

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:

Date: April 27, 2020

Signature on File

Elfriede Roman, Superintendent

**I. SUBJECT: VOLUNTEER SERVICES**

**II. PURPOSE:**

To define volunteer services and establish recruitment, screening, and placement of volunteers to benefit the agency, individuals served, and volunteer.

**III. REFERENCES:**

ORC 4509.51 Requirements for owner's liability insurance  
OAC 5123:4-01 (M) Administration and Operation of County Boards of Developmental Disabilities; LCBDD/Deepwood Policy B-12, Background Checks; LCBDD/Deepwood Policy I-3, Special Olympics.

**IV. POLICY:**

A volunteer is generally defined as an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons. Moreover, a volunteer performs these services without promise, expectation or receipt of compensation for services rendered.

The Board endorses the use of volunteer services to enrich the lives of the individuals served and to foster community awareness regarding developmental disabilities.

The Volunteer Services Program shall be planned, documented, and implemented to enhance the lives of individuals served by the Board and the Agency as a whole. The Board intends for volunteers to supplement, not supplant services provided by Agency staff. In no situation will volunteers be considered in the calculation of staffing ratios.

All volunteers will be properly recruited, selected, screened, oriented, placed, monitored and recognized, appropriate to their placement. Screening may include information obtained from the following sources:

**VOLUNTEER SERVICES**

- a) Ohio Bureau of Criminal Investigation and Identification (BCII);
- b) F.B.I.;
- c) present and/or previous employer(s);
- d) personal references;
- e) interviews with other managers; or
- f) Bureau of Motor Vehicles.

The Superintendent may waive any of the requirements to be a volunteer.

An exception is made for individuals when participating in a group for a time limited special project that is less than forty (40) hours in length within the year. These individuals are required to complete confidentiality and liability waiver forms prior to engaging in their volunteer experience.

Volunteers under the age of 18 must have parental/guardian permission to do so. Individuals 14 years of age and younger must be accompanied by a parent and/or guardian to monitor their activities. Volunteers under the age of 18 will not be permitted to drive individuals.

All volunteers that drive individuals will assume responsibility as verified via notarized statement to maintain appropriate automobile insurance equal to or in excess of the minimum requirements for motor vehicle owner's liability insurance in the State of Ohio.

All volunteers will be subject to the rules and regulations governing the agency. Dismissal of a volunteer will occur when there is a violation of rules and regulations governing the agency.

**V. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VI. REVIEWED:**

4/20, 4/18, 4/17, 4/16, 4/15, 4/14, 4/13, 4/12, 4/10, 4/08, 4/07, 2/05, 2/03, 1/01, 12/00, 8/97, 6/95, 11/93, 8/86, 2/83