

Volunteer Orientation



Volunteer Orientation

Tips for using this document

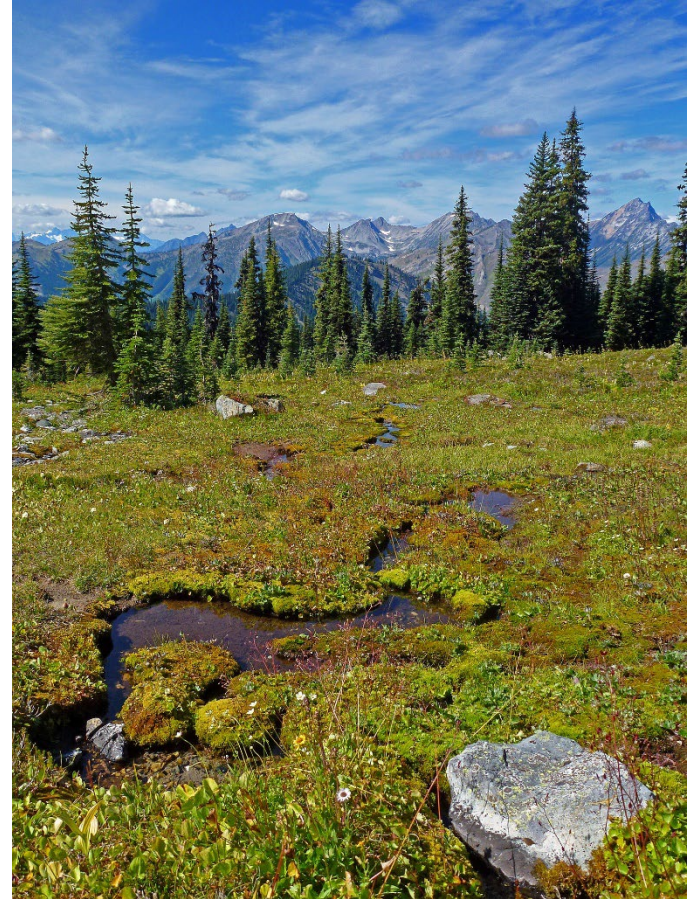
- To view complete policies or forms, click on the highlighted links. ←
- Click on the back arrow to return from policy/form to training slide.
- Click on the forward arrow to advance to the next page of the policy. →
- Your volunteer supervisor can provide policies and forms in paper or electronic copies as needed.

Request this information in an alternative format or language at wdfw.wa.gov/accessibility/requests-accommodation, 833-855-1012, TTY (711), or CivilRightsTeam@dfw.wa.gov.



Volunteer Orientation

The mission of the Washington Department of Fish and Wildlife (WDFW) is to preserve, protect, and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

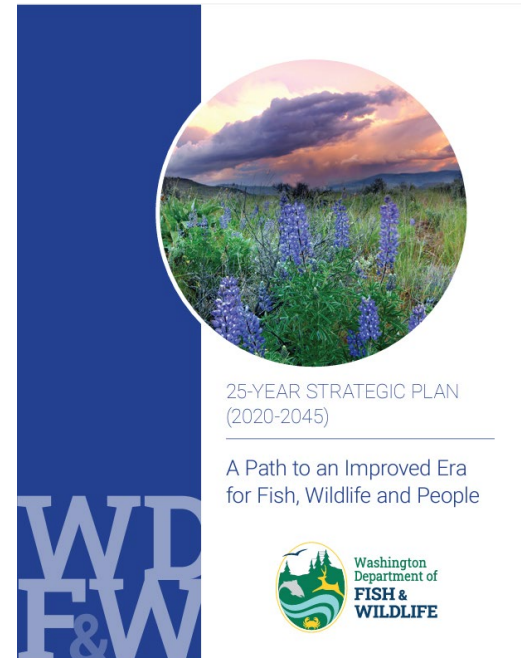


Volunteer Orientation

To achieve our mission, we focus on four strategies:

1. Proactively address conservation challenges
2. Engage communities through recreation and stewardship
3. Deliver science that informs Washington's most pressing fish and wildlife questions
4. Model operational and environmental excellence

[WDFW 25-Year Strategic Plan: A Path to an Improved Era for Fish, Wildlife, and People](#)



Volunteer Orientation

With so many programs working to meet their goals and objectives, as well as those of the Department, it's critical that we have policies and procedures to guide employees and volunteers.

Please review this information that is key to our goal of a safe, effective, and respectful work environment for staff and volunteers.



Policies & Procedures

WDFW Policy (POL) and/or Procedures (PRO)

- All volunteers are required to comply with WDFW policies and procedures.
- This orientation will introduce you to basic policies and procedures that apply to all Department employees and volunteers.
- Your WDFW volunteer supervisor will communicate with you regarding any additional policies and procedures specific to your assignments.

[Policy 1001](#)



Policies & Procedures

Volunteers need to

- Be registered in CERVIS (preferred) or on a paper form.
- Report volunteer hours
- Only do authorized duties that have been approved by WDFW staff.

[Policy 4018](#)

Volunteers under the age of 18 have restrictions and limitations on what volunteer tasks they can perform. Please contact your volunteer supervisor for details.



Policies & Procedures

Establishing Reasonable Accommodation

When appropriate, and if resources allow, WDFW will make modifications or adjustments to accommodate volunteers with disabilities.



[Policy 4001](#)



Policies & Procedures

Field Communication

Volunteers and field supervisors and/or point of contact will establish check-in and check-out procedures for employees working alone or at remote locations.



