

**PERTAINING TO THE ADOPTION OF A POLICY REGARDING
MANAGING AND OVERSEEING VOLUNTEER ACTIVITIES WITHIN
THE DEPARTMENT OF PARKS & RECREATION**

WHEREAS, the Board of County Commissioners of Calvert County, Maryland recognizes that volunteers are essential to the productivity, efficiency and cost effectiveness of the Calvert County Department of Parks & Recreation's (the 'Department') operations;

WHEREAS, the Board of County Commissioners recognizes that volunteers assist in meeting the increasing service needs and demands of the Department; **and**

WHEREAS, the Board of County Commissioners deems it in the best interest of the public to adopt a policy to provide guidance and direction to staff and volunteers engaged in managing and overseeing volunteer activities.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the policy attached hereto as Exhibit A regarding managing and overseeing volunteer activities within the Department of Parks & Recreation is hereby adopted;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid;

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that the foregoing recitals are adopted as if fully rewritten herein; **and**

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland, that this Policy will be effective following recording without publication of a fair summary, and will stay in effect until amended or rescinded by the Board of County Commissioners of Calvert County, Maryland.

DONE, this 23rd day of March, 2021 by the Board of County Commissioners of Calvert County, Maryland sitting in regular session.

Aye: 5

Nay: 0

Absent/Abstain: 0

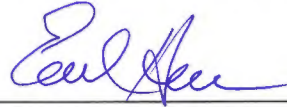
(SIGNATURES ON FOLLOWING PAGE)

ATTEST:

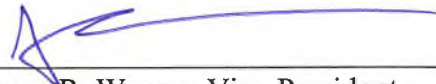
**BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND**



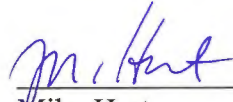
Rachel M. Distel, Clerk



Earl F. Hance, President



Steven R. Weems, Vice-President

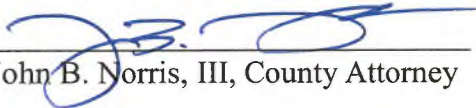


Mike Hart

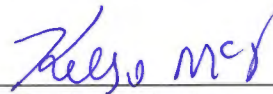
Approved for legal sufficiency by:

Unavailable to Sign - RD

Thomas E. Hutchins

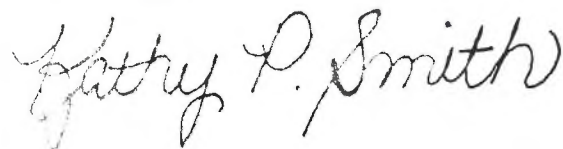


John B. Norris, III, County Attorney



Kelly D. McConkey

Received for Record March 23, 2021
at 354 o'clock P M. Same day
recorded in Liber KPS No. 63
Folio 391 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.





**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

TITLE:	Parks & Recreation Volunteer Program		
ISSUED BY:	Board of County Commissioners		
RESPONSIBLE STAFF:	Department of Parks & Recreation, Department of Human Resources		
ISSUE DATE:		REVISION DATE:	
PURPOSE:	To establish a volunteer program.		
APPLICABLE TO:	Department of Parks & Recreation employees and volunteers		
ATTACHMENTS:	Attachment A: Volunteer Request Attachment B: Volunteer Application Attachment C: Volunteer Agreement Attachment D: Release and Waiver of Liability		

<input type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually <input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> Other Interval:	Flag for review on:
	<input checked="" type="checkbox"/> As needed	

I. Purpose

The purpose of the Parks and Recreation Volunteer Policy is to establish a volunteer program to effectively enable community involvement in the implementation of Parks and Recreation Department programming, facilities, and operations. Volunteers are essential to the productivity, efficiency, and cost-effectiveness of Calvert County Parks and Recreation Department (“CCPR”) operations. Volunteers may assist the department in meeting the ever-increasing service needs and demands, and to maintain a high standard of quality for CCPR.

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only and do not constitute, either implicitly or explicitly, a binding contractual employment, or personnel agreement. The Parks and Recreation Department reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Department of Parks & Recreation Director and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Board of County Commissioners.

