

Chapter: Volunteer Management	Effective Date: 9/17/26
Title: Employees and Former Employees as Volunteers	Page: 1 of 2
	Replaces: VLS.01.03, 10/7/08

(a) **Standard.**

Current and former TJJD employees may participate in the volunteer program. Current employees may participate during off-duty hours and outside the scope of normal job duties.

(b) **Procedures.**

(1) **Current Employees.**

- (A) Employees must complete a [Volunteer Application, VLS-001](#), and the [Employee Volunteer Agreement form, VLS-002](#). The employee's immediate supervisor must approve volunteer involvement in accordance with the eligibility criteria described in this policy. A copy of the VLS-002 is placed in the employee's personnel file.
- (B) Employee-volunteers are selected in the same way as other volunteers. See [VLS. 01.01](#) and [VLS.01.02](#) for procedures.
- (C) An employee is not eligible for volunteer involvement:
 - (i) during the first six-months of employment with TJJD;
 - (ii) if the employee has received probation, suspension with or without pay, or demotion within the past six months; or
 - (iii) while under investigation and:
 - (I) assigned to an alternative work assignment; or
 - (II) restricted from contact with youth.
- (D) Employee-volunteers receive the same training as other volunteers. See [VLS.01.13](#).
- (E) Employee-volunteers are assigned in compliance with [VLS.01.15](#). Pursuant to [PRS.27.23](#), the assignment will not be similar or identical to duties the individual is employed by TJJD to perform.
- (F) An employee may not be individually matched with a youth who is or was assigned to the employee's caseload or is or was under the employee's supervision either directly or through subordinate supervisors. A juvenile correctional officer may not be individually matched with a youth who is or was assigned to a facility where the juvenile correctional officer is or was employed.
- (G) Except as described in [VLS.05.01](#), an employee may not serve as a member of the community resource council.

(2) **Former Employees.**

- (A) Former employees are subject to the procedures for volunteer eligibility and selection as set forth in [VLS.01.01](#) and [VLS.01.02](#).
- (B) The former TJJD supervisor, when possible, should be used as one of the personal references for the former employee.
- (C) Former TJJD employees who are classified as ineligible for rehire under [PRS.11.31](#) are not eligible for volunteer enrollment.

- (D) The former employee may not be individually matched with a youth who was assigned to their caseload or under their supervision.
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