



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/ Christina K. Daly

Date: 5/15/2018

Subject: Department of Juvenile Justice Volunteer Services Program

Section: FDJJ 1003.17

Authority: Section 110.501, Florida Statutes

Related References: Fair Labor Standards Act
Background Screening (FDJJ – 1800)
Employee Code of Ethics and Personal Responsibility (FDJJ – 1900)
Employee Training (FDJJ 1520)
Identification Cards (FDJJ – 1300)
Operating a Vehicle for the Purpose of Transporting Youth (FDJJ – 1920)
Prison Rape Elimination Act (PREA) C.R.F. Standard 115.332
Chapter 435, Florida Statute
Sections 984.01, 985.644 and 985.66, Florida Statute

Purpose: This policy establishes standards for the recruitment, selection, orientation, training, supervision and recognition of volunteers, interns, and mentors.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- In keeping with the Department of Juvenile Justice's Guiding Principle of actively seeking to develop and maintain collaborative partnerships, shared responsibility and public support, the Department recognizes the importance of recruiting and effectively utilizing volunteers, interns, and mentors.
- Volunteers, interns, and mentors represent a vast pool of resources, providing valuable goods and services that would not otherwise be available to the Department. They serve a vital role in helping to increase the community's understanding of the many functions and goals of the Department while serving to increase both the quality and quantity of juvenile justice services and programs provided throughout the state.
- By donating their time and energy for services to the agency without compensation, volunteers, interns, and mentors are in a unique position to demonstrate that someone cares, and thereby are helping to bridge the gap between youthful offenders, at-risk children, and the community.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: Department of Juvenile Justice Volunteer Program

SECTION: FDJJ – 1003.17

- Volunteers, interns, and mentors shall be recruited from all cultural, religious and socio-economic segments of the community. Consideration shall also be given to recruiting and maintaining a diverse volunteer, intern, and mentor workforce.
- In accordance with Sections 110.502 and 110.504, Florida Statutes, volunteers, interns, and mentors shall be held to the same standards of compliance with rules, regulations, and laws as are juvenile justice employees. Volunteers have limited coverage in state liability protection, workers' compensation and protection regarding tort claims from youth. The volunteer, intern, and mentor experience may be included as work experience on State of Florida Employment Applications.
- All volunteers, interns, and mentors shall be subject to the requirements and conditions of Florida Statute Chapter 435; Florida Statute Sections 984.01, 985.644, and 985.66 and the FDJJ Background Screening Policy (FDJJ – 1800). Background Screening is not required for volunteers who work on an intermittent basis for less than ten (10) hours per month if the volunteer is under direct and constant supervision by staff or persons who meet the screening requirements as outlined in (Sections 985.644(1)(a) and (4), Florida Statutes). Background screening shall be conducted by the Department as required by law to ensure volunteers, interns, and mentors meet established standards for good moral character thereby promoting the integrity of the agency and ensuring the proper care, safety, and protection of youth in the care and custody of the Department.
- Those who work or serve on a regular basis or volunteer more than ten (10) hours per month shall be entered in the Staff Verification System (SVS).
- In accordance with PREA CRF Standard 115.332, all volunteers and contractors, including mentors and interns, under the direction of any program area or unit within DJJ, who provide services regularly in residential or detention facilities shall be trained on their responsibilities under the Department's sexual misconduct, prevention, detection, and response policy and procedures.
- In accordance with PREA CRF Standard 115.332, the level and type of training provided to volunteers and contractors in residential or detention facilities shall be based on the service they provide and the level of contact they have with youth, but all volunteers and contractor staff, including mentors and interns, who have contact with youth shall, at a minimum, be notified of the Department's zero-tolerance policy regarding sexual misconduct and be informed on how to report such incidents. *PREA defines a volunteer as "an individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency." PREA defines a contractor as "a service provider who provides services on a recurring basis pursuant to the contractual agreement with the agency."*
- All approved regular volunteers, interns, and mentors shall be issued a Department Volunteer Identification Card that displays the designation "Volunteer" and the volunteer's name and photo. The Volunteer Coordinator or their designee shall assist volunteers, interns, and mentors in receiving identification cards.
- Volunteers, interns, and mentors shall be at least 18 years and older. However, volunteers and interns under the age of 18 may be used in non-residential programs under the supervision of a staff member or screened adult volunteer.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

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SECTION: FDJJ – 1003.17

- The primary responsibility for the recruitment of volunteers, interns, and mentors shall be vested in the Volunteer Liaisons and Volunteer Coordinators. Department employees shall be encouraged to develop a means of using volunteers, interns, and mentors to enhance services in their areas.
- Position descriptions for volunteers, interns, and mentors shall be developed for regular volunteers, interns, and mentors. Position descriptions shall clearly state the duties that they will perform and the skills needed to perform those duties.
- All volunteers, interns, and mentors shall receive information during their orientation designed to help them understand their roles, the limits of their authority and all mutual responsibilities. The Volunteer Coordinator or their designee shall oversee the training and orientation of volunteers, interns, and mentors.
- Any group or organization wishing to provide goods and/or services at a Department location shall designate at least one or two persons to be responsible for the group or organization. These individuals shall be required to meet with the facility superintendent or program supervisor in advance of providing services to receive a brief orientation on facility or program guidelines, rules and restrictions. It shall be at the discretion of the facility/program administration to require group leaders to receive the standardized department volunteer orientation in lieu of or in addition to the brief facility/program orientation.
- It shall be at the discretion of the Volunteer Coordinator, facility superintendent, or program supervisor to disapprove an individual for volunteer, intern, or mentor service if the individual presents a risk to the security and/or operation of the facility or program.
- Employees of the Department shall only be allowed to serve as volunteers if 1) their volunteer service does not conflict with the requirements of Fair Labor Standards Act (FLSA) Law, 2) they do not have a relative as a client at any of the facilities/programs, 3) their duties as an employee would not require them to respond differently than other volunteers in the event of an emergency, and 4) volunteer services performed by Department employees may, in no way, be similar to their regular departmental duties. Approval of volunteer service by Department employees shall be the responsibility of the Volunteer Coordinator.

PROCEDURES/MANUALS:

DJJ Volunteer Services Handbook is located on the Department's Manuals Internet Website.

<http://www.djj.state.fl.us/partners/policies-resources/manuals>