

## **2019 Georgia County Internship Program Grant Recipient Counties**

### **Athens-Clarke County**

**Videography and Photography Project:** The intern will assist the public information office with the documentation and promotion of facilities, events, programs, staff, and other areas through photography and videography. The intern will also have the opportunity to develop at least one standalone video of their own over the course of the internship for use on the government access channel and/or social media. This involves allowing the intern to independently plan, film, script or conduct interviews, edit, and take part in all aspects of creating a full video for public use.

### **Augusta-Richmond County**

**Pretrial Diversion Program Project:** The intern will assist in the creation of a pretrial diversion program by identifying barriers to clients, create an easy to use screening document for public defenders, and identify local resources to address such barriers.

### **Bartow County**

**Investigator Project:** The intern will be working with the investigator in the public defender's office and be introduced to criminal defense investigations, learn how to review law enforcement reports, determine inclusion of items to be subpoenaed, appropriate documentation, and evaluate witnesses. The intern will also learn how to set up investigator files to include case trial preparation notes, documentation of meetings and interviews, categorize written reports, collect documents, and perform criminal background checks. Upon completion of the internship, the intern will be proficient in taking statements, conduct interviews, "working" a crime scene, and presenting facts in the case investigation.

### **Camden County**

**Fixed Asset Project:** The intern will catalog all fixed assets, compare assets and note any that are obsolete or missing, organize the assets by parameters set by staff, analyze asset lists and make recommendations on asset end of life or replacement.

**Citizen's Guide Project:** The intern will develop a Citizen's Guide to help the public better understand county services. To perform this project, the intern will work with several departments and gather data from multiple resources to create a user-friendly guide.

### **Carroll County**

**Resource Guide Project:** The intern will develop a community resource guide for clients seeking services through the public defender's office.

### **Cobb County**

**Public Assistance Project:** The intern will assist the senior services department with the implementation and evaluation of a public paperwork assistance program to assist department staff in helping seniors. The intern will be tasked with creating a volunteer handbook and orientation for assistance programs; creating informational and marketing materials for the program; collecting, entering, and analyzing data from surveys, screenings, and evaluations; and assisting in the preparation of summary reports .

**Community Outreach Project:** The intern will assist the solicitor's office by developing a community outreach presentation designed to allow staff attorneys to communicate and teach the dangers of driving with cell phone usage, drugs, and alcohol to young drivers. This project requires the two interns to

research and construct viable presentations. The interns will be tasked with interviewing judges, attorneys, legislators and lobbyists like MADD, and potentially victims and/or defendants to discuss the varying topics; and then merge the discussions into the presentation.

### **Crawford County**

**Budget Project:** The intern will assist the county manager with the preparation of the county budget. The intern will be tasked with reconciling payments and invoices and analyzing budget expenditures and revenues.

### **Dawson County**

**GIS Project:** The intern will assist the planning and development department with several GIS projects including a culvert crossing assessment, NG911 formatting, and update of current zoning maps.

### **DeKalb County**

**Social Media Project:** The intern will work with the Workforce Innovation and Opportunity Act (WIOA) youth staff in creating a social media resource guidebook/web material for youth between the ages of 14-24. This platform will allow youth to gain access regarding the dos and don'ts of social media and branding.

**Audit Project:** The intern will participate as part of the internal audit team in conducting financial compliance, performance, or information technology audits. The intern will learn how to plan an engagement, perform fieldwork, and how to write an audit report based on the results of the fieldwork.

### **Effingham County**

**Cash Flow-Banking Project:** The intern will work closely with finance staff to monitor cash flow. Duties will include working with bank statement reconciliations for all accounts, cash flow worksheets, work flow and data analysis.

### **Fayette County**

**State Court Clerkship Project:** The intern will summarize case files, draft memorandums on varying areas of law, and draft orders for Judge Thompson's review. The intern will also assist by following changes in the law and analyzing their application in court.

### **Fulton County**

**Information Technology-Cybersecurity Project:** The intern will work with the county's information technology (IT) staff to secure the county's domain governance model platform. Tasks include assisting in mitigating data loss and network intrusions, while protecting the county against criminal and unauthorized use of electronic data. The intern will also work with IT staff to bring people, processes, and technologies together to defend the county's network, computers, servers, mobile devices, etc. against cybersecurity attacks.

**Facility Operations Project:** The intern will be exposed to a variety of real estate operations experiences, such as, GIS mapping, portfolio validation, revenue and expense modeling along with special assignments in these areas. Tasks will include supporting special projects involving activities such as contract analysis, lease development, land acquisition, and space planning.

### **Glynn County**

**Humane Education Program Project:** The intern will work to develop and kick-off a humane education program on behalf of animal control services for children of all ages in City of Brunswick and Glynn County. This will require the intern to look at best practices for putting together the program, familiarize himself or herself with animal control programs, identify ways to integrate the humane education into these programs, and help to strategize on how to bring this program into the school system.

**GIS Project:** The intern will participate in two major projects for the GIS department. The intern will first review new aerial imagery and conduct imagery analysis to determine: impervious surfaces, land cover, tree canopy change, new structures, etc. The intern will further assist in the update of the county's tree inventory which tasks include locating and mapping trees, identifying the species, measuring the size (circumference of the trunk) and photographing the trees.

