

**COWLITZ COUNTY
YOUTH SERVICES CENTER
VOLUNTEER UNIT**

ORIENTATION MANUAL

April 2002 Edition

INFORMATION
ABOUT
COWLITZ COUNTY'S
YOUTH SERVICES CENTER

MISSION STATEMENT	5
THE JUVENILE JUSTICE SYSTEM.....	7
IN THE STATE OF WASHINGTON.....	7
A HISTORICAL PERSPECTIVE	7
WASHINGTON STATE JUVENILE JUSTICE ACT OF 1977.....	7
YOUTH SERVICES CENTER OPERATIONS.....	10
DIVERSION.....	10
DETENTION CENTER.....	10
LOCAL SENTENCING ALTERNATIVES	10
DIAGNOSTIC UNIT.....	12
PROBATION STRUCTURE	12
AGGRESSION REPLACEMENT TRAINING.....	14
COMMITMENT TO STATE INSTITUTION.....	14
OTHER JUVENILE COURT ACTIVITIES.....	15
DEPENDENCY	15
AT-RISK YOUTH AND CHILDREN IN NEED OF SERVICES.....	15
TRUANCY ACTIVITIES	15
ADOPTION STUDIES.....	15
EMANCIPATION OF MINORS.....	15
EDUCATIONAL ACTIVITIES	16
VOLUNTEER PROGRAM DESCRIPTION	17
VOLUNTEER PROGRAM POLICIES	19
COMMUNITY SUPPORT ROSTER.....	19
LEVELS OF RESPONSIBILITY	19
APPLICATION PROCESS	20
MONTHLY VOLUNTEER MEETINGS	20
TRAININGS.....	20
OBSERVATIONS.....	20
DISCLOSURE AND CLEARANCES	21
VOLUNTEER MOTIVATIONS.....	21
STAFF MOTIVATIONS	22
PROBATION APPRENTICESHIPS	22
VOLUNTEER ASSIGNMENT.....	22
TIME COMMITMENTS/RECORDS.....	22
VOLUNTEER RIGHTS.....	23
IDENTIFICATION.....	23
CONFIDENTIALITY	23
SAFETY ISSUES FOR CLIENTS	23
SAFETY ISSUES FOR VOLUNTEERS	24
GRIEVANCE/TERMINATION	24
EXTRA-CURRICULAR ACTIVITIES	25
JOB DESCRIPTIONS	27
MENTOR.....	29
DETENTION MENTOR.....	30
DETENTION PROGRAM PROVIDER	31
DIAGNOSTIC ASSISTANT	32
GROUP ASSISTANT	33
OFFICE ASSISTANT	34
RESEARCH ASSISTANT	35
RESOURCE LIBRARIAN	36
TUTOR.....	37

VOLUNTEER UNIT OFFICER	38
WORK CREW ASSISTANT	39
PROBATION OFFICER APPRENTICE	40
COURT ASSISTANT	41
FORMS	43
VOLUNTEER APPLICATION FORM.....	45
<u>DISCLOSURE STATEMENT</u>	47
OATH OF CONFIDENTIALITY	49
VOLUNTEER TIME SHEET	50
VOLUNTEER CHECKLIST	51
Cowlitz County Youth Services Center	51
ITEM	51
NOTES.....	51
STAFF EVALUATION.....	52
GLOSSARY	53

MISSION STATEMENT

We, the employees of the Cowlitz County Youth Services Center, are obligated by statute and committed by professional philosophy to promote the safety of our community while attending to the treatment needs of its youth and families.

To this end, we will develop and maintain comprehensive programs that are accountable to the offenders, their families, their victims, the community and the Court we serve. Youth referred for offenses will be dealt with promptly and pertinent information regarding the offender and his/her offense will be provided to the Court, victims, and other involved parties, to assist in reaching the best decision for achieving change in the youth's behavior.

The youth who are under our jurisdiction will be held accountable for their behavior. Court orders for detention, community service, restitution, fees/assessments, and school attendance will be carefully monitored. Treatment will be provided to the youth and his/her family consistent with the needs of the individual and the community. Recommendations for confinement in a juvenile institution will be made when it is consistent with community safety, the youth's criminal history, the sentencing guidelines, and/or the treatment needs of the individual.

We recognize that the offender's behavior has specifically injured his/her victim and we will provide assistance and support to that individual in a manner that will ameliorate the damage and will not lead to his/her further victimization.

We will work with other professionals, as well as local and state agencies, in a cooperative manner for the best interests of the youth, his/her family and the community at large.

We will educate ourselves in the most effective methods of working with our clientele. Where service delivery needs exist, we will work towards providing appropriate resources. We will also encourage other public and private agencies to develop resources consistent with the needs of our population and the community.

It is our belief that the greatest protection for the community lies in the prevention of criminal behavior. We will provide education information and treatment programs in an effort to reduce the likelihood of delinquent behavior. We will support the efforts of other individuals and agencies in accomplishing similar missions.

The Cowlitz County Youth Services Center and each of its employees is dedicated to the concepts of professionalism and human dignity. We accept the responsibilities set forth in this mission statement and will strive to provide the highest levels of excellence through our work.

THE JUVENILE JUSTICE SYSTEM IN THE STATE OF WASHINGTON

A HISTORICAL PERSPECTIVE

Around the turn of the century, the United States underwent a national movement toward humanism. It was during this period that our society observed that children were being handled in what appeared to many to be an inhumane manner. Children who broke the law, no matter what their age, were being incarcerated with adults and “wayward” youth were being allowed to run the streets. As a result of the growing concern over the fate of these children, Cook County Illinois (Chicago) adopted the first Juvenile Court Code around 1899. This code was based on the legal premise of *parens patriae* (the state is the “super parent”.) The theory of *parens patriae* was very simple: when a child committed a criminal offense, or was abused, neglected, abandoned, or out-of-control, the state would step in as the “super parent” and act in the “best interests” of the child. Under this guiding principle the sole concern of the Courts was the child and what it would take to set him/her on a more productive path. Washington State adopted its Juvenile Court Code in 1913 embracing the concept of *parens patriae*. The State continued to operate under this principle until 1977 when the Juvenile Court Code was completely revised by the legislature in response to Federal Legislation and public outcry.

WASHINGTON STATE JUVENILE JUSTICE ACT OF 1977

The total revision of Washington State’s Juvenile Court Code marked a significant change in our approach to dealing with children in this state. Portions previously handled by the Juvenile Courts (dependency and incorrigible youth) became the responsibility of the Department of Social and Health Services. Delinquents, who remained under the direct supervision of the Juvenile Courts, became known as “juvenile offenders.” However, more radical than the change in terms was the change in philosophy: under *parens patriae*, youth development had been the focus of the Court’s action; under the new law, accountability (punishment) and due process (children’s rights) became the focus. The Legislative Intent section of the Juvenile Justice Act best explains the change that the Juvenile Court Code underwent:

13.40.010 Legislative intent—Chapter purpose:

- (1) This chapter shall be known and cited as the Juvenile Justice Act of 1977
- (2) It is the intent of the legislature that a system capable of having primary responsibility for, being accountable for, and responding to the needs of youthful offenders, as defined by this chapter, be established. It is the further intent of the legislature that youth, in turn, be held accountable for their offenses and that both communities and the juvenile courts carry out their functions consistent with this intent. To effectuate these policies, it shall be the purpose of this chapter to:
 - (a) Protect the citizenry from criminal behavior;
 - (b) Provide for determining whether accused juveniles have committed offenses as defined by this chapter;
 - (c) Make the juvenile offender accountable for his or her criminal behavior;
 - (d) Provide for punishment commensurate with the age, crime, and criminal history of the juvenile offender;
 - (e) Provide due process for juveniles alleged to have committed an offense;
 - (f) Provide necessary treatment, supervision, and custody for juvenile offenders;
 - (g) Provide for the handling of juvenile offenders by communities whenever consistent with public safety;
 - (h) Provide for restitution to victims of crime;

- (i) Develop effective standards and goals for the operation, funding, and evaluation of all components of the juvenile justice system and related services at the state and local levels; and
- (j) Provide for a clear policy to determine what types of offenders shall receive punishment, treatment, or both, and to determine the jurisdictional limitations of the courts, institutions, and community services.

The change in the legislative intent from “treatment of the individual” to “accountability and due process” has resulted in significant changes in our approach to the handling of offenders. In the past, we might have been concerned with long-term goals and tailor-made dispositions; now, we must focus upon due process (children’s rights) and appropriate punishment.

The 1977 Juvenile Sentencing Guidelines were a cumbersome and confusing set of criteria for determining what should happen to a juvenile for any particular offense. The factors to be considered in the matrix were class of offense, age at the time of offense, number of prior offenses and length of time between the new offense and prior offenses. Offenders were broken down into three major groups: Serious, Middle, and Minor/First Offenders. Serious Offenders were facing commitment to a juvenile institution. Middle Offenders were usually facing probation, however, if they were facing commitment, the Court had the option of commitment or placing the offender on probation. Exercising this probation option for an offender facing commitment was called an “Option B” sentence. Minor/First Offenders faced probation sentences, without being sentenced to detention. During the twenty-one years this sentencing system was in effect, it was revised several times. The Court had to sentence the offender with the guidelines in effect at the time of the commission of the offense. This led to many errors in sentencing recommendations.

