




# Oregon Department of Fish & Wildlife (ODFW) Volunteer Program Policy

<b>Title:</b>	Code of Conduct for Volunteers	<b>Policy #:</b>	Vol 500_01
<b>Applicability</b>	All Volunteers		
<b>Reference(s)</b>	<a href="#">ASD Policy 261_PO, Agency Conference Room Use</a> <a href="#">DAS 50-010-01 Discrimination and Harassment Free Workplace</a> <a href="#">DAS 50-010-02 Violence-Free Workplace</a> <a href="#">DAS 50-010-03 Maintaining a Professional Workplace</a> <a href="#">DAS 50-010-06 Employee Health and Wellness</a> <a href="#">HR Policy 410_01 Department Mission, Principles and Priorities</a> <a href="#">HR Policy 450_02 Drug and Alcohol-Free Workplace</a> <a href="#">HR Policy 450_03 Smoke Free Workplace</a> <a href="#">HR Policy 450_20 Uniforms and Professional Appearance</a> <a href="#">HR Policy 480_01 Safe Employment/Workplace</a> <a href="#">HR Policy 480_03 Emergency Response Plans ODFW Fixed Facilities</a> <a href="#">HR Policy 480_10 Control of Hazardous Energy – Lockout/Tagout</a> <a href="#">HR Policy 450_17 Driving Record and Criminal History Record Checks</a> <a href="#">HR Policy 480_05 Accident Analysis and Reporting</a> <a href="#">HR Policy 480_09 Confined Space Entry: Hatcheries and Wildlife Areas</a> <a href="#">HR Policy 480_03 Emergency Response Plans ODFW Fixed Facilities</a> <a href="#">OAR 125-155 and 635-Division 600</a>		
<b>Effective Date:</b>	May 1, 2022	<b>Approved:</b>	

## I. Purpose:

To establish a code of conduct for all volunteers of the Department of Fish and Wildlife.

## II. Definitions:

- A. Adult – Individual aged 18 or older
- B. Event – The combination of the date, time, and location where the Volunteer Service activity occurs.
- C. Engagement Coordinator – The lead Volunteer or ODFW employee responsible to create and manage a Volunteer Event, project, or activity.
- D. Minor – Individual under the age of 18
- E. Onboarding – Process in which Volunteers complete necessary paperwork, are properly screened and appropriate training has occurred.

- F. One-Day Volunteer – Individuals who have not completed the onboarding process for a Volunteer Service Description and who Volunteer for no more than a single day each calendar year.
- G. Program Coordinator – An ODFW employee who is responsible for Volunteer and Event management for the program, including but not limited to; coordination and management of Engagement Coordinators and coordination, training and management of Volunteers.
- H. Statewide Volunteer Program Coordinator – An ODFW employee(s) who is responsible for administering the statewide Volunteer program, which includes maintenance of volunteer policies, onboarding processes, and promotion of Volunteer opportunities and Events across ODFW programs.
- I. Volunteer – Unpaid individual, group or organization who performs services at the direction of ODFW.
- J. Volunteer Service – The act of a Volunteer performing service at the direction of ODFW.
- K. Volunteer Service Description – Description of duties and activities to be performed and outlines the onboarding requirements and restrictions.

### III. Policy:

- A. Every Volunteer is an important contributor in ODFW's efforts to effectively serve the public and conserve Oregon's fish and wildlife resources.
- B. In addition to a Volunteer's specific task, it is important to understand what is expected of every Volunteer in terms of personal and professional behavior. A Volunteer's conduct, which does not comply with this policy, may result in disciplinary action, up to and including revocation of your Volunteer eligibility or eligibility for specific Volunteer Service Descriptions. Off duty conduct, including social media which does not comply with this policy may result in disciplinary action when such conduct has a nexus with the department. Volunteer Service is at the sole discretion of the agency.
- C. The following expectations are provided for professional behavior to ensure that each Volunteer and the department are successful in achieving our mission (Refer to [HR 410 01, Department Mission, Principles and Priorities](#)).
- D. Professionalism
  1. Volunteers are to model professional behavior. This includes honesty, integrity, and caring. Volunteers must be truthful in rendering a report, giving testimony, etc. Each Volunteer is entitled to a workplace free of harassment, and we expect that all Volunteers will treat each other, staff, and our customers with courtesy, dignity, and respect. Volunteers shall not use physical force, threats or intimidation toward fellow Volunteers, our staff, or others while at a department approved Event/project or otherwise representing the department. (Refer to [DAS 50-010-03, Maintaining a Professional Workplace](#); [DAS 50-010-02, Violence-Free Workplace](#); and [DAS 50-010-01, Discrimination and Harassment Free Workplace](#)).

