



Community Justice Programs Volunteer Services Application

Name (First, Last, MI): _____

Aliases, Maiden Name, etc.: _____ Email: _____

Phone #: _____ Message #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Social Security #: _____ - _____ - _____

Driver's License # (include State): _____ DOB: _____

EMPLOYMENT HISTORY:

If employed, your occupation: _____

Place of Employment: _____ Phone #: _____

Previous Employer (within the last 10 years):

#1: Employer: _____
Address: _____
City, State, Zip: _____
Phone: _____
Length of Employment: _____

#2: Employer: _____
Address: _____
City, State, Zip: _____
Phone: _____
Length of Employment: _____

#3: Employer: _____
Address: _____
City, State, Zip: _____
Phone: _____
Length of Employment: _____

#4: Employer: _____
Address: _____
City, State, Zip: _____
Phone: _____
Length of Employment: _____

Please list the Community Justice Program(s) you are interested in becoming a volunteer for: _____

Experiences which you think may be helpful as a volunteer in the program(s): _____

EDUCATION:

Colleges-Universities attended (please include dates): _____

Additional Education which may be helpful as a volunteer in the program(s): _____

VOLUNTEERING – INTERESTS:

How did you hear about the program? _____

What are your goals in committing to this process (volunteering)? _____

What are your hobbies, interests, etc.? _____

Do you have your own transportation? _____

How many hours per month are you willing to volunteer? _____

Have you been involved in other volunteer activities? Please explain. _____

REFERENCES:

1. Name: _____ Phone #: _____

2. Name: _____ Phone #: _____

3. Name: _____ Phone #: _____

BACKGROUND:

Given the sensitive nature of volunteering in the juvenile justice system and working with both juvenile offenders and victims of crime, a background investigation will be required by the Juvenile Probation Department before you are allowed to volunteer. A prior record may not necessarily exclude you from becoming a volunteer. Please consult with a program staff if you have any questions.

Do you consent to a criminal background check? Yes _____ No _____

Please list any crimes for which you have been convicted or received a withheld judgment in the past ten (10) years (do not include minor traffic infractions). _____

Have you had a child involved in the Juvenile Justice System within the last 5 years? _____

SIGNATURE:

I certify to the best of my knowledge and belief, all statements I have made in this application are true and correct.

Signature: _____ Date: _____

KOOTENAI COUNTY JUSTICE SERVICES

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

NAME IN FULL: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

Having made application with KOOTENAI COUNTY JUSTICE SERVICES DEPARTMENT and desiring them to be informed as to my precious record and character, I hereby authorize them to investigate my past record and to ascertain any and all information which may concern my record and character whether same is of record or not and I authorize Photostats of the same.

I certify that the facts contained in my application for VOLUNTEER/INTERM are true and complete to the best of my knowledge and understand that, if accepted, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained in that application and interview, and the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing same to you.

I understand the responsibility and requirements for the position of VOLUNTEER/INTERM. This information is to be used to assist THE KOOTENAI COUNTY JUSTICE SERVICES DEPARTMENT in determining my qualifications, eligibility, and fitness for volunteering with this agency.

APPLICANT'S SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

KOOTENAI COUNTY INTERN AND VOLUNTEER AGREEMENT

This agreement is made between Kootenai County, a political subdivision of the State of Idaho, hereinafter referred to as "the COUNTY," and _____, hereinafter referred to as "the PARTICIPANT," as of the date of last signature below. The parties agree as follows:

