



## VOLUNTEER PROCEDURE

### 3.07

Effective Date: 07/18

**Purpose:** The purpose of the procedure is to outline the responsibilities of the employer and the volunteer in matters of recruiting, expectations, and record checks.

**Failure to comply:** Volunteers who fail to comply with this procedure will be subject to termination. Agency failure to comply could result in violation of state law or grievance.

**Procedure:** Barren River District Health Department (BRDHD) believes that utilizing volunteers can enhance certain programs and help contribute to the overall strategic success of BRDHD. Background checks serve as an important part of the selection process at BRDHD. This type of information is collected as a means of promoting a safe work environment. Any validated finding will make a person ineligible to be a volunteer with BRDHD. Potential volunteers must be at least 18 years of age. Any long term volunteer will undergo a registry check at least bi-annually.

At BRDHD, record checks are conducted on all volunteers. BRDHD may use a third party agency to conduct the record checks. BRDHD will ensure that all background checks are held in compliance with all federal and state statutes. A conviction does not automatically disqualify an individual from becoming a volunteer. The decision to accept or reject an individual with a conviction is at the discretion of the Public Health Director and/or the Human Resources Manager.

The Americans with Disabilities Act of 1990 prohibits organizations from collecting non job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the volunteer, the volunteer's attendance record, education, and other issues that can impact the workplace.

Upon acceptance of volunteer status, the volunteer will complete required paperwork according to the requirements of the position. Volunteer paperwork may include: P-19 Information Technology Security Agreement Form; P-21 Employee Privacy and Security Agreement Form; P-22 New Volunteer Checklist

Form; ER Notification Form; and Police Record Check Form. All documents should be returned to Human Resources.

Each supervisor with a volunteer is responsible for reviewing the P-22 New Volunteer Checklist Form with each new volunteer on their first day of service.

Volunteers who have a legitimate business need for computer access will be assigned a log-in from the IS Department. No volunteer will be given access to BRDHD drive shares.

All volunteers will be given a volunteer badge that will be worn at all times while serving for BRDHD.

Volunteers serving with the Barren River District Medical Reserve Corps (MRC) will be managed by the MRC Coordinator. Requirements for volunteers of the MRC are found in Policy 10.01 - Medical Reserve Corps Volunteer Criminal Record Check and Valid Driver's License Procedure.

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**Forms:** [P-19 Information Technology Security Agreement Form](#); [P-22 New Volunteer Checklist Form](#); [P-21 Employee Privacy and Security Agreement Form](#)

**References:** [Americans with Disabilities Act of 1990](#); [Policy 10.01 - Medical Reserve Corps Volunteer Criminal Record Check and Valid Driver's License Procedure](#)

**Contact Persons:** Human Resources Manager; Director of Preparedness

**Date Adopted:**

**Procedure Origination, Revision, and Review Tracking**

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
3.07	01.24.2018	HR Manager – Procedure Creation