[Policy 2001](#)



Policies & Procedures

Providing Safety & Health Programs

- WDFW is committed to providing a safe and healthy workplace.
- The Safety Program Manual is required by state law. Your volunteer supervisor can provide you with a copy.



[Policy 2005](#)



Policies & Procedures

Personal Flotation Device (PFD) requirements when working on, in, or near water:

- Required viewing of volunteer-specific PFD training video.
 - Your volunteer supervisor will provide this if required for volunteer work.
- Your volunteer supervisor will provide the appropriate PFD based on assigned tasks.
 - Volunteers may not provide their own PFD.
- Sign attestation form stating that you have watched training video and will wear the PFD as required.
 - Your volunteer supervisor will provide this form.



Policies & Procedures

Snorkeling Safety

- All WDFW employees and volunteers must be registered as WDFW snorkelers prior to any snorkeling activities.
- WDFW employees and volunteers must comply with all procedures in the WDFW Snorkeling Safety Procedures Manual.



[Policy 2008](#)



Policies & Procedures

Accident Reporting

- Report all accidents and near misses immediately to your WDFW volunteer supervisor or other staff member overseeing your work.
- You are required to contact your volunteer supervisor to coordinate submission of a **Safety/Security Incident Report form** no later than the following day of the incident.
- If you seek medical treatment, inform your health care provider that it is a **WDFW volunteer** work related injury/illness.



Policies & Procedures

Conflict of Interest & Ethics

All employees and volunteers are to avoid any actions that might create an appearance of using their position or volunteer status for personal gain or private benefit.



Conflict of Interest/Ethics: [Policy M1214](#)

Use of State Resources: [Policy M1217](#)



Policies & Procedures

Property & Equipment Assigned to Employees & Volunteers

Volunteers are accountable for the proper use and care of all property and equipment used in the conduct of their official duties.

[Policy M1404 & Accountability List](#)



Policies & Procedures

Smoking in Agency Vehicles & Facilities

Smoking is prohibited in agency vehicles and facilities.

[Policy 4004](#)



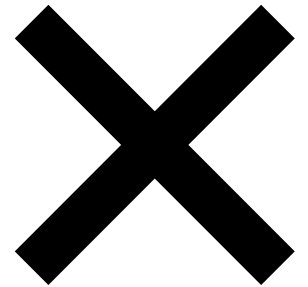
Policies & Procedures

Ensuring a Drug & Alcohol-Free Workplace

It is illegal for anyone to possess, deliver, dispense, distribute, manufacture, or sell drugs in state vehicles, on WDFW premises, or when completing assigned tasks or representing the Department as a volunteer.

Volunteers are required to:

- Remain unimpaired by alcohol or drugs when completing all assigned tasks and representing the Department as a volunteer.
- Inform your volunteer supervisor if you are taking physician prescribed or over-the-counter medications that might affect job safety due to the side effects.



[Policy 2002](#)



Policies & Procedures

Preventing Sexual Harassment

WDFW has a zero-tolerance sexual harassment policy. Offensive verbal or physical conduct of a sexual nature will not be tolerated.

If you believe that you are being sexually harassed, report it to your volunteer supervisor or another WDFW staff member.

[Policy 3001](#)

Anonymous reports can be made via [Red Flag Reporting](#) (WDFW Ethics and Reporting Hotline)

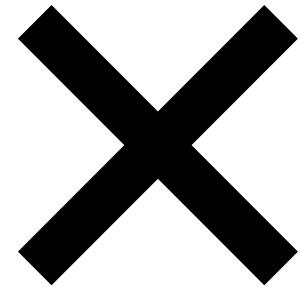


Policies & Procedures

Preventing & Responding to Workplace Violence

WDFW does not tolerate violence in the workplace by employees or others.

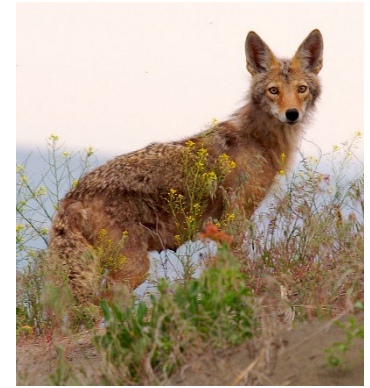
- If you witness or experience violence in the workplace you are required to immediately report the incident to your WDFW volunteer supervisor.
- Each facility has an Emergency Action Plan that can be obtained from your volunteer supervisor.



[Policy 4011](#)



Congratulations!



You have completed the WDFW new volunteer orientation.

Next steps:

- [Register as a volunteer](#) and update your profile to show you completed the orientation for new volunteers.
- [Sign up for volunteer opportunities.](#)



Questions?

Contact your volunteer supervisor or email

VolunteerDFW@dfw.wa.gov



Policies and Forms



Effective Date: 01/10/2018
Last Updated: 10/23/2012

POLICY 1001

Cancels: POL 1025
See Also: PRO 1001

Approved by: /S/ Joe Stohr

POL- 1001 DEVELOPING, ISSUING, MAINTAINING, AND COMPLYING WITH WDFW POLICY (POL) AND/OR PROCEDURE (PRO)

This policy applies to all WDFW employees, however, if policies and procedures are in conflict with or are modified by specific provisions of a bargaining unit agreement, the agreement language shall prevail.

Definitions:

Administrative Policy Committee (APC): The APC consists of the APC Chair, Executive Sponsor, and at least one representative from each Program

Management: Includes WDFW administration, the governor, the legislature, the courts, or any other authority whose decisions dictate what WDFW employees must or must not do.