- 1. PROGRAM:** The COUNTY agrees to allow the PARTICIPANT to participate as an intern or volunteer in the Kootenai County Intern and Volunteer Program ("the Program"). While participating in the Program, the PARTICIPANT agrees to abide by all applicable rules and regulations of the COUNTY and the participating elective office or department. The PARTICIPANT acknowledges that he or she has read a copy of the description of his or her Program assignment, and is physically able to complete the tasks listed, with or without reasonable accommodation.
- 2. RELATIONSHIP OF PARTIES:** The PARTICIPANT understands and agrees that he or she is not currently employed by the COUNTY and will be serving the COUNTY in a volunteer capacity. The PARTICIPANT shall not be entitled to wages, pay or the usual benefits of employees of the COUNTY while serving in this capacity. Neither this Agreement nor participation in the Program by the PARTICIPANT shall be construed as having created an employment agreement, nor as having created any form of employment with the COUNTY. Participation in the Program may be terminated by either party at any time with or without cause, and neither party shall have liability to the other for exercising this right of termination.
- 3. SUPERVISION:** The participating hours of the PARTICIPANT shall be as directed, and agreed upon, by the supervising agent of the COUNTY or his or her designee. The PARTICIPANT'S activities shall be performed solely at the direction of, and under the supervision of, the supervising agent of the COUNTY or his or her designee.
- 4. CONFIDENTIALITY:** The PARTICIPANT agrees that he or she will not reveal any confidential information, including, without limitation, investigatory records of law enforcement agencies, records of any investigations prepared by the COUNTY, and any other records which are exempt from disclosure to the public pursuant to the Idaho Public Records Act, Idaho Code § 9-337 *et seq.*
- 5. DRIVER'S LICENSE:** The PARTICIPANT must obtain and possess a valid driver's license prior to operating any COUNTY-owned vehicle, or if otherwise required.
- 6. RELEASE OF LIABILITY:** The PARTICIPANT hereby understands and acknowledges that there are many known and unknown dangers and/or risks associated with participation in the Program. Therefore, in consideration for being allowed to participate in the Program, the PARTICIPANT does hereby grant a general release, for the PARTICIPANT and his or her heirs, executors, administrators, and assigns, and waives, remises and forever discharges and releases the COUNTY and any and all elected or appointed officials of said COUNTY, and all officers, employees, volunteers, agents, insurers, and any other individuals or entities affiliated with such persons and/or entities, from any and all civil liability, including, without limitation, liability for negligence, and any and all claims, several or otherwise, past, present, or future, which can or may ever be asserted as a result of any injuries or damages, physical or mental, sustained by the PARTICIPANT while he or she is participating in the Program in any way, including coming and going from such program, subject to the legal protections set forth herein.
- 7. LEGAL PROTECTIONS:** The COUNTY will provide workers' compensation coverage for any injury suffered by the PARTICIPANT while acting within the course and scope of his or her service

to the COUNTY in accordance with Idaho law. The COUNTY will also ensure that the PARTICIPANT is afforded the protections provided under the Idaho Tort Claims Act, including, without limitation, a defense against any claim or action brought by any third party against the PARTICIPANT for any allegedly tortious act or omission occurring while the PARTICIPANT was acting within the course and scope of his or her participation in the Program, provided that such act or omission was without malice or criminal intent. The PARTICIPANT acknowledges that the acknowledgment of these legal protections does not create any rights not specifically and expressly provided under Idaho workers' compensation laws or the Idaho Tort Claims Act.

8. ACKNOWLEDGMENT OF PARTICIPANT: The PARTICIPANT hereby acknowledges that he or she has read this Agreement and understands that its terms constitute the complete and entire agreement of the parties and are contractually and legally binding, and that no verbal statement made by any persons or entity can void or alter these terms.

PARTICIPANT

Signature: _____ Date: _____

Print Name: _____ Telephone: _____

Address, City, State, ZIP

In case of emergency please contact:

Name Relationship Telephone

Complete only if the Participant is under 18 years of age:

As the parent or guardian of _____, I grant my permission for him or her to participate as an unpaid intern or volunteer for the County.

