

JEFFERSON COUNTY
LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE
COURTHOUSE, ROOM 112 / 320 S MAIN STREET / JEFFERSON WI 53549

FRIDAY, JANUARY 25, 2013 @ 8:30 A.M.

COMMITTEE MEMBERS: PAUL BABCOCK, GEORGE JAECKEL,
DWAYNE MORRIS, ED MORSE, PAM ROGERS

1. CALL TO ORDER
2. ROLL CALL (ESTABLISH A QUORUM)
3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW
4. REVIEW THE AGENDA
5. COMMUNICATIONS
6. CITIZEN COMMENTS
7. APPROVAL OF MINUTES FROM THE DECEMBER 28, 2012 MEETING
8. COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) FEBRUARY RESOLUTION
9. VEHICLE FOR EMERGENCY MANAGEMENT
10. CONTINUITY OF OPERATIONS PLAN
11. WE VOLUNTEER
12. HAZARD MITIGATION PLANNING GRANT
13. SIMCOM EXERCISE 2013
14. TRAINING / EXERCISE
 - a. WI VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD) FAITH BASED CONFERENCE, MARCH 3-5, 2013
 - b. WI EMERGENCY MANAGEMENT GOVERNORS CONFERENCE, MARCH 6-8, 2013
 - c. COMPUTER-AIDED MANAGEMENT OF EMERGENCY OPERATIONS (CAMEO) MAPPING APPLICATIONS FOR RESPONSE PLANNING & LOCAL OPERATIONAL TASKS (MARPLOT) AREAL LOCATIONS OF HAZARDOUS ATMOSPHERES (ALOHA) TRAINING, FEBRUARY 19-21/13
 - d. TABLETOP EXERCISE – WATERTOWN WWTP. 10/25/12
 - e. TABLETOP EXERCISE – FORT ATKINSON WATER UTILITY, 12/18/12
 - f. PRESENTATION TO NURSING STUDENTS, 11/29/12
15. TIME & PLACE OF NEXT MEETING – FEBRUARY 22, 2013 AT 8:30 A.M.
16. ADJOURN

THE COMMITTEE MAY DISCUSS AND/OR TAKE ACTION ON ANY ITEM SPECIFICALLY LISTED ON THE AGENDA

INDIVIDUALS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE COUNTY ADMINISTRATOR AT 920-674-7101 24 HOURS PRIOR TO THE MEETING SO APPROPRIATE ARRANGEMENTS CAN BE MADE.

COUNTY BOARD COMMITTEE MINUTES

COMMITTEE: LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

DATE: December 28, 2012

Meeting called to order by Paul Babcock at 8:30 a.m. Members of the committee present were: Paul Babcock, George Jaeckel, Pam Rogers, Ed Morse

Others present were: John Molinaro, Gary Petre, Sheriff Milbrath, Captain Scott

Absent: Dwayne Morris

Compliance with open meetings law: Gary Petre assured compliance.

Approve agenda: The agenda was approved as presented.

Approval of minutes: A motion was made by Pam Rogers, and seconded by George Jaeckel that the November 30, 2012 minutes be approved as printed. Motion carried.

Public Comment: None

Communications: None.

Status of hiring at the Sheriff's Office: The Sheriff's Office will be conducting interviews with three deputy candidates the second week in January to hire two. One of the recent hires is working part-time in the courthouse security area until sometime in January when he will be moving to full time. Another will be coming from the Clerk of Courts office in January and will be going directly to the Police Academy before beginning her duties at the Sheriff's Office. Captain Scott said the new hires that start out part time working in the security area seem to transition very well to full-time because they get to know some of the people and get more acclimated. At this time, a couple jail deputies will be retiring next year, one in February and the other in the fall. Backgrounds are being done on the next segment of candidates from the eligibility list now so the Civil Service Commission will likely be conducting interviews sometime in the spring for this next group.

Gary Petre mentioned that a part-time position for a custodian at the Sheriff's Office has also been requested. One of the current part-time custodians will be moving to a full-time custodian position in the courthouse (Pat is retiring). Until a new person is hired, the Sheriff's Office will contract with a cleaning service (daytime) to fill in. The cost will be covered by the wages budgeted for the custodian that is transferring.

Grants – Status of ongoing or new grants: There is a very good possibility the Sheriff's Office will receive more funding from Wisconsin Clean Cities toward propane systems. They have money left over but it is not a guarantee and the amount is not known yet. The Sheriff's Office is also applying for a grant from the Wisconsin Propane Council in the amount of \$10,000. A propane distributor needs to authorize an agency to receive this grant but since the Sheriff's Office buys a lot of propane, that was not an issue. If Wisconsin Clean Cities continues to fund the propane systems, the grant money from the Wisconsin Propane Council could be used for propane systems in other areas of the county. John Molinaro and the Sheriff talked about compressed natural gas and the fact that years ago it took a long time to fill a tank but has become much faster. The United States has a lot of natural gas which is a good part of the reason that alternative fuel is being pushed especially

for fleet vehicles. Since the Sheriff's Office already is using propane, there is no cost benefit to switch to natural gas. Both are clean burning fuels. It is expensive to build stations for compressed natural gas but it likely will become more widespread in the future as alternative fuel vehicles will probably be more common. MPG is very similar comparing gas with propane. The Sheriff's Office is very fortunate because we have the right connections and have someone that can install the systems on site, getting them up and running quickly.

Sheriff Milbrath recently received notification for the Enbridge grant which is a small grant used to purchase equipment. In addition, the Sheriff's Office will also be applying for the Canadian Pipeline grant. This grant amount is larger but there is more competition for it.

Captain Scott added that the propane systems have been left on the squads that are sold after rotating them out of the fleet (the systems are disconnected but still on the vehicle). There have been inquiries as to reconnecting the system for use by the buyers of these old squads.

Report from the Sheriff: The jail kitchen has been very fortunate with a community outpouring of food donations. As of about a week ago, the jail kitchen had received about \$68,000 of donated food items. Sheriff Milbrath felt the amount would end up around \$73,000 by the end of the year. The kitchen has been getting a lot of fresh fruit and vegetables, lately a large amount of potatoes. These fresh items really help the dietary requirements for the inmates and reduce complaints that the food is not fresh and/or is not good. Ed Morse asked whether the Sheriff's Office has to solicit these donations and the Sheriff replied that once the donations start, there really isn't much solicitation. Many thank you letters and some press coverage generally keeps the word out there for donations.

