

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorder-Administration

Policy Number: HHS-SUD-ADM 8109

Policy Title: Volunteer Background Checks

Attachments:

Revision History: 3/2018

Revised by/Date: Mark Watters/Holly Hunter 1/29/2020

Approved by: *Mark Watters*

Date: *2/28/20*

Mark Watters, Substance Use Disorder Director

Approved by:

Date:

Nicole Anderson, Commissioner of HHS

NA

3-4-2020

POLICY STATEMENT: All volunteers at Mille Lacs Band of Ojibwe’s Substance Use Disorder Department must either pass a background check or be directly supervised by a program staff member during contact with clients.

PURPOSE: The purpose of this policy is to provide a safe environment for clients and staff.

PROCEDURE: All volunteers will sign in and will be tracked with the Volunteer Log. A designated staff person will be assigned to be responsible to maintain the Volunteer Log and report any discrepancies to the Director or Program Manager, or their designee for resolution.

All volunteers that are unsupervised, must have a current background check on file, and if they have not volunteered within the previous 90 days must complete and pass a new background check. If the volunteer has no current background check on file, they must be supervised at all times during client contact.

- A. Requirements for supervised volunteers:
 1. Must be at least 18 years old.
 2. Must be a planned program activity.
 3. Must be coordinated with designated staff person responsible for the activity.
 4. May not volunteer at the site in which they received services within the last 6 months.
 5. A background check is **NOT** required as they will be in the presence of a staff person.
- B. Requirements for unsupervised volunteers who come on a regular basis to programs:
 1. Must be at least 18 years old.
 2. Must be a planned program activity.
 3. Must be coordinated with designated staff person responsible for the activity.
 4. May not volunteer at the site in which they received services within the last 6 months.
 5. **MUST** have a satisfactory background check completed.

Internal and/or External References	
Compliance - Posting Date	<i>3/4/2020</i> PH
Replaces – Policy Number	
Next Review - Due Date	<i>3/4/2023</i>