Parent/Guardian: _____ Date: _____

TO BE COMPLETED BY THE PARTICIPANT'S SUPERVISOR

Department where the Participant will work: _____

Supervisor responsible for Participant's work: _____

Telephone: _____

Date work will begin: _____ End date: _____

Supervisor's Signature: _____ Date: _____

KOOTENAI COUNTY JUSTICE SERVICES VOLUNTEER POLICIES AND PROCEDURES

SERVICE AT THE DISCRETION OF JUVENILE JUSTICE SUPERVISOR

Kootenai County Justice Services (KCJS) accepts the assistance of all volunteers with the understanding that such services is at the sole discretion of the agency. Volunteers agree that the agency may decide to suspend or terminate a volunteer's relationship with the agency as described in the Suspension/Termination Policy and Procedure. A volunteer may at any time, for whatever reason, dissolve his/her relationship with the agency. Notice of such a decision should be communicated in a timely manner to the Supervisor or Volunteer Coordinator.

REPRESENTATION OF THE AGENCY/PROGRAM

Prior to taking any action or making any statement, which might significantly affect or obligate the agency, volunteers shall seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the media, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of KCJS.

The Volunteer Coordinator and/or supervisor shall interview each prospective volunteer prior to the volunteer's acceptance for placement. The Supervisor shall interview each prospective volunteer prior to the volunteer's acceptance for placement. The Supervisor and/or Volunteer Coordinator will continue to assess the qualifications and suitability of the individual's participation as a volunteer throughout their placement. If at any time during the selection process or the placement duration, the Volunteer Coordination or the supervisor determines that the prospective volunteer is not suitable for the objectives of the volunteer position, and then the volunteer acceptance process will be terminated. Likewise, if the prospective volunteer engages in activities, which are likely to result in a conflict of interest with this agency or engage in activities that may expose this agency or the volunteer to criminal or civil liability, then the acceptance process or the position will be terminated.

It is acknowledged that Kootenai County Justice Services has liability protection through Kootenai County. Protection extends to the KCHS staff and includes volunteers who have been accepted for volunteer positions.

PROBATIONARY PERIOD

All volunteer placements are initially made for a trial period of thirty days. At the end of this period, if either the Supervisor or Volunteer Coordinator, or volunteer have issues that need to be addressed, an interview shall be conducted and a decision reached as to whether the volunteer's relationship with the program shall be continued or severed.

KOOTENAI COUNTY JUSTICE SERVICES VOLUNTEER POLICIES AND PROCEDURES

SCREENING

The Community Justice program shall not consider a prospective volunteer for acceptance in a placement if that individual:

- has been convicted of any offense involving the physical, sexual abuse or mistreatment of a child under age 18;
- is currently subject to a pending gross misdemeanor or felony criminal charge; (this includes individuals awaiting trial or sentencing; determination on appeal or who are under sentencing conditions);
- has been convicted of any offense involving dishonesty, including without limitation: perjury, embezzlement, fraud, theft, and larceny;
- has been convicted of any gross misdemeanor or felony convictions for sexual offenses, physical assaults, harassment, intimidation, violent felonies or offenses involving the use of a weapon;
- has declined to sign forms necessary for the Program to obtain criminal and Child Protective Services history;
- has made misrepresentations or misstatements of facts in the application or during the screening process as to any information sought by the agency to assess suitability for acceptance;
- has failed to disclose information which the Unit Supervisor/Lead Worker or Volunteer Coordinator determines bears on the prospective volunteers' suitability as a Juvenile Justice Services volunteer;
- has an ongoing untreated substance abuse problem;
- has had substantiated referrals for child abuse and neglect to the Family and Children Services or any other state's social services agency within seven years of application;
- has been a party in a Juvenile Court proceeding in any state where findings were made of abandonment, abuse or neglect, or inability to parent a child and/or has had parental rights terminated.
- Has had a child or immediate family member who has been convicted of a juvenile offense or whose child has been under the jurisdiction of the juvenile court for any reason (i.e., Diversion, at-risk youth, dependency) within five years or application;
- Or is otherwise deemed unsuitable for acceptance into the program.

If a criminal conviction is more than five (5) years old and does not involve offenses relating to child abuse, exploitation, physical abuse or sexual assault, then the Supervisor, in consultation with the Volunteer Coordinator and/or the Department Administrator, may make a case-by-case determination as to the suitability of the prospective volunteer to participate in the placement.

