

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting the Columbia)
County Volunteer Policy) Order No. 8-2024

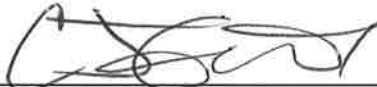
WHEREAS, the Columbia County Risk Management Committee has updated the
Columbia County Volunteer Policy and associated documents; and

WHEREAS, the Volunteer Policy is now ready for adoption;

NOW, THEREFORE, it is hereby ordered that the Columbia County Volunteer
Policy which is attached hereto as Exhibit 1, is adopted.

Dated this 6th day of March, 2024.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: 
Casey Garrett, Chair

By: 
Kellie Jo Smith, Commissioner

By: 
Margaret Magruder, Commissioner

Approved as to form

By: 
Office of County Counsel

Exhibit "1"

**COLUMBIA COUNTY VOLUNTEER POLICY****I. Purpose**

The purpose of this Policy is to support participation and community involvement of members of the public through volunteer opportunities within Columbia County and to establish County requirements related to volunteer programs.

II. Objective

The objective of this Policy is to provide a uniform volunteer management system throughout the County which maximizes our volunteer resources.

III. Scope

This Policy applies to all volunteers in all County departments.

IV. Policy

The County is best served by the active participation of members of the public who, through volunteer service, allow continuation and expansion of services and support for paid county staff.

V. Definitions

- A. A volunteer is defined as: Any person authorized by the County to donate approved services to the County without pay or reimbursement other than approved incidental expenses for those services rendered. Volunteers consist of people who are not employed by the County and are:
1. Eighteen (18) years of age or older;
 2. Children age twelve (12) to seventeen (17) years with written parental consent;
 3. Children age seven (7) to eleven (11) years, accompanied by a parent or legal guardian participating in family or group volunteer activities.
- B. The following persons are not considered volunteers:
1. Inmate workers;
 2. Community restitution clients;
 3. County employees unless qualified (See Section 5.D below);
 4. Persons who provide services at the County through their association with another agency, such as RSVP, MTC trainees, Columbia County Education Campus workers, job shadow programs, or school intern programs.
 5. A prospective employee may not volunteer in a position they have applied for while they are waiting to hear the outcome of their application or to start employment.

- C. During an emergency when the County Emergency Operations Center is activated, emergency volunteers will be considered County volunteers only if they are assisting at a County supervised work site and have signed in on a Volunteer Sign-In Sheet. Those people who are volunteering through their association with another agency or entity (e.g., volunteer firefighters or the Columbia County Amateur Radio Association) will not be considered County volunteers.
- D. County employees may perform volunteer service for the County during their non-work hours provided:
 - 1. The volunteer work is with an established volunteer program;
 - 2. No work time will be used to perform the volunteer duties;
 - 3. The employee signs a waiver indicating that the decision to volunteer is entirely their own and no payment for the work will be made;
 - 4. The volunteer services are unrelated to the employee's regular job duties. An employee may volunteer during times they are coordinating and/or supervising a volunteer program during work hours as part of their job duties.

VI. Procedures

A. Creating Volunteer Positions

- 1. **Department Approval.** All County volunteer programs must receive prior approval from the Department Head. For information on setting up a successful volunteer program, please see the "Volunteer Program Guide and Checklist" on the County's intranet site.
- 2. **Program Proposals.** Departments shall submit (to their Department Head) an outline of the proposed program, including:
 - a. the proposed services to be completed
 - b. a volunteer job description
 - c. the number of volunteers
 - d. the employee designated as the Volunteer Supervisor
 - e. the anticipated length of the program
- 3. Once approved by the Department Head, the volunteer program must be reviewed and approved by the Human Resources Director, to ensure program compliance with County insurance, safety, and record keeping requirements.

B. Program Requirements

- 1. **Volunteer Application.** For an ongoing position, volunteers shall complete the Volunteer Application (found on the County's website).
- 2. **Background Checks.** Background checks must be conducted for most volunteer positions, especially for roles that will have contact with minors, vulnerable populations, or that will handle money for the County. Background check forms may be obtained from Human Resources. All background checks will be conducted

by Human Resources and maintained in the volunteer file located in Human Resources.

3. **Volunteer Agreement.** All volunteers, except those volunteering for a single day event, such as 'clean up days', must sign the Volunteer Services Agreement, attached to this Policy. The department shall forward signed Volunteer Services Agreements to the Human Resources Director to be kept in the volunteer file.
 4. **Volunteer Orientation.** Volunteers must be provided a volunteer orientation, either individually or as a group. Please see the "Volunteer Program Guide and Checklist" for information on required/recommended volunteer orientation topics.
 5. **Volunteer Handbook.** All volunteers approved for on-going volunteer work must read, sign, and acknowledge the County's Volunteer Handbook. The department shall forward the acknowledgement form to the Human Resources Department to be kept in the volunteer file.
- C. **Approved Program Changes.** If a volunteer program changes substantially at any time or the number of volunteers substantially increases, the program must be reviewed and approved by the Department Head and Human Resources Director.

VII. Program Management

A. Documentation of Volunteer Hours.

1. **Tracking Volunteer Hours for Workers' Compensation.** Departments **MUST** keep a record of hours worked for any position covered under the County's workers' compensation insurance. Records must show the dates and times worked for each individual volunteer. For workers' compensation billing purposes, departments must submit a monthly cumulative record of volunteer hours worked to the County's Payroll Department. A volunteer time sheet is attached to this Policy.
2. **Children under fifteen (15) years of age may not volunteer more than three (3) hours per day on school days, or eight (8) hours on a non-school day. Volunteer hours for children are limited between 7:00 am and 7:00 pm during the school season and between 7:00 am and 9:00 pm from June 1st through Labor Day.**

B. Dismissing a Volunteer

Any dismissals of a volunteer for poor performance or other policy violations must be discussed with the Human Resources Director prior to dismissal. Volunteers may be dismissed, in good standing, at the end of an assignment or when there is a lack of work, without prior HR notification.

All performance or policy violations leading to dismissal must be documented along with any corrective actions taken by the department and feedback provided to the volunteer.

The "Volunteer Program Guide" contains a list of helpful tips for properly conducting a dismissal.

C. Safety in the Workplace

Departments are responsible for providing volunteers with safety and personal injury guidelines for specific jobs and work locations.

When personal protection equipment is required for the position, the volunteer must either provide their own or be properly equipped by the department and trained in the use of the equipment prior to engaging in any such work.

Volunteers may only perform functions requiring a license or certification if they have the current license or certification that is required for that particular function.

D. Liability and Insurance Coverage

1. **Assumption of Risk.** Volunteers must realize they are volunteering at their own risk. It is the responsibility of the Volunteer Supervisor to educate the volunteer as to the volunteer's rights, roles, and responsibilities.
2. **Volunteer Injuries.** Workers' compensation coverage is provided for Park Host volunteers, the Fair Board, Animal Control volunteers, Sheriff's Reserves, Posse, and Search and Rescue volunteers who are injured while performing authorized services for the County. Unless otherwise specified by the Human Resources Director, the County's Accidental Death and Dismemberment (AD&D) policy will apply to all other volunteers as supplemental coverage to private medical insurance.
3. **Volunteer Liability.** Volunteers will generally be considered agents of the County while acting within the course and scope of their volunteer duties. Liability arising out of a volunteer's duties on behalf of the County for a covered tort claim will generally be defended by the County's insurance.

E. Accident/Incident Reporting

1. Any damage to personal or County vehicles, property, or any personal injury that occurs during a volunteer's official volunteer duties for the County must be reported immediately to the supervisor.
2. All volunteer injuries requiring medical attention must be reported within 24 hours to the Human Resources Department. The workers' compensation 801 form must be submitted for all injuries requiring medical attention. If the accident/injury does not require medical attention the supervisor will need to complete a supervisor's report and submit it to Human Resources.
3. If there is damage to County vehicles or property, the supervisor must then submit a completed incident form to the Department Head by the end of the first business day after the accident. Claims submitted to the insurance carrier must also be submitted to Finance and to County Counsel.
4. Any incident or notice that might constitute a tort claim notice shall immediately be forwarded to County Counsel.

VIII. Volunteer Standards and Restrictions

- A. **Volunteer's Use of a County Vehicle.** Volunteers may not normally drive County vehicles. However, this may be allowed only for those established programs, such as the Sheriff's Posse or Reserves, which may have formal policies and procedures outlining volunteer duties which includes driving County vehicles. Volunteers may use a private vehicle for their official volunteer work if proof of insurance that meets the county's insurance requirements, is kept on file for the volunteer. Proof of insurance must be kept on file with Human Resources.
- B. **Volunteer's Use of County Equipment.** Volunteers may use County equipment in the course of their duties provided they have had appropriate training and supervision. They must follow all safety procedures and age requirements designated by state law or County policy for the safe handling of any equipment used.
- C. **Volunteer's Use of County Email, Electronic Equipment and Services.** Volunteers may use County email and electronic equipment and services in the course of their duties provided they have proper clearance, training, and have signed and agreed to adhere to the IT Computer Use Policy. Violation of County IT processes and procedures may result in restricted or revoked access. If a County email is provided to a volunteer, the volunteer is required to use the email account for all County business.
- D. **Confidentiality.** Volunteers are expected to adhere to the same confidentiality guidelines as paid County staff. County staff are responsible for explaining confidentiality guidelines to the volunteers, including any federal, state, or local mandates. When appropriate, volunteers may be required to sign a statement of confidentiality (attached to this policy). Minors will not be given access to confidential information. Volunteers should not provide statements, photos, videos or other formats of information to the media or share any media or information learned in their volunteer capacity without prior Supervisor approval.
- E. **Standards of Conduct.** Volunteers are expected to adhere to the County and departmental policies and procedures for volunteers, while acting in their official duties, as outlined by the department. Departments may expand or create additional policies or procedures that are specific to the department and its volunteer jobs and responsibilities. The Volunteer Handbook must be provided to all volunteers upon starting and volunteers are required to read and acknowledge reading the Volunteer Handbook.

IX. Responsibilities

- A. **Supervisor Responsibilities.** Supervisors are responsible:
 - 1. To identify particular needs/projects for volunteers;
 - 2. To recruit and select volunteers;
 - 3. To inform volunteers of requirements of the position, obtain signatures on appropriate waivers prior to the volunteer beginning work, and to orient the volunteer to policies and the job;

4. To supervise the work performance of the volunteer;
5. To provide the volunteer with performance feedback and acknowledgement for their contributions to the County;
6. To comply with and supervise compliance with this Policy.

B. Volunteer Responsibilities. Volunteers are responsible:

1. To inform the supervisor of hours and days of availability and to be available when a commitment has been made;
2. To ensure they understand the services to be provided and to inform the supervisors if they are, for any reason, unable to perform the needed services;
3. To ensure they understand and comply with the local, state, and federal laws, rules, and regulations which may apply to the area in which they provide services, including all the provisions of this Policy, the Volunteer Services Agreement, and the Volunteer Handbook.

X. Attachments

Volunteer Program Guide and Checklist
Volunteer Services Agreement
Volunteer Handbook
Volunteer Confidentiality Agreement
Volunteer Registration and Waiver Form
Volunteer Parent/Guardian Permission and Waiver Form
Volunteer Time Sheet



COLUMBIA COUNTY VOLUNTEER PROGRAM GUIDE AND CHECKLIST

last revised:

For a volunteer program to be successful, significant thought and pre-planning must go into the creation process. This guide should be used in conjunction with the Volunteer Program Policy. Following are several helpful steps and tips to consider:

Understand the difference between volunteer and paid positions:

- Make sure your volunteer jobs are created to supplement and support staff.
- Most volunteer positions should be developed as part-time positions that can be done on a flexible schedule or that are for a specific, limited duration, event.
- Note: A prospective employee may not “volunteer” in a position they have applied for while they are waiting to hear the outcome of their application or to start employment.

Additional tips for planning volunteer jobs:

- Involve paid staff in the planning and developing of volunteer positions. Allow ample time to hear ideas, needs and concerns from all staff who will interact with the volunteers, even on a limited basis.
- Reach outside the conventional idea of what volunteers do and be creative as jobs are developed for volunteers.
- Ask and answer the following questions:
 - Who will supervise and train the volunteer?
 - What are the requirements for the time involved:
 - What is the work schedule for the job?
 - Is the work schedule fixed or flexible?
 - Is the job on-going or will it end with a project?
 - How will the supervisor evaluate the job and the volunteer?
 - Will the volunteer feel they are appreciated for the job they are doing?
 - What will the requirements of the volunteer role be:
 - What training will they need?
 - Will they require a county email?
 - What other county computer access will be needed?
 - Research and carefully consider additional requirements for volunteers working with youth.

Recruitment and Selection:

Volunteers become involved in County programs in many different ways. Some may hear or read about a one-time event such as a clean-up effort and decide to arrive and volunteer for that event only. Others may inquire about an ongoing opportunity within a County department such as

assisting victims.

In either situation, it is important to remember that the volunteer supervisor has the duty of recruiting and screening volunteers. Recruitments may be done through flyers and information sent to newspapers, local television or radio, the County's website or through other means. Potential volunteers may even contact departments for opportunities to work for the County.

For a one-day event, the screening may consist of an overview of the duties, completion of the appropriate forms, and a self-selection on the part of the volunteer. For an ongoing position, volunteers should complete the Volunteer Application (found on the County's website).

Prior to appointing an on-going volunteer, interview the potential volunteer and explore their skills, knowledge, and interest in the position. The screening process may also include a reference check when appropriate.

Background checks must be conducted for most volunteer positions, especially roles that have contact with minors, vulnerable populations or handle money for the County. Background check forms may be obtained from Human Resources. All background checks will be conducted by Human Resources and maintained in the volunteer file located in Human Resources.

Contact the Human Resources Director for assistance in developing interview and reference questions.

Volunteer Orientation:

The following is a list of topics that may need to be included in a volunteer orientation. The volunteer supervisor will need to cover any items appropriate for the particular volunteer position, based on applicability.

One-time event volunteers do not need to have applicable items covered individually a group orientation can be given with only the specific information required for that event.

Orientation Topic Checklist Items:

- Welcome
- Mission and Goals of the County/Department
- Customer Service expectations
- Safety
- Accident insurance (if driving their personal vehicle for County business)
- Workers' compensation or liability coverage
- Use of computer, fax, e-mail and internet
- Screening
- Confidentiality
- Discrimination/Harassment Policy and Procedure
- Drug and Alcohol Policy and Procedure

- General Information about County departments
- Volunteer rights and responsibilities
- Appropriate waivers (see attached)

Documentation of Volunteer Hours

Departments **must** keep a record of hours worked for any position covered under the County's workers' compensation insurance, but positions not covered under the workers' compensation insurance may still benefit from hour tracking.

Because many volunteers include their volunteer service on job and other types of applications, they count on their volunteer supervisor to keep accurate work records. Individual records are kept in the volunteer's file. Supervisors should discuss this with volunteers and determine if a need exists prior to commencing work.

Dismissing a Volunteer

Volunteers, like paid staff, may be dismissed or released from volunteer service. It is important to document any problems the department may be having with a volunteer in the volunteer's file.

Prior to dismissing a volunteer, determine if the goals and objectives of the job assignment were made clear. If there are concerns with performance, it is important to document the issues and to provide feedback to the volunteer.

Any dismissals of a volunteer for reasons other than an assignment ending or lack of work must be discussed with the Human Resources Director prior to dismissal.

Guidelines for Dismissing a Volunteer:

- Inform related staff of your intentions
- Choose a quiet private setting
- State the purpose of the meeting
- Identify the volunteer's expected behavior
- Describe your observations; cite specific instances of problem behavior
- Allow the volunteer to speak and inform you of the reasons for their actions
- Compliment the volunteer on individual skills or positive aspects of performance
- Release the volunteer from duty without reprimand or apology
- Document in writing the conversation, the information reviewed, and the final decision

Other

For additional questions or guidance, please contact the HR Director.



COLUMBIA COUNTY VOLUNTEER SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between COLUMBIA COUNTY, a political subdivision of the State of Oregon, hereafter referred to as "County," and _____ hereafter referred to as "Volunteer."

County accepts the services of Volunteer for the following duties and time period:

Volunteer agrees that all services will be subject to the following:

1. All services performed will be non-compensable. Except as specifically provided in this agreement, no insurance or any other benefits of any kind shall be provided by County. Services performed will not confer status to the Volunteer as a regular or temporary County employee.
2. Volunteer will be insured under the County workers' compensation plan for any injuries sustained while performing authorized volunteer services, if the volunteer position falls as a Park Host, Fair Board, Sheriff's Posse, Search and Rescue or Sheriff's Reserve.
3. All other Volunteers will be insured under the County's Accidental Death and Dismemberment (AD&D) policy for covered injuries sustained while performing authorized volunteer services. This coverage is intended to be supplemental to Volunteer's personal medical coverage.
4. Volunteer will be insured under the County's general liability policy for claims of civil liability for negligent injuries or damages considered to be torts caused by the volunteer to third parties, if:
 - a. Volunteer is working on a County task assigned by an authorized County supervisor; and
 - b. Volunteer limits actions to the duties assigned; and
 - c. Volunteer performs assigned tasks in good faith and does not act in a reckless manner or with the intent to inflict harm to others.
5. If Volunteer uses personally owned or hired property in the course of assigned duties, Volunteer will carry insurance on that property. The County does not provide property damage protection for non-County personal property. This means the County will not pay the costs of replacement of or repairs to any non-County personal property even if damage was sustained during volunteer work. Proof of insurance must be furnished to the County upon request.
6. If Volunteer uses a personally owned vehicle in the course of assigned duties, Volunteer must have vehicle liability insurance as required by law. The County does not provide physical damage, uninsured motorist or personal injury protection for non-County

vehicles. This means the County will not pay the costs of replacement of or repairs to your vehicle even if damage was sustained during volunteer work. Proof of insurance must be furnished to the County and Volunteer must have demonstrated an acceptable driving record prior to driving a County vehicle.

7. Volunteer may be authorized by the Volunteer’s supervisor to operate County vehicles, when necessary, provided Volunteer has a valid driver’s license for the vehicle operated. Volunteer understands that volunteer is assuming the risk of injury or damage during volunteer work and agrees to indemnify the County, its officers, agents and employees from any injury or damages arising from volunteer’s work for the County. Such authorization, when granted, shall be limited to the specific authorized use, and no other use may be made by Volunteer.
8. Volunteer understands the need for confidentiality in dealing with some County business and agrees to comply with all local, state and federal requirements regarding confidentiality and will follow any direction given by a supervisor regarding confidentiality.
9. Volunteer agrees to provide an accurate record of hours volunteered by the end of each month in which services were volunteered, if requested.
10. Volunteer agrees not to utilize the position as a County volunteer in any way that would violate the Oregon Code of Ethics and County Rules of Conduct, copies of which have been provided to Volunteer.
11. Volunteer agrees to comply with the Oregon Public Meetings Act and Oregon Public Record Act.
12. Volunteer agrees to comply with all IT policies related to information technology used by the Volunteer to conduct County business, including training requirements. If Volunteer is provided a County email address, Volunteer agrees to use such email address while conducting all County business.
13. Volunteer has been informed which expenses related to the volunteer program may be reimbursed (if any) by the County and how to request such reimbursement, if available.
14. This agreement may be canceled at any time by either Volunteer or County by notifying the other party, and signing this agreement as provided below.

All the conditions above have been discussed and are understood and the Volunteer has been provided with a copy of the County’s Volunteer Handbook which includes the Code of Ethics and Rules of Conduct.

Signature of Volunteer

Date

Signature of authorized Department Head or

Date

Elected Official

TERMINATION OF AGREEMENT

The above agreement has ended on _____

by ___ Volunteer ___ County.



Columbia County Volunteer Handbook

Effective _____

Welcome!

We are so thankful for your decision to be a volunteer with Columbia County! Volunteers play a vital role in delivering services to our community. It is important to offer volunteer experiences that benefit both the volunteer and the community. Columbia County understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the county. We hope that you will find your experience working with Columbia County successful and rewarding.

Mission

At Columbia County, we serve with integrity and leadership to provide responsible government. We engage by listening and being proactive to community needs. We connect to build partnerships and opportunities. We innovate with resourcefulness to promote a healthy and prosperous Columbia County.

Vision

We value integrity and believe that working in an honest and transparent manner is crucial. We also understand and value accountability and trust and will maintain an environment of open and respectful communication with our residents, our partners, and our staff.

Our dedicated team will provide efficient services through accurate information sharing and timely decision making.

We will work diligently to ensure that resiliency and successful outcomes for our residents are priorities.

We envision a peaceful community in which our residents are safe, healthy, and secure.

We embrace diversity, equity, and inclusion. We will cultivate a dependable and responsible system that supports our community and provides access to the services our residents need and desire.

We will engage the public in decision-making, and our community can expect that their contributions will guide decisions.

As leaders in community investments, we will foster relationships and collaborate with partners to discover innovative and cost-effective solutions to community aspirations.

We envision a vibrant economy that supports a high quality of life for present and future generations.

We will proactively develop creative solutions to the challenges of our evolving and growing community and will actively seek to apply new and visionary ideas that support our mission, our vision, and our values.

Values

Integrity

Our leaders, staff, and volunteers believe that working in an ethical manner is crucial to everything we do. We also understand the importance of accuracy, civility, and trust. We strive to achieve an environment of honest interactions with each other, our partners, and our residents.

Dedication

We are committed to our mission, vision, and values, and hold ourselves to the highest standards of our professions. Through resourcefulness and perseverance, we actively seek to identify and develop creative solutions to new and existing challenges and to remove barriers to success.

Accountability

We believe that safeguarding public assets is paramount and hold ourselves accountable for the public resources entrusted in our care. We take our obligation to account for our activities, policies, decisions, and spending seriously. We are answerable to our stakeholders for our actions and results.

Teamwork

Our employees are our greatest resource. We promote an atmosphere in which we actively work to connect with each other and our partners to achieve the best outcomes.

Respect

We treat all people with dignity and listen with openness and understanding. Our work environment fosters the appreciation of the values, skills, and abilities of everyone. We acknowledge that people are affected by our decisions and aim to balance human, and community needs.

Communication

Open communication from all levels of our county is vital and encouraged. Connecting with our residents, staff, and partners is essential to making informed, appropriate decisions. We provide access to county information in a convenient and accessible manner to stimulate productive dialog and public understanding.

Equity

A dynamic community is one in which all residents have the ability to thrive. Therefore, we strive to identify and eliminate barriers that might prevent full participation. We will operate under the principles of social justice in which all people have equal opportunity, where they are able to access community resources, and where they are treated equitably in order to succeed.

Community

We welcome all voices, regardless of race, ethnicity, gender, age, abilities, national origin, religious beliefs, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. We recognize and value how our differences contribute to a richer, more creative, and productive environment.

Livability

We believe a healthy environment and a strong economy will help our people flourish. We work to ensure a safe community through efficient criminal justice and effective human services. We also act with the utmost care for our natural, historic, and aesthetic resources, and work to preserve and enhance them within our rural character for future generations.

Handbook Purpose

This handbook is designed to provide guidelines, information, and support for everyday operations to Columbia County volunteers and summarizes topics that you may encounter during your service with Columbia County.

The intent of the goals and policies listed in this handbook is to maximize the effectiveness of our volunteer program and to assist department personnel and volunteers in understanding their roles and responsibilities within the framework of the Volunteer program.

The following are some of the objectives of the Columbia County volunteer program:

- Encourage volunteerism to enhance the quality of services in Columbia County government. Allow volunteers an opportunity to utilize and share their talents in a constructive, beneficial manner.
- Strengthen and enhance vibrant, growing networks of public/private partnerships that routinely work together in volunteer service to address pressing issues in our communities.
- Promote citizen involvement in and understanding of government issues and problems and increase the citizen awareness of Columbia County's programs.
- Provide a unified recruitment, screening, and training structure to support and meet the needs of Columbia County's departments, programs, and partners.

Volunteer Definition

A volunteer is defined as: any person authorized by the county to donate approved services to the county without pay or reimbursement other than approved incidental expenses for those services rendered.

Types of volunteers include:

- Public Safety volunteers (Mounted Posse, Search and Rescue, Reserve Deputy)
- Non-Public Safety volunteers (Park Hosts, Public Health, Victims Assistance, All Other Departments)
- Emergency Operations
 - During an emergency when the county Emergency Operations Center is activated, emergency volunteers will be considered county volunteers only if they are assisting at a county supervised work site and have signed in on a Volunteer Sign In Sheet.

County employees may volunteer in other departments if all of the below criteria are met:

- The volunteer position is with an established county volunteer program,
- Duties of the position are outside the employee's normal work duties, AND outside normal or regular working hours,
- 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, that the employee performs volunteer service, and
- The employee signs a waiver indicating that the decision to volunteer is entirely his/her own, and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer application is completed and signed by the volunteer, and approved by the county, **AND** a parent

or guardian signs the consent section of the application. Children ages seven (7) to eleven (11) may volunteer but must be accompanied by a parent or legal guardian and be participating in a family or group volunteer activity.

All Columbia County employees must complete and sign the Employee Volunteer Waiver and Release form prior to volunteering.

As a volunteer, you have the right to:

- Work in a healthy and safe environment, know about unsafe work, and refuse unsafe work.
- Receive a copy of Columbia County's Volunteer Handbook and any other policy/procedures that affect your role.
- Have a role description and agreed hours of contribution.
- Attend an orientation to Columbia County and your volunteer role.
- Have your confidential and personal information dealt with in accordance with all applicable laws.
- Receive appropriate training and support to carry out your role.

As a volunteer you have the responsibility to:

- Be reliable; notify your supervisor if you are unable to fulfill your duties or miss a shift.
- Act responsibly and with integrity.
- Carry out your volunteer duties according to the position description.
- Ensure you understand the services to be provided and to inform the supervisor if for any reason you are unable to perform the needed services.
- Be accountable for your actions.
- Understand and comply with local, state, and federal laws, rules, and regulations which may apply to the area in which you are providing services, including all the provisions of the Volunteer Policy, the Volunteer Services Agreement, and this handbook. Volunteers may be required to sign additional specific confidentiality agreements depending on the types of information you have access to.
- Be committed to Columbia County and protect confidential information that you obtain as a volunteer.
- Undertake training as required by Columbia County.
- Ask for support when you need it.
- Be courteous to participants, staff, and other volunteers.
- Value and support other team members.

Application and Screening Process

All volunteers must complete a volunteer application. Interviews may be conducted for certain positions prior to selection. Background, training, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.

Some volunteer positions will require a background check, such as those involving supervision of minors, those working with money, or those involving vulnerable populations. In these positions, volunteers will not be able to perform any volunteer work until the county receives a successful background check.

