

Warren County Board of Supervisors

RESOLUTION NO. 235 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

ADOPTING AMENDED WARREN COUNTY VOLUNTEER POLICY AND PROCEDURE

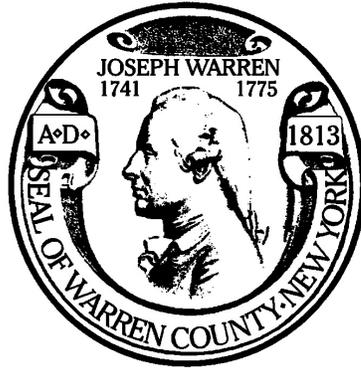
WHEREAS, the Warren County Board of Supervisors adopted a Warren County Volunteer Policy and Procedure (hereinafter the “Volunteer Policy”) by Resolution No. 415 of 2015, and

WHEREAS, the County Administrator presented to the Finance Committee a revised Volunteer Policy, and

WHEREAS, the Finance Committee has reviewed the changes presented by the County Administrator and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Volunteer Policy and Procedure annexed hereto, be and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Volunteer Policies, Resolutions or parts thereof inconsistent with the annexed are hereby repealed effective June 16, 2021.



**WARREN COUNTY
VOLUNTEER POLICY AND PROCEDURE**

Approved 06/16/2021

Resolution No. 236 of 2021

1. Introduction

Warren County desires to involve more people in volunteering to enhance the services that are provided by the county and to enrich the lives of people in our communities. Warren County appreciates and acknowledges the dedication and time that our valued volunteers provide to our community and we thank you in advance for your desire and commitment to volunteering.

Warren County is committed to involving volunteers directly within the organization to:

- contribute to the delivery of our services
- assist on various boards
- make sure we are responsive to the needs of those who use our services
- provide different skills and perspectives
- offer opportunities for participation by people who might otherwise be excluded
- increase our contact with the local communities we serve

This policy sets out the principles and practice by which we may involve volunteers.

2. Principles

Warren County:

- recognizes that voluntary work brings benefits to volunteers themselves, to clients and to paid staff
- will ensure that volunteers are properly integrated into the organization structure and that mechanisms are in place for them to contribute to the services that Warren County provides
- will not introduce volunteers to replace paid staff
- expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- recognizes that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively

3. Scope of volunteer policy and definition of Volunteer

Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken on or on behalf of the County, and to all departments and sites of operation of the County.

The County also accepts as volunteers those participating in student community service activities (e.g. Youth Court), student interns (See Warren County Internship Policy), alternative sentencing or diversion programs, and other similar volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, schools, or program from which the special case volunteers originate and must be responsible for management and care of the volunteers.

A volunteer as that word is used in this policy is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the County.

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A volunteer must be officially accepted and enrolled by the County Department prior to performance of the task. Unless specifically stated, volunteers shall not be considered as “employees” of the County.

4. Service at the discretion of the County and Volunteer

Before a Department of the County may accept the services of a volunteer, the Department Head shall request and receive approval from the County Administrator, whose approval shall be based on whether the volunteer will positively impact the work of the department and County as a whole. The County Administrator shall consider the tasks to be performed by the volunteer, staff supervision time, impact on department workload and space needs as well as overall County impacts, if any.

The County accepts the services of all volunteers with the understanding that such service is at the sole discretion of the County. Volunteers by accepting a volunteer position with the County agree that the County may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the County.

The volunteer may anytime, for whatever reason, decide to sever the volunteer’s relationship with the County. Notice of such a decision should be communicated as soon as possible to the volunteer’s supervisor. Upon separation from volunteer service, the volunteer will be offered an opportunity to meet with their Supervisor to discuss their volunteer experience and possible ways in which improvements can be made. The Department Head will send notice to the County Administrator and Clerk of the Board indicating the end date of the volunteer service so that the volunteer list can be updated and acknowledgment of the Volunteer service can occur.