The 1997 Legislature simplified these guidelines, effective July 1, 1998. The classifications of Serious, Middle and Minor/First Offenders were eliminated. Also eliminated was taking into account the age of the offender. The only exception to this is for fifteen to seventeen-year-olds who have committed A-offenses, with no prior criminal history. They can be committed to the Juvenile Rehabilitation Administration for 30-40 weeks, whereas younger offenders are looking at 15-36 week sentences.

Criminal history to enhance a penalty for a new offense has also been simplified. Diversions no longer count as criminal history. All prior felony offenses carry a “one point” increase factor. Misdemeanor and Gross Misdemeanor history count as ¼ point for each offense. Any partial point values are dropped. The new sentencing guidelines also have sentencing enhancement for possessing firearms.

Also revised is the jurisdiction of the Juvenile Court. Under the 1998 revision, the Juvenile Court has original jurisdiction for criminal offenses committed by youths 17 years or younger, unless the juvenile is sixteen or seventeen years old and the alleged offense is:

- (A) A serious violent offense as defined in RCW 9.94A.030;
- (B) A violent offense and the juvenile has a criminal history consisting of (I) one or more prior serious violent offenses; (II) two or more prior violent offenses; or (III) three or more of any combination of the following offenses: any Class A felony, any Class B felony, vehicular assault, or manslaughter in the second degree, all of which must have been committed after the juvenile’s thirteenth birthday and prosecuted separately;
- (C) Robbery in the first degree, rape of a child in the first degree, or drive-by shooting committed on or after July 1, 1997;
- (D) Burglary in the first degree committed on or after July 1, 1997, and the juvenile has a criminal history consisting of one or more prior felony or misdemeanor offenses; or

(E) Any violent offense as defined in RCW 9.94A.030 committed on or after July 1, 1997 and the juvenile is alleged to have been armed with a firearm.

In such a case, the adult criminal court shall have exclusive original jurisdiction.

YOUTH SERVICES CENTER OPERATIONS

DIVERSION

Diversion is a legal process whereby a youth alleged to have committed certain misdemeanors is offered an alternative to the formal Juvenile Court system. Where possible, diversion mobilizes community resources and volunteers to deal with juvenile offenders.

The goals of statewide diversion programs are defined as follows:

- To hold youth accountable for their criminal behavior with dispositions which are fair, proportional and consistent across the state;
- To provide due process;
- To provide for dispositions in a timely and equitable manner;
- To provide restitution to victims; and
- To encourage community involvement.

The Cowlitz County Diversion Unit provides services to first- and sometimes second-time misdemeanor and gross misdemeanor offenders. Consistent with the philosophy of diversion, attempts will be made to prevent further penetration into the criminal justice system, by (a) making youth aware that they are being held responsible for their actions; (b) giving dispositions consistent with behavior; and (c) providing guidance and information and referral resources to youth and their families, as the need arises.

Disposition options for diversion include some combination of:

- Community service,
- Counseling and education classes,
- Restitution, and/or
- Fines.

DETENTION CENTER

The Cowlitz County Youth Services Center operates a 71-bed facility for local confinement of juveniles (ages 8-17). Adhering to state and federal regulations and standards, pre-dispositional youth are held in custody when the protection of the community and the safety of the particular youth so warrant. After disposition, youth are held locally for short-term sentences only (usually 30 days and under).

Built in 1999, the facility encourages the personal growth of detained juveniles by providing schooling, some therapeutic and recreational programs, and a safe and structured environment.

LOCAL SENTENCING ALTERNATIVES

The Juvenile Court is limited by statute as to what types of punishing or therapeutic sentences that it can administer. To understand this fully, readers are advised to review the "Historical Perspective" portion of this manual. It is the responsibility of the Juvenile Disposition Standards Commission to recommend to the legislature sentencing standards, which establish determinant ranges of sanctions, based on the seriousness of the current offense as well as prior criminal

history. Oversimplifying to some degree, we have listed the sentencing options on the following pages.

Probation (sometimes referred to as “Community Supervision”): The offender is allowed to stay in the community under the supervision of his/her assigned probation officer, a professional trained in child development, communication and family systems.

Community Restitution: In an effort to “right” the wrongs committed against the community, the Judge may order an offender to work a given number of community restitution hours. These hours must be provided to non-profit agencies. Many juveniles choose to do their community restitution work on the Center’s Juvenile Work Crew.

Restitution: Financial reimbursement by the offender to the victim, limited to easily ascertainable damages for injury to or loss of property, and/or actual expenses incurred for medical treatment for physical injury to persons. Restitution shall not include reimbursement for damages for mental anguish, pain and suffering, or other intangible losses. This does not limit or replace civil remedies or defenses available to the victim or offender. Final restitution determination also considers the offender’s financial situation (capacity for earning wages, etc.). The jurisdiction of the court is extended for a period of ten years for the purpose of collecting restitution.

Detention: Confinement to the Cowlitz County Juvenile Detention Center for a specified number of days.

Work Crew: Formally begun in July 1989, this program offers selected offenders a chance to serve detention sentences by living at home and reporting to the crew every workday. During the school year, work crew is usually Wednesday through Sunday 8:00 a.m. to 3:00 p.m. However, during the summer months work crew is Monday through Friday 8:00 a.m. to 3:00 p.m. Participants are required to follow specific rules of behavior on the crew and, if they do not comply, they are returned to detention to complete their sentences. Work sites have included the Visitor’s Center run by the USDA Forest Service, City of Kelso, City of Longview, Cowlitz County Fairgrounds, Cowlitz County Youth Services Center, and various non-profit organizations.

Crime Victim’s Fund Assessment: To any person who is found guilty in any court of having committed a crime, there shall be imposed by the court a penalty assessment. This assessment shall be in addition to any other penalty or fine imposed by law, and will be \$100 for felonies and gross misdemeanors, \$75 for misdemeanors. Although this assessment cannot be “waived” by the Court, an offender may be allowed to work it off in community restitution. The funds produced by these assessments are used at the state and county level exclusively for approved comprehensive programs to encourage and facilitate testimony by the victims of crimes and witnesses to crimes.

Special Sex Offender Disposition Alternative (S.S.O.D.A.): Under the “Community Protection Act,” the legislature developed a sentencing alternative for first-time sex offenders. By court order, youth are assessed for their amenability to treatment and community supervision. Those found amenable receive suspended sentences rather than commitment. Treatment progress is reviewed quarterly. Probation violations may result in an order to serve their original commitment sentence, especially if the violation relates to treatment issues. Bob Wagner currently supervises the youth sentenced under this program; assessments and treatment are contracted with community providers.

Chemical Dependency Disposition Alternative (C.D.D.A.): During 1997, the legislature enacted a law that addresses chemical dependency of juvenile offenders. If a juvenile offender

has a standard guideline for sentencing of Local Sanctions or 15-36 weeks of confinement and has not committed an A or B+ offense, the Court may order an examination by a chemical dependency treatment facility. After receiving reports of this examination, the Court may then, suspend execution of the disposition. As a condition of the suspended disposition, the offender must undergo available treatment as recommended, complete a term of community supervision, do community service work, and/or pay legal obligations and restitution. One probation officer is assigned to supervise these CDDA Dispositions.

C.D.D.A Drug Court: Juvenile Drug Court is a Cowlitz County Superior Court program that offers participants a structure in which to complete substance abuse treatment under the supervision of the Court. It is a collaborative effort between the Cowlitz County Juvenile Department, Cowlitz County Human Services, Providence Addiction Recovery Center, and the Juvenile Rehabilitation Administration. Drug Court held its first session on June 18, 2001. Participants must be eligible for C.D.D.A and cannot have any current or prior convictions for violent offenses. Drug Court convenes every Monday at 12:00 p.m. The goal is to reduce recidivism, monitor treatment compliance, impose immediate consequences for unacceptable behavior and provide incentives for acceptable behavior, and to reduce costs in the Juvenile Justice System.

Deferred Disposition: A juvenile is eligible for deferred disposition unless he/she (a) is charged with a sex or violent offense; (b) has a criminal history which includes any felony; (c) has a prior deferred disposition or deferred adjudication; or (d) has two or more diversions. The court may continue the case for disposition for a period not to exceed one year from the date the juvenile is found guilty. During this time, the juvenile is under the Court's supervision and must abide by any terms or conditions set by the Court. If the juvenile complies with his/her probation conditions, his/her charge(s) will be dismissed at the end of the year.

DIAGNOSTIC UNIT

The Diagnostic Unit with Cowlitz County's Youth Services Center is often called upon to advise the Court of the sentencing options most appropriate for a particular juvenile. An extensive evaluation is conducted by the Diagnostic Coordinator, which includes psychological testing and interviews with various family members, friends, neighbors, etc. This type of study sometimes enables the Court to keep an offender at home undergoing local treatment, rather than institutionalizing him/her.