Volunteers who will drive as part of their volunteer work must complete and submit an approved driving record release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the county. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the county. If the volunteer drives their own vehicle on behalf of the county for volunteer work, proof of insurance at the amount required by the state of Oregon, or according to county policy, if higher, will apply. Proof of insurance must be kept on file in the Human Resources office.

Volunteers must receive approval of acceptance in the county volunteer program prior to starting any volunteer work.

Position Description and Physical Requirements

A position description for most volunteer positions or projects will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there are any questions about their physical ability to perform the duties.

Orientation

After approval, and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from the supervisor or the county employee with the responsibility of oversight for the volunteer. Any required personal protective equipment will be reviewed and provided.

All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can result in the termination of the volunteer relationship.

Standards of Conduct

The expected standard of conduct for all volunteers in the service of the county shall be to act in the public interest as opposed to advancing individual interests. Therefore, in order to render the best possible service to the general public and to reflect positively on the county, high standards of conduct are essential. The tenure of every volunteer shall be conditioned on good behavior and satisfactory performance of assigned duties.

Any action which reflects negatively upon the county or is an impediment to the effective performance of county functions, shall be considered good cause for ending a volunteer service relationship. Such actions include but are not limited to the following:

- A. Conviction of a felony;
- B. Conviction of a misdemeanor which is related to the position held by the volunteer;
- C. Theft, unauthorized possession, or unauthorized removal of county property;
- D. Sexual or protected classification harassment;
- E. The use of alcoholic beverages, or the use of controlled substances, which affects the performance in the position held by the volunteer;
- F. Partaking of intoxicating beverages or non-prescription controlled substances while on duty, or being intoxicated while on duty;
- G. Insubordination;
- H. Inefficiency or incompetence;

- I. Inattention to duty, tardiness, indolence, carelessness, or damage to or negligence in the care and handling of county property;
- J. Improper or unauthorized use of county vehicles or equipment;
- K. Misconduct in the performance of duties, or actual malfeasance, or nonfeasance;
- L. Violation of departmental or countywide safety policy;
- M. Willful violation of any provisions of law or rules adopted by the Board of County Commissioners or any provisions of departmental rules.

Dress and Personal Appearance

Each volunteer is expected to dress and groom appropriately for the job and to present an appropriate business appearance. The department head will be responsible for setting standards for appropriate dress in the department. The following factors are considered when setting the standards for appropriate dress:

- A. The nature of the work being performed;
- B. Safety considerations, such as necessary precautions when working with or near machinery;
- C. The nature of the volunteer's public contact, if any. Professional appearance for those volunteers with consistent public contact is considered essential.

Assumption of Risk

Volunteers must realize that they are volunteering at their own risk. It is the responsibility of the Volunteer Supervisor to educate the volunteer as to the volunteer's rights, roles, and responsibilities.

Insurance Coverage

Volunteer Injuries

For work-related injuries, the county provides workers compensation insurance to public safety volunteers, to include Sheriff's Reserves, Animal Control, Posse, and Search and Rescue. Also covered are the Fair Board members and Park Hosts. For all other positions, the county maintains an Accidental Death & Dismemberment policy for covered injuries. This coverage is intended to be supplemental coverage to the volunteer's private medical insurance.

Volunteer Liability

Volunteers will generally be considered agents of the County while acting within the scope of their volunteer duties. Liability arising out of a volunteer's duties on behalf of the County for a covered tort claim will generally be defended by the County's insurance.

Safety Policy

The county is committed to providing our volunteers with a safe and healthy work environment. To accomplish this goal, all volunteers must diligently undertake efforts to promote safety. Safety is everybody's responsibility. The county, through its Safety Committee, develops and implements safety rules and regulations. This process is ongoing and requires periodic safety audits. Please let your supervisor know if you feel your safety can be enhanced.

The county will educate volunteers as to hazards of the workplace and train volunteers as to such hazards and the proper and safe method to perform job tasks. Volunteers are expected to give

their full-time skill and attention to the performance of their assigned responsibilities utilizing the highest standard of care and good judgment. Volunteers are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to their volunteer service and follow the directions of warning signs or signals and/or directions of supervisory personnel. Safety rules and regulations may be issued or modified from time to time. Volunteers may only perform functions requiring a license or certification if they have the current license or certification that is required for that particular function.

Vehicle Policy

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving record release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the county. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the county.

Volunteers operating public vehicles must have an acceptable driving record that meets the county's requirements for acceptable driving as outlined in the county's Personnel Rules. Accidents must be reported immediately to a supervisor and an Accident/Incident Report Form should be completed as soon as possible.

Volunteers who operate county vehicles are expected to exercise care and to follow all operating instructions, safety standards, and guidelines. This includes, but is not limited to:

- A. Volunteers must wear seatbelts at all times the vehicle is in motion.
- B. Consumption of alcohol or drugs while operating a vehicle for county business is prohibited. Driving while impaired is also prohibited.
- C. Volunteers are prohibited from providing rides to hitchhikers.
- D. Volunteers may use county radios or cell phones to arrange for aid to stranded motorists.
- E. Volunteers must notify the supervisor immediately of any accidents, damage or needed repairs, and complete the appropriate reports.
- F. Volunteers must notify the supervisor of any personal conviction of any major traffic violations or loss of license.
- G. County vehicles are not to be used for conducting personal errands or transporting family members or friends. During the workday, within the county, occasional personal errands such as driving to a restaurant for the lunch break is allowed.
- H. Volunteers must obey all laws and regulations related to the operation of motor vehicles, including the usage of cell phones.
- I. Volunteers are prohibited from smoking in a county vehicle, with or without passengers.
- J. Volunteers must notify their supervisor of any drug or alcohol related conviction pursuant to the County's drug free workplace policy.

Volunteers who drive personal vehicles are required to provide proof of insurance that meets statutory requirements.

- The owner of the personal vehicle's auto liability insurance is the primary payer. The county's insurance is secondary to private coverage.
- Proof of current coverage must be provided each renewal by a copy of the vehicle owner's policy declaration page or certificate of insurance.

*Oregon statutory requirements (ORS 806.010): currently, \$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property.

Incident and Accident Reporting

Any damage to personal or county vehicles, property, or any personal injury that occurs during a volunteer's official volunteer duties for the county must be reported immediately to the supervisor. Injuries and accidents must be reported immediately to a supervisor and an Accident/Incident Report Form completed and submitted to Human Resources. If appropriate, secure the scene for investigation and documentation of the incident. If there is damage to personal or county vehicles or property, the supervisor must then submit a completed incident form to the Department Head with a copy to Finance by the end of the first business day after the accident.

Record Keeping

Public Safety volunteer workers, Animal Control volunteers, Park Hosts, and the Fair Board must track and submit all volunteer hours on a weekly basis to their supervisor using the approved form provided by the county as is required under the Workers' Compensation regulations. These hours must be provided to the Finance Department on a monthly basis at a minimum.