Pam Rogers inquired about any comments regarding the retired officer who was embezzling money from the Drug Task Force that they read about in the paper. The Sheriff said he hasn't heard a lot of comments but most have generally been supportive. Changes have been made at the Task Force after this investigation was brought forward. The retired officer is not in jail at this time and is waiting for his first appearance in court. A question was raised as to whether he was fired at the time this started and the Sheriff said there wasn't enough information for termination at the time and the only option for the Sheriff's Office would have been to put him on paid leave which really wasn't considered an option for them. The officer decided to resign. John Molinaro said the only negative thing he has seen regarding the case is that the paper had an article reporting that the county has had four of these incidences in the last 10 years. However, he felt that this is not uncommon. Most companies, especially larger ones, will have these issues and likely more of them. Gary Petre commented that you just don't hear about it as often with the private sector. The Sheriff added that this case caused a lot of embarrassment for the department and devastated the Task Force. Credibility for that unit is very important and they have been steadily trying to move on. The public has been made aware of the situation and hopefully know that the Sheriff's Office holds their people accountable. The Drug Task Force Steering Committee which is made up of area chiefs of police that are part of the Task Force brought up some concerns about questionable expenses last year and that's how the discrepancies were found. This led to an audit of everything (using the county's auditor) with that unit. The investigation was then turned over to DCI. Because a lot of the Task Force funding is through grants, the books are audited by the federal and state governments as well. John Molinaro added that if someone really wants to take advantage of the system it can be done without discovery right away as it is generally small amounts over time.

The Sheriff mentioned that they are going through the Town of Sumner contract (policing) as they

now have their own municipal court and the Sheriff's Office will be able to enforce some of their municipal ordinances now on a limited basis as the contract dictates. A contract was also drawn up for the Town of Koshkonong last spring but no action was taken at that time. They now wish to contract some policing in the township. The Sheriff will be attending the next meeting to make any contract changes that may be needed and that would benefit the town.

Review monthly bills and financial items: – The committee approved the monthly recap report for November bills in the amount of \$185,128.50. A spreadsheet summarizing current bills was reviewed by the committee members and they looked over all of the paid invoices.

Some discussion about the budget came up with John Molinaro saying that the Sheriff's Office will be about \$100,000 over budget due to overtime and Workmen's Comp issues. It's a fine line between hiring another person to help offset some overtime and the Sheriff said it won't really cure the problem enough to justify the position. Overtime is tricky and is hard to anticipate. Any little thing can add to the bottom line (such as the homicide in the City of Jefferson in November which was turned over to the Sheriff's Office to handle).

Paul Babcock commended the Sheriff's Office for the efficient handling of the snowstorm last week. The Sheriff mentioned that they had a few extra squads on the road using some of the Support Services deputies and the sergeant.

Review monthly jail and patrol activity reports: Jail and patrol activity reports were reviewed.

Jail assessment fund items: General fund items for the month totaling \$2,464.24.

Next meeting date is January 25, 2013 (Emergency Management).

A motion made by George Jaeckel to adjourn at 9:12 a.m., was seconded by Pam Rogers. Motion carried.

Motions Carried: 2 Lost: 0 .

Signed _____

RESOLUTION NO. 2012-_____

Adopting the County Emergency Response Plan

WHEREAS, Chapter 323 of the Wisconsin Statutes requires that the governing body of each county adopt an emergency management plan and program that is compatible with the state plan of emergency management, in order that the state and its subdivisions will be prepared to cope with emergencies resulting from a disaster or the imminent threat of a disaster, and

WHEREAS, pursuant to § 323.13(1)(b) of the Wisconsin Statutes, the Adjutant General with the approval of the Governor, has developed and adopted the "Wisconsin Emergency Response Plan", and

WHEREAS, the Law Enforcement and Emergency Management Committee reviewed the Jefferson County Emergency Response Plan and finds it is appropriate for this County,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby adopts the Jefferson County Emergency Response Plan as the statutorily required official response plan for Jefferson County.

Fiscal Note: No tax levy funds will be used in conjunction with this resolution.

(The Executive Summary of the Plan is included in the Board's materials. The full Plan can be reviewed in the Office of Emergency Management.)

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Law Enforcement & Emergency Management Committee

02-12-13

Donna Haugom: 01-04-13; Phil Ristow: 01-21-13

JEFFERSON COUNTY CEMP EXECUTIVE SUMMARY

The 2012 Comprehensive Emergency Management Plan (CEMP) is organized into five sections. The Basic Plan provides a general overview and summary of the purpose, responsibilities and operational concepts of the Comprehensive Emergency Management program. Attachment I addresses the emergency management mitigation/prevention phase. Attachment II addresses the emergency management preparedness phase. Attachment III guides the counties response to an emergency through the Emergency Support Functions (ESF's). Attachment IV provides the primary/support matrix for each ESF along with a map of Jefferson County.

Emergency Support Functions or ESF's, identify eighteen areas of specific concentration that may need to be addressed depending on the type of emergency encountered by the County and the agencies/personnel responsible for the primary and support functions. The eighteen ESF's are:

ESF #1 – TRANSPORTATION / Jefferson County Highway Department

Provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of participating agencies to support emergency transportation needs and service restoration activities during emergency or disaster situations.

Attachment 1A – Evacuation / Law Enforcement: Provide for the evacuation of part or all of the population from any threatened or stricken disaster area within Jefferson County to locations providing safety and shelter and to provide guidance for in-place sheltering when evacuation is not feasible.

ESF # 2 – COMMUNICATION / Management Information Systems (MIS)

Support public safety and the operation of government agencies by maintaining continuity of information and telecommunication infrastructure equipment and other technical resources. The emergency communications, notification and warning system are described in the Alert & Warning Emergency Support Function ESF # 22: Public Protection.

Attachment 2A – Warning / Law Enforcement: Provide rapid alert and warnings to the public and key Jefferson County and other officials of an impending or occurring natural emergency, technological emergency, hostile action, or impending conditions that could be hostile or unfriendly to public welfare or safety.

ESF #3 – PUBLIC WORKS / Jefferson County Highway Department

Facilitate protection, repair and restoration of local government owned physical infrastructure for roads, waste management, storm-water management systems, and sewer systems.

Attachment 3A – Damage Assessment: Life Safety Assessment / Law Enforcement: Coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the County so that accurate and timely information on the situation post-emergency are obtained.

Attachment 3B – Debris Management: Provide for the coordination of emergency road clearance, debris collection and disposal

ESF #4 – FIRE FIGHTING / Municipal Fire Departments

Facilitate countywide coordinated use of fire department resources in fire prevention, suppression and control of urban, rural, and wild land fires and other hazardous emergencies.

ESF #5 – EMERGENCY MANAGEMENT / Emergency Management Office

Describe how the Emergency Management Office will collect, analyze, and disseminate information about a potential or actual emergency or disaster to enhance response and recovery activities.

ESF #6 – MASS CARE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES / Human Services Department

Describe a coordination framework and serve as a guide to provide sheltering, mass care, emergency assistance, housing, and human services following an emergency or disaster. Identify key participants and resources to meet access and functional needs populations in mass care and sheltering operations.

Attachment 6A – Functional Needs: To coordinate activities involved with the identification, registering, transportation, sheltering and care of people with functional needs before, during, and after a significant emergency.

ESF #7 – RESOURCE SUPPORT / Emergency Management Office

Provide resources and logistical support for emergency response and recovery efforts, provide for the effective procurement, utilization, prioritization, and conservation of available local resources (equipment and supplies) during emergencies, and provide for acquisition of resources from the state or federal government when local resources are depleted.

