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State of Oklahoma
Office of Juvenile Affairs

Dear Citizen Volunteer,

I would like to take the opportunity to extend a warm welcome to you from the Oklahoma Office of Juvenile Affairs. We are grateful that you have chosen to serve alongside us in carrying out our mission.

With your support and involvement, we will be able to further increase the understanding of the public regarding the Office of Juvenile Affairs and the clients we serve. Your involvement will also assist us in the treatment and rehabilitation of troubled youth.

We hope that your involvement will be a fulfilling and rewarding experience and that you will feel you have made a significant contribution in the lives of troubled teens.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jerry Regier', is written over the typed name below.

Jerry Regier, Executive Director
Office of Juvenile Affairs

MISSION OF THE OFFICE OF JUVENILE AFFAIRS

The mission of the Office of Juvenile Affairs as stated in Title 10, O.S., Section 7301-1.2 is to promote the public safety; and reduce delinquency. OJA has interpreted the mission to include:

- ★ *Protection* of the public from juvenile offenders;
- ★ *Prevention* of juvenile delinquency;
- ★ *Accountability* and *rehabilitation* of the juvenile through implementation of a continuum of interventions;
- ★ *Community* involvement in the creating and implementing of solutions to juvenile delinquency and establishing individual accountability.

HISTORICAL PERSPECTIVE
FOR THE
OFFICE OF JUVENILE AFFAIRS

Historically, services for Oklahoma's in-need-of-supervision and delinquent youth were provided by the Department of Human Services.

In January of 1978, the Terry D. v. Rader lawsuit was filed in Federal Court in Oklahoma City. The suit alleged abusive practices, unconstitutional use of isolation and restraints, the absence of an adequately trained staff and the mixing of offenders with non-offenders. As a result, a number of public institutions were closed.

In the subsequent years, the Department of Human Services implemented a variety of community-based programs for children and youth, including both residential and non-residential services.

In 1994, the Oklahoma Legislature passed the Juvenile Reform Act (H.B.2640). This legislation created The Office of Juvenile Affairs (OJA) as the state juvenile justice agency, effective July 1, 1995. This legislation also created the Youthful Offender Act to provide swift justice for serious and habitual juvenile offenders 15 through 17 years of age.

OJA was given the responsibility and authority to manage the state's juvenile affairs. This ushered in a new era of innovative programs, increased community involvement and enhanced an open relationship with the judiciary. OJA is governed by the Oklahoma Board of Juvenile Affairs, which is composed of seven individuals from all areas of the state.

STATE OF OKLAHOMA
OFFICE OF JUVENILE AFFAIRS

PROGRAM DIVISION

APPLICATION FOR VOLUNTEER SERVICES

PERSONAL

NAME: _____

(Last)

(First)

(M.I.)

(Birthdate)

(Sex)

(Race)

(Social Security Number)

(Home Address)

(City)

(State)

(Zip)

(Phone)

(Business Address)

(City)

(State)

(Zip)

(Phone)

IN CASE OF EMERGENCY CONTACT: _____

(Name and Relationship to you)

(Address)

(City)

(State)

(Zip)

(Phone)

Have you or any member of your family or household ever been arrested for or convicted of a criminal action other than a minor traffic violation? Yes _____ No _____ If yes, explain: _____

EDUCATION

Please circle last year completed: 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4

Post Graduate Degree? Yes _____ No _____

Degree (s) and subject areas? _____

Business or Trade School? _____

Other Training? _____

Previous or Current Occupation (s) _____

INTERESTS

Have you ever participated in any work with youth? Yes _____ No _____

If yes, please list the organization and the type of work you did:

- 1. _____
- 2. _____
- 3. _____

Have you done any other kind of volunteer work? Yes _____ No _____

- 1. _____
- 2. _____
- 3. _____

Interests, hobbies, skills: _____

Do you speak fluently any language other than English? Yes _____ No _____

If yes, please specify: _____

Briefly, why do you wish to be a volunteer? _____

GENERAL INFORMATION

ASSIGNMENT PREFERENCES:

Adult Services _____ Children's Services _____ Senior Services _____

Special Projects _____ Services to Individuals with Mental Retardation _____

Short Term _____ Ongoing _____ Both _____

How did you hear about the volunteer program? _____

Please list three character references. At least two should be non-relatives you have known for more than two years.

1. _____
(Name)

(Address) (City) (State) (Zip Code)

(Area Code) (Phone Number) (Occupation)

2. _____
(Name)

(Address) (City) (State) (Zip Code)

(Area Code) (Phone Number) (Occupation)

3. _____
(Name)

(Address) (City) (State) (Zip Code)

(Area Code) (Phone Number) (Occupation)

I certify that the above information is correct and true to the best of my knowledge. I authorize OJA to use the above information in completing an investigation of official files of criminal and traffic violations and the Central Child Abuse Registry.

Applicant's Signature

Date

Failure to sign this form will result in cancellation of the application.

STATE OF OKLAHOMA
OFFICE OF JUVENILE AFFAIRS

OJA OFFICE/FACILITY

VOLUNTEER AGREEMENT/MEMORANDUM OF UNDERSTANDING

The Office of Juvenile Affairs will:

- Provide orientation and training for each volunteer
- Provide supervisory help and consultation
- Pay pre-authorized mileage and expenses only. (State law now authorizes _____ cents per mile for mileage.)
- Explain fully risks and dangers

In accepting this authorization, I understand I am to serve only in a volunteer status with the Office of Juvenile Affairs.

I agree to:

- Attend an orientation session for volunteers
- Give service on a "without compensation" basis except for the payment of pre-authorized mileage and expenses
- Keep in force adequate automobile liability insurance and a valid driver's license if providing transportation for clients
- Keep scheduled hours as agreed
- Abide by the regulations of the Office of Juvenile Affairs which specify that for the protection of all applicants and recipients, every person is prohibited from disclosing the contents of any records, files and communications except for purposes directly connected with the administration of agency services. Further, violation of confidentiality will result in my termination from the OJA Volunteer Program.

Other: _____

Volunteer's Signature

Date

Volunteer's County of Residence



STATE OF OKLAHOMA
OFFICE OF JUVENILE AFFAIRS
REQUEST FOR BACKGROUND CHECK

Date

You are being considered for _____ with the Office of Juvenile Affairs.

Name: _____

DOB: _____

Race: _____ Sex: _____ SSN: _____

Place of Birth _____

Driver's License #: _____ State Issuing License: _____

Other Names Used: _____

Marital Status: _____ Spouse's Name: _____

Have you ever been convicted of a felony? Yes [] No [] Previously worked for OJA Yes [] No []

If yes, please explain: _____

Please check applicable square:

This person is a New Employee Volunteer Contract Laborer

RELEASE STATEMENT

I, _____, hereby grant full permission, without recourse, for the use and release of information as necessary for the purposes explained.

Signature

Office requesting background check _____

Address _____ Phone: _____

I have explained the purpose for this form and the background check to Mr./Mrs./Miss _____ and he/she understood.

Authority