SECTION:	**General Administration**			**POLICY #:**	**207**
TITLE:	**Volunteers and Volunteer Service**			**PROCEDURE #:**	
				ORDER #:	
DEPT:	**Business Services**			**DIVISION:**	**Human Resources**
ADOPTED:	**8/96**	**REVIEWED:**	**8/09**	**REVISED:**	**2/99, 8/09**

PURPOSE: To establish a policy that supports participation, career experience and community involvement of members of the public through volunteer, unpaid intern and practicum student opportunities within Marion County departments.

AUTHORITY: The Marion County Board of Commissioners expresses the governing body's formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Administrative Policies and Procedures Manual of the Board of Commissioners outline the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY: All county departments and employees

GENERAL POLICY: Marion County's mission is best served by the active participation of members of the public who through volunteer service allow continuation and expansion of services and provide support for paid county staff.

POLICY GUIDELINES:

1. Definition:

A volunteer shall be defined as any person who donates approved service to Marion County without pay or reimbursement from Marion County other than approved incidental expenses or stipend for services rendered.

2. Volunteers:

Volunteers in Marion County departments may be:

2.1. Persons who are not employed by the county and county employees who have met the established criteria to volunteer, age 18 or older

2.2. Children, age 12 – 17 years, with written parent permission

2.3. Children, age 7 – 11 years, accompanied by a parent or legal guardian participating in family volunteer activities

2.4. Persons who are in non-paid job experience or on-the-job training programs

2.5. Unpaid intern and practicum students

3. County Employees as Volunteers:

County employees who meet the established criteria may perform volunteer service:

3.1. If the volunteer position is with an established volunteer program.

3.2. If the duties of the position are outside the employee's normal work duties.

3.3. If the employee agrees that no work time will be used to perform the volunteer duties.

3.4. If 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 made.

4. Emergency Volunteers:

During an emergency when the Marion County Emergency Operations Center (EOC) has been activated, emergency volunteers will be considered Marion County volunteers only if they are assisting at county supervised work sites and sign in and out on an official EOC sign-in sheet, which is available from Emergency Management or the county's volunteer services coordinator.

5. Advisory Board Volunteers:

Volunteers are appointed by the Board of Commissioners to serve on county advisory boards. Guidelines regarding the appointment and service of volunteers on county advisory boards are available in Administrative policies 203 *Appointment to Advisory Boards and Committees* and 209 *Bylaws of Advisory Boards and Committees*. Information for staff about the management of county advisory board volunteers is available online at: http://www.co.marion.or.us/BS/VOL/VM/advisoryboards/.

6. Management of Volunteer Resources:

County departments are encouraged to involve volunteers, unpaid intern and practicum students and work experience participants in the implementation of service and support for paid staff. The

Marion County Volunteer Manager's Handbook, which is available online at http://www.co.marion.or.us/BS/VOL/VM/ contains procedures and guidelines pertaining to:

6.1. Recruitment

6.2. Screening and eligibility

6.3. Orientation and training

6.4. Liability and safety issues

6.5. Record keeping and reporting

6.6. Supervision and coaching

6.7. Working agreements with communities and agencies

7. Volunteer Services Coordinator:

The county volunteer services coordinator in Business Services is a resource for departments regarding the engagement, placement, management and recognition of volunteers, unpaid interns and practicum students. Additionally, the volunteer services coordinator manages the county volunteer database, ensures that all volunteers receive county volunteer orientation and have a volunteer job description at placement, and compiles the county's annual volunteer report.

8. Volunteer Injury Coverage:

Marion County provides accident and liability insurance for registered volunteers. Most volunteers are covered by the Volunteer and Client Insurance Coverage; however, some Sheriff's Office positions are covered by Workers Compensation coverage. Information pertaining to volunteer injury coverage and claims is found in Administrative Policy 514, *Volunteer Injury Coverage*.

9. Use of Vehicles:

Volunteers may drive a county vehicle or a personal vehicle as part of their volunteer work if approved to do so. Volunteers may also transport clients in a county vehicle if approved to do so. Approval is contingent on the volunteer meeting the county's driving criteria and having driving duties defined in the volunteer's job description. Information regarding volunteer use of vehicles is found in Administrative Policy 502, *Driving on County Business*.

10. Orientation and Training:

All volunteers, unpaid interns and practicum students shall receive the Marion County New Volunteer Orientation (NVO) and other pertinent policies and procedures concerning the service(s) they render prior to the first day of service. Under no circumstances should volunteer orientation be conducted later than 15 days after the beginning date of service. Volunteers who

serve less than 60 days may receive a modified volunteer orientation that is applicable to their duties. Information about NVO is available at http://intra.co.marion.or.us/Dept/BS/VOL/.

11. Volunteer Job Descriptions:

All volunteers, work experience volunteers, unpaid interns and practicum students must have a volunteer job description on file with the county volunteer coordinator. Unpaid intern and practicum students associated with an educational institution and who are receiving course credit for service with the county must have either a contract signed by both the county and the educational institution or a volunteer job description which outlines the duties of the position.

12. Drug Testing of Volunteers:

Marion County, in keeping with the provisions of the federal Drug Free Workplace Act of 1988, and to promote employee safety, health and efficiency, is committed to establishing and maintaining a workplace that is free of prohibited alcohol and drug use. Volunteers are expected to report for work or be on call and not be under the influence of alcohol, illegal drugs or prescription drugs for which there is no prescription. Volunteers are subject to the guidelines set forth in Administrative Policy 518 *Drug and Alcohol Use and Testing*.

13. Compliance with Statutes and Ordinances:

Nothing contained in this statement of policy and procedures shall be construed to be in conflict with any state law or Marion County ordinance. Should there be an appearance of conflict, the appropriate state law or county ordinance shall prevail.

14. Periodic Review:

The county volunteer services coordinator shall review and revise the policy every three years or as needed to implement the volunteer program.