

Administrative Policy

1. OPTIONS may on occasion make use of volunteers. Volunteers are defined as a person whose involvement with OPTIONS is to help the organization in one manner or another without pay. OPTIONS personnel will arrange for/assign the particular tasks the volunteer will perform. At no time will a volunteer substitute for a person who is funded to provide a particular task or supplant a paid employee of OPTIONS.

The types of volunteers are as follows:

- 1.1. Volunteers who have no direct contact with persons receiving services (such as persons who work at fund-raising events).
- 1.2. Volunteers with supervised contact with persons receiving services but who are never left alone with such persons (such as volunteering in the office with other paid employees always present).
2. All volunteers are expected to adhere to OPTIONS' policies while volunteering. These policies which are contained in the employee manual include:
 - 2.1. OPTIONS' standards of conduct
 - 2.2. Drug free work place
 - 2.3. Confidentiality
 - 2.4. Employer property
 - 2.5. Smoking and use of smokeless tobacco
3. Volunteers with no direct contact with persons receiving services will not be fingerprinted. They will be made aware of the above mentioned policies.
4. Volunteers with supervised contact with persons served will be fingerprinted. Such volunteers will receive training on OPTIONS policies, including confidentiality. Paid employees who are working along side the volunteer will be made aware of their responsibility to guide the volunteer regarding these policies.

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