

**JUVENILE COURT CENTER
MARICOPA COUNTY JUVENILE PROBATION
DEPARTMENT**



**VOLUNTEER
PROGRAM**

APPLICATION

Thank you for your interest in becoming a Volunteer/ Intern
with the
Maricopa County Juvenile Probation Department.

Enclosed please find an application for your review. Please mail back your completed application. If you have any questions about Juvenile Court, our Volunteer/Intern Program, or this application do not hesitate to call us.

We appreciate your time and interest. There is an Orientation and Training Session given to all of our Volunteers. Upon receiving your application or your telephone call, we will notify you of our next scheduled training session in your area.

We look forward to seeing you and sharing with you an overview of our Court, our Department, its mission, its goals and the vital role you play in helping us serve the community, our children and their families.

Sincerely,

Elvia Davis
Volunteer Coordinator
3125 W. Durango
Phoenix, AZ 85009

Office: 602-506-4482
Cell: 602-708-2856
Email: davise001@juvenile.maricopa.gov

**Maricopa County Juvenile Probation Department
VOLUNTEER PROGRAM**

DO YOU CARE ABOUT CHILDREN?

DO YOU HAVE 4 HOURS A MONTH TO DONATE TO CHILDREN?

The Juvenile Probation Department is actively seeking community members for its Volunteer Program. The Volunteer Program was created in the mid 1990's, when citizen volunteers began to serve on Community Justice Panels. The Community Justice Panels are committees of volunteer citizens that work with young people that have been charged with minor offenses. The primary purpose of the program is to divert young people charged with minor offenses from the Juvenile Court back to their communities where groups of volunteer citizens hold them accountable and respond to their needs. Today, there are over 200 Community Justice Panel volunteers and 40 active Community Justice Committees throughout Maricopa County.

Our Volunteer Program offers interested citizens the opportunity to serve in various capacities of the Maricopa County Juvenile Probation Department. Possible placements for volunteers include:

- Working with a probation officer, or supervisor.
- Working with diversion programs that include Community Justice Panels, Safe Schools, Teen Court, or Drug Diversion. Others may work in more specialized areas such as Drug Court.
- Internships

Duties may include casework involving one or more children on a probation officer's caseload, report writing, telephone and/or personal follow-up, court observation and attendance. Assignments are based on the volunteer's preferences and skills, and offer each applicant an opportunity to develop those skills.

Becoming a volunteer at the Maricopa County Juvenile Probation Department is a simple process. The procedure includes a written application, interview, references, background check, fingerprinting, and training.

***To find out more about our Volunteer Program and volunteer opportunities,
contact Volunteer Coordinator.....***

Elvia Davis at 602-506-4482 --cell 602-708-2856

Maricopa County Juvenile Probation Department COMMUNITY JUSTICE PANELS

WHAT ARE COMMUNITY JUSTICE PANELS?

- ❖ The Community Justice Panels consist of volunteer Citizens empowered by Maricopa County Juvenile Probation to provide services or consequences to juveniles (from their respective communities) who have been charged with less-serious offenses.

WHAT IS THE PURPOSE OF THE COMMUNITY JUSTICE PANELS?

- ❖ The primary purpose of the panel is to allow community volunteers to meet face to face with the children of their community charged with minor offenses to discuss the nature of the offense as well as the child's behavior at home and at school so as to derive at appropriate resolutions and consequences.

WHAT ARE THE ADVANTAGES OF THE COMMUNITY JUSTICE PANELS?

- ❖ To provide the community, which has truly been offended, an opportunity to be involved in the disposition of the case.

To allow the community to exhibit a sincere interest in the behaviors and the success of the juveniles residing with the community.

To allow the community to develop their own dispositional alternatives that would better serve the communities interest and/or needs as well as the child's needs and interest.

To provide an opportunity to all community residents to be involved in the deterrence of delinquent and/or incorrigible behaviors within the community.

HOW DO THE COMMUNITY JUSTICE PANELS WORK?

- ❖ A Community Justice Panel meets face to face with the youth and discusses the nature of the offense and the surrounding circumstances. The team then determines what solution is appropriate. Among other things, the solution may involve restitution to the victim, community service, a fine, counseling and /or educational sessions

WHO WOULD OPERATE THE COMMUNITY JUSTICE PANELS?

- ❖ The basic operation would be an arm of the Juvenile Probation Department. Probation Officers would be responsible for the day to day support of the committees throughout Maricopa County. The committees themselves are made up of one or more teams of two to three (or more) trained volunteers.

