GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Casey Gerber
Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review
Title

Casey Gerber
Signature

12/11/2019
Date Signed
SUBJECT: Volunteers

Purpose
The purpose of this policy is to provide guidelines on the roles, responsibilities, and expectations of volunteers in the Division of Juvenile Corrections (DJC).

Policy
The Division of Juvenile Corrections shall maintain a process for screening, training, and supervising volunteers. Volunteers shall be assigned a primary staff supervisor who is responsible for ensuring that they are in compliance with Department of Corrections (DOC) and DJC policies and procedures.

References
DOC Executive Directive 16 – Fraternization Policy
DOC Executive Directive 43 -Work Rules
DOC Executive Directive 72 – Sexual Abuse and Sexual Harassment in Confinement (PREA)

Definitions, Acronyms, and Forms
DJC- Division of Juvenile Corrections
DOC- Department of Corrections

Guest Speaker/Presenter/One-Time Volunteer - any approved individual including DOC staff member not in pay status, who enters a DJC site to present information or participate in a program. The guest speaker/presenter is approved for only one event a calendar year.

Volunteer - any approved individual, including DOC staff not in pay status, who enters a DJC site to provide services to youth more than once a year.

DOC-762 – Emergency Contact
DOC 1122J – Volunteer Agreement
DOC-1124J – Volunteer Application/Approval/Termination
DOC-1125J – Institution Application for Group Visitor/Group Volunteer/Group Guest Speaker
DOC-1558 –Employee Statement of Acknowledgement
Procedure

I. Guidelines

A. DJC has the capacity for volunteers to assist youth with their treatment and academic goals throughout the year. This includes, but is not limited to, educational tutoring and support, mentoring pro-social behavior, and engaging in recreational activities.

B. An individual’s participation in volunteer activities is subject to the approval of the Superintendent, Regional Chief, or designee.

C. All volunteers must be eighteen (18) years of age or older.

D. Guest speakers/presenters/one-time volunteers may be under the age of 18 with parental/legal guardian and DJC Administrator approval.

E. A person who was on probation/parole for either a felony or misdemeanor may apply for volunteer privileges only after being off supervision for two (2) consecutive years. A person who has been released from a correctional institution may apply for volunteer privileges only after being released for two consecutive years and with the approval of the supervising agent.

F. Any volunteers, guest speakers or presenters will not be approved if they are a close family member of a youth as defined by Wis. Stat. DOC § 379.03(5), or if they are on an approved visitors list for any youth at a facility. This does not preclude providing services at other DOC facilities if all other requirements are met and Superintendent/Regional Chief approval is given.

G. Failure to follow DOC and DJC policies and procedures may result in volunteer termination and may be cause for removal at all DOC sites.

II. Volunteer Application Process Training and Orientation

A. Prior to volunteer approval, applicants shall complete the following forms:

1. DOC-2430
2. DOC-1122J
3. DOC-1124J
4. DOC-1125J
5. DCF- F-5065-E

III. Volunteer Coordinator or Designee’s Supervisory Responsibilities

A. Once approved and selected to volunteer at a DJC site, volunteers shall be assigned a primary staff member. This Volunteer Coordinator shall ensure the volunteer completes all necessary paperwork orientation and training prior to having one-on-one engagement with the youth.

1. DOC-762
2. DOC-1558
3. DOC-2852
4. **DOC-2554**

B. The Volunteer Coordinator shall work with the volunteer to determine a work schedule and relevant tasks. Any requests to amend or adjust the schedule or tasks during time of service must be approved by the Volunteer Coordinator.

C. The Volunteer Coordinator will work with the volunteer regarding level of interaction with youth.

D. The Volunteer Coordinator shall maintain

1. A volunteer manual that is to be used during volunteer orientation. This may include but not limited to: DOC/DJC overview, professional behavior and dress, working with youth, personal safety, confidentiality of information, items not allowed in a facility/regional office, and PREA training.

2. A list of qualified volunteers and a list of volunteers that have been denied or terminated.

E. The Volunteer Coordinator shall ensure the volunteers have adequate resources and support. Periodically evaluations shall be completed to confirm compliance with policies and procedures and positive outcomes for youth.

IV. **Volunteer, Guest Speaker or Presenter Responsibilities**

A. Volunteers, guest speakers, and presenters shall notify staff if they have concerns about a youth’s health, behaviors, or general well-being.

B. Volunteers, guest speakers, and presenters may not:

1. Receive, store, administer, deliver, or dispose of youth medication (over-the-counter or prescription).

2. Supervise youth in bathroom or shower areas.

3. Receive keys to the facility; they must request staff help and approval if they wish to access a secure area.

4. Take state-owned property (e.g. youth files, gardening equipment) off-grounds without approval.

5. Provide youth any belongings or possessions including but not limited to gifts, food, and beverages without prior authorization.

cc: Office of the Secretary
DJC Leadership Team
### Division of Juvenile Corrections Facility/Region Implementation Procedure

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<td>DJC Policy Number: 100.10.01</td>
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<tr>
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