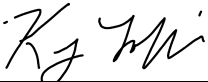




OREGON DEPARTMENT OF FISH & WILDLIFE  
 STATEWIDE VOLUNTEER PROGRAM  
**POLICY: Working with Volunteers**

Policy No.	Vol_510_01	Version	2.0	Effective Date	June 1, 2024
Approval	 Ken Loffink, Acting Deputy Director for Administration				

**I. PURPOSE**

- A. To provide policy guidance to, and uniformity throughout, Oregon Department of Fish and Wildlife (ODFW) relating to employees who work with Volunteers.

**II. DEFINITIONS**

- A. **ADULT** – An individual aged 18 or older.
- B. **ATTENDEE** – An individual who attends an ODFW Event as a non-Volunteer participant.
- C. **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.
- D. **EVENT COORDINATOR** – The lead Volunteer or ODFW employee responsible for creating and/or managing an Event.
- E. **EXTERNAL VOLUNTEER GROUP** – An external group or organization, including non-profits outside of ODFW, whose mission and goals align with ODFW.
- F. **MINOR** – An individual aged younger than 18.
- G. **OCCURRENCE** – The date, time, and location where a Volunteer Service takes place.
- H. **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.
- I. **PHOTOGRAPHY** – All forms of photography, videography, voice recording, and other methods for capturing likeness.
- J. **PROGRAM COORDINATOR** – An ODFW employee who is responsible for Volunteer and Event management within a Volunteer Program.
- K. **PROJECT** – An Event with Occurrences that span longer than one month.

- L. **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.
- M. **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.
- N. **VOLUNTEER HOST** – An ODFW Volunteer who resides on an ODFW-owned or -managed property as part of their Volunteer Service.
- O. **VOLUNTEER OPPORTUNITY** – A Volunteer registration opportunity for individuals to provide Volunteer Service through a VSD.
- P. **VOLUNTEER PROGRAM** – A structured initiative within ODFW, designed to engage and manage Volunteers in support of ODFW’s mission and goals.
- Q. **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.
- R. **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.

#### A. **VOLUNTEER POLICIES**

1. ODFW employees who work with Volunteers have an obligation to be knowledgeable of all policies related to Volunteers.
  - a. [Vol 500 01 Code of Conduct for Volunteers](#)
    - i. Volunteer Service is at the sole discretion of ODFW.
    - ii. Expectation for professional behavior is provided to ensure that both the Volunteer and ODFW are successful in achieving the agency’s mission. Volunteers are expected to model professional behavior, honesty, integrity, and care, and must be truthful in all dealings related to their Volunteer Service.
  - b. 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](#)
2. The following policies apply to Volunteers based on the duties assigned through their VSD:
  - a. [Vol 500 02 Acceptable Use of State Information Systems Assets by Volunteers](#)

- i. It is the policy of ODFW 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 accessing state information assets are responsible for complying with the provisions of this policy, supporting policies, procedures, and practices.
- b. [Vol 500 03 Use of Firearms by Volunteers](#)
  - i. No Volunteer is permitted to 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 performing Volunteer Service unless, the Volunteer holds a preliminary or active application status for a Volunteer Service Description (VSD) that includes firearm duties, and the Volunteer has met the firearm training requirements outlined in this policy.
  - ii. A permit to carry a concealed handgun does not give a Volunteer the authority to use, possess, or transport a handgun while conducting Volunteer Service.
  - iii. Firearms are to be used for wildlife management or education purposes only and it must be clear that the intended use does not include physical force, physical protection, or personal use
- c. [Vol 500 04 Residing on Property Managed or Owned by ODFW - Volunteers](#)
  - i. Volunteer Host assignments are temporary and do not establish a Volunteer as a semi-permanent or permanent resident or create an expectation of future Host assignment or residency. The minimum required length of a Host assignment is one month (30 days), which is considered the trial period. The maximum assignment is six consecutive months at one site. A Program Coordinator may request to extend a Volunteer Host's length of stay over six months if ODFW business needs necessitate an extension for that site. Requests must be approved by the Director or Deputy Director in advance and reviewed on an annual basis thereafter.
  - ii. Volunteer Host Expectations
    - 1) Perform a minimum of 20 hours of Volunteer Service per Host Site, every week for the duration of their assignment.

