

# TOWN OF DARRINGTON

## VOLUNTEER POLICIES AND PROCEDURES

*Volunteers are a valuable resource to the Town of Darrington, and its staff. Volunteers shall be given meaningful assignments and recognized for the assignments performed. The success of our organization depends upon the quality of the relationship between The Town of Darrington, employees, volunteers, customers and the general public. The impression you make, regardless of your position helps to promote goodwill, and the more The Town of Darrington, and its citizens will respect and appreciate all that you have done.*

*These policies and procedures will give you important information about volunteering at our agency. While they are designed to provide overall guidance and direction, they do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Volunteers understand that they will not be paid for services as a volunteer.*

*The Volunteer agrees that any photographs of his or her participation in the Volunteer Program may be used for publications or public relations and hereby releases any such photographs to the Town of Darrington.*

*In order to work well with the staff and to present the Town of Darrington in the best possible light, we ask that you adhere to the following policies and procedure while you are on duty as a volunteer.*

### **Volunteer Requirements:**

- Volunteers must be at least 18 years of age to work.
- Must enjoy working with all types of personalities and various ages of people.
- Must be mature, self-motivated, reliable and a team player.
- Must have a willingness to work hard, get dirty and pitch in wherever needed.
- Must agree to represent the Town of Darrington in a positive manner, perform in a professional manner, and not allow personal views and opinions from conflicting with the work to be done.
- Potential volunteers may not have any prior felony related convictions against them.
- Potential volunteers may not have any child abuse related conviction against them
  - Should a background screen reveal any felony or child abuse related conviction, a volunteer will be informed in writing that he or she is not allowed to volunteer with the Town of Darrington.
- Volunteers will not be allowed to work in dangerous areas or on heavy equipment.

may have their own medical coverage. You may be required to sign documentation for the Town to enroll you in Labor and Industries coverage. The Town shall bear the cost of such coverage.

#### **Volunteer Code of Conduct:**

The Town of Darrington strives to make your volunteer experience an enjoyable one. In return, a volunteer is expected to assist where he or she is assigned for the agreed amount of time.

- Volunteers should remain in assigned areas at all times.
- Volunteers will follow the directions of the volunteer staff while volunteering.
- Volunteers should request ways in which to assist the staff person he or she is assigned to volunteer with.
- If volunteers find themselves with nothing to do, they should speak with their supervising staff for reassignment.
- Please refrain from vulgar or profane language.
- Please refrain from talking and/or texting on wireless devices while volunteering.
- As per State Law, smoking and or vaping is prohibited inside any buildings.
- Volunteers must be drug and alcohol free while volunteering.
  - Volunteers who are under the influence of alcohol or drugs while on the Town of Darrington premises or time, or while representing the Town of Darrington, will be subject to corrective action, up to and including termination of volunteer status and possible criminal prosecution.
  - The sale or possession of alcohol or illegal drugs while on the Town of Darrington's time or property will subject the volunteer to corrective action, up to and including termination of volunteer status and possible criminal prosecution.
  - Any employee or volunteer using over the counter or prescription drugs during work time that may impair his or her ability to perform the job must notify his or her supervisor prior to beginning work.
- Volunteer must be weapon free with volunteering.
  - Any volunteer with weapons will be asked to leave and volunteering privileges may be revoked.
- Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed.
  - On occasion, a volunteer may witness an incident, be entrusted with information or have access to records or files deemed confidential in nature. It is the Town's expectation that any volunteer privy to such information, material or event will respect and safeguard the trust and privacy rights of affected individuals. Information of a confidential nature is not to be shared with anyone.
  - Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action or criminal prosecution.

Any records you create while volunteering for the Town of Darrington may be public records and you will be required to deliver any and all public records in your possession to the Town of Darrington.

- Volunteers will treat all staff, public citizens, other volunteers and property with respect and courtesy at all times.

**Volunteer Safety:**

Safety is important to all of us. Report any injury, incident, accident or unsafe condition to your assignment staff immediately. Volunteers should conduct themselves in a way that promotes safety of themselves, co-workers and citizens of the town. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify supervising staff.

If any personal injury occurs while volunteering for the Town of Darrington, it must be immediately reported to supervising staff. In consideration of accepting my application, I agree to release and hold harmless, its agents and employees from all actions, causes of action, damages, claims or demands, liability, costs and expenses of any nature whatsoever, including without limitation, attorney's fees and disbursements, arising from or occasioned by my participation in the Town of Darrington Volunteer Program which I, my heirs, executors, administrators, or assigns may have against the Town of Darrington and other described parties, for all personal injuries known or unknown which I have or may have incurred by participating in the Town of Darrington Volunteer Program.

In the past, hypodermic needles and syringes have been found in Town parks. Though these occurrences have been rare, "sharps" such as these present a real risk of infection from blood-borne pathogens such as HIV and Hepatitis B. Each participant should be sure to wear heavy gloves, but please recognize that no gloves are puncture proof. The Town will provide tools such as rakes to pull debris from under brush. Each volunteer should exercise caution when using their hands to pick up material. If a sharp is found, volunteers must not touch it; instead "flag" the location and a Town employee will pick it up and dispose of it properly.

If you as a volunteer incur any pre-approved expenses on behalf of the Town of Darrington, and submit a request for payment from the Town of Darrington for those expenses, you will be asked to complete a W-9 and may be sent a 1099-MISC., at the end of the year. (only if those expenses total \$600.00 or more, and other criteria is met). The Town of Darrington has alternatives to pay for pre-approved expenses. Please ask Town Clerk for details.

**THE STATEMENTS CONTAINED IN THIS POLICY ARE GUIDELINES AND SUMMARIES OF THE VOLUNTEER PROGRAM. THEY DO NOT BIND THE TOWN OF DARRINGTON. THE TOWN OF DARRINGTON RESERVES THE RIGHT TO CHANGE, REVOKE OR MAKE EXCEPTIONS TO TOWN POLICIES AT ANY TIME AND AT ITS SOLE DISCRETION.**

**I UNDERSIGNED, HAVE READ THE VOLUNTEER POLICY AND PROCEDURES FOR THE TOWN OF DARRINGTON. BY SIGNING BELOW, I AGREE TO ADHERE TO ALL LOCAL, STATE AND FEDERAL LAWS AND THE POLICIES AND PROCEDURES OUTLINED ABOVE.**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