PROBATION STRUCTURE

Orientation and Assessment: The first time a youth is placed on probation, his/her activities are restricted to home, school, work, community service work, and only other activities that have been pre-approved by his/her probation officer. The youth and one or more parent(s) are required to attend an Orientation Meeting within two weeks of being placed on probation. Probation requirements and structure are described in this meeting and the assessment process begins. The assessment is designed to (1) determine whether a youth's risk of re-offending is low, moderate, or high, and (2) develop a plan for treatment and supervision that best meets the needs of the youth. (When the assessment is complete and the youth's probation plan is developed, the extra restrictions are lifted.) The level of risk to re-offend is determined by use of a Risk Assessment Tool recently developed by the Washington Association of Juvenile Court Administrators. This tool is undergoing an extensive validation and verification by the Washington Institute of Public Policy.

Contracted Probation: If the youth is “low risk,” he/she is offered a contract in which he/she agrees to abide by specific rules during his/her probation term. The parent and youth are provided an Assessment Summary, which describes the probation plan and any special needs the probation officer has identified. The youth is then placed on “inactive probation,” monitored for compliance, and completes his/her probation without having to report to a probation officer. Parents are, in this way, empowered to provide structure and discipline within their homes and the Juvenile Court does not intervene unless the child breaks his/her contracted agreements or it otherwise becomes clear that more intervention is needed.

“Moderate risk” youth may also be offered contracted probation, but if either the youth, the parent, or the probation officer does not feel comfortable with a contracted, inactive probation, the youth is placed on active probation and is required to report to his/her probation officer on a regular basis. These decisions are reflected in the Assessment Summary. A contract may be introduced later in their probation if they have completed their probation plan. “High risk” youth are never offered a contract until they’ve completed their probation plan.

Regular Probation: Youth who are placed on active probation must report to their probation officer on a regular basis. After completing a thorough assessment of the youth’s risk and protective factors, the probation officer works with the youth and family to establish goals for change. Some of these goals will be chosen to decrease risk factors, some to increase protective factors, and some will merely be to comply with the court order. Probation officers are encouraged to be creative with the youth under their supervision, establishing whatever structure most helps the youth accomplish his/her probation goals. School and family interventions are frequently needed because many of the risk and protective factors to be targeted will fall within those two arenas.

Early Intervention Program (EIP): Both “moderate risk” and “high risk” youth that are first time offenders are eligible for this very structured program. Family intervention is a strong component of the program. Youth are restricted for seven days whenever they violate the terms of their probation or when they are released from detention. When they can complete the seven days without violation, they are automatically allowed two unsupervised activities per week for three weeks. If they can complete those weeks without violating their probation terms, all but parental limits on their activities are lifted and they are placed on Level 3, where they have unrestricted activities as long as they are approved by their parent. Anytime they break the rules they return to Level 1, 7 days of total restrictions, advance to Level 2 with two activities per week for three weeks, etc. Within this structure, youth are also required to maintain an “Activities Calendar” which delineates where they’ve gone and includes their times of departure and return. The probation officer works extensively with the family to help them understand and utilize the structure as well as encouraging the youth’s personal growth and change.

Behavior Management Program (BMP): If a youth has been offered services and repeatedly chooses not to participate, his/her probation officer may place them into this program. While a youth is in Behavior Management, he/she will be brought before the court for any and all probation violations and his/her probation officer will recommend maximum punishment (30 days in detention). He/she will not meet with a probation officer fact-to-face. In order to place a youth in Behavior Management, the probation officer must provide the following documentation: (1) the services that were offered, and the youth’s lack of response or attendance; (2) the youth’s and parent’s knowledge of the program structure; and (3) the youth’s and parent’s knowledge of how to get back into an active probation program. While under BMP, the youth must report weekly to the Center and complete a written progress report which indicates what they have done that week that is in compliance with their court order and what they have done which is NOT in compliance with their court order. Every week, on their progress report, they must re-state what it is they must do in order to move out of Behavior Management and back into a regular probation program. An example of this would be a youth that needs to enroll in

substance abuse treatment and refuses to do so. Each week, he/she will indicate knowledge of that requirement and whether or not he/she has done anything in that regard.

Juvenile Accountability Incentive Block Grant (formerly known as SHOCAP): The purpose of this program is to identify juvenile offenders who are serious and habitual, and to hold each fully accountable for further crimes committed. Those offenders that are deemed “very high risk” by the Juvenile Department will be placed on a list for the review committee to consider. The review committee is made up of representatives from the Longview Police Department, Kelso Police Department, Cowlitz County Sheriffs Department, Juvenile Department, Juvenile Parole, Kelso School District, Longview School District, Department of Social and Health Services, and the Prosecutor’s Office. When one of the juveniles on the JAIBG list commits a crime, the participating agencies will respond in the following agreed upon manner:

1. Detention will accept and hold the juvenile.
2. The Prosecuting Attorney will bring maximum charges.
3. The Probation/Parole Officer will recommend the maximum sentence.
4. The offender will be tracked and discussed at selection committee meetings.
5. All contacts between the juvenile and participating agencies will be logged through the Longview Police Department Crime Analyst.

AGGRESSION REPLACEMENT TRAINING

This program is a 30-session group, run by trained probation officers. Selection for participation is based on the WAJCA Risk Assessment, and participation is required for randomly selected probationers. The curriculum covers Social Skills Training, Anger Management, and Moral Reasoning.

COMMITMENT TO STATE INSTITUTION

The Diagnostic Unit prepares reports to the State’s Juvenile Rehabilitation Administration when offenders are sentenced to an institutional commitment. This process is designed to assist the State in determining the appropriate placement for an offender, as well as begin the process of treatment planning. The State of Washington currently runs seven institutions for juvenile offenders:

Green Hill School, Chehalis
Maple Lane School, Centralia
Echo Glen Children’s Center, Snoqualmie
Naselle Youth Camp, Naselle
Basic Training Camp, Connell

In addition, the State operates seven group homes for housing less serious offenders:

Canyon View Group Home, East Wenatchee
Sunrise Group Home, Ephrata
Parke Creek Group Home, Ellensburg
Ridgeview Group Home, Yakima
Twin Rivers Group Home, Richland

OTHER JUVENILE COURT ACTIVITIES

DEPENDENCY

When a Child Protective Services caseworker files a dependency petition against parents for neglect or abuse of their children, that action is processed through the Juvenile Court. These activities, even the hearings themselves, are extremely confidential in nature. Most of the casework is done in the local office of the Department of Social and Health Services. A description of that work would be too complex to include in this manual. Volunteers will, however, hear references to dependency action around the Center, so some of the related terms are included in the manual's Glossary.

AT-RISK YOUTH AND CHILDREN IN NEED OF SERVICES

In it's "Family Reconciliation Act," the legislature developed a legal process by which parents who are experiencing problems with at-risk youth can request and receive assistance from juvenile courts in providing appropriate care, treatment, and supervision to such youth. This process is called "At-Risk Youth" or ARY. In addition, through this act, a child or a child's parent may file with the juvenile court a Child in Need of Services (CHINS) petition to approve an out-of-home placement for the child. The Department of Social and Health Services provides casework. One probation officer is assigned to oversee the court action on these cases.

TRUANCY ACTIVITIES

During the 1990's, the legislature developed requirements for schools in dealing with truancy by their students. They must now petition the Juvenile Court to participate in enforcing mandatory attendance. The Prosecuting Attorney's Office assists school personnel in bringing these cases before the court. The program is in a rather constant state of flux as the community attempts to find an effective way of dealing with truants.

ADOPTION STUDIES

Probation officers at the Center are occasionally assigned to conduct home investigations and write reports to the Court regarding proposed adoptions. Again, this is a confidential service with which volunteers will have little contact.

EMANCIPATION OF MINORS

Any minor who is sixteen years of age or older and who is a resident of this state may petition in Superior Court to be emancipated. There is a \$50.00 filing fee. There is also a \$150.00 fee to investigate the allegations of the petition and file a report with the Court. The report will determine that the petitioner is sixteen years of age, is a resident of this state, and has the

ability to manage his or her personal, social, education, and nonfinancial affairs. If you are interested in a more detailed description of the emancipated minor's rights you can ask the receptionist for a copy of the emancipation RCWs.

EDUCATIONAL ACTIVITIES

The Kelso School District provides classroom instruction within the Detention Center. In addition, the District has funded a Transition School in a classroom outside of the Detention Facility, but still on the grounds of the Youth Services Center. This classroom accommodates adjudicated youth and youth on expulsion from county schools. Its mission is to help students increase their academic knowledge, their study skills, and their social skills in order to facilitate their integration into their next learning environment. The District has recently developed an adjunctive program to help selected students get their GED while learning skills that will increase their employability.

VOLUNTEER PROGRAM DESCRIPTION

VOLUNTEER PROGRAM POLICIES

The Cowlitz County Youth Services Center welcomes community volunteers in all areas of its operation. Working with youthful offenders can be a very complex task and require extensive training. On the other hand, working with young people in isolation from the community in which they live would make the task virtually impossible. Therefore, our attempt has been to structure the volunteer programs so that citizen participation will work safely and effectively for everyone concerned.