1. WDFW Policy Directives Reflect Management Decisions

A WDFW policy directive represents a management decision to conduct business in a specific manner. A policy will contain the requirements, rules, criteria, definitions or deadlines that prescribe the standard the work must meet.

2. Policies Change as Conditions Require

Decisions by management must continually meet the new and changing conditions in which WDFW operates. Developing new policy and revising existing policy will reflect those requirements.

3. Agency Policies Will Be Reviewed Annually

4. Administrative Policy Committee Facilitates the Policy Process



APC shall facilitate the process that provides for policy development, maintenance, updates, revision, and distribution.

5. **Any WDFW Employee May Propose New Policy or Revisions to Existing Policy**

6. **All WDFW Employees and Volunteers Will Read and Acknowledge Applicable Policies and Procedures**

Within one week of appointment date and at the start of each new evaluation period employees will read applicable policy and/or procedure and sign an acknowledgement form.

7. **All WDFW Employees and Volunteers Will Comply with Applicable WDFW Policies and Procedures**

8. **Supervisors Will Communicate WDFW Policies and Procedures to WDFW Employees and Volunteers**

9. **When Employees or Volunteers Do Not Comply with WDFW Policies Disciplinary Action May Occur**

10. **The Director Retains Authority to Make Exception to Policy**



Effective Date: 08/16/06

POLICY 4001

Replaces: M1202

See Also: EO 93-03, RCW 51.32

WAC 357-26-015

Approved By: /s/ Jeff Koenings

POL-4001 ESTABLISHING REASONABLE ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

This policy applies to all WDFW employees, except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

Definitions:

Reasonable accommodation: Reasonable accommodation includes but is not limited to:

- 1) Accommodation in application procedures, testing, and the interview process; or
- 2) Modifications or adjustments to a job, work method, or work environment that make it possible for a qualified person with a disability to perform the essential functions of a position, or enjoy the benefits and privileges of employment equal to employees without disabilities.

Person with a Disability:

- 1) Under the Americans with Disabilities Act, a person with a physical or mental impairment that substantially limits one or more major life activities; or
- 2) Under chapters 49.60 RCW and WAC162-22, an employee who has a sensory, mental or physical abnormality that substantially limits his/her ability to perform the job.

1. WDFW Will Provide Reasonable Accommodation When Appropriate

Reasonable accommodation may include:

- a) Alteration of job structure;
- b) Modification of facilities, furniture, or equipment;
- c) Provision of qualified sign language interpreters, readers, writers, materials in alternative formats; or
- d) Placement in a vacant funded position for which the employee has the knowledge, skills, and abilities to perform.



2. **Human Resources Office Will Review Accommodation Requests**

WDFW will consider the following factors when reviewing requests for accommodation:

- a) The extent of general use of the accommodation;
- b) The useful life of the accommodation;
- c) The likelihood the accommodation would increase or decrease productivity;
- d) The cost of providing the accommodation in relation to the expected benefit derived; and
- e) Other factors as may be warranted by the circumstances of a particular request.

3. **Employees Are Encouraged To Participate in the Development of Ideas For Accommodation**

4. **Appointing Authority May Initiate a Disability Separation**

Employees who request accommodation but cannot be accommodated in the current position, and placement in an alternative vacant funded position is not possible, will be notified in writing that the Appointing Authority is initiating a disability separation.



Effective Date: 03/20/2002
Last Updated: 02/07/2023

POLICY - 2001

Cancels: M1012
See Also:

This policy applies to all WDFW employees, except if policies and procedures conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

Approved by: /s/ Amy Windrope

POL - 2001 FIELD COMMUNICATION

Definition:

Communication Device: Electronic equipment designed to communicate with other agency staff or emergency personnel, including, but not limited to, cell phone, DNR Radio, and/or satellite communication device (Garmin, InReach, Spot, Delorme)

Employee: Permanent, temporary, or volunteer worker

Field: Any location away from the official duty station excluding government or private offices

Point of Contact (non-enforcement personnel): An assigned person that an employee checks in with when they have returned from the field and is responsible for making sure the employee has returned safely. The point of contact may be the employee's immediate supervisor, or another agency person designated in advance with management approval.

Point of Contact (enforcement personnel): The officer's primary law enforcement dispatch center

1. **WDFW Will Provide a Communication Device/Devices to Ensure Staff Can Communicate With a Point of Contact During the Workday and Upon Return From the Field.**
2. **Supervisors and Point of Contact Will Maintain Current Information for Communication Device(s) Provided to Staff to Ensure Point of Contact Can Communicate With Staff During the Workday and Upon Return.**
3. **Employees Will Report Their Location and Schedule Accurately in Their Outlook Calendar or Follow Another Established Method to Identify Their Location If Not in the Office.**



4. **Employees Will Make Their Calendar or Other Identified Method to Identify Their Location Accessible to Their Supervisor and/or Point of Contact.**
5. **Supervisors and/or Point of Contact Will Establish Check-in and Check-Out Procedures for Employees Working Alone or at Remote Locations.**

Check-in and check-out procedures will be reviewed at the unit level through the senior manager level. Reviews will ensure that check-in and check-out procedures contain redundancy, and instill shared responsibility for safety throughout management, as appropriate.

6. **Programs May Establish Specific Return From Field Communication Procedures for Specialized Field Work.**



Department of Fish and Wildlife

Effective Date: 3/20/02

POLICY - 2005

Cancels: WDF 501, 508, 509, 510, 512
WDW 1901, 1903

See Also: WDFW Safety Program Manual Approved By: /s/ Jeff Koenings

POL - 2005 PROVIDING SAFETY AND HEALTH PROGRAMS

This policy applies to all WDFW employees and volunteers.

