

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Adopting the Columbia County
Volunteer Policy

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ORDER NO. 71-2003

WHEREAS, Columbia County does not have a formal volunteer policy adopted; and

WHEREAS, it is advisable for the Board of County Commissioners to adopt such a policy to act as a guide for the formation and implementation of volunteer programs at the County; and

WHEREAS, the Columbia County Volunteer Policy has been written to reflect the appropriate management of volunteer programs.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Columbia County Volunteer Policy as shown in Exhibit "A" which is attached hereto and incorporated herein by this reference be adopted; and

IT IS HEREBY FURTHER ORDERED that the Columbia County Volunteer Policy shall become effective December 1, 2003.

DATED this 26th day of November, 2003.

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: _____

Joe Corsiglia, Chair

By: _____

Rita Bernhard, Commissioner

By: _____

Tony Hyde, Commissioner

Approved as to form

By: Sam H. Tyson
Office of County Counsel

COLUMBIA COUNTY VOLUNTEER POLICY

I. Purpose

The purpose of this Policy is to provide guidelines that support participation and community involvement of members of the public through volunteer opportunities within Columbia County.

II. Definitions

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:

- ◇Eighteen (18) years of age or older.
- ◇Children age twelve (12) – seventeen (17) years of age with written parental consent.
- ◇Children age seven (7) – eleven (11) years, accompanied by a parent or legal guardian participating in family or group volunteer activities.

The following persons are not considered volunteers:

- ◇Inmate workers;
- ◇Community restitution clients;
- ◇County employees who have not signed up as a volunteer through an established volunteer program;
- ◇County employees who are coordinating and/or supervising a volunteer program during work hours as part of their job duties;
- ◇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.

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.

Volunteer appointments to Boards, Commissions and Committees are not considered volunteers under this Policy. For further information on these appointments, contact the Board of County Commissioners' Office.

County employees may perform volunteer service for the County during their non-work hours provided:

- ◇The volunteer work is with an established volunteer program.

- ◇No work time will be used to perform the volunteer duties.
- ◇The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be made.
- ◇The volunteer services are unrelated to the employee's regular job duties.

III. Objective

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

IV. Scope

This Policy applies to all volunteers in all County departments, except the Columbia County Sheriff's Office Reserve and Posse volunteers and Adopt a Road volunteers who are covered by separately approved programs/policies.

V. 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.

VI. Procedures, Equipment and Training

Creating Volunteer Positions:

All County volunteer programs must receive prior approval from the Board of County Commissioners. Departments should submit an outline of the proposed program, including the proposed services to be completed, the number of volunteers anticipated, the employee designated as the Volunteer Supervisor and the anticipated length of the program. If the program changes substantially at any time or the number of volunteers substantially increases, the program should be once again reviewed and approved by the Board.

Once a department has decided to involve volunteers there are some steps to consider. For a volunteer program to be successful, some thought must be put into the process.

It is important to understand the difference between volunteer and paid positions:

- Make sure your volunteer jobs are created to supplement and support staff.
- 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.
- Most volunteer positions should be developed as part-time positions that can be done on a flexible schedule or that are for a specific event of a limited duration.

Some 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 and the work schedule for the job? Are they 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 appreciated for the job he or she is doing?

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 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 (attached to this Policy). Then, prior to appointing a 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. Contact the Human Resources Director for assistance in developing interview and reference questions.

Volunteer Orientation:

All volunteers, except those volunteering for a single day event, such as 'clean up days', must sign the Volunteer Agreement, attached to this Policy.

The following is a list of topics that may be included in a volunteer orientation. The volunteer supervisor will need to modify the items covered as appropriate for the particular volunteer position. For a one time volunteer event, for instance, you may simply give the group the specific information they need related to that event.

Potential topics are:

- ◇Mission and Goals of the County/Department
- ◇Welcome
- ◇Customer Service
- ◇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 volunteer hours for the individual volunteers including dates and times worked. Departments must submit to Payroll on a monthly basis a cumulative record of volunteer hours worked for workers' compensation billing purposes. A volunteer time sheet is attached to this Policy.

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.

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.

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
- Dismiss the volunteer only as a last resort

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 his or her 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.

Liability and Insurance Coverage

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.

However, workers' compensation coverage is provided for volunteers who are injured while performing authorized services for the County. The County's general liability insurance coverage extends to volunteers and agents of the County.

Accident/Incident 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.

All volunteer injuries requiring medical attention must be reported within 24 hours to the Human Resources Department and the workers' compensation 801 form submitted. 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.