COMMUNITY SUPPORT ROSTER

If a citizen is primarily interested in supporting the Youth Services Center without making direct contact with offenders, we are compiling a roster of names, addresses, and phone numbers. This will be used when we have tasks that require community support and organization. No formal training will be required for this type of participation; individuals and organizations on this roster will receive any informational mailings we are able to produce. If you would like your name added to the Community Support Roster, just call the Volunteer Program Coordinator (423-0408) or the Court Services Manager (577-3100, extension 8104).

LEVELS OF RESPONSIBILITY

Level I: The Administrator of the Juvenile Court occasionally approves programs for detention that are conducted by local citizens. Currently, these activities include a Sunday church service, a Monday night Alcoholics Anonymous group, and a Tuesday and Thursday Bible Study. These are held in detention and various community people attend them. In the Volunteer Unit, we call these "Level I" activities. Volunteers that assist in these activities are not required to go through our training structure. They are requested to sign in and leave their telephone numbers in case we must investigate an incident that occurred in their presence. They are required to sign the Rules of Conduct. We do ask that at least one member of each such group complete our training program to become a Level II volunteer.

Level II: Volunteers join the Unit at this level. They are only given assignments in which a supervisor (parent, detention officer or probation officer) is present during their work with offenders. Some volunteers will choose to remain at this level of responsibility. A checklist of required completions for moving into the next level is included in the Forms section of this manual.

Transition to Level III: Volunteers who are eligible for and interested in unsupervised work with offenders will be given work assignments in which a probation and/or detention officer can observe their interactions with offenders. After a substantial period of observation, the supervising staff will be requested to complete an evaluation of the volunteer's work. The form used for this evaluation is included in the Forms section of this manual. When three passing evaluations have been submitted to the Volunteer Coordinator, a certificate awarding Level III status will be issued.

Level III: Level III volunteers have been fully trained, have demonstrated compliance with the Center's policies and procedures, and have received certification for unsupervised work with offenders.

APPLICATION PROCESS

After reading this manual, interested citizens over 18 years of age are asked to complete an application and call to set up an interview with the Volunteer Program Coordinator. This interview will be designed to look over current job descriptions, answer any questions about the Center's programs, and determine the potential volunteer's skills, goals, motives, and expectations. Acceptance or rejection will be based upon the individual's past experiences in working with youth, desire to become a team member, willingness to participate in training, and acceptance of the nature of working with juvenile offenders.

After the interview, a volunteer will register for the quarterly training session (described below), arrange for observing court and detention, work on obtaining clearances, be assigned a supervising probation officer for an apprenticeship and meet with that probation officer to prepare a weekly schedule. Most of the volunteer's interactions during this training process will be with that assigned probation officer and/or the Volunteer Program Coordinator. Volunteers involved in the application process are encouraged to attend monthly meetings.

MONTHLY VOLUNTEER MEETINGS

All volunteers are to attend a mandatory Unit Meeting held monthly in the large conference room of the Youth Services Center. It will last approximately two hours and include a potluck dinner. (We don't plan these dinners and can get some very interesting combinations of food.) This meeting gives us a chance to voice common concerns, address difficulties, receive the recognition we all deserve, and make plans, and whatever else we decide we want to do as a Unit. Staff is also encouraged to attend and participate in these meetings.

TRAININGS

There will be three or four volunteer trainings held each year. They will be conducted on Saturdays for six hours. Videotapes and mini-lectures and role-playing may be utilized to familiarize volunteers with the work of the Center. Self-exploration regarding goals, expectations, and motivation for volunteer service is encouraged. By the end of the training, it is hoped that volunteers will have gained a clear understanding and enthusiasm regarding their contribution to both the protection of the community and the rehabilitation or redirection of youthful offenders.

The Court Services Manager will consider waiver of formal training when a prospective volunteer has prior juvenile court experience and/or training.

OBSERVATIONS

Volunteering will require one or more periods of observation of court and/or detention activities. This time will provide a "sense" of staff responsibilities and client flow. It can be completed before or after the training, but must be completed before beginning assigned volunteer duties. The Volunteer Coordinator or the Court Services Manager may also waive this requirement when a volunteer has prior juvenile court experience.

In order to observe Court, no advance notice is necessary. Volunteers are asked to arrive at the beginning of the docket schedule to avoid disruption. Tuesday and Thursday morning

dockets begin at 8:45 a.m. Tuesday afternoon dockets begin at 1:00 p.m. Wednesday dockets and Thursday afternoon dockets generally consist of dependency matters, which involve “closed” hearings; therefore those dockets are not appropriate for observation.

Volunteers are asked to call the Detention Supervisor to pre-arrange their detention observations. The longer the block of time they can devote to detention observation the better. The goal is to observe as many different staff responsibilities as possible; i.e. meal delivery, morning routines, school structure, maintenance duties, and free time.

DISCLOSURE AND CLEARANCES

Attached to the application form are the Rules of Conduct, which states that you will be disqualified as a volunteer if you have any pending misdemeanor, gross misdemeanor or felony charges or are serving probation or parole for prior convictions. If you were previously on probation or parole you have to have a minimum of two years off probation or parole with no subsequent convictions. You cannot have any convictions for crimes against person nor any history of child abuse. This statement must be completed in order to join the Volunteer Program. In addition, as it explains, fingerprints will be taken and submitted for a criminal record check. The Community Monitor is responsible for taking prints of all volunteers. You can contact the Community Monitor at 577-3100, extension 8108.

There are often situations in which a volunteer needs to provide transportation for the juveniles to which they are assigned. County vehicles are available for this type of transportation. In order to use these vehicles, volunteers must have their driving records cleared with the Administrative Services Department of the County. This is a simple process: get a driving record form from the Court Services Manager, photocopy your driver’s license and give both the completed form and the photocopy to Gail McCarthy, who will forward it on to Administrative Services. That office will notify us if there is a problem.

VOLUNTEER MOTIVATIONS

During May of 1990, active volunteers were asked to evaluate what their motivations had been for volunteering their time to the Youth Services Center. In order of most common, these motivations are listed below:

- To help kids
- To develop new skills
- To gain knowledge about the problems of the community
- To maintain skills I no longer use otherwise
- To make new friends
- To feel a part of the group
- To do “something valuable”

As can be seen by this list, volunteers are a productive group of citizens who primarily want to make a contribution to the lives of juvenile offenders.

In training, we encourage volunteers to look at their potentially destructive motivations, such as “gaining a sense of power” or “saving the world.” Denying that these types of needs occasionally motivate us does not help us work productively with youth. What works is to recognize when these motivations are in play, to slow down a little in our interactions with youth,

and to discuss with other volunteers and with staff the difficulties which arise from power-struggling and from rescuing.

Probably the safest and most effective motivation that drives a volunteer would be a desire to support, enrich, and multiply the efforts of paid staff as the entire team works toward the Mission of the Center.

STAFF MOTIVATIONS

Staff members were also asked to evaluate their motivations for using volunteers. By far the most common motivation for staff in developing the Volunteer Program was "to get some innovative projects going that we don't have time to do (normally)." The second most common motivation was to provide "extra legs" (for the probation officers in doing their jobs).

Staff is encouraged to explore their motivations for utilizing volunteer assistance as well as their motivations for not utilizing them. It takes extra time to train a volunteer for new assignments; staff may not always be in a position to give up that amount of time. If there is potential for future time saving and program enhancement staff will ultimately benefit from the investment.

PROBATION APPRENTICESHIPS

Each volunteer will be assigned to a probation officer for at least one month before obtaining a permanently assigned task. It is very important that a volunteer understands the necessity of working closely with probation staff. Therefore, we require each volunteer to spend some training time shadowing and helping a probation officer. The Court Services Manager will make that assignment.

VOLUNTEER ASSIGNMENT

When their training process is complete, a volunteer will design a placement for him/herself, which, hopefully, meets the needs of the youth or youths, the staff, and the volunteer. This should be based primarily on the volunteer's interest; however, specific and immediate needs of a particular youth or staff may necessitate a compromise assignment.

TIME COMMITMENTS/RECORDS

To prevent volunteer burnout and keep our Unit healthy and happy, we suggest that one's maximum weekly commitment not exceed ten (10) hours. Exceptions can be made by the Volunteer Program Coordinator or by the Court Services Manager. Each day before leaving the job, the Volunteer needs to report his/her hours on a Time Sheet. There is a Volunteer Notebook in the front office (mailbox) and in the Control Room in Detention. If more than one activity has been accomplished during one's workday, each activity should be listed separately. Some volunteers will be spending much of their time away from the office or detention. These volunteers are asked to keep a running account of their time spent and record it in the Volunteer Notebook mentioned above before the last working day of each month.

VOLUNTEER RIGHTS

Volunteers, as an integral part of the youth services team, have the following rights:

- The right to be treated as a coworker.
- The right to an assignment with consideration for personal preference and training.
- The right to training, guidance, and direction. Volunteers may attend any sessions of any volunteer training class to update their skills. Prior approval of the Volunteer Coordinator is requested in order to plan for adequate space and supplies. Volunteers may ask for and receive other training as considered appropriate.
- The right to be heard, to comfortably make suggestions, and to have respect shown for an honest opinion.

