




OREGON DEPARTMENT OF FISH & WILDLIFE
 STATEWIDE VOLUNTEER PROGRAM
POLICY: Code of Conduct for Volunteers

Policy No.	Vol_500_01	Version	2.0	Effective Date	June 1, 2024
Approval	 Ken Loffink, Acting Deputy Director for Administration				

I. PURPOSE

- A. To establish a code of conduct for all Oregon Department of Fish and Wildlife (ODFW) Volunteers.

II. DEFINITIONS

- A. **ADULT** – An individual aged 18 or older.
- B. **EVENT** – A structured Volunteer Service, consisting of one or more Occurrences. Events always offer Volunteer Opportunities and may encompass training sessions, sport shows, conferences, and other Volunteer activities. They may also include Volunteer Services open to attendee participation, such as workshops and classes.
- C. **EVENT COORDINATOR** – The lead Volunteer or ODFW employee responsible for creating and/or managing an Event.
- D. **MINOR** – An individual aged younger than 18.
- E. **OCCURRENCE** – The date, time, and location where a Volunteer Service takes place.
- F. **ONBOARDING** – A streamlined process, completed by interested individuals when applying for a Volunteer Service Description (VSD), that is overseen by the Statewide Volunteer Program to assess eligibility through the completion of Onboarding and screening requirements.
- G. **PHOTOGRAPHY** – All forms of photography, videography, voice recording, and other methods for capturing likeness.
- H. **PROGRAM COORDINATOR** – An ODFW employee who is responsible for Volunteer and Event management within a Volunteer Program.
- I. **PROJECT** – An Event with Occurrences that span longer than one month.

- J. **STATEWIDE VOLUNTEER PROGRAM (SVP)** – The ODFW program responsible for registration and approval of VSDs, Volunteer fitness determinations, Volunteer Onboarding and renewal processes, and oversight of agency Volunteer policies.
- K. **VOLUNTEER** – Any individual who holds a preliminary or active VSD application status and performs Volunteer Service, without compensation or remuneration, at the request and benefit of ODFW.
- L. **VOLUNTEER OPPORTUNITY** – A Volunteer registration Opportunity for individuals to provide Volunteer Service through a VSD.
- M. **VOLUNTEER PROGRAM** – A structured initiative within ODFW, designed to engage and manage Volunteers in support of ODFW’s mission and goals.
- N. **VOLUNTEER SERVICE** – The act of performing Volunteer duties, assigned through a VSD, at the direction of ODFW and/or receiving training related to their VSD. Volunteer Service is considered official state business.
- O. **VOLUNTEER SERVICE DESCRIPTION (VSD)** - An outline of specific Volunteer duties, responsibilities, restrictions of Volunteer Service, and Onboarding requirements.

III. POLICY

Volunteers are an integral part of ODFW’s mission to protect and enhance Oregon’s fish and wildlife and their habitats for use and enjoyment by present and future generations. By assisting with various tasks and Projects that enhance public outreach and education on fish and wildlife conservation, Volunteers help ODFW extend its reach and impact on Oregon’s natural resources.

A. ONBOARDING

- a. To become a Volunteer, individuals must complete the onboarding requirements and authorize the screening processes necessary to determine eligibility. Participation is voluntary but required for consideration.
- 2. Onboarding Requirements
 - a. As part of the Volunteer Onboarding process, individuals must complete the requirements identified in the VSD they are applying/registering for.
 - b. For the full list of Onboarding requirements, their applicability and renewal cycle, see [Vol 500_01 Attachment A Statewide Onboarding and Renewal Requirements](#). Additional requirements, as well as safety and field trainings, may be required by the Volunteer Program.

