

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-1G-01—09 3-JDF-1G-01—09 3-JCRF-1G-01—09 1-JDTP-1G-01—09 1-JBC-1G-01—09 4-JCF-6G-09-14 2-CO-1G-01-10
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Volunteers and Interns		
POLICY NUMBER: DJJ 112		
TOTAL PAGES: 8		
EFFECTIVE DATE: November 30, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall utilize and support a volunteer and intern program where feasible to serve as a link between the department and community and expand services offered to DJJ youth. DJJ shall offer practicum and cooperative educational experience for undergraduate or graduate college students who are pursuing degrees in related fields of study.

II. APPLICABILITY

This policy shall apply to all DJJ program and offices.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. The Commissioner shall appoint a Department Volunteer Administrator. The Department Volunteer Administrator has required duties shall be documented on the staff’s position description and employee’s performance evaluation. The Department Volunteer Administrator’s responsibilities shall include:

1. Development and implementation of the agencies volunteer and intern program;
2. Development and oversight of agency volunteer and intern training process;
3. Compiling background check documentation and forwarding to the Personnel Branch for processing and historical record;
4. Shall maintain a list of active and inactive volunteers and interns; and

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5. Meet with Volunteer Coordinators annually to review volunteer program protocol.
- B. Administrative Managers shall appoint a Volunteer Coordinator. The Volunteer Coordinator responsibilities shall include:
1. Development of a recruiting program to establish procedures for contacting civic organizations, appropriate education institutions, and individuals. Recruitment efforts shall focus on all cultural and socio-economic segments of the community.
 2. Use agency eligibility requirements to determine suitable candidates.
 3. Establish orientation and required training.
 4. Shall maintain a current list of volunteers and interns to be used for admittance in facilities.
- C. Eligibility for Volunteer:
1. Shall be at least eighteen (18) years of age and successfully complete the initial interview process.
 2. Relatives of a youth may not serve as a volunteer within the same facility which the youth is housed.
 3. Volunteers shall complete all required applications and forms prior to beginning their volunteer work.
 5. Volunteers shall interview with the Administrative Managers or designee.
 6. All volunteers must successfully complete training and background protocol which includes a criminal background or records check, sexual offender registry check, and child abuse and neglect registry check prior to beginning their volunteer work.
- D. Eligibility for Intern:
1. Shall be at least eighteen (18) years of age and successfully complete the initial interview process.
 2. Relatives of a youth may not serve as an intern within the same facility which the youth is housed.
 3. Interns shall enter into an intern agreement with DJJ.
 4. Graduates shall receive first priority for intern assignments with the department.
 5. Interns shall interview with the Administrative Managers or designee.
 6. All volunteers must successfully complete training and background protocol which includes a criminal background or records check, sexual offender

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registry check, and child abuse and neglect registry check prior to beginning their volunteer work.

E. Intern Process:

1. DJJ and the accredited college or university shall sign a Memorandum of Understanding (MOU) for the intern program.
2. The MOU shall outline the school, intern, and DJJ responsibilities.
3. The MOU shall specify that the department shall not assume liability for injury to interns or university or college faculty advisor.
4. DJJ staff shall provide supervision to interns and assign tasks.

E. Application Process:

1. All volunteers and intern candidates shall apply with the Volunteer Coordinator at the desired location.
2. Selection of volunteers and interns shall not be based on race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.
3. Volunteers and interns shall complete all required applications and forms prior to beginning their services and shall be forwarded to the Department Volunteer Administrator for processing.
4. Volunteers and interns may apply to a geographical area. The Volunteer Coordinator shall forward such request to the Division Director of the desired area for approval. Intern requests shall indicate the desired geographical area of placement, length of placement, and educational needs of the intern.
5. Interns shall submit for approval a written outline containing the learning objectives to the Administrative Manager and the intern's university or college faculty advisor.

