

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-03	Effective Date: 12/05/03	Revision Date: 04/03/17
Subject: Volunteers		

I. Policy Statement

Volunteers will be utilized to enhance and improve services and programs for juveniles in the Division. A volunteer is considered a government employee for purposes of workers compensation, use of equipment, and liability protection and indemnification. Volunteers may not be used to replace staff. Volunteer status may be terminated at any time at the discretion of program/facility administration.

II. Rationale

The purpose of the policy is to establish guidelines for the recruitment and utilization of volunteers.

III. Definitions

“Volunteers” are screened, approved, and trained persons 21 years or older, who are not employed by the Division or its contractors, but who provide help or a service to benefit juveniles in the care, custody or control of the Division. Volunteers under the age of 21 must be approved in advance by an authorized Division administrator before further screening and training.

“Interns” are individuals seeking to fulfill educational requirements who have been screened and approved in the same manner as a volunteer. In addition, they are matched based on program/facility availability and the educational needs of the intern.

“Mentors” are volunteers with the Division who are additionally screened, approved, and trained. They are matched to a specific juvenile in the care, custody or control of the Division and may work with the juvenile in or out of the facility/program.

”Criminal Background Checks” is the process through which Division designated and trained personnel submit personal information to the Bureau of Criminal Identification, to identify criminal convictions that may prohibit a person from providing employed or volunteer services to juveniles, according to Division policy 01-08.

“Group volunteers” are those who offer a service without one-on-one access to a juvenile.

IV. Procedures

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-03	Effective Date: 12/05/03	Revision Date: 04/03/17
Subject: Volunteers		

- A. Volunteers will be recruited through various methods, including, but not limited to, printed materials, volunteer fairs, volunteer center advertisement, word-of-mouth and personal invitation.
- B. Volunteers shall be 21 years of age or older, however exceptions may be approved by a Program Director (PD) when the volunteer is attending a College or University and enrolled in designated classes or internships for experiential learning related to the Juvenile Justice system.
- C. Volunteers shall complete an application process that meets all Department of Human Services (DHS) guidelines and includes a screening interview, and reference check to be completed by a designated volunteer coordinator.
- D. Volunteers shall submit their name and date of birth, as well as copies of their social security card and driver's license, or other identification, to the Division or DHS for completion of a criminal background check.
 - 1. Volunteers shall undergo a criminal background check prior to participating in any service in the Division, and annually thereafter.
 - 2. An individual/group application process and criminal background check are not required for one-time events. One-time events must be approved by the facility/program APD.
- E. Volunteers shall complete orientation/training provided by the Division's Training Bureau and the volunteer coordinator at the identified program/facility. Additional training may be provided as needed.
- F. Mentors and interns will be expected to complete additional training, as provided by the Division's Training Bureau, and/or the assigned program/facility, specific to the services they are providing.
- G. Volunteers must agree in writing to the Volunteer Code of Ethics (JJS Policy 01-02-1 and 01-02-1A), which includes requirements regarding confidentiality, rights and responsibilities, conflict of interest, drug free workplace, dress code and unlawful harassment prevention guidelines as designated by Department and Division Policy.
- H. Volunteers shall have limited access to information regarding juveniles. Any release of this information shall be based on treatment and safety needs in delivery of volunteer services, and shall be based on Assistant Program Director (APD) approval. Volunteers are prohibited from the unauthorized distribution or

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-03	Effective Date: 12/05/03	Revision Date: 04/03/17
Subject: Volunteers		

disclosure of confidential, private or privileged information in accordance with the Division's Code of Ethics for Volunteers policy 01-02-1.

- I. Volunteers designated as Mentors may work independently with juveniles in the community under the direction of the APD, or designee, and with approval from the PD.
- J. Division staff shall supervise volunteers at all times. Volunteers shall never be left alone with juveniles in Division programs/facilities.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

04-03-17

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

04-03-17

Signature Date