1. **WDFW is Committed to Providing a Safe and Healthful Workplace Free of Recognized Hazards**
2. **WDFW Safety Office Maintains and Distributes the Safety Program Manual**

The Safety Office maintains the Safety Program Manual to ensure it meets the Washington Industrial Safety and Health Act (WISHA) requirement for an effective and comprehensive written accident prevention program.

3. **WDFW Supervisors and Managers Ensure That Employees Understand and Follow the Safety Program Manual**



POLICY 2008

See Also: WDFW Snorkeling Safety Procedures Manual
POL 4018 – Utilizing Volunteers [Policy 4018](#)
POL 2002 – Ensuring a Drug and Alcohol Free Workplace [Policy 2002](#)

Approved by and Date: /s/ Joe Stohr, 7/31/12

POL – 2008 SNORKELING SAFETY

This policy applies to all WDFW employees and volunteers. However, if policies or procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

WDFW snorkeling activities have inherent risks. WDFW seeks to ensure the safety of our employees during all snorkeling operations. This policy applies whenever WDFW personnel and authorized volunteers participate in activities involving snorkeling. This includes any snorkeling operations conducted under the direct supervision of a WDFW employee, any snorkeling operations in which a WDFW employee or volunteer participates, and operations conducted with Department-owned equipment.

1. WDFW Will Promote Snorkeling Safety

WDFW is dedicated to ensuring the safety of all individuals involved in snorkeling activities under the auspices of the agency.

2. The WDFW Safety Office Will Develop And Maintain the Snorkeling Safety Procedures Manual

This manual governs all safety aspects of snorkeling, including snorkeling project approval process, safety equipment requirements, operational safety protocols, snorkeler training and registration requirements, emergency response, and incident reporting. The WDFW Snorkeling Safety Procedures Manual can be found on the agency intranet or through the WDFW Safety Office.

3. All WDFW Snorkeling Operations Will Be Conducted in Compliance With the WDFW Snorkeling Safety Procedures Manual

4. WDFW Will Provide Mandatory Snorkeler Safety Training

Required training will include initial and refresher training courses as well as First-Aid/CPR and review of the Snorkeling Safety Procedures Manual.



5. **WDFW Employees and Volunteers Must Be Registered as WDFW Snorkelers Prior to Any Snorkeling Activities**

An employee or volunteer must be current on necessary training and have had an in-water proficiency assessment in order to be registered.

6. **WDFW Employees and Volunteers Must Comply With All Procedures as Set Forth in the WDFW Snorkeling Safety Procedures Manual**

7. **Solo Snorkeling is Prohibited**

Snorkeling will only be permitted when two or more individuals are present. Within operational feasibility, continual visual or physical contact or communication must be maintained to ensure the safety of each other.

8. **A Snorkeler May Terminate or Refuse to Snorkel or Deviate From Snorkeling Safety Procedures Due to an Emergency**

A snorkeler may refuse to snorkel for safety reasons without fear of penalty. The snorkeler may refuse to snorkel if the snorkeler determines:

- A. Unsafe or unfavorable conditions exist.
- B. The snorkeling violates the precepts of the snorkeler's training.
- C. A concern exists about a snorkeler's fitness to snorkel.

A snorkeler may terminate a snorkel in progress without fear of penalty. The snorkeler may terminate a snorkel if the snorkeler determines it is unsafe to continue, unless it compromises the safety of another snorkeler already in the water.

Emergency conditions may cause any member of a snorkeling operation to deviate from the requirements of the Snorkeling Safety Procedures Manual to the extent necessary to react to a situation that will likely cause death, serious physical harm, or major environmental damage.

In the event of such an emergency, proper reporting must occur as soon afterwards as practical to document the incident.

9. **WDFW Director or Designee May Grant Exceptions to This Policy**

Exceptions will be based on a case-by-case basis in order to accommodate special situations or conditions and will be done in consultation with a member(s) of the WDFW Safety Office, as needed. Approved exceptions will be provided to the WDFW Safety Office.

POLICY TITLE: Conflict of Interest/Ethics

Cancels: WDW 1107 & 1108
 WDF 103 & 113
 See Also: M1005, M1215-1223,
 and M1216

Effective Date: 18 May 1995
 Approved By: Judith Newton, Deputy Director

POL-M1214 CONFLICT OF INTEREST/ETHICS

This policy is derived from Executive Order 93.02 Standards of Ethical Conduct for Executive Branch Employees and from RCW 42.18, Executive Conflict of Interest Act and RCW 42.52, State Ethics Law.

State government derives its authority from the citizens and exercises that authority solely for their benefit. The citizens have entrusted employees with the operation of state government and the stewardship of its human and environmental resources. To protect the public interest it is necessary that both public policy and the process for making public policy decisions be of the highest ethical standards. Employees are, therefore, obligated to treat their offices as a public trust, using their official powers and duties and the resources of the state only to advance the public interest. This obligation requires that all employees:

1. Be independent and impartial in the exercise of their duties, avoiding actions that create even the appearance of using their positions for personal gain or private benefit.
2. Strengthen public confidence in the integrity of state government by demonstrating the highest standards of personal integrity, fairness, honesty, and compliance with both the spirit and the letter of the law.
3. Create a work environment that is free from all forms of unlawful discrimination and harassment.
4. Manage human and environmental resources for the benefit and enjoyment of both current and future generations.
5. Conduct the public's business openly and to the maximum extent consistent with existing law, resolve doubtful cases in favor of free public access.
6. Serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is the primary mission of state government.
7. Promote an environment of public trust free from fraud, abuse of authority, and misuses of public property.
8. Protect the integrity of the decision making process by recognizing and avoiding conflicts between their public duties and private interests and activities.
9. Respect and protect privileged information to which employees have access in the course of their official duties.