IDENTIFICATION

Volunteers are required to carry photo ID when on assignment. Badges will be supplied by the Center. They enable part-time detention staff and other visitors to the Center to recognize volunteers and know that they are authorized to work in the facility.

It is, of course, understood that a "retiring" volunteer may keep his/her badge as a memento; unauthorized use of these badges beyond the scope of volunteer assignments will result in disciplinary action and/or relinquishment of the badge.

CONFIDENTIALITY

Because of the sensitive nature of the youth's status here, it is important that all information relating to the youth in our program be handled in total confidence. The issue of confidentiality is so important that any individual or group violating this trust will not be allowed to continue in their participation.

SAFETY ISSUES FOR CLIENTS

Certain precautions are taken to protect the offenders under the Court's jurisdiction. "Would be" volunteers must submit a full set of fingerprints to be checked by the State Patrol for criminal proceedings involving child abuse and for civil proceedings involving the abuse or neglect of children.

Open communication between staff members and all volunteers is encouraged. A chain of supervision [Direct Supervisor -- Volunteer Program Coordinator -- Court Services Manager -- Administrator] is established for each volunteer so that behavior which might be destructive is held in check.

Finally, volunteers are advised that this is not a base from which to create long-term personal relationships. Any contact outside of normal pre-approved volunteer/client activity will require Probation Officer clearance -- even if it occurs after a volunteer resigns from his/her position. This is designed to prevent unhealthy dependence by having a professional evaluate the appropriateness and beneficial nature of such contact.

SAFETY ISSUES FOR VOLUNTEERS

Due to a variety of personality problems among many of the juveniles under the Center's jurisdiction, the Volunteer Program must also attend to the safety of the volunteers themselves. Manipulative and coercive behavior is fairly common among juvenile offenders and can be emotionally upsetting to volunteers who are merely trying to help. Volunteers stand the best chance of protecting themselves from emotional abuse by talking freely and openly amongst themselves and staff members. Those outside the situation will more readily recognize the manipulative behavior, so if communication lines are open, such behavior can be thwarted before it becomes too destructive.

Working in teams best prevents physical assault with assaultive juveniles. Other volunteers, detention or probation officers, and parents can be resources to a volunteer for such situations. Individual meetings can be held in the counseling rooms of the detention facility when necessary.

Another physical threat to volunteers is the Acquired Immune Deficiency Syndrome. Unprotected and reckless sexual activity and illicit drug use are more predominant in offender populations than in other groups of adolescents. This presumably raises their risk for contracting AIDS. Volunteers working with this population must recognize this risk and take precautions against exposure to blood. In detention, staff should bear the responsibility for treating injuries. Outside of detention, volunteers are advised to use rubber gloves in emergency situations. Beyond this, approved interaction between volunteers and high-risk juveniles should not pose any threat of AIDS.

Supervising offenders who are confined to detention also poses the threat of escape. Staff is trained to both recognize increased risks of escape and to remind the offender of the consequences for escape each time they leave detention for approved outings. To further protect the supervising volunteer from this type of situation, an activity release form should be filled out before leaving the building. This reminds the offender of consequences and the volunteer of proper reporting procedures should an escape occur. **It is never necessary for a volunteer to chase, restrain, or physically control a juvenile in his/her charge.**

GRIEVANCE/TERMINATION

Questions/Problems/Complaints: When volunteers have questions or problems regarding any aspect of the organization or the services they provide as volunteers, they are asked to consult with their assigned supervisor or the Volunteer Program Coordinator. Many concerns will be handled in monthly Volunteer Unit Meetings, but individual conferences can certainly be arranged when necessary. If one has complaints or concerns about the Volunteer Program Coordinator or feels he/she has not received satisfaction from the Volunteer Coordinator about other concerns, he/she may contact the Court Services Manager and request an interview. If they are still unclear or unhappy with the results, they may contact the Administrator.

Termination: It is the mission of the Cowlitz County Youth Services Center to provide quality programs for youthful offenders and their families. To that end, we will give the best support and supervision we can to our Volunteer Unit. If a volunteer's work is not satisfactory, we reserve the absolute right to terminate the services of that volunteer or to re-assign him/her to some other more suitable position [EXACTLY AS WE DO FOR PAID STAFF]. Similarly, we ask that, if and when volunteers decide they can no longer commit their time and energy to a job assignment, they will inform their supervisor and the Volunteer Coordinator of their intention to resign.

EXTRA-CURRICULAR ACTIVITIES

Newsletter: We like to publish a newsletter quarterly for staff and volunteers. This newsletter can serve as a meeting notice for monthly meetings, notification of scheduled training, and a forum for sharing the volunteer experience. Volunteers are needed for this mailing and other volunteers are encouraged to submit stories, favorite quotations, questions, comments, poems, etc. for publication. The deadline each month for submissions will be the Unit Meeting.

Resource Library: The Center has a Resource Library in the Large Conference Room that is open for use by all staff and volunteers. It contains legal references, self-help and psychological texts, videos, and professional journals. It can always use some organization and updating when we have volunteers willing to work on it.

Recruiting New Volunteers: Our most effective recruiting technique has turned out to be the word of our active volunteers. Those who are recommended by our volunteers are essentially "pre-screened" for us, which saves the Center time and energy in the training and application process. We will occasionally advertise for specific needs, but will usually rely on word-of-mouth recruiting for our volunteer force.

College Internship: The Center welcomes interns from all colleges and universities. We are unable to set up a work/study program in which interns are paid for their services, but we gladly supervise volunteers so that they may receive academic credit for their volunteer time. Either the direct supervisor of the volunteer or the Volunteer Coordinator or the Court Services Manager, depending upon the nature of the work, will provide the necessary evaluations and work with the college supervisor and the intern to establish goals and objectives for learning.

JOB DESCRIPTIONS

The Youth Services Center's Volunteer Unit is still new enough to be flexible and to tailor an assignment to the interests and skills of a volunteer. Anyone, staff or volunteers, who can envision a volunteer position that is not covered in current job descriptions, is welcome to meet with the Volunteer Coordinator and help define expectations for the new position.

MENTOR

PURPOSE To participate in activities with probationer and/or parents, acting as role model and providing new experiences and emotional support for the family. To assist the probation officer in monitoring the probationer and encourage growth.

- DUTIES**
- Meet with probation officer, define limitations and procedures, and plan methods of support to be provided, which might include:
 - (1) Transportation to/from probation, counseling, AA/NA or other appointments.
 - (2) Recreational and/or social enhancement.
 - (3) Development of relationship with probationer and/or family of probationer.
 - (4) Role model and emotional support.
 - Schedule regular meetings with probation officer to review progress, discuss problems, and plan strategies.
 - Record volunteer time – timesheets due the last working day of the month.
 - Attend monthly volunteer meetings.

- REQUIREMENTS**
- Clearance of criminal/child abuse history with State Patrol.
 - Clearance of driving record for use of County vehicles.
 - Documentable experience with youth and family work.
 - Ability to work with confidential information.
 - A learning attitude and team approach.
 - Professional appearance and presentation to the public.
 - Ability to maintain previously committed schedule.

BENEFITS On-The-Job training, CPR/First Aid Certification by arrangement.

TIME REQUIRED No minimum. Maximum 10 hours/week. Portions of time commitment may be set in advance; remaining arrangement might be on an “on-call” basis or at volunteer’s convenience. These arrangement need to be agreed upon at initial meeting with probation officer.

SUPERVISION Reports to and supervised by probation officer assigned to family.



This is a Level III position only. Level II volunteers must go through training process and be approved by staff for Level III before accepting this position

DETENTION MENTOR

PURPOSE	While under the supervision of detention staff, conduct various group activities within detention in an effort to model recreational alternatives for residents and enhance their experiences.
DUTIES	<ul style="list-style-type: none">■ Develop roster of enjoyable and manageable activities for detention population.■ Obtain detention staff approval prior to introducing new games, materials or equipment.■ Maintain regular schedule for a three-month period, re-evaluating commitment after that point.■ Spend at least two consecutive weeks with detention staff to get to know the routine of planned recreation hours and understand the needs of staff during that time slot.■ Develop working knowledge of related detention policies and procedures and where to find them when needed. Learn procedure for acquiring program materials from detention staff or Volunteer Coordinator. Learn safety procedures from detention supervisor, including those that relate to using materials, equipment, etc. that might be dangerous.■ Utilize detention officers on duty for security, custody, and difficult management situations.■ Make contact with assigned probation officer when working with specific youth in detention. Inform probation officer of concerns, meaningful behaviors and interactions, etc. Receive approval from probation officer before discussing any anticipated contact with youth after release from detention.■ Keep track of Volunteer Hours in notebook in control room – always have updated by last working day of the month.■ Attend monthly volunteer meetings.
REQUIREMENTS	<ul style="list-style-type: none">■ Ability to work with confidential information.■ A learning attitude and team approach.■ Some experience working with groups of juveniles in, at least, an assistant group leader position■ Ability to maintain previously committed schedule.■ Ability to recognize when security assistance is needed.■ Knowledge of and adherence to appropriate detention dress code.
BENEFITS	On-The-Job training and CPR/First Aid Certification by arrangement.
TIME REQUIRED	No minimum. Maximum 10 hours/week. Time commitment must be set in advance – changes preferably made quarterly.
SUPERVISION	Reports on daily basis to assigned supervisor (detention staff). Overall supervision by Volunteer Program Coordinator.



