which the intern has questions, could be improvement or modification, or needs further training.

Evaluation Criteria

Criteria to consider when evaluating an intern:

- Progress towards or accomplishment of learning objectives as stated in the student intern assignment description
- Skill development or job knowledge gained over the course of the internship
- Overall contribution to the mission of the organization
- Dependability, punctuality, attendance
- Relations with others, overall attitude
- Potential in the field

The student will also evaluate the internship experience, which is important in determining the value of the work experience for future interns.

Before Student Leaves

Before the internship is complete, there are a few things you will need to go over with your intern:

- Offer to write a letter of recommendation if job performance has been satisfactory.
- Speak to the intern about any work samples they may wish to use, and get these pre-approved with your Division chief. Remind interns that they may not use work produced for CRD without permission.
- Finish any evaluations required by the student's educational institution.
- Make sure the intern returns any department property and transfers any files. Arrange with IT to close any email address provided.
- Have the intern leave contact information (if you think they may be someone you would want to contact about upcoming positions).
- Say "Thank You!"

INTERNS ROLE AND RESPONSIBILITY

How to Apply

Internships will be advertised on CRD's website. The directions on how to apply will be listed on each individual internship job bulletin flyer.

Interns Responsibilities before They're Hired

Interns should:

- Analyze their skills, values, and interests to determine the location and working environment desired.
- Check with their career program department at their college for/department qualifications and requirements on academic credit.
- Prepare a resume and cover letter and have them critiqued at their career center.
- Network with alumni, college professors, friends, and family.

Interns Responsibilities after They're Hired

Interns should:

- Adhere to departmental policies, procedures, and rules governing professional behavior.
- Be punctual and work the required number of hours at times agreed to by the intern and their supervisor.
- Notify their supervisor if they are unable to attend as planned.
- Behave and dress appropriately to the workplace.
- Respect the confidentiality of the workplace, its clients and its employees.
- If things are slow, take the initiative and volunteer for different tasks or other work.
- Discuss any problems with their supervisor and, if necessary, with the Internship Coordinator at CRD.

Who to Contact

For questions regarding CRD's internship program, contact the Internship Coordinator in Human Resources at (916) 585-7125 (voice or California's Relay Service 711).

Intern Checklist

Once Hired:

- Complete all necessary forms needed for “new” employee
- Determine training needed
- Orientation to CRD
- Information about organization
- Structure
- Introductions to staff
- Inform intern of staff meetings, work-related events, etc.
- Give intern the tools to do the job: desk, computer, chair, etc.
- Tour of department, division, unit
- Information on where to go for help or if there is a problem
- Review procedures on calling in sick, etc.
- Determine how often you will meet with the intern (recommend weekly or bi-weekly)
 - Must be regular
 - Must be reciprocal
- Encourage good work habits from the intern (make clear expectations)
- Discuss the following with your intern:
 - What the specific duties/responsibilities of the intern will be
 - What the(supervisors) responsibilities during the internship
 - How the intern will be provided with regular feedback, guidance and support
- During the regular student/supervisor meetings, as well as with the mid and final evaluations, you should discuss with the intern:
 - How well they are meeting the goals/responsibilities
 - How they are doing developing professional skills related to the field
 - Areas in which they need to improve on
 - Suggestions for ways to improve (further training, specific courses, etc.)
 - Overall performance
 - Other issues that may need to be addressed

FREQUENTLY ASKED QUESTIONS

Intern FAQ:

Why should I look into an internship?

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school. Students will gain valuable work experience and the opportunity to explore career avenues.

How do I find an internship?

CRD advertises its internship opportunities at local colleges, on their web site, and on state job websites.

How do I earn academic credit for my internship?

Academic credit varies by college. Interns must contact their academic advisor at school for information on earning academic credit.

Is an internship paid?

At this time, there are no paid positions available. CRD will provide internships to students as volunteers or for academic credit.

What happens at the end of the internship?

