

13<sup>th</sup> Judicial Circuit

VOLUNTEER/  
STUDENT IN PLACEMENT  
APPLICATION PACKET

Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

**VOLUNTEER/STUDENT IN PLACEMENT DATA SHEET – PAGE 1**

**Section I (to be completed by volunteer/student):**

Name \_\_\_\_\_

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ SS# \_\_\_\_\_

Local Address:

Number/Street/Apt. or Lot# \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ Area Code/Phone # \_\_\_\_\_

Permanent Address:

Number/Street/Apt. or Lot# \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ Area Code/Phone # \_\_\_\_\_

Check one:      Student in Placement—Internship/Practicum  
                         Instructional Volunteer  
                         Child Care Volunteer  
                         Teachers' Aide (Columbia Public Schools)

If student:

School \_\_\_\_\_ Year of Study \_\_\_\_\_

Major \_\_\_\_\_ Instructor \_\_\_\_\_

Advisor \_\_\_\_\_ Total Hours Required \_\_\_\_\_

**Section II (to be completed by supervisor, upon approval of application):**

Date Placement to Begin \_\_\_\_\_ Approx. Date Placement to End \_\_\_\_\_

<b>Department of Services:</b>	Boone County Juvenile Justice Center
Boone County Family Court Services Office	Callaway County Family Court Services Office
Boone County Court Marshal	Callaway County Court Marshal
Boone County Court Services	Callaway County Court Services

Supervisor's Signature \_\_\_\_\_ Date of Approval \_\_\_\_\_

(CONTINUED ON NEXT PAGE)

**VOLUNTEER/STUDENT IN PLACEMENT DATA SHEET – PAGE 2**

**Section III (to be completed by supervisor upon conclusion of the internship/practicum of the student in placement). Complete annually on each volunteer, other than student in placement. Original is retained in individual's file. A copy is provided to volunteer or student in placement:**

Actual Period of Placement \_\_\_\_\_ Total Hours \_\_\_\_\_

Performance During Placement (note any special projects): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTEER/STUDENT IN PLACEMENT AGREEMENT**

I understand and agree to the following conditions, while serving as a volunteer or student in placement with the 13<sup>th</sup> Judicial Circuit:

1. I will abide by the policies of the 13th Judicial Circuit.
2. I will conduct myself in a professional manner with clients and circuit staff.
3. I will attend all in-service training as requested.
4. I will assist employed staff members as requested.
5. Juvenile Division: I will have no contact with juveniles under court supervision, outside of the scope of my duties.
6. Juvenile Division: I agree that, upon termination of my services, I will not seek contact with juveniles under court supervision.

Signature of Applicant X \_\_\_\_\_ Date X \_\_\_\_\_



**13<sup>TH</sup> JUDICIAL CIRCUIT COURT  
REQUEST FOR RECORDS CHECK**

A records check is requested on the following individual for the purpose of:

- Employment**       **Criminal Investigation**

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Sex/Race:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**OLN #** \_\_\_\_\_

**States to check other than Missouri:** \_\_\_\_\_

**Person Requesting Record Check:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Regarding the above records check, the following information has been obtained:***

***DOR RECORD:***                       *None*       *See Attached*

***TAS RECORD:***                       *None*       *See Attached*

***MULES WANTS:***                       *None*       *See Attached*

***NCIC WANTS:***                       *None*       *See Attached*

***CRIMINAL HISTORY:***                       *None*       *See Attached*

SHP-159E 11/06  
 Missouri State Highway Patrol / Missouri Department of Social Services  
**REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD**

TYPE OF SERVICE (Check only one) See reverse side for further instructions. <input type="checkbox"/> (1) Name Search - \$5.00 (Criminal record, offender registry, and child abuse search) <input type="checkbox"/> (2) Fingerprint Search - \$14.00 (Criminal record, offender registry, and child abuse search) <input checked="" type="checkbox"/> (3) CD Central Registry Child Abuse Search Only - No Charge	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
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**IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.**

APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)

MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE
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ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE
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ADDRESSES FOR PAST 5 YEARS					
STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?  
 YES (Complete section below)     NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Children's Division in this state or any state?  
 YES (Complete section below)     NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)

**The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.**

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
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SIGNATURE OF REQUESTOR (Required in ink)	DATE
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TITLE OF CHILD CARE PROVIDER <i>Superintendent</i>	TELEPHONE <i>573-886-4450</i>
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STATE AGENCY	STATE VENDOR OR CONTACT NO. (if applicable)
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CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input checked="" type="checkbox"/> OTHER <i>Detention</i>

RETURN ADDRESS (REQUIRED ON EACH APPLICATION)  
 Complete your mailing label below  
 Confidential Mail

