

MCJAS SYSTEM DIRECTIVES
OFFICE OF THE SUPERINTENDENT

SYSTEM DIRECTIVE: P-44
SUBJECT: VOLUNTEER POLICY
REFERENCES: JUVENILE DETENTION STANDARDS
ACA 3-JCRF-1G-01, ACA 3-JCRF-1G-02, ACA 3-JCRF-1G-03,
ACA 3-JCRF-1G-04, ACA 3-JCRF-G-05, ACA 3-JCRF-1G-06,
ACA 3-JCRF-1G-07, ACA 3-JCRF-1G-08, ACA 3-JCRF-1G-09
PREA 115.332
EFFECTIVE DATE: 3-30-99
UPDATE: 12-5-2000, 7-18-2002, 3-30-04, 8-30-05, 3-27-07, 3-25-08,
3-31-09, 3-30-10, 3-29-11, 2-28-12, 3-26-13, 8-26-14,
2-24-15, 2-23-16, 4-25-17, 2-27-18

Authorized By: _____ Superintendent

I. Policy

It is the policy of Multi-County to promote citizen involvement through a formal volunteer service program. Anyone donating time and talents for in-house or off grounds activities or tasks is considered to be a volunteer.

II. Procedure

- (A) Multi-County is selective in appointing volunteers and will screen out applicants whose qualifications or past behavior indicates potential harm to the youth and the Multi-County System. MCJAS will not discriminate in the selection of volunteers. Volunteers from different cultural backgrounds are welcome. Administrators will recruit volunteers through:
1. Public speaking engagements,
 2. Program tours of the facility,
 3. Contacts with local post-secondary educational facilities,
 4. Court referrals.
- (B) The screening and selection of volunteers allow for recruitment from all segments of the community. Volunteers are selected on the basis of a uniform screening process that is consistent with the operational needs of the Multi-County System.
- (1) All volunteers must complete an Employment Application.

Falsification of any information may result in the curtailment of volunteer privileges.

- (2) All volunteers who spend an average of four (4) or more hours a week in the facility are subject to a drug screening test.
- (3) All volunteers are subject to an intensive background check by completing the Law Enforcement Agency Authorization form and will be fingerprinted by a Central Office Clerk. All volunteers/interns must report to the Administrator of the facility that they volunteer in any and all arrests including O.V.I. within 24 hours. No person in an intoxicated or drugged condition shall be allowed into any MCJAS facility.
 - a. Failure to notify the Multi-County Juvenile Attention System within twenty-four hours of any charge shall result in immediate termination of all volunteer privileges.
 - b. If the charges result in a conviction, the volunteer or college intern shall notify the Multi-County Juvenile Attention System within twenty-four hours of the conviction. Failure to notify the system of any conviction of any criminal offense shall result in the immediate termination of all volunteer privileges of the volunteer and/or college intern from the system.
 - c. Conviction of any of crimes listed in rule 5101:2-5-09 of the Administrative Code while serving as a volunteer or college intern for the system shall result in the immediate termination of all volunteer privileges of the volunteer or college intern from the system.
- (4) All volunteers must be at least 19 years old. There is no restriction placed on the maximum age for volunteers.
- (5) Qualified student volunteers may be accepted into the program for class field placements or intern positions. Due to the length of time these volunteers spend at the facilities, they will be subject to a background check as well as a drug screening.

- (6) Volunteers may offer Professional Services only if they are certified or licensed to do so. These volunteers are exempt from the screening process, drug/alcohol screening and background checks if they are representing a Certified Community Service Agency who has already performed such checks.
 - (7) Employees of the Multi-County System who wish to volunteer in a capacity other than their paid positions may do so. These duties must be different from the duties associated with their paid position.
- (C) Facility or Department Administrators are responsible for interviewing all applicants for volunteer positions within the Multi-County System. The Administrator will recommend applicants for appointment to the Superintendent.
- (D) The Training Coordinator is responsible for developing and coordinating the volunteer services program. A volunteer service plan including goals and objectives will be developed and implemented on an annual basis.
- (E) Multi-County will provide an orientation and/or training program prior to assignment to a facility.
- (1) A general orientation to MCJAS policies and facility requirements will be provided by the Training Coordinator.
 - (2) On the job training to specific tasks and facility requirements will be supplied by the facility Administrator or designee.
 - (3) Volunteers must agree in writing to abide by facility policies, particularly those related to the security and confidentiality of information. Confidentiality of records and of other privileged information is critical to facility security.
 - (4) MCJAS shall ensure that all volunteers and contractors who have contact with residents have been trained on their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures.