If performance has been satisfactory, CRD will provide a letter of recommendation. Interns will also have an opportunity to evaluate CRD's internship program.

Will the intern be considered for employment?

The Internship Coordinator will direct interns to search for job recruitments (examinations) at www.jobs.ca.gov.

Supervisor FAQ:

How long does an internship last?

An internship is typically a semester long experience but may last for the full year, or conducted during spring and summer. Much of the "when and for how long" depends on the arrangements made between CRD and the student.

How does the student benefit with an unpaid internship?

CRD's internship program is intended to provide students with education experience that will bridge the gap between their classroom learning and intended career.

How do I prepare for an intern?

Complete all necessary forms. Provide interns with an orientation to CRD. Discuss duties, responsibilities and training. Be sure to have a proper work station with office supplies for the intern.

What if I have a “problem” intern?

Sometimes an internship will not be a good fit for the particular student or Department. Interns do not have the same rights as California State employees with regard to unemployment compensation or termination procedures. However, you should try to counsel and work with the intern to make the experience a mutually beneficial one. If after you have made these efforts you would like to terminate the internship, please contact HR.

Intern Attendance Agreement

When running more than 15 minutes late, please call your assigned supervisor. Excellent attendance is an expectation of all employees. When you need to be absent or if you need to modify your schedule, please notify your supervisor as soon as possible.

Start Date	
End Date	
Total Hours Per Week	
Work schedule	
Supervisor's Name	
Telephone Number	

Intern Signature

Date

Supervisor Signature

Date

Please provide a copy to the intern. Keep a copy for your records.

Student Intern Evaluation for the State of California

FORM TO BE COMPLETED BY THE INTERN

Print all information clearly!

Division/Unit _____ / _____ Date _____

Intern's Name _____

Semester of Internship: Fall Spring Summer Year: _____

Intern's Supervisor _____

What resources did you use to find your internship? (Check all that apply)

- Career Services Office/Internship Coordinator Faculty Internet Site
- Family Friend Other: _____

This evaluation is completed by the student. The report is confidential and will not be shared with your internship site.

Please rate the following aspects of your Internship placement on the basis of this scale:

Excellent (Consistently exceeds expectations)

Good (Sometimes exceeds expectations)

Average (Meets expectation)

Poor (Rarely meets expectations)

N/A Not Applicable(Not applicable to this internship experience)

Select **one** evaluation level for each area by marking an "X" under the level that represents the internship.

	Excellent	Good	Average	Poor	N/A
Work experience relates to my area of study					
Adequacy of employer supervision					
Helpfulness of supervisor					
Acceptance by fellow workers					
Opportunity to use my training					
Opportunity to develop my human relations skills					
Provided levels of responsibility consistent with my ability and growth					
Opportunity to develop communication skills					
Opportunity to develop my creativity					
Cooperativeness of fellow workers					
Opportunity to problem solve					
Opportunity to develop critical thinking skills					
Provided orientation to the organization					
Attempt to offer feedback on my progress and abilities					
Effort to make it a learning experience for me					
Gave me a realistic preview of my field of interest					
Adequate training					

Supervisor Evaluation of Student Internship

PRINT ALL INFORMATION CLEARLY

Intern's Name _____ Date _____

Intern's Supervisor _____

Division/Unit _____ / _____

This internship started on (date) _____ and was completed on (date) _____

Do you permit the student to receive a copy of this evaluation? Yes ___ No ___

Excellent (Always demonstrates this ability/consistently exceeds expectations)

Good (Usually demonstrates this ability/sometimes exceeds expectations)

Average (Sometimes demonstrates this ability/meets expectation)

Poor (Seldom demonstrates this ability/rarely meets expectations)

N/A Not Applicable(Not applicable to this internship experience)

Evaluation of personal qualities of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under the level that represents the intern's performance.

