

NEW VOLUNTEER “NEXT STEPS” CHECK OFF SHEET

Thank you for your interest in volunteering for the Idaho Department of Juvenile Corrections. Below is a list of steps that need to be completed in the order outlined to get involved. Please read, review, and fill out all the forms & policies listed below (which can be found in the New Volunteer Training Manual) available at www.3oakstransformation.org on the IDJC tab.

INITIAL	DATE	TRNG. MAN. PAGE #	“NEXT STEPS”
		42	IDJC VOLUNTEER APPLICATION & SELF-DECLARATION FORM
		44	AUTHORIZATION TO RELEASE INFORMATION
		45	GENERAL STATEMENT OF DEPARTMENTAL CONFIDENTIALITY & DISCLOSURE
		46	VOLUNTEERS & INTERNS POLICY 710.08
		48	VOLUNTEERS POLICY 710.09
		56	PERSONAL APPEARANCE STANDARDS POLICY 366.8
		60	STANDARDS OF CONDUCT POLICY 366.00
		64	ABUSE, NEGLECT AND/OR EXPLOITATION OF JUVENILES POLICY 367.00
		71	RELIGIOUS SERVICES*** <i>POLICY 750.06 (For Religious volunteers only)</i>
		75	SUICIDE PREVENTION & ASSESSMENT OF RISK POLICY 740.18
		89	CRIMINAL HISTORY BACK GROUND CHECKS POLICY 311.42
		94	CONFIDENTIALITY/PRIVACY POLICY 366.20
		108	ETHICS & VALUES POLICY 360.10
			SEE NOTE BELOW FOR NEXT STEPS
STAFF USE ONLY BELOW THIS SECTION			
			FINGERPRINT APPOINTMENT SCHEDULED
			CRIMINAL HISTORY/BACKGROUND COMPLETED & CLEARED BY HEADQUARTERS
			ATTENDED TRAINING
			TAKEN NEW VOLUNTEER TEST
			MET WITH FRD (OR PHONE CALL) TO DISCUSS NEXT STEPS FOR INVOLVEMENT

*** 1) Please initial and date above that all policies have been read 2) Mail your Next Steps Check off list & Declaration of Understanding, IDJC Application & Self-declaration Form, Authorization to Release Information, & your General Statement of Department Confidentiality & Disclosure form to Three Oaks PO Box 190925 Boise Id 83719-0925. 3) Upon receipt of your paperwork your local FRD will contact you to set up a time to get fingerprinted.

Declaration of Understanding

I have reviewed and or received a copy of the *IDJC Volunteer Training Manual* and I understand that my ability to volunteer for IDJC is dependent upon successful completion of the steps outlined in the chart above.

I further understand that:

- It is my responsibility to read through and comply with the entirety of the manual's contents, including but not limited to all department policies and procedures & will do so *prior to volunteering*.
- All volunteers must attend new volunteer training *prior to performing any volunteer activities*.
- All volunteers must attend *annual* volunteer refresher training to maintain their volunteer status.
- My volunteer status may be revoked for non compliance to any of the above stated criteria and/or when it is suspected that a volunteer has done any of the following:

Violated an IDJC rule or policy.

Been arrested or charged with a crime.

Acted in a manner that endangers the safety and security of the facility.

Acted in a manner that threatens IDJC's rehabilitative process.

VOLUNTEER PRINT NAME

DATE

VOLUNTEER SIGNATURE