ESF #8 – PUBLIC HEALTH / Public Health Department

Coordinate comprehensive public health services during an emergency, excluding mental health services (ESF # 6), hospital and medical services (ESF # 16) and fatality management (ESF # 20), and to provide measures and resources for communicable disease prevention and control (disease surveillance, investigation, containment and communication), including environmental health to first responders and the impacted community.

ESF #9 – SEARCH AND RESCUE / Municipal Fire Departments

Provide a coordinated process of locating, extricating, and providing initial medical treatment to victims trapped, threatened or stranded in harm's way by any emergency or hazardous event when they cannot remove themselves.

ESF #10 – HAZARDOUS MATERIALS / Level B Hazardous Materials Team

Coordinate response to an actual or potential discharge or release of hazardous materials

ESF #11 – AGRICULTURE / Public Health Department

Coordinate and support efforts to respond effectively to an incident involving agriculture, food, natural or cultural resources and provide a process to integrate State and federal response/recovery actions

ESF #12 – ENERGY & UTILITIES / Emergency Management Office

Respond to and recover from shortages and disruptions in the supply and delivery of electricity, telecommunications, wastewater and County public utilities, and other forms of energy and fuels.

ESF #13 – LAW ENFORCEMENT & SECURITY / Law Enforcement Agencies

The overall coordination of the command and control of the County, state, and federal Law Enforcement Agencies personnel and equipment in support of emergency response and recovery operations. This function provides for the timely and coordinated efforts of Law Enforcement Agency personnel for public safety and protection. Activities which relate to evacuation, curfew, traffic management, crowd control, security and other extra-ordinary Law Enforcement Agencies functions are necessary to provide for the safety and welfare of the public within an emergency environment.

ESF #14 – LONG TERM RECOVERY / Emergency Management Office

Support county, local, tribal, nongovernmental organizations (NGOs), the private sector and volunteer efforts to enable community recovery from the long-term consequences of an emergency or disaster. This support consists of available programs and resources to reduce or eliminate risk from future incidents, where possible.

ATTACHMENT 14A – Volunteer and Donations Management: Define the organization, operational concepts, responsibilities and procedures to accomplish volunteer and donations management requirements. The Attachment is designed to include coordination of solicited and/or unsolicited goods, undesignated cash donations, and large numbers of affiliated and unaffiliated (spontaneous) volunteers.

ESF #15 – PUBLIC INFORMATION / Jefferson County Sheriff

Establish a system that gathers and disseminates emergency-related information through the media and directly to the general public. This does not include the Alert and Warning information covered in the Public Protection ESF # #2 and to ensure that sufficient County assets are deployed to provide accurate, coordinated, and timely information to the public, the media, and local, state and federal governmental partners.

ESF #16 – HOSPITAL AND MEDICAL SERVICES / EMS and Hospital

Identify, manage and organize the response of emergency medical care resources. Act as the liaison between local, state and federal agencies in the coordination of emergency response and emergency medical support.

ESF #17 – ANIMAL AND VETERINARY SERVICES / Public Health Department

Identify, manage, and organize the response of resources needed for the care and disposition of domestic pets, livestock, wildlife, and exotic animals following a significant emergency, and to coordinate emergency response and relief assistance with various municipal, county, state and federal agencies and to provide guidance regarding animal related issues caused by an emergency/ disaster.

ESF #18 – FATALITY MANAGEMENT / Jefferson County Coroner

This addresses general policies and procedures for the mitigation, preparedness, response to and recovery from incidents with fatalities. It also provides an initial coordination framework of mass fatality response activities.

If you would like to receive a full copy of the Comprehensive Emergency Management Plan (CEMP), please contact my office at 920-674-7450. Thank you.

BUSINESS CONTINUATION PLAN

Executive Leadership Team	<p>Planning Roles:</p> <ol style="list-style-type: none">1. Authorize the planning groups to develop the BCP2. Set limitations of authority for recovery3. Establish and maintain current vendor list4. Develop detailed Recovery Roles and supporting schedules for this team5. Approve final documented plan <p>Recovery Roles:</p> <ol style="list-style-type: none">1. Declare the Disaster2. Determine location of Command Center and Alternate Work Site3. Expedite the decision making process during recovery4. Ensure the Teams/Business Units receive the support required to deal with the Event5. Ensure a positive public image by addressing public affairs, customer and media communications, stockholder issues
Business Continuation Project Team	<p>Planning Roles:</p> <ol style="list-style-type: none">1. Overall project management responsibility for the development of an effective BCP: Establishes Assumptions / Recovery Time Objectives, sets timelines, identifies Team / Business Unit members2. Liaison between Teams and Executives3. Develop detailed Recovery Roles and supporting schedules for this team4. Approve Recovery Roles for all Teams5. Review all insurance policies for minimum adequate coverage6. Establish and maintain current vendor list.7. Determine the methods that will be used to test the plan, including a timetable and details of required documentation8. Evaluate and review the test results and the implications to the effectiveness of the BCP. Establish Action List for BCP.9. Develop policies and procedures regarding BCP updates and the appropriate distribution channels for those updates <p>Recovery Roles:</p> <ol style="list-style-type: none">1. Assist Executive Leadership Team with Command Center Meeting2. Implement company-wide communication about disaster3. Coordinate recovery efforts of all Teams and Business Units4. Distribute and collect Daily Diary from all Teams and Business Units5. Liaison between Teams and Executives6. Implement message control center for employees and outside contacts7. Work with Salvage Damage Assessment Team to prepare and submit insurance claim
Facilities Team	<p>Planning Roles:</p> <ol style="list-style-type: none">1. Provide detailed current facility layout2. Identify current facility equipment and security systems3. Develop procedures for evacuation, fire, bomb threats, and police notification.4. Control health and safety issues, environmental concerns, OSHA regulations, etc.5. Identify requirements and obtain Command Centers6. Identify requirements and obtain Alternate Work Sites7. Develop plans to furnish Alternate Work Site8. Establish and maintain current vendor list9. Develop travel and lodging plans for employees10. Develop detailed Recovery Roles and supporting schedules for this team

BUSINESS CONTINUATION PLAN

	<p>11. Develop security measures for damaged facility and Alternate Work Site</p> <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Prepare Command Center for use 2. Prepare and equip Alternate Work Site 3. Provide security for damaged facility and Alternate Work Site 4. Assist Salvage Damage Assessment Team with clean up of damaged facility
IS/IT - Applications Software Team	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Inventory critical application software and data sets required to meet minimum processing requirements 2. Document current back-up procedures 3. Document effective procedures to restore and test real-time applications and libraries 4. Identify reference materials required for recovery 5. Establish and maintain current vendor list. 6. Develop detailed Recovery Roles and supporting schedules for this team 7. Ensure new applications being developed are included and reviewed for BCP 8. Participate in Hot Site testing exercises <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Ensure application software runs at Alternate Work Site 2. Support recovery of IT operations
IS/IT - Hardware Team	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Document current configurations for all hardware 2. Document electrical connection and utility equipment 3. Establish a list of suppliers who can provide immediate lease or purchase of needed equipment 4. Establish and maintain current vendor list 5. Identify reference materials needed for recovery 6. Annually review all equipment for obsolescence 7. Coordinate with Telecom Team to develop and document data-telecom procedures. 8. Plan for required PC's, Printers, etc. for Alternate Work 9. Participates in Hot Site testing exercises 10. Develop detailed Recovery Roles and supporting schedules for this team <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Purchase replacement hardware to meet the minimum processing requirements 2. Install replacement hardware 3. Support recovery of IT operations
IS/IT - Data Center Operations Team	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Develop detailed Recovery Roles and supporting schedules for this team 2. Establish a list of suppliers that can provide immediate service to needed equipment. 3. Establish and maintain current vendor list 4. Identify reference materials needed for recovery operations 5. Maintain computer controlled tape library and/or written log of all physical tape files kept both on and off site. Periodically verifies that off-site backups are usable. 6. Establish standards for back-up of all libraries and files for Alternate Work Site