	Excellent	Good	Average	Poor	N/A
Ability to learn					
Observes and/or pays attention to others					
Asks pertinent and purposeful questions					
Seeks out and utilizes appropriate resources					
Accepts responsibility for mistakes and learns from experiences					
Open to new experiences; takes appropriate risks					
Reading/Writing/Computation Skills					
Reads/comprehends/follows written materials					
Communicates ideas and concepts clearly in writing					
Works with mathematical procedures appropriate to the job					
Attention to accuracy and detail					
Listening & Oral Communication Skills					
Listens to others in an active and attentive manner					
Comprehends and follows verbal instructions					
Effectively participates in meetings or group settings					
Demonstrates effective verbal communication skills					
Creative Thinking & Problem Solving Skills					
Seeks to comprehend and understand the "big picture"					
Breaks down complex tasks/problems into manageable pieces					
Brainstorms/develops options and ideas					
Respects input and ideas from other sources and people					
Demonstrates an analytical capacity					
Interpersonal & Teamwork Skills					
Relates to co-workers effectively					
Manages and resolves conflict to a team atmosphere					
Supports and contributes to a team atmosphere					

CONFIDENTIALITY AGREEMENT

I agree that I may not discuss, without express permission from my supervisor, any case-related information gained during my internship with the Civil Rights Department, or any information regarding CRD's decision-making processes. I also agree that I may not use any work that I have prepared during the course of my internship as a writing sample without express permission from my supervisor. I understand that sharing information related to cases or CRD's decision-making processes could result in compromising complainants' or respondents' rights to privacy, or the work of CRD.

SIGNED,

CRD INTERN SIGNATURE

DATE

CRD INTERNSHIP SUPERVISOR SIGNATURE

DATE

CRD Acceptable Use Policy

Subject: Acceptable use of CRD information assets
Number: ISO-15-01
Issuing Division: Information Technology/Information Security
Reference to related CRD policies and procedures: Acceptable Use Statement, Access Control, Personnel Security, and Security Variance.
Authority: State of California Government Code Section 11549.3, which authorizes the California Office of Information Security to establish a statewide Information Security Program. This policy conforms to the requirements of that statewide program.
Effective Date: 1 August 2018

Policy

All CRD personnel are required to acknowledge they have read and understood this policy by signing the Acceptable Use Statement, ISO-15-01F.

New personnel are to read, sign and date the Acceptable Use Statement during the onboarding process. If the Acceptable Use Statement is updated, the ISO will inform Division Chiefs and the BSO of the need to have contracted personnel read, sign and date the updated version of the Statement.

Non-compliance with this policy may result in employee sanctions, including termination.

Misuse of, unauthorized access to, or use of State resources in a manner that is prohibited by, actionable under the law, or in violation of State policy may result in possible disciplinary action and/or criminal prosecution as defined in Government Code Sections 8314.5 and 19572, Civil Code Section 1798.55 and Penal Code Section 502. Some examples of misuse and unauthorized access include, but are not limited to:

- *Accessing, viewing, downloading, storing or transmitting defamatory, abusive, obscene, pornographic, profane, sexually oriented, threatening, discriminatory, or otherwise offensive or illegal material.*
- *Using any system for illegal purposes or criminal intent.*
- *Exceeding authorized access to view, copy, or download information not needed in the performance of work assignments (snooping).*
- *Attempting to gain unauthorized access to another individual's assigned computer and/or electronic files.*

- *Circumventing, or attempting to circumvent security controls, including web filtering software or system and network monitoring capabilities.*

Incidental Use

California Government Code Section 8314 permits the incidental and minimal use of public resources (e.g., CRD computers, telephones, and other approved information assets) by personnel.

Affected Division(s) or Employees (optional)

The scope of this policy extends to all information assets owned or operated by CRD and to all personnel authorized to use these assets.

Definitions

CRD uses the information security and privacy definitions issued by the California Department of Technology Office of Information Security in implementing information security and privacy policy. Terms and definitions are defined here and are also on the California Department of Technology website at <https://cdt.ca.gov/security/technical-definitions/>.

