

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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CODE OF ETHICS FOR VOLUNTEERS		
<p>RATIONALE: The standards and procedures identified herein are designed to give notice to and define the rights and responsibilities of volunteers with regard to expected conduct.</p> <p><i>Related Policies, Applicable Standards, Statutes: Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352), Age Discrimination Act of 1975 (Pub. L. 94-134), Rehabilitation Act of 1973, Utah Code Ann. Section 62A-4a-403, Utah Criminal Code 76-10-11</i></p>		
Original Effective: May 15, 1987	Revision: May 18, 2023	Next Review Due: May 18, 2026

I. DESCRIPTION

Volunteers play a vital role for the Division, enhancing the services that minors receive and creating connections to the greater community. In order to make the most positive impression possible, volunteers shall behave in an exemplary manner, model appropriate behaviors, and adhere to this code of ethics.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Division:** The State of Utah Division of Juvenile Justice and Youth Services (JJYS).
- B. **Minor:** A person committed to the care, custody, or control, of the Division, any person who is subject to supervision by the Division or any person who is in the custody of the state who receives services from the Division.
- C. **Volunteers:** Screened and approved persons 21 years or older, who are not employed by the Division or its contractors, and provide help or a service to benefit minors in the care, custody, or control of the Division. Any exceptions

to the age limit for volunteers must be approved by the Program Director or designee.

- D. **Inappropriate personal relationship:** Personal relationships with minors or their immediate family members include, but are not limited to dating, cohabitation, engaging in sexual activities or sharing personal information that compromises a professional relationship.
- E. **Boundary violations:** Behaviors that do not maintain appropriate and respectful verbal and physical boundaries between minors, staff or volunteers through overt or subtle means.
- F. **Sponsoring:** The process of hosting or assuming responsibility for a minor during activities or events outside of approved Division activities or events.
- G. **Immediate family:** Parents, step-parents, legal guardians, spouses, sons, daughters, brothers, sisters, grandparents, in-laws, or individual(s) that have historically been considered part of the youth's family.
- H. **Endangering Conduct:** Acts or conduct which constitutes a threat to the safety, welfare or health of self or others or threatens the safety, security or control of the Division's programs/facilities or contracted programs.

III. POLICY

- A. Division volunteers are responsible for reading and acknowledging the information contained in this policy. Volunteers are also responsible for reading and acknowledging Division and program specific operations as identified by the Assistant Program Director (APD) to ensure knowledge and understanding of the rules, regulations and standards of conduct to which each volunteer is required to adhere.
- B. Positive and appropriate interactions are encouraged between youth and volunteers. Any such relationships outside the agreed upon scope of the volunteer's work shall be approved in advance and in writing by the APD and case manager involved with the minor's case.
- C. Relationships which involve personal benefit or gain compromise a volunteer's role and are prohibited.
- D. Any act or conduct, which interferes with Division business or work activities, or distracts or disrupts any staff in the performance of duties, is prohibited.

IV. PROCEDURE

- A. Standards of Conduct

1. Volunteers shall not ridicule, mock, taunt, or belittle any person or group of persons; nor willfully embarrass, humiliate or shame any person.
2. Volunteers shall be respectful, courteous and civil with minors, staff, the public and each other and shall not use vulgar, indecent or profane language while engaging in volunteer activities.
3. Volunteers shall not engage in any act or conduct which violates Federal, State or local laws, or ordinances, and shall adhere to all work-place rules and conduct themselves professionally.
4. Volunteers shall support Division programs/facilities and avoid interactions with minors that may undermine safety, security or good order. If a volunteer is concerned with the actions or decisions of staff or minors, these concerns shall be reported to administration.

B. Impartial Attitude

1. Volunteers shall conduct themselves impartially toward all minors, their families and staff in Division programs/facilities.
2. Volunteers shall respect legal rights of all minors and their parents/legal guardians receiving services from the Division.
3. Volunteers shall not abuse, neglect, exploit or maltreat minors in any way whether through acts of omission, by encouraging others to act or by failing to deter others from acting.
4. The Division strictly prohibits all forms of harassment and discrimination of or by minors, staff, contractors and volunteers, including harassment and discrimination based on actual or perceived race, color, religion, sex, national origin, ethnicity, ancestry, age, disability, sexual orientation, gender identity and expression, or based on an individual's association with a person or group with one or more of these actual or perceived characteristics. (Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352), Age Discrimination Act of 1975 (Pub. L. 94-134), Rehabilitation Act of 1973).
5. Volunteers shall not engage in behavior that results in a hostile work environment, harassment, humiliation or intimidation.

C. Confidentiality

1. Volunteers shall sign the Volunteer Statement of Confidentiality and agree to protect the confidentiality of minors. It is prohibited to discuss minors or their families by name or disclose information outside of the facility or program.
2. Volunteers receiving or possessing facts, information or evidence related to a criminal offense, or abuse, neglect or exploitation of a

minor in the Division's care, custody, or control, are required to immediately report the information to facility staff and Child Protective Services (CPS) as applicable.

3. Volunteers who suspect a youth is being sexually abused or sexually harassed, or a youth tells them that they have been sexually abused or sexually harassed, must report it immediately to facility staff and Child Protective Services (CPS) as applicable. It may also be reported to the SAVE Coordinator (savecoordinator@utah.gov).
4. Clergy are exempt from reporting information about suspected child abuse or neglect if they receive that information during a confession from the perpetrator as provided in Utah Code Ann. Section 62A-4a-403.
5. Volunteers shall cooperate fully in any investigation conducted by the Division, law enforcement or other monitoring agency.

D. Interactions with minors

1. Volunteers shall not develop personal relationships beyond an approved volunteer relationship with minors who are in Division custody or have been in custody, or are on continued jurisdiction with any human service or correction agency, until the minors have reached the age of majority, eighteen years old plus six months, or for a period of one year after release from the Division's custody, whichever is later.
2. Volunteers shall maintain appropriate and respectful verbal and physical boundaries with and between minors.
 - a) Physical contact is limited to that which is part of the volunteer-related activity.
 - b) Volunteers are prohibited from disclosing inappropriate personal information and engaging in discussions of a sexual nature with minors.
 - c) Intentional social interactions in the community without approval, including social media (e.g., Facebook, Twitter, Instagram or texting) are prohibited.
3. Prior written approval from the APD is required for volunteers to take minors out of Division programs/facilities when unaccompanied by Division staff.
4. Volunteers shall bring their concerns to the attention of the facility/program volunteer coordinator or APD if they have reason to believe that any of the following situations are occurring or may occur:

- a) Development of inappropriate relationships with minors or their families;
- b) a conflict of interest due to a past or current personal relationship with a minor or their family;
- c) a situation from which personal gain may be obtained; or
- d) questions arising from personal loyalties, beliefs or values, which might impair judgment or independence.

E. Prohibited Relationships

1. Relationships which involve personal benefit or gain or compromise a volunteer's role are prohibited. Such conduct includes, but is not limited to:

- a) A minor's immediate family living in a volunteer's personal residence;
- b) a minor living in any rental property belonging to a volunteer;
- c) any business dealings or arrangements between a volunteer and a minor's immediate family;
- d) sponsoring a minor for special activities including but not limited to home visits or outings, other than Division sponsored and approved activities;
- e) sponsoring or employing a minor for personal gain or benefit (e.g., work projects on personal property with or without pay); or
- f) cohabiting or residing in the same residence with a minor within one year of release from custody or before the minor is eighteen years and six months old, whichever is later.

F. Loans and Gifts

- 1. Volunteers shall not loan or accept loans, gifts, gratuities or other favors from Division staff or any minor or family member of a minor who is currently in the custody, care, or control, of the Division, within one year of release from custody or before the minor is eighteen years and six months old, whichever is later.
- 2. Volunteers shall not purchase, nor bargain for, items belonging to minors, nor shall they sell items to minors or their immediate families.

G. Endangering conduct is prohibited and includes, but is not limited to:

- 1. Improper use of equipment, material or supplies;
- 2. Creating or contributing to unsanitary or unsafe conditions;
- 3. The transporting, use or possession of any minor's property, materials or supplies, including letters;

4. Bringing items not approved by the program into the facility/program;
or
 5. Not removing program materials brought into the facility/program.
- H. Use or Possession of Alcohol or Other Drugs
1. Volunteers shall not consume or be under the influence of alcohol or other intoxicants while on State property or property used by Division programs.
 2. Volunteers shall not bring prescribed medications into Division programs/facilities or vehicles, except as authorized by the APD. Prescriptions must be in the original packaging and prescribed to the volunteer.
- I. Official Misconduct
1. Volunteer participation in official misconduct or knowingly permitting unlawful conduct upon or in any Division program/facility or while performing any volunteer duties is prohibited. Such conduct includes, but is not limited to:
 - A) Misuse or unauthorized possession or use of State property or the property of any person, including the theft, distribution, destruction or damage of such property;
 - B) unauthorized distribution or disclosure of confidential, private or privileged information;
 - C) participation in gambling, gambling fraud, gambling promotion, possessing gambling devices or records, or confidence games in violation of Utah Law or another jurisdiction. (See Utah Criminal Code 76-10-11).
 2. Volunteers shall not appropriate for personal or illegal use, any Division property, technology, evidence or found or recovered property.
 3. The arrest or conviction of a volunteer for any criminal act shall be reported to the program/facility volunteer coordinator or APD by the following business day.
- J. Conflict of Interest
1. All volunteers shall annually complete a DHHS Conflict-of-Interest form.
 2. Factors which determine if there is a conflict of interest or a significant potential for such may include:
 - A) A situation where the volunteer's involvement in an outside activity may result in the disclosure of a minor's private

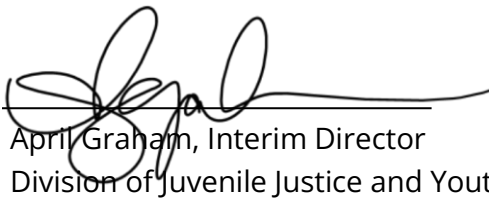
information by the volunteer for another's private gain or benefit;

- B) involvement in an outside activity which may require improper disclosure or use of confidential information.

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.


April Graham, Interim Director
Division of Juvenile Justice and Youth Services

05/18/2023

Signature Date