BUSINESS CONTINUATION PLAN

	<p>7. Participate in tests to ensure systems, communications and application software runs at Alternate Work Site and Hot Site</p> <p>Recovery Roles:</p> <ol style="list-style-type: none">1. Support recovery of IT operations2. Meet the minimum processing requirements at the Alternate Work Site and meet the run schedules defined by the Applications Software Team
IS/IT - Systems Software Team	<p>Planning Roles:</p> <ol style="list-style-type: none">1. Document all system software required to support processing of critical operations2. Identify adequate backup system files and original operating system files to be retained off-site3. Document current back-up procedures.4. Establish and maintain current vendor list5. Document effective procedures to restore Systems Software libraries for all hardware at Alternate Work Site. Develop detailed Recovery Roles and supporting schedules for this team6. Identify reference materials/manuals/reports required for recovery operations.7. Assists in testing <p>Recovery Roles:</p> <ol style="list-style-type: none">1. Install systems software on replacement equipment2. Support recovery of IT operations
Salvage - Damage Assessment Team	<p>Planning Roles:</p> <ol style="list-style-type: none">1. Determine which company personnel will initially assess the damage after an Event2. Identify Reference Companies for clean up and restoration3. Establish and maintain current vendor list4. Develop detailed Recovery Roles and supporting schedules for this team <p>Recovery Roles:</p> <ol style="list-style-type: none">1. Gather information required to submit insurance claim2. Videotapes damages3. Lead clean-up, damage assessment, corrosion control, humidity control, restoration and replacement recommendations, salvage and reconstruction. Work with specialized salvage companies.4. Coordinate with Facilities Team to move salvageable assets
Telecommunications Team	<p>Planning Roles:</p> <ol style="list-style-type: none">1. Document current telecommunications hardware and software2. Plan for replacement telecommunications hardware and software at Alternate Work Site3. Document current back-up for telecommunications software4. Develop final count of current voice/data lines, cell phones, and pagers lines to be transferred at time of Event.5. Develop detailed Recovery Roles and supporting schedules for this team6. Develop procedures for transferring all critical voice and data lines at time of Event. <p>Recovery Roles:</p> <ol style="list-style-type: none">1. Provide immediate telecommunications capability2. Transfer lines to Alternate Work Site3. Obtain and install telecommunications hardware and software required for the Alternate Work Site.

BUSINESS CONTINUATION PLAN

Transportation Logistics Team	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Identify vendors to assist with moving personnel and assets. 2. Determine logistics of transporting supplies to off-site storage and salvageable property to a temporary location. Develop detailed Recovery Roles and supporting schedules for this team. <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Meets the transportation needs which arise from utilizing the Alternate Work Site, including the movement of personnel, hardware, food, equipment, emergency office supplies, documentation from off-site storage, etc.
Business Units (multiple)	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Document CURRENT functions, critical functions and time line for recovery 2. Document detailed procedures to execute functions at Alternate Work Site 3. List all vital paper and transaction records and how these will be reconstructed 4. List vendors, critical computer jobs, production equipment, forms used, reference materials, and government reporting 5. Provide a count of employee's, desks, phones, PC's, Printer, CRT's and square footage needed for each unit at Alternate Work Site. <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Recover business functions per plan
Business Function Recovery Review Team	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Provide guidance to all Business Units in documenting Business Functions, Dependencies, Priorities, and detailed recovery procedures. Approve all Business Unit recovery plans. 2. Coordinate with Facilities Team concerning Alternate Work Site requirements and layout. 3. Develop plans to supply consumables, office supplies and equipment for Alternate Work Site 4. Develops detailed Recovery Roles and supporting schedules for this team <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Work with Facilities, IS/IT and Telecommunications Teams to Prepare and equip Alternate Work Site 2. Work with Business Units to implement Business Unit recovery plans
Record Recovery Review Team	<p>Planning Roles:</p> <ol style="list-style-type: none"> 1. Identify Record Retention policy for organization 2. Provide guidance to all Business Units in developing their recovery / reconstruction plans for Vital Records, Transaction Records, reference materials, manuals and reports. 3. Approve all Business Unit plans for record recovery 4. Develop detailed Recovery Roles and supporting schedules for this team <p>Recovery Roles:</p> <ol style="list-style-type: none"> 1. Work with Salvage Damage Assessment Team to determine damage and salvagability of records 2. Work with Business Units and Salvage Damage Assessment Team to implement methods to recover the damaged materials

Integrated Documents Forming the Basis of Jefferson County

Coordinated Volunteer Management System

What:**Written for:**

Volunteer Management Policies

county staff, vol. vol. coord

Volunteer Management Procedures

county staff, vol. vol. coord

Tier 1 and 2 Volunteer Jobs Framework

county staff, vol. vol. coord

Jefferson County Volunteer Fact Sheet

volunteer

Jefferson County Volunteer Application

county staff, vol. vol. coord, volunteer

Jefferson County Release and Acknowledgement

county staff, vol. vol. coord, volunteer

Volunteer, Volunteer Coordinator Job Description

county staff, vol. vol. coord

Roles

county staff, vol. vol. coord

3 Project Volunteer Job Descriptions:

technologist, volunteer coordinator, volunteer recruiter

county staff, vol. vol. coord

Volunteer Exit Interview

county staff, vol. vol. coord, volunteer

To be developed:

Volunteer Sign in / Sign Out with Emergency Contact Form

county staff, vol. vol. coord, volunteer

Youth Volunteer Application

county staff, vol. vol. coord, volunteer

Parent Permission, Medical Treatment, Release of Liability

county staff, vol. vol. coord, volunteer

Communications and Reporting between the Department
and the Volunteer, Volunteer Coordinator

county staff, vol. vol. coord

File Management on Volunteers

county staff, vol. vol. coord

Recruitment Plan

county staff, vol. vol. coord

Volunteer Management Policies

Jefferson County Commitment to Volunteers

Jefferson County honors and recognizes the value of volunteer service to its departments, its work and its ability to serve the citizens of Jefferson County.