Information Assets	Information Assets include (a) all categories of paper and automated information, including (but not limited to) records, files, and databases; and (b) information technology facilities and equipment (including telecommunications networks, personal computer systems, laptops, tablets and mobile devices), and software owned or leased by state entities.
Information Asset Custodian	Personnel or organizational unit (such as a data center or information processing facility) responsible as caretaker for the proper use and protection of information assets on behalf of the information asset owner.
Network Equipment	Equipment facilitating the use of a computer network. This includes routers, switches, hubs, gateways, access points, network bridges, modems, firewalls, and other related hardware and software.
NIST	National Institute of Standards and Technology https://www.nist.gov/
Owner of Information Assets	An organizational unit having responsibility for making classification, categorization and control decisions regarding information assets.

Personnel	Employees, retired annuitants, student assistants, volunteers, contractors, sub-contractors commissioned, employed by or otherwise engaged in the performance of work associated with administration of a state entity program.
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Background and Purpose

Information assets owned by CRD include but are not limited to CRD data and information, including files maintained in hard copy or electronic format; email messages; laptops; cell phones; and removable storage devices. These are strategic assets intended for official business use, and are entrusted to CRD personnel in the performance of their job-related duties.

Inappropriate use of CRD information assets may affect the confidentiality, integrity, or availability of the data, information, or information systems of the CRD and/or the State of California. Consequently, it is important for all users to access and use information assets in a responsible, ethical, and legal manner that safeguards CRD data and information.

The appropriate use of information assets benefits the State and CRD by strengthening the protection of CRD, its personnel and business partners from illegal or potentially damaging activities.

Objectives

This policy defines and establishes the requirements for the appropriate use and safeguarding of CRD's information assets.

Ownership of Information

Any information not specifically identified as the property of other parties that is created, transmitted, processed or stored on systems or devices owned, leased, administered, or otherwise under the custody and control of CRD (including e-mail, messages and files) is the property of the State.

Individual access and use of CRD information assets is neither personal nor private. As such, CRD management reserves the right to monitor and/or log all employee use of CRD information assets with or without prior notice.

Roles and Responsibilities

CRD Information Security Office is responsible for this policy and ensuring all users of CRD information assets are aware of this policy and acknowledge their individual responsibilities.

CRD Information Security Office is responsible for ensuring this policy will be reviewed annually and updated accordingly.

CRD Information Security Office is responsible for the periodic auditing and assessment of compliance with this policy.

CRD Division Chiefs will be responsible for ensuring staff comply with this policy by having each staff sign and date the Acceptable Use Statement (ISO-15-01F). Further, they will ensure personnel sign and date any updated versions of the Acceptable Use Statement as directed by the ISO.

CRD Human Resources will be responsible for maintaining current signed copies of the Acceptable Use Statement in each staff's personnel file.

CRD Business Services Office will be responsible for ensuring contracted personnel with access to the CRD network or data comply with this policy by having each contracted personnel sign and date the Acceptable Use Statement (ISO-15-01F). Further, they will ensure contracted personnel sign and date any updated versions of the Acceptable Use Statement as directed by the ISO.

References

NIST SP 800-53

Family	Control
Planning (PL)	PL-04
Awareness and Training (AT)	AT-01, AT-02, AT-03, AT-04
Media Protection (MP)	MP-01
Personnel Security (PS)	PS-01, PS-02, PS-06, PS-08
Access Control (AC)	AC-20

Contact

Information Security Office at ISOCR@CRD.ca.gov

Civil Rights Department (CRD) Acceptable Use Statement

I, (print name) _____, an employee or business associate of CRD, acknowledge I will make responsible, effective, and lawful use of CRD information assets in accordance with the CRD ISO-15-01 Acceptable Use Policy, to achieve CRD's business goals and mission. I further acknowledge these information assets are provided to conduct official state business and are routinely monitored for improper use.

