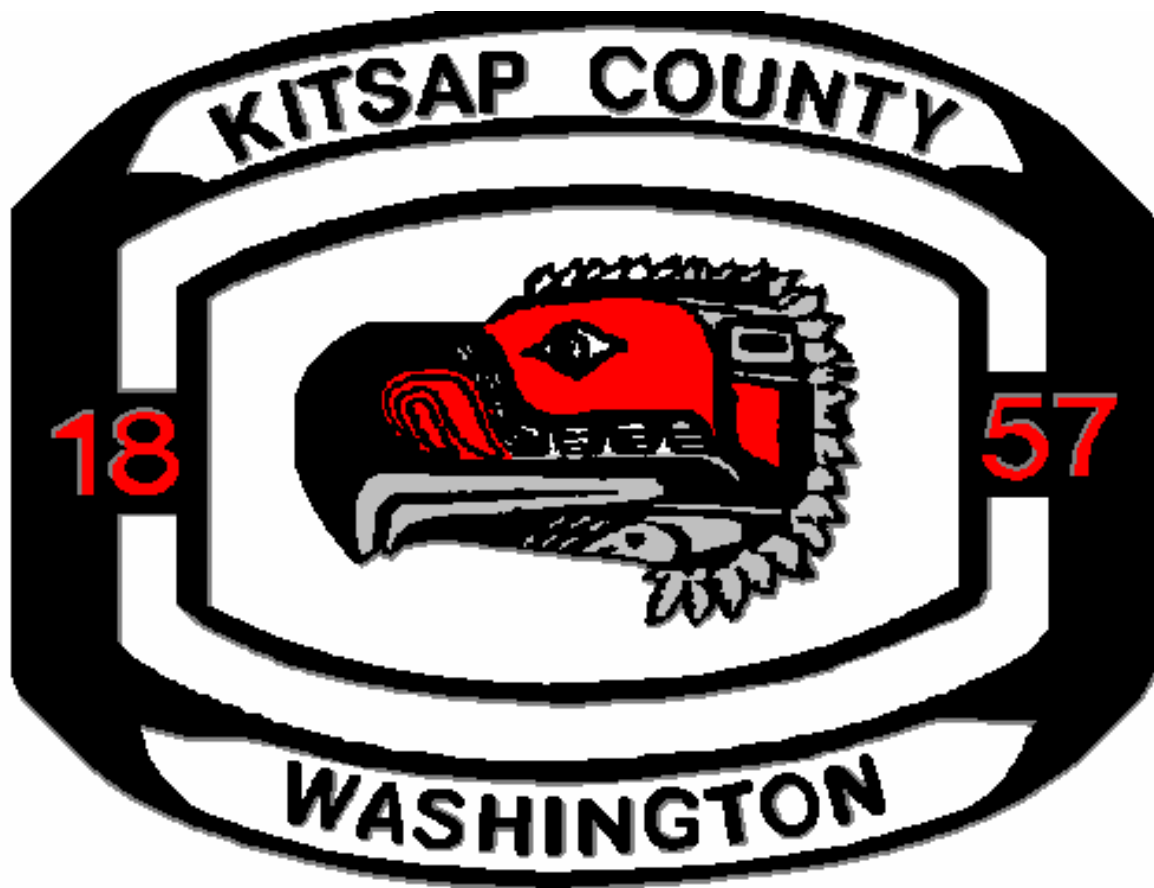


KITSAP COUNTY VOLUNTEER HANDBOOK

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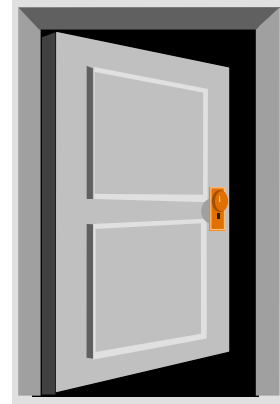


Kitsap County's Mission

Kitsap County government exists to protect the health, safety and welfare of our citizens in an efficient, accessible and effective manner.

Welcome to Kitsap County

This information has been prepared for you, the volunteer, to give you the foundation, the philosophies and the policies that make Kitsap County a wonderful place to volunteer and work. Please remember that this is a general overview and does not necessarily take the place of each department's policies and procedures.



