




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Service at the Discretion of the Organization	VP_14
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

Oregon Department of Fish and Wildlife accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Department.

2) POLICY

The Department may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Department or to make changes in the nature of their volunteer assignment.

- a) Open communication is to be used if employees supervising volunteers notice that a volunteer misunderstands duties, has difficulties with the job assignment, or behaves in an inappropriate manner towards employees, members of the public or other volunteers. Employees will attempt to find a workable solution for both parties whenever possible.
- b) Volunteers are viewed as a valuable resource. They shall be extended the right to be given meaningful assignments, the right to be treated fairly, the right to involvement and participation as it applies to their volunteer activities and the right to recognition for the volunteer activities performed. In return, volunteers shall agree to actively perform their volunteer duties to the best of their abilities, adhere to agency policies and procedures, and carry out their volunteer assignments in support of the Department's mission, principles, and priorities.

Acts which may justify immediate removal from volunteer service include but are not limited to:

- a) Misconduct or insubordination
- b) Being under the influence of alcohol or drugs
- c) Theft or state property
- d) Misuse or personal use of equipment and materials
- e) Abuse or mistreatment of employees, other volunteers or the public
- f) Failure to abide by volunteer program policy and procedures
- g) Intentionally falsifying information such as on the volunteer application form, or conviction or forfeiture of bail for a violation of any of the wildlife laws.
- h) For volunteers working in a job, project or program with minors, conviction of a felony or misdemeanor involving the welfare, safety or victimization of a minor.