

Chapter: Volunteer Management	Effective Date: 9/17/26
Title: Recruitment and Application Process	Page: 1 of 2
ACA: 5-JCF-7G-09	Replaces: VLS.01.01, 10/7/08

(a) **Standard.**

The Texas Juvenile Justice Department (TJJD) establishes a program to recruit and enroll qualified volunteers from diverse cultural, socioeconomic, and age groups to enhance rehabilitation programs.

(b) **Procedures.**

(1) **Recruitment.**

The **community relations coordinator**:

- (A) develops a recruitment and retention plan which includes the results of staff surveys conducted at least once every two years;
- (B) submits the recruitment and retention plan to the manager of volunteer services for approval prior to the start of each fiscal year; and
- (C) screens and selects qualified volunteer applicants.

(2) **Minimum Qualifications.**

(A) **Age.**

A person must be at least 18 years of age to qualify for enrollment as a registered volunteer.

(B) **References.**

The applicant must provide at least three personal character references. In order to qualify for selection as a volunteer, at least two personal character references must be considered favorable in the judgment of the community relations coordinator. Personal character reference checks are documented on the [Volunteer Personal Reference form, VLS-007](#).

(C) **Criminal Records.**

To qualify for selection as a volunteer, a person must meet criminal history standards set forth in [VLS.01.02](#).

(D) **Driving Record.**

To qualify for selection for an assignment which involves the transportation of youth, an applicant must meet criteria and furnish the required information set forth in [PRS.02.05](#).

(E) **Additional Criteria for Former TJJD Youth.**

In addition to the qualifications set forth herein, individuals who have been discharged from TJJD must meet additional criteria set forth in [VLS.01.08](#) to qualify for selection as a volunteer.

(3) **Application Process.**

(A) For each potential applicant, the **community relations coordinator**:

- (i) provides a tour of the facility and an overview of the agency;

- (ii) explains the training requirements and kinds of assignments available to volunteers;
 - (iii) explains that a criminal records check (including fingerprinting) will be conducted and personal and employment references will be checked; and
 - (iv) provides a [Volunteer Application form, VLS-001](#), to the applicant.
 - (B) The **community relations coordinator** conducts an interview with each applicant using the [Volunteer Interview form, VLS-004](#), and assesses the applicant's abilities, interests, and motivations for volunteer involvement.
 - (C) After interviewing the applicant, the **community relations coordinator**:
 - (i) sends the name-based criminal record request to Central Office Human Resources;
 - (ii) conducts a check of the personal and/or employment references; and
 - (iii) refers the applicant to an electronic fingerprinting session.
 - (D) The **community relations coordinator** determines whether the applicant meets the qualifications for enrollment as a volunteer and would be well-suited for a volunteer position.
 - (E) For applicants who qualify and are deemed to be appropriately suited for enrollment, the **community relations coordinator** assigns the volunteer pursuant to [VLS.01.15](#).
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