Maricopa County Juvenile Probation Department
VOLUNTEER PROGRAM

THE FOLLOWING IS A BRIEF DESCRIPTION OF OUR VOLUNTEER OPPORTUNITIES:

COMMUNITY JUSTICE PANEL VOLUNTEER Our CJP volunteer is assigned to one of our Community Justice Panels and will be under the supervision of the CJP probation officer. Duties include: meeting at times and locations arranged by the PO, reviewing individual case files and related paperwork on each child to be interviewed, discussing the case with family and child, discussing the case with panel members and PO, determining consequences to be met by each child, assisting in the preparation of the paperwork needed, and other duties helpful to the Panel as assigned by the CJP PO.

INTERN Our department offers an experience opportunity for students who want to learn more about Juvenile Court and Juvenile Probation as a career field. This applicant is a student who has enrolled for internship college credit at their respective college or university.

An intern is assigned to and under the supervision of a probation officer or supervisor at Durango, SEF or at a Community Justice Center for hands on experience in the day-to-day casework and administrative duties in the various areas of the Probation Department. Typical duties include, but are not limited to the following casework under the supervision of the probation officer: report writing, filing, contacts, surveillance, staffing, court observation, helping in detention and any special projects as assigned.

PROJECT VOLUNTEER This is a general category for all of our volunteers who have chosen to work on a particular project or a particular committee within the Juvenile Probation Department. This volunteer will have an orientation and training session as is given to all volunteers and will receive specialized training in the area he/she is assigned. The volunteer will be under the supervision of the Juvenile Probation staff member who is supervising or managing that project or committee for the Department. Example of such a placement is in our JCORPS Program.

ALL OF OUR VOLUNTEERS ARE REQUIRED TO ATTEND ORIENTATION AND TRAINING, OFFERING AN OVERVIEW OF JUVENILE PROBATION, OUR MISSION AND PHILOSOPHY AS A CONDITION OF PARTICIPATION.

For more information contact ELVIA DAVIS (602) 506-4482
Cell (602) 708-2856 or email davise001@juvenile.maricopa.gov

**Maricopa County Juvenile Probation Department
VOLUNTEER/INTERN PROGRAM APPLICATION**

EMPLOYMENT:

Current employer	Address
Supervisor's Name	Phone

PREVIOUS EMPLOYMENT:

Employer	Address
Reason for leaving	Phone

REFERENCES:

Name	Phone
Address	Relationship
Name	Phone
Address	Relationship
Name	Phone
Address	Relationship

How did you learn of our Volunteer Program? _____

(Optional) Please send an application packet to: Name _____

Address	Zip
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In case of accident or illness, please notify:

Name	Phone
Address	Relationship

Maricopa County Juvenile Probation Department VOLUNTEER/INTERN CRIMINAL RECORDS REPORT

Arizona law (ARS 8-203.01 and 46-321) and Maricopa County Juvenile Probation Department policy require all staff and volunteers to be fingerprinted as a condition of employment or clearance to work in contact with juveniles and to certify they have never been convicted of or committed specific criminal offenses. Please read the following questions carefully and answer each question to the best of your knowledge.

1. Are you currently awaiting trial on or have you ever been convicted, admitted or accused of committing any of the following criminal offenses in this state or similar offenses in another state or jurisdiction? (Respond by circling either YES or NO to each of the listed offenses.)

- Sexual abuse of a minor YES NO
- Incest YES NO
- 1st or 2nd degree murder..... YES NO
- Kidnapping..... YES NO
- Arson..... YES NO
- Sexual assault..... YES NO
- Sexual exploitation of a minor.... YES NO
- Contributing to the delinquency of a minor.....YES NO
- Commercial exploitation of a minor.....YES NO
- Felony offenses involving distribution of alcohol, marijuana, dangerous or illicit drugs.....YES NO
- Burglary..... YES NO
- Robbery..... YES NO
- Child abuse..... YES NO
- Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument against a child 15 years of age or younger.....YES NO
- Sexual conduct with a minor.....YES NO
- Molestation of a child.....YES NO

Any other crime(s) against a child or children..... YES NO

If you responded YES to any of the above, please provide specific information regarding your response: _____

2. Have you ever used any other name(s)? YES NO
If YES, please list: _____

3. Have you ever been arrested or convicted of a criminal offense? (Not minor traffic violations)
If YES, please give details, (dates and dispositions). _____

All of the information given by me in this application is true. False information (misrepresentation or omission of information is a basis for disqualification. I authorize the Maricopa County Juvenile Probation Department to do a records check.