Volunteering at the discretion of the county or county department

- Jefferson County and Jefferson County Department personnel determine the acceptance and dismissal of all volunteers.
- The county adheres to the highest standards of non-discrimination in making these decisions, seeking the best match for skills and job requirements.
- Volunteers must complete all volunteer management forms and requests for identification by Jefferson County personnel.
- Some volunteer jobs additionally may require a background screening before volunteers are accepted into service. In the event the department or county requires background screening for specific volunteer jobs, all methods and frequency of background screening and the definitions of successful outcomes will be outlined and approved ahead of time.
- Some volunteer jobs additionally may require a reference check before volunteers are accepted into service. In the event the department or county requires reference checks, criteria for conducting reference checks will be outlined and approved ahead of time.
- Volunteers are accepted into service.
- Volunteers may decline the invitation to service with Jefferson County.
- Volunteers may be excused at any time.

Minimum Age of Volunteers

Jefferson County volunteers must be 18 years of age, unless otherwise noted on the individual volunteer job.

Volunteer Record-Keeping, Identification and Signatures

Volunteers must provide a photo id at the time of sign-in or application to be a volunteer.

Volunteer must complete and sign volunteer management forms:

- Volunteer application
- Release and Acknowledgement
- Confidentiality statement
- Media release form
- Sign-in and sign-out forms at the time of service

Appropriate Clothing

Volunteers will be provided appropriate dress guidelines for service similar to those in place for personnel.

Acceptable Behavior

Volunteers are expected to conduct themselves with courtesy and the highest standard of deportment. Volunteers will be provided appropriate behavior guidelines for service similar to those in place for personnel. Certain behaviors are not permitted as a volunteer: use of profanity, drugs, alcohol and tobacco, negative interactions, loud conduct, influencing clients.

Safety Training and Orientation

Volunteers will be provided basic safety training for the responsibilities of their volunteer job. Guidelines must be followed.

Volunteers must complete any required orientation before starting their service.

Volunteer Supervision

Volunteers will be provided a supervisor from whom they are encouraged to ask questions and receive direction.

Volunteer Job Descriptions

Volunteers will be provided written volunteer job descriptions for all Jefferson County volunteer jobs. Each job description will include volunteer requirements, skills needed, performance expectations, necessary tools and equipment needed.

Jefferson County Volunteer Procedures

Volunteer In take

Potential volunteers are recruited.

Potential volunteers complete an application.

Potential volunteers complete all waivers and statements.

Potential volunteers are asked to volunteer. Volunteers may be asked to serve in a probationary status for a specified period of time.

For Tier 3 volunteer positions as appropriate:

Potential volunteers sign a background screening release of information form.

Background screening on the applicant is conducted in accordance with adopted policy related to job specific roles, with specific forms of background screening followed, and specific acceptability guidelines adopted.

Volunteer Process

Volunteers are asked to report to a specific location on a specific date and time.

Volunteers are asked to sign-in and provide emergency contact information at the beginning of each time period of service.

Volunteers are asked to sign-out at the end of each time period of service.

Volunteers are assigned to work in teams or individually.

Volunteers are assigned a supervisor.

Volunteers are assigned a work space.

Volunteers are provided basic safety training, including a basic orientation required by individual departments.

Volunteers are provided job-specific training, equipment and supplies.

Supervisor provides guidance, answers questions and checks in periodically with the volunteer.

If there is a probation period for the volunteer job:

The supervisor conducts a volunteer performance evaluation at the end of the probationary period.

The supervisor determines the right action:

invites the volunteer to continue service, adds training, extends the probation or dismisses the volunteer

For Tier 3 positions as appropriate:

Annual background screening is conducted. Outcomes are evaluated for continued service.

Project-based and annual volunteer performance evaluations and exit interviews will be conducted as appropriate

Volunteer Management Process

Data files are kept on each volunteer containing all forms provided by the volunteer.

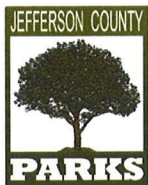
Volunteer time records are kept on each volunteer.

Supervisors check in with volunteers periodically to answer questions, provide additional guidance and to ensure that performance expectations are being met.

Supervisors will coach volunteers towards success in their service.

Supervisors dismiss volunteers based on behavior, clothing, performance or illegal activity.

Volunteers receive recognition for service, time given and outcomes achieved. Recognition methods are varied, regular and both private and public.



Jefferson County Parks Department
320 S. Main Street, Room 204
Jefferson, WI 53549

VOLUNTEER RELEASE & ACKNOWLEDGMENT

I am performing volunteer services within the Jefferson County Parks system. I understand that as a volunteer I am not eligible for worker's compensation benefits if I am injured in performing volunteer services. I will not undertake any act in connection with this service that I am not qualified to perform. I will not work with anyone who has not completed this form, and will immediately advise Jefferson County Staff if I am aware that any person working on this project has not done so.

I will obey any direction that I may receive from Jefferson County personnel to cease work or any particular practice. I realize that I am donating my time and efforts, and any materials provided by me, and will not be compensated. I will work in a safe and reasonable manner and will **release, indemnify and hold harmless** Jefferson County, its officers, agents and employees from and against all claims, demands, losses or liability arising from my actions related to this volunteer service or injury incurred by me during volunteer service.

I give my consent to use my photo in videotapes, film, photographs and recordings of me for Website, Facebook, print publications, brochures, press releases, direct mail and other uses by Jefferson County Parks Department. In giving this consent, I release Jefferson County Parks Department, their agents and assigns from any liability for any violation of any personal or property rights which I might have in connection with such materials, and waive any right to approve accompanying written or narrative material.

I represent that I am of full legal age, or if under the age of 18, I have my parent/guardian approval.

Signature

Print Name

Address

City, State & Zip Code

Phone Number

Email

Would you like to be contacted about other volunteer projects and opportunities in the Parks?

Yes

No

This release and acknowledgement applies to:

Friends of the Jefferson County Dog Park;
December 2012; Calendar Year 2013
(Specific project, date, and period of time)

PARENTAL CONSENT (Required for volunteers under the age of 18)

I, _____ (parent/guardian) give my permission for

_____ (son / daughter) to volunteer with the Jefferson County Parks Department on the terms above, including the release, indemnity and hold harmless provisions, which are also applicable to me for my child's actions or injury incurred by my child.