The policies that follow comprise the Department's positions on Conflict of Interest and Ethics. Those policies are designed to assist employees in the performance of their duties for the state.



POLICY TITLE: Use of State Resources

Cancels: WDW 1107 & 1108
WDF 103 & 113Effective Date: 18 May 1995See Also: M1214-1216,
M1217-M1223Approved By: /s/ Judith Freeman, Deputy DirectorPOL-M1217 USE OF STATE RESOURCESPUBLIC OFFICE-WHETHER ELECTED OR APPOINTED-MAY NOT BE USED FOR PERSONAL GAIN OR PRIVATE ADVANTAGE

This policy is derived from Executive Order 93.02 Standards of Ethical Conduct for Executive Branch Employees and from RCW 42.18, Executive Conflict of Interest Act and RCW 42.52, State Ethics Law. Employees shall not utilize people, money or property under their control, direction or custody for their private benefit or gain or that of another.

1. Definitions

- A. Assist - means to help, aid, advise, furnish information to, or otherwise provide assistance to another person. The definition also includes a requirement that the employee both intends to assist the person and believes that the action will be of assistance to the person.
- B. Person - any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit.

2. Requirements

This policy complies with the statutory prohibition against an employee utilizing any of the state's resources for private benefit or gain. The statutory restrictions concerning the utilization of state resources are as follows:

- A. An employee may not use a person under his/her official direction or control for private benefit or gain to the employee or another;
- B. An employee may not use money under his/her official direction or control for the private benefit of gain of the employee or another;
- C. An employee may not use any property under his/her official control or custody for the private benefit or gain of the employee or another; and
- D. An employee may use public resources under his/her direction or control to benefit others when it is part of the employee's public duties.



POLICY TITLE: Property and Equipment Assigned to Employees/Volunteers

Replaces: New

See Also: WDFW Policy 1024 Draft
WDFW Policy 1027 Draft
WDFW Policy 1227 Draft
WDFW Policy 1403
WDFW Policy 1503 Draft

Effective Date: September 16, 1998
Approved By: [Signature]
Director

POL-M1404 PROPERTY AND EQUIPMENT ASSIGNED TO EMPLOYEES/VOLUNTEERS

ALL employees/volunteers will be accountable for the proper use and care of all property and equipment used in the conduct of their official duties. This policy governs the use and assignment of tangible assets and intangible items such as keys and credit cards.

Permanently assigned property and equipment are tangible assets that exceed \$300 in cost and have a minimum useful life of one year.

Temporarily assigned property and equipment are items assigned on an as needed basis. A temporary assignment is for a specific task of identifiable duration from a central location. For these items a Sign Out/In Log with dates will replace the Employee Accountability Form (WDFW 897).

Supervisors will give this policy and the accompanying procedure to all employees/volunteers who report directly to them.

Employees/volunteers will exercise prudent judgment and show responsibility in safeguarding WDFW controlled assets assigned to them from misuse, theft, loss or destruction.

Each employee/volunteer will maintain a list (WDFW 897 Employee Accountability Form) of all WDFW controlled permanently assigned property in their possession. Each program or unit may design their own form if it contains all the elements contained in the Employee Accountability Form (WDFW 897).

At the time of termination, retirement, or reassignment the employee/volunteer must surrender all items to the first line supervisor for a comparison with the Employee Accountability Form (WDFW 897). When the comparison is completed, the employee/volunteer (if available) and the individual who did the visual inspection will sign and date the Employee Accountability Form (WDFW 897). If any items are unaccounted for WDFW may withhold an employee's final pay check pending the return of the missing assets.

Periodically the Internal Auditor and Purchasing staff will review for compliance. Records will also be subject to audit by state and federal auditors.

Supervisors will evaluate all employees for compliance with this policy. They will report any failure to comply to management. Management will take corrective or disciplinary action per Merit System Rules when appropriate.





EMPLOYEE/VOLUNTEER ACCOUNTABILITY LIST

Employee's Name

Hire Date

Address, City, State, Zip

Transfer/Termination Date

The following items have been assigned to the above-named individual:

Keys, list number and type: _____

Card Key, list number: _____

Petty Cash Custodian: Yes No

Employee I.D. Card: Yes No

Telephone Credit Card #: Yes No

SCAN Access Code #: Yes No

Credit Cards, list type: _____

Cellular Phone # _____

Computer password/log-on ID: Yes No

Software/Manuals, list: _____

University of Washington Computer Account # Yes No

Inventory Description	Inventory #	Serial #
COMPUTER CPU		
COMPUTER MONITOR	N/A	
DESK	N/A	
CHAIR		

I have received the above items and understand the items must be returned to my supervisor prior to my termination with the Washington State Department of Fish and Wildlife (WDFW). Any outstanding dailies, leave slips, travel vouchers/advances and forwarding address will be provided to my supervisor prior to my termination with WDFW. Equipment Transfer Slips are attached.