2. The importance of Volunteers presenting a professional image to the public is critical to our effectiveness and the success of the department. The department's uniform policy is designed in

part to help ensure Volunteers present a professional image. Individual programs may have additional guidance on attire or uniforms based on the specific needs of the program. (Refer to [HR 450 20, Uniforms and Professional Appearance](#)).

#### E. Department Spokesperson

1. In some instances, Volunteer duties and/or Volunteer location may cause a Volunteer to be regarded by the public as the official department spokesperson on an issue. Volunteers are not authorized to represent or speak on behalf of the agency as a department spokesperson, any inquiries should be referred to the Engagement Coordinator or Program Coordinator.

#### F. Laws, Rules and Policies

1. Complying with federal and state laws, rules, regulations and policies is required. Violations that adversely affect ODFW, its credibility or its image, cannot be overlooked. New and current Volunteers must report to their Engagement Coordinator or Program Coordinator any convictions (including pleas of no contest), traffic/driving violation which could affect driving privileges and/or violate ODFW's acceptable driving records guidelines or pending legal issues (including investigations) for violations of laws no later than five calendar days after each Event. (Refer to [HR Policy 450 17, Driving Record and Criminal History Record Checks](#)).
2. Volunteers must promptly report any illegal acts or violations of department rules, policies, or regulations that occur while volunteering with ODFW to their immediate Engagement Coordinator or Program Coordinator.

#### G. Attendance

1. Report for Volunteer duty at the time and place required by assignment, be attentive to duty, and be capable of performing all the duties required of the Volunteer opportunity. Volunteers shall be on time. Volunteers should notify the Engagement Coordinator or Program Coordinator if they will be late.
2. Volunteers shall not use while volunteering nor come to Volunteer events or conduct Volunteer duties under the influence of drugs or alcohol that might affect their judgment, behavior or the safety of themselves or others. ODFW has zero tolerance for drugs or alcohol while volunteering for ODFW and on property owned or managed by ODFW. (Refer to [HR Policy 450 02, Drug- and Alcohol-Free Workplace](#)). No Volunteer shall smoke or carry any lighted smoking instrument in an ODFW operated facility, publicly owned vehicles, or the interior spaces of publicly owned boats. (Refer to [HR Policy 450 03, Smoke Free Workplace](#)).
3. Volunteers that become ill and are unable to attend or continue with a scheduled Volunteer Event or duties, shall notify the Engagement Coordinator or Program Coordinator promptly.
4. Many of ODFW's Volunteer programming relies on Volunteer hours for in-kind match to receive federal funding, it is important that the Volunteers report hours in a timely and accurate manner. Volunteers will be required to report hours via electronic or paper method and may report service hours that occur outside of Volunteer Event dates or times. Upon request Volunteers may be asked to provide a report of materials donated and miles traveled.

## H. Volunteer Onboarding and Renewal

1. Driving Record Checks - Operators of State Vehicles or Personal Vehicles used for State Business.
  - a. All operators of state vehicles and personal vehicles used while conducting state business shall hold a valid driver license and maintain an acceptable driving record. An acceptable driving record meets the guidelines detailed in [HR Policy HR 450 17, Driving Record and Criminal History Checks](#), and in [Attachment A](#).
  - b. Volunteers from states other than Oregon are required to present a current certified court print driving record for review of at least the past two years for the state the Volunteer resides in.
2. Criminal History Checks
  - a. When the department determines that a criminal record check is needed, in addition to checking a Volunteer's Fish & Wildlife violation record, the department may request or conduct a Law Enforcement Data System (LEDS) based Criminal History Check, including an Oregon Criminal History Check, a Nationwide Criminal History Check, or any combination thereof.
3. Criminal History Checks on Minors
  - a. The department provides many Volunteer opportunities for minors which do not require a criminal history check. A criminal history check, including a Fish and Wildlife Violation Check, an Oregon Criminal History Check, a Nationwide Criminal History Check, or any combination thereof will only be conducted on a minor with full knowledge and authorization of the minor's parent or guardian. While authorization to conduct a Criminal History Check is voluntary, lack of authorization will preclude the Minor from volunteering for Volunteer Service Descriptions that require a Criminal History Check. (Reference OAR 635-600-0015 and Attachment D – Parent/Guardian Authorization for Criminal History Check on a Minor.
  - b. A parent/guardian may cancel their authorization for the department to conduct a criminal history check on a minor at any time. (Reference Attachment E – Parent/Guardian Cancellation of Authorization for Criminal History Check on a Minor)
4. Volunteer Service Description (VSD) Registration
  - a. Every Volunteer opportunity with agency is assigned a VSD that outlines the duties and responsibilities of the Volunteer along with any restrictions of service. Volunteers shall be required to attest to their knowledge of the duties and activities along with any restrictions of service associated with their VSD.