## **B. VOLUNTEER PARTICIPATION AND ACCESS**

- 1. Volunteer Opportunities and Events should provide equal access to eligible participants. No Volunteer Opportunity or Event shall be created for, or preference given to friends, family, or

special persons. Volunteers shall not displace employees or paid contractors. No individual, group or organization may be named a Volunteer for the express purpose of:

- a. Observing or participating in ODFW work, examples include but are not limited to job shadows, workforce development, internships, and field trips.
- b. Using state motor vehicles, motorboats, trailers, or equipment of any kind.

#### C. **EXTERNAL VOLUNTEER GROUPS**

1. External Volunteer Groups are an integral part of our efforts to effectively serve the public and conserve Oregon's fish and wildlife resources. When engaging with External Volunteer Groups, their involvement is classified either as volunteering for ODFW or as a partnership. Volunteer Programs must register Volunteer Group partners with the SVP.
2. **EXTERNAL VOLUNTEER GROUPS AS VOLUNTEERS** – External Volunteer Group members are classified as Volunteers when their duties align with the definition of Volunteer Service.
3. **EXTERNAL VOLUNTEER GROUPS AS PARTNERS** - External Volunteer Group members are classified as partners when their duties don't meet the Volunteer Service definition but align with ODFW's mission. Volunteer Programs may provide oversight and guidance and/or co-host Events with External Volunteer Group partners when the following criteria are met:
  - a. A memorandum or letter of understanding (M/LOU) is in place to govern the partnership and has been approved by the SVP; and
  - b. The Event will not include the use, handling, or transport of weapons, including firearms.

#### D. **ODFW EMPLOYEE RESPONSIBILITIES**

1. Employees who work with Volunteers must:
  - a. Understand and adhere to the duties and restrictions outlined in [Vol 510\\_01 Attachment A Volunteer Restriction of Service](#).
  - b. Ensure Volunteers possess an active or preliminary VSD status before volunteering.
  - c. Manage Event participation, limiting it to permitted individuals, which includes employees, Volunteers, Attendees, parents/guardians of Minor Volunteers, External Volunteer Group partners with a signed M/LOU, and individuals acting in their official capacity (example: an on-duty police officer or a range safety officer acting on behalf of the range where the Event is taking place, caterer, etc.).
  - d. Understand and manage travel, purchases, and reimbursements for Volunteers and obtain necessary approvals.
  - e. Track and report Volunteer hours, using SVP-designated processes and tools according to the specific deadlines for Event vs monthly reporting:
    - i. Events: Within 30 days of the Event end date.

- ii. Monthly: Events that span longer than a month such as a Project: Last day of each calendar month.
- f. Partner with the SVP by:
  - i. Notifying the SVP of any approvals to given to Volunteers for motor vehicle or motorboat driving duties.
  - ii. Seeking SVP review and approval of all Volunteer Program policies.
  - iii. Collaborating with the SVP on all Volunteer procurement agreements, including those requiring an SVP-approved template.
- g. Providing the SVP with:
  - i. Same-Day Registrations for Volunteers and Attendees.
  - ii. Reports of Volunteer-related complaints, accidents, and safety incidents.
  - iii. Copies of completed Volunteer Resident Additional Occupant Agreements.
  - iv. Registration forms for External Volunteer Group partners.