Employee's Signature / Date

Supervisor: It is your responsibility to require that the above items are returned to you, or inventoried prior to an employee's transfer or termination. SCAN access code must be canceled prior to the employee's last day of employment with the agency.

cc: Supervisor

WDFW 897 (8/98)



Effective Date: 12/8/05

Page: 1 of 1

POLICY – 4004

Replaces: Policy WDF 503, Policy WDW 1020, Policy M1206
See Also: RCW 70.160, WAC 296-800-240 and Executive Order 88-06

Approved By: /s/ Jeff Koenings

POL - 4004 Smoking in Agency Vehicles and Facilities

This policy applies to all Department of Fish and Wildlife employees and volunteers except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

1. **Smoking is prohibited in agency facilities (except in designated areas) and vehicles**

Employees living in state-owned or operated residences are exempt from this prohibition in their assigned residence.

2. **No Smoking Signs will be Posted in Facilities**

3. **Supervisors are Responsible for Compliance**

Effective Date:07/01/05

POLICY 2002

Replaces: M1224 and 4010
Refer to: Federal Drug-Free Workplace Act of 1988, Federal Omnibus Transportation Employee Testing Act of 1991, Federal Commercial Motor Vehicle Act of 1986.
See Also: Policy 2002, Federal Drug-Free Workplace Act of 1988 Federal Omnibus Transportation Employee Testing Act of 1991 Federal Commercial Motor Vehicle Act of 1986 Executive Order EO 92-01 RCW 69.50; RCW 46.25; WAC Chapter 357-40; WAC 357-37-200; U.S. DOT, NHTSA Parts 382, 383, 390, 391, 392, 395, 40; Collective Bargaining Agreement By And Between the State of Washington and Washington Federation of State Employees (WFSE); Collective Bargaining Agreement By And Between the State of Washington and Coalition (MM&P, WAPB, Teamsters 760, IBEW, UA 32, WSPCMA, WSNA); Collective Bargaining Agreement By And Between the State of Washington and Washington Public Employees Association (WPEA)
Approved By: /s/ Jeff Koenings

POL - 2002 ENSURING A DRUG AND ALCOHOL FREE WORKPLACE

The Department's goal is to ensure the health and safety of Department staff and the public, as well as to promote an efficient and productive work environment. Although WDFW is committed to assist employees with chemical dependency problems, safety is the Department's first priority.

This policy applies to all WDFW employees and volunteers except if policies and procedures are in conflict with or are modified by a collective bargaining agreement, the agreement language shall prevail.

Definitions: [See Appendix](#)

1. WDFW Is Committed to a Drug and Alcohol Free Workplace

2. WDFW Requires Drug and Alcohol Testing Under Certain Circumstances

(See PRO-2002C - Drug and Alcohol Testing)

- A. Employees required to have a Commercial Driver's License (CDL) are subject to pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing in accordance with the U.S. Department of Transportation Rules and the Federal Omnibus Transportation Employee Testing Act of 1991.
- B. Represented and non-represented employees who perform safety-sensitive functions are subject to pre-employment, post-accident, post-firearm shooting incident, and reasonable suspicion, return-to-duty, and follow-up testing. ([See Appendix for definitions](#))
- C. Non-safety-sensitive employees covered by Coalition are subject to reasonable suspicion, return-to-duty, and follow-up testing.
- D. Non-safety-sensitive employees who are not represented are subject to post-accident, reasonable suspicion, return-to-duty, and follow-up testing.

3. All Employees Must Report to Work in a Condition Fit to Perform Their Assignments Unimpaired By Alcohol Or Drugs



- A. Employees may not use or possess alcohol while on duty, including standby, in state vehicles, on WDFW premises, or other governmental or private worksites where employees are assigned to conduct official state business, except when:
 - 1. The premises are considered residences. The legal use of alcohol in WDFW-owned housing or residential facilities will be confined to residence, adjacent lawn/yard or patio area, and only when staff is not on duty, preparing to report to duty, or on standby.
 - 2. The use or possession is required pursuant to a lawful investigation.
 - 3. The alcohol is used for scientific purposes related to official state business
- B. The unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs in state vehicles, on WDFW premises, or on official business is prohibited.
- C. Per Federal regulations, the following conduct is strictly prohibited for CDL Drivers:
 - 1. reporting for duty, or being on stand-by status, with nonprescription controlled substances in their system;
 - 2. being impaired while on duty or paid standby due to the use of alcohol, any controlled substances, or non-prescription drugs;
 - 3. any activity involving the use, possession, distribution, or sale of alcohol, unauthorized prescription drugs, controlled substances or drug paraphernalia while on duty or paid standby;
 - 4. using alcohol within eight hours following an accident or prior to undergoing a post-accident alcohol test;
 - 5. using alcohol four hours before reporting to duty or while on paid standby; or
 - 6. refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
- D. Employees representing the State at official functions must exercise prudence in consuming alcohol to ensure they remain unimpaired.
- E. Employee may decline to perform outside of normal working hours, including standby, without penalty if under the influence of controlled substances and/or alcohol.

4. Employee Notifies Appointing Authority of Any Controlled Substance Conviction

Any employee convicted of any controlled substance statute violation on state property or while conducting WDFW business, must notify his/her Assistant Director or Regional Director within 48 hours of the conviction.

5. WDFW Notifies Federal Contracting Agencies of Any Controlled Substance Conviction

WDFW notifies Federal contracting agencies within 10 days if an employee has been convicted of a drug violation occurring in the workplace.

6. Employees Must Notify Supervisor of Certain Medications

CDL Drivers must remove themselves from performance of any safety-sensitive function and report the situation to their supervisor if they are experiencing any impairment from prescription or non-prescription medication or if there is the potential for any impairment.