State employees or business associates initial below:

I, _____ agree to:

- Use and protect CRD information assets in accordance with applicable information security and privacy policies;
- Report any security concerns pertaining to CRD information asset security of which they become aware to the CRD Information Security Officer (ISO), designee or appropriate security staff. Security concerns in information assets include unexpected software or system behavior, which could result in unintentional disclosure of information or exposure to security threats.
- Report any suspected or actual activities and/or events indicating misuse or violation of this Acceptable Use Policy to the CRD Information Security Officer (ISO), designee or appropriate security staff.

I, _____ agree to and acknowledge the following **acceptable** activities as examples:

- Research to enhance CRD and program activities;
- Communications for business and administrative purposes;
- Incidental, necessary communications pertaining to personal and family matters;

I, _____ agree to and acknowledge the following **unacceptable** activities as examples:

- Using CRD information assets to engage in or solicit the performance of any activity that violates laws, regulations, rules, policies, standards, and/or other applicable requirements issued by the federal government, the State of California, and CRD;
- Using CRD information assets for personal enjoyment, private gain or advantage, personal gain, political activity, unsolicited advertising, unauthorized fundraising, or an outside endeavor not related to state business;
- Sharing work related account(s), passwords, Personal Identification Numbers (PIN), security questions/answers, security tokens (e.g., smartcard, key fob), or similar information or devices used for authentication and authorization purposes;
- Using CRD information assets to send or arrange to send emails and/or intentionally access sites that contain pornographic, discriminatory or offensive material, chain letters or unauthorized mass mailings, and malicious code;
- Using CRD information assets for any illegal, discriminatory, or defamatory purpose, including the transmission of threatening, obscene, or harassing messages;
- Performing activities that interfere with an employee's ability to perform their job duties or responsibilities;
- Intentionally attempting access to information resources without authorization and a business need;
- Storing personal or nonbusiness related data and multi-media files on CRD servers or other centrally managed resources;
- Installing or connecting unauthorized equipment to the CRD network, including hubs, routers, printers, personal phones, tablets, media storage devices or other equipment to the CRD network directly or via remote attachment;
- Installing or connecting unauthorized software on CRD owned and/or managed information systems;
- Knowingly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks;

Civil Rights Department (CRD) Acceptable Use Statement

- Knowingly run or install on any computer system or network, or give to another user, an application that is unrelated to the purpose, goals, and mission of CRD or is intended to damage, or to place excessive load on a computer system or network. This includes, but is not limited to, applications known as viruses, Trojan Horses, worms, shareware, etc;
- Making unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running applications that are designed to identify security loopholes and/or decrypt intentionally secured data;
- Engaging in any activity that attempts to circumvent CRD's security controls (e.g., spoofing email, anonymous proxies, or unauthorized encryption), or other activities that may degrade the performance of information resources, or may deprive an authorized user access to CRD assets;
- Associating an unapproved domain name sites with the CRD owned IP address(es);
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner;

I, _____ agree to and acknowledge that email messages and instant messages distributed via CRD email and IM systems are CRD property and not the private property of me or other employees and/or business associates and acknowledge the following **unacceptable** activities as examples:

- Using "rules" in Outlook to automatically forward email messages to an external non-CRD mailbox;
- Transmitting confidential information to external recipients unless encrypted with a method approved by the CRD Information Security Officer and appropriate to the employee's job duties and responsibilities;
- Circulating chain mail, jokes, nonbusiness related video clips, and digital images;
- Distributing, partisan, sexual, discriminatory or offensive content.

I, _____ acknowledge state and federal law prohibits the unauthorized transfer, or sharing of music, movies, software and other intellectual property (Copyrights). I further acknowledge that unauthorized use of peer-to-peer (file-sharing) software is prohibited at CRD and that peer-to-peer technologies must be approved by CRD ISO for business use.

I, _____ acknowledge using personal electronic media (email, text, etc.) to conduct state business is subject to the California Public Records Act (PRA), Government Code section 6250-6276.48 per the current CRD, Executive Division Directive, Directive Number 600.

CERTIFICATION

I certify that I understand information security is strictly enforced and wrongful access, inspection, misuse, modification, or disclosure of confidential information, or attempts to engage in such acts, is punishable as a crime and/or can result in disciplinary and/or civil action taken against me. I certify that I have received and read this Acceptable Use Statement.

Name (print)

Signature

Date

EMERGENCY NOTIFICATION INFORMATION

DATE _____

INSTRUCTIONS:

To be submitted to the Personnel Office with initial appointment papers, or when any of the following changes occur:

1. Address Change – **must** submit EAR (Form 686) and Designee (Form 243). If enrolled in Savings Bond plan, must submit Savings Bond Authorization (Form 242).
2. Marital Status Change – may submit EAR (Form 686), Designee (Form 243), Health Benefits (HBD-12), and Dental (Form 692).
3. Name Change – **must** submit EAR (Form 686) with copy of request for name change with Social Security Administration and Designee (Form 243).

LAST NAME	FIRST	INITIAL	SOCIAL SECURITY NUMBER (LAST FOUR)
HOME ADDRESS – STREET, CITY, STATE, ZIP CODE			
MAILING ADDRESS, IF DIFFERENT FROM ABOVE			
TELEPHONE NUMBER-CELL	TELEPHONE NUMBER-HOME	TELEPHONE NUMBER – DESK	
IMPORTANT – WHOM TO NOTIFY IN CASE OF EMERGENCY			
NAME		RELATIONSHIP	
ADDRESS – STREET, CITY, STATE, ZIP CODE		TELEPHONE NUMBERS CELL: _____ RESIDENCE: _____ BUSINESS: _____	
--- OR ---			
NAME		RELATIONSHIP	
ADDRESS – STREET, CITY, STATE, ZIP CODE		TELEPHONE NUMBERS CELL: _____ RESIDENCE: _____ BUSINESS: _____	
COMPLETE THE FOLLOWING IF YOU WISH YOUR PHYSICIAN CONTACTED OR WISH TO BE TAKEN TO A PARTICULAR HOSPITAL SHOULD YOU BE TAKEN ILL OR INJURED WHILE AT WORK			
PHYSICIAN			
ADDRESS – STREET, CITY, STATE, ZIP CODE		TELEPHONE NUMBER	
HOSPITAL			
ADDRESS – STREET, CITY, STATE, ZIP CODE		TELEPHONE NUMBER	

CIVIL RIGHTS DEPARTMENT

VOLUNTEER SERVICE AGREEMENT

Volunteer's Name (Last, First, MI)			Immediate Supervisor's Name		
Home Phone			Work Phone		
Residence Address			Division/Address		
City	State	Zip Code	City	State	Zip Code

I agree to perform the volunteer services as outlined in the duty statement on file with the Civil Rights Department (CRD). By entering into this agreement, I understand that I am an agent of CRD and will conduct myself in accordance with those standards set forth for regular Department employees.

I understand that my service as a volunteer is not effective until I have signed the following forms required by CRD:

- Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California (STD 689)
- Vendor Data Record, required for tax reporting purposes (STD 204)
- Authorization to Use Privately Owned Vehicles on State Business (STD 261)

I understand and agree to the following policies and conditions:

1. I will earn no salary and will not be entitled to unemployment benefits upon termination of this agreement.
2. I will be covered under State Worker's Compensation.
3. I will not be entitled to any advances of per diem or travel costs. Authorized out-of-pocket, travel and per diem expenses will be reimbursed by filing a Travel Expense Claim with the departmental Accounting Office. My claim will be reimbursed in accordance with current state rules and regulations.
4. I understand that the IRS may deem some expenses taxable and will be reported by CRD. I will be responsible for keeping all necessary supporting documentation for tax purposes.
5. Use of my private vehicle will be reimbursed in accordance with current state rules and regulations.
6. This agreement may be terminated by either party upon written notification.

