

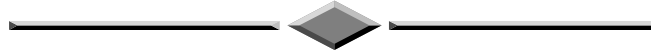
COUNTY OF PLACER PROBATION DEPARTMENT



VOLUNTEER/STUDENT INTERN PROGRAMS MANUAL

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I. STATEMENT OF PURPOSE

The volunteer program is a means of helping offenders in the Placer County Juvenile Institutions, as well as adult and juveniles on probation. The program adds a new dimension to the institutions and to the Probation Department such as arts, games, stories, nature studies, language, hobbies, teaching, companionship, and recreation.

The volunteer program provides companionship and guidance for juveniles. Many people in the community possess talents and life experiences which would be of great benefit to juvenile offenders. The volunteer program is two-fold -- the Probation Department can provide services and support that it would not normally be able to provide, and the volunteers feel they are providing a valuable community service.

The volunteer program plays a crucial role in providing juvenile offenders with a positive self image that enhances their productivity during their institutional stay. More importantly, the volunteers provide the minors with a positive role model, a surrogate family member, and a positive relationship with an adult.

Volunteers in probation may perform clerical tasks and help expedite cases through the juvenile and adult court system. They may also act as assistants to probation officers, helping to manage ever increasing caseloads.

Student Interns (volunteers who are receiving college credits) will be provided with an orientation and overview of the Probation Department and will be given the opportunity to select the unit most suited to their sphere of interest. The intern will work closely with the adult and/or juvenile probationers, institutionalized juveniles, and adults and juveniles on work programs, as well as diversion clients. Interns will work under the close supervision of Probation Department staff.

II. POLICIES AND PROCEDURES

Policies and procedures set forth herein shall apply to all volunteers. It is the declared intention of the Probation Department that all volunteers should be fully informed concerning the volunteer policies and procedures. It is the intention of the Probation Department to provide equal opportunity to all qualified persons without regard to race, sex creed, national origin, or handicap and to prohibit discrimination in any manner.

Volunteers serving in the Probation Department and it's units will be recruited from the community and serve in a voluntary capacity. Volunteers will not displace or replace regularly employed staff.

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To be eligible for enrollment as a volunteer a person shall:

- ✧ Be 18 years of age or over
- ✧ Be physically and mentally able to serve
- ✧ Be able to accept supervision as required
- ✧ Have as their prime motivation the interest and ability to serve individuals having exceptional needs
- ✧ Not have a prior record of a criminal conviction

All volunteers will adhere to an established schedule as determined by staff and the volunteer. Volunteers may be dismissed at any time for neglect of duties, misconduct, or for the good of the volunteer program.

Prior to being assigned, the volunteer will be provided pre-service training. Ongoing in-service training sessions will be conducted to provide additional information which will be of assistance to the volunteers in their service to the Probation Department.

All volunteers are required to conduct themselves in a professional manner that is fitting and appropriate. Each volunteer shall treat staff, minors, other volunteers, and the public with courtesy, respect, and consideration. **ALL VOLUNTEERS SHALL KEEP CONFIDENTIAL ANY INFORMATION CONCERNING MINORS AND/OR ADULTS THAT HE/SHE MAY OBTAIN DURING THE COURSE OF HIS/HER ASSIGNMENT.** Any information that causes alarm to the volunteer will be discussed with appropriate staff.

The use or possession of alcohol and/or drugs during assigned shifts is prohibited. Reporting to an assignment under the influence or in possession of alcohol and/or controlled substances is cause for immediate dismissal and possible prosecution. The incident will be reviewed by the Division Manager and the volunteer.

Each volunteer applicant will be required to:

- ✧ Fill out an application form
- ✧ Appear at Juvenile Hall to be fingerprinted
- ✧ Allow a criminal record check on the applicant
- ✧ The volunteer will arrange for an interview with the appropriate Division Manager, at which time the Division Manager will review and verify the application

- ✧ The Division Manager will forward the application to the Administrative Secretary, who will issue a volunteer card with an expiration date of one year from the date of issuance

Each student intern will be required to:

- ✧ Fill out an application
- ✧ Allow a criminal record check on the applicant
- ✧ Arrange for an interview with the Assistant Chief Probation Officer or his designee, who will verify the application
- ✧ Complete a department orientation
- ✧ The Assistant Chief Probation Officer, or his designee, will forward the application to the Administrative Secretary, who will issue a Volunteer Identification Card with an expiration date set for the end of the current semester, or six months, whichever occurs later.

Each month the Division Managers will report to the Chief Probation Officer in writing as to the number of volunteers working within his/her division, the number of volunteer hours completed, what was the nature of the work completed, and the number of persons served.

III. AREAS OF USE FOR VOLUNTEERS/STUDENT INTERNS

Volunteers and student interns are to be utilized to provide assistance with group supervision needs on Adult and Juvenile Programs, and assistance in institutions. **THEY ARE NOT TO BE USED TO REPLACE FULL-TIME STAFF.**

Uses for volunteers/interns may include:

- ✧ Employment search assistance
- ✧ Employment counseling and information
- ✧ Tutoring
- ✧ Work experience and vocational training
- ✧ Hygiene and personal grooming instruction

- ✧ Instruction in home economics
- ✧ Instruction in music, sports and recreational activities, handicrafts
- ✧ Instruction in independent living and appropriate use of leisure time
- ✧ Clerical support to Probation staff
- ✧ At the discretion and under the direct supervision of a Deputy Probation Officer make phone checks on adults and juveniles, research case files, handle small select case loads on supervision or diversion, assist with court investigations
- ✧ Mentoring

IV. RULES FOR VOLUNTEERS/STUDENT INTERNS

The need to adhere to all of the following rules is critical. **DO NOT** deviate from these rules without prior approval of senior staff. Failure to follow these rules may result in a serious incident or injury, and will result in termination from the program.

DO NOT:

- ✧ Give your phone number or address to inmates or probationers
- ✧ Pass items to inmates or make outside purchases for them
- ✧ Place phone calls for inmates, either inside or outside of the institution
- ✧ Attempt to break up fights between inmates or probationers
- ✧ Accept items from inmates or probationers
- ✧ Mail letters on behalf of inmates
- ✧ Escort inmates from one area of an institution to another without informing staff
- ✧ Communicate with inmate's parents, family, spouse, or friends.
- ✧ Carry messages from one inmate to another
- ✧ Interfere with staff while they are engaged in handling a disturbed inmate

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- ✧ Review inmate case files without prior staff approval
- ✧ Communicate information contained in an inmate's or probationer's file to anyone
- ✧ Enter inmate's room while occupied by inmate
- ✧ Bring any person(s) to an institution without prior approval of staff
- ✧ Question procedures and rules in the presence of inmates or probationers
- ✧ Place yourself in a position where you might potentially be harmed by taking part in searches, arrests, or special enforcement activities

DO:

- ✧ Read the daily log and check for instructions
- ✧ Work as closely as possible to your schedule
- ✧ Call your division supervisor when you are going to be absent or late
- ✧ Confront, in person, any staff you are having problems with
- ✧ Ask the advice of staff when faced with any situation of which you are unsure

NOTE: This list is not all inclusive. Your good judgement is imperative to a successful volunteer program.

NOTE: Complete form, remove from manual, and attach to application (form H-PPD:394).

I have been provided a copy of the Volunteer/Student Intern Programs Manual. I have completely read the manual and understand the rules set forth for the volunteer/student intern programs.

I agree to the terms of the volunteer/student intern program.

Volunteer/Student Intern

Date

Witness

Date

Referred by: _____
(Name)

Volunteer

Student Intern
(receiving college credits)

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IV. CONFIDENTIAL APPLICATION FOR VOLUNTEER/STUDENT INTERN

(PLEASE TYPE OR PRINT CLEARLY IN INK)

Date of Application _____ Expiration Date _____

Last _____ First _____ Middle _____ Maiden _____

Street Address _____ City _____ State _____ Zip Code _____

Mailing Address _____ City _____ State _____ Zip Code _____

Telephone _____ Social Sec. # _____ Driver's License # _____

Person to contact in case of emergency _____ Phone _____

Employment: _____ Occupation _____ Employer _____ Phone _____

Can you be contacted at this number? Yes No Hours: _____

If you have lived in Placer County less than five (5) years, list previous addresses:

How did you learn about our programs?

To the best of your knowledge, are you related to any person currently on probation, in custody in a penal institution, or with pending criminal charges,? Yes No

If yes, explain: _____

Education: Highest Grade Completed: _____ School: _____ City: _____

Special Courses or Degrees: _____

Languages Spoken Fluently: _____

Organizations/Interests: Organizational Affiliations, Clubs, etc. _____

Hobbies/Skills: _____

Describe previous volunteer experience: _____

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Arrest History: Have you ever been arrested, convicted of any offense other than minor traffic violations, or been granted diversion or deferred entry of judgment for any offense? Yes No
Include juvenile, adult, and military offenses. (**Note: drunk driving, reckless driving, and hit and run are not minor violations**) If yes, please furnish the following information:

<u>Date of Offense</u>	<u>Type of Offense</u>	<u>City/State</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____

References: This must be completed by **all** applicants (do not list relatives)

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____

Briefly state your reasons for wanting to volunteer or become a student intern for the Probation Department: _____

Which divisions would you be interested in? Juvenile Hall Diversion Adult Juvenile
 Comm. Corrections (Work Release/Elec. Monitoring) Clerical Days/Hours
Avail: _____

(To be completed by Student Intern only)

Name of College: _____ Name of Instructor: _____
Instructor's Phone: _____ Length of Internship: _____ Min. Hours Req.: _____
Days/Hours Available: _____

VOLUNTEERS-IN-PROBATION COMMITMENT

I hereby certify that I am at least 18 years of age and agree to offer my services as a volunteer/student intern to the Placer County Probation Department. I understand that I will not be reimbursed for any mileage or out-of-pocket expenses. I further agree that if any services involve transportation of any person, I will carry adequate liability insurance on my vehicle. If required, I am also willing to complete a training course. I will report any change of address to the volunteer coordinator or division manager of the unit I am assigned to. **I WILL KEEP ALL INFORMATION CONCERNING PROBATION CLIENTS CONFIDENTIAL.** I give my permission to the Probation Department to conduct a background, criminal, and driving record check, which is standard procedure for all new employees and volunteers. I hereby certify that all statements made on this application are true to the best of my knowledge. I understand that untruthful or misleading answers, or violations of the above agreement, are cause for rejection of my application, or dismissal.

Applicant's Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Verified by: _____ Date: _____