Signature

Date

Tier 1 – Single Event or One-time Volunteering

Pre-Approved:

- Volunteering at the discretion of the organization
- A set of department-specific or task-specific guidelines including:
volunteer qualifications, minimum age of volunteers, volunteer signatures required,
volunteer identification required, volunteer roles, appropriate clothing, acceptable
behavior, safety training instructions, volunteer supervision, etc.
- Organizational representative in charge who is always available via cell phone
- Volunteer check-in place – a sign-in station staffed by an organizational representative
- Volunteer sign-in / sign-out forms including all volunteer emergency contact information
- First Aid Kit at the worksite
- Plan for placing, training and supervising volunteer teams
- Pre-identified volunteer supervisors
- Guidelines for child volunteers if permitted – include minimum age, supervisory
requirements, appropriate volunteer jobs, etc.
- Waivers: release of liability release, media release (should include photo and video)
permission release for volunteers under 18, etc.
- Transportation for volunteers if assigned to a different location than check-in place
- Refreshments

Volunteer Management Process:

- Volunteer arrives at the check-in place, shows identification, completes sign-in form,
signs waivers
- Volunteer is assigned to job and supervisor
- Clear directions for volunteers are provided by an organizational representative
 - Directions should include plans for the work, volunteer team management,
emergency procedures, re-assignment procedures, volunteer expectations
- All volunteers are assigned to teams
- Teams are given direction, job-specific training and a review of any hazards related to
the volunteer job
- All volunteers must be supervised in the field
- Volunteers are provided breaks
- Volunteers can be re-assigned or released if the supervisor believes it is best or if the
volunteer requests re-assignment or to be released
- All volunteers sign out before dismissal on the same form they used to sign in
- All volunteers are thanked

Forms:

- Sign-in, Sign-out Form
- Parent Permission Form
- Organization Liability Waiver Form (or county volunteer waiver form)
- Media Release Form

Tier 2 – Short-Term, Project and Long-Term Volunteering in Non-Sensitive Roles

Definition of Non-Sensitive:

A non-sensitive volunteer role is one that does not work with clients directly or with clients in an unsupervised setting, does not work with sensitive data, and/or does not work with materials or tools that can pose a health or safety hazard.

Pre-Arranged:

- Basic volunteer management policies adopted and communicated:
 - volunteering at the discretion of the organization
 - volunteer intake process to be followed, forms and waivers to be completed
 - volunteer signatures required
 - volunteer eligibility, based on the specific volunteer job
 - involving volunteers under the age of 18 (see Tier 1 guidelines)
 - volunteer placement
 - any length of probationary period identified for specific volunteer assignment
 - training – safety and job-specific guidelines
 - volunteer supervision
 - release, re-assignment
- Volunteer job descriptions - one for each specific assignment, with skills and eligibility detailed
- General safety training plan including emergency procedures
- Specific volunteer job training plan
- Pre-identified volunteer supervisors
- Performance expectations identified for each volunteer job
- Necessary tools and equipment to do the job

Volunteer Management Process:

- Volunteer completes intake process, completes all paperwork
- Volunteer given job assignment and supervisor
- Volunteer provided general safety training and job-specific training
- Volunteer provided tools and equipment to do the job
- Paperwork on volunteers organized and files created for each, and secured
- Volunteer time recorded
- Volunteer recognition provided

Forms:

- Volunteer Application – department or county approved form
- Volunteer Reference Check Form – (depends on policy adoption)
- Organization Liability Waiver Form – department or county approved form
- Confidentiality – department or county approved form
- Media Release – (depends on job assignment)
- Parent Permission Form – (based on minimum age required for volunteer)

Tier 3 – Long-Term or Sensitive Volunteer Job (Direct Client Contact)

Tier 3 is department-specific and is in addition to the guidelines for tiers 1 and 2. Tier 3 requires additional policies, and added procedures - i.e., background screening – levels, types and definition of a successful background screening, specific role assignment restrictions for sensitive volunteer jobs, direct supervision, possible probationary period for volunteers, etc.

VOLUNTEER FACT SHEET

Welcome to the Jefferson County Volunteer Program. You are an important member of our team. The support and services that you provide are critical to the successful operation of the County and our goal of serving Jefferson County residents with the highest standards of service delivery.

You are a valued resource. We are confident that your participation will result in personal satisfaction for you and improved services for county clients.

As a Jefferson County Volunteer, you can expect:

1. To complete an application and waivers for liability, confidentiality and media release.
2. Go through an application process which may include a background screening depending on the specific volunteer position. Completing an application does not guarantee a volunteer position within Jefferson County.
3. To be accepted into service according to your preferences, abilities and current service needs.
4. To accept or decline a specific volunteer position. Each opportunity has a detailed job description and identified length of service.
5. To be assigned a specific work location for a specific date and time. Work location includes a work space with all necessary equipment and supplies for performing the task(s).
6. To be willing to work independently as well as part of a team.
7. To be assigned a supervisor within your department of service. This assigned individual will provide guidance, answer questions, check in with you on a regular basis and coach you for success within your position.
8. To attend required trainings. This includes general orientation of basic safety, emergency procedures and county policies as well as job specific training.
9. To be treated with respect and professionalism; as part of the team.
10. To receive and provide feedback on job expectations, performance and supervision.
11. To receive advantages of volunteering such as job experience, training, skill development and other rewarding opportunities.
12. To receive recognition, both informal and formal.

What Jefferson County expects of you as a volunteer:

1. To consider volunteering a serious commitment.
2. Volunteering is at the discretion of the county and department and as a gesture of service by the volunteer. Volunteer assignments and service can be terminated at the will of the county department or the volunteer.
3. To represent Jefferson County in an appropriate and responsible manner.
4. To observe the same rules and policies of the organization as paid staff.
5. To maintain confidentiality.
6. To attend required job trainings.

7. To be on time and follow through on the commitment that you have made. Your supervisor should be contacted as soon as possible with any absences or scheduling conflicts.
8. To follow your job description and accept supervision.
9. To offer feedback, both positive and negative, to better the department/position.
10. To wear issued name badge at all times.
11. To adhere to the Code of Conduct. Appearance and manner are important. You are expected to conduct yourself with courtesy, maintain the highest standard of professionalism and respect confidentiality. Dress modestly, neatly and wear comfortable shoes. Certain behaviors are not permitted as a volunteer: use of profanity, drugs, alcohol and tobacco, negative interactions, loud conduct and influencing clients. Certain volunteer assignments may have additional requirements.
12. To accurately record all hours worked, this includes all training hours, and turn them into your supervisor monthly.
13. To provide notice before ending your volunteer commitment.
14. For some volunteer jobs: To complete a probationary period of volunteering, an evaluation and a plan for continuing.
15. To respect the office setting as a work place, minimize use of office equipment, visiting and cell phone conversation to break times.
16. To provide positive and/or negative feedback about volunteer expectations, activities, evaluation and supervision as requested.

Insert county
logo here

Jefferson County Volunteer Application

PLEASE PRINT CLEARLY

Application date _____

Volunteer Position of Interest: _____

Please circle how you heard about us: Website Newspaper Radio Word of Mouth Other _____

First Name _____ Last Name _____ MI _____

Please Circle: Male Female Date of Birth (MM/DD/YYYY) ____/____/____

Please provide addresses for the past 5 years:

Current Address _____ City/State/Zip _____ How long _____

Previous Address: _____ City/State/Zip _____ How long _____

Previous Address: _____ City/State/Zip _____ How long _____

Email Address _____ 24 hour Phone _____

Do you have any health restrictions that would affect volunteering? Yes or No Please explain:

Emergency Contact Name _____ 24 Hour Emergency Phone # _____

Volunteer availability: (Circle all days applicable, place time and frequency below)

Days: Monday Tuesday Wednesday Thursday Friday No Preference

Times: _____

/ month: _____

Special training, skills, hobbies and employment history:

What are you hoping to achieve through volunteering: _____

Have you ever been convicted of a crime? Yes No [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.

Do you have: a valid Wisconsin driver's license? Yes No

Car insurance? Yes No

Car available for transporting others? ____ Yes ____ No

Jefferson County Volunteer Release and Acknowledgment

Please read the following carefully before signing this application:

I understand that this is an application for and not a commitment or promise of volunteer opportunity.

I am performing volunteer services within a Jefferson County Department. I understand that as a volunteer I am not eligible for worker's compensation benefits if I am injured in performing volunteer services. I will not undertake any act in connection with this service that I am not qualified to perform. I will not work with anyone who has not completed this form, and will immediately advise Jefferson County Staff if I am aware that any person working on this project has not done so.

I will obey any direction that I may receive from Jefferson County personnel to cease work or any particular practice. I realize that I am donating my time and efforts, and any materials provided by me, and will not be compensated. I will work in a safe and reasonable manner and will **release, indemnify and hold harmless** Jefferson County, its officers, agents and employees from and against all claims, demands, losses or liability arising from my actions related to this volunteer service or injury incurred by me during volunteer service.

I represent that I am of full legal age.

Signature _____ Date _____

Background Screening, Reference Checks

Some volunteer positions require a background screening and/or reference check. Each requires the sharing of personal information.

VOLUNTEER CONSENT FOR REFERENCE AND BACKGROUND CHECKS

I do hereby give Jefferson County permission to inquire into my educational background, references, driving record, police records, employment, and/or volunteer history. I further give permission to the holder of any such records to release the same to Jefferson County.

I do hereby hold Jefferson County harmless from any liability, whether civil or criminal that may arise as a result of the release of this information about me. I further hold harmless any individual, agency, business, or corporation that provides information or documents to Jefferson County. I understand that Jefferson County will use this information as part of its verification of my volunteer application and periodically for evaluation purposes.

Signature _____ Date _____

Confidentiality

I understand that my volunteer assignment with Jefferson County places me in a position of having information about persons, addresses, situations and data that is considered private and confidential. It is further understood that information shall not be discussed, shared or divulged to anyone outside of this agency during the term of my volunteer assignment or forever after unless allowed by law to do so. Any violations to this will be cause for immediate release from my volunteer status with Jefferson County.

Signature _____ Date _____

Media Release

I give my consent to use my photo in videotapes, film, photographs and recordings of me for Website, Facebook, print publications, brochures, press releases, direct mail and other uses by Jefferson County. In giving this consent, I release Jefferson County, their agents and assigns from any liability for any violation of any personal or property rights which I might have in connection with such materials, and waive any right to approve accompanying written or narrative material.

Signature _____ Date _____

Volunteer Promotion

May we quote you without divulging your identity? Yes No

Signature _____ Date _____

Volunteer Coordinator Position Description

Position Title: ***Volunteer Coordinator, Jefferson County Volunteer Program***

Position Description

The Volunteer Coordinator is responsible for overseeing volunteer recruitment, involvement and department placement for the Jefferson County Volunteer Program.

General Responsibilities

- Recruit, refer, place and track all volunteers and affiliated volunteer groups in Jefferson County departments
- Supervise department volunteer managers
- Complete volunteer background screening and application and interviewing as directed
- Assist department staff in identifying volunteer projects through ongoing communication with community organizations
- Ensure volunteer supervision is arranged
- Ensure volunteer training is provided
- Assure all volunteers receive proper safety and job training prior to deployment
- Establish and regularly update volunteer schedules and commitments
- Document and log volunteer hours in volunteer tracking system and report hours as directed with the cooperation of the department volunteer managers
- Collect and manage feedback from all parties involved
- Maintain communication system with all department personnel involved in supervising volunteers
- Develop and implement volunteer recognition plan
- Offer continued training opportunities to improve volunteer engagement
- Work with local WeVolunteer registry administrator - Learn and post all volunteer opportunities across all departments
- Ensure credentialing of volunteers as directed
- Update and evaluate volunteer program with the cooperation of department personnel

Supervised by:

Partner with the local WeVolunteer registry administrator

Time Commitment

- Probationary period of 1 month
- Complete initial training
- Maintain regular hours at the job site - estimated at between 15 and 25 hours per week

Qualifications and Experience

- Ability to fulfill a one year commitment
- Possess working knowledge of basic volunteer management
- Experience in leadership role – a self-starter
- Experience in computer skills in Excel, Word, data reporting, internet and email
- Demonstrated organizational ability
- Strong people skills with ability to work effectively with diverse ages and populations
- Strong written and verbal communication skills
- Public speaking a plus
- Ability to work well independently
- Ability to work collaboratively
- Personal attributes: follow-through, enthusiasm, maturity, good judgment, dependability, flexibility, strategic thinker, problem-solver
- Maturity and good judgment
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically

Support Provided

i.e., Telephone, computer, email account, website link, keys, office setting, supervision, training

Dress Requirements

Code of Conduct

Location of Position

Benefits

Date of Adoption:

Role of Administration/Human Resources:

- Designated staff member to oversee Jefferson's County volunteer program.
- Designated staff person to oversee volunteer, volunteer coordinator.
- Agreement to assist the volunteer, volunteer coordinator get the program off the ground.
- Approve volunteer position descriptions.
- Maintain centralized volunteer records; personnel files, hours worked, etc.
- Provide training to paid staff that are in charge of supervising volunteers.
- Identify work space and equipment for volunteer, volunteer coordinator.

Role of the Department:

- Create and submit volunteer job descriptions to Human Resources.
- Designate one individual to coordinate and facilitate use of volunteers in your department.
- Complete job specific screening requirements; criminal background checks, driver license check, etc.
- Provide job specific training
- Keep records of hours, projects, etc.
- Report hours of services, etc. monthly to volunteer, volunteer coordinator
- Provide on the job supervision and recognition
- Provide evaluation
- Provide on-going and end of job assignment recognition

Role of the Volunteer, Volunteer Coordinator:

- Provide centralized contact point for potential volunteers.
- Provide support to all departments and volunteers for questions, concerns, suggestions or other needs related to volunteerism.
- Provide related advertising, recruiting, screening, interviewing, and/or referral services to departments who have submitted volunteer positions.
- Liaison with County and We Volunteer
- Provide general orientation to a new volunteer
- Collect and record monthly records from departments.
- Organize annual formal recognition event.

Central Volunteer Coordinator Responsibilities**Identification of Volunteer Positions**

Maintain listings of all available county volunteer opportunities

Volunteer Management Policies, Forms and Protocols

Distribute department information based on volunteer interest in volunteer opportunities

Volunteer Recruitment

Advertise volunteer opportunities through a variety of community outlets
Recruitment of volunteers noting skills, expectations and the array of volunteer opportunities available
Management of WeVolunteer postings and provide each department records from WeVolunteer

Volunteer Intake Process including application, releases, information, communications

Provide first call for information

Answer questions, give out county department -specific forms, refer
Add vol data to central communications system

Placement of volunteers into department application / interview schedules
Follow communications guidelines provided by individual county departments

Meet with vols coming back from departments - represent county volunteering options - refer

Volunteer Management

Communicate with the departments about referred vols

Plan and carry out general volunteer recognition for all

County Department Responsibilities**Identification of Volunteer Positions**

Write job descriptions for volunteer positions
Communicate volunteer positions to county vol coord

Volunteer Management Policies, Forms and Protocols

Identify all department volunteer management policies, forms and protocols (i.e., background screening)
Provide full sets of volunteer management policies, forms and protocols to the vol coord

Volunteer Recruitment

Plan and coordinate individual county department volunteer recruiting

Volunteer Intake Process including application, releases, information, communications

Provide county department-specific forms, information, directions to vol coord.