Kitsap County government consists of 20 departments. Many have existing opportunities; others are continuously defining new opportunities for volunteers. Regardless, we are confident that you will find a satisfactory volunteer position that utilizes the skills you possess and enables you to develop new ones.

Kitsap County encourages volunteer participation of persons over the age of 14 (14-17 years of age with parental permission, under 14 with family participation), practicum students, and interns. Anyone with an interest in helping neighbors and making a difference in our community is welcome to apply.

Volunteers are given a Kitsap County Orientation and a department orientation and training at the beginning of their volunteer experience with Kitsap County. Volunteers are expected to adhere to the following policies and procedures.

Kitsap County will do everything possible to make your volunteer experience a positive one. We invite you to offer your ideas and suggestions. Your input enables the county to maintain and improve programs and services. Volunteers are a vital part of government's existence and are deeply appreciated. We wish you success in your volunteer experience and hope this information will be helpful to you as a volunteer for Kitsap County.

Customer Service

A primary function of Kitsap County is service to its customers, the people who live and work in Kitsap County and its visitors. All paid and non-paid staff, whether or not they have public contact, are engaged in providing this customer service. Every person who enters a Kitsap County work site is a customer and should be made to feel as though his or her interests or concerns are important. Every paid staff and volunteer is acting as a representative of Kitsap County to that customer. Remember that the role of the county is not to regulate the customer, but to help the customer meet the requirements imposed by regulations.

Excellence is built on a foundation of professional training and a sincere desire to be of service. We want you to be the best customer service representative you can be, and help us to achieve our commitment to excellence.

Safety

Providing a clean, safe and healthful work environment is a goal of Kitsap County. No job is considered so important or urgent that employees and volunteers cannot take time to perform their job safely.

During your job site orientation, your supervisor will discuss all the applicable safety and health rules with you. If you are unclear about any safety policies and procedures, ask your supervisor or volunteer coordinator.

As a volunteer for Kitsap County, you have the responsibility for your own safety and health. This includes using all required safety devices such as hard hats, seat belts and eye and ear protection if appropriate. You must also notify your supervisor of any physical conditions such as drowsiness due to medication, illness or emotional strain, which may affect your performance and safety.

You are expected to immediately report all work-related accidents, injuries, illnesses and near misses to your supervisor or volunteer coordinator.

Insurance

Accident Insurance

Kitsap County has volunteer accident insurance for any work related injury incurred during the course of a volunteer's official duties, as outlined on the volunteer position description. Coverage is initiated by submission of the Volunteer Placement/Commitment Form to the County Volunteer Coordinator.

The Volunteer Insurance Coverage applies after the volunteer's own group medical or any other primary coverage. The limits for volunteer injury coverage are \$2500 for accidental death and dismemberment, \$25,000 for medical expenses, treatment, and hospitalization and licensed nursing care.

Liability Insurance

Volunteers are also provided with liability coverage. This coverage extends to injury or wrong doing to another person or another person's property while on a volunteer assignment. This policy provides protection for a personal injury or a property damage liability claim arising out of the volunteer's performance of volunteer duties. This coverage is in excess of and non-contributing with any other insurance the volunteer may have. In the case of an accident in a private automobile, the volunteer's own insurance is primary. Kitsap County shall indemnify the volunteer for claims within statutory limits if the claims are greater than the volunteer's insurance liability limits. For indemnification to be available, the volunteer's conduct must have been within the scope of official duty, and it must not constitute willful neglect.

Confidentiality

Due to the nature of services that Kitsap County offers the public, many county departments process information that is confidential and not public record. For that reason, in some Kitsap County departments, you may be asked to sign a Confidentiality Statement indicating that you will keep information to which you have access confidential and not discuss it with anyone other than the staff person with whom you are working.

Discrimination and Harassment

It is our goal to create, foster and maintain an environment in which all individuals are treated with respect and dignity. Present Kitsap County policies prohibit discrimination and harassment based on race, color, national origin, religion, sex, sexual orientation, age or disability in any aspect of employment. This commitment will be supported by the positive, practical efforts of all county employees and volunteers.

