



Orange County Volunteer Guidelines

I. Rules and Regulations Statement

The purpose of these Rules and Regulations is to establish guidelines for volunteer participation in Department programs. Orange County actively pursues volunteers and supports volunteerism. The County encourages the responsible use of volunteers, which includes making efforts to protect the citizens they serve.

II. Procedure

These Administrative Rules and Regulations set forth the County's guidelines on Volunteerism.

Definition: Volunteer is a person who of their own free will offers their time and skills without compensation. **Exceptions:** Orange County Commission, Advisory Board, Special Committee and Task Force applicants are not subject to these Rules and Regulations.

1. **Recruitment:** Staff will routinely recruit and solicit volunteers through various mediums to include: flyers, newsletters, television, radio, internet and other outreach efforts. All volunteers will be required to complete a Volunteer Application and complete the BIB Secure Volunteer process on the County website www.orangecountync.gov.
2. **Screening:** Department staff will identify volunteer skills and areas of interest so that appropriate placement can occur. This will enable volunteers to be placed in a position that is appealing as well as satisfy program needs.
3. **Interviewing:** Department staff are responsible for arranging interviews with volunteers. This will enable both the volunteer and staff to become acquainted and determine if the skills the volunteer possesses best fit their needs. It also creates an opportunity to allow the volunteer to obtain a clear understanding and expectation for the volunteering role or volunteering opportunity.
4. **Training:** The supervising staff is responsible for orienting and training volunteers for specified assignments. The supervisor will convey necessary information to the volunteer in order for them to perform the job to the best of their ability. Dress codes will be discussed as part of training.
5. **Identification:** Volunteers will be provided with identification badges via Secure Volunteer acknowledging them as approved Orange County volunteers.
6. **Use of Orange County Vehicles:** Volunteers are NOT allowed to operate County vehicles unless they have completed the Driver's License Verification Form and have been cleared by Human Resources to drive a County Vehicle.