3. Screening Requirements

- a. VSDs may require individuals to undergo screenings, including fish and wildlife violation checks, driving and/or boating record checks, and statewide and/or nationwide FBI fingerprint criminal history checks. Screenings help ODFW assess the fitness of the individual for the specified VSD. Screenings are outlined in [HR Policy 450 17 Driving Record and Criminal History Checks](#), and listed below:
 - a. Motorboat Operation: Volunteers who operate state and/or personal motorboats in Oregon must possess and maintain an Oregon Boating Education card and maintain a good boating record.
 - b. Minors: ODFW offers various VSDs for Minors that generally do not include screening requirements, but there are exceptions where such checks are necessary. Screening requirements for Minors, including fish and wildlife violation check, statewide and/or nationwide FBI fingerprint-based checks, will only be conducted with the full consent of the Minor's parent or legal guardian as outlined in [OAR 635-600-0015 Criminal History Check Process](#). At any time, a parent or guardian may rescind their consent for ODFW to conduct a criminal history check on their Minor by completing and submitting the [Vol 500 01 Attachment E Cancel Parent/Guardian Authorization of Minor Volunteer Criminal History Check](#) form.

B. LAWS, RULES, AND POLICIES

1. Volunteers shall adhere to federal and state laws, rules, regulations, and policies. Volunteers need to submit a [Criminal History Update Form](#) within five calendar days after any of the following occurrences:
 - a. Convictions (including pleas of no contest).
 - b. Motorboat violation(s) that may impact the Volunteer's boating privileges.
 - c. Traffic violation(s) that may impact the Volunteer's driving privileges and/or violate ODFW's acceptable driving records guidelines.
 - d. Pending legal issues (including investigations) for violations of laws.
 - e. Illegal act(s) that the Volunteer participated in.
 - f. Violations of ODFW rules, policies, or regulations.

C. ETHICS AND 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 prohibited from using their Volunteer Service, or any byproducts of their service, to obtain financial gain or to avoid financial detriment for themselves, their relatives, or any member of their household, or for any business with which they, their relatives, or any member of their household is associated. Byproducts include, but are not limited to, any parts of fish, wildlife, or any other natural resources.
3. Volunteers are prohibited from seeking or accepting, either directly or indirectly, any commitment or assurance of future employment. This includes any implied or explicit agreement that their decisions would be influenced.
4. Information or access to fish and wildlife gained through Volunteer Service, that is not publicly available, may not be used for personal gain or to improve hunting or angling success.

D. ATTENDANCE AND HOUR REPORT

1. Attendance
 - a. Volunteers are expected to report for their assigned Volunteer Service on time. Volunteers should contact the Event or Program Coordinator before the start time if they will be late or are no longer able to attend.
2. Hour Reporting
 - a. Much of ODFW's Volunteer Programs rely on reported Volunteer hours to receive in-kind match of federal funding. Volunteers are required to report their hours of Volunteer Service through the methods defined and instructed by ODFW. Volunteers may also be asked to provide a report of materials donated and miles traveled for the Volunteer Services performed.

E. SAFETY MANAGEMENT

1. Volunteers are mandatory reporters and must report suspicions of child abuse or neglect to the authorities. Volunteers should immediately call the abuse hotline, **855-503-SAFE (7233)**, to make a report. The hotline is open 24 hours a day, 365 days a year.
2. In the event of a serious injury or illness from an incident, Volunteers shall seek first aid and/or medical treatment.
3. ODFW shall maintain an active and flexible injury and illness prevention program to foster a culture that recognizes safety as an integral part of doing state business. Volunteers shall perform their Volunteer Service in a safe manner and complete safety or field trainings when provided.

