

Dallas County Standard Operating Procedure Internship Program Administration

Effective Date

5-18-2026

Department

All Dallas County Departments

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish uniform guidelines for the recruitment, selection, onboarding, management, and completion of internship assignments within Dallas County. The Internship Program is designed to provide students and recent graduates with meaningful work experience while supporting departmental operational needs and developing a pipeline of future public service professionals.

2. Scope

This SOP applies to all Dallas County departments seeking to host interns, whether paid or unpaid, and to all individuals participating in Dallas County internship programs.

3. Policy Statement

Dallas County is committed to providing structured internship opportunities that offer educational value, skill development and exposure to public service. Internship programs must be administered in accordance with applicable laws and Dallas County Code provisions beginning at Section 86-102. Internships do not constitute employment, and interns are not considered county employees. Nothing in this policy shall be construed to create an employment relationship between the intern and Dallas County. Participation in an internship does not guarantee future employment.

4. Eligibility Requirements

Applicants must be enrolled in an accredited institution or be a recent graduate when authorized. Applicants must maintain satisfactory academic standing and meet position qualifications. Interns must be at least 18 years of age at the time of their application to the internship program.

5. Department Responsibilities

Departments requesting an intern should identify operational needs and learning objectives, submit an internship request to Budget for approval to determine whether the internship will be paid or unpaid, designate a supervisor, and ensure workspace, equipment, and system access are available, and ensure compliance with laws and policies.

6. Recruitment and Posting

Human Resources shall coordinate the posting of internship opportunities through Oracle Fusion. "The commissioners court may accept a donation of labor or services, gift, grant, donation, bequest, or devise of money or other property on behalf of the county, including a donation under Chapter 38, Government Code, for the purpose of performing a function conferred by law on the county or a county officer." Texas Local Government Code § 81.032(a). Interns may not work on the administration of elections if the value of their time would exceed \$1,000. *Id. at (b)-(c)*.

Postings shall include the position title, department, essential duties, minimum qualifications, compensation if applicable, duration of assignment, and application deadline.

7. Application Process

Applicants must submit a completed online application, current resume, academic transcript if required, and any additional materials requested. Human Resources shall review applications for

minimum qualifications before forwarding qualified candidates to the department requesting the intern.

8. Selection Process

The department shall review qualified applicants and may conduct interviews. Selection shall be based on qualifications, academic background, relevant skills, and departmental needs. Final selection is subject to Human Resources approval and completion of all pre-internship requirements.

9. Compensation

Paid internships must be approved in accordance with Dallas County compensation policies and budgetary guidelines. Unpaid internships must comply with all applicable wage and hour laws, including Fair Labor Standards Act requirements, and must be structured to provide a primary educational benefit to the intern.

10. Administrative Onboarding Requirements

Selected interns must complete internship application verification, background screening when required, Form I-9, tax withholding forms if applicable, policy acknowledgments (including the Workforce Confidentiality Agreement AND THE Release and Waiver of Claims), and all required training. Those handling sensitive data must comply with HIPAA where applicable.

11. Internship Administration

Interns shall be assigned meaningful work consistent with educational objectives. Supervisors shall provide orientation, training, and regular feedback. Departments should monitor attendance, engagement, and adherence to County policies.

12. Duration and Work Schedule

Internship assignments shall be temporary. Work schedules shall be established by the department in coordination with the intern. Extensions require departmental and Human Resources approval.

13. Internship Feedback Summary

At the conclusion of the internship, the supervisor shall conduct a final feedback summary, provide constructive feedback, and complete any required documentation.

14. Separation

Internships shall conclude upon completion of the designated assignment period, or upon resignation, or separation of the intern. Interns may be released at the discretion of the county for operational, administrative, performance, conduct-related, or other business-related reasons. Department must notify Human Resources immediately upon separation.

15. Records Retention

All internship-related documentation shall be maintained in accordance with Dallas County records retention policies.

16. Exceptions

Any exceptions to this SOP must receive prior written approval from Human Resources.

17. Authority

This SOP is issued under the authority of Dallas County Human Resources and is subject to revision as necessary.