

Volunteer Services Policy

UTILIZATION OF VOLUNTEERS

Policy:

DFCS, through Volunteer Services, should invite interested individuals, groups and organizations to participate in the human service issues of their community.

Procedures/Practices/Issues:

The management of Volunteer Services will be the responsibility of the Volunteer Services Coordinator with the full support of the agency's administration and staff. (See Role of Volunteer Coordinator should the County not have this)

1. Volunteer Services will be provided in response to and in conjunction with identified needs.
2. Cooperation and communication are critical components of an effective Volunteer Services program.
3. This cooperative effort will impact positively on the volunteers, agency, clients and community.

Transportation of kids in care

There is DHR policy in place, enacted in 1995, that dictates the procedure for using volunteer services, this would include transportation.

The Policy provides:

- Volunteers are to contact the County they are in
- Request to be a volunteer resource for the County
- They will have to fill out an application
- Depending on the approach the County takes they will either go to Orientation after filling out their application, or go to orientation after their back ground check
- The County will conduct a back ground check through GCIC & NCIC databases
- They will be digitally finger printed at the County office
- DHR will pull their driving record
- The application is sent to the state risk management office to be approved by the state's liability insurance policy
- The state will provide liability insurance to cover any amount in excess over the volunteer's own policy
- Time Frame depends on staffing of the individual counties