If there is damage to personal or County vehicles or property, the supervisor must then submit a completed incident form to General Services by the end of the first business day after the accident.

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 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 is kept on file for the volunteer.

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.

Confidentiality

Volunteers are expected to adhere to the same confidentiality guidelines as paid County staff. County staff is responsible for explaining confidentiality guidelines to the volunteers, including any local, state or federal mandates. When appropriate, volunteers may be required to sign a statement of confidentiality (example attached).

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 and procedures that are specific to the department and its volunteer jobs and responsibilities.

VII. Responsibilities

Supervisors are responsible:

- To identify particular needs/projects for volunteers
- To recruit and select volunteers
- 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
- To supervise the work performance of the volunteer
- To provide the volunteer with performance feedback and acknowledgment for their contributions to the County.

Volunteers are responsible:

- To inform the supervisor of hours and days of availability and to be available when a commitment has been made
- 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
- 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 and the Volunteer Agreement for Services.

VIII. Attachments

Volunteer Application Form
Volunteer Authorization to Release Information
Volunteer Agreement for Services
Volunteer Registration and Waiver Form
Parent /Guardian Release and Waiver under 18 Form
Statement of Confidentiality

**COLUMBIA COUNTY
APPLICATION FOR INDIVIDUAL VOLUNTARY SERVICES**

Please provide the following information (print or type) for placement as a Columbia County Volunteer.

Name _____
(Last, First, M.I.)

Address _____

Telephone day _____
Telephone eve _____
Email _____
Cell _____

Type of volunteer work preferred: _____

Time available to perform volunteer work: _____ hours per week
[] Mornings [] Afternoons [] Weekdays [] Weekends

Days of the week available (please circle): Mon Tues Wed Thurs Fri Sat Sun

Previous volunteer experience, if any: _____

Special training, interests, skills, licenses or certifications: _____

Have you ever been convicted of a crime? Yes No
If yes, please explain: _____

Person to notify in case of emergency:
Name: _____ Relationship: _____
Telephone: _____
Address: _____

I hereby volunteer my services to assist Columbia County in the accomplishment of its authorized services. I understand that my services as a volunteer will be governed by the "Agreement for Voluntary Services" which will be provided to me.

Signature of Volunteer

Date

Print Name

Signature of parent or guardian if
Volunteer is under 18 years of age

Date

AUTHORIZATION TO RELEASE INFORMATION
VOLUNTEER

I understand that this document, signed by me, authorizes Columbia County, or its representative, to investigate my employment or volunteer records, criminal records, and any other records necessary to determine my qualifications for a volunteer position within Columbia County.

Any recipient of a copy of this signed document is hereby authorized to divulge information concerning my character, criminal history, education, employment and volunteer records. I hereby release you, your organization, and others from any and all liability or damage which may arise from furnishing the information requested and as outlined herein. I understand and agree that any information released to Columbia County is done so in strictest confidence and shall not be released to me even if I am rejected for a volunteer position.

Signature: _____

Printed name: _____

Date: _____

Social Security No.: _____

Birth Date: _____

(required for criminal background check)

**COLUMBIA COUNTY
AGREEMENT FOR VOLUNTARY SERVICES**

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 noncompensable. 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 accident insurance plan for any injuries sustained while performing authorized volunteer services.
3. Volunteer will be insured under the County's general liability policy for claims of civil liability for negligent injuries or damages to the person or property of others, 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.
4. 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 personal 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. Proof of insurance must be furnished to the County upon request.
5. If Volunteer uses a personally owned vehicle in the course of assigned duties, Volunteer must have vehicle liability insurance as required by law. Proof of insurance must be provided to the County upon request. 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.
6. 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. Such authorization, when granted, shall be limited to the specific authorized use, and no other use may be made by Volunteer.
7. 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.
8. Volunteer agrees to provide an accurate record of hours volunteered by the end of each month in which services were volunteered.
9. Volunteer agrees not to utilize the position as a County volunteer in any way that would violate the County's Code of Ethics or Rules of Conduct, copies of which have been provided to Volunteer.

10. 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.
11. This agreement may be cancelled 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 Code of Ethics and Rules of Conduct.

Signature of Volunteer

Date

Signature of authorized department head or
elected official

Date

TERMINATION OF AGREEMENT

The above agreement has been terminated on _____
Date

Signature of volunteer or authorized
county official

Columbia County - Volunteer Registration and Waiver Form

Name of Project/Location: _____ Date: _____

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 my 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.

Name (print)	Name (print)	Name (print)
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Phone ()	Phone ()	Phone ()
Signature	Signature	Signature
Email	Email	Email
Name (print)	Name (print)	Name (print)
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Phone ()	Phone ()	Phone ()
Signature	Signature	Signature
Email	Email	Email

Columbia County – 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 his or her 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 s/he is 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, his or her parent or guardian or legal heirs, representatives or agents.

Volunteer Name _____ Signature of Parent/Guardian _____

Street Address _____

City _____ State _____ Zip _____

Phone number where parent may be reached during the event _____

**COLUMBIA COUNTY
CODE OF CONDUCT
FOR
VOLUNTEERS**

General Standard 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.

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 Title VII of the 1964 Civil Rights Act. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. It can include verbal behaviors such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors. It can also include non-verbal behavior such as suggestive looks or leering, and physical behavior such as pats or squeezes or other touching which are unwelcome.

Sexual advances, requests for sexual favors and other verbal or physical conduct constitutes sexual harassment when: (1) it creates an intimidating, hostile or offensive work environment; (2) it interferes with the volunteer's work performance; (3) it is part of a supervisor's decision to hire or dismiss; or (4) it is used to make other decisions like job assignment.

Some specific examples of inappropriate or illegal behaviors include: (1) negative or offensive

comments, jokes or suggestions about another volunteer or 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 volunteer's or employee's body or sexual characteristics in a negative or embarrassing way; (5) laughing at, ignoring or not taking seriously a volunteer or 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 in this County.

If any volunteer feels he or she has been sexually harassed, the volunteer must report the incident immediately to their supervisor. The supervisor shall immediately inform the Human Resources Director and thoroughly investigate the incident, forwarding a written account of the investigation to the Human Resources Director. If the investigation substantiates the sexual harassment complaint, the appointing authority shall apply appropriate disciplinary actions as provided in these Rules, up to and including dismissal. The harassed volunteer shall be informed of the results of the investigation and the discipline imposed, if any. If the appointing authority is the alleged offender or if the volunteer is uncomfortable speaking to the appointing authority, the incident shall be reported to the Human Resources Director who shall follow the noted procedures.

Protected Class Harassment. Harassment of any protected class, in any form, shall subject the offending volunteer to dismissal. Protected classes are race, color, national origin, age, marital status, religion and disability. Columbia County forbids harassment in all forms. If any volunteer feels he or she has been harassed based on inclusion in a protected class, the volunteer must report the incident immediately to the supervisor. The supervisor shall immediately inform the Human Resources Director and thoroughly investigate the incident, forwarding a written account of the investigation to the Human Resources Director. If the investigation substantiates the protected class harassment complaint, the appointing authority shall apply appropriate disciplinary actions as provided in County Personnel Rules, up to and including dismissal. The harassed volunteer shall be informed of the results of the investigation and the discipline imposed, if any. If the appointing authority is the alleged offender or if the volunteer is uncomfortable speaking to the appointing authority, the incident shall be reported to the Human Resources Director who shall follow the noted procedures.

Substance Abuse.

Alcohol. No volunteer may consume or be under the influence of any alcoholic beverage while on official County business, during working hours, or at any time while operating any kind or type of vehicle or equipment while conducting County business. Working hours includes meal and other breaks allowed during the course of a working day. If probable cause exists, the volunteer will immediately be directed to submit to a toxicological analysis. If the volunteer refuses the examination, or if the examination results are positive, the volunteer shall be dismissed.

No volunteer shall possess, distribute or sell any alcoholic beverage while on official County business, during working hours, or at any time while operating any kind or type of vehicle or equipment which is the property of Columbia County. Any volunteer found to have violated this provision shall be dismissed.

Controlled Substances. No volunteer may use or be under the influence of any non-prescription controlled substance while on official County business, during working hours, or at any time while operating any kind or type of vehicle while conducting County business. If an volunteer is taking prescription medication under a doctor's care, such as pain killers or muscle relaxants, that volunteer has a responsibility to inform the supervisor of the medication being taken and the possible effects upon the volunteer's performance.

If probable cause exists, the volunteer may be immediately directed to submit to a toxicological urinalysis. If the volunteer refuses the examination, or if the examination results are positive, the volunteer shall be dismissed.

No volunteer shall possess, distribute or sell any controlled substance while on official County business, during working hours, or at any time while operating any kind or type of vehicle or equipment which is the property of Columbia County. Any volunteer found to have violated this provision shall be dismissed.

Workplace Violence. The safety and security of County employees, volunteers, customers, vendors, contractors and the general public are of vital importance. Therefore, acts of violence made by a volunteer against another person's life, health, well-being, family or property will not be tolerated. Volunteers who engage in any form of workplace violence will be dismissed. The County expressly prohibits the following:

- A. Any act or threat of violence made by a volunteer against another person's life, health, well-being family or property.
- B. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion.
- C. Any act or threat or violence which endangers the safety of employees, volunteers, customers, vendors, contractors or the general public.
- D. Any act or threat of violence made directly or indirectly by words, gestures or symbols.
- E. Use or possession of a weapon on County premises, in County vehicles or while conducting business for the County. The sole exclusion is those volunteers in the Sheriff's Department are expressly authorized to possess and use weapons as part of their regular duties.

It is a requirement that volunteers report to their supervisor or the Human Resources Director any behavior that compromises the County's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Safety. The County believes that safe working conditions for each of its volunteers can be attained through the use of safety equipment, by proper job instruction, frequent review of safe work practices and adequate supervision.

Supervisors are directly responsible for supervising and training their volunteers. This supervision and training includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce County rules and take immediate corrective action to eliminate hazardous conditions and practices. Supervisors shall not permit safety to be sacrificed for any reason. In addition, supervisors will be held accountable for all safety and health issues.

All volunteers are required to follow all established safety policies and procedures. Each volunteer is expected to cooperate in all aspects of the County's safety and health program. Accidents that result due to volunteer negligence may subject such volunteer to dismissal. This includes compliance with the following:

- A. Accidents must be reported immediately to the supervisor.
- B. Required personal protective equipment must be worn by all volunteers. There are no exceptions.
- C. Hazardous conditions and other safety and health concerns must be reported to the supervisor immediately.

Work Rules. The following work rules shall apply to all County volunteers. Other work rules may also apply.

- A. Volunteers shall be responsible for and shall not misuse County property, records or other materials in their care, custody and control.
- B. Volunteers shall deal with the public in a courteous and professional manner.
- C. Volunteers shall deal with County employees, County officials and other governmental agencies in a courteous and professional manner.
- D. Volunteers shall not restrict or interrupt work or interfere with the work of others.
- E. Volunteers shall report for and remain at work only in a fit physical condition which will enable them to perform the essential duties of their position with or without reasonable accommodation.
- F. Volunteers shall not engage in conduct that reflects negatively on the County while on duty.
- G. Volunteers shall not engage in unapproved soliciting or political activity (see below) while on duty.
- H. Volunteers shall not use their position for personal gain, to solicit or conduct personal business or to coerce others.
- I. Volunteers shall not use their positions to obtain information not related to their positions from other employees or volunteers. Volunteers shall use the proper procedures available to the general public to obtain, on their personal time, any such information.
- J. Volunteers shall not possess unauthorized firearms, weapons, drugs or intoxicants while on duty or on County premises.
- K. All reports, records or claims completed by volunteers shall be true and accurate, to the best of their knowledge.
- L. Volunteers shall not remove County property or the property of other employees without express approval of their supervisor or the owner of such property. Volunteers shall not use County property for personal gain.
- M. Volunteers shall not violate any of the laws, statutes or ordinances of federal, state or local governments while on duty or on County premises.

- N. Volunteers shall comply with all County rules, policies and procedures.
- O. Volunteers, while on duty, shall not engage in gossip or spread rumors regarding other County employees or volunteers. Unsubstantiated or baseless charges made by one volunteer against another volunteer or employee will not be tolerated.
- P. Volunteers shall maintain the confidentiality of information encountered both during and after their volunteer service.

Code of Ethics. 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 ORS 244.040. The following conduct is prohibited:

- A. No volunteer shall use the volunteer's position to obtain financial gain 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 request 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 \$100 from a source that has 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.

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 or the recall of a public office holder while performing volunteer services for the County.

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 volunteers, 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.

Computer Hardware and Software. Volunteers shall make use of computer technology in a legal and ethical manner consistent with government statutes, rules, and regulations. Computer technology shall not be used for purposes that are unrelated to the department's mission or that violate county, state or federal law. Contract provisions, including software licensing agreements, shall be strictly adhered to. Proprietary software cannot be duplicated, modified or used on more than one machine, except as provided for in the manufacturer's license agreement. The illegal reproduction of software is prohibited.

Computers (including modems and fax/modems), computer files, electronic mail (e-mail) and software furnished to volunteers are County property intended for business use and not for personal use. The County strives to maintain a workplace free of harassment and that is sensitive to the diversity of the employee population. Any use of computers, software, files and/or the e-mail system that is disruptive, offensive to others, or harmful to morale is prohibited.

Installation of Hardware/Software. Installation of software and/or hardware onto County owned machines without authorization from a Network Administrator is prohibited. No personal computer equipment shall be installed within the County without pre-authorization from a Network Administrator.

Inspection. All software and data on County owned hard drives or floppy disks are subject to inspection, with the proper authorization from a Network Administrator, at any time.

Unauthorized Access. Unauthorized access to County owned hardware, software or data is prohibited. Installing County owned software on an individual's personal computer is prohibited without approval from a Network Administrator. "Hacking" or the attempt to do so is prohibited.

Movement of Equipment. Computer equipment may not be moved or modified without the prior authorization of a Network Administrator.

System Files. No system files on computers shall be modified without authorization from a Network Administrator.

Electronic Mail (E-Mail) and Internet Access. The County's e-mail system may be made available for volunteer use for business purposes, not for personal use. Any message put into the system is not a private communication.

Volunteers may be provided with access to the Internet. This access is to be used only for a limited purpose related to County business and all activities using the Internet should be work-related. Prohibited uses of the Internet include, but are not limited to, commercial, political and lobbying, collective bargaining (union activities or communications), funding raising and any illegal activities. Personal use of any kind is prohibited.

Internet access can only be provided by a Network Administrator. Only those volunteers authorized to utilize the County Internet access may do so. No volunteer may share an access code with another volunteer or employee. No volunteer may use a County Internet access path to access a personal account.

As in all other situations, volunteers are expected to communicate using e-mail and the Internet in a professional manner that will reflect positively on them and the County.

The County reserves the right to monitor and access e-mail communications and Internet access - for the protection of such systems, to monitor compliance with County policies and to ensure that confidential information and trade secrets do not enter the public domain. Review of Internet access accounts will be available monthly. Volunteers should have no expectation of privacy with their e-mail communication or the Internet access.

Volunteers should be aware that communications via any external communications system (e.g., the Internet, Compass, etc.) are subject to interception by outsiders. Communications containing confidential information should only be transmitted via such systems when absolutely necessary and should be encrypted to protect the confidentiality of the information.

The use of the e-mail system or Internet for the purpose of violation of any other person's or entity's copyright is prohibited.

All County volunteers are required to observe common standards of etiquette in connection with all communication via the e-mail or Internet system. The use of the e-mail or Internet system to make harassing communications of any kind (e.g., in the context of gender, race or religious discrimination) is prohibited.

E-mail (internal or external) is a public record and subject to public record regulations with respect to inspection and disclosure. Any message regarding creation of, interpretation of, deliberation towards or otherwise relating to a County policy or procedure may be subject to the public records disclosure. Therefore, volunteers should print copies of relevant e-mail message (internal or external) for the file.

Volunteers shall share all passwords they may set on the computer or on any document with their volunteer supervisor.

As with all computer system access, volunteers are responsible for maintaining the security of their e-mail and Internet access. Procedures for choosing and protecting passwords and log on/off procedures shall be followed. If a volunteer discovers a breach in security or suspects security has been threatened, the employee shall notify a Network Administrator immediately.

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.

Telephone/Fax Usage. All County volunteers are expected to provide courteous and informative service when using the telephone to conduct County business. Volunteers are to charge personal long distance phone calls to their personal telephone number or calling card and are to limit personal calls. Personal calls on cellular telephones are to be limited to emergency/notification needs only. Facsimile machines are not to be used for personal use unless the appropriate fee is charged and paid, as paid by all members of the public.

Dress and Personal Appearance. Each volunteer is expected to dress 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.

Use of County Vehicles. Volunteers who operate County vehicles are expected to exercise care, perform required maintenance 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. No consumption of alcohol or drugs while operating a County vehicle is allowed.
- C. Volunteers are prohibited from providing rides to hitchhikers. Volunteers may use County radios or cellular telephones to arrange for aid to stranded motorists.
- D. Volunteers must notify the supervisor immediately of any accidents, damage or needed repairs and complete the appropriate reports.
- E. Volunteers must notify the supervisor of any personal conviction of any major traffic violations or loss of license.
- F. County vehicles are not to be used for conducting personal errands or transporting family members or friends, except during the work day, within the County, for occasional personal errands, such as driving to a restaurant for the lunch break.
- G. Volunteers must obey all laws and regulations related to the operation of motor vehicles.

Smoking in the Workplace. Smoking is banned in all County buildings and offices, except those particular places officially designated specifically as "Smoking Areas". Smoking is also banned in all County vehicles.

COLUMBIA COUNTY CONFIDENTIALITY AGREEMENT

As a volunteer for Columbia County, you will 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. Your signature indicates your understanding of and agreement to the above.

NAME: _____

Signature

Date