F. Orientation and Training

1. Administrative Managers shall ensure the volunteer or intern is oriented to mandatory policies and procedures and has completed training.
2. The training plan for volunteers and interns shall be appropriate to their assigned responsibilities and approved by the Administrative Managers. DJJPP Chapter 5 shall be referenced for training requirements.

G. Volunteer and Intern Identification and Control:

1. Volunteers and interns shall be issued identification cards. The Administrative Manager or designee shall make arrangements for return of the identification card upon completion of internship or termination of services.

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2. Volunteers and interns shall follow established entry and exit procedures.

H. General Guidelines for Volunteer and Intern Program

1. Contact with youth shall be made in the presence of a DJJ staff assigned to work with the individual.
2. Volunteers shall not be permitted access to youth records.
3. Interns may have access to youth records if applicable to the practicum.
4. Volunteer and interns shall not function as an employee of DJJ. Volunteers and interns shall not make decisions or supervise youth under the custody, care, or supervision of DJJ.
5. Volunteer and interns shall not be permitted to transport youth under the custody, care, or supervision of DJJ.
6. Interns shall not conduct research projects, except for those approved by DJJ.
7. Volunteer and intern tasks and responsibilities shall be documented by the Volunteer Coordinator.
8. Volunteers may perform professional services only when they are certified or licensed to do so.
9. Administrative Managers may limit, postpone, or terminate the services or participation of a volunteer or intern without cause.

I. Evaluation and Reports for Interns

DJJ staff who supervise interns shall be responsible for reporting the progress to the intern's university or college faculty advisor. The intern supervisor shall report any concerns regarding the placement to the Administrative Manager. Upon conclusion of the internship, DJJ staff shall prepare a written evaluation of the intern's progress towards the learning objectives.

V. MONITORING MECHANISM

Administrative Managers and the Agency Volunteer Administrator shall be responsible for monitoring this procedure. The Quality Assurance Branch shall also monitor this policy through scheduled monitoring visits.

Appendix A

**The Approval Process
and Orientation Packet
for Interns and Volunteers**

4-26-2018

Approval Process for Interns and Volunteers

Step 1: The facility/community office Volunteer/Intern Coordinator will meet with the potential Volunteer or Intern. During this meeting, the Volunteer/Intern will complete:

- Either the Volunteer application form **or** Intern application form
- Child Abuse-Neglect (CAN) form
- National Crime Information Center (NCIC) form
- Non-Related form (Explanation - the Volunteer/Intern cannot be related to anyone committed youth at your facility or on the community's active caseload.)
- Dianna Screen
- Interns only - University Memorandum of Understanding (MOU)
- Interns only - Student Agreement Form

The facility/community office Volunteer/Intern Coordinator will make two (2) copies of the Volunteer/Intern Driver's License. It is important to make sure the license is not expired and the copy legible. Interns may use a College/University ID to substitute for a valid Driver's License as long as College/University ID has a current photo **and** the Intern's home address.

Step 2: The facility/community office Volunteer/Intern Coordinator will keep a copy of the above documentation for the facility/office file **and** send a copy of the above documentation to the Central Office Volunteer/Intern Coordinator, Rick Partin. Mr. Partin will maintain a copy of paperwork for the Central Office file.

Step 3: Central Office Volunteer/Intern Coordinator, Rick Partin, will send the CAN form, NCIC form and two copies of the Volunteer or Intern's driver license to DJJ's Personnel (Becca Raney or her designee) to process.

Step 4: Central Office Volunteer/Intern Coordinator, Rick Partin, will send the completed Dianna screen to DJJ's Personnel (Maria Noble or her designee) to process.

Step 5: Central Office Volunteer/Intern Coordinator, Rick Partin will complete the background check related to the pass or no pass DJJ protocol.

Step 6: The Volunteer/Intern is **not** allowed to start work until the background check results come back.

Step 7: Personnel staff will notify the Central Office Volunteer/Intern Coordinator, Rick Partin if the Volunteer/Intern has passed the background checks.