WDFW employees covered under Washington Public Employees Association (WPEA) are responsible for consulting their physician as to any limitations on their ability to perform the duties of their position as a result of taking physician-prescribed drugs. Employees shall report any such limitations to their supervisor or other designated official before resuming their work duties.

WDFW non-represented employees and employees covered under Washington Federation of State Employees (WFSE) and Coalition (MM&P, WAPB, Teamsters 760, IBEW, UA 32, WSPCMA, WSNA) who are taking physician-prescribed or over-the-counter medications, must notify their supervisor or other designated official if there is a substantial likelihood that such medication will affect job safety and the side effects of the drug(s).



7. Managers, Supervisors, and Lead Workers Must Attend Training To Recognize Drug And Alcohol Abuse

(See PRO-2002A – General Responsibilities And/Or Expectations and PRO 2002B - Hiring Process For Positions With Safety Sensitive Duties and Training For All Supervisors)

8. All CDL Drivers Must Attend Training Regarding Drug and Alcohol Abuse Prior to Performing Safety-Sensitive Duties and Prior to Drug and Alcohol Testing

Except: Pre-employment testing (See PRO-2002B - Hiring Process For Positions With Safety Sensitive Duties and Training for All Supervisors)

9. WDFW Human Resource Office Provides Information on Drug and Alcohol Free Workplace Program

10. WDFW Maintains Confidentiality and Privacy

Confidentiality and privacy will be maintained throughout all stages of the testing process including the reporting of test results. All alcohol and controlled substances testing shall be done in accordance with procedures set forth by the US Department of Transportation and approved by US Department of Health and Human Services (DHHS).

All records involving drug and alcohol testing information will be maintained in secure locations with controlled access in accordance with Federal regulations.

11. Employees Refusing to Comply With a Request For An Alcohol or Controlled Substance Test are in Violation

Refusing to comply with a request for testing of alcohol or controlled substances will be documented as a refusal and treated as a positive test result for controlled substances and/or an alcohol test result at the level of 0.04 breath alcohol concentration (see PRO-2002D – Consequences of Policy Violation)

Refusal to comply includes providing false information in connection with a test, attempting to falsify test results through tampering, contamination, adulteration, or substitution. Refusal to comply may include an inability to provide a specimen or breath sample without a valid medical reason or failure to proceed immediately to the collection site designated by WDFW ([See Appendix for Definitions](#)).

12. WDFW Employees Who Violate This Policy May Be Subject to Disciplinary Action
(See PRO – 2002D – Consequences of Policy Violation.)

CDL Drivers found in violation of this policy shall:

1. not be permitted to perform or continue to perform safety-sensitive functions or other duties which may pose a hazard to the CDL Driver or others and;
2. be subject to appropriate disciplinary action and Federal mandates set forth in the Federal Omnibus Transportation Employee Testing Act of 1991

WDFW employees covered under WPEA who are found to be impaired on the job due to the use of controlled substances or alcohol may be subject to disciplinary action in accordance with existing laws and regulations, but the results of such drug or alcohol testing shall provide no independent basis for disciplinary action. WDFW may use the results of a drug or alcohol test to require an employee to successfully complete a rehabilitation plan. The rehabilitation plan terms



may require the employee to pass all subsequent drug or alcohol tests. In this situation, the results of a subsequent drug or alcohol test may be the basis for disciplinary action.

WDFW employees covered under WFSE who have a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal, based on the incident that prompted the testing, including a violation of the drug and alcohol free work place policy.

WDFW employees covered under Coalition who have a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including dismissal, based on the incident that prompted the testing.

Non-represented employees who have a positive alcohol test and/or a positive controlled substance test may be subject to disciplinary action, up to and including discharge.

13. WDFW Encourages Employees to Voluntarily Seek Treatment for Drug and Alcohol Abuse

Employees who voluntarily seek assistance will be removed from safety-sensitive functions or other duties that may pose a hazard to the employee or others. They must complete recommended treatment, including aftercare and provide documentation verifying completion of the treatment prior to resuming those duties (see PRO-2002D– Consequences of Policy Violation).

14. WDFW Pays for Alcohol and/or Initial Controlled Substance Testing

15. WDFW Employees May Request a Split Sample Test

If an employee's initial controlled substance test is positive, the employee may request the split sample be tested at WDFW's expense. If the test result is positive, WDFW will charge the employee for the cost of the split sample testing.

16. WDFW Employees Are Considered On Duty while Traveling To and From and Participating in Drug and Alcohol Testing

Policy 2002 - APPENDIX

DEFINITIONS:

For the purpose of **Policy 2002 - Ensuring A Drug And Alcohol Free Workplace** and the accompanying procedures the following definitions apply:

Accident: For CDL Drivers - An occurrence involving a commercial motor vehicle operating on a public road that results in: 1) a fatality; 2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident and the CDL Driver receives a citation under state or local law; or, 3) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle and the CDL Driver receives a citation under state or local law.

OR

For all employees except non-safety-sensitive employees covered by WFSE and WPEA: a work-related incident involving death, serious bodily injury, or significant property/environmental damage, or the potential for death, serious injury, or significant property/environmental damage,



Effective Date: 4/16/08

POLICY 3001

Replaces: M1201, F210, W1102

See Also: WAC 357-25-027

Approved by: 

POL-3001 PREVENTING AND REPORTING SEXUAL HARASSMENT

This policy applies to all WDFW employees, volunteers, contractors and any persons doing business with WDFW except if policies or procedures are in conflict with or are modified by a bargaining unit agreement, the agreement language shall prevail.