**E. EVENT APPROVAL AND REGISTRATION**

1. **EVENT APPROVAL** – Events require prior approval from the SVP and may be provided either through an Event request or Volunteer Program policy or procedure.
2. **VOLUNTEER EVENT REGISTRATION** – Advanced Volunteer Event registration must be provided for all Events and allow adequate time for Volunteer Onboarding and renewal. Volunteers are expected to complete Event registration prior to the registration end date.
3. **ATTENDEES EVENT REGISTRATION** – Advanced Event registration must be provided for Attendees. Attendee walk-in and quick Event registration may be provided as outlined below:
  - a. Attendee walk-in Event registration is an optional process where full Event Attendee registration is conducted after the registration period has closed.
  - b. Attendee quick registration, involving the collection of contact information on the Event Day, is permitted only for SVP-approved open-invitation Events.

**F. ONLINE VOLUNTEER AND EVENT MANAGEMENT**

1. ODFW approved forms, policies, and documents related to Volunteer Event management, including Volunteer Onboarding and Event registration, may be adapted as appropriate for electronic use. This includes the following:
  - 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 where an electronic signature is captured in accordance with [ORS 084 Electronic Transactions](#).

- e. Link to or reference of a privacy policy.

## **G. ONBOARDING AND RENEWAL**

1. Individuals must complete Volunteer Onboarding and renewal and hold an active or preliminary status prior to performing Volunteer Service. This requirement applies to all Volunteers, including employees and members of External Volunteer Groups who Volunteer their time.
2. The SVP serves as the central resource for conducting Volunteer Onboarding and renewal.
3. Same-Day Volunteer Onboarding is permitted for Volunteer-only (non-public) Events, provided they utilize the SVP Same-Day Onboarding process and VSDs.
4. **ACCESS TO CRIMINAL BACKGROUND AND DRIVING RECORD CHECKS**
  - a. Only ODFW employees with Law Enforcement Data Systems (LEDS) certification will perform driving and boating record checks, as well as criminal history checks, including fish and wildlife violation checks for individuals registering to Volunteer.
5. **CONFIDENTIAL FORMS**
  - a. Volunteer forms that collect sensitive or secure information are marked confidential and include instructions for secure submission by the Volunteer. Only employees with appropriate certification and manager approval may view and handle these forms.

## **H. SAFETY**

1. Everyone shares the responsibility of ensuring a safe environment for Volunteers. If you work with Volunteers, your responsibilities include:
  - a. Conduct a hazard analysis before Volunteer Service to determine necessary Personal Protective Equipment and training needs.
  - b. Supply PPE and provide training to Volunteers on it's safe use and maintenance.
  - c. Provide and document completion of safety and field trainings for Volunteers in advance of Volunteer Service for known hazards and training needs identified through hazard analysis, as well as any of the required trainings outlined below that pertain to the duties and activities of the VSD:
    - i. Firearm Use or Instruction: Initial, continued and specialized training as defined in [Vol 500 03 Use of Firearms by Volunteers](#), section E, F and G.
    - ii. Field safety trainings, including, but not limited to, safe use and maintenance of the equipment/vehicle, and how to seek first aid for:
      - 1) Chainsaw and other hand or power tool
      - 2) Golf cart or tractor
      - 3) All-terrain vehicles (ATV) or snowmobile

4) Welding<sup>i</sup>

- iii. Lab safety training, including, but not limited to, use and disposal of liquids, safe use, and handling of lab equipment.
- iv. Confined space entry training.

**I. ACCIDENT REPORTING AND INVESTIGATION**

- 1. ODFW employees are required to report all Volunteer injuries, incidents, and accidents within 24 hours of the incident and be knowledgeable of accident reporting requirements and procedures.
  - i. Volunteer Hosts: [Volunteer Host Accident and Injury Instructions](#)
  - ii. Volunteers and Volunteer Hosts who do not intend to file a workers compensation claim: [Accident Form Instructions](#); [Volunteer Injury Coverage Report Form](#)