AGENCY NAME <i>Robert L. Perry Juvenile Justice Center</i>
ATTENTION <i>Rick Gaines, Superintendent</i>
ADDRESS <i>5665 Roger F. Wilson Memorial Drive</i>
CITY, STATE, ZIP CODE <i>Columbia Missouri 65202</i>

## Robert L. Perry Juvenile Justice Center Fundamental Practices

- Create and maintain a humane and therapeutic approach and environment.
- Ensure healthy boundaries between and among youth and staff.
- Be respectful and courteous in your communication with all youth and coworkers.
- Model professional behavior and appearance.
- Be on time and prepared.
- Maintain clean, neat, and organized environments in all offices and facilities.
- See, hear, know, and account for youth at all times by being present and actively engaged.
- Provide a friendly, respectful, and informative atmosphere for parents, guardians, and visitors.
- Practice all health and safety expectations, preserving the rights of every youth to live in a physically and emotionally safe environment (free from any abuse including maltreatment, neglect, physical, emotional, sexual abuse or harassment).
- Actively participate in all learning opportunities (e.g. training, on the job, team meetings, coaching).
- Be a positive representative of RLPJJC in our youth's homes, neighborhoods, and in the community.
- Responsibly protect and properly use all resources.
- Ask questions and check for understanding to ensure effective practices.

It is RLPJJC's belief that volunteers learn, grow, and develop, just as our youth do in their treatment process. The Robert L. Perry Juvenile Justice Center Fundamental Practices are not meant to be all inclusive. Volunteers are responsible for knowing and practicing RLPJJC Policies and Procedures and the 13<sup>th</sup> Judicial Circuit Court Performance Standards.

# Related RLPJJC Policies and Statutes

## Create and maintain a humane and therapeutic approach and environment

- JJC Policy: Juvenile Rights-Section 7
  - Juveniles have the right to expect that they will be treated respectfully, impartially, and fairly, and will be addressed by name in a dignified conversational form.
  - Juveniles have the right to not be subjected to corporal punishment, harassment, intimidation, threats, harm, assault, or interference with the normal bodily functions of eating, sleeping, or bathroom functions by any other juvenile or staff person. They will be under the supervision and control of trained staff and/or trained volunteers only.
  - Juveniles have the right to not be discriminated against because of race, national origin, color, creed, sex, or physical handicap and will have the same access to all services and programs.
  - Juveniles have the right to report any problems or complaints they have while in the facility without any fear of punishments and retaliation.
  
- JJC Policy: Personnel Management-Section 3
  - All interactions with residents shall be of such a nature as to promote mutual respect, ensure the legal and civil rights of juveniles, and serve the best interests of the child.
  - Relationships between staff members and residents, or ex-residents subject to the continuing jurisdiction of the court, are to be strictly professional in nature, and staff are cautioned against allowing these relationships to become personal in nature.

## Preserving the rights of every youth to live in a physically and emotionally safe environment

- Child Abuse/Neglect Reports by Mandated Reporters REPORTING REQUIREMENT (210.115.1 RSMo)
  - "When any physician, medical examiners, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400 RSMo, peace officer or law enforcement official, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183.
  - Abuse: Any physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody, and control; with the exception that discipline

administered in a reasonable manner, including spanking, shall not be construed to be abuse.

- Neglect: Failure by those responsible for the care, custody, and control of the child, to provide for the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.
- If an employee has reasonable cause to suspect that a child has been, or may be, subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, he shall immediately report or cause a report to be made to the Children's Division.
- Whenever such person is required to report under Sections 210.110 to 210.165, RSMo, in his/her official capacity as a staff member, the person in charge, or his designee, shall be notified immediately. The person in charge, or his designee, shall then become responsible for immediately making or causing such report to be made to the Children's Division.

Ensure healthy boundaries between and among youth and staff

- JJC Policy Sexual Harassment and Inappropriate Conduct-Section 3
  - Sexual harassment of circuit employees by any employee or any non-employee who conducts business with the 13th Judicial Circuit Court is prohibited. This policy applies to conduct during and relating to circuit business.
  - JJC is committed to a work environment free of harassment, discrimination, retaliation, and/or inappropriate conduct.
  - JJC shall ensure that employees, applicants for employment and contractors, as well as recipients of JJC services, are treated equitably regardless of race, national origin, sex, age, disability, or religion.
  - Conduct may be determined as sexually harassing or inappropriate if *perceived as such, regardless of whether such conduct is intended to be harassing or inappropriate.*
- Any employee who believes that the conduct of a supervisor, manager, co-worker, employee or non-employee constitutes harassing or discriminatory behavior and/or inappropriate conduct as described in this policy has a responsibility to **immediately report the incident(s)** as set out more thoroughly in the policies manual.

I have read and understand the materials provided

Printed Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Personnel Liaison, Signature: \_\_\_\_\_