



Program Policy

Applies To: This policy applies to Juvenile Rehabilitation Division (JRD) employees, volunteers, interns, and work study students.

Policy Number & Title: 4.90 Volunteers

Effective Date: February 6, 2025

Purpose

The purpose of this policy is to provide guidance on the JRD volunteer program.

Policy

1. JRD assistant secretary or designee:
 - a. Must:
 - i. Develop and maintain a JRD Volunteer Program where volunteers can offer their time, talents, and professional expertise to help JRD achieve its mission.
 - ii. Actively recruit volunteers from diverse educational, cultural, religious, and socioeconomic groups in the community.
 - b. May share tasks assigned to classified employees, interns, or work study students with volunteers if the tasks are not removed for the purpose of creating assignments for volunteers.
2. Appointing authorities with volunteer services:
 - a. Must:
 - i. Designate a volunteer coordinator or supervisor responsible for managing the local volunteer services.
 - ii. Approve or deny volunteer assignment descriptions outlining the specific roles of volunteers at the facility or campus.
 - b. Must not:
 - i. Substitute volunteers for classified employees, interns, or work study students when authorized positions are vacant.
 - ii. Displace classified employees, interns, or work study students.
 - iii. Assign volunteers to funded positions.
 - c. May provide volunteers written notification of suspension or termination of their participation in volunteer services at any time and for any reason, including, but not limited to:
 - i. Failure to participate in scheduled activities for a period of six months.
 - ii. Violation of Department of Children, Youth, and Families (DCYF) policies, standards, and guidelines.
3. Volunteer coordinators or supervisors must manage their local volunteer services, including, but not limited to:

- a. Developing and maintaining a volunteer guidebook accessible to volunteers on the DCYF internet.
 - b. Maintaining a list of volunteers suspended or terminated for cause.
 - c. Reviewing volunteer service proposals from the community, employees, and JRD programs.
 - d. Creating and submitting for approval volunteer assignment descriptions outlining the specific role of the volunteer at the facility or on the campus to their appointing authority.
 - e. Assigning volunteer duties that are:
 - i. Limited to those documented in the volunteer assignment description.
 - ii. Not the same as their regularly assigned work if the volunteer is also an employee, intern, work study student, or contractor.
 - f. Recruiting, orienting, and training volunteers and recognizing volunteers for their services.
 - g. Reviewing and submitting [JR Volunteer Hours Tracking DCYF 20-004](#) forms to the appointing authority or designee by the 15th calendar day of each month.
 - h. Maintaining a current schedule of volunteer services in areas accessible to volunteers, employees, interns, work study students, and incarcerated individuals.
 - i. Verifying their contact information is in areas accessible to volunteers, employees, interns, work study students, and incarcerated individuals.
 - j. Addressing volunteer-related concerns.
 - k. Securely maintaining volunteer files for each volunteer, containing at a minimum:
 - i. Background checks and fingerprints, if applicable.
 - ii. Selection, onboarding, and training documents.
 - iii. Prison Rape Elimination Act screening.
 - l. Prior to offering applicants a volunteer position:
 - i. Verifying they have completed the:
 - A. [Volunteer Application DCYF 15-186](#) form
 - B. Criminal history background checks and fingerprinting, if applicable per the [DCYF Administrative 11.02 Background Checks for Employees, Volunteers, Interns, and Work Study Students](#) policy.
 - ii. Completing the:
 - A. Prison Rape Elimination Act screening
 - B. [JR Volunteer Eligibility Requirements DCYF 20-002](#) form
 - iii. Verifying they are not on the list of volunteers suspended or terminated for cause.
 - m. Verifying their volunteers complete the following forms before they provide volunteer services:
 - i. [JR Volunteer Onboarding Checklist DCYF 20-032](#)
 - ii. [JR Volunteer Policy Checklist DCYF 20-001](#)
 - iii. [JR Volunteer Training DCYF 20-003](#)
4. Employees, interns, or work study students requesting to volunteer must follow the [DCYF Administrative 11.30 Outside Employment, Volunteering, and Honorariums](#) policy.
 5. Volunteers

- a. Must:
 - i. Complete the following prior to providing volunteer services:
 - A. [JR Volunteer Onboarding Checklist DCYF 20-032](#)
 - B. [JR Volunteer Policy Checklist DCYF 20-001](#)
 - C. [JR Volunteer Training DCYF 20-003](#)
 - ii. Follow:
 - A. DCYF administrative and JRD policies outlined in the [JR Volunteer Policy Checklist DCYF 20-001](#) form.
 - B. Local program standards, including, but not limited to, dress code requirements.
 - iii. Complete and submit the [JR Volunteer Hours Tracking DCYF 20-004](#) form to volunteer coordinators or supervisors by the 10th calendar day of each month.
 - iv. Notify the volunteer coordinator or supervisor when resigning from the volunteer services.
- b. May:
 - i. Participate in more than one program and provide volunteer services at more than one JRD facility or campus.
 - ii. Use state-owned vehicles in the performance of volunteer assignments, per [DCYF Administrative 8.03 Accountability of State-Owned Vehicles](#) policy.
 - iii. With approval from the local appointing authority:
 - A. Be on an approved JRD young person's visit list.
 - B. Provide transportation for a releasing individual or an individual residing in the community.
 - C. Observe meetings while accompanying JRD employees, interns, or work study students in the field.

Forms

[JR Volunteer Eligibility Requirements DCYF 20-002](#)

[JR Volunteer Hours Tracking DCYF 20-004](#)

[JR Volunteer Onboarding Checklist DCYF 20-032](#)

[JR Volunteer Policy Checklist DCYF 20-001](#)

[JR Volunteer Training DCYF 20-003](#)

[Volunteer Application DCYF 15-186](#)

Resources

[DCYF Administrative 8.03 Accountability of State-Owned Vehicles policy](#)

[DCYF Administrative 11.02 Background Checks for Employees, Volunteers, Interns, and Work Study Students policy](#)

[DCYF Administrative 11.30 Outside Employment, Volunteering, and Honorariums policy](#)

[JR Policy Definition document](#)

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Approved by: Felice Upton, Assistant Secretary of Juvenile Rehabilitation Division