DEFINITIONS:

Sexual Harassment is an unlawful violation prohibited by Title VII of the Civil Rights Act of 1964 and RCW 49.60; <http://www.eeoc.gov/policy/vii.html>

Sexual Harassment: As defined under the Equal Employment Opportunity Commission (EEOC): Unwelcome sexual behavior by a person of either sex against an individual of the opposite or same gender. In addition, this includes, but is not limited to, requests for sexual favors or other offensive verbal or physical conduct of a sexual nature including, but not limited to, when any of the following occur:

- When submission to such conduct, either explicitly or implicitly, is made a term or condition of an individual's employment;
- When submission to or rejection of such conduct by an individual is used as the basis for employment decisions; and/or
- When such conduct has the purpose or effect of interfering with work performance or statutory rights, or creates an intimidating, hostile, or offensive agency work environment.

Harassment: Intimidating, hostile or offensive work environment; includes, but is not limited to, a workplace in which:

- Repeated, unwelcome, sexually-oriented jokes, innuendoes, obscenities, pictures or any action with sexual connotation has the cumulative effect of making an employee feel uncomfortable in the workplace; or
- Aggressive, harassing behavior in the workplace whether or not sexual in connotation, is directed toward an employee based on the employee's gender.



1. **WDFW Does not Tolerate Sexual Harassment**
Individuals who sexually harass are subject to disciplinary actions up to and including dismissal.
2. **Supervisors Will Review this Policy with all New Appointees**
3. **Employees are Responsible for Helping Maintain a Work Environment Free from Sexual Harassment (See PRO-3001)**
4. **Employees/Volunteers/Contractors Believing They are Being Sexually Harassed During the Course of Their Job are Strongly Encouraged to Take Immediate Action (See PRO-3001)**
5. **Management Observing or Having Knowledge of Sexual Harassment are Legally Required to Take Immediate Action**
6. **Human Resources Will Conduct a Thorough Review Or An Investigation of the Allegations (See PRO-3001)**
7. **Employees Will Cooperate in the Review or Investigation**
8. **Complaints Will Be Kept Confidential to the Extent Reasonably Possible**
9. **Employees Intentionally Providing False Information are Subject to Disciplinary Action**
10. **Retaliation or Reprisal Against any Person Filing a Complaint or for Cooperating in an Investigation of Sexual Harassment Will be Grounds for Disciplinary Action up to and Including Dismissal**
11. **Management will Endeavor to Keep Affected Individuals Apprised of the Status and the Outcome of the Situation**
12. **WDFW Will Provide and Employees Must Take Training on Sexual Harassment Prevention**
13. **Employees Have a Legal Right to File a Complaint with the Washington State Human Rights Commission and/or the Federal Equal Employment Opportunity Commission <http://www.eeoc.gov>**



Effective Date: 8/21/02

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POLICY - 4011

Replaces:

See Also: WAC 296-24-55001
WDFW POL 2001, M1604
Executive Order 96-05

<http://www.governor.wa.gov/eo/eoarchive/eo96-05.htm>

Approved by: _____

POL - 4011 PREVENTING AND RESPONDING TO VIOLENCE IN THE WORKPLACE

This policy affects all employees and volunteers of WDFW as it relates to violence in the workplace.

Definitions:

Domestic violence:

- A. Either physical, sexual, or psychological abusive behavior intended to establish and maintain control over a partner or family member; or
- B. Not solely a private, family dispute that affects only the people immediately involved, but crosses over to the workplace, adversely affecting the safety and productivity of victims and co-workers.

Facility:

Any building or structure owned, leased, rented, or occupied by WDFW where work activities take place.

Violent activities:

- A. Any attempt to cause personal harm to another person, whether successful or not;
- B. Any threat to do so; or

Updated: 8/21/02



- C. Any other harassment intended to create a feeling of vulnerability or intimidation regardless of the sources, which could be a member of the public, a fellow employee or a family member.

Workplace:

Any office (including home office), facility, vehicle, property or field location assigned to an employee for work-related activities.

1. **WDFW Does Not Tolerate Violence in the Workplace by Employees or Others**

2. **WDFW Will Take Corrective or Disciplinary Action**

WDFW will take corrective or disciplinary action against an employee who:

- A. Commits a violent act in the workplace;
- B. While conducting state business uses state resources to commit a violent act; or
- C. Is arrested, convicted, or issued a permanent injunction as a result of violence, including domestic violence, when such action has a direct connection to the employee's duties.

3. **Each Facility Will Establish and Maintain an Emergency Action Plan**

Each facility must establish and maintain an Emergency Action Plan. The plan includes information used in the event of a hostile situation such as activating the local emergency response system (See Safety Manual <http://intranet.dfw.wa.gov/pgm/per/safetydocs.htm>).

4. **WDFW Will Provide Personal Safety Training**

WDFW will provide personal safety training dealing with hostile people and appropriate self-defense measures.

5. **WDFW Will Provide Assistance to Employees Reporting Violence, Including Domestic Violence**

Updated: 8/21/02



- A. The Personnel Office will provide each workplace with materials to post about this policy, domestic violence, and available resources. Employees may confidentially obtain these materials.
- B. Supervisors will take any reasonable measure to reduce the risk to an employee, or others, if a potential violent incident might occur in the workplace.
- C. WDFW will provide support and assistance to employees who inform WDFW they are victims of violence, including domestic violence (Attachment A).

Assistance may include:

- (1) Confidential means for coming forward for help;
- (2) Resource and referral information;
- (3) Work schedule adjustments or leave as needed to obtain assistance;
- (4) Workplace relocation as feasible; and
- (5) Development of workplace