

<b>UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES</b>		
<b>Policy: 01-03</b>	<b>Page 1 of 3</b>	
<b>VOLUNTEERS</b>		
<p><b>RATIONALE:</b> The purpose of the policy is to establish guidelines for the recruitment and utilization of volunteers.</p> <p><i>Related Policies, Applicable Standards, Statutes: DHRM R477-13, UCA 67-20-2, DHRM R477-14, DHHS Policy 02-34, 01-06, JJYS Policy 01-02-1, 01-02-1A</i></p>		
<b>Original Effective: December 5, 2003</b>	<b>Revision: May 18, 2023</b>	<b>Next Review Due: May 18, 2026</b>

**I. DESCRIPTION**

Volunteers will be utilized to enhance and improve services and programs for minors 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. Volunteer status may be terminated at any time at the discretion of program/facility administration.

**II. DEFINITIONS**

The following terms are defined for this policy as:

- A. **Volunteers:** Screened, approved, and trained persons 21 years or older, who are not employed by the Division or its contractors, but who provide help or a service to benefit minors in the care, custody or control of the Division without pay or other compensation.
- B. **Interns:** Individuals seeking to fulfill educational requirements who have been screened and approved in the same manner as a volunteer. In addition, they are matched based on program/facility availability and the educational needs of the intern.

- C. **Criminal Background Checks:** 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 minors, according to Division policy 01-08.

### III. POLICY

- A. Volunteers shall be recruited through various methods, including, but not limited to, printed materials, volunteer fairs, volunteer center advertisement, word-of-mouth and personal invitation.
- B. Volunteers shall be 21 years of age or older, however exceptions may be approved by APD when the volunteer is attending a College or University and enrolled in designated classes or internships for experiential learning related to the Juvenile Justice system.
  - a. Other volunteers under the age of 21 must be approved in advance by a Program Director (PD) or designee before further screening and training.
- C. Volunteers shall complete an application process that meets all Department of Health and Human Services (DHHS) guidelines (DHHS Policy 01-06 Volunteer Program) and includes a screening interview and reference check to be completed by a designated volunteer coordinator.

### IV. PROCEDURE

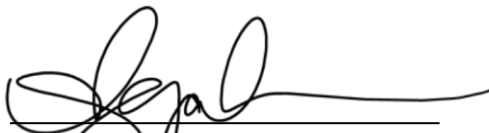
- A. Volunteers shall submit their name and date of birth, as well as copies of their social security card and driver's license, or other identification, to the Division or DHHS for completion of a criminal background check.
  - 1. Volunteers shall undergo a criminal background check prior to participating in any service in the Division, and annually thereafter.
  - 2. An individual/group application process and criminal background check are not required for one-time events. One-time events must be approved by the facility/program Assistant Program Director (APD).
  - 3. Individuals who do not pass the criminal background check must receive approval from the Division Director prior to providing services.
- B. Volunteers and interns shall complete orientation/training provided by the volunteer coordinator at the identified program/facility. Additional training may be provided as needed.

- a. Training shall be documented and maintained by the volunteer coordinator.
- C. Volunteers must agree in writing to the Volunteer Code of Ethics (JJYS Policy 01-02-1 and 01-02-1A), 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.
- D. Volunteers shall have limited access to information regarding minors. Any release of this information shall be based on treatment and safety needs in delivery of volunteer services and shall be based on APD approval. Volunteers are prohibited from the unauthorized distribution or disclosure of confidential, private, or privileged information in accordance with the Division's Code of Ethics for Volunteers policy 01-02-1.
- E. Division staff shall supervise volunteers at all times. Volunteers shall never be left alone with minors in Division programs/facilities.

**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 Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the director.

  
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April Graham, Interim Director

Division of Juvenile Justice and Youth Services

05/18/2023  
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Signature Date