**J. DRIVING AND MOTORBOAT DUTIES**

- 1. Driving and motorboat duties may only be assigned to Volunteers that hold an Active or Preliminary status for a VSD that includes driving or motorboat duties.
- 2. Volunteers with assigned driving or motorboat duties may not transport people and/or animals as part of their Volunteer Service without advanced approval from the agency, as follows:
  - a. Approvals for the transport of people and/or animals is outlined in the VSD.
  - b. A Volunteer carpooled with a Volunteer with assigned driving or motorboat duties and the transport of the carpooling Volunteer between locations is needed to support Volunteer Service.
  - c. Written pre-approval from the SVP. In emergencies or when the SVP is unavailable, written pre-approval may be provided by the Program or Event Coordinator.
- 3. The transport of friends under the age of 18 is not permitted.

**K. WORKING WITH MINORS**

- 1. Employees who work with Volunteer Minors must be familiar with [OAR 839-021 Rules Regulating the Employment of Minors in Oregon](#).
- 2. Volunteers aged 13 and under are required to have their parent or legal guardian with them onsite for the duration of their Volunteer Service.
- 3. One-on-one or close-proximity interactions between a Minor and an Adult (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.
- 4. Volunteers and employees shall not:
  - a. Meet with Minors outside of established Event times.

- b. Engage in inappropriate interactions, including, but not limited to, abuse of any kind, physical, verbal, or financial abuse, tickling, striking, hitting, punching, poking, spanking or restraining.
5. Employees are required to report the following to the SVP:
- a. Any inappropriate interactions involving Volunteers and Minors.
  - b. Any interactions involving Volunteers and Minors that have been reported to you as inappropriate.

**L. TRAVEL, PURCHASES, AND REIMBURSEMENTS FOR VOLUNTEERS**

1. Travel, purchases, and reimbursements for Volunteers must be equitable, ethical, and comply with the [ASD Policy ODFW Travel Program ASD 221 PO](#) and the [DAS Accounting Manual](#).
2. ODFW employees are responsible for identifying funding source and providing travel reimbursements for eligible Volunteers and adhering to the SVP-approved process for Volunteer expense reimbursements.
3. Out of state travel and air travel for Volunteers requires the Directors approval. The following in-state travel and Event related purchases and reimbursements may be approved by the SVP through a Volunteer Program policy or Event travel and expense request.
  - a. Overnight Travel:
    - i. Purchase of commercial lodging or, if unavailable, a per diem not exceeding rates set by the U.S. General Services Administration (GSA)<sup>ii</sup>.
    - ii. Purchase or expense reimbursement of non-commercial lodging, not exceeding the daily max rate documented in the [DAS Accounting Manual](#).
    - iii. Purchase of meals and refreshments.
    - iv. Meal per diem, not to exceed the rate published by the U.S. General Services Administration (GSA).
    - v. Private Vehicle Mileage Reimbursement for Volunteers, up to the GSA rate, with a pre-approved [Authorization to Use Private Vehicle Form](#).
    - vi. Reimbursement for actual travel related expenses, if unable to purchase on behalf of the Volunteer or provide a per diem.
  - b. Daytime Travel and Event related costs:
    - i. Purchase or reimbursement of meals and refreshments when:
      - 1) The Event is a conference or training-only Event.
      - 2) The Event lasts more than 4 consecutive hours or requires 2 or more hours of travel to or from the Event.<sup>iii</sup>
    - ii. Meal per diem, not to exceed the rate published by the GSA, when:



- 1) The Event location is remote or would require 2 or more hours of travel to or from the Event for the average Volunteer.
    - 2) A Volunteer training Event lasts more than 2 consecutive hours and meals are not otherwise provided.
  - iii. Private vehicle mileage reimbursement for Volunteers, not to exceed the GSA rate, with a pre-approved [Authorization to Use Private Vehicle Form](#), when mileage is incurred due to:
    - 1) Assigned Volunteer driving duties
    - 2) Daytime travel
4. Volunteer purchases and reimbursements listed below are prohibited:
  - a. Stipends or other advance funds distributed to Volunteers in anticipation of expenses.
  - b. SPOTS Cards for Volunteers.
  - c. Purchase or reimbursement of non-commercial lodging when not associated with overnight travel.
  - d. Reimbursements of private vehicle mileage for a Volunteers commute.
5. Volunteer purchases and reimbursements for items such as equipment, supplies, food, or uniforms that are unrelated to travel or specific Events, require SVP approval via a Volunteer Program policy.
6. The SVP reserves the right to audit Volunteer Programs and Events that involve travel, Volunteer related purchases and/or reimbursements.

