

**2911.3500 VOLUNTEERS.**

When volunteers are used in facility programs, a written policy and procedure shall provide that a staff member is responsible for coordinating the volunteer service program. The policy includes the following elements:

- A. lines of authority, responsibility, and accountability for the volunteer services;
- B. a procedure for the screening and selection of volunteers;
- C. an orientation training program appropriate to the nature of the assignment;
- D. a requirement that volunteers agree in writing to abide by all facility rules and policies, with emphasis on security and confidentiality of information; and
- E. a statement that the administrator may discontinue a volunteer activity at any time by written notice.

**Statutory Authority:** *MS s 241.021*

**History:** *23 SR 1834; 38 SR 523*

**Published Electronically:** *December 20, 2013*