



# Jefferson County Volunteer Code of Conduct



This Code of conduct applies to all individuals who act in a volunteer capacity. This form is the first step in Jefferson County's volunteer review and assessment process. All potential volunteers will complete a background investigation. The County reserves the right to deny volunteer service. The data furnished on this form is provided on a voluntary basis and will be used to contact, interview, and place volunteers.

Jefferson County volunteers are expected to conduct themselves and the work they perform on behalf of Jefferson County in a manner that does not detract from the public's trust and confidence in the county. Accordingly, all volunteers must comply with the Code of Conduct described below.

## Policies

1. Volunteers will not use their position for their own personal benefit.
2. Volunteers will not seek or accept any financial advantage or gain that may be offered as a result of the volunteer's affiliation with the County. Any known or potential conflicts of interest must be disclosed to the County's Emergency Management Director within seven days.
3. Volunteers will not publicly utilize any County affiliation in connection with the promotion of partisan politics or religious matters.
4. Volunteers will not disclose any confidential information that is available solely as a result of their service, to any person not authorized to receive such information, or use to the disadvantage of the County any such confidential information, without the express authorization of the County.
5. Volunteers will not knowingly take any action or make any statement intended to influence the conduct of the Volunteer Group in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has significant interest or affiliation.
6. Volunteers will operate and/or act only in a manner that is in the best interests of the County.
7. Volunteers will not engage in any inappropriate behavior that would jeopardize the program's effectiveness and sustainability, to include: profane language, public criticism of a team member, or purposefully jeopardizing the safety of the public or a team member.

8. Volunteers do not have a legal duty to act and are not required to respond to incidents in the immediate area, nor to recall requests. Once responded, however, volunteers must follow safe and effective practices at all times. Volunteers who abandon their duty assignment, act outside of their training or Scope of Work, or otherwise violate policies or this Code of Conduct are subject to termination.
9. Volunteers will report all unsafe situations, activities or practices immediately and take appropriate protective action for themselves and bystanders.
10. Volunteers will bring or wear appropriate Personal Protective Equipment (PPE): hard hat, vest, dust mask, goggles, gloves (latex and/or leather), sturdy shoes, long pants, flashlight, bottled water, food, etc. Shorts, sandals, and open toed shoes are strictly prohibited when responding to an incident and/or training event. If scope of work requires certain PPE, the County will provide it.
11. Volunteers will limit their actions to their physical and resource abilities as determined by, but are not limited to, equipment availability, physical abilities, knowledge, authority, and hazards.

Jefferson County expects all staff and volunteers to abide by this Code of Conduct. These are minimum standards and by no means cover every contingency. However, any failure to comply with these standards will be sufficient grounds for disciplinary action up to and including removal of the individual from their volunteer position.

*Notice: Volunteers are not considered to be County employees. Injury compensation is provided through the Washington State Department of Labor & Industries. All volunteers are required to submit a Volunteer Timesheet for this purpose. Timesheets must be submitted via the volunteers IntLive profile.*

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Signature

\_\_\_\_\_  
Date