

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-12	Policy #14.5
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards and References 29 CFR 785.44 29 CFR 553.103 DJJ 1.6, 1.11, 2.4, 3.10, 3.31, 3.52, 5.1, 18.2, 18.3, 23.1 O.C.G.A. § 49-4A-7	
Chapter 14: VOLUNTEER, VICTIM, & CHAPLAINCY SERVICES	Effective Date: 7/10/18 Scheduled Review Date: 7/10/19 Replaces: 7/25/17 Operations and Compliance Division	
Subject: CONTRIBUTORS	APPROVED:	
Attachments: A- Contribution Solicitation Letter (Facility) B- Contribution Solicitation Letter (Other DJJ site) C- Contribution Received Letter	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice will encourage voluntary contribution to any DJJ site for the purpose of helping to carry out the agency’s vision and mission.

II. DEFINITIONS:

Community Resources: Human services agencies, service clubs, citizen interest groups, self-help groups and individual citizen volunteers that offer services, facilities, or other functions that can meet the needs of the facility, community service office or have the potential to assist youth.

Donations: For the purposes of this policy, anything of monetary value (e.g. checks / money orders, food, gift cards).

Contributor: Any person who, of his/her own free will, provides goods to a facility/ Community Service Office with no monetary or material gain.

Director: For the purposes of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC) and Community Service Office (CSO).

Secure Residential Facility: Hardware secure residential institution operated by or on behalf of DJJ, such as a YDC or RYDC.

Volunteer: A person who donates his or her time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religion and so forth and are

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representative of the community. Volunteers are cleared for the DJJ and approved by the facility/office for which they will provide services on a case-by case basis.

Volunteer Coordinator: The individual assigned to plan, coordinate, and oversee the operations of Volunteer/Intern services in a given DJJ location.

- **Local Coordinator:** Represents the local facility/district in providing planning, coordination, and oversight of volunteer/intern services within their assigned facility/district.
- **Regional Coordinator:** Represents Central Office in providing planning, coordination, and oversight of volunteer/intern services and provides technical assistance to facilities/districts.

Volunteer Services: An opportunity of organized activities, workshops, etc., provided by volunteers with no monetary or material gain in a given DJJ location.

III. PROCEDURES:

- A. Employees will not seek donations from any current or potential vendors.
- B. The Director of the Office of Victim and Volunteer Services will screen and approve all donations, whether for youth or staff events.
- C. This policy does not apply to DJJ staff referring families to community based resources and assistance programs.
- D. Any written requests for donations will be made using the Contribution Solicitation Letter (Attachment A for facilities and Attachment B for other DJJ locations). Any Contributor who does not volunteer and will not have contact with a youth will not be required to submit to a criminal background investigation (DJJ 3.52, Background Investigations).
- E. The Contributor can request documentation of their donation from the Office of Victim and Volunteer Services (Attachment C, Contribution Received Letter).
- F. Volunteers, Interns, and Advisory Council Members will not solicit financial donations on behalf of the Department. All donations solicited by the Volunteer Coordinator should be routed through the Office of Victim and Volunteer Services who will make the following determinations:
 1. Donations will be accepted only after it has been determined that no conflict of interest or appearance of same exists in either the solicitation or acceptance of any donations;

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2. Verify the donation and the donation source;
 3. Comply with the rules and standards set by the DJJ Office of Financial Services;
 4. Definition and purpose of funds;
 5. Goals and objectives of the fund; and
 6. Specific accounting procedures, including the approval levels for contributions and disbursements to the fund, record keeping procedures and periodic internal and external auditing of accounts.
- G. DJJ staff will not accept cash. All financial donations must be made through Check or Money Order payable to the Department of Juvenile Justice.
- H. All monetary donations made via check or money order, including donations received by the Advisory Council, shall be handled in accordance with DJJ 2.4, Cash Bank Accounts.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO