




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

Title:	Working with Volunteers	Policy #:	Vol 510_01
Applicability	ODFW employees who work with Volunteers		
Reference(s)	ASD Policy SPOTS Purchase Card Program Policy ASD_220_PO ASD Policy SPOTS Purchase Card Program Procedure ASD_220_01PR ASD Policy ODFW Travel Program ASD_221_PO Bureau of Labor and Industries HR Policy 410_01 Department Mission, Principles and Priorities HR Policy 480_01 Safe Employment/Workplace HR Policy 480_05 Accident Analysis and Reporting Vol Policy 500_01 Code of Conduct Vol Policy 500_02 Acceptable Use of State Information Assets by Volunteers Vol Policy 500_03 Use of Firearm by Volunteers Vol Policy 500_04 Residing on Property Managed or Owned by ODFW - Volunteers		
Effective Date:	May 1, 2022	Approved:	

I. Purpose:

To provide policy guidance to, and uniformity throughout the Oregon Department of Fish and Wildlife relating to, employees who work with Volunteers.

II. Definitions:

- A. Adult – Individual aged 18 or older
- B. Event - Is 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, 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 (VSD): Describes the Volunteer duties and activities and onboarding requirements and is inclusive of both the Statewide and Program Requirement Packages.

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. Employees who work with Volunteers, have an obligation to be knowledgeable of policies that are applicable to Volunteers. (Ref: [HR 410 01, Department Mission, Principles and Priorities](#)).
 - 1. The following policy is applicable to all Volunteers:
 - a. Code of Conduct
 - 1. 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 the inability to participate in any ODFW Volunteer opportunities/activities. (Ref: [Vol 500_01, Code of Conduct by Volunteers](#))
 - 2. The following policies apply to Volunteers as appropriate to their assigned Volunteer duties and activities:
 - a. Acceptable Use of State Information Systems
 - 1. It is the policy of the Oregon Department of Fish and Wildlife to provide access to information systems and computing devices for conducting business in support of the agency's mission, goals, and objectives. All data, computing devices, or systems are for the exclusive use of state business except as otherwise exempted by agency policy. It is the duty of all Volunteers to protect state information assets entrusted to their use from accidental or purposeful disclosure, modification, or loss. Volunteers that use state information assets are responsible for complying with the provisions of this policy, supporting policies, procedures, and practices. (Ref: [Vol 500_02, Acceptable Use of State Information Assets](#)).
 - b. Use of Firearms

1. No Volunteer of the Department of Fish and Wildlife shall use, possess, issue, transport, purchase, sell or forfeit firearms or munitions, have access to firearms or munitions, or train others in the use or handling of firearms while on official duty unless prior authorization has been obtained pursuant to this policy.
2. Firearms shall be used for wildlife management or education purposes only. It shall be clear that the intended use does not include physical force, physical protection, or personal use. (Ref: [Vol 500_03, Use of Firearm](#)).

c. Volunteers Who Reside on Property Managed or Owned by ODFW

1. It is the policy of ODFW to utilize Volunteer hosts at hatcheries, wildlife areas and office locations and is in the best interest of the state to have the premises occupied by a host to provide the department's business needs related to security, protection of product, public service, and safety.
2. The minimum length of a "host" assignment is one month, which is considered the trial period, the maximum assignment is six months, consecutively, at one site. Though a host may have reached the limitation of six months at one site, they are still able to host at other department hatcheries or wildlife areas keeping with the six-month requirement. (Ref: [Vol 500_04, Residing on Property Managed or Owned by ODFW](#)).

d. Safety Management

1. The Department of Fish and Wildlife shall maintain an active and flexible injury prevention program to foster a Volunteer work culture that recognizes safety as an integral work value. (Ref: Vol Policy 500_01, Code of Conduct)

e. SPOTS Purchase Card Program

1. The purpose of this policy is to outline the minimum standards for processing purchasing transactions using the State P-Card of Oregon Transactions System (SPOTS) card at the Oregon Department of Fish and Wildlife. (Ref: ASD Policy, SPOTS Purchase Card Program Policy ASD_220_PO).

f. SPOTS Purchase Card Program Procedure

1. The purpose of this document is to establish the procedures for the internal SPOTS process at ODFW. (Ref: ASD Policy, SPOTS Purchase Card Program Procedure ASD_220_01PR)

g. ODFW Travel Program

1. The purpose of this policy is to outline the minimum standards related to travel on state business for overnight and non-overnight trips. (Ref: ASD Policy, ODFW Travel Program ASD_221_PO).

B. Accident Reporting and Investigation

1. Employees shall report Volunteer injuries, illnesses, or incidents to the Volunteer Service Coordinator immediately or at least within 24 hours. (Ref: 480_05 Accident Analysis and Reporting)

C. Volunteer Hour Reporting, Record and Forms

1. Volunteer hours are often used in obtaining matching grant funds. It is important to keep track of Volunteer hours, donation of materials and miles traveled by Volunteers. Engagement Coordinators are responsible for ensuring collection of Volunteer hours and reporting to the Statewide Volunteer Program for all Events they coordinate.
2. Program Coordinators are responsible for coordination and support, to ensure that collection and reporting of Volunteer hours is inclusive of all Events for their respective Volunteer program.

D. Access to Criminal Background and Driving Record Checks

1. Only LEDS (Law Enforcement Data Systems) certified staff will conduct driving record and criminal history checks, including fish and wildlife violation checks, on individuals who are considered for Volunteer Services as appropriate for the Volunteer Service Description.

E. Confidential Volunteer Forms

1. Volunteer policy forms marked as confidential may only be viewed and handled by employees with appropriate certification and managers approval. Each form includes instructions for secure submission by the Volunteer.

F. Purchasing Food for Volunteers

1. Refreshments or meals provided to Volunteers should meet the business needs of the agency with an objective of being fiscally responsible, ethical, and practical. Meals or refreshments should not exceed employee per-diem rates.

G. Volunteer Reward and Recognition

1. Department staff are encouraged to offer Volunteer appreciation and recognition awards in a manner commensurate with the contribution provided and within the operational capacity of the program being served. The monetary value of awards shall not exceed \$50.00 in a calendar year unless a business case can be made and approved by the Director.

H. Working with Minors:

1. One-on-one interactions between a Minor and an Adult (who is not the minor's legal guardian) must occur within view of another Adult and should only take place in open, well-illuminated areas. Adults Volunteers shall:
 - a. Never meet with minors outside of established times for Volunteer Events or Volunteer duties.
 - 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.
2. Employees shall immediately report to the Statewide Volunteer Program Coordinator:
 - a. Any inappropriate interactions, between an Adult and Minor.
 - b. All interactions Adult and Minor, which have been reported to you as inappropriate.
3. Laws protecting Minors and prohibited tasks for Minors can be found here [Bureau of Labor and Industries](#). Tasks that are approved by the department for Minor Volunteers does not mean that they are appropriate for all Minor Volunteers.
4. Minor Volunteers are required to provide a Volunteer Form A, Conditions of Volunteer Service completed, and signed by a parent, guardian or custodian prior to being accepted as a Volunteer. A parent, guardian or custodian is required to provide on-site supervision for Volunteers under the age of fourteen.

I. Program Coordinators and Engagement Coordinator Responsibilities

1. Program Coordinators and Engagement Coordinators have an obligation to work with the Statewide Volunteer Program Coordinator to:
 - a. Develop and maintain relevant VSDs representative of all Volunteer duties and activities
 - b. Develop and maintain relevant Event Templates
 - c. Use tools developed to ensure proper onboarding of Volunteers
 - d. Use tools developed to ensure proper reporting of Volunteer activities
2. Program Coordinators and Engagement Coordinators have an obligation to ensure that Volunteers have completed the appropriate onboarding process.
 - a. One-Day Volunteers are subject to all Volunteer Restrictions and shall complete the Conditions of Volunteer Service Form A.
 - b. Criminal History and Driving Record Checks shall be required of Volunteer Service Descriptions by the Statewide Volunteer Program Coordinator.

3. Program Coordinators and Engagement Coordinators have an obligation to be aware of:

- a. [Volunteer Program Policies and Procedures](#)
- b. Volunteer Service Description activities and restrictions
- c. Volunteer Onboarding Processes
- d. Volunteer forms and when to use them
- e. Volunteer Program Web page
 1. [Internal](#)
 2. [External](#)

J. Online Volunteer and Event Management

1. Department approved forms, policies and documents related to Volunteer and Event management, including Volunteer onboarding and Event registration may be adapted as appropriate for electronic use, including:
 - a. Removal of data elements that are captured and required as part of the individual's electronic record
 - b. Instruction and submission information
 - c. Contact information
 - d. Removal of manual signature collection when an electronic signature is captured in accordance with [ORS Chapter 84](#).
 - e. Link to or reference a privacy policy