5. Recruitment, screening and physical requirements

Recruitment of volunteers will generally be from all sections of the community, and will be in line with Warren County’s Equal Opportunities Policy. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the County. Persons interested in becoming volunteers for Warren County should contact a Warren County Department. The Department Head will provide information about the Department in general and information about the specific volunteer opportunities available. If the person is still interested in becoming a volunteer the Department Head will request the person complete the “Volunteer Registration Form” (Appendix A). The Department Head will review the request, if approved by the Department Head, the Volunteer Registration Form will be forwarded to the County Administrator for Approval. If approved by the County Administrator, the volunteer will be added to the volunteer list maintained by the County Administrator’s office and a Volunteer Registration Form will be returned to the Department.

In certain cases and as appropriate for the protection of clients, volunteers in certain assignments may be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment.

In cases where volunteers will be working with clients with health difficulties, a health screening procedure may be required. In addition if there are physical requirements necessary for performance of the task, health screening or testing procedures may be required to ascertain the ability of the volunteer to safely perform the tasks.

A volunteer is a person who offers services to Warren County, without pay, and whose offer is accepted by the Department Head on behalf of the County. Volunteers are not employees, nor are they unpaid employees.

Volunteers must be at least 16 years of age with working papers. Volunteers aged 16 to 17 are subject to pertinent labor laws. Volunteers under the age of 16, fulfilling requirements for community service, must be accompanied by a parent, guardian or teacher.

6. Introduction, Training and Support

Every volunteer will receive information from the department as to what their role is. Training appropriate to the role will be provided by the County. All volunteers will have a named person as their main point of contact.

7. Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and the County. If applicable, volunteers will also be required to comply with NYS Department of Health Regulations.

Volunteers are expected to comply with the Warren County Ethics and Disclosure Law.

Each volunteer must act in all matters in a manner that will safeguard the reputation and integrity of Warren County and will preserve and strengthen public confidence in Warren County activities. Likewise, volunteers must refrain from engaging in any activity in which personal interests conflict, potentially conflict or appear to conflict with those of Warren County. If a Department head has concerns regarding conflicts of interest they shall meet with the volunteer to review the situation and take action as appropriate.

Volunteers will be bound by the same requirement for confidentiality as paid staff. Department Heads concerned with confidentiality issues shall discuss the situation with the volunteer and take action as appropriate.

Volunteers shall refrain from providing their personal contact information to the clients that they serve.

8. Health and Safety

Warren County will take all reasonable and practicable steps to ensure the volunteers' health, safety and welfare while volunteering for Warren County. The Department supervisor will provide Volunteers with information about the County's various policies as applicable to their type of volunteer service. I.e. Warren County Plan and Program on Workplace Harassment, Workplace Violence Prevention Plan and Program, Warren County Emergency Action and Response Plans.

Volunteers are additional insured's on Warren County's liability insurance policy while they are working within the scope of duties for the County.

The County does not carry or maintain health, medical or disability insurance for any volunteer. However, Warren County Local Law No. 4 of 2005 may provide limited assistance with the payment of medical bills incurred by Volunteers as a result of injuries sustained by reason of accidents while volunteers are working within the scope of duties.

If a volunteer is injured during the course of their services to Warren County they should immediately notify their supervisor and also complete the “Visitor, Volunteer, or Other Non-employee Incident Report form in the packet of forms under Appendix C. The volunteer should forward the completed form to their supervisor as soon as possible.

9. Volunteer Drivers

Volunteers, clients, members of volunteers family, etc. are not authorized to operate County owned vehicles, except county volunteers who hold a valid New York State driver’s license and are requested by a Department Had shall be authorized to operate County owned vehicles for: 1) programs offered by Veteran’s Services under Executive Law Section 358 of Veteran’s Affairs; 2) programs offered to residents or persons participating in Countryside Adult Home programs whether such is directly sponsored by Countryside Adult Home; and 3) volunteers working at the Department of Social Services. All volunteers allowed to operate County vehicles with conditions set forth above must also comply with the County’s Travel, Education and Vehicle Use Policy.