Signature Date

Notary

Maricopa County Juvenile Probation Department

VOLUNTEER/INTERN CRIMINAL RECORDS REPORT

MCJPD will utilize the following criteria as disqualifiers when screening all volunteers, interns and work program youth:

1. Applicant is awaiting trial for, or has been convicted of a felony offense in this state or a similar offense in another state or jurisdiction.
2. Applicant has been adjudicated on, convicted of, is awaiting trial for, or has admitted to committing any of the following offenses or similar offenses in any state or jurisdiction:
 - a. First- or second-degree murder
 - b. Manslaughter
 - c. Assault or aggravated assault
 - d. Aggravated or armed robbery
 - e. Burglary (Within the last 10 years)
 - f. Kidnapping
 - g. Arson
 - h. Sexual assault
 - i. Sexual abuse of a minor
 - j. Incest
 - k. Sexual exploitation of a minor
 - l. Commercial sexual exploitation of a minor
 - m. Sexual conduct with a minor
 - n. Any felony or misdemeanor involving a sex offense, child abuse or neglect
 - o. Any dangerous crime against children
 - p. Child abuse
 - q. Felony offense involving contributing to the delinquency of a minor
 - r. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs, or narcotic drugs
 - s. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs
 - t. Exploitation of minors involving drug offenses
 - u. Sexual abuse of a vulnerable adult
 - v. A violent misdemeanor offense, including an offense that involves domestic violence within the last 10 years.
 - w. A DUI within the last 36 months, or more than one DUI within the last 10 years.
 - x. More than one offense while legally intoxicated within 36 months
3. Applicant is required by law to register as a sex offender.
4. Applicant has been found in any criminal, civil, probate, domestic relations, dependency or other court proceeding to have sexually assaulted or abused another person; physically assaulted or abused another person.
5. Applicant has been found in any criminal, civil, probate, domestic relations, dependency or other court proceeding to have financially exploited any child or vulnerable adult.
6. Applicant has been found by any professional licensing disciplinary board to have sexually assaulted or abused another person; physically assaulted or abused another person, or financially exploited any child or vulnerable adult.

MCJPD may utilize the following additional criteria as disqualifiers when screening all volunteers, interns and work program youth:

1. Applicant has been dishonorably discharged from the United States Armed Services.
2. Applicant is unable to prove citizenship or right to work or attend school in the United States.
3. Applicant has used illegal substances within the last three years.
4. Applicant has a history of excessive drug use or has sold, produced, manufactured, cultivated, or transported any illegal substance or drugs.
5. Applicant has had his or her status as a peace officer revoked, suspended, or cancelled.
6. Applicant has excessive traffic violations.
7. Applicant has a history of behavior which is seen to be in conflict with the philosophy of the Maricopa County Juvenile Probation Department.
8. Applicant is the parent or guardian of a child currently in the dependency process or adjudicated dependent.
9. Applicant has a record in the DES central registry or any other registry of substantiated acts of abuse or neglect.

**Maricopa County Juvenile Probation Department
VOLUNTEER/INTERN AUTHORIZATION AND RELEASE**

I, _____ born in
_____, on _____
City/State Date of Birth

having filed an application for employment (volunteer) with the Maricopa County Juvenile Probation Department, hereby apply for a character report and consent to have an investigation made as to my fitness for employment with the Maricopa County Juvenile Probation Department. I agree to give any further information which may be required regarding my past record.

I authorize all and any individuals, corporations, partnerships and/or governmental agencies having any information about me including, but not limited to my physical and mental health, military service, and prior employment to furnish such information to Maricopa County Juvenile Probation department and/or its authorized representatives. I further authorize the aforesaid persons, corporations, partnerships and/or governmental agencies to permit Maricopa County Juvenile Probation Department to inspect and make copies of all documents, records, or other information they may have which in any way relate to me.

I hereby release, discharge, and agree to hold harmless Maricopa County Juvenile Probation Department, their officers, employees and agents and any persons or entities so furnishing information from any and all liability of every nature and kind.

I further understand that the Maricopa County Juvenile Probation Department may require, as a part of the character report and investigation, that I submit to a polygraph examination and that my choosing not to submit to such an examination will result in my being disqualified for the position for which I have applied.

