

**County of San Bernardino
Department of Behavioral Health**

Volunteer Request and Registration Procedure

Effective Date 06/15/09
Revised Date 03/19/13



CaSonya Thomas, Director

Purpose To acquaint Department of Behavioral Health (DBH) staff with the solicitation and registration procedures of volunteers.

Requesting Volunteers To request a volunteer complete the [Volunteer Services Program Request Form](#) and submit to the Volunteer Services Coordinator.

Registration Procedure The following steps describe the volunteer registration procedure.

Step	Who	Description
1	Prospective Volunteer	Complete volunteer application and forward copy to Volunteer Services Coordinator
2	Volunteer Services Coordinator	<ul style="list-style-type: none"> • Check volunteer's references • Verify volunteer information and availability • Contact Program Managers to verify availability and approval for volunteer placement • Forward application to payroll once volunteer is approved
3	Payroll	<ul style="list-style-type: none"> • Schedules: <ul style="list-style-type: none"> – Department of Justice background checks – Tuberculosis test(s) • Refer to Compliance for Exclusion/Sanction check • Confirm volunteer is approved with the Human Resources Office and Center of Employee Health and Wellness (CEHW) • Inform Volunteer Services Coordinator of volunteer's clearance • Create ID badges for volunteer

Continued on next page

County of San Bernardino Department of Behavioral Health

Volunteer Request and Registration Procedure, Continued

Registration Procedure (continued)

Step	Who	Description
4	Volunteer Services Coordinator	<ul style="list-style-type: none"> • Informs volunteer and Program Manager/Supervisor of clearance • Schedules orientation • Enrolls volunteer for online training in Essential Training • Contact IT to provide access to Outlook

Additional Volunteer Services Coordinator Responsibilities

The Volunteer Services Coordinator shall maintain adequate records that include:

- Volunteer's name
- Program placement
- Starting date
- Termination date
- Collecting monthly [Activity Summary Report](#) from each volunteer and compiles the hours the volunteer completed in the previous month

Program Manager/Supervisor Responsibilities

The Program Manager/Supervisor shall follow the responsibilities listed in the [Volunteer Program Policy](#).

Volunteer Requirements

Volunteers will need to:

- Attend orientation (if applicable)
- Complete online training for
 - New Hire Introductory 2240
 - HIPAA
 - ArrowCare
 - Non-violent Crisis Intervention (NVCi)
- Take a picture for DBH volunteer badge
- Adhere to County and DBH policies and procedures and applicable laws, rules and regulations

Note: Additional training may be required for some worksites

Continued on next page

County of San Bernardino Department of Behavioral Health

Volunteer Request and Registration Procedure, Continued

Volunteer Separation Report

The Program Manager/Supervisor will complete a Volunteer Separation Report if a volunteer separates from DBH for any of the reasons listed below:

- End of volunteer placement
 - Dismissal
 - Job abandonment/left without notice
 - Hired as an employee
 - Converted to unpaid Intern
 - Any other reason not listed above
-

Related Document

DBH SPM HR4013 [Volunteer Program Policy](#)
