

Chapter: Citizen Involvement  
Subject: Volunteers and College Interns  
Section: 4.1  
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ODJFS Rule: 5101: 2-5-13(A)(23); 5101: 2-5-15  
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### **Volunteer and College Intern Policy**

NRTC's written policy for screening volunteers or college interns which includes conducting criminal background checks, orienting, training, supervising and assigning, as appropriate to the function to be performed is listed below.

1. **Screening:** Prospective volunteers or college interns will complete a job application. Interviews will be conducted by a manager or supervisor, and applicants will be notified in writing of their acceptance or rejection.

All potential volunteers or college interns will undergo a criminal background check through the Bureau of Criminal Identification & Investigation (BCII) and have an Alleged Perpetrator search completed. Results will be maintained in their file.

NRTC will obtain at least three written references or written notes on verbal references regarding prospective volunteers or college interns who will have direct contact with youth, from persons not related to the subject of the reference.

2. **Orientation & Training:** Volunteers or college interns whose duties include any of the same general duties as child care staff will be trained in the mission of the out-of-home care setting to which they are assigned. They will receive training pursuant to rule 5101: 2-9-03 of the Administrative Code, will be supervised by agency staff, and will participate in at least monthly face-to-face supervisory conferences. The training will include, but not be limited to:

- Overview of the program (purpose, philosophy, structure, goals & objectives, etc.)
- Tour of the facility
- Policies and procedures
- Program rules and regulations
- Daily schedule
- Familiarization with the NRTC's emergency and safety procedures and the emergency medical plan
- Procedures for reporting suspected child abuse or neglect
- Juvenile supervision, rules, regulations, rights and responsibilities

Volunteers or college interns shall be given a specific written job description delineating the functions to be performed.

3. Supervision: After a volunteer or college intern has been assigned to a program area, the supervisor of that area will be responsible for:
  - Providing the volunteer or college intern with information needed to carry out the assignment
  - Scheduling the hours of the volunteer or college intern and monitoring attendance
  - Recommending pertinent in-service trainings
  - Direct supervision of the volunteer or college intern and at least monthly face-to-face supervisory conferences

When accepting college interns, NRTC will have a written agreement with each school placing students. This agreement shall, at a minimum, include:

- A statement of the student's role and responsibilities
  - A description of the minimum qualifications the student must possess
  - A statement outlining the respective supervisory and evaluation responsibilities of NRTC and the placing school.
4. Assignment: Volunteers or college interns shall be placed in assignments based on their interests and capabilities. Examples of the assignments include:
    - Tutoring
    - Religious activities
    - Mentoring
    - Hobby training (art, photography, etc.)
    - Others as needed

The NRTC does not use volunteers or college interns as a replacement for paid staff. Volunteers or college interns are not counted to meet required staff rations as required by rule 5101: 2-9-02 of the Administrative Code.

5. Notification: Volunteers or college interns shall be required to notify NRTC within twenty-four hours of any charge of any criminal offense that is brought against them.
  - Failure to notify the NRTC within twenty-four hours of any charge shall result in immediate dismissal from the agency.
  - If the charges result in a conviction, the volunteer or college intern shall notify NRTC within twenty-four hours of the conviction. Failure to notify NRTC of any conviction of any criminal offense shall result in the immediate dismissal of the volunteer or college intern from agency.
  - Conviction of any of the crimes listed in rule 5101: 2-5-09 of the Administrative Code while serving as a volunteer or college intern for NRTC shall result in the immediate dismissal of the volunteer or college intern from agency.