Documents, emails, and other non-ephemeral records, regardless of media type, are subject to the Oregon Public Records Law. All records generated in the course of work conducted on behalf of the county must be retained in accordance with the Oregon Public Records Retention Schedule. Volunteers must complete the county's Public Records training, in order to ensure they understand and can comply with the requirements.

Required Trainings and Policy Review

Generally, volunteers must complete the county's required safety and HR related trainings and policy review/sign-off, prior to volunteer services beginning. This training will be conducted in person or via the county's online training system.

All volunteers who are provided a county email address will be required to complete all IT related security training and Public Records training.

Equipment training will be conducted by the county employee on site responsible for volunteer oversight. In all cases, the person conducting the training needs to be a competent person with the equipment.

Non-Discrimination and Harassment Policy

Columbia County is committed to fostering an environment that is characterized by respect and dignity. Therefore, discrimination and harassment is not consistent with our mission, vision, and values and will not be tolerated from anyone. Everyone is responsible for fostering a respectful environment and reporting discriminatory or harassing behavior.

The county prohibits discrimination and harassment of any kind, and sexual assault at the county, or harassment and sexual assault outside of the county that violates its volunteers' right to work in a harassment-free workplace. Specifically, Columbia County prohibits discrimination, harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status,

domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all volunteers are responsible for respecting the rights of other volunteers, county employees, and community members and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All volunteers are encouraged to discuss this policy with their supervisor or with Human Resources at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during volunteer hours, during county-related or -sponsored trips (such as conferences or volunteer travel), and during non-volunteer hours when that off-duty conduct creates an unlawful hostile work environment for any of the county's volunteers or employees. ***Such harassment is prohibited whether committed by county volunteers, employees, elected officials, members of the community, interns, or vendors.***

Sexual Harassment

It is the county's policy that sexual harassment is unacceptable conduct and will not be tolerated. Sexual harassment is a form of sex discrimination and is an unlawful employment practice under federal and state laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when, for example (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual assault is a form of sexual harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. It can include but is not limited to: unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, catcalls or touching, insulting or obscene comments or gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail), and other physical, verbal, or visual conduct of a sexual nature. Sex-based harassment that does not involve sexual activity or language (e.g., a male supervisor who yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex/gender.

Some specific examples of other inappropriate or illegal behaviors include: (1) negative or offensive comments, jokes, or suggestions about another employee's gender or sexuality; (2) obscene or lewd sexual comments, jokes, suggestions, or innuendoes; (3) slang, names or labels such as "honey", "sweetie", "boy", "girl", that others find offensive; (4) talking about or calling attention to another employee's body or sexual characteristics in a negative or embarrassing way; (5) laughing at, ignoring, or not taking seriously an employee who experiences sexual harassment; (6) blaming victims of sexual harassment for causing the problems; (7) continuing

certain behaviors after a co-worker has objected to that behavior; (8) displaying sexual pictures, cartoons, or calendars on any county property.

Sexual harassment negatively affects morale, motivation, and job performance. It results in increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, and illegal, and it will not be tolerated by the county.

Other Forms of Prohibited Harassment

Harassment on the basis of a protected class is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, sex, color, religion, national origin, age, sexual orientation, gender identity, political affiliation, marital status, military reservist status, ancestry, genetic information, disability, veteran status, the use of military leave, or any other protected classification defined by federal or state law. Protected class discrimination also includes discrimination on the basis of an association with a protected class, (an individual's relatives, friends or associates) that (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping, threatening, intimidating, or hostile acts, denigrating jokes, and display or circulation in the workplace of written or graphic materials that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

This is not a complete list. All volunteers are expected to exercise common sense and refrain from other similar kinds of unprofessional conduct.

Complaint Procedure

Volunteers who have experienced a sexual assault or harassment or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of the department head, Human Resources, a supervisor, or member of management as soon as possible. Volunteers are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). A volunteer who experiences or witnesses' harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the county's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the county will take prompt, appropriate corrective action, and any volunteer found to have violated this policy will be removed from volunteer service.

Volunteers who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the county's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Volunteers may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the

county cannot provide volunteers with legal advice, volunteers should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before a volunteer can take any legal action against the county, the volunteer must provide written notice of the claim within 180 days of the act or omission the volunteer claims has caused him/her harm. When a volunteer can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the volunteer include enforcement of a right, imposition of a penalty, or issuance of an order to the volunteer's place of service (in limited circumstances).

Protection Against Retaliation

Columbia County prohibits retaliation in any way against a volunteer because the volunteer has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Volunteers who believe they have been retaliated against in violation of this policy should immediately report it to Human Resources or any supervisor or member of management. Any volunteer who is found to have retaliated against another volunteer in violation of this policy will be removed from volunteer service.

Other Volunteer Rights

Nothing in this policy is intended to diminish or discourage a volunteer who has experienced harassment or discrimination, or sexual assault while volunteering, from talking about or disclosing his/her experience.

No-Bullying Policy

Columbia County strives to promote a positive, professional environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The county, therefore, prohibits volunteers from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another volunteer for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of volunteers, which is intended to intimidate and that creates a risk to the health and safety of the volunteer(s). Examples of bullying include:

1. **Verbal Bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. **Physical Bullying:** Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. **Gesture Bullying:** Non-verbal threatening gestures, glances that can convey threatening messages.
4. **Exclusion Bullying:** Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. **Cyber Bullying:** Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and

websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Volunteers who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred, the county will take prompt, appropriate action, and any volunteer found to have violated this policy will be subject to disciplinary action or removed from volunteer service.

Open-Door Policy

Columbia County is committed to providing and maintaining productive and professional relationships with all its volunteers. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the county's supervisors and managers. When lines of communication are kept open in all directions, individuals can jointly solve problems before they become unnecessarily complicated. If volunteers have concerns, the county strongly encourages volunteers to voice these concerns openly and directly with their supervisor, Human Resources or any member of management.

Alcohol/Drug Use, Abuse and Testing

Columbia County works to maintain a safe and efficient volunteer environment. Volunteers who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to the county's reputation.

The county expects volunteers to report to work in a condition that is conducive to performing their duties in a safe, effective, and efficient manner. Any volunteer who reports to work while under the influence of drugs or alcohol will be immediately dismissed from volunteer service.

Use of County Email and Electronic Equipment and Services

Columbia County uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such county property.

Ownership

All information and communications in any format, stored by any means on or received or transmitted via the county's electronic equipment or services is the sole property of Columbia County.

Use

All of Columbia County's electronic equipment and services are provided and intended for county business purposes only and not for personal matters, communications or entertainment. Access to the Internet, websites and other electronic services paid for by the county are to be used for

county business only. This means, for example, that volunteers may not use the county-provided internet (except where a public guest network is provided), or county's electronic equipment and services for any personal use.

Additionally, under no circumstances, shall a volunteer access county resources for the purposes of:

- Displaying or storing any sexually explicit images or documents, or any images or documents that would violate the county's Non-harassment and Discrimination or No-Bullying policies;
- Playing games (including social media games), checking personal email, or using non-work related apps of any kind;
- Engaging in any activity that violates the rights of any person or the county, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engaging in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other county-specific confidential information;
- Purposefully engaging in any activity that would introduce malicious software into a workstation or the network (e.g., viruses, worms, Trojan horses, ransomware).
- Downloading or viewing streaming video or music for personal use. This includes, without limitation, YouTube videos, TV/movies, Pandora, Amazon Prime music or videos, or other streaming entertainment.
- Accessing social media for non-work-related use.

Inspection and Monitoring – No Right to Privacy

Volunteer communications, both business and personal, made using county electronic equipment and services are not private. Any data created, received or transmitted using county equipment or services are the property of the county and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the county's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the county's ownership of the electronic information, electronic equipment or services, or the county's right to inspect such information. The county reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the county's electronic equipment and services, including all communications and internet usage and resources/sites visited. The county will override all personal passwords if it becomes necessary to do so for any reason.

Unauthorized Access

Volunteers are not permitted access to the electronic communications of other volunteers, employees, or third parties unless directed to do so by county management. No volunteer can examine, change or use another person's files, output, username or password unless they have explicit authorization to do so.

Security

Many forms of electronic communication are not secure. Volunteers who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

The county's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, viruses, malware or other security compromising applications or scripts, or that would otherwise violate the county's policies on harassment, discrimination, or security.

Confidential County Information

Volunteers must not access sensitive or confidential information or data except in accordance with county policies, practices, and procedures, and as authorized by state or federal laws or regulations. Volunteers with access to confidential information, including but not limited to customer or employee financial, medical, or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Volunteers who access, use, or disclose confidential information contrary to Oregon or federal laws or for financial gain may be subject to civil or criminal penalties under those laws and will be removed from volunteer service.

Ethics Policy

At Columbia County, we believe in treating people with respect and adhering to ethical and fair business practices. We expect volunteers to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the county or the county's citizens.

Columbia County volunteers are subject to the State of Oregon's Government Ethics law. This means a volunteer is prohibited from using their position to obtain a financial benefit for themselves or a relative.

The Board of County Commissioners asserts that a public office is a public trust, and that as one safeguard for that trust, all county officials and employees are required to adhere to the government standards and practices code of ethics set forth in the Oregon Ethics rules. The following conduct is prohibited:

- A. No volunteer shall use the volunteer's position to obtain financial gain or to avoid a financial detriment for the volunteer's household or family or any business which the volunteer or a member of the volunteer's household or family is associated.
- B. No volunteer shall use information received because of the volunteer's service for private gain if that information is confidential or normally available to the general public only by special requires or has not otherwise been dispersed by the county.
- C. No volunteer shall solicit or receive a promise of future employment with the understanding that the promise will influence the volunteer's official action.

- D. No volunteer shall solicit or receive any gift in anticipation of official action to be taken by the volunteer in the course of employment. For the purposes of this and the following section, "gift" shall have the meaning set forth in ORS 244.020(9).
- E. No volunteer shall solicit or receive during a calendar year gifts with an aggregate value of over \$50 from a single source that could reasonably be known to have a legislative or administrative interest in the volunteer's office. Any gift in cash is presumed to be a donation to the county and shall be deposited with the County Treasurer.
- F. No volunteer shall take any action on behalf of the county which would create an actual or potential conflict of interest without first notifying the volunteer's appointing authority in writing of the actual or potential conflict of interest and requesting the appointing authority to dispose of the matter giving rise to the conflict pursuant to ORS 244.120.
- G. County officials and volunteers who are in a position to influence contract decisions affecting non-profit organizations shall not serve on decision making boards of, or be employed by, contractors who could benefit from such involvement.
- H. No volunteer shall solicit private business from other volunteers or employees for personal gain while on county time. No supervisor or lead worker shall solicit private or charitable business from their staffs at any time, with the exception of a charitable effort organized county-wide. A volunteer may seek approval from the Board of County Commissioners to solicit private business from other employees when off duty.
- I. No volunteer may appoint, employ, or promote a relative or member of the household to, or discharge, fire, or demote a relative or member of the household from, a position with the county that the volunteer serves or over which the volunteer exercises jurisdiction or control.

Information on these laws are available at the Oregon Government Ethics Commission website, <http://www.oregon.gov/OGEC/>.

Volunteers who violate the county's Ethics Policy or Oregon Ethics laws, or who create an equally detrimental impact on the county, will immediately be removed from their volunteer position and may not be eligible for future volunteer assignments.

Note: For purposes of ORS Chapter 244, volunteers are not public officials if they perform such tasks as picking up litter on public lands, participating in a scheduled community cleanup of buildings or grounds, participating in locating and eradicating invasive plants from public lands and other such occasional or seasonal events.

Political Activity

Volunteers of the county shall not solicit any money, influence, service, or other things of value or otherwise aid or promote or oppose any political committee, nomination, or election of a candidate, the gathering of signatures on an initiative referendum or recall petition, the adoption of a measure of the recall of a public office holder while performing volunteer services for the County.

If you have questions about whether an activity meets the county or Oregon's ethical standards, please talk with your supervisor, or Human Resources.

Smoke-Free Environment Policy

The county provides a tobacco-free environment for all volunteers, employees, and visitors.

Smoking, chewing tobacco, and use of other forms of tobacco such as vaping/e-cigarettes are banned in all county buildings, offices, and vehicles or while conducting county business.

If you wish to smoke, you must do so outside of the county's facilities/buildings/vehicles, only in designated smoking areas. Oregon law prohibits smoking within 10 feet of all building entrances, exits, and other openings, including second-story windows, and accessibility ramps that lead to and from an entrance or exit, windows, and air-intake vents.

This policy is intended to comply with the requirements of Oregon's Smoke Free Workplace Law ORS 433.835 through 433.850.

Volunteers who violate this policy may be removed from volunteer service.

Workplace Violence and Security Policy

It is the intent of the County to provide a safe place for volunteers and employees, and to provide a comfortable and secure atmosphere for community members and others with whom we do business. An environment that is safe and comfortable enhances volunteer satisfaction as well as productivity. The County has zero tolerance for violent acts or threats of violence. This policy applies to county volunteers, employees, community members, guests, customers, vendors, and any persons doing business with the county.

Conduct

The county expects all volunteers to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any volunteer, employee, or county property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any volunteer who commits, or threatens to commit, a violent act against any person while on county premises, will be subject to immediate termination of volunteer service.

Responsibility

County volunteers and employees share the responsibility in identification and alleviation of threatening or violent behaviors. All volunteers have an obligation to report any incidents that pose a risk of harm to employees, volunteers, or others associated with the county, or which threaten the safety, security, or financial interests of the county.

Any volunteer who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, any member of management, or Human Resources. All reports will be carefully investigated by the county, and confidentiality will be maintained to the fullest extent possible.

Violations

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include, but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that the supervisor believes represent an imminent or potential danger to workplace safety or security.

Where such actions involve non-volunteers, the county will take action appropriate for the circumstances. Where appropriate and/or necessary, the county will also take whatever legal actions are available and necessary to stop the conduct and protect county employees, volunteers, and property.

The county may conduct an investigation of a current volunteer where the volunteer's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An investigation may include investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems, computer systems, or any other property provided by the county.

Mandatory Reporter Policy

Volunteers who fit within any of the following categories are considered mandatory reporters and must comply with the County's mandatory reporter policy: All volunteers of the Columbia County Public Health Department; all attorneys; all peace officers; all elected officials; all animal control officers; and all volunteers in the Columbia County Juvenile Department.

Lockers and Desks

Some volunteers are provided lockers and/or desks for use while at work. Such lockers and desks are provided for the convenience of volunteer but remain the exclusive and sole property of Columbia County. No personal locks on county lockers or desks are allowed. Moreover, Columbia County reserves the right to open and inspect lockers and/or desks, as well as the contents, effects or articles that are in said lockers or desks. Such inspection can occur at any time, under the procedures established by the Human Resources Director, with or without advance notice or consent, either before or after working hours, conducted by any department head or other employee authorized by the Board of County Commissioners.

Cost Consciousness

County volunteers shall practice every economy possible in the discharge of their duties. Volunteers are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.

Ending Your Volunteer Assignment

If you need to end your volunteer relationship with the county, please tell your supervisor. Advance notice is appreciated. All county property, such as keys, etc. must be returned at the time the volunteer assignment ends. If desired, any volunteer may request an official copy of his/her volunteer hours. The county accepts the services of all volunteers with the understanding that such service is at the sole discretion of the county. At any time and for whatever reason, the county may end a volunteer relationship.

Thank You

Thank you for contributing your time, talent and resources as a volunteer to make Columbia County the place in which we all want to work, live, and play. It is our vision to make the county a place you never want to leave.

Your state of mind, attitude, and morale affect the quality of the work you produce. You make a significant difference to the county. We appreciate your willingness to volunteer with the county.

We hope you will enjoy your experience as a volunteer. As you learn your volunteer duties, feel free to ask questions. Our staff is happy to help you.

It is your commitment and that of volunteers like you that allows Columbia County to most effectively serve our community needs. If you have questions about the information in this handbook, please ask your supervisor or feel free to call Human Resources at 503.397.7264.

**Volunteer Handbook Acknowledgment Receipt
Columbia County**

As a volunteer of Columbia County, I acknowledge the following:

- 1. I understand that this handbook is not a contract nor a guarantee for continued volunteer service. Either I or the county may terminate this relationship at any time.
- 2. I understand that I am donating my service to the county with no expectation of compensation, fringe benefit, or promise of future employment for my service.
- 3. I acknowledge that any photograph, audio recording, or videotape taken of me participating in the county volunteer program may be used for outreach, education, or documentation purposes, without compensation, by the county.
- 4. I have received a copy of the Volunteer Handbook. I understand that the handbook contains important information about the county's policies and rules. I also understand that the Handbook outlines my responsibilities as a volunteer of the county. I also understand that I have the responsibility to read and understand the information in the handbook, and to ask the county for clarification of any information I do not understand.

Volunteer Signature

Print Name

Date

Guardian Name and Signature



COLUMBIA COUNTY VOLUNTEER CONFIDENTIALITY AGREEMENT

As a volunteer for Columbia County, you may be participating in activities during which sensitive information is shared about organizations and members of our population including but not limited to employees, clients, program providers and policy makers. It is the responsibility of the volunteer to keep this information confidential during and after your term as a volunteer. Volunteers who access, use, or disclose confidential information contrary to Oregon or federal laws or for financial gain may be subject to civil or criminal penalties under those laws and will be removed from volunteer service. Confidential information includes, but is not limited to, HIPAA protected information, CJIS protected information, and Personally Identifiable Information (PII).

Your signature indicates your understanding of and agreement to the above.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____



COLUMBIA COUNTY VOLUNTEER REGISTRATION AND WAIVER FORM

Name of Project/Location: _____ Date(s): _____

This is a waiver. Please read it carefully before signing. By signing this waiver, I certify that I have read this waiver and hereby agree:

- To waive all claims against Columbia County, its officers, agents and employees, arising out of or in any way related to this project;
- To assume and accept responsibility for all risks arising from or relating to this project;
- That participation in this activity is completely voluntary and that I have neither received nor expect to receive any compensation for participation;
- To read, listen to and follow all safety instructions presented in conjunction with this project;
- To use good judgement based on physical ability and to immediately terminate participation in the project if activities become too strenuous or difficult;
- To adhere to all local, state and federal laws as they may apply to my volunteer work on this project;
- To recognize that the County may suspend my volunteer activities at any time;
- That I am physically and mentally fit and able to participate in this project;
- That this waiver shall act as a complete bar against all actions or claims, including negligence claims, that I might otherwise have arising from or related to this project. If any action or claim is made, this waiver shall warrant immediate and final dismissal of all such actions or claims. This waiver applies to all claims made by myself or my legal heirs, representatives or agents.

PLEASE PRINT

Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Signature		Signature	
Email		Email	

Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Signature		Signature	
Email		Email	

Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Signature		Signature	
Email		Email	

Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Signature		Signature	
Email		Email	



COLUMBIA COUNTY VOLUNTEER PARENT/GUARDIAN PERMISSION AND WAIVER FORM

Name of Project/Location: _____ Dates: _____

This is a waiver. Please read it carefully before signing. By signing this waiver, the volunteer and the parent or guardian certify that they have read this waiver and hereby agree to allow the minor child to participate in this volunteer project and further:

- To waive all claims against Columbia County, its officers, agents and employees, arising out of or in any way related to this project;
- To assume and accept responsibility for all risks arising from or relating to this project;
- That participation in this activity is completely voluntary and that the volunteer has neither received nor expect to receive any compensation for participation;
- To read, listen to and follow all safety instructions presented in conjunction with this project;
- To use good judgement based on physical ability and to immediately terminate participation in the project if activities become too strenuous or difficult;
- To recognize that the County may suspend the volunteer's activities at any time;
- That they are physically and mentally fit and able to participate in this project;
- That this waiver shall act as a complete bar against all actions or claims, including negligence claims, that we might otherwise have arising from or related to this project. If any action or claim is made, this waiver shall warrant immediate and final dismissal of all such actions or claims. This waiver applies to all claims made by the volunteer, their parent or guardian or legal heirs, representatives or agents.

Volunteer Name: _____

Signature of Parent/Guardian: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Name _____		Supervisor: _____	
Month/Year _____		Department: _____	
TOTAL HOURS:			