Volunteer's Signature:	Date:
Supervisor's Signature:	Date:

As Required by Civil Code § 1798.17

Privacy Notice

Collection and Use of Personal Information. The Accounting Travel Unit in the Civil Rights Department collects the information requested on this form as authorized by Federal Internal Revenue Code USC Section 6109. The Accounting Travel Unit uses this information to process travel expense reimbursements for volunteer employees. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The general privacy policy is available at <https://www.CRD.ca.gov/privacy-policy/>

Providing Personal Information. The following items of personal information requested in the form must be provided: Residence address. If you do not provide this information, reimbursement for travel expenses will be denied.

Access to Your Information. You may review the records maintained by the Accounting Travel Unit in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to reimburse travel expenses, we may need to share the information you give us with Department of Justice Program staff.

With some exceptions, the information you provide may also be disclosed in the following circumstances:

- o In response to a Public Records Act request, as allowed by the Information Practices Act;
- o To another government agency as required by state or federal law;
- o In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the CRD, Travel Unit, 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758, (916) 585-7120.

**OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK
FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA**

STD. 689 (REV. 10-97)

Oath may be administered by a person having general authority by law to administer oaths—or may be administered by the appointing power, or by a person for whom written authorization to witness oaths has been executed by the appointing power. The appointing power maintains a file of such authorizations.

**PART 1—OATH OF ALLEGIANCE
TO BE COMPLETED BY UNITED STATES CITIZENS ONLY**

WHO MUST SIGN OATH--As required in Section 3 of Article XX of the Constitution of California, every State employee except legally employed noncitizens, must sign the following oath or affirmation before he or she enters upon the duties of his or her State employment. Noncitizens are required to possess a Declaration of Permission to Work. If an alien employee becomes a naturalized citizen, an oath must then be obtained and filed.

WHEN OATH MUST BE SIGNED--As required in Government Code Section 3102, all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council must sign an oath or affirmation before entering upon the duties of their employment. For intermittent, temporary or emergency employments, an oath or affirmation may, at the discretion of the employing agency, be effective for all successive periods of employment which commence within one calendar year from the date of the oath.

OATH OF ALLEGIANCE (Type or print name of employee)—Then complete Part 3.

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

WHERE OATHS ARE FILED--As required in Government Code Section 3105, all oaths for public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council, shall be filed in the official employee file within 30 days of the date the oath is executed. The oath is considered a public record.

FAILURE TO SIGN--As stated in Government Code Section 3107, no compensation or reimbursement for expenses incurred shall be paid to any public employee or any volunteer in any disaster council or emergency organization accredited by the California Emergency Council unless such public employee has taken and subscribed to the oath or affirmation.

PENALTIES (Government Code)

"3108. Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years."



**PART 2—DECLARATION OF PERMISSION TO WORK
TO BE COMPLETED BY LEGALLY EMPLOYED NONCITIZENS ONLY**

I am a lawful permanent resident alien of the United States. YES NO

If **NO**, please read the following:

I hereby certify, that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.

**PART 3—SIGNATURE AND CERTIFICATION (No fee may be charged for administering)
TO BE COMPLETED BY UNITED STATES CITIZENS AND LEGALLY EMPLOYED NONCITIZENS**

EMPLOYEE'S SIGNATURE 	
STATE DEPARTMENT OR AGENCY	DIVISION/UNIT
Taken and subscribed before me this _____ Day of _____	
AUTHORIZED OFFICIAL'S SIGNATURE 	
AUTHORIZED OFFICIAL'S TITLE	

(SEAL)

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS

STD. 261 (Rev. 10/2019)

*This approval must be renewed annually.**Supervisor: Retain Original Copy***I. CERTIFICATION**

In accordance with State Policy (*S.A.M. 0753 & 0754*) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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