**Parks and Recreation Master Plan Project:** The intern will help department staff to develop a master plan for the parks and recreation department. During this initial planning phase, the intern will meet with stakeholders, review the county's comprehensive plan, review programs offered by the department, and conduct site reviews of all park property in order to help develop questions for a citizen survey (community needs assessment). The intern will also assist in rolling out the survey and ensuring that it accurately represents a sampling of the community population.

**Hydrology Study Project:** The intern will perform a hydrology study and help design a storm water drainage plan for a neighborhood in Glynn County that has a history of storm water drainage issues.

### **Hall County**

**Human Resources Records Project:** The intern will assist with the design of a system to retrieve past policies, personnel files, and additional information. The intern will work to create a system that will provide information for human resource reports and data for new policies.

**GIS Project:** The intern will assist in mapping the county's storm water system by researching, gathering data, helping with quality control, and drawing storm water features into the system using GIS technology.

### **Jones County**

**Live Healthy Jones Project:** The intern will help bring awareness and promote the Live Healthy Jones Program to the public by working with community partners to host a health fair, update the website and social media, post health tips, research data to support a telemedicine center in the county, provide lunch and learn presentations, and work with the county's wellness program.

### **Lee County**

**GIS Project:** The intern will assist the planning, zoning, and engineering department by updating tax parcel data, zoning, land use maps, and creating a master address file for the 911 system and county department use.

### **Lumpkin County**

**GIS Project:** The intern will complete an inventory of culverts on county owned roads and rights of ways to be used by the public works department to develop a routine maintenance schedule.

**Citizen Academy Project:** The intern will develop a Citizen's Academy to help citizen's understand the function of their government. The intern will be responsible for researching successful programs and for developing the framework of the program, classes, eligibility parameters, proposed length of class, and the creation of all forms and marketing materials for the program.

#### **Macon-Bibb County**

**Legal Clerkship Project:** The intern will assist the county attorney's office with updating and revising human resource policies to ensure ADA, Title VI, and Title VII compliance. The intern will also assist in preparing legal documents as they relate to the budget process.

**Legal Internship Project:** The intern will assist the public defender's office with a number of tasks including client interviews, categorizing written reports, collecting documents and conducting criminal background checks. The intern will learn about defense theories by identifying themes within a case and matching it to an appropriate defense.

#### **McDuffie County**

**Legal Internship Project:** The intern will assist the public defender's office with a number of tasks including client interviews, categorizing written reports, collecting documents and conducting criminal background checks. The intern will learn about defense theories by identifying themes within a case and matching it to an appropriate defense.

#### **Oconee County**

**Staff Development Project:** The intern will develop online staff development training materials for part-time new hires in the parks and recreation department. The final product will include policy content with illustrations and video.

#### **Polk County**

**Inventory and Audit Project:** The intern will conduct an audit and inventory of the police department's evidence room to facilitate the disposal of items that no longer have evidentiary value.

#### **Rockdale County**

**Resource Guide Project:** The intern will develop a resource guide for public defenders to utilize in seeking community resources for clients. The resource guide will identify local resources to address typical barriers to many clients, such as housing, rehabilitation services, anger management programs, work programs, etc.

**Plan 20140 Project:** The intern will assist with several projects related to Plan 2040, an ARC program. These tasks include preparing an inventory of historic register resources, preparing an inventory of sensitive areas and creating a map on revitalization, and performing a code audit to compare development and activities recommended in the comprehensive plan to adopted zoning and development regulations.

**Criminal Justice Reform Project:** The intern will help to evaluate how the Rockdale Juvenile Court currently handles Child in Need of Services (CHINS) and Truancy Intervention Project (TIP) cases. The intern will be tasked with data collection, tracking court activities, resource development and other duties which will help identify the strengths/weaknesses and benefits/deficits in the implementation of CHINS and TIPS.

### **Schley County**

**Legal Internship Project:** The intern will work along-side assistant public defenders in court, interacting with clients and working among other criminal justice partners. The intern will be expected to assist with client interviews, categorize written reports, collect documents and conduct criminal background checks. Throughout the internship, the intern will learn about defense theories by identifying themes within a case and matching it to an appropriate defense.

### **Seminole County**

**Employee Handbook Project:** The intern will help to update the county's outdated employee handbook, policies, and procedures by reviewing and comparing local government handbooks and policy manuals and by making recommendations for updates to the existing county employee handbook and policies.

### **Sumter County**

**Urban Development Project:** The intern will prepare an Urban Redevelopment Plan to guide the implementation of an urban redevelopment project proposed for a subdivision that has been identified as an area likely to experience an increased rate of physical decline.

### **Walker County**

**Public Relations Project:** The intern will assist with the creation and launch of a new video magazine for county residents. The intern will be tasked with videography work in the studio and field, editing features and interview segments, researching facts, writing scripts, and promoting the magazine on social media.

**Legal Internship Project:** The intern will work with the economic and community development director in developing county policy. The intern will be given an opportunity to attend meeting and events with the county attorney, observe superior court proceedings, and learn the basic tenants of local government and employment law.