

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

Policy No.: 01-03	Effective Date: 12/05/03	Revision Date: 05-19-14
Subject: Volunteers and Donations		

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. Donations will be used to further the mission and vision of the Division.

II. Rationale

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

III. Definitions

- A. "Volunteers" are screened and approved 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 must ordinarily be 21 years or older, and must be screened and approved in advance by an authorized Division administrator. Any exceptions to the age limit must be approved by an authorized Division administrator.
- B. "Donations" are offerings or gifts provided by a person, business, or agency for programs and juveniles in the custody or care of the Division.
- C. "In-kind donations" are donations of items other than money (e.g., donations made in the form of goods and services, rather than cash, and often made in the form of a concession or special privilege, e.g., tickets to a performance, or foods and beverages).
- D. "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.
- E. "Group volunteers" are those who offer a service without one-on-one access to a juvenile.

IV. Procedures

- A. Volunteers

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1. Volunteers will be recruited through various methods, including printed materials, volunteer fairs, volunteer center advertisement, word-of-mouth and personal invitation.
2. Volunteers shall be 21 years of age or older, however exceptions may be approved by a Program Director when the volunteer is attending a College or University and enrolled in designated classes for experiential learning related to the Juvenile Justice system.
3. 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.
4. Volunteers shall submit their name, date of birth, social security number, and a copy of a driver's license or other identification to the Division or DHS for completion of a criminal background check.
 - a. Volunteers shall undergo a criminal background check prior to participating in any service in the Division, and annually thereafter.
 - b. An individual application process and criminal background check are not required for one-time events.
 - c. Group volunteer projects and events must include the group application and sign-up sheet. The volunteering organization's leader is responsible for completing these forms. Criminal background checks are required for each member of the group unless it is a one-time presentation.
5. Volunteers shall attend a documented orientation/training prior to assignment. Additional training may be provided as needed.
6. Volunteers must agree in writing to the Volunteer Code of Ethics (Policy 01-02), 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.
7. Volunteers shall have limited access to juvenile files/ or other information regarding juveniles (based on APD approval and volunteer responsibilities) and are prohibited from the unauthorized distribution or disclosure of confidential, private or privileged information in accordance with the JJS Code of Ethics for Volunteers policy 01-02 A.
8. Division staff shall supervise volunteers at all times. Volunteers shall never be left alone with juveniles in Division facilities/programs.

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9. Volunteers who have completed community volunteer/mentor training and are under the supervision of Transitional Support Services to provide specific services, may work independently with juveniles transitioning to the community from secure care with case management and secure care staff approval.

B. Donations

1. All donations are to be used for juveniles and to further the mission of the Division. Donations shall not be used for the personal benefit of staff.
2. All donations must be reported and documented on the form provided (attached).

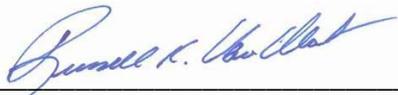
C. Documentation of volunteer activities and donations.

Designated program staff shall collect and maintain the documentation to prepare monthly reports regarding volunteer activities, and documentation of donations received. These monthly reports shall be submitted to the designated volunteer coordinator. Reports shall be timely, and contain the number of volunteer visits, hours worked and donations totals. Designated staff will maintain accurate and current personnel records on each volunteer.

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

05-19-14

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

05-19-14

Signature Date