

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Management
Policy Number: 10.04.02
Policy Name: Volunteer Requirements

Original Effective Date: 04/01/2016
Revision Date(s):
Current Revision Date:
Approved By: Thomas D. Pristow

PURPOSE: CCDCFS believes it is important for individuals, families and organizations in the community to understand the CCDCFS mission and services and have the opportunity engage with us on behalf of those we serve. Therefore, CCDCFS actively encourages the use of volunteers from the community to assist the agency in carrying out its mission and enhancing services, activities, events and other opportunities for our youth.

This policy is intended to guide CCDCFS in the appropriate selection, placement, training and supervision of its volunteers and assure compliance with Ohio Administrative Code Rules 5101:2-5-09 and 5101:2-5-13.

SCOPE: All individuals or groups who would like to volunteer with CCDCFS.

POLICY

- I. The CCDCFS Outreach Coordinator shall facilitate the selection, orientation, supervision and evaluation of volunteers.
- II. All volunteers with CCDCFS shall participate in a screening process prior to completion of any volunteer activities (the "Screening Process").
- III. The CCDCFS Outreach Coordinator and The Cuyahoga County Law Department shall have the discretion to determine the requirements associated with the Screening Process for each volunteer position, in order to ensure that the requirements are appropriate to the function to be performed by the volunteer.
- IV. All positions served by volunteers shall have written descriptions specific to the position or group of positions in accordance with OAC 5101:2-5-09.
- V. Those volunteers who may have direct contact with children served by CCDCFS are required to provide at least three written references prior to initiating their volunteer experience.

PROCEDURES

- I. The Screening Process, orientation, training and evaluation of volunteers are the sole responsibilities of CCDCFS as administered by the Outreach Coordinator.
- II. The Screening Process requirements shall include, at a minimum, a volunteer application, the execution of a volunteer agreement and a fingerprint submission/background check via the Ohio Bureau of Criminal Identification & Investigation (BCI&I) and the Federal Bureau of Investigation (FBI).
- III. The Screening Process requirements may also include an interview between CCDCFS and the prospective volunteer, as well as the submission of three written references, if determined appropriate by the CCDCFS Outreach Coordinator and the Cuyahoga County Law Department.
- IV. Screening must be completed prior to service. CCDCFS shall retain the discretion to deny any prospective volunteer who does not meet the standards and/or requirements set forth in this policy.
- V. The number of volunteers allowed to serve at CCDCFS at any given time is determined by the Director in consultation with other CCDCFS staff.
- VI. The CCDCFS Outreach Coordinator shall ensure that volunteers receive instructions and/or orientation regarding their role and duties to be performed while serving.
- VII. Upon completion of their service experience, volunteers are asked to evaluate their service experience by completing the "Service Experience" questionnaire.
- VIII. All volunteers are expected to:
 - a. Conduct themselves professionally;
 - b. Adhere to all agency policies and procedures; and
 - c. Notify agency of any changes or if absence is expected.
- IX. CCDCFS shall not approve applications from prospective volunteers who have a criminal conviction.
- X. All active volunteers (individuals who have volunteered in the past 6 months) must notify the agency within twenty-four hours of any charge or conviction of any criminal offense. Failure to do so shall result in the immediate dismissal of the volunteer position with CCDCFS. Conviction of any crime listed in 5101:2-5-09 shall result in immediate dismissal from CCDCFS.
- XI. No volunteer may replace a paid CCDCFS staff position/person.

SEE ALSO:

Ohio Administrative Code

Section 5101:2-5-09

Section 5101:2-5-09.1

Section 5101:2-5-13

FORMS:

Volunteer Application

Volunteer Service Agreement and Release Form

Volunteer Applicant Reference Form