II. Policy

This policy applies to the Calvert County Parks and Recreation Department to ensure the safety and well-being of employees, volunteers, interns, program participants, and the public by establishing policies and procedures of a department-wide volunteer program. Written

Exhibit A

procedures will assure written volunteer opportunities and duties are developed, volunteers are suitably screened and trained, supervision is appropriate to assigned duties and discussion with volunteers regarding conduct, safety, and liability to the County is documented. Calvert County will follow all local, state, and federal laws regarding volunteers.

III. Definitions

As used in this Policy, the following terms shall have the meanings indicated:

Community Service Worker (CSW): an individual who has court-mandated community service hours to complete. These individuals are generally probationers or DWI/DUI community service participants.

In-Kind Exchange Program: On some occasions, fees and charges may be reduced through an in-kind exchange of volunteer service when such action is determined by the Director of Parks and Recreation to be in the best interest of Calvert County and the specific program waiver request (in-kind exchanges) is executed by agreement and follows the in-kind exchange procedure described in the Department of Parks & Recreation's Fee and Revenue Manual. Due to the exchange of goods or services of the In-Kind Exchange Program, those working under an in-kind exchange agreement are not covered in this policy.

Intern: a student or trainee who works, sometimes without pay, at a trade or occupation in order to gain work experience.

Manager: The Department of Parks & Recreation Director, or their designee, who oversees the Volunteer Program.

Site Supervisor: a person who coordinates and supervises volunteers at a facility or program within the Department.

Volunteer: any person who performs hours of voluntary service to the county for civic, charitable, humanitarian, recreational, educational, health, public safety, or general welfare reasons, without praise, expectation, or receipt of compensation for services rendered. Individuals are considered volunteers when their services are offered freely and solely for the benefit of CCPR. CCPR uses a variety of volunteers which can be categorized by not only the frequency of their contributions but the type of activity they participate in. Pursuant to § 86-3-206 of the *Code of Calvert County*, County employees may not perform volunteer services for the County (including any of its constituent agencies) of the same type they are regularly employed to perform.

Regular Volunteers: Volunteers that participate on a regular basis for any CCPR coordinated activity. Regular volunteers may also participate as a Special Events or Service Group volunteer.

Special Events Volunteers: Individuals and families that participate in a special event coordinated by CCPR. Special events include, but are not limited to, Park Clean Ups, Golf Tournaments, Races, Festivals, or Carnivals.

Service Group Volunteers: Members of an organization that are recruited, organized, and vetted by their organization to participate in an activity or special event. Examples include,

but are not limited to, Scouts, School Clubs, Churches, Businesses, Nonprofits, or Governmental Agencies.

IV. Procedure

Managing Agency

The Calvert County Department of Parks & Recreation ("Department" or "CCPR") will be the main beneficiary of the Volunteer Program ("Program").

Recruitment

CCPR staff needing volunteers must submit detailed and complete volunteer job requests/descriptions to the Manager by using the Volunteer Request form (Attachment A).

Manager will:

1. Publicize the Volunteer Program and specific volunteer opportunities in appropriate communication resources.
2. Request through the Department of Communications & Media Relations the submittal of Public Service Announcements (PSAs) and news releases to the media regularly.
3. Send out invitations to volunteer to program participants, parents, and past volunteers.
4. Network with volunteer referral services such as the Volunteer & Community Resource Center and other regional volunteer organizations.
5. Maintain a well-organized volunteer program with clearly defined needs and well-developed class specifications.

Site Supervisor will:

1. Speak to civic groups, community organizations, businesses, and schools.
2. Encourage volunteers to recruit friends.
3. Offer events and activities to have volunteers and staff speak to potential volunteers to discuss opportunities and interests.

Application & Selection

Any person interested in volunteering on a continuous, on-going, on-call, or special events basis must complete the Volunteer Application (Attachment B) and submit it to the Manager at least two weeks prior to their chosen activity for review and follow the procedures listed below.

1. The Manager will review the application and will schedule a screening interview with the potential volunteer, if necessary.
2. Upon completion of the screening interview, the volunteer's information will be submitted for a criminal records background check according to the CCPR Background Screening Policy.
3. When a background screening is conducted and a fee is charged, the division that requests the volunteer services will be responsible for payment of the fee.
4. The Manager will compare the background screening results to pre-established criteria to determine eligibility per the CCPR Background Screening Policy and follow procedure as established.

