



**Volunteer and Intern Services Program**

Department of Community Justice

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[www.multco.us/dcj/dcj-volunteers](http://www.multco.us/dcj/dcj-volunteers)

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**Department of Community Justice Agreement for  
Volunteers and Interns**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Initial each agreement point. Your initials signify that you have read the statement, understand it and agree to abide by it. VOLUNTEER/INTERN SHOULD KEEP A COPY OF THESE RULES.**

\_\_\_\_\_ I agree to follow Department of Community Justice lawful directives, procedures, and policies.

\_\_\_\_\_ I understand that I will be subject to the same rules of confidentiality that apply to full-time staff members. I agree to keep confidential any information concerning correctional clients, their families or associates, and will not divulge any information from a client's file, grievance, or any other confidential source to any outside person or agency during or after my period of volunteer service unless authorized to do so. I agree to act in a responsible and professional manner when providing services to the program and agree to adhere to the policies governing ethics and conduct of this department and Multnomah County.

\_\_\_\_\_ Volunteers are not to have contact with the media or its representatives, regarding information pertaining to the Department of Community Justice, without first receiving written permission from each of the following staff members: the volunteer's on-site supervisor; Volunteer Manager, and the Department's Public Information Officer. The media is defined as, but not limited to, people and sources related to television, radio, newspapers, magazines, and new media/internet services and systems.

\_\_\_\_\_ I understand that volunteer, intern and practicum service does not in any way assure me of any future position as an employee of Multnomah County nor does it entitle me to any benefits of regular employment such as salary, medical or dental insurance, or any other incident of regular employment. (You will be covered by Workers' Compensation during your volunteer hours.)

\_\_\_\_\_ I agree to be prompt and reliable in reporting for my scheduled work. I agree to attend orientation and training sessions and meetings as required.

\_\_\_\_\_ I understand that my work assignments may bring me into direct contact with corrections clients, their families or associates, and that I may be exposed to potential hazards and risk of personal injury and property damage or loss arising from my participation as a volunteer/practicum student with the Department of Community Justice. I hereby release Multnomah County, its officers, employees, and agents from liability for any and all claims, actions, obligations, costs, losses, or demands of any kind arising out of participation in this program.

\_\_\_\_\_ I understand that the Department of Community Justice may terminate or modify the terms of this work agreement without cause at any time.

# Rights and Responsibilities of Volunteers and Interns

## **CONFIDENTIALITY**

Oregon law requires that you respect the confidence and privacy of clients. You are asked to sign a statement to that effect. You may talk about the agency and volunteer job, but do not tell clients' names or talk about them in ways that can identify them.

## **CONFLICT OF INTEREST**

A Department of Community Justice volunteer acting in an official capacity shall not take any action that would result in the volunteer's financial benefit. They will not ask for or receive for themselves or for a member of their household, directly or indirectly, any monies or gifts from clients.

## **VOLUNTEER/CLIENT/STAFF RELATIONSHIPS**

By law a government agency cannot practice any form of discrimination. Paid staff, and volunteers need to treat people with dignity and worth. You will have an opportunity to meet people of different racial, ethnic and economic backgrounds. We hope you will see this as enriching your life and opportunity for learning.

The Department of Community Justice Volunteer Services Program is an equal opportunity employer. As an agent of our Department you must serve clients in a professional and ethical manner. This includes giving fair and impartial treatment to all clients. Your involvement with them should be limited to activities consistent with your assignment. You should avoid personal relationships. Any sexual contact with a client is criminal offense.

## **INSURANCE COVERAGE**

Volunteers will be covered by Workers' Compensation while volunteering for the County. Please notify the Volunteer and Intern Coordinator, Program Administrator, and/or your immediate supervisor immediately after receiving an injury. Interns are **not** covered by the county's Worker's Compensation and coverage must be provided by the educational institution, or privately by the student.

## **REPORTING REQUIREMENTS**

You will be required to keep track of your daily hours of service. A time sheet should be submitted at the end of each month. This information is then passed on to Payroll/Risk Management, so it is important that you record your time consistently.

## **SCHEDULE**

Your schedule may be posted for the convenience of those needing to know when you will be in. You will be expected at those times. If for some reason you are unable to report as scheduled, please contact your on-site supervisor ASAP.

## **IDENTIFICATION CARDS**

Picture ID cards will be issued at the onset of the volunteer service. It will be valid for the contracted period of service agreed upon and can be renewed if necessary. You should carry this card on all volunteer, intern and practicum assignments and show it when appropriate. Your identification is especially important if you are operating a county owned vehicle. In no event will ID cards be used to gain personal favor or consideration. Misuse of ID cards will result in termination from the program. You **must** return your ID card at the end of your volunteer assignment.

## COUNTY VEHICLES

You are permitted to drive the county vehicles if you have a valid Driver's License, and once you have been instructed in the proper use and maintenance. You must first receive permission from the on-site Program Administrator at your office location before signing out a county vehicle.