b. As part of the VSD registration and onboarding process, individuals will work with the Statewide Volunteer Program Coordinator and appropriate Program Coordinator(s) as outlined below:

1. Each VSD is associated with one or more Volunteer program area.
2. The Statewide Volunteer Program Coordinator serves as a centralized resource for ODFW Volunteer programs and will work with Volunteers to:
  - a. Support the Volunteer's:
    - i. VSD registration
    - ii. Completion of statewide onboarding requirements, including any related criminal history checks
  - b. Communicate and document an individual's Volunteer eligibility, including preliminary and/or final determination.
3. Program specific policies, processes and trainings will be completed by the individual in coordination with the appropriate Program Coordinator(s) or Engagement Coordinator.

#### 5. Volunteer Eligibility Determination

- a. Volunteers may be approved on a preliminary basis to serve in a subject position with Authorization from the Statewide Volunteer Program Coordinator.
- b. The department shall conduct a final fitness determination on all Volunteers approved on a preliminary basis. In making a final fitness determination about a subject individual, the department shall consider the factors in subsection a–f in HR Policy [HR 450 17, Driving Record and Criminal History Checks](#).
- c. Identification of Statewide Requirements associated with preliminary and final determination are outlined in Attachment A – Statewide Onboarding and Renewal Requirements.

#### 6. Statewide Requirement Renewal

- a. Statewide requirements including driving checks and criminal history checks will generally be required per the renewal timeline outlined in Attachment A - Statewide Onboarding and Renewal Requirements, with each application to subject Volunteer Service Descriptions and at the discretion of the department.

#### I. Safety Management

1. ODFW shall maintain an active and flexible injury and illness prevention program to foster a culture that recognizes safety as an integral value to reasonably ensure a safe and healthful environment at all ODFW Facilities. (Ref: [HR Policy, 480\\_01 Safe Employment/Workplace](#)).

2. Every ODFW fixed worksite shall have an emergency preparedness plan based upon the emergency probabilities and disaster vulnerabilities that exist at the specific fixed site. Volunteers shall:
  - a. Be familiar with the emergency response procedures at their Volunteer site(s).
  - b. Know what actions to take when an alarm sounds or an evacuation order is given.
  - c. Assist other staff and Volunteers in handling the emergency according to training and instruction given.
  - d. Participate fully in any evacuation or earthquake drill. (Ref: [HR Policy, 480\\_03 Emergency Response Plans ODFW Fixed Facilities](#)).
  - e. Know and adhere to lock out/tag out procedures provided to them by the Engagement Coordinator or Program Coordinator (Ref: [HR Policy, 480\\_10 Control of Hazardous Energy – Lockout/ Tagout](#))
3. Comply with confined space entry standards for all ODFW Volunteers and employees at ODFW agricultural, general industry, construction sites, or other sites under the control of ODFW. (Ref: [HR Policy 480\\_09, Confined Space Entry: Hatcheries and Wildlife Areas](#)).
4. Report injury or property damage at ODFW facilities or during the performance of official Volunteer duties/tasks are reported and investigated promptly (Ref: [HR Policy, 480\\_05, Accident Analysis and Reporting](#)), immediately seek medical attention and complete a [Volunteer Injury Coverage Report Form](#). Completed Volunteer Injury Coverage Report Form to Engagement Coordinator or Program Coordinator.
5. Every fixed worksite in the department of Fish and Wildlife shall have emergency preparedness plans based upon the emergency probabilities and disaster vulnerabilities that exist at the specific site to ensure Volunteers, employees, contractors, visitors and property are protected in the event of an emergency (Ref: [HR Policy 480\\_03, Emergency Response Plans ODFW Fixed Facilities](#)).