This is a Level II or III position. While working in detention, it is assumed that detention staff is supervising Level II volunteers. Assigned probation officers must be kept informed of any individual contacts made with their caseload and may approve contact outside of detention as preparation for Level III promotion. No contact outside of detention may be initiated by a Level II volunteer unless pre-approved by the assigned probation officer.

DETENTION PROGRAM PROVIDER

- PURPOSE** To assume primary responsibility for the provision of a specified enhancement program in detention.
- DUTIES**
- Develop program outline (which includes program goals), submit it to Administrator for approval, and attach it to this contract. Meet with Detention Supervisor and schedule regular time/day for weekly program presentation. Establish “contact person” (detention officer on corresponding shift) and make sure he/she is aware of your program schedule.
 - Develop working knowledge of related detention policies and procedures and where to find them when needed. Learn procedure for acquiring program materials from Volunteer Coordinator. Learn safety procedures from detention supervisor and contact person, including those that relate to using materials, equipment, etc. that might be dangerous.
 - Utilize detention officers on duty for security, custody, and difficult management situations.
 - Keep track of Volunteer Hours in notebook in control room – always have updated by last working day of the month.
 - Attend monthly volunteer meetings.
- REQUIREMENTS**
- Ability to work with confidential information.
 - A learning attitude and team approach.
 - Some experience working with groups of juveniles in, at least, an assistant group leader position.
 - Ability to maintain previously committed schedule.
 - Ability to recognize when security assistance is needed.
 - Knowledge of and adherence to appropriate detention dress code.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. Time commitment must be set in advance – changes preferably made quarterly.
- SUPERVISION** Reports on daily basis to contact person. Overall supervision by Detention Supervisor.



This is a Level II or III position. While working in detention, Level II volunteer will be supervised by detention staff. Assigned probation officers must be kept informed of any individual contact made with their caseload and may approve contact outside of detention as preparation for Level III promotion. No contact outside of detention may be initiated by a Level II volunteer unless pre-approved by the assigned probation officer.

DIAGNOSTIC ASSISTANT

- PURPOSE** To assist the Diagnostic Coordinator with the intake, assessment and development of treatment goals for assigned juveniles.
- DUTIES**
- Meet with juveniles who have been committed to an institution or other state program and gather information upon which treatment goals may be built; this includes information regarding the juvenile, his/her family, community adjustment, and offense factors. Cognitively and emotionally prepare the youth for commitment. Administer academic tests and drug screening devices to state-committed juveniles.
 - Assist with the assessment of adjudicated offenders who have been court-ordered to undergo a psychological evaluation prior to sentencing. Referred youth commonly have sexual or aggressive offenses.
 - Meet regularly with the Diagnostic Coordinator to staff cases, review procedures, and learn to administer and interpret some assessment devices.
 - Record time worked – timesheets due the last working day of the month.
 - Attend monthly Volunteer meetings.
- REQUIREMENTS**
- Participation in, or graduation from, an academic program related to diagnostic or counseling interventions with youth.
 - A desire to learn and apply the knowledge and skills of this field.
 - Clearance of criminal/child abuse history with State Patrol.
 - Clearance of driving record for use of County vehicles.
 - Ability to work with confidential information.
 - Professional appearance and presentation to the public.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. Portions of time commitment may be set in advance; remaining arrangement might be on an “on-call” basis or at volunteer’s convenience. These arrangement need to be agreed upon at initial meeting with Diagnostic Coordinator and recorded on the Assignment Sheet in the Volunteer Notebook.
- SUPERVISION** Reports to and supervised by Diagnostic Coordinator.



This is a Level II or III position. Level II must be supervised by parent or detention or probation staff while working directly with juvenile offenders.

GROUP ASSISTANT

- PURPOSE** To assist probation, detention, diagnostic or diversion in conducting informational, educational, or therapeutic groups with probationers and/or parents.
- DUTIES**
- Assist group leader in taking attendance, conducting group exercises and reporting information to probation officers assigned to group members.
 - Meet regularly with group leader to prepare for and debrief after group sessions.
 - Assist group leader in documenting group outline for future delivery.
 - Record time worked – timesheets due the last working day of the month.
 - Attend monthly Volunteer meetings.
- REQUIREMENTS**
- Ability to work with confidential information.
 - A learning attitude and team approach.
 - Some experience working with groups of juveniles in, at least, an assistant group leader position.
 - Ability to maintain previously committed schedule.
 - Ability to recognize when security assistance is needed.
 - Professional appearance and presentation to the public.
- BENEFITS** On-The-Job training, CPR/Fist Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. Time commitment must be set in advance – changes preferably made quarterly.
- SUPERVISION** Reports to and supervised by group leader.



This is a Level II or III position. Level II must be supervised by parent, detention officer or probation officer while working directly with juvenile offenders.

OFFICE ASSISTANT

- PURPOSE** To provide supplemental support services for Juvenile Department staff.
- DUTIES**
- Learn procedure for greeting public by telephone and in person.
 - Learn to recognize by sight various Court workers and Department personnel.
 - Back up receptionist while working in front office.
 - Learn procedure and assist with file maintenance.
 - Assist resource Librarian with operation of Resource Library.
 - Assist with typing of special projects.
 - Assist with mailing of monthly newsletter.
 - Record time worked – timesheets are due last working day of the month.
 - Attend monthly Volunteer meetings.
- BENEFITS** On-The-Job training, computer experience, CPR/First Aid Certification by arrangement.
- REQUIREMENTS**
- Ability to work with confidential information.
 - A learning attitude and team approach.
 - Professional appearance and presentation to the public.
 - Ability to maintain previously committed schedule.
- TME REQUIRED** No minimum. Maximum 10 hours/week. Time commitment must be set in advance – changes preferably made quarterly.
- SUPERVISION** Reports on daily basis to assigned supervisor. Overall supervision by Volunteer Coordinator.



This is a Level II position. No direct contact with juvenile offenders is anticipated.

RESEARCH ASSISTANT

- PURPOSE** To assist staff with data collection and other research tasks.
- DUTIES**
- Upon assignment, collect information from computer printouts, files, and/or juvenile offenders.
 - Compile information collected.
 - Meet regularly with Diagnostic Coordinator, Administrator, Detention Supervisor, Court Services Manager or other staff to receive assignments and direction and review progress.
 - Record time worked – timesheets due the last working day of the month.
 - Attend monthly Volunteer meetings.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- REQUIREMENTS**
- Participation in, or graduation from, an academic program related to diagnostic or counseling interventions with youth.
 - A desire to learn and apply knowledge and skills of this field.
 - Clearance of criminal/child abuse history with State Patrol.
 - Clearance of driving record for use of County vehicles.
 - Ability to work with confidential information.
 - Professional appearance and presentation to the public.
- TIME REQUIRED** No minimum. Maximum 10 hours/week.
- SUPERVISION** Reports to assigned supervisor.



This is a Level II or III position. Level II must be supervised by parent, detention officer or probation officer while working directly with juvenile offenders.

RESOURCE LIBRARIAN

- PURPOSE** To organize the Resource Library in such a way that it can be utilized efficiently by staff and volunteers.
- DUTIES**
- Learn and implement procedure for carding new books, videos, and periodicals, and positioning them appropriately on the shelves.
 - Learn and implement procedure for filing program flyers, resource catalogs and curriculum materials in file cabinet.
 - Conduct frequent checks of borrowed materials and contact borrowers when appropriate.
 - Record time worked – timesheets due the last working day of the month.
 - Attend monthly Volunteer meetings.
- REQUIREMENTS**
- Ability to work with confidential information.
 - A learning attitude and team approach.
 - Professional appearance and presentation to the public.
 - Ability to maintain previously committed schedule.
- BENEFITS** On-The-Job training, computer experience, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. Time commitment must be set in advance – changes preferably made quarterly.
- SUPERVISION** Reports on daily basis to assigned supervisor. Overall supervision by Volunteer Coordinator.



This is a Level II position. No direct contact with juvenile offenders is anticipated.

TUTOR

PURPOSE	To assist assigned juvenile offenders with academic skill development and the acquisition of school credit.
DUTIES	<ul style="list-style-type: none">■ Meet with assigned offender to develop tutoring needs and determine tutoring schedule.■ If enrolled in school, meet with school counselor/teachers to determine tutoring needs and arrange for the use of appropriate materials.■ If not enrolled in school, administer skills test and obtain assignments from detention classroom teacher.■ Request academic credits from detention classroom teacher with report of hours completed in each subject.■ Record time worked – timesheets due the last working day of each month.■ Attend monthly Volunteer meetings.
REQUIREMENTS	<ul style="list-style-type: none">■ Documented experience in working with youth.■ Ability to work with confidential information.■ Ability to maintain previously committed schedule.■ Knowledge of and adherence to appropriate detention dress code.■ Professional appearance and presentation to public outside of detention.
BENEFITS	On-The-Job training, CPR/First Aid Certification by arrangement.
TIME REQUIRED	No minimum. Maximum 10 hours/week. Time commitment must be set in advance – changes preferably made quarterly.
SUPERVISION	Reports to assigned probation officer of tutored youth.



