

(a) **Policy.**

Community relations coordinators assign volunteers to work with individual youth, with groups of youth, or with Texas Youth Commission (TYC) staff members. Volunteers perform professional services only when certified or licensed to do so.¹ No volunteer assignment shall eliminate the requirement for TYC employee supervision of youth, or in any way change the supervision ratio of staff to youth determined by policy.

(b) **Procedures.**

(1) **Individual Assignments.**

The community relations coordinator will:

- (A) ensure the appropriate confidentiality agreements are signed in accordance with VLS.01.09;
- (B) obtain a Volunteer Services Youth Referral form (VLS-113) from TYC staff members;
- (C) write a volunteer Job Description (VLS-015), based on the referral form, and then carefully match a suitable volunteer to the job description;
- (D) obtain a copy of the volunteer's professional license or certificate if needed;
- (E) discuss the job assignment with the volunteer and have the volunteer sign the VLS-015. If the volunteer agrees to the assignment:
 - (i) file the original in the volunteer's personnel record, and give a copy to the volunteer; and
 - (ii) schedule the volunteer to meet with the youth and the staff member who will monitor the assignment; and
 - (iii) if the volunteer is assigned to work with an individual youth, complete the Volunteer/Youth Assignment form (VLS-117), file the original in volunteer's personnel record, and send a copy to the youth's caseworker or parole officer.

(2) **Other Assignments.**

The community relations coordinator will:

- (A) work with facility staff to provide other assignments for volunteers with special interests or talents in administrative, technical, vocational, artistic, or cultural areas; and
- (B) arrange special activities in cooperation with recreation staff for youth such as holiday or sports activities, as requested by the facility administrator.

¹ ACA Standard 4-JCF-6G-13