## COUNTY EQUIPMENT

Equipment such as fax machines, copy machines, PC's, E-MAIL, and telephones, including long-distance dialing privileges, should be considered public property and not to be used for personal business. If any emergency situation should arise, please clear the use of these items with a supervisor.

## SUPERVISION AND TRAINING

In most instances you will have an on-site supervisor where you are assigned. In some cases the supervisor may be a volunteer. Most training occurs on the job; however agency staff training and workshops may be available. A record of your training is kept for your future use.

The Volunteer Services Program may be used as a reference for employment or volunteer opportunities which you seek. We keep a record of your volunteer work and encourage you to note your work on job applications. The State of Oregon, the County, and some other employers recognize volunteer time as valid job experience.

## PERSONAL APPEARANCE

It is necessary for the Department of Community Justice staff, volunteers, interns and practicum students to provide a public image and professional presentation reflective of our occupation to the citizens of Multnomah County. Staff, volunteers, interns and practicum students shall wear clothing of a type and style generally accepted in professional offices in the community. Clothing shall present a business-like appearance and styles shall not be so extreme as to attract unnecessary attention.

## GENERAL EMPLOYEE CONDUCT

Multnomah County is committed to the highest standards of conduct by and among its employees, volunteers, interns and practicum students in the performance of their public duties. High ethical standards by public employees, including volunteers, are central to the maintenance of public trust and confidence in government. Department of Community Justice staff, volunteers, interns and practicum students shall therefore maintain a professional standard of conduct and shall not engage in conduct that would bring discredit upon the Department, the County, or the community justice profession. It is the responsibility of a volunteer already working with DCJ to notify his or her supervisor AND the Volunteer Manager of commission or conviction of a crime during placement. You must **immediately report** to your supervisor whenever:

- You are **cited, charged, or convicted** of a **violation of any federal, state, or local laws or ordinances** (except minor traffic violations). DUIL citations and/or convictions must be reported immediately to you supervisor, as they are not minor traffic violations.
- **Your license** to operate a motor vehicle is **modified, restricted, or suspended**.

## SAFETY AND SECURITY

It is the policy of the Department of Community Justice to provide a safe working environment for all staff, volunteers, interns, practicum students and visitors.

## VOLUNTEER, INTERN, PRACTICUM STUDENT EVALUATION

You may receive a periodic evaluation to let you know how you are performing and progressing in your assignment. Please indicate if an evaluation is required as part of your placement/assignment.

**\_\_\_\_\_VOLUNTEER, INTERNS, PRACTICUM "GRIEVANCE" PROCEDURES**

Volunteers, Interns and Practicum students are encouraged to discuss (verbally or in writing) any concerns they may have regarding the quality of their training and supervision, any reprimands directed towards them, or any other area in which they believe they have been discriminated or been the victim of negative behavior.

These concerns should be discussed first with the supervisor/trainer and/or Volunteer Manager. If the concern is not properly addressed within a reasonable period of time (30 days), the volunteer is encouraged to contact the District Manager.

**\_\_\_\_\_MANDATORY ABUSE REPORTING**

As agents of the state, volunteers, interns and practicum students must, by law, report any suspected child and elder abuse. Anyone making such reports, in good faith, shall have immunity from any liability, civil or criminal.

**\_\_\_\_\_SEXUAL HARASSMENT**

Sexual harassment is to be reported immediately to the Volunteer Manager. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

**\_\_\_\_\_VALUING CULTURAL DIVERSITY**

The Volunteer Services Program is committed to giving people with different backgrounds and lifestyles an opportunity to help others. The program is dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, gender, marital status, political affiliations, religion, national origin, the presence of mental, physical or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or local law. Accommodations and/or assistance will be provided gladly for any applicant with sensory and nonsensory impairments by calling the Volunteer Manager.

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**\_\_\_\_\_MULTNOMAH COUNTY EMPLOYEE VOLUNTEERS ONLY (Initial Items)**

\_\_\_\_\_ If an employee wishes to volunteer time to the employer, for the defined purposes, the volunteer duties may not be the same type of duties as are performed in the course of regular employment, and the work must be performed outside the employee's normal work hours.

\_\_\_\_\_ Government agencies may use volunteers when the work is being performed voluntarily and is humanitarian or civic in nature, and the volunteer does not expect to be paid. Employees in an agency may not volunteer to do the same work that they normally do in their paid positions. Volunteers may be paid a stipend.

\_\_\_\_\_ I certify that the Volunteer Manager discussed these Rights & Responsibilities, that I had an opportunity to ask questions if anything was unclear and that I have read and understand them.

\_\_\_\_\_ I was unable to attend this discussion but I have been encouraged to ask my supervisor or the Volunteer Manager if I had any questions. I certify that I have read and understand these Rights & Responsibilities.

\_\_\_\_\_  
Volunteer/Intern Name (Print)

\_\_\_\_\_  
Volunteer/Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer & Intern Coordinator Signature

\_\_\_\_\_  
Date