#### J. Working with Minors

1. One-on-one interactions between a minor and an Adult Volunteer (who is not the minor's legal guardian) must occur with view of another adult and should only take place in open, well-illuminated areas. Adult Volunteers shall:
  - a. Never meet with minors outside of established times for program activities.
  - b. Never engage in inappropriate interactions, including abuse of any kind, not limited to physical, verbal or financial abuse, striking, hitting, punching, poking, spanking or restraining.

- c. Immediately report any inappropriate interactions, between an Adult and Minor to the Engagement Coordinator or Program Coordinator.

#### K. Dissemination of Information

1. Volunteers are not to access information from files and/or make copies of records or documents only in accordance with established procedures or upon proper authorization. Volunteers shall maintain the integrity of information received in the course of volunteering with the department, and shall not seek information beyond that needed to perform their duties, and shall not reveal such information to unauthorized individuals.

#### L. Ethics/Conflict of Interest

1. Volunteers are expected to use good judgment, and to keep the boundaries of their Volunteer relationships and personal activities clear and professional.
2. Volunteers are not to use or attempt to use their Volunteer position to obtain financial gain or avoidance of financial detriment for them, their relative or member of their household, or for any business with which they, their relative, or member of their household is associated.
3. Volunteers are not to use their Volunteer position to solicit or receive for themselves, their relative, or for any member of their household, or for any business with which they, their relative, or a member of their household is associated, the following:
  - a. Any byproducts of the volunteerism, including but not limited to fish, animals, or any parts thereof.
4. Volunteers are not to solicit or receive, either directly or indirectly, any pledge or promise of future employment, based on any understanding stated or unstated that their official action would be influenced.
5. Use of non-specialized information gained over time, such as familiarity with the habits and locations of fish or game is not prohibited by this policy, because Volunteers should be sharing that knowledge and information with the public as part of their Volunteer duties. However, information that Volunteers acquire because of their Volunteer duties that is not generally available to the public should not be used for personal gain or to avoid personal detriment, including but not limited to information relating to anticipated tag numbers, fish and wildlife population estimates, and herd composition. Volunteers are to avoid using information gained volunteering to their own advantage, which is otherwise unavailable to the public. Examples include, but are not limited to, using information gained as a result of just completed electroshocking, herd composition survey, or release of fish, which would improve a Volunteer's chances of hunting or fishing success in ways the public could not benefit.
6. Volunteers are not to take any action that would result in their private financial benefit, their relative, or benefit any family member or any business with them, their relative, or any member of their household is associated.

M. Use of Property

1. Volunteers shall not use state personnel, facilities, postage, supplies, equipment (e.g., copiers, printers, fax machines, cell phones, pagers, tools, machinery, materials, shop supplies and vehicles) for personal use. agency landline phones may be used for brief and limited local and toll-free telephone calls. Personal long distance phone calls are not allowed.
2. ODFW Headquarter building located in Salem, conference rooms are available to Volunteers on a first-come, first-served basis Sunday through Saturday. (Refer to [ASD Policy 261\\_PO, Agency Conference Room Use](#)).

IV. Acknowledgement:

All new and returning Volunteers shall be given a copy of the policy and the policies referred herein, an opportunity to read and ask questions, and shall sign the Code of Conduct Certification (below).

**Code of Conduct Certification:**

By my signature, I certify that I have read the Code of Conduct and each of the policies referenced within, and have been given an opportunity to ask and to receive answers to any questions I might have concerning the provisions. I understand the provisions of these policies as they apply to my volunteerism with the Oregon Department of Fish and Wildlife. I also understand that agency policies are periodically updated and revised, and that I am expected to be knowledgeable of changes and remain accountable to the latest provisions. The current version of ODFW Volunteer policies may be found on the ODFW webpage

<http://www.dfw.state.or.us/agency/volunteer/policies.asp>

This form shall be retained in my official Volunteer file.

<b>Volunteer Signature:</b>	<b>Date:</b>
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