



VOLUNTEERS AND VOLUNTEER SERVICE TO DESCHUTES COUNTY

STATEMENT OF POLICY

It is the policy of Deschutes County to ensure that consistent policies and procedures support participation and community involvement through volunteer service to Deschutes County.

APPLICABILITY

This policy applies to all Deschutes County departments that utilize volunteers in any capacity.

This policy does not apply to annual Fair volunteers. Volunteers on Board of Commissioners appointed advisory boards and committees may be exempted from this policy or any portion of this policy by specific action of the Board of County Commissioners.

POLICY AND PROCEDURES

In General:

A. Volunteer Definition: A volunteer is any person, approved by the Personnel Department, who donates approved service to Deschutes County without pay or other remuneration other than reimbursement of approved incidental expenses for those services rendered. Volunteers include:

- Persons who are in non-paid job experience or on-the-job training programs.
- Non-paid practicum students and interns.
- County employees who approved by the Personnel Department for volunteer service (see the County employee waiver form).

B. County Employees as Volunteers:

- County employees may volunteer in County departments if the following criteria are met:
 - The volunteer position is with an established County volunteer program.
 - The duties of the position are outside the employee's normal work duties.
 - No work time is used to perform the volunteer duties.
 - The volunteer duties are performed solely at the option of the employee and there is no expectation direct or implied by the County that the employee performs the volunteer service.
 - The employee signs a waiver indicating that the decision to volunteer is entirely his or her own and no payment for the work will be rendered.

C. Emergency Volunteers:

In the event that Deschutes County emergency operations and procedures have been activated, a person may be assigned to perform emergency volunteer duties by authorized Deschutes County personnel. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

D. Who is Not a Volunteer:

- Work-release inmates.
- Community service workers.
- Anyone who has is not approved by the Personnel Department for volunteer service.
- Individuals under the age of 18 are not eligible for County volunteer service unless the volunteer application is signed and approved by a parent or guardian.

1.0 Volunteer Recruitment

Deschutes County departments will recruit volunteer applicants independently. Departments may use all resources available to recruit volunteers. Each department will be responsible for creating volunteer job descriptions, maintaining lists of volunteer opportunities and processing placement paperwork with the Personnel Department for volunteer placement authorization.

2.0 Volunteer Enrollment

A. Volunteer Application

Each volunteer applicant must complete a Deschutes County Volunteer Application packet. Application packets are available from the Personnel Department. Applications must be completed as thoroughly as possible. Department representatives will retain one copy and forward the original to the Personnel Department. Information that is required in the application packet may include but is not limited to:

- Employment history
- References
- Criminal background Consent Form
- Drug screening (if applicable)
- Computer , E-Mail and Mobile Computing Device Use Policy
- Security Awareness Training
- Confidentiality Agreement
- Oregon drivers license information, if applicable.

B. Placement Screening

Departments will ensure that volunteer screenings are conducted in the same manner as that of a new employee. Deschutes County volunteers operating within the scope of their assigned job duties have the same liability exposure as a paid employee. Family members, as defined by Deschutes County personnel rules, cannot supervise the volunteer.

C. Application Processing

- The Personnel Department utilizes the Law Enforcement Data System (LEDS) and notifies Risk Management of the criminal background screening results.
- If required by Deschutes County departments, the Personnel Department will also obtain authorization from the prospective volunteer to conduct pre-placement drug screening.
- Risk Management conducts a Department of Motor Vehicles (DMV) review and orders a driver's certified court print, if applicable. Risk Management will assess the volunteer's driving record and determine their ability to drive on County business. Volunteers are added to the Risk Management "auto-flag" system for active County drivers.

D. Driving on County Business

- Volunteers who drive on County business shall be subject to all provisions of policy # RM-1, "Driving on County Business and Vehicle Operation."

3.0 Accident Insurance

Deschutes County provides an accident insurance policy, if available and affordable, which may cover medical expenses of eligible volunteers who are injured in the scope of their volunteer activities. This policy does not take the place of primary insurance, but unpaid balances may be submitted to the Risk Management Department for consideration. Deschutes County assumes no responsibility for unpaid medical bills. Except for specified categories of volunteers, Deschutes County does not provide Workers' Compensation benefits to volunteers.

A. Reporting Injuries

All injuries shall be immediately reported to the volunteer supervisor or volunteer coordinator. If medical attention is necessary, a volunteer may submit a claim to the Risk Management Department using an approved claim form.

4.0 Implementation

Once a volunteer's application materials are completed and Personnel approves the volunteer, Personnel will authorize the department to proceed with volunteer placement. The department's volunteer coordinator must notify the Personnel Department of what access each volunteer will need (e.g. - providing the volunteer with building and computer access). The Personnel Department has a roster of registered volunteers available to the department's volunteer coordinator. When volunteer service ends, the sponsoring department shall notify Personnel to discontinue access authorization.

5.0 Training/Orientation and Supervision

Volunteers in County departments are unpaid staff but will have the same access to training as regular paid County staff. Volunteers will adhere to the same policies and procedures as employees. For example, volunteers using County computer equipment will have training on the County Computer, E-Mail and Mobile Computing Device Use Policy and Security Awareness Training. Sponsoring departments must maintain training rosters to document volunteer training status.

Risk Management will advise authorized volunteers and sponsoring departments of our safety-training schedule. Prior to placement, they must attend the initial employee/volunteer Risk Management orientation, which includes non-harassment and safety training. Failure to participate in this orientation and/or subsequent mandated safety training shall disqualify the applicant from further volunteer service.

Each department must supervise, train and orient the volunteer with the same materials and processes that they would use for non-benefited employees. Departments are responsible for ensuring that volunteers receive all required training.

6.0 Departmental Procedures

Each department may develop specific guidelines for interns, practicum students and other volunteers that are supplemental to countywide policies. Many Deschutes County departments have specific procedures in place to define general guidelines, recruitment, position requirements, selection, orientation and training specific to that department. All departments utilizing volunteers must keep accurate records of hours of service, accomplishments, training and any progress evaluations.

7.0 Termination of Volunteer Services

When volunteer service has ended for any reason, departments shall use the same termination process that applies to regular paid employees. The volunteer coordinator or supervisor must immediately notify Personnel at the end of the volunteer's service. Personnel will notify the appropriate departments to remove the volunteer from service.

Approved by the Board of County Commissioners April 30, 2007.



Dave Kanner
County Administrator