

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

Volunteer Request and Registration Procedure

Effective Date 06/15/09
Approval Date 06/15/09



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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.

| Stage | Who | Description |
|-------|--------------------------------|--|
| 1 | Prospective Volunteer | Completes volunteer application and forwards copy to Volunteer Services Coordinator |
| 2 | Volunteer Services Coordinator | Completes the following: <ul style="list-style-type: none"> • Checks volunteer's references • Verifies volunteer information and availability • Contacts Program Managers to verify availability and approval for volunteer placement • Forwards application to payroll once volunteer is approved |
| 3 | Payroll | Completes the following: <ul style="list-style-type: none"> • Schedules <ul style="list-style-type: none"> – Department of Justice background checks – Excluded/Ineligible screening – Tuberculosis test(s) • Confirms with the Human Resources Office and Center of Employee Health and Wellness (CEHW) each volunteer is approved • Informs Volunteer Services Coordinator of clearance • Creates ID badges for volunteers |

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Volunteer Request and Registration Procedure, Continued

Registration Procedure (continued)

| Stage | Who | Description |
|-------|--------------------------------|---|
| 4 | Volunteer Services Coordinator | Completes the following: <ul style="list-style-type: none"> • Informs volunteer and Program Manager/Supervisor of clearance • Schedules orientation • Enrolls volunteer in online HIPAA course |

Additional Volunteer Services Coordinator Responsibilities

Maintains adequate records to include:

- Volunteer's name
- Program
- Starting date
- Termination date

Program Manager/ Supervisor responsibilities

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

Volunteer requirements

Volunteers will need to:

- Attend orientation (if applicable)
- Complete online HIPAA Course
- Take picture for DBH volunteer badge
- Adhere to County and DBH policies and procedures and applicable regulations
- Additional training may be required for some worksites

Volunteer Termination

The Program Manager/supervisor has the right to refuse or terminate a volunteer at any time. The Program Manager/supervisor will need to contact the Volunteer Services Coordinator to complete the termination process.

Related Documents

[DBH SPM HR4013 Volunteer Program Policy](#)