Step 8: Central Office Volunteer/Intern Coordinator, Rick Partin will notify your facility/community office Volunteer/Intern Coordinator whether the Volunteer/Intern is approved or not to work at your facility or office.

IMPORTANT: According to PREA DJJPP 902 Section E – "A newly hired employee, volunteer, intern, or contractor shall not interact with or have access to juveniles in the custody, care, or supervision of DJJ without the supervision of a qualified DJJ staff, until the Personnel Branch has cleared the individual to work with juveniles." Therefore, you must have received authorization before the Intern or Volunteer is allowed to work with any youth.

Intern Orientation Packet

Once Central Office has approved the Intern, the Intern must read, review and completed the following items at your facility /office. Please note all of the below items must be completed before the Intern is allowed contact with any youth.

- ___ DJJPP 112 Volunteers and Interns
- ___ DJJPP 505 Trainings #17 – Cultural Awareness and Diversity
- ___ DJJPP 902 PREA/Personnel
- ___ DJJPP PREA/conduct
- ___ PREA training (video)
- ___ PREA Acknowledgement form
- ___ Affirmative Action Plan (AAP) Informational Sheet
- ___ Confidentiality/Security Agreement
- ___ Executive Ethics Branch Advisory Opinion 13-02
- ___ Tobacco Free Policy Acknowledgement
- ___ Internet and Electronic Mail Policy (CIO-060) if applicable
- ___ Volunteer ethics policy
- ___ Transport non-state employee passengers form
- ___ COT Agreement form
- ___ HIPPA online training
- ___ Sexual Harassment online training (DJJPP 103.2)
- ___ SSA online training (only Interns complete this training)
- ___ Discuss entry/exit procedures
- ___ Discuss sign in/out procedures

The facility/office Volunteer and Intern Coordinator please make sure to review all policies and forms with the Intern. All completed/signed policy forms shall be kept in an “Intern/Volunteer folder” at your facility/office. These documents are subject to PREA or ACA audit. The retention for intern/volunteer files after completion of service to your facility/office is five (5) years. Electronic files are acceptable.

Intern (print name) Signature of Intern Date

Intern Coordinator (print name) Signature of Intern Coordinator Date

Superintendent, JSDS, Office Manager initial Date

Volunteer Orientation Packet

Once Central Office has approved the Volunteer, the Volunteer must read, review and completed the following items at your facility /office. Please note all of the below items must be completed before the Volunteer is allowed contact with any youth.

- ___ DJJPP 112 Interns and Volunteers
- ___ DJJPP 505 Trainings #17
- ___ DJJPP 902 PREA/Personnel
- ___ DJJPP PREA/conduct
- ___ PREA training (video)
- ___ PREA Acknowledgement form
- ___ Affirmative Action Plan (AAP) Informational Sheet
- ___ Confidentiality/Security Agreement (DJJ-219)
- ___ Executive Ethics Branch Advisory Opinion 13-02
- ___ Tobacco Free Policy Acknowledgement
- ___ Internet and Electronic Mail Policy (CIO-060) if applicable
- ___ Volunteer ethics policy
- ___ Transport non-state employee passengers form
- ___ COT Agreement form
- ___ HIPPA online training
- ___ Sexual Harassment online training (DJJPP 103.2)
- ___ Discuss entry/exit procedures
- ___ Discuss sign in/out procedures

The facility/office Volunteer and Intern Coordinator please make sure to review all policies and forms with the Intern. All completed/signed policy forms shall be kept in an "Intern/Volunteer folder" at your facility/office. These documents are subject to PREA or ACA audit. The retention for intern/volunteer files after completion of service to your facility/office is five (5) years. Electronic files are acceptable.

Volunteer (print name)	Signature of Volunteer	Date
Volunteer Coordinator (print name)	Signature of Volunteer Coordinator	Date
Superintendent, JSDS, Office Manager initial		Date