5. After an applicant is deemed eligible, the Manager will issue a Volunteer Agreement (Attachment C) for the applicant to review, sign and return accepting the volunteer position(s) selected for.
6. All volunteers must adhere to all codes of conduct and general policies and procedures set forth by CCPR and the Board of County Commissioners of Calvert County. All volunteers must agree to and sign the CCPR Release and Waiver of Liability (Attachment D) or group waiver and other necessary documents pertinent to the volunteer position.

Training

Upon selection, volunteers will receive an overview of their volunteer assignment. Regular Volunteers will receive a volunteer handbook. Volunteers will also be given an opportunity to meet appropriate CCPR staff as appropriate.

Supervision

Volunteers will be supervised as deemed necessary by the Site Supervisor by their assignments, work performance, use of equipment, etc. Performance or conduct problems will be corrected or the volunteer service terminated. Supervisors may include Manager, Site Supervisor, and CCPR staff.

Recording Hours

Recording volunteer hours is extremely important to the Department for many reasons included but not limited to:

- 1) Determining the cost-effectiveness of CCPR programs;
- 2) Availability of information to evaluate individual performance, assessment of county programs, and volunteer service;
- 3) Information for development and implementation of existing county programs and the potential for additional efforts; and
- 4) Impact of volunteer services on the community.

Volunteers will be responsible for accurately recording their volunteer service hours using the appropriate Volunteer Time Sheet or other hours tracking system and having it signed and approved by a Site Supervisor. The Site Supervisor is then responsible for turning in hours to the Manager on a monthly basis for tracking and other purposes. The manager will also use the reported hours to determine the dollar value of volunteer service added to CCPR.

Special Accommodations

Any special needs or hour requirements needed by the volunteer must be communicated to the Site Supervisor in a timely manner. To the extent practicable, the Site Supervisor will work with the Manager to adhere to the requirements and needs of volunteers to help fulfill requested needs.

Volunteer Liability Insurance

Volunteers are generally covered under the Local Government Tort Claims Act (Md. Ann. Code, Cts. & Jud. Proc. Art., §§ 5-301 through 5-304 (2002 repl. vol., as amended), hereinafter "LGTCA"). The purpose of the LGTCA is to provide a remedy for those injured by local government officers and employees acting without malice and in the scope of employment

while ensuring that the financial burden of compensation is carried by the local government ultimately responsible for the public employee's actions.

Section 5-301(c) of the Local Government Tort Claims Act defines "employee" as including: (1) Any employee, either within or without a classified service or merit system; (ii) An appointed or elected official; or (iii) A volunteer who, at the request of the local government, and under its control and direction, was providing services or performing duties.

Documentation of a volunteer's schedule, including the date and time of service and the services performed, is required to verify that they were on duty if an incident occurs. To ensure accurate information is always on file, volunteers must have completed applications on file and must appropriately record volunteer hours.

All claims must be reported immediately to the Site Supervisor, who will notify the Manager. The Manager will handle the processing with Risk Management.

Workers' Compensation

Except CSWs, volunteers for CCPR who sustain an injury while performing volunteer service must report any injury immediately to their Site Supervisor and complete the required injury reports.

Volunteers shall follow the same policies and procedures for reporting and treating volunteer injuries as CCPR staff use for employee work-related injuries

Recognition & Benefits

A recognition and benefits program will be developed to reward and showcase the extraordinary efforts of CCPR volunteers. Recognition of volunteers and all those involved in the volunteer program will be an on-going process apparent by staff attitudes and actions which demonstrate continued support, appreciation, and recognition of volunteer contributions. Recognitions can take many forms, such as informally as a "thank you" during their time working. Formal recognition can include small gifts meant as tokens of appreciation or nominations for awards and proclamations.

Additionally, recognition ceremonies may be organized for volunteers to be awarded for their special contributions and service.

CSWs and volunteers engaged in the In-Kind Exchange Program are ineligible for formal recognition. Any benefits received are determined by executed agreements with the County.

Conflicts of Interest

CCPR employees and family members may serve as volunteers so long as the duties performed are not part of their regular work responsibilities, in violation of approved ethical standards, and/or the Fair Labor Standards Act.

CCPR volunteers must abide by all Conflict of Interest guidelines and policies set forth in the Ethics Chapter 41 of the Code of Calvert County. These guidelines include accepting gratuities, using a position to obtain or attempt to obtain any special preferences, privileges, or exemptions, disclosure of confidential information gained by the volunteer position, and more. However, special privileges or rewards given to volunteers as a result of specific job duties

(discounted golf course fees, complimentary passes to CCPR facilities, t-shirts, awards, access to events, etc.) are excluded from the above guidelines.

Dismissal of a Volunteer

Volunteers agree that CCPR may at any time, for whatever reason, decide to terminate the volunteer's relationship with CCPR. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with CCPR. Notice of such a decision should be communicated as soon as possible to the Site Supervisor.

In order to maintain the integrity of programs provided by CCPR and a high level of service, a volunteer may be reassigned or dismissed as deemed necessary at the sole and absolute discretion of the Manager.

Re-Screening

The manager will re-screen and ask for updated personal contact, emergency contact, and other necessary information on an annual basis in January from all volunteers within the Department's volunteer database. Whether an interview or volunteer review is completed during the re-screening process is at the discretion of each site supervisor.

Volunteer Database

A Volunteer Management System will be implemented for the ease of scheduling, tracking, and maintaining the effectiveness of the volunteer program. The management system should provide a multitude of resources that effectively manage the volunteer information, schedules, volunteer hours, communication, application, and other necessary items. The system will be managed by the Manager and the Manager may provide secure access to Site Supervisors for their volunteer needs. Communication and record keeping will fall under the oversight of the Manager for all volunteer program needs.

Requirements of Volunteers

- 1) Volunteers under the age of eighteen (18) must always have adult supervision during their assigned volunteer duties and may volunteer only if the parent or guardian signs the Volunteer Agreement.
- 2) Volunteers will not operate County equipment without proper licensing, certification, approved training, and prior approval from the Manager and Risk Management.
- 3) Volunteers will not assist with financial transactions.
- 4) Volunteers will not drive County vehicles.

Goals & Evaluation of Volunteers and the Volunteer Program

Regular Volunteers will go through an evaluation process at the end of each volunteer session, at the end of a long-term assignment, or annually, depending on the type of volunteer and service provided. The manager will work with applicable CCPR staff on scheduling evaluations with volunteers to discuss their performance throughout an assignment or annually. This evaluation must include a question regarding what the volunteer has gained through the experience and what may be done to make it better, as well as an overview of what the volunteer has assisted CCPR in over the term of the assignment or annually.

The Manager will create a set of quantitative and qualitative goals annually to measure the effectiveness, costs, and benefits of the volunteer program. Examples of potential goals will

include the total number of active volunteers, the total number of volunteer hours served, the percentage of volunteer opportunities filled, and more.

Qualitative goals and evaluations will be conducted by the Manager and Site Supervisors to determine the quality of the volunteer program and provide any feedback for improvement in the future.

The Manager and CCPR will use the information gathered from the evaluations and compare it to the set goals to make any future decisions with the volunteer program.

V. Community Service Workers

CSWs will be referred to CCPR through the Calvert County Sheriff's Office, State's Attorney's Office Community Service Coordinator, or other appropriate agency. CSW will always be supervised by a designated CCPR employee. CCPR does not accept any CSW under the age of eighteen (18) years of age (i.e. - minor/juvenile).

CCPR will not accept a CSW who has been convicted of a crime that falls under the following titles of the Maryland Annotated Code, *Criminal Law Article*: § 14-101, as amended (crimes of violence); Title 3, Subtitle 3, as amended (sexual crimes) and Title 7, Subtitle 1, as amended (crimes involving theft).

CSW will be able to volunteer and earn community service hours for the following positions when minors are not present:

1. Park & ground maintenance
2. Trash clean up in parks
3. Cleaning facilities

VI. Internships

This policy covers individuals working as unpaid interns. Individuals in paid internships are considered county employees and are covered under the County Personnel Policy.

VII. Volunteer Handbook

Volunteers and interns are subject to the further provisions of the Volunteer Handbook.

VIII. Amendments

These policies, procedures, and guidelines will be reviewed every two (2) years and may be amended from time-to-time as deemed necessary and appropriate by the CCPR Director in consultation with the Human Resources Director.

IX. Exceptions

Exceptions to the Policy will be considered on a case-by-case basis with the support and approval of the Human Resources Director and the Parks and Recreation Director.