



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Volunteer Services

Section – Policy Number:

D – Personnel Management: 3.16

Supersedes:

- I-D-3.16 (12/18)
- I-D-3.16 (4/16)
- I-D-3.16 (3/12)
- I-D-3.16 (7/04)
- I-D-3.16 (6/03)

Effective Date:

02/01/2021

Date of Last

Review/Revision:
None

Related Standards and References:

- [OAR Chapter 416, Division 450](#) (Volunteer Services)
- [National PREA Standards for Juvenile Facilities: 115.332 Volunteer and contractor training](#)
- [OYA policy](#): 0-2.4 Conflict of Interest
 I-D-5.0 Criminal Records Checks; Child Abuse Registry Checks
- [OYA forms](#): YA 1401 (Volunteer Application Form)
 YA 1402 (Volunteer Criminal Records Check Consent)
 YA 1403 (Conditions of Volunteer Service)
 YA 1404 (Volunteer Monthly Record)
 YA 1405 (Liability and Volunteer Injury Coverage)
 YA 1406 (Volunteer Training Acknowledgement)
 YA 6011 (OYA Intern and Practicum Confidentiality Agreement)
 YA 6030 (OYA Volunteer Agreement)
 YA 8130 (Conflict of Interest Notification and Review)
 YA 8131 (Notice of Final Criminal Records Check Fitness Determination)


Related Procedures:

- [TS I-D-3.16 Onsite Practicum Agreement](#)

Policy Owner:

Chief of Facility Operations

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy provides standards for OYA staff when coordinating volunteer services in OYA facilities and offices.

II. POLICY DEFINITIONS:

Former youth: 1) Any youth no longer in OYA legal or physical custody who has not reached the age of majority (18); and 2) any youth who is at least 18 years old for whom less than three years have elapsed since OYA legal or physical custody has terminated, and since supervision in the community by any

supervising authority for the adjudication or conviction that resulted in OYA legal or physical custody has terminated.

Intern: A student pursuing a graduate-level licensure, or similar graduate certification, whose program requires real-world experience under the supervision of a qualified OYA staff member.

Office: Any parole/probation office (field office) or administrative office operated by OYA.

Practicum: A student pursuing an undergraduate degree who earns credit by serving a designated number of hours or completing a specific project required by their school.

Volunteer coordinator: A person assigned to coordinate volunteer services for a specific OYA office or facility.

Volunteers: Persons who, on a non-paid basis, provide services to OYA.

III. **POLICY:**

OYA encourages volunteer participation where feasible within its facilities and offices to enhance and expand the services offered to youth. Volunteers are recruited to enrich services for youth, but not to replace OYA staff activities, responsibilities, and functions. OYA strives to recruit volunteers who represent the cultural, gender, racial, and ethnic diversity of OYA youth to promote diversity, equity, and inclusion.

IV. **Volunteer Coordinators**

- A. The Facility and Community Services assistant directors must assign staff to coordinate volunteer services within their work areas.
- B. Each OYA facility superintendent/camp director must designate a volunteer coordinator for their facility.
- C. Managers of offices are the volunteer coordinators for their offices.
- D. Volunteer coordinators must develop and maintain the volunteer schedule, respond to any volunteer conduct concerns, and ensure volunteer applicants are screened, trained, and provided on-going informational updates.

V. **Volunteer Applicant Age Requirement, Exception Criteria, and Relationships with Youth or Staff**

- A. OYA volunteers must be age 21 or older.

Exception: Written exceptions may be made for students who are at least 18 years old and required to participate in such experience to gain a college certificate or diploma, or professional licensing.

B. Conflict of Interest

1. Volunteer coordinators must determine if volunteer applicants have a conflict of interest with OYA youth or current OYA staff (e.g., relatives, friends, business partners).
2. Volunteer coordinators must ensure OYA policy 0-2.4 Conflict of Interest is followed when a volunteer applicant has a potential or actual conflict of interest.
3. Volunteer applications from current OYA staff must be approved by the staff member's supervisor and reviewed by Human Resources to ensure a conflict of interest does not exist.

VI. Application, Screening, Approval or Denial

Volunteer coordinators are encouraged to identify and recruit volunteers who represent the cultural, gender, racial and ethnic diversity of OYA youth to promote diversity, equity, and inclusion. Staff must direct volunteer candidates to complete OYA's online application form (YA 1401), located on the OYA public website.

A. Volunteer coordinators must ensure volunteer applicants complete an application packet.

B. Screening process

1. The volunteer coordinator must manage the screening process for every applicant. The screening process includes:
 - a) Criminal record and child abuse registry checks;
 - b) References; and
 - c) Interviews.
2. Former youth applicants

The OYA executive team must determine whether OYA will approve a former youth's volunteer application.

C. Application denial

1. The Facility or Community Services assistant director or facility superintendent/camp director must follow OYA policy I-D-5.0 Criminal Records Checks; Child Abuse Registry Checks if considering denying an applicant's service due to a records check finding.
2. OYA's decision to deny a volunteer application is final.

3. Facility or Community Services administration must follow up with a written notification to the volunteer applicant of application denial.

VII. Onboarding Approved Volunteer Applicants

- A. If the application is approved, the volunteer coordinator must ensure the volunteer receives and completes all applicable onboarding (including training, orientation, and forms) before starting their volunteer service.
- B. Volunteer coordinators must ensure volunteers are informed their duties **do not** include responsibilities assigned to staff, such as supervising or transporting youth, using restraints, or accessing keys.

VIII. Annual Reviews

- A. Volunteer coordinators must ensure volunteers are reviewed at least annually regarding their service performances and continued service need.
- B. The volunteer coordinator must ensure that a computerized criminal record check is completed and reviewed on each volunteer annually.

IX. Volunteer Termination and Resignation

- A. A volunteer coordinator, superintendent, camp director, field supervisor, or assistant director may terminate a volunteer's service.
- B. OYA's decision to terminate a volunteer's service is final.
- C. A volunteer may resign at any time.
- D. The volunteer coordinator must ensure the volunteer surrenders their volunteer identification badge, and any system user access is disabled upon the volunteer's termination or resignation.

X. LOCAL OPERATING PROTOCOL REQUIRED: NO

XI. GENERAL PROCEDURE REQUIRED: YES

A general procedure must supplement this policy with the following information:

- A. Volunteer services file requirements;
- B. Volunteer service hour tracking;
- C. Age exception process;
- D. Application packet requirements;
- E. Applicant record review, reference checks, and interviews;
- F. Lapsed applications and service interruptions; and
- G. Volunteer onboarding process, training, and description of duties.