The level and type of training provided to volunteers and contractors shall be based on the services they provide and

level of contact they have with residents, but all volunteers and contractors who have contact with residents shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.

Each facility maintains documentation confirming that volunteers and contractors understand the training they have received.

- (F) Volunteers are personally responsible for the legal results of any negligence and other torts allegedly suffered by residents at the hands of volunteers. It is the responsibility of the volunteer to defend such lawsuits.
- (G) A written agreement must be developed with any agency that provides volunteers to the facilities of the Multi-County System. This agreement will include the rights and responsibilities of the placing agency as well as the rights and responsibilities of the Multi-County Juvenile Attention System. This agreement also includes any university/college that places students for the purpose of obtaining their internship.
- (H) Volunteers are **not** permitted contact with a youth after they have been released from a Multi-County facility unless they receive permission from the youth's Juvenile Court Jurisdiction and/or the youth's assigned caseworker. Any violation of this policy will be grounds for dismissal from the volunteer program.
- (I) All volunteers are required to wear a badge and to document their time in a facility or Department Log Book. The facility or department Administrator will schedule volunteer working hours.
- (J) All volunteers who provide over 1,000 hours of volunteer service will be acknowledged at the annual employee recognition banquet.
- (K) Relatives of a youth may not serve as a volunteer with the youth to whom they are related or serve in the facility where the youth is detained.
- (L) Volunteers shall be encouraged to provide input and make suggestions for the revision of the rules, policies and procedures of the Volunteer Program.
- (M) Volunteers shall be placed in assignments based on the needs of

the facility and their interests and capabilities. A wide variety of services can be provided to benefit the facility as well as the youth. Volunteers shall provide professional services only when certified or licensed to do so.

- (N) Volunteers are required to keep confidential matters confidential, interpret volunteer to mean working without compensation in money but according to the same standards a permanent staff, maintain an attitude of open-mindedness and willingness to be trained, complement staff efforts and assist in developing good teamwork, maintain a professional attitude toward volunteer work. Accept obligation to assist the facility and the youth, accept differences in people in terms of cultural, economic background, race, religion and values.
- (O) Volunteers are required to wear a badge and may be asked to provide identification.
- (P) Any volunteer may be asked to submit to a search when deemed necessary to the security of the facility. Anyone discovered in possession of contraband shall be asked to leave MCJAS property and their volunteer privileges will be revoked. Supervisory staff shall be notified, as well as the local police department.
- (Q) The Administrator has both the authority and responsibility to deny facility access to any person whose presence is believed to jeopardize the order, security or safety of the facility. Any staff member who finds a volunteer to be degrading, verbally or physically abusive, or inappropriate with youth at any time has the responsibility to instruct the volunteer to leave MCJAS property and call the local authorities depending on the severity of the infraction. The staff member responsible for taking such action shall submit a written report of circumstance to the Administrator. The Administrator shall affirm or rescind the action and determine conditions of reinstatement.
- (R) The Administrator shall coordinate and supervise volunteers. Supervisors shall work with the Administrator to provide adequate control and coordination of volunteer activities as well as assist in evaluation the programs in which they are involved.
- (S) The Administrator may curtail, postpone, or discontinue the services of a volunteer or volunteer organization when substantial reason for doing so exists. A report on any such action shall be given to the Superintendent of the Multi-County Juvenile Attention System.

(T) Volunteers are not to drive any MCJAS vehicle and must wear a badge at all times.

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(U) Religious Volunteering

Religious volunteers will be pre-approved through the Chaplaincy program and the Administrator of the facility. They will then be referred to the Director of Second Chance Ministry who will review and screen all applicants.

In addition, all other procedures of this policy will be adhered to.

Groups offering services that do not fit into the Chaplaincy program as designed will receive consideration subject to the limitations necessary to maintain order and security within the facility.

(V) Volunteers are not to accept gifts, bribes or personal favors from the youth, regardless of the value. Volunteers shall not engage in any selling or buying of property from the youth or member of a youth's family that promotes the personal gain.

(W) Volunteers shall obey and uphold the laws of the United States, the State of Ohio, and the political subdivisions and jurisdictions thereof. Failure to notify your Administrator within twenty-four hours of any charge and or conviction of any Criminal_as listed in 5101:2-5-09 of the Administrative Code shall result in immediate dismissal.