I understand that I will not receive and I am not entitled to a copy of the character report or to know its contents, and that the information obtained will be used by the Maricopa County Juvenile Probation Department solely for the purpose of evaluation for employment with the Juvenile Probation Department.

I further understand that documents submitted by me will not be returned, and copies of any other reports or documents utilized for or during my application for employment will not be furnished or given to me. If I am not selected for employment, I WILL NOT be advised of the reason.

If any portion of this authorization release is found to be unenforceable or illegal, the balance of the provisions will remain in force and effect.

Signature of Applicant

Notary Public

Date

Maricopa County Juvenile Probation Department VOLUNTEER/INTERN CERTIFICATE OF UNDERSTANDING

I understand that if accepted as a volunteer/intern with the Maricopa County Juvenile Probation Department:

1. I become a representative of the Court and must conduct myself in a manner as to preclude any public embarrassment as a result of my personal or professional actions. I accept the burden of keeping my personal as well as professional behavior above reproach, in appearance as well as in fact.

Behaviors placing me in jeopardy of termination include, but are not limited to: illegal or illicit acts; acts which violate the public trust; and behaviors which undermine the confidence of the Court. (Examples are: falsification of documents or reports; arrest for, or conviction of, criminal behavior; abusive, improper or immoral behaviors with Juvenile Probation Department staff or clientele.)
2. I understand that any misrepresentation of my position, done in order to gain special treatment or favors, whether in the line of duty or not, is strictly prohibited by law.
3. I understand that I am not to carry weapons while on volunteer/intern service.
4. I understand that the information with which the Juvenile Probation Departments deals is partially confidential in nature. To discuss specific cases with others outside the agency, who have no professional business knowing of these cases, will be considered a failure to live up to my responsibilities as a volunteer/intern.
5. I understand I am not authorized to remove from the department any files or parts of files.
6. I understand that I may be expected to use my private vehicle in the course of my duties. If so, I must have a valid driver's license and insurance coverage.
7. I understand that I must reject any assignment which involves friends or relatives, and I will refrain from any involvement in cases not officially assigned to me.
8. If, when working with a probationer, I become aware of any violation of probation, I understand that I must notify the assigned Juvenile Probation Officer immediately.
9. I understand that while I may be assisting a Probation Officer in dealing with a case, final responsibility and authority for decisions rests with the assigned Probation Officer.
10. I understand I must not get involved with any money exchanges, personal business transactions, or receive gifts or other gratuities from probationers or their families.
11. I understand I will be fingerprinted and a background check will be done; that I need to provide three references; and if working directly with juveniles, I will submit to a polygraph examination.
12. I understand that as a volunteer in detention and other placements, I am not allowed, per Department policy, to have youth contact after the juvenile is released.

My signature on this document signifies that I have read and understand these regulations and policies. If accepted as a volunteer/intern, I agree to abide by them and understand that failure to do so may be grounds for termination, or in cases involving law violations, subject to criminal prosecution.

Signature

Date

**Maricopa County Juvenile Probation Department
VOLUNTEER/INTERN REFERENCE REQUEST**

PLEASE PROVIDE THREE REFERENCES

To: _____ Date _____

Your name has been given by _____ as a reference on their Volunteer Program application at Juvenile Probation. We appreciate your assistance in furnishing the information below. Their authorization and release allowing the program to contact references is on file at our office. Please Send the completed form to an address listed below. We appreciate your assistance and your reply will be considered confidential. Thank you.

1. How long have you known the applicant _____ In what capacity? _____

2. How well do you know the applicant? Very well _____ Well _____ Average _____ Little _____

3. Is the applicant honest? _____

4. Is the applicant punctual? _____

5. Is the applicant dependable? _____

6. To your knowledge has the applicant used illegal drugs? _____ or alcohol to the point of impairment? If yes, please explain _____

7. Describe the applicant's ability to work with other people. _____

8. What information can you provide about the applicant's ability to work with children. _____

9. To the best of your knowledge, is there any reason you would be concerned about the applicant's ability to work with Court personnel or with children? _____

Your recommendation and comments: _____

Signature _____ Date _____

Please return to Elvia Davis, Volunteer Coordinator, Juvenile Court Center,
3125 W. Durango, Phoenix, AZ. 85009

**Maricopa County Juvenile Probation Department
VOLUNTEER/INTERN CERTIFICATE OF UNDERSTANDING
PRISON RAPE ELIMINATION ACT OF 2003 (PREA)**