This is a Level II or III position. Level II must be supervised by parent, detention officer or probation officer while working directly with juvenile offenders. Assigned probation officers may approve specific unsupervised contact with their probationers as preparation of Level III promotion.

VOLUNTEER UNIT OFFICER

- PURPOSE** Assist Volunteer Coordinator with organizational functions of the Unit.
- DUTIES**
- Maintain contact with Volunteer Coordinator to learn of Unit needs.
 - Develop working knowledge of Court participants.
 - May chair monthly meetings and/or quarterly orientation trainings.
 - May record minutes of meetings and/or trainings.
 - May contact various trainers and schedule presentations for monthly meetings and/or quarterly trainings.
 - May call volunteers monthly to determine planned meeting attendance.
 - May prepare reports for monthly newsletter.
 - May perform other tasks as requested by Volunteer Coordinator.
 - Record time worked – timesheets due the last working day of the month.
 - Attend monthly Volunteer meeting.
- REQUIREMENTS**
- Substantial experience as volunteer with Unit.
 - Team spirit.
 - Reliability.
 - Professional appearance and presentation to the public.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week.
- SUPERVISION** Reports to and is supervised by Volunteer Coordinator.



This is a Level II position. No direct contact with juvenile offenders is anticipated.

WORK CREW ASSISTANT

- PURPOSE** Provide supervision and direction to the participants of short-term juvenile work crews. Maintain surveillance of crewmembers to ensure and maximize community protection.
- DUTIES**
- Supervise a work crew of 2 to 4 youth performing a variety of work activities. Enforce rules and provide for the security of public and private property at the job sites.
 - Evaluate work habits of crew participants to ensure that all individuals are working in a safe manner. Encourage learning of productive work habits.
 - Provide transportation for the work crew participants as may be required during the work day.
 - Report violations of the law to the appropriate law enforcement agencies.
 - Maintain a positive attitude and good public relations with the community at large and agencies for which services are being performed.
 - Record volunteer time worked – monthly timesheet due no later than the last working day of the month.
 - Attend monthly inservice trainings.
- REQUIREMENTS**
- Work experience in a variety of work areas, for example, construction, landscaping, and/or general labor. Some work with youth as volunteer or paid personnel.
 - Knowledge of child labor laws.
 - Clearance of criminal/child abuse history with State Patrol.
 - A current first aid card.
 - The ability to avoid over-reacting to provocation; the ability to remain calm in stressful situations.
 - The ability to use two-way radio communications.
 - A valid Washington State Driver's License.
 - Ability to work with confidential information.
 - Ability to maintain previously committed schedule.
 - Ability to recognize when security assistance is needed.
 - Knowledge of and adherence to appropriate dress code.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. May be “on-call.”
- SUPERVISION** Reports to Work Crew Supervisor.



This is a Level II or III position. Level II volunteers will be closely supervised by the Work Crew Supervisor prior to working alone with offenders. Advancement to Level III for this position requires only an evaluation by the Work Crew Supervisor (rather than the usual three staff members). Such qualification must be confirmed by two other staff members in order to accept other Level III positions.

PROBATION OFFICER APPRENTICE

- PURPOSE** Assist probation officer with daily tasks.
- DUTIES**
- Computer work as assigned.
 - Various monitoring tasks as assigned.
 - File work as assigned.
 - Maintain a positive attitude and good public relations with community at large.
 - Record volunteer time worked – monthly timesheet due no later than the last working day of the month.
 - Attend monthly inservice trainings.
- REQUIREMENTS**
- Clearance of criminal/child abuse history with State Patrol.
 - The ability to avoid over-reacting to provocation; the ability to remain calm in stressful situations.
 - A valid Washington State Driver’s License.
 - Ability to work with confidential information.
 - Ability to maintain previously committed schedule.
 - Ability to recognize when security assistance is needed.
 - Knowledge of and adherence to appropriate dress code.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. May be “on-call.”
- SUPERVISION** Reports to assigned Probation Officer.



This is a Level II or III position. Level II volunteers will be closely supervised by the Probation Officer prior to working alone with offenders. This is a mandatory assignment for all volunteers in training, but could also become a permanent assignment if the volunteer so wishes. Advancement to Level III for this position requires an evaluation by three staff members.

COURT ASSISTANT

- PURPOSE** Assist probation officer with various court tasks.
- DUTIES**
- Accurately complete paper work as assigned.
 - Provide information to youth and families.
 - File work as assigned.
 - Maintain a positive attitude and good public relations with youth and families.
 - Record volunteer time worked – monthly timesheet due no later than the last working day of the month.
 - Attend monthly inservice trainings.
- REQUIREMENTS**
- Clearance of criminal/child abuse history with State Patrol.
 - The ability to avoid over-reacting to provocation; the ability to remain calm in stressful situations.
 - Legible handwriting.
 - Ability to work with confidential information.
 - Ability to maintain previously committed schedule.
 - Ability to recognize when security assistance is needed.
 - Knowledge of and adherence to appropriate dress code.
- BENEFITS** On-The-Job training, CPR/First Aid Certification by arrangement.
- TIME REQUIRED** No minimum. Maximum 10 hours/week. May be “on-call.”
- SUPERVISION** Reports to assigned Probation Officer.



This is a Level II position. This could be a part time assignment for several volunteers or a permanent assignment if the volunteer so wishes.

FORMS

COWLITZ COUNTY YOUTH SERVICES CENTER VOLUNTEER APPLICATION FORM

(This box for office use)

Dr. Lic. Clearance Requested (date) _____ Received [] YES

WA State Patrol Clearance Requested _____ Received [] YES

NAME _____ DOB _____

ADDRESS _____ Home Phone _____

Work Phone _____ E-Mail Address _____

OTHER LAST NAMES _____ SOC.SEC.NO. _____

MARITAL STATUS (circle one:) S-M-W-D NUMBER OF CHILDREN @ HOME _____

PRESENT OCCUPATION _____ HRS PER WEEK _____

EMPLOYER _____ NO. OF YRS _____

Have you ever worked with youth before: Please describe both volunteer and paid positions. Attach additional sheet if necessary.

List hobbies, interests, organization memberships, etc. _____

Please rank (1-11) the following volunteer positions in the order of your interest:

- | | |
|----------------------------|------------------------------|
| _____ Community Mentor | _____ Detention Mentor |
| _____ Diagnostic Assistant | _____ Group Assistant |
| _____ Librarian | _____ Office Assistant |
| _____ Program Provider | _____ Research Assistant |
| _____ Tutor | _____ Volunteer Unit Officer |
| _____ Work Crew Assistant | |

List any special areas in which you would like to involve yourself (i.e. tutoring, recreation, etc.): _____

How many hours per week are you willing to commit? _____

For how long a period (months/years) will you commit yourself to this work? _____

Do you have a valid Washington State Driver's License? [] YES [] NO

License Number _____

Personal/Professional References:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other than traffic, have you had any law violations? Explain. This will not necessarily disqualify you from working with the Youth Services Center. Attach additional sheet if necessary.

Do you mind if your name [] YES [] NO; address [] YES [] NO; or phone number [] YES [] NO is printed in publications such as newsletters? Usually these publications will be circulated to staff and volunteers only, but may be given out to the general public.

Comments: _____

I understand that any information about any youth involved with the Juvenile Court is confidential and not to be divulged to anyone. I have read the Program Description preceding this application and I have completed the Disclosure Statement attached.

Date _____ Signature _____

DISCLOSURE STATEMENT

Pursuant to the requirements of 1987 Washington Laws Chapter 486, we must ask you to complete the following disclosure statement. This information will be kept confidential.

1. Have you ever been convicted of a crime against persons? (A crime against persons includes any of the following offenses: first or second degree or aggravated murder; first, second, third, or fourth degree or simple assault; first, second, or third degree rape; first or second degree rape of a child; first or second degree child molestation; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; first or second degree incest; vehicular homicide; first degree promoting prostitution; communication with a minor for immoral purposes; unlawful imprisonment; sexual exploitation of minors; first or second degree criminal mistreatment; or any of these crimes as they may have been named in the past or may be renamed in the future).

YES

NO

If your answer is "yes," please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed (use the back of this form if necessary, or attach additional sheet):

2. Have you ever been found in a (a) dependency action, (b) domestic relations proceeding, (c) disciplinary board final decision to have sexually assaulted or exploited a minor, or to have sexually abused a minor?

YES

NO

If your answer is "yes," please describe and provide the date(s) of finding(s) and the penalty(ies) imposed:

If you will be working with youth on a one-to-one, unsupervised basis, we are required to request your fingerprints and obtain from the Washington State Patrol criminal identification system a report of your record of criminal convictions for offenses against persons, civil adjudications of child abuse, and disciplinary board final decisions. If you are hired before that report is available, **YOUR EMPLOYMENT WILL BE CONDITIONED UPON THE RECEIPT OF A SATISFACTORY REPORT.**

You will be notified of the State Patrol's response within ten days after we receive the report. We will make a copy of the report available to you upon your request.