It is the intent of Kitsap County that all employees and volunteers will work in an environment free from discrimination and/or harassment by another employee, supervisor, volunteer or non-employee for any reason. Discriminatory conduct in any form undermines morale and the integrity of employment or volunteer relationship, and interferes with productivity.

Kitsap County is committed to eradicating all discrimination in the workplace and specifically condemns sexual harassment of county employees and volunteers by other county employees or volunteers. Watching and listening for indications from co-workers that attention is unwelcome or unwanted, is the first step in preventing problems. Actively speaking up and supporting co-workers who are victims shows that you take the problems of discrimination and sexual harassment seriously.

If, as a volunteer for Kitsap County, you feel you or anyone else who may be the subject of discrimination or harassment, you may contact anyone on your department management team that you feel comfortable with, the County Volunteer Services Coordinator or someone in Kitsap County Personnel. Any reports of discrimination or harassment will be examined impartially and resolved promptly.

Electronic Communications Policy*

Kitsap County's electronic communication systems, including telephones, e-mail, voice mail, faxes and Internet, are available to conduct county business in a timely and efficient manner. All communications are to be professional and appropriate and users are prohibited from using electronic communications for the solicitation of funds, political messages, harassing messages or personal use. Furthermore, all electronic data are the property of Kitsap County and may be considered public records.

Prevention of Workplace Violence*

Kitsap County recognizes that a workplace safe from the fear of violence is fundamental to the health and well being of employees, volunteers and the public. Kitsap County will not tolerate acts or threats of violence, which involve or affect employees and volunteers and therefore prohibit workplace violence and the possession of weapons by employees and volunteers while conducting county business, on the job and at the worksite.

If you feel threatened, you should retreat and request intervention from a supervisor or other available management staff. If fear of violence is imminent, immediately retreat and contact 911.

Drug Free Workplace*

Kitsap County expects its employees and volunteers to report to work free from drug and/or alcohol impairment and to remain at work in a condition that enables them to perform their job duties in a safe, efficient, legal and professional manner. Kitsap County encourages employees and volunteers who may have an alcohol and/or drug use problem to voluntarily seek evaluation and treatment that will lead to successful rehabilitation. Volunteers must abide by the provisions of this policy as a condition of volunteer service.



***If you have further questions please ask your Supervisor or the County Volunteer Coordinator for a copy of any of these County Policies.**

Volunteer Rights and Responsibilities

As a Kitsap County volunteer you have the right to:

- An interview and orientation
- Adequate supervision and training
- Clear and specific directions
- The opportunity to offer feedback and ask questions
- Expect regular feedback on the job you are doing
- Receive adequate space, equipment and supplies to perform your job
- Be respected in your workplace
- Receive appropriate recognition for your contribution

As a Kitsap County volunteer it is your responsibility to:

- Report promptly at the time agreed upon and notify your supervisor ahead of time if you are unable to be there at that time/day
- Dress appropriately for the setting and the task at hand
- Ask you supervisor if you are unsure of the expected dress code
- Carry out your duties in a safe, responsible way
- Keep track of the hours you work on the form provided
- Maintain the confidentiality of information revealed to you regarding clients and coworkers
- Work within the guidelines of your job description and accept supervision
- Observe the same rules and policies as Kitsap County paid staff
- Consider volunteering a serious commitment
- Offer feedback and suggestions
- Attend regularly scheduled meetings

Kitsap County Citizen Advisory Boards

For information about any of the following commissions, boards, or committees, please contact the Kitsap County Volunteer Coordinator, Kitsap County Courthouse, 614 Division St. MS-7, Port Orchard, WA 98366, 337-4650 or e-mail: jkoske@co.kitsap.wa.us.

AREA AGENCY ON AGING ADVISORY COUNCIL

This twelve member council advises the Area Agency on Aging in the development and implementation of the Area Plan for Aging Services, conduct public hearings, represent the interests of older persons and review and comment on all community policies, programs and actions which affect older persons. Members are appointed to three-year terms and a majority must be at least 60 years old.

ARTS ADVISORY BOARD

The Arts Board was established in August 2001 to promote and encourage private and public programs to further the development and public awareness of and interest in the arts and cultural properties. The board advises the Commissioners on the integrations of arts into the architecture of county structures.

BOARD OF EQUALIZATION

The Board considers appeals received on the value of properties in Kitsap County. Members review cases based on citizen assessment appeals and determine equalization of values of personal and real property taxes. Three to seven members serve three-year terms.

CENTRAL KITSAP COMMUNITY COUNCIL

Fifteen members appointed and two youth from the Central Kitsap area review and make recommendations to the Board of Commissioners on growth management issues and other items of community concern. Members are appointed to three-year terms.

CITIZENS BUDGET COMMITTEE

This group is tasked with reviewing county programs and services and making recommendations on what types of and how services should be provided in the future. The committee examines the county's revenues, expenditures and mandated costs and makes recommendations for a sustainable budget to support those services.

COMMISSION ON CHILDREN AND YOUTH

Up to twenty-four members are appointed to represent health and social services, law and justice, the military, education, parks and recreation, business, youth and the community. The commission provides advice on the needs of children, youth and families; facilitates coordination of information and services; and advocates for a community environment that fosters healthy families and children.

COUNCIL FOR HUMAN RIGHTS

The council's twelve members advise the Commissioners on issues related to prejudice and discrimination, racially motivated violence and malicious harassment. The council promotes equitable treatment of all citizens and works to reduce prejudice and its effects through prevention policies, education, resource referrals, and advocacy. Citizens are appointed for three-year terms.

DEVELOPMENTAL DISABILITIES ADVISORY BOARD

The board consists of nine to twelve members representing parents, business, schools, medical professionals and other concerned citizens. Members review service plans, funding applications and budgets and make recommendations regarding developmental disabilities services to be funded through the county. They also provide community education on developmental disabilities.

ENERGY CONSERVATION ADVISORY COMMITTEE

This committee, made up of citizens and county staff, makes recommendations to the BOCC on what measures can be implemented to conserve energy in order to reduce energy costs and promote economic and environmental sustainability.

FAIR ADVISORY BOARD

The board advises and acts as community liaison with respect to planning and operations of the annual Kitsap County Fair. Its eight members are unpaid volunteers from throughout Kitsap County and are appointed to three year terms for each of the following areas of responsibility: Concession Director, Commercial Director, Entertainment Director, Finance Director, Livestock Director, Open Class Exhibit Director, Rodeo Director and Security Director.

FERRY ADVISORY COMMITTEES

Bainbridge, Bremerton, Kingston and Southworth Ferry Advisory Committees collect input from ferry riders from their terminal and keep riders informed on issues affecting terminal service. FAC's convey user suggestions, complaints and needs and promote improvements to Washington State Ferry management and the Kitsap Regional Coordinating Council.

GREATER HANSVILLE CITIZEN ADVISORY COUNCIL

This 30 member committee was formed to communicate with and represent the interests of the Greater Hansville Area (GHA) with Kitsap County and other government entities, and other individuals and organizations to prioritize, organize and facilitate enactment of GHA mandated goals in accordance with the GHA community's values.

KINGSTON CITIZEN ADVISORY COUNCIL

This council was formed to foster communication within the Kingston Community and to help develop and promote a sense of community vision and pride. Members bring issues and county projects to the attention of the Kingston community and provide a means for receiving and conveying the community response to the county.

KITSAP REGIONAL LIBRARY BOARD

The board is responsible for adoption of rules and regulations of the government of the Kitsap County library system. They establish and administer the annual budget, review and set annual property tax levy and evaluates organizational needs for the orderly and efficient and management and control of area libraries. Five trustees are appointed to serve five-year terms.

LONG TERM CARE OMBUDSMAN ADVISORY BOARD

The nine to eleven members represent legal specialists, senior advocates, long-term-care providers, mental health specialists, consumers and other interests. Members advise the Regional Long-Term-Care Ombudsman on local recruitment and support of volunteer ombudsmen, on dissemination of public information regarding program services and on local program priorities and operation.