(X) Conviction of any of the crimes listed in rule 5101:2-5-09 of Administrative Code while in the services of the agency shall result in immediate dismissal from volunteer services with the System. See Attachment for 5101:2-5-09 in System Directive P-

I, _____,
Please Print

have successfully completed the training on the MCJAS Directives and policies that are specific to the functions for contractors and volunteers under PREA § 115.332, depending upon my level of involvement with residents. I understand MCJAS prohibits any form of harassment including but not limited to sexual, racial, and gender discrimination; and I agree to abide by facility policies regarding confidentiality. I have successfully completed training on Prison Rape Elimination Act including MCJAS's zero tolerance for sexual abuse and sexual harassment, mandated reporting, detecting and responding to signs of abuse, appropriate relationships with youth, and effective communication with residents including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming residents. I have received a copy of this policy and SD Y-6 (PREA) as applicable to my functions for contractors/ volunteers/ Interns. I also understand that if I should have any further questions regarding these policies, I may contact my immediate supervisor or administrator for clarification, as it is my responsibility to know, understand and follow all applicable System Directives while on MCJAS property. Should the Directives not be made available to me, I will contact the MCJAS Chief Operations Officer for clarification at 330-484-6471 ext 2820.

Safety Compliance Statement

Anyone entering a facility will be committed to providing a work place that is free from any recognized or potential hazard. Everyone is expected to maintain a safe and healthy work

place. Everyone is responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety in the facility.

Volunteer/ Contract/ Intern Signature

Date:_____

Witnessed By
cc: Personnel Records, Facility Records

Date:_____

MULTI-COUNTY JUVENILE ATTENTION SYSTEM VOLUNTEER / INTERN SAFETY PROCEDURES

The Administrator may curtail, postpone, or terminate the services of a volunteer or volunteer organization when there are substantial reasons for doing so. The Administrator or their designees, have the responsibility and authority for the supervision of the volunteer's involvement in the program.

1. Be familiar with the facilities procedure manual. Remember that this is a secure facility and security must be maintained at all times. As a volunteer, I agree to abide by System policies, and policies regarding confidentiality of information and security of the System.
2. If a youth becomes a discipline problem, contact a youth leader or supervisor and let them handle the situation. **Do not** discipline a youth by yourself, your feedback will be considered. When a youth is being disciplined, **do not** take sides with the youth. If you have any questions, please talk to the youth leader or supervisor on duty. Feel free to suggest possible disciplinary action if a youth should act irresponsible.
3. **Do not** use profanity in front of youth.
4. No smoking is allowed except in the outside-designated smoking area. **Never** give a youth tobacco products or matches.

5. **Do not** give the youths anything without first consulting a youth leader or supervisor.
6. If you bring craft items, you are responsible to see that they are all accounted for at the completion of the project.
7. **Understanding of MCJAS sexual abuse and sexual harassment prevention, detection, and response policies and procedures. Do not** let the youth take advantage of you because you are a volunteer/intern. **Do not** let the youth know your work schedule or home address.
8. Volunteers may perform professional services only when they are certified or licensed to do so.
9. Please feel free to participate in activities as well as initiate activities with the youth. Feel free to bring in craft ideas and projects. Feel free to talk with the youths.
10. Feel free to make suggestions and comments concerning our policy and procedures for the operation of the volunteer service program in order to improve our facility.

Please feel free to come...We at the Multi-County Juvenile Attention System welcome you as a volunteer / intern. We appreciated your time and your efforts. There is great joy and satisfaction in working with the youth. We hope that your time spent is both valuable and enjoyable. **Thank you for being here!**

Volunteer\Intern Signature

Date

ACA REFERENCE PAGE

3-JCRF-1G-01 There is a staff member who is responsible for the supervision of a citizen involvement and volunteer service program for the benefit of juveniles.

3-JCRF-1G-02 Written policy, procedure, and practice specify the lines of authority, responsibility, and accountability for the facility's citizen involvement and volunteer services program.
Screening and Selection

3-JCRF-1G-03 The screening and selection of volunteers allows for recruitment from an cultural and socioeconomic parts of the community

3-JCRF-1G-04 Written policy, procedure, and practice provide that the program director may curtail, postpone, or terminate the services of a volunteer or volunteer organization when there are substantial reasons for doing so.

3-JCRF-1G-05 Volunteers agree in writing to abide by facility policies, particularly those relating to the security and confidentiality of information.

3-JCRF-1G-06 There is an official registration and identification system for volunteers.

3-JCRF-1G-07 Written policy, procedure, and practice provide that each volunteer completes an appropriate, documented orientation and/or training program prior to assignment.

3-JCRF-1G-08 Written policy specifies that volunteers may perform professional services only when they are certified or licensed to do so.

3-JCRF-1G-09 There is provision for volunteers to contribute suggestions regarding the establishment of policy and procedure for the volunteer service program.