All volunteers that agree to drive their own personal motor vehicles or a County vehicle as part of their volunteer service will be required to complete the “Warren County Volunteer DMV release” (Appendix B) attached to this policy. Volunteering to drive will be dependent upon a satisfactory driver record. The volunteers will become part of the NYS DMV License Event Notification Service utilized by Warren County. Departments that utilize volunteer drivers should contact the Warren County Self-Insurance Department to determine if the volunteer has a satisfactory driver record prior to allowing the volunteer to drive as part of their service to the County.

All volunteers that are using their own personal automobile while volunteering for Warren County must provide their own automobile insurance at their own expense. If the volunteer should suffer a loss while volunteering for Warren County their personal automobile insurance will be the primary coverage. Volunteer will provide for towing and recovery if needed at their own expense. Volunteers involved in an accident resulting in personal injury or vehicle damage shall promptly report the incident to their supervisor and also complete the Visitor, Volunteer, or Other non-Employee Incident report form (Appendix C).

10. Expenses

Warren County will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses that are pre-authorized by the County Department for which they volunteer. Reimbursement forms and instructions for claiming eligible expenses will be provided by the department as applicable.

11. Emergency Closings and Volunteers Inability to Perform Service

The County strives to ensure the safety of all volunteers. In the event of inclement weather or the volunteer’s inability to perform services, volunteers will be responsible for contacting the volunteer

department to inform their supervisor that they will not be performing their scheduled service. If the County should close, the sponsoring Department will use a previously established system to inform their volunteers of the closing.

12. Equal Opportunities

All volunteers and staff will work in accordance with Warren County's equal opportunities policy and Warren County's ADA/Section 504 Policy and will prevent discrimination on any grounds.

13. Monitoring and Recordkeeping

Each Department may evaluate an individual volunteer service as needed. In addition, County Departments should continually monitor and evaluate their use of volunteers with reference to this Volunteer Policy. Departments that find concerns with the policy should forward the concern to the Warren County Risk Management Steering Committee for review. Each Department will keep various records and forms in association with the policy on file within their department.

14. Implementation

This policy will be effective upon approval by the Warren County Board of Supervisors. All current volunteers will be advised of the new policy by their assigned supervisor. All current volunteers should complete the Volunteer Registration Form (Appendix A). All Department Heads and those supervising Volunteers will be provided with and shall comply with this policy.

APPENDIX A

VOLUNTEER REGISTRATION FORM (Page 1 of 2)

Department Completes:

Department: _____

Volunteer Will Report to: _____

Responsibilities: _____

Anticipated State Date: _____ Anticipated End Date: _____

Anticipated Days/Hours: _____

Volunteer Applicant Completes:

Name: _____

Address: _____

Telephone: _____

Emergency Contact Name: _____ Telephone: _____

Can you perform the required duties with or without reasonable accommodation? Warren County is an equal opportunity/affirmative action employer. If necessary, please explain.

Have you ever been convicted of any crime that impacts the volunteer work you are applying for?

Yes__ No__

If yes, please explain and provide dates (Note: This will not automatically bar you from the position as each case is considered on its merits.)

Do you know any foreign language? Yes _____ No _____

Language: _____ Speak _____ Read _____ Write _____

Language: _____ Speak _____ Read _____ Write _____

References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Continued next page....

