

WEST VIRGINIA DIVISION OF JUVENILE SERVICES		<u>POLICY NUMBER:</u>  167.00	<u>PAGES:</u> 4
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter § 49-2-903; ACA 3-JTS-1G-01 thru 1G-09; ACA 3-JDF-1G-01 thru 1G-09; ACA 3-JCRF-1G- 01 thru 1G-09; Prison Rape Elimination Act (PREA), §115.332, §115.335, §115.377		
<u>SUBJECT:</u> Volunteers' and Citizens' Involvement			
<u>DATE:</u> October 1, 2015			

PURPOSE

The West Virginia Division of Juvenile Services shall utilize, in the accomplishment of its mission, carefully selected volunteers and interns. The Division will establish the responsibility for the screening and training for volunteer and intern program.

CANCELLATION

This policy has been revised and supersedes Policy 167.00 dated April 1, 2014.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities and/or offices.

PROCEDURE

1. Coordination of the Volunteer Service Program
 - a. Each Facility Superintendent/Director shall identify a staff member to be responsible for coordinating a volunteer and intern program for residents.
 - b. Volunteers and interns shall acknowledge in writing to abide by the applicable procedures.

2. Selection of Volunteers
 - a. Citizen involvement on an occasional basis (entertainment groups, athletic teams, etc.) shall be screened and documented by the sponsoring facility department.
 - b. Regularly scheduled volunteers shall be carefully selected, based on information

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about each applicant. The screening and selections of volunteers allows for recruitment from all cultural and socioeconomic parts of the community.

- c. All volunteers will be approved by Facility Superintendent/Director.
- d. No one under the age of eighteen (18) shall be permitted to volunteer or intern at a DJS facility.
- e. Volunteers may be required to verify their credentials when applicable. Religious groups and representatives shall be screened in accordance with Policy 508.00, Religious Programs.
- f. All volunteers and interns shall submit to a criminal background check and any state or local child abuse registry for information on substantiated allegations of sexual abuse before any potential volunteer is permitted regular access to any facility.
- g. Volunteers and interns selected and approved as outlined above will be issued an identification card by the facility.
- h. Persons currently under supervision of a juvenile court, or those awaiting placement or in treatment for any type of psychological issues are not permitted to provide volunteer services in any Division facility.

3. Volunteer Handbook

- a. A handbook will be established in each facility and shall include or provide information on the following:
 - i. Code of Conduct
 - ii. Fire prevention and safety and instructions for fire drills.
 - iii. Dress code for the facility.
 - iv. Control of contraband.
 - v. Personal relationships with residents.
 - vi. Physical and/or sexual contact with residents.
 - vii. Volunteer's personal safety.

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- viii. Following rules of the facility and instructions from staff.
- ix. Reporting of any unusual or illegal actions or behaviors that may occur in the facility.
- x. Cell phones, cameras or other personal items that cannot be brought into the facility.
- xi. Storing of vehicle keys.
- xii. Medications and medical concerns of volunteers.
- xiii. Engaging in activities that threaten the security of the facility.

b. The volunteer handbook may not include information on escape procedures.

4. Training of Volunteers

- a. Participants in the volunteer and intern program shall only be requested to provide those services for which they are qualified.
 - b. Volunteers and interns shall be required to complete basic facility familiarization concerning security, confidentiality of information, appropriate conduct, PREA guidelines/training, control of contraband, code of ethics, and policies and procedures provided by the facility. Volunteers and interns shall acknowledge in writing that they have received such an orientation and agree to abide by its tenets.
 - c. A provision must be made for volunteers and interns to contribute suggestions regarding the establishment of policy and procedure for the volunteer service program.
5. The Facility Director/Superintendent may limit, postpone, discontinue or terminate the activities of any volunteer, volunteer group, intern or private citizen that may impede the security or orderly operation of the facility.
6. The Volunteer Coordinator for each facility shall keep a file on each volunteer and intern providing services at the facility in the appropriate database. The file should contain a uploaded copies of all background and identification information, as well as other pertinent information about the volunteer's activities while at the facility and reason he or she is no longer providing services.

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7. Any volunteer who engages in sexual abuse shall be prohibited from contact with residents and shall be reported to law enforcement agencies.
8. Each facility will develop an operational procedure for this policy.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


Director

10/6/15
Date