

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: April 25, 2022

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: VOLUNTEER SERVICES

II. PURPOSE:

To define volunteer services and establish a system for recruitment, screening, and placement of volunteers to benefit the agency and individuals supported by the Board.

III. REFERENCES:

ORC 5123.62 Rights of Persons with Developmental Disabilities
ORC 4509.51 Requirements for Owner's Liability Insurance
OAC 5123:4-01 Administration and Operation of County Boards of Developmental Disabilities
OAC 5123-17-02 Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement
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 supported by the Board and the Agency as a whole. The Board intends for volunteers to supplement, not supplant services

VOLUNTEER 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, and supervised, appropriate to their placement. Screening may include information obtained from the following sources:

- 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 county board shall ensure that volunteers who provide more than forty hours of service working directly with individuals served by the county board during a calendar year undergo background investigations.

Initial and annual training for volunteers includes:

- a) The role and responsibilities of the county board with regard to services including person-centered planning, community participation and integration, self-determination, and self-advocacy.
- b) The rights of individuals set forth in section 5123.62 of the Revised Code.
- c) The requirements of rule 5123-17-02 of the Administrative Code including a review of health and welfare alerts issued by the Ohio Department of Developmental Disabilities;
- d) An overview of emergency procedures.

An exception to the above screening and training requirements is made for individual volunteers when the volunteer hours do not exceed forty (40) hours in a calendar year and/or volunteers that participate in a group for a time limited or special project that is less than forty (40) hours in a calendar year. However, these volunteers are required to complete confidentiality and liability waiver forms prior to engaging in their volunteer experience.

Volunteers under the age of 18 must have documented parental/guardian permission to do so. Individuals 14 years of age and younger must be accompanied by a parent and/or guardian to supervise 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 applicable Board Policies and Procedures, along with the rules and regulations governing the agency, and will be subject to dismissal for violation of same.

V. DISTRIBUTION:

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

VI. REVIEWED:

4/22, 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