Volunteer Registration Form continued (Page 2 of 2):

By signing below, the Volunteer Applicant acknowledges the following:

- Volunteer has received a copy of the Warren County Volunteer Policy and Procedure, and agrees to adhere to the standards contained therein while serving in the capacity of a Volunteer.
- Warren County does not provide compensation or financial assistance for volunteer services.
- Volunteers must conduct themselves to protect the interest and safety of all other volunteers, staff and the County.
- volunteers are an additional insured on the County’s liability policy while they are within the scope of their services.
- The County does not carry health, medical, or disability insurance for any volunteer. However, very limited medical expense reimbursement may be available per Local Law No. 4 of 2005.
- Warren County does not provide automobile insurance for any volunteer utilizing a private automobile during their service
- Volunteers must act in all matters in a manner that will safeguard the reputation and integrity of Warren County and strengthen public confidence in Warren County activities.
- The Volunteer understands that the Activities include work that may be hazardous and releases Warren County from all liability for injury, illness, death, or property damage arising out of or resulting from the Volunteer’s activities.
- Volunteer acknowledges that a background check may be done and agrees to provide additional information as requested by Warren County to complete the background check.
- Volunteer’s assignment or activities for Warren County may be terminated by Warren County at any time for any reason.

I authorize the release of my name and contact information for the purposes of recognition to the Clerk of the Board if requested: _____ Yes _____ No

Volunteer Applicant Signature _____ Date _____

Printed Name: _____

Legal Guardian Signature (if under 18) _____

Date _____

Volunteer Applicant date of birth (if under 18) _____

To be completed by the Department Head ~~Completes~~:

Volunteer Approved? _____ Yes _____ No

Department Head Signature: _____ Date: _____

To be Complete by the County Administrator:

Volunteer Approved? _____ Yes _____ No

County Administrator Signature: _____ Date: _____

Appendix B

Warren County Volunteer DMV Release

Federal Drivers Privacy Protection Act
Authorization to Obtain Motor Vehicle Report

For the sole purpose of the determination and evaluation of my motor vehicle operating record and pursuant to the State and Federal regulations of compliance,

I(Name of Volunteer) _____

authorize Warren County to obtain my Motor Vehicle Record. I understand that this record may contain personal information* in addition to any/all driver violations and/or accidents, which may be on record through the New York State Department of Motor Vehicles.

I also authorize release of this information to Warren County and its agents.

Signature of Volunteer

Address: _____ City: _____ State _____ Zip _____

Drivers License Number _____ State _____ Date of Birth _____

Street Address & Mailing Address

City _____ State _____ Zip _____

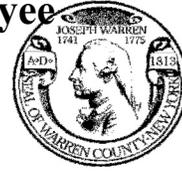
Date signed: _____

*Personal information means information that identifies an individual including an individual's photograph, social security number, driver identification number, name, address and telephone number. It does not include information on vehicular accidents, driving violations and driver status.

Visitor, Volunteer, or other Non-Employee

Incident Report Form

Facility Where Incident Occurred



Name of Facility: _____ Address: _____

Injured Person

Name: _____ Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

If a minor, please provide Parent or Guardian Name: _____ Phone: _____

If more than one party involved, please attach additional sheets.

Incident Details

Date of incident: _____ Time: _____ AM PM

Specific Location: (e.g., floor, room, area, etc): _____

Weather conditions: _____

Type of incident (circle one) Trip & Fall Slip & Fall Fall From Height Crime Other _____

Description of incident: _____

Description of Property Damage or Injury: _____

Photos Taken: Yes (attach) No (explain why not _____)

Witnesses: Yes _____ No (if yes, list below, attach additional sheets if necessary)

Name(1): _____ Address: _____

Phone: _____ If County Employee, Department: _____

Name(2): _____ Address: _____

Phone: _____ If County Employee, Department: _____

Medical Attention Provided, if Any

Professional Medical Attention Offered or Requested: Yes _____ No Explain: _____

First Aid Measures Applied: Yes _____ No if Yes, by whom: _____

Ambulance Yes _____ No Hospital: _____

Reporting Information

Above completed by: _____ Phone: _____ Date: _____ Dept: _____

Immediately send to County Attorney, fax 761-6377 or email turcottea@warrencountyny.gov and copy Self-Insurance, fax 761-6249 or email warrencountyinsurance@warrencountyny.gov.