

Chapter: Citizen Involvement  
Subject: Volunteers, Interns & Subcontractors  
Section: 4.1  
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ODJFS Rule: 5101: 2-5-13(A)(24); 5101: 2-5-15  
COA Standard: HR 3.07  
Review/Revised: 4/27/20; 4/27/21; 11/10/21; 4/6/22

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NRTC has a written policy for screening volunteers, interns and subcontractors which includes conducting criminal background checks, orienting, training, supervising and assigning, as appropriate to the function to be performed.

NRTC will have a memorandum of understanding or contract with volunteers, interns or subcontractors that includes a specific job description delineating the functions to be performed, on an as needed basis.

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

1. Screening: NRTC ensures a volunteer, intern or subcontractor complies with the background check requirements of rule 5101:2-5-09 of the Administrative Code. This includes a BCI and FBI criminal records check, an alleged perpetrator search of abuse and neglect report history through SACWIS, a check of the child abuse and neglect registry of any other state the prospective volunteer, intern or subcontractor has resided in the five years immediately prior to the date of the criminal records check, if applicable, and a search of the USDOJ national sex offender public website. Results of these searches will be maintained in the individual's record and are used to determine the suitability of the individual.

NRTC may refuse to hire a prospective intern or subcontractor and may refuse volunteer services from an individual based solely on the findings of the searches described above. An individual is not eligible for approval as a volunteer, intern or subcontractor at NRTC if the individual's alleged perpetrator results show a finding of substantiated abuse or neglect within the past ten years, or if the individual is listed on the national sex offender public website.

Prospective 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.

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

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2. Orientation & Training: NRTC will provide volunteers, interns or subcontractors specific written job descriptions delineating the functions to be performed. Volunteers, interns or subcontractors whose duties include any of the same general duties as child care staff will be trained in NRTC's mission. 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
  - Trauma 101 training within the first 30 days and annually thereafter
  - 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
  
3. Supervision: Volunteers will be under direct supervision of staff. Interns will be assigned to a program area, and the supervisor of that area will be responsible for:
  - Providing the intern with information needed to carry out the assignment
  - Scheduling the hours of the intern and monitoring attendance
  - Recommending pertinent in-service trainings
  - Direct supervision of the intern and at least monthly face-to-face supervisory conferences

When accepting 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 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

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5. Notification: Volunteers or 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 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 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 intern for NRTC shall result in the immediate dismissal of the volunteer or college intern from agency.