

**CLINTON COUNTY JOB AND FAMILY SERVICES  
FOSTER CARE PROGRAM  
VOLUNTEER AND COLLEGE INTERN POLICY**

1. POLICY: Under 5101:2-5-13(A)(35) an agency which uses volunteers or college interns shall have a written policy for screening which includes conducting criminal background checks, orientation, training, supervising and assigning volunteers and college interns, as appropriate to the function to be performed.
2. It is important to agency functioning that both volunteers and college interns participate in an orientation and training program and are provided proper supervision. Assignment to particular units will be made by the agency administrator. The volunteer and/or college intern shall be supervised by the supervisor of the unit to which he or she is assigned. Training for volunteers and college interns shall be appropriate to the duties to which they are assigned to perform. Both volunteers and college interns shall participate in a screening process, including, but not limited to; an FBI/BCII criminal records check, application, interview and reference check. Each volunteer or college intern shall provide the agency with a minimum of three references which shall be contacted by the agency.
3. Any volunteer or college intern must notify the agency within twenty-four hours in writing of any charge of any criminal offense that is brought against him or her.
  - A. Failure to notify the agency within twenty-four hours in writing of any charge shall result in immediate dismissal from the agency.
  - B. If the charges result in a conviction, the volunteer or college intern shall notify the agency within twenty-four hours in writing of the conviction. Failure to notify the agency of any conviction of any criminal offense shall result in the immediate dismissal of the volunteer or college intern from the agency.
  - C. Conviction of any of the crimes listed in Rule 5101:2-5-09 of the Administrative Code while serving as a volunteer or college intern for the agency shall result in the immediate dismissal of the volunteer or college intern from the agency.
  - D. Before a volunteer or college intern is approved to participate in any activities within the agency, they must have completed and submitted a set of fingerprints to the FBI/BCII to enable the agency to conduct a criminal background check. If there is a finding of any convictions, they will be ineligible to participate in volunteer work or internship.
4. Volunteers or college interns whose duties include any of the same general duties as child care staff shall be trained in the mission of the out-of-home care setting to which they are assigned.

Volunteers or college interns whose duties include any of the same general duties as child care staff shall receiving training pursuant to Rule **5101:2-9-03** of the Administrative

Code, shall be supervised by agency staff, and shall participate in at least monthly face-to-face supervisory conferences.

Volunteers or college interns shall be given a specific written job description delineating the functions to be performed.

An agency which accepts college interns shall have a written agreement with each school placing students. This agreement shall, at a minimum, include:

- A. A statement of the student's role and responsibilities.
- B. A description of the minimum qualifications the student must possess.
- C. A statement outlining the respective supervisory and evaluation responsibilities of the agency and the placing school.

An agency shall not use volunteers or college interns as a replacement for paid staff. Volunteers or college interns shall not be counted to meet required staff ratios as required by Rule **5101:2-9-02** of the Administrative Code.

#### **APPENDIX A**

#### **OFFENSES PROHIBITED BY PARAGRAPH (G) OF RULE 5101:2-7-14 OF THE ADMINISTRATIVE CODE**

#### **OFFENSES AGAINST ANIMALS**

R.C. 959.13 – Cruelty to animals

#### **HOMICIDE**

R.C. 2903.01 – Aggravated murder

R.C. 2903.02 – Murder

R.C. 2903.03 – Voluntary manslaughter

R.C. 2903.04 – Involuntary manslaughter

#### **ASSAULT**

R.C. 2903.11 – Felonious assault

R.C. 2903.12 – Aggravated assault

R.C. 2903.15 – Permitting child abuse

R.C. 2903.13 – Assault

R.C. 2903.16 – Failing to provide for a functionally impaired person

**MENACING**

R.C. 2903.21 – Aggravated menacing  
R.C. 2903.211 – Menacing by stalking  
R.C. 2903.22 – Menacing

**PATIENT ABUSE AND NEGLECT**

R.C. 2903.34 – Patient abuse, neglect

**KIDNAPPING AND RELATED ISSUES**

R.C. 2905.01 – Kidnapping  
R.C. 2905.02 – Abduction  
R.C. 2905.04 – Child stealing (as this law existed prior to July 1, 1996)  
R.C. 2905.05 – Criminal child enticement

**SEX OFFENSES**

R.C. 2907.02 – Rape  
R.C. 2907.03 – Sexual battery  
R.C. 2907.04 – Unlawful sexual conduct with a minor  
R.C. 2907.05 – Gross sexual imposition  
R.C. 2907.06 – Sexual Imposition  
R.C. 2907.07 – Importuning  
R.C. 2907.08 – Voyeurism  
R.C. 2907.09 – Public indecency  
R.C. 2907.12 – Felonious sexual penetration (as this former section of law existed)  
R.C. 2907.21 – Compelling prostitution  
R.C. 2907.22 – Promoting prostitution  
R.C. 2907.23 – Procuring  
R.C. 2907.25 – Prostitution  
R.C. 2907.31 – Disseminating matter harmful to juveniles  
R.C. 2907.32 – Pandering obscenity  
R.C. 2907.321 – Pandering obscenity involving a minor  
R.C. 2907.322 – Pandering sexually oriented matter involving a minor  
R.C. 2907.323 – Illegal use of a minor in nudity-oriented material or performance

**ARSON**

R.C. 2909.02 – Aggravated arson

- R.C. 2909.03 – Arson
- R.C. 2909.22 – Soliciting or providing support for act of terrorism
- R.C. 2909.23 – Making terroristic threat
- R.C. 2909.24 – Terrorism

### **ROBBERY AND BURGLARY**

- R.C. 2911.01 – Aggravated robbery
- R.C. 2911.02 – Robbery
- R.C. 2911.11 – Aggravated burglary
- R.C. 2911.12 – Burglary

### **THEFT AND FRAUD**

- R.C. 2913.49 – Identity fraud

### **OFFENSES AGAINST THE PUBLIC PEACE**

- R.C. 2917.01 – Inciting to violence
- R.C. 2917.02 – Aggravated riot

### **OFFENSES AGAINST THE FAMILY**

- R.C. 2919.12 – Unlawful abortion
- R.C. 2919.22 – Endangering children
- R.C. 2919.23 – Interference with custody (that would have been a violation of R.C. 2905.04 as it existed prior to July 1, 1996 if violation had been committed prior to that date.)
- R.C. 2919.24 – Contributing to unruliness or delinquency of a child
- R.C. 2919.25 – Domestic violence

### **WEAPONS CONTROL**

- R.C. 2923.12 – Carrying a concealed weapon
- R.C. 2923.13 – Having a weapon while under disability
- R.C. 2923.161 – Improperly discharging a firearm at or into a habitation or school

### **DRUG OFFENSES**

- R.C. 2925.02 – Corrupting another with drugs
- R.C. 2925.03 – Trafficking in drugs
- R.C. 2925.04 – Illegal manufacture of drugs or cultivation of marijuana
- R.C. 2925.05 – Funding of drug or marijuana trafficking

- R.C. 2925.06 – Illegal administration or distribution of anabolic steroids
- R.C. 2925.11 – Possession of drugs or marijuana that is not a minor drug possession offense

**OTHER**

- R.C. 2927.12 – Ethnic intimidation
- R.C. 3716.11 – Placing harmful objects in food or confection
- R.C. 4511.19 – Operating vehicle under the influence of alcohol or drugs – OVI or OVUAC

Submitted by:

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Approved by:

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