

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.07 VOLUNTEERS

A. It is the position of the Board that the time and talents offered by volunteers greatly expand and enrich services provided to individuals with developmental disabilities.

B. Types of Volunteers

The Board recognizes these three categories of volunteers:

1. General Volunteer – A person who has been approved, vetted, and trained to render direct or indirect services to the agency and/or the people served by the Board in accordance with the policies and procedures for employees. These volunteers have scheduled work times, which are expected to total more than 40 hours. This category also includes interns, student-teachers, etc.
2. Limited Volunteer – A person who has been approved to render services to an immediate family member for a particular outing such as a field trip. These volunteers are intended to work solely with their family members and are not to be put in charge of or in the service of other individuals.
3. Specialized Volunteer – Is a visitor who represents a particular group (i.e., scout troop, high school class) or a particular agency or organization (i.e., civic club, college/university class) who assists with an event, conducts a particular project, observes for educational purposes, etc., which can be completed in less than 40 hours, and is under the direct and continual supervision of agency staff.

C. Limited volunteers and specialized volunteers are generally exempt from the pre-service requirements which pertain to staff and general volunteers, including physical examination, criminal and database background checks and drug screening. This is because they serve less than the 40-hour benchmark set by the Ohio Department of DD.

D. All volunteers under the age of 18 must obtain written parental permission to participate.

E. General Volunteers

General volunteers shall be accepted and assigned roles based on the needs of individuals served, on staff requests, and on the volunteer's skills, abilities, experiences and interests. The need for general volunteers will be determined by the superintendent or designee.

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1. Persons acting as general volunteers will do so under the supervision of agency staff. At no time will a volunteer act in lieu of staff.
 2. Persons desiring to become general volunteers are to apply through the Personnel Office and are to be formally approved and oriented in accordance with policies and procedures regarding new paid staff prior to beginning their volunteer experience. Any person acting without such recognition will be considered a visitor and as such will be subject to the policies and procedures of the Board regarding visitors.
 3. General volunteers shall comply with the Board's Personnel Policies as they pertain to staff conduct, including filling out time sheets for the purposes of tracking hours of service.
 4. The Personnel Office shall maintain files for each general volunteer. The files shall include, but not be limited to:
 - a. Application, with criminal conviction affidavit;
 - b. Signed parental permission letter, if applicable;
 - c. Records of complete background checks, including fingerprinting, electronic database checks, personal reference checks, drug screening etc.; and driver's abstract, if applicable. These checks are to be renewed a minimum of every five years.
 - d. Results of a fitness for duty examination, if required;
 - e. Records of assignments;
 - f. Attendance records/time sheets;
 - g. Records of attendance at mandated staff training;
 - h. Evaluations;
 - i. Resignation or termination data; and
 - j. Emergency contact data.
- C. Applicants for general volunteer may be asked to pay the cost of physical exams and other requirements for the screening processes referred to in this policy.