#### **M. GIFTS, AWARDS AND RECOGNITION**

1. Gifts, awards, and items of recognition, including currency, gift cards, equipment, entertainment or items of value, must comply with the annual monetary limit set in [ORS 199-005 Gifts](#), unless pre-approved by the ODFW Director. Volunteer Programs must establish a policy or obtain SVP approval for any gift, award or recognition that holds a monetary value. When accepting a gift of monetary value from a Volunteer Program, Volunteers must decline other program or ODFW-provided gifts in that same calendar year unless pre-approved by the SVP.

#### **N. PHOTOGRAPHY**

1. Event Coordinators must inform Volunteers when Photography will occur and provide opt-out options, such as:
  - a. An opt-out form.
  - b. Offering a visual opt-out identifier, like a sticker or specific uniform for Volunteers.

- c. Designating an area without Photography and clearly marking areas where Photography may occur.
2. If media includes a Volunteer who has opted out, that media is to be destroyed or edited to remove the Volunteer.

#### IV. ADDITIONAL POLICY AND FORM REFERENCES

##### A. Oregon Department of Fish & Wildlife

1. [Vol 500 01: Code of Conduct by Volunteers](#)
2. [Vol 500 02 Acceptable Use of State Information Assets by Volunteers](#)
3. [Vol 500 03: Use of Firearm by Volunteers](#)
4. [Vol 500 04: Residing on Property Managed or Owned by ODFW - Volunteers](#)
5. [Vol 510 01 - Attachment A: Volunteer Restriction of Service](#)
6. [Volunteer Host Accident and Injury Instructions](#)
7. [Volunteer Injury Coverage Report Form](#)
8. [Accident Form Instructions](#)
9. [ASD 220 01PR: SPOTS Purchase Card Program Procedure](#)
10. [ASD 220 PO: SPOTS Purchase Card Program Policy](#)
11. [ASD 221 01PR: ODFW Travel Program](#)
12. [Authorization to Use Private Vehicle Form](#)
13. [Form A: Conditions of Volunteer Minor Service](#)
14. [HR 410 01: Department Mission, Principles and Priorities](#)
15. [HR 480 01: Safe Employment/Workplace](#)
16. [HR 480 05: Accident Reporting and Investigation](#)

##### B. Oregon Department of Administration (DAS)

1. [DAS Accounting Manual](#)

##### C. Oregon Revised Statutes (ORS) & Administrative Rules (OAR)

1. [OAR 839-021: Rules Regulating the Employment of Minors in Oregon](#)
2. [ORS 084: Electronic Transactions](#)
3. [ORS 199-005: Gifts](#)

**V. ACKNOWLEDGEMENT**

By my attestation, I certify that I have read this **Working with 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 an employee working with Volunteers. I understand that ODFW’s policies are periodically updated and revised, and that I am expected to be knowledgeable of any changes and to be accountable to the latest provisions. Current policies are located on the ODFW HR Policies page. This form shall be retained in my official Employee file.

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**Employee Signature:**

**Date:**

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<sup>i</sup> Volunteer Hosts only, welding is a restricted activity for all other Volunteers.

<sup>ii</sup> [FY 2024 Per Diem Rates for Oregon \(GSA\)](#)

<sup>iii</sup> Duration of an Event cannot be prolonged to meet the minimum requirement for a food purchase.