4. As outlined in [HR Policy 480 03 Emergency Response Plans ODFW Fixed Facilities](#), ODFW fixed worksites shall have emergency preparedness plans based upon the emergency probabilities and disaster vulnerabilities that exist at the specific site.
5. Volunteers are prohibited from carrying weapons, including firearms during their Volunteer Service, unless the Volunteer holds an active or preliminary application status for a VSD whose Volunteer Service duties permit them to carry, handle, operate or transport a weapon.
6. Volunteers are prohibited from performing any Volunteer Services while under the influence of drugs or alcohol, as it may impair ability to make safe decisions, sound judgement, or it may endanger the safety of themselves or others. ODFW is a vape and smoke-free workplace. Volunteers are prohibited from smoking, vaping, or carrying any lighted instrument in an ODFW-operated facility, publicly owned vehicles, or in the interior spaces of publicly owned boats. See [HR Policy 450 02 Drug and Alcohol-Free Workplace](#) and [HR Policy 450 03 Smoke Free Workplace](#) for additional information.
7. Volunteers shall:
 - a. Know and adhere to the safety rules explained by the Event Coordinator or Program Coordinator, make full use of safety and personal protective equipment, and report any unsafe conditions.
 - b. Immediately report all personal injuries, vehicle accidents, traffic incidents and property damage while volunteering to the Event Coordinator or Program Coordinator. Volunteers shall participate in any incident investigation and complete injury reporting form when requested. See [HR Policy 480 05 Accident Analysis and Reporting](#) for additional information.
 - c. Know and adhere to the [HR Policy 480 15 Respiratory and Wildfire Smoke Protection Program](#).
8. When applicable to the Volunteer Service location or VSD, Volunteers shall:
 - a. Be familiar with emergency response procedures at their designated site(s).
 - b. Know the appropriate action to take when an alarm sounds, or an evacuation order is given.
 - c. Participate fully in any evacuation or earthquake drill, as outlined in [HR Policy 480 03 Emergency Response Plans ODFW Fixed Facilities](#);
 - d. Assist other ODFW employees and Volunteers in handling an emergency according to training and instructions given.

- e. Know and adhere to the control of hazardous energy-lock out/tag out policies and procedures, as outlined in [HR Policy 480 10 Control of Hazardous Energy – Lockout/ Tagout](#).
- f. Know and adhere to the hazardous material use, handling, and storage policies outlined in [HR Policy 480 13 Hazard Communication Program](#) and [HR 480 10-B Attachment B Equipment Specific Lockout-Tagout Procedures](#).
- g. Comply with confined space entry standards for all Volunteers and employees at ODFW agricultural, general industry, construction, or other ODFW sites, as outlined in [HR Policy 480 09 Confined Space Entry: Hatcheries and Wildlife Areas](#).

F. PROFESSIONALISM

1. Volunteer Service is at the sole discretion of ODFW. The following expectations for professional behavior are provided to ensure that both the Volunteer and ODFW are successful in achieving the agency's mission.
 - a. Behavior: Volunteers are expected to model professional behavior, honesty, integrity, and care, and must be truthful in all dealings related to their Volunteer Service. Volunteers are expected to be knowledgeable and adhere to the following policies:
 1. [DAS 50-010-01 Discrimination and Harassment Free Workplace](#)
 2. [DAS 50-010-02 Violence-Free Workplace](#)
 3. [DAS 50-010-03 Maintaining a Professional Workplace](#)
 - b. Uniforms: Volunteers are to present a professional image to the public. Uniforms are provided for some Volunteer Service. When provided, Volunteers are expected to follow [HR Policy 450 20 Uniforms and Professional Appearance](#).

G. WORKING WITH MINORS

1. One-on-one interactions between a Minor and an Adult Volunteer (who is not the Minor's parent or legal guardian) must be in the presence 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 Events or Volunteer Service.
 - b. Not engage in inappropriate interactions, including abuse of any kind, including but 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 Event Coordinator or Program Coordinator.

H. TRAVEL

1. ODFW follows all travel policies outlined in [ASD Policy 221 PO ODFW Travel Program](#) and [DAS 40-010-00 Statewide Travel Policy](#).

I. 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. ODFW-operated landline phones may be used for brief and limited local and toll-free telephone calls. Personal long distance phone calls are not allowed.
2. Conference rooms at ODFW Headquarters in Salem are available to Volunteers on a first come, first-serve basis, Sunday through Saturday and as outlined in [ASD Policy 261 PO Agency Conference Room Use](#).

