

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 76-10-11; 80-2-602; Utah Administrative Code R-477-14-1; DHHS policy 01-06 Volunteer Program; 02-28 Conflict of Interest Policy; 10-04 Confidentiality Agreement for Workforce Members; JJYS policy 01-15 Donations</i></p>		
Original Effective: May 15, 1987	Revision: March 6, 2025	Next Review Due: March 6, 2028

I. DESCRIPTION

Volunteers play a vital role for the Division, enhancing the services that minors receive and creating connections to the greater community. 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. **Boundary violations:** Behaviors that do not maintain appropriate and respectful verbal and physical boundaries between minors, staff, or volunteers through overt or subtle means.
- B. **Division:** The State of Utah Division of Juvenile Justice and Youth Services (JJYS).
- C. **Endangering Conduct:** Acts or conduct that 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.

- D. **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.
- E. **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.
- F. **Minor:** A person committed to the care, custody, or control, of the Division, is subject to supervision by the Division, or a person who is in the custody of the state who receives services from the Division.
- G. **Protected Hairstyle:** A hairstyle historically associated with hair texture or type, including but not limited to, braids, locks, afros, curls, and twists.
- H. **Sponsoring:** The process of hosting or assuming responsibility for a minor during activities or events outside of approved Division activities or events.
- I. **Volunteer:** A screened, approved, and trained person 21 years of age or older, who is not employed by the Division or its contractors, and provides help or a service to benefit minors in the care, custody or control of the Division without pay or other compensation.

III. POLICY

- A. Volunteers shall be 21 years of age or older.
 - a. Exceptions may be approved by an Assistant Program Director (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.
 - b. Other volunteers under the age of 21 must be approved in advance by a Program Director (PD) or designee before further screening and training.
- B. 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 APD to ensure knowledge and understanding of the rules, regulations, and standards of conduct to which each volunteer is required to adhere.
- C. Positive and appropriate interactions are encouraged between youth and volunteers. 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.

- D. Relationships which involve personal benefit or gain compromise a volunteer's role and are prohibited.
- E. An act or conduct which interferes with Division business or work activities, or distracts or disrupts staff in the performance of their 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 and 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 Division staff.
2. Volunteers shall respect legal rights of minors and their parents or 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 adhere to DHHS policy 10-04 Confidentiality Agreement for Workforce Members.
2. Volunteers shall not discuss minors or their families by name or disclose information outside of the facility or program.
3. Volunteers receiving or possessing facts, information, or evidence related to a criminal offense, 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 (UCA 80-2-602).
4. Volunteers who suspect a youth is being sexually abused or sexually harassed, or a youth who tells them that they have been sexually abused or sexually harassed, shall report it immediately to facility staff and CPS (UCA 80-2-602). It should also be reported to the Sexual Assault and Victim Elimination (SAVE) Coordinator (savecoordinator@utah.gov).
5. 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 80-2-602.
6. Volunteers shall cooperate fully in an investigation conducted by the Division, law enforcement or other monitoring agency.

D. Use of Personal Electronic Devices (e.g. cellphone, tablet, data enabled smartwatches, smartglasses)

1. Volunteers shall not take any type of personal electronic device into a Division facility or program or community service site at which minors under the care, custody, or control of the Division are present, except for those items that are necessary for the performance of their duties.
2. Volunteers shall not allow minors in Division secure facilities to use or access electronic devices.

E. 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 a 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) Maintain appropriate and respectful verbal and physical interpersonal boundaries with, and between, minors.
 - 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 or facilities when unaccompanied by Division staff.
4. Volunteers shall bring their concerns to the attention of the facility or 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.
- F. Relationships which involve personal benefit or gain or compromise a volunteer's role are prohibited. Such conduct includes, but is not limited to:
 1. A minor's immediate family living in a volunteer's personal residence;
 2. A minor living in any rental property belonging to a volunteer;
 3. A business dealing or arrangement between a volunteer and a minor's immediate family;
 4. Sponsoring a minor for special activities including but not limited to home visits or outings, other than Division sponsored and approved activities;
 5. Sponsoring or employing a minor for personal gain or benefit (e.g., work projects on personal property with or without pay); or
 6. 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.

G. Loans, Gifts and Donations

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.
3. Donations may only be made to the Division (01-15 Donations).
 - a) Donations may not be made to an individual minor or JJYS staff member.
 - b) JJYS may accept donations made in the form of gifts, cash, check, or gift cards.
 - c) Donations are to be used for minors and to further the mission of the Division.
 - d) Donations shall be documented using a donation receipt (01-15A).

H. 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 or program APD; or
5. Leaving programming materials brought into the facility or program unless approved by the APD.

I. 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 tobacco products, including vape products, into Division programs, facilities or vehicles.
3. Volunteers shall not bring prescribed or over-the-counter 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.

J. Standards of Dress and Appearance

1. Clothes shall be clean, in good condition, without profanity, and shall not depict violence, gangs, drugs, be of a sexually explicit nature, or otherwise deemed not appropriate.

2. To present a professional image, dresses, skirts, and shorts shall be no more than two inches above the wearer's knee; Examples of clothing not permitted include see-through clothing and low cut or bare midriff shirts or blouses. Pants and shorts shall not sag and underwear shall not be visible.
3. Hair must be clean and maintained.
4. Protected hairstyles are professional and work appropriate.
5. Footwear shall be appropriate for the assigned work location.
6. Body art or tattoos that depict violence, profanity, are gang related, are of a sexually explicit nature, or are deemed workplace inappropriate shall not be visible.
7. Sunglasses, hats, beanies, or hoods shall be professional in appearance and consistent with the assigned work location.
8. Sunglasses, hats, beanies or hoods may not be worn indoors.

K. Official Misconduct

1. Volunteer participation in 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 (Utah Criminal Code 76-10-11).
2. Volunteers shall not appropriate for personal or illegal use, Division property, technology, evidence, or found or recovered property.
3. Volunteers shall report an arrest or conviction of the volunteer to the volunteer coordinator or APD by the following business day.

L. Conflict of Interest

1. All volunteers shall annually complete a DHHS Conflict-of-Interest form (DHHS 02-28 Conflict of Interest Policy).
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 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.



Brett M. Peterson, Director
Division of Juvenile Justice and Youth Services

03/06/2025

Signature Date