KOOTENAI COUNTY JUSTICE SERVICES VOLUNTEER POLICIES AND PROCEDURES

OTHER CRITERIA

Prospective volunteers shall:

- be at least 21 years of age;
- support the philosophy of Community Justice Program;
- be able to devote sufficient time and energy to provide volunteer participation as needed by the program and be committed to the program purposes;
- be able to maintain objectivity and neutrality; act without bias or preconceived ideas and to treat people with respect and sensitivity;
- be mature and stable;
- demonstrate effective oral and written communication skills;
- be interested in the welfare of the community's family and children;
- be willing to abide by the agency's policies, procedures and code of conduct.

SUSPENSION/TERMINATION POLICY AND PROCEDURES

No volunteer shall be terminated without cause; however, the following events may result in suspension and/or dismissal:

- Possession or consumption of intoxicants or illegal drugs while representing Juvenile Justice Service;
- misuse of Kootenai County Justice Service property or its designated meeting places;
- breach of confidentiality;
- abuse of authority or position;
- habitual violation or lack of regard for this agency's policies and procedures;
- abusive behavior toward other volunteers, staff, clients, community professionals or collateral contacts;
- Inadequate performance of duties as they are described in the position description and in training;

TERMINATION PROCEDURE

Termination of a volunteer's relationship with the program may include any or all of the following:

- Interview with Volunteer Coordinator/Supervisor.
- Appeal of volunteer to Community Justice Program Supervisor/Volunteer Coordinator for final decision;
- Documentation regarding circumstances surrounding discharged placed in personnel file.

KOOTENAI COUNTY JUSTICE SERVICES VOLUNTEER POLICIES AND PROCEDURES

CODE OF ETHICS

ETHICAL RESPONSIBILITY

CONFIDENTIALITY

The volunteer shall maintain confidentiality and respect the privacy of others in all matters relating to appointments.

RESPECT, FAIRNESS, COURTESY

The volunteer shall treat all parties to the case with respect, courtesy, fairness and good faith without discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital or, parental status, or sexual orientation.

ROLE RESPONSIBILITIES

The volunteer shall discharge his/her responsibilities in accordance with training provided by the program and as otherwise authorized or directed by the Community Justice Program.

DEVELOPMENT OF KNOWLEDGE

The volunteer shall take initiative to utilize existing information and to acquire additional information to perform his/her role.

PROGRAM INTEGRITY

The volunteer will not represent his/her personal views or opinions as those of the program, nor will the volunteer refer to or use his/her participation in the program to advance his/her personal views in any proceedings or activities unrelated to a case or cases in which he/she was appointed.

SCREENING

The initial screening of potential volunteers is achieved in three (3) steps:

1. A comprehensive written application is submitted by the applicant with references (one personal, one professional) from persons unrelated to the applicant are obtained, carefully reviewed and are kept on file.
2. An in-depth interview with the applicant is conducted by the Supervisor and/or Administrator.
3. A release of information for appropriate law enforcement checks is obtained and a security check is conducted. The check currently being used is the Nation Crime Information Center (NCIC), which includes finger printing, photo identification and FBI background check.

KOOTENAI COUNTY JUSTICE SERVICES VOLUNTEER POLICIES AND PROCEDURES

TRAINING

Volunteer training and manuals will be available.

Includes instruction on:

1. Juvenile Justice "101" (an overview Kootenai County JJ System, Balanced & Restorative Justice, Juvenile Probation Mission) and (How is it working?)
2. Roles, expectations, and responsibilities of volunteers.
3. Confidentiality and communication skills.
4. Setting boundaries for yourself as a volunteer
5. Juvenile Court Process and Courtroom Etiquette.
6. Community based programs and resources.

I _____, have read, understand, and agree to the KCJS Volunteer Policy and Procedures manual. I meet all of the requirements to the best of my knowledge and I am aware and that the Policies or Procedures may change with or without notice.

Volunteer Signature

Date