Conduct background screening necessary for the vol job
Review volunteer policies with each potential volunteer
Communicate results of screening / acceptance of vol to vol and to vol coord

Accept volunteer, get signatures
Assign to a vol job, assign a supervisor, provide orientation
Communicate the vol job assignment to the vol coord
Keep department vol records updated - maintain file on each vol
Conduct evaluations, update files

Turn back volunteers who are dis-interested, not working out or no longer coming on schedule, to the vol coord for follow-up and re-assignment
Provide department volunteer information back to vol coord

Volunteer Management

Assign, train generally, provide job-specific training, orient
Keep department vol records updated
Conduct evaluations, update files
Provide department volunteer information back to vol coord
Provide direct supervision and support
Provide individual department and or person-specific volunteer recognition

*Team of 3 Project Volunteers to Launch
Jefferson County Volunteer Management System*

Technologist:

Skills Needed: Proficient in Excel

Time commitment: 6 weeks, 10 hours per week

- *With the team, assess all data system needs*
- *Establish a volunteer database*
- *Establish a communications data system to track communications – to departments, to volunteers*
- *Learn and utilize the county “S” drive*
- *Post data systems on it*
- *Provide password protection and passwords to department personnel to access data systems*

Volunteer Coordinator:

Skills Needed: Excellent communicator, writer, understand local media

Time commitment: 10 hours / week dropping to 8 hours / week after 2 mo.

- *Meet with individual departments to learn about all volunteer opportunities, specific policies, requirements for each and department protocols for interview, acceptance, background screening,*
- *Establish department files on each department – copies of applications, policies for reference, hours, personnel contacts, department-specific protocols*
- *Create scripts – for new volunteers, for returning volunteer seeking a new placement*
- *Manage recruiting, coordinate response*
- *Communicate all plans with department personnel*
- *Monthly – update volunteer opportunities, place on WeVolunteer*
- *Meet with new volunteers – acquaint them with volunteer opportunities across all departments*
- *Update files on “S” drive; communicate with department personnel*
- *Acquaint volunteers with emergency response and training needs*

Volunteer Recruiter

Skills Needed: Excellent communicator, writer, designer, understand local media

Time commitment: 10 hours / week for 6 weeks

- *Identify local media, learn about deadlines, length of PSA’s and press releases*
- *Create local media binder of resources*
- *Create recruitment plans and timelines – begin recruiting*
- *Create logo, letterhead design and recruiting brochure*
- *Write and place press releases and radio PSA’s*

JEFFERSON COUNTY VOLUNTEER PROGRAM

EXIT INTERVIEW FORM

Thank you for your valuable contribution to Jefferson County and for your input, thoughts and suggestions. Your feedback is important in assisting us to improve both the volunteering experience for volunteers and our volunteer recruitment program.

Name: _____ 24-hr. Phone: _____

Today's Date: _____ Volunteer Position: _____

1. What benefits did you obtain through your volunteer assignment?
2. How well were your expectations met?
3. How adequate was the orientation and training you received for your assignment?
4. How adequate was the support you received in your role?
5. What was your original motivation for volunteering with us?
6. What was the most interesting or rewarding experience you had while volunteering?
7. What suggestions, changes or recommendations would you make to improve the volunteer program?
8. Would you recommend others to volunteer for Jefferson County? Yes / No
9. May we quote you in the promotion of our volunteer program without divulging your identity? Yes / No

Volunteer Signature: _____

Exit Interviewer's Signature: _____

If you would like a letter of recommendation, please check here. ☐

Emergency Youth Volunteer Application Form – Please Print

(Organization Sponsoring Youth _____)

First Name _____ Date _____

Last Name _____ Date of Birth _____

Home Address: _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Number _____

Name of Parent 1/ Guardian 1: _____

Address of Parent 1/ Guardian 1: _____

City _____ State _____ Zip Code _____

24 hour phone: _____

Name of Parent 2/ Guardian 2: _____

Address of Parent 2/ Guardian 2: _____

City _____ State _____ Zip Code _____

24 hour phone: _____

Other Emergency Contact: _____ 24 hour phone: _____

Medical Consent – DRAFT LANGUAGE – USE APPROVED LOCAL STATEMENT

In an emergency, I the parent or guardian of _____ do hereby authorize and give my consent to _____ (name) of the _____ (organization) for medical, surgical and dental diagnostic procedures or treatment including but not limited to physical examination, inoculations and therapeutic treatment of my child whenever any of the foregoing is deemed necessary by a licensed physician/dentist.

Parent/Guardian Signature _____ Date _____

Insurance Provider _____

Insurance Group ID# _____ Group Name _____

Child's Physician _____ Phone _____

Medical Restrictions, physical limitations:

Allergies:



Medications:

Permission – DRAFT LANGUAGE – USE APPROVED LOCAL STATEMENT

I hereby grant permission for my child _____ who is a minor who is at least _____ years old, to participate in an assigned job at the date and location named below.

Location: _____

Date: _____ From _____ to _____ times,

Managed by _____

Parent/Guardian Signature _____ Date _____

Liability and Photo Release Statement – DRAFT LANGUAGE – USE APPROVED LOCAL STATEMENT

Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the **County of _____ Wisconsin**, the **State of Wisconsin**, and the organizers, sponsors and supervisors of all disaster preparedness, response, mitigation and recovery activities from all liability for any and all risk of damage or bodily injury or death or property damage, including any injury or damage caused by negligence, in connection with any volunteer disaster effort in which I participate or which may arise from my participation in volunteer disaster efforts or from my presence on a _____ **County site or in a _____ County vehicle or vehicle contracted, leased or otherwise made available for use by _____ County** as part of said participation. I likewise hold harmless from liability any person or agency transporting me to or from any disaster preparedness, response, mitigation, recovery and relief activities. In addition, disaster relief officials have permission to utilize any photographs or videos taken of me for publicity or training purposes without compensation paid to me. I will abide by all safety instructions and information provided to me during disaster relief efforts. I understand and agree that failure to abide by such safety instructions and information may result in my immediate dismissal from the Disaster Volunteer Program, without recourse.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the **State of Wisconsin**, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I acknowledge that work may involve dangerous and/or strenuous activities, and that bending and lifting will be a part of the job. I acknowledge that I may have to work in uneven terrain and damp, wet dirty and muddy conditions.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature _____ Date _____



Parent or Guardian, if under 18 _____ Date _____

Youth and Parent Agreement to the Rules as Provided (added page) with signatures