I _____
(print name)

have complete the PREA training for Volunteers and Interns. I understand the following:

- Maricopa County Juvenile Probation Department (MCJPD) is in strict adherence with Public Law 108-79-SEPT. 4, 2003 117 STAT. 975 SEC. 3, titled Prison Rape Elimination Act (PREA). The purpose of PREA is to establish a Zero-Tolerance standard for the incidence of sexual abuse and sexual harassment of youth who are detained in a secure detention facility.
- I understand that MCJPD has established a strict Zero-Tolerance standard for any sexual misconduct, sexual abuse or sexual harassment with any person under the care, secure custody, or supervision of the department.
- The definition of sexual misconduct includes, but is not limited to: a range of behaviors used to obtain sexual contact with any youth; physical contact by an acquaintance or a stranger including: intentional touching, either of the youth or when the youth is forced to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks; rape (sexual intercourse whether by an acquaintance or stranger); attempted rape; sodomy (oral or anal intercourse); or sexual penetration with an object; sexual harassment; use of obscenities in front of youth; unreasonable invasion of a youth's privacy; conversations or correspondences which suggest a romantic or sexual relationship between youth and staff; conversations or behaviors between staff which take place in front of youth that suggest a romantic or sexual relationship.
- Arizona law does not allow any persons under the age of 18 to consent to sexual acts, therefore, misconduct may be interpreted regardless of the verbal, written or implied consent of a minor to such acts as outlined above.
- All detained youth have the right to be free from sexual abuse, sexual harassment and detained youth and employees have the right to be free from retaliation for reporting sexual abuse or sexual harassment
- I understand that as a volunteer or an intern for the MCJPD I will follow all guidelines established by MCJPD with regard to PREA.
- I understand as a volunteer or an intern for MCJPD, I will maintain a professional relationship and professional boundaries with all detained youth.
- I understand that as a volunteer or intern with MCJPD if I am a witness to or am suspicious of any inappropriate sexual activity or abuse in detention, I will immediately file a report with a member of the Detention Management Team.

Signature

Date

Janice K. Brewer
Governor



Scott A. Smith
Director

VOLUNTEER REGISTRATION FORM

This portion of the form is to be completed by the Volunteer: (Please print)

VOLUNTEER'S NAME: _____

MAILING ADDRESS: _____ CELL _____
HOME _____

LIABILITY COVERAGE: Volunteers are persons doing State of Arizona work / activities under the direction and control of a State authorized official and are not being paid.

Liability coverage is extended to volunteers acting at the direction of a State official and within the course and scope of their State authorized activities. Volunteers of the State are provided the same liability protection afforded employees. Thus, volunteers acting within the course and scope of their State authorized activities may be covered for their liability exposure as authorized volunteers of the State.

WORKERS' COMPENSATION IS NOT COVERED: Volunteers are NOT covered by the State's workers' compensation plan if injured while participating in this program (except for volunteers covered pursuant to A.R.S. 23-901). Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program. When there is no other insurance in place, Risk Management has a purchased volunteer accident medical and AD&D program. Claim forms can be obtained from the Risk Management web site at "www.azrisk.state.az.us".

Do you have health insurance? Yes No If yes, please provide the following information:

Name of Medical Insurance Carrier: _____

Policy # _____

I have carefully read the above information and understand its contents. The above information provided by me is accurate.

VOLUNTEER'S SIGNATURE DATE

This portion of the form is to be completed by the Supervisor: (Please print)

SUPERVISOR'S NAME	TITLE	TELEPHONE #
_____	_____	_____
DEPARTMENT	DUTIES OF VOLUNTEER	BEGIN / END DATE
_____	_____	_____

VEHICLE INFORMATION

YES NO

Will the volunteer be driving a State owned or rented vehicle or an 8- to 15-passenger van?	<input type="checkbox"/>	<input type="checkbox"/>
Does the volunteer have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the volunteers Motor Vehicle Record?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has the volunteer successfully completed the mandatory 15 passenger van training course and been certified?	<input type="checkbox"/>	<input type="checkbox"/>
Expiration Date of Certification Card:	_____	
Does the volunteer have previous experience driving a 15-passenger van?	<input type="checkbox"/>	<input type="checkbox"/>
IF YES, DESCRIBE:	_____	

SUPERVISOR'S SIGNATURE DATE