J. DISSEMINATION OF INFORMATION

1. Volunteers are not to access agency information from files or make copies of records or documents unless in accordance with established procedures or upon proper authorization. Volunteers shall maintain the integrity of all agency information received while Volunteering with ODFW and shall not seek information beyond what is needed to perform their duties nor reveal such information to unauthorized individuals.

K. SPOKESPERSON

1. At times, the public may view a Volunteer as an official ODFW spokesperson regarding an issue or instance. However, Volunteers are not to speak on topics or issues that would give the impression that they are speaking on behalf of or with special knowledge of ODFW. All inquiries should be directed to an ODFW employee.

L. PHOTOGRAPHY

1. Ask your Program or Event Coordinator for permission before capturing Photography during a Volunteer Service or ODFW Event.

M. VOLUNTEER CONCERNS AND COMPLAINTS

1. Volunteers may file concerns and complaints with ODFW via e-mail at: ODFW.VolunteerProgram@odfw.oregon.gov.

2. Volunteer Event Coordinators are required to work with their Program Coordinator to ensure that Volunteers are notified of all Photography taking place during their Volunteer Service and providing an option for them to opt-out.

IV. ADDITIONAL POLICY AND FORM REFERENCES

1. Oregon Department of Fish & Wildlife

1. [Vol 500_01 Attachment A Statewide Onboarding and Renewal Requirements](#)
2. [Vol 500_01 Attachment B Equipment Specific Lockout-Tagout Procedures](#)
3. [Vol 500_01 Attachment E Cancel Parent Guardian Authorization of Minor Volunteer](#)
4. [Criminal History Check Form for Volunteers](#)
5. [ASD 221_PO ODFW Travel Program](#)
6. [ASD 261_PO Agency Conference Room Use](#)
7. [HR 410_01 Department Mission, Principles and Priorities](#)
8. [HR 450_02 Drug and Alcohol-Free Workplace](#)
9. [HR 450_03 Smoke Free Workplace](#)
10. [HR 450_17 Driving Record and Criminal History Checks](#)
11. [HR 450_20 Uniforms and Professional Appearance](#)
12. [HR 480_01 Safe Employment/Workplace](#)
13. [HR 480_03 Emergency Response Plans ODFW Fixed Facilities](#)
14. [HR 480_05 Accident Analysis and Reporting](#)
15. [HR 480_09 Confined Space Entry: Hatcheries and Wildlife Areas](#)
16. [HR 480_10 Control of Hazardous Energy – Lockout/Tagout](#)
17. [HR 480_13 Hazard Communication Program](#)
18. [HR 480_15 Respiratory and Wildfire Smoke Protection Program](#)

2. Oregon Department of Administrative Services (DAS)

1. [DAS 40-010-00 Statewide Travel Policy](#)
2. [DAS 50-010-01 Discrimination and Harassment Free Workplace](#)
3. [DAS 50-010-02 Violence-Free Workplace](#)
4. [DAS 50-010-03 Maintaining a Professional Workplace](#)
5. [DAS 50-010-05 Weapons in the Workplace](#)
6. [DAS 50-010-06 Employee Health and Wellness](#)

3. Oregon Revised Statutes (ORS) & Administrative Rules (OAR)

1. [OAR 125-155 State Vehicle Use and Access](#)
2. [OAR 635-600 Criminal History Check and Fitness Determination Rules](#)
3. [ORS 419B Reporting and Investigation of Child Abuse](#)

V. ACKNOWLEDGEMENT

By my attestation, I certify that I have read this **Code of Conduct for Volunteers** policy, and each of the policies referenced within, and have been given an opportunity to ask and receive answers to any questions I have about these provisions. I understand the provisions of these policies and how they relate to my role as a Volunteer. This form shall be retained in my official Volunteer file.

Volunteer Signature:

Date: