



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections Policy and Procedure</p>	EFFECTIVE DATE 12/12/2019	PAGE NUMBER 1 of 5
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 100.10.01	Original Date: 11/15/2006
	ORIGINATED BY Ron E. Hermes, Administrator X _____ Date Signed: _____	
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Confidential – Security Related <input type="checkbox"/> Facilities <input type="checkbox"/> Field Offices <input type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post	
REPLACES POLICY		
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

Volunteers	EFFECTIVE DATE 12/12/2019	PAGE NUMBER 2 of 4
-------------------	------------------------------	-----------------------

DOC-2430 – Facility Security Clearance Background Check

DOC 2554 – Visitor Confidentiality Agreement

DOC-2852 – Prison Rape Elimination Act (PREA) Sexual Abuse and Sexual Harassment in Confinement Training DJC Volunteer/Contractor Statement of Acknowledgement

DCF- F-5065-E Request for Child Protective Services Background Check for Certain Purposes

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

Volunteers	EFFECTIVE DATE 12/12/2019	PAGE NUMBER 3 of 4
-------------------	------------------------------	-----------------------

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

Volunteers	EFFECTIVE DATE 12/12/2019	PAGE NUMBER 4 of 4
-------------------	------------------------------	-----------------------

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 100.10.01	Supersedes Policy Number: IMP 25
Subject: Volunteers	
New Effective Date: 12/12/2019	Original Effective Date: 11/15/2006
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief's Approval:	