* * * * *

UNDER PENALTY OF PERJURY, I certify that the preceding information is true, correct and complete. I understand that, if I am hired, I can be discharged for any misrepresentation or omission in the preceding statement. I also understand that, if I am hired, my employment is conditioned on receipt of a satisfactory report from the Washington State Patrol.

Signature: _____

Name (Print): _____

Date: _____

OATH OF CONFIDENTIALITY
Cowlitz County Youth Services Center
VOLUNTEER PROGRAM

In the course of their work, volunteers will read and hear various confidential file information.

The undersigned volunteer agrees not to divulge, publish, or otherwise make known to anyone except criminal justice employees, orally or in writing, any information gained through access to the Cowlitz County Youth Services Center's records.

It is understood and agreed upon that the foregoing conditions do not cease at such times as the undersigned is no longer a volunteer with the Juvenile Department. The undersigned is permanently bound by said regulations on confidentiality.

Violation of these conditions may subject the undersigned to disciplinary action which may include termination of volunteer status, civil action, and/or criminal prosecution.

Signature of Volunteer

Printed Name of Volunteer

Dated this _____ day

of _____, _____

VOLUNTEER CHECKLIST
Cowlitz County Youth Services Center

DATE COMPLETED	ITEM	NOTES
	Fill out Application, Disclosure Form, Oath of Confidentiality, and Rules. Personal Interview with Volunteer Program Coordinator	Call Marv Kasemeier III, Volunteer Program Coordinator for appointment 423-0408
	Court Observation Minimum: One session	No appointment necessary Tuesday 8:45 a.m., Tuesday 1:00 p.m., or Thursday 8:45 a.m.
	Detention Observation: Control Room, Intake, Rover position, and pods Minimum: One session	Call Rich Wilson, Detention Supervisor, to schedule 577-3100, ext. 8126
	Fingerprints for State Patrol Clearance	Call Community Monitor to schedule 577-3100, ext 8108
	Driver's License Clearance	Get form from Court Services Manager, complete, and give with copy of driver's license to Gail McCarthy.
	Orientation Training	Check Newsletter for dates or call Volunteer Program Coordinator.
	Probation Apprenticeship Minimum: One month	Get assignment from Court Services Manager 577-3100, ext. 8104
	Permanent Position Assignment	Meet with Marv Kasemeier III or Craig Bracy.

**STAFF EVALUATION
LEVEL III VOLUNTEER PROMOTION
Cowlitz County Juvenile Department**

STAFF:	VOLUNTEER:
DATE:	

Rate each item on a scale of 1-10. Total the scores when completed. Promotion to Level III requires three staff scoring the volunteer with a total of 60 or higher.

RATE:	ITEM	COMMENTS
	Follows directions of supervisor.	
	Recognizes need to keep assigned probation officer aware of interactions with youth.	
	Talks over concerns regarding youth with assigned probation officer	
	Is willing to work with any youth or parent without bias; i.e. religion, ethnic origin, etc.	
	Functions as healthy role model for youth and/or parents.	
	Asks questions when in doubt of procedure or policy.	
	Listens well to professional advice and responds appropriately.	
	Keeps time commitments with Department.	
	Notifies appropriate staff when unable to keep commitments.	
	Additional plus or minus points – please explain:	

TOTAL SCORE:

COMMENTS:

GLOSSARY

GLOSSARY OF TERMS AND ACRONYMS

- A.R.T.:** Aggression Replacement Training.
- A.R.Y.:** (At-Risk Youth Petition) By statute, when parents are in need of assistance for control and management of their child, they may petition the Court for that assistance. “At-Risk Youth” means a juvenile: (a) who is absent from home for at least seventy-two consecutive hours without consent of his or her parent; (b) who is beyond the control of his or her parent such that the child’s behavior endangers the health, safety, or welfare of the child or any other person; or (c) who has a substance abuse problem for which there are no pending criminal charges related to the substance abuse.
- C.D.D.A.:** Chemical Dependency Disposition Alternative
- C.H.I.N.S.:** “Child in Need of Services” means a juvenile: (a) who is beyond the control of his or her parent such that the child’s behavior endangers the health, safety, or welfare of the child or other person; (b) who has been reported to law enforcement as absent without consent for at least twenty-four consecutive hours from the parent’s home, a crisis residential center, an out-of-home placement, or a court-ordered placement on two or more separate occasions and (i) has exhibited a serious substance abuse problem; or (ii) has exhibited behaviors that create a serious risk of harm to the health, safety, or welfare of the child or any other person; or (c) who is in need of necessary services, including food, shelter, health care, clothing, education or services designed to maintain or reunite the family; who lacks access, or has declined to use these services; and whose parents have evidenced continuing but unsuccessful efforts to maintain the family structure or are unable or unwilling to continue efforts to maintain the family structure.
- C.P.S.:** Child Protective Services, a program offered by the State’s Department of Social and Health Services to investigate child abuse and neglect cases.
- CHRONOS:** Daily or periodic notes recorded by a probation or detention officer with each entry dated for later reference.
- COMMITMENT:** Physical custody by the State Department of Social and Health Services in a facility operated by or pursuant to a contract with the State.
- COMMUNITY RESTITUTION:** Compulsory service, without compensation, performed for the benefit of the community by the offender as punishment for committing an offense.
- COMMUNITY SUPERVISION:** Probation. The assignment of a probation officer who counsels and supervises an offender by monitoring compliance with specified conditions for a specified term.
- D.C.F.S.:** Division of Children and Family Services, a division of the Department of Social and Health Services. This division supervises both child protective services and child welfare services.
- DECLINE OF JURISDICTION:** The prosecutor, offender, or the Court may file a motion requesting the Court to transfer the alleged offender for adult criminal

prosecution. The Court will make a determination as to the best interest of the juvenile or the public. Such hearing may be mandatory in situations specified by statute.

DEFERRED DISPOSITION: A sentencing alternative in which the Court orders a year's supervision of a youth who has admitted to committing an offense. If the youth complies with the supervision for the year, the original charge or charges are dismissed.

DEPENDENCY: The term used in this state for the process of determining parents incapable of providing adequate care of their children. The child becomes "dependent" on the State.

DETENTION: Local confinement.

D.S.H.S.: Department of Social and Health Services.

DISPOSITION: A term more commonly used is "sentence;" i.e., The disposition was thirty days of detention.

DIVERSION: A legal process whereby youth alleged to have committed certain misdemeanors or gross misdemeanors is offered an alternative to the formal Juvenile Court system.

EIP-2: This is a very structured program in which first time probationers receive privileges as they earn them. Families are encouraged to utilize the structure and participate in family counseling.

EMANCIPATION: The legal process where a minor at least 16 years of age and a resident of the state of Washington may petition the Court and if emancipated would be granted certain adult rights.

F.R.S.: Family Reconciliation Services. Families who are in conflict may request family reconciliation services from the Department of Social and Health Services. Such services shall be provided to alleviate personal or family situations which present a serious and imminent threat to the health or stability of the child or family and to maintain families intact wherever possible. Family reconciliation services shall be designed to develop skills and supports within families to resolve family conflicts and may include but are not limited to referral to services for suicide prevention, psychiatric or other medical care, or psychological, welfare, legal, educational, or other social services, as appropriate to the needs of the child and the family.
[RCW 13.32A.040]

FELONY: Any of several crimes, such as murder, rape or burglary, considered more serious than a misdemeanor and punishable by a more stringent sentence.

INFORMATION: When referring to "an information," a probation officer is talking about the filing of a charge against a juvenile. This is merely the piece of paper that starts the court process. Usually, probation officers prepare informations (decide what is to be charged) for misdemeanor and gross misdemeanor offenses; prosecutors prepare information for felony offenses.

J.R.A.: Juvenile Rehabilitation Administration. A division of the Department of Social and Health Services, responsible for the supervision of juvenile institutions and group homes for offenders committed to long-term care.

JUVENILE DEPARTMENT = JUVENILE COURT = YOUTH SERVICES CENTER

MANIFEST INJUSTICE: A disposition that would either impose an excessive penalty on a juvenile or would impose a serious and clear danger to society.

MISDEMEANOR: An offense of a lesser gravity than a felony, for which punishment may be a fine or confinement in a local, rather than a state, institution.

PROBATION = COMMUNITY SUPERVISION

R.C.W.: Revised Code of Washington (State Law).

R.O.A.: Record of Official Action, a format used by J.R.A. to record official decisions about an offender.

REFERRAL: In the Juvenile Court, this usually means a police report that is “referred” (delivered) to the Court for prosecution.

REMAND: “Remand to adult court” is used interchangeably with “decline of jurisdiction.”

S.H.O.C.A.P.: Serious Habitual Offender Comprehensive Action Program.

S.S.O.D.A.: Special Sex Offender Disposition Alternative

STATUTE = Law = R.C.W.