NOXIOUS WEED CONTROL BOARD

As a new board established in 1999 they develop policy and guidelines to assure compliance with state, federal and other weed control regulations. The board will monitor and implement rules and regulations for an effective weed control program. Five members will be appointed to serve four-year terms. Four members must be engaged in agricultural practices.

OLYMPIC WORKFORCE DEVELOPMENT COUNCIL

The Council works with the county commissioners of the Olympic Consortium to provide strategic planning and policy guidance for workforce development activities in the Kitsap/Clallam/Jefferson County service area. Members represent business, organized labor, education, economic development, public welfare and employment agencies.

PARKS AND RECREATION ADVISORY BOARD

The purpose of the Park and Recreation Advisory Board is to provide timely advice to the Parks Director and the County Commissioners regarding the acquisition, development and administration of park properties. The group may also be asked to address specific issues related to property acquisition, park improvements and recreation programs. The twelve members are appointed to three-year terms.

PENINSULA REGIONAL SUPPORT NETWORK ADVISORY BOARD

This state-required board provides policy guidance and program oversight for mental health programs within the Kitsap-Clallam Jefferson County region. The board develops a service plan and helps determine procedures for the delivery of mental health services in all three counties. Five members are appointed from each county.

PLANNING COMMISSION

The Commission assists the Department of Community Development in carrying out its duties, including assistance in the preparation and implementation of the Comprehensive Land Use Plan. The Commission conducts public hearings and makes recommendations to the Kitsap County Board of Commissioners. Three members from each Commissioner District are appointed to four-year terms.

PUBLIC ACCESS TELEVISION ADVISORY BOARD

The committee acts as an advisory body to the City of Bremerton Council, and the Kitsap County Commissioners. They make recommendations on policy relating to services and facilities, promote community outreach and provide a forum for citizen concerns regarding use of facilities, programming and other related issues. The County appoints three representatives for two-year terms and one youth is appointed jointly by the City of Bremerton and Kitsap County.

SHERIFF'S CIVIL SERVICE COMMISSION

This three-member commission establishes a merit system of employment and makes rules and regulations detailing the manner in which examinations, appointments, promotions, reallocations, reinstatements, demotions, suspensions and discharges are made related to employees of the Kitsap County Sheriff's office. The commission also hears and determines appeals.

SOLID WASTE ADVISORY COMMITTEE (SWAC)

The SWAC assists in the development of programs and policies concerning solid waste handling and disposal. They are also charged to review and comment upon proposed rules, policies or ordinances concerning solid waste issues prior to their adoption. A minimum number of nine members are appointed by the incorporated cities, the Tribes, and the Kitsap County Commissioners.

SUBSTANCE ABUSE ADVISORY BOARD

Up to nine members are appointed to review all service plans, applications for funding, and expenditure budgets. They also make recommendations about treatment and prevention programs funded through the County. Members are chosen for their concern for alcoholism and other drug related problems.

SUQUAMISH CITIZEN ADVISORY COMMITTEE

This twelve member committee was established to actively facilitate communication among the Suquamish Community; develop and promote a sense of community vision and pride; communicate to the County, Suquamish Tribe and other government entities the desires and concerns of the Suquamish community; and to bring to the Suquamish community issues and projects of the County and Suquamish Tribe, and provide a means for receiving and conveying to the County and Suquamish Tribe the community response.

SURFACE & STORMWATER MANAGEMENT ADVISORY COMMITTEE

This committee reviews existing and proposed watershed management plans, county land use plans, the Puget Sound Water Quality Management Plan, pending Federal stormwater regulations and SSWM's on-going and proposed activities and provides recommendations to the Program Director for program improvements. There are eighteen members, with one member from each of the three districts appointed by the Board of Commissioners.

TRANSPORTATION PLANNING ADVISORY COMMITTEE

The mission of this committee is to advise the Public Works Director and Transportation Planners on transportation issues and decisions and in the development of policies and procedures that pertains to long-range transportation planning and management.

VETERANS ADVISORY BOARD

This board was formed in 2006 to advise the County Commissioners on the needs of local indigent veterans, the resources available and the programs that could benefit indigent veterans and their families.