


<p align="center">JOHNSON COUNTY DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES</p>	<p align="center">PAGES 6</p>
<p align="center">  ADULT and JUVENILE SERVICES </p>	<p>POLICY EFFECTIVE DATE: 09/26/2019</p>
	<p>Authorized By: _____ Robert A. Sullivan, Jr., Director of Corrections</p>
<p>CHAPTER Department Administration</p>	<p>SUBJECT Recruiting, Screening, and Responsibilities of Volunteers</p>

POLICY

To enhance and expand the services and programs for clients, Johnson County Department of Corrections (JCDOC) recruits and screens potential volunteers for the purpose of blending client needs with services available from the community, including roles as advisors and interpreters, while ensuring the safety of all parties. The responsibilities of volunteers shall be clearly defined in order that services provided and operational requirements are coordinated. Staff shall provide assistance to volunteers in the coordination of these efforts.

DEFINITIONS

Volunteer – Any person who, of his/her own free will, provides goods or services to the agency with no monetary or material gains, is recruited to supplement and enrich, but not substitute activities and functions of agency staff.

PROCEDURE

I. Recruiting

- A. Volunteers shall be recruited from all cultural and social segments of the community, including but not limited to appropriate educational institutions and religious organizations, and represent a variety of personal experiences, talents, knowledge and concerns that can enhance existing services.

II. Eligibility

- A. Volunteers shall be twenty one (21) years of age and sufficiently mature to handle the responsibilities involved.
 - 1. Any volunteer under the age of 21 shall be approved by the division director.
- B. Former clients shall be eligible to serve as volunteers with the approval of the Director of Corrections.

- C. Persons who have been convicted of child abuse or neglect, or are found to have anything on their record that prohibits them from working with juveniles per Kansas Statute 65-516 shall not be eligible for volunteer work.
- D. Persons who have been found on the adult abuse registry shall not be eligible for volunteer work.
- E. Staff who leave the department in good standing and remain eligible for rehire shall be eligible to serve as volunteers with approval from the division director of the facility.
- F. Staff that are terminated from the department or are ineligible for rehire shall not be eligible to serve as volunteers.
- G. The agency shall consider any incidents of sexual harassment in determining whether to enlist the services of any volunteer who may have contact with clients.

III. Screening

- A. Upon submission of an application to the Volunteers and Programs Coordinator (VPC), a thorough criminal record check shall be conducted on the potential volunteer.
 - 1. Pending misdemeanor or felony offense charges shall cause the applicant to be ineligible for volunteer work.
 - 2. Past misdemeanor or felony offense charges or convictions could negate eligibility for volunteer work and shall be forwarded to the Director of Corrections for approval.
 - 3. Volunteers must be off of all supervision for at least 12 months, prior to approval.
 - 4. Criminal records checks shall be conducted annually.
- B. The VPC shall ensure the child abuse registries have been checked before enlisting the services of any volunteer who may have contact with juvenile clients.
- C. An initial screening by the VPC shall be conducted to coordinate on-going client needs and staff requests.
 - 1. The screening shall be used to consider the volunteer's skills, interests, motivation, and time commitments.
- D. Relatives of a client may not serve as a volunteer with the client to whom they are related or in the division where that client is under supervision.
- E. If rejected, an applicant shall be informed of the denial with no reason(s) provided.
 - 1. The VPC may direct the applicant to the KBI for criminal background or DCF for child abuse registry.
- F. Falsification of any information may result in curtailment of the privileges of entering the facility.

IV. Staff Responsibilities

- A. The VPC shall serve as an intermediary between Johnson County Department of Corrections (JCDOC) and volunteers.
- B. Staff shall monitor client and volunteer progress, providing feedback to the VPC.
- C. Staff shall provide attendance sheets to volunteers, if needed.

- D. Staff shall secure picture identification from volunteers and provide a temporary badge to those not previously provided an agency identification badge.

V. VPC Responsibilities

- A. The VPC shall solicit volunteers from the community on an on-going basis.
- B. The VPC shall perform the initial intake and screen procedures, including defining the length of service and line of authority for the volunteer.
- C. The VPC shall assemble a file on each active volunteer to include:
 - 1. Adult Residential Center and Field Services files:
 - a. Application,
 - b. Photograph,
 - c. Non-Criminal Justice Awareness Statement,
 - d. Confidentiality Statement,
 - e. Policy Statement (Undue Familiarity and Sexual Misconduct with Clients, Drug-Free Workplace, and Employee Conduct),
 - f. Prison Rape Elimination Act Acknowledgement Form,
 - g. Current licensure (if required),
 - h. Training documentation,
 - i. TB testing results, and
 - j. Other pertinent information.
 - 2. Juvenile Services Center files:
 - a. Identifying information,
 - b. Job description,
 - c. Dates of service,
 - d. Performance reviews,
 - e. Orientation documentation,
 - f. Review of policy documentation,
 - g. TB testing results,
 - h. Records check,
 - i. Health Assessment,
 - j. Policy Statement (Undue Familiarity and Sexual Misconduct with Clients, Drug-Free Workplace, and Employee Conduct),

- k. Release of Information,
 - l. Emergency Contact,
 - m. Child Abuse Registry,
 - n. Volunteer Agreement,
 - o. License Requirement – Abuse/Neglect Orientation Form, and
 - p. Prison Rape Elimination Act Acknowledgement Form.
- D. The VPC shall provide documented orientation/training program for all volunteers prior to utilization and documented annual training thereafter to include:
- 1. The agency's sexual abuse and sexual harassment zero-tolerance position and prevention, detection, and response policies and procedures.
 - a. The level and type of training provided shall be based on the services provided and level of contact with clients.
- E. The agency shall maintain documentation confirming that the volunteer understand the training received.
- F. The VPC shall maintain a list of active volunteers.
- G. The VPC (Juvenile Detention Center only) shall complete a written annual review of each volunteer's performance.
- H. The VPC shall compile cumulative volunteer hours and activities as needed.
- I. The VPC shall monitor accountability and job responsibilities of volunteers.
- 1. An appointment shall be scheduled to counsel volunteer on any issues regarding accountability or duties as deemed necessary.
- J. The VPC shall terminate volunteers when necessary.

VI. Volunteer Responsibilities

- A. Volunteers shall provide documentation providing goals and objectives and type of service(s) he/she wishes to provide.
- B. Volunteers agree in writing to abide by all facility policies, rules and regulations, and the Code of Conduct.
 - 1. Volunteers shall maintain confidentiality,
 - 2. Interprets "volunteer" to mean that he/she has agreed to work without compensation in money, but having been accepted as a volunteer worker, expects to work according to the same standards as permanent staff,
 - 3. Maintains professional attitude toward volunteer work; accepts obligation to the work; to those who direct it, to colleagues, to those for whom it is done, and to the public, and,
 - 4. Accepts differences in people in terms of cultural or economic background, race, religion, and values, etc.

- C. Volunteers shall complete initial orientation/training program prior to service and attend annual training thereafter and acknowledge by signature the understanding of training.
 - 1. If a volunteer is inactive for twelve (12) months, he/she shall be required to attend volunteer orientation to become active again.
- D. Volunteers shall provide licensure/certification as requested.
- E. Unless previously issued an agency identification badge, volunteers shall provide picture identification to staff and receive a badge to wear during service.
 - 1. Upon completion of service, volunteer shall exchange visitor badge for return of picture identification.
- F. All volunteers shall sign in on the approved volunteer list and sign out upon completion of service.
- G. Volunteers shall take attendance sheets to class and return to staff at completion of service, as applicable.
- H. When deemed necessary to the security of the facility, any individual may be requested to submit to a search.
- I. Volunteers shall report suspected abuse, neglect and exploitation of clients.
- J. Each volunteer in contact with juveniles shall have a health assessment.
- K. No volunteer under the influence of any drugs and/or alcohol shall be permitted within the facility.
- L. Each volunteer shall be expected to follow all local, state, and federal laws.
 - 1. Any volunteer who has been arrested or has been given a notice to appear in court on any potential traffic and/or criminal matter shall be required to report that information to the VPC within 24 hours.
 - a. The volunteer shall provide follow-up information on any pending case to the VPC within 48 hours of the action, including final action or disposition of the case.
- M. Any volunteer who engages in sexual abuse shall be prohibited from contact with clients and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.
 - 1. The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with clients, in the case of any other violation of agency abuse or sexual harassment policies by volunteer.
- N. Volunteers shall follow the Employee Personal Appearance Policy (03.04A).

FORMS REQUIRED

None

APPENDICES

None

APPLICABLE STANDARDS

ACA

4-ACRS-7F-8 3-JDF-1G-01
3-APPFS-3118 3-JDF-1G-03
2-JPAS-7223
2-JPAS-7224
2-JPAS-7225

KDHE

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