

PROBATION DEPARTMENT DIRECTIVE

No.	1400
Issued:	05/31/17
Post Until:	06/30/17

**SUBJECT: JUVENILE – PROVISIONAL CLEARANCE FOR TEMPORARY
VOLUNTEERS FOR JUVENILE INSTITUTIONS BUREAUS**

(This Directive supersedes Directive No. 1314, Issued 2/15/13)

It is the policy of the Juvenile Institutions Bureaus (Juvenile Halls and Camps) that a volunteer may be allowed provisional clearance to enter a Juvenile Hall or Camp to observe an activity or provide limited services or for special event(s).

Requesting Provisional Clearance

Each volunteer must meet the minimum eligibility requirements of the department and must complete and submit the following at least (10) days prior to the date of the visit:

- A legible copy of their Driver's License or Identification Card
- Complete the Juvenile Provisional Clearance Temporary Volunteer(s) Form (Prob. 1599, Rev. 5/17)*
- Complete the Facility/Office's Agreement and Civil Claims Release forms*

**(It is the responsibility of Juvenile Hall and Camps Management to forward the above forms to the requestor with one (1) business day of receipt of the request, the requestor must then return the original ink-signed versions of the forms)*

Upon receipt of the required documents, the Juvenile Hall Superintendent or Camp Regional Manager shall conduct a first-level review (Approval/Denial) and scan/email the Juvenile Provisional Clearance for Temporary Volunteer(s) Form (Prob. 1599/Rev. 5/17) and the copy of the applicant's identification card to the Bureau Chief's office for review. Once the applicant has been approved the completed packet will be send to the Backgrounds and Investigations Unit (BIU) within one (1) business day of receipt to have a backgrounds record check completed.

The BIU staff shall access the following automated systems to perform a records check to ensure that the volunteer is eligible to visit the facility:

- JDIC
- APS
- PCMS
- LASD Inmate Information Center

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Background-check related information and any records obtained on a temporary volunteer is strictly confidential. This data is to be kept in a secure environment at all times and is to be shredded or otherwise destroyed upon completion of the background review process.

The BIU staff shall scan/email within three (3) business days of receipt of request, to the Bureau Chief's Office or designee, notification that the applicant meets or does not meet the established Departmental guidelines.

BIU's determination shall be reviewed by the Bureau Chief for final provisional approval; approval shall be notated on the form and a copy forwarded to the Juvenile Hall Superintendent or Camp Regional Manager (prior to the event).

Notification to Temporary Volunteer

The Juvenile Hall Superintendent/Camp Regional Manager shall contact the temporary volunteer and inform him/her of approval or denial of their visit. The volunteer must be reminded that the provisional background clearance results determined by the Department have no bearing on final clearance by the Department's Backgrounds Unit for hiring purposes.

Day of Short-Term Visit

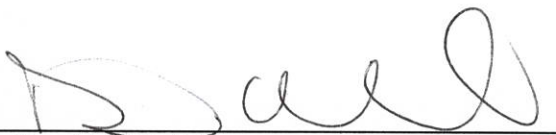
On the initial day of short-term visit, Probation staff shall:

- Verify pre-approved scheduled visit/activity
- Verify identity of visitor by checking valid government issued identification
- Provide instruction to the temporary volunteer regarding safety and security while in the facility

Safety and Security

In order to ensure the safety and security of the youth and visitor in the facilities, Probation staff shall remain present during all activities with youth.

All questions and inquiries regarding this directive should be directed to the appropriate Bureau Consultant (Residential Treatment Services Bureau at 562.940.3554 or Detention Services Bureau Consultant at 562.940.2523).



David Mitchell

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