



**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 Student Interns**

**POLICY NUMBER: DJJ 112**

**TOTAL PAGES: 4**

**EFFECTIVE DATE: 12/01/2014**

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall utilize and support a volunteer and student 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 program;
2. Development and oversight of agency volunteer 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 student interns;

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4. Receive suggestions regarding the development, including from volunteers, and review of volunteer program policy and procedure; and
  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 to be used for admittance in facilities.
- C. Eligibility for Volunteer or Student 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 a volunteer or student intern.
  3. Student Intern shall enter into a student intern agreement with DJJ.
  4. Graduate students shall receive first priority for student intern assignments with the department.
  5. Student Interns shall interview with the Administrative Managers.
  6. All volunteers or student interns' status must successfully complete a criminal background or records check, sexual offender registry check, and child abuse and neglect registry check.
- D. Student Intern Process:
1. DJJ and the accredited college or university shall sign a Memorandum of Understanding (MOU) for the student intern program.
  2. The MOU shall outline the school, student, and DJJ responsibilities.
  3. The MOU shall specify that the department shall not assume liability for injury to students or Faculty Advisor.
  4. DJJ staff shall provide supervision to students and assign tasks.
- E. Application Process:
1. All volunteers and student intern candidates shall apply with the Volunteer Coordinator at the desired location.
  2. Volunteers and student interns shall complete an agency volunteer application and sign a Confidentiality/Security Form and an agreement to abide by agency

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policies. Applications and authorizations shall be forward to the Department Volunteer Administrator for processing.

3. Volunteers and student interns may apply to a geographical area. The Volunteer Coordinator shall forward such request to the Division Director of the desired area for approval. Student Intern requests shall indicate the desired geographical area of placement, length of placement, and educational needs of the student intern.
4. Student interns shall submit for approval a written outline containing the learning objectives to the Administrative Manager and the Faculty Advisor.

**F. Orientation and Training**

1. Administrative Managers shall ensure the volunteer or student intern is oriented to policies and procedures.
2. The training plan for volunteers and student interns shall be appropriate to their assigned responsibilities and approved by the Administrative Managers. DJJPP Chapter 5 shall be referenced for training requirements.
3. Periodic meetings of volunteers shall be conducted to identify and resolve any ongoing concerns.

**G. Volunteer and Student Intern Identification and Control:**

1. Volunteers and student interns shall be issued identification cards. The Administrative Manager or designee shall make arrangements for return of the identification card upon completion internship or services.
2. Volunteers and student interns shall follow established entry and exit procedures.
3. Volunteers and student interns shall observe DJJ code of conduct. Sexual misconduct with youth and DJJ staff is prohibited.

**H. General Guidelines for Volunteer and Student Intern Program**

1. Contact with youth shall be made in the presence of a DJJ staff assigned to work with the individual.
2. Volunteers and student interns shall not be permitted access to youth records.
3. Volunteer and student interns shall not function as an employee of DJJ. Volunteers and student interns shall not make decisions or supervise youth under the custody, care, or supervision of DJJ.
4. Volunteer and student interns shall not be permitted to transport youth under the custody, care, or supervision of DJJ.
5. Student interns shall not conduct research projects, except for those initiated by DJJ.
6. Volunteer and student intern tasks and responsibilities shall be documented and provided to the individual by the Department Volunteer Administrator or Volunteer Coordinator.

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7. Volunteers may perform professional services only when they are certified or licensed to do so.
  8. Administrative Managers may limit, postpone, or terminate the services or participation of a volunteer or student intern when substantial reasons for doing so exist. Reasons for doing so may include:
    - a. Breach of confidentiality;
    - b. Unlawful conduct or breach of program rules and regulations;
    - c. Physical or emotional illness;
    - d. Inability to cooperate with the staff;
    - e. Activities that threaten the order or security of the program or the safety of the volunteer;
    - f. Unreliable attendance;
    - g. Unsatisfactory service; or
    - h. The service is no longer needed.
- I. Evaluation and Reports for Student Interns

DJJ staff who supervise student interns shall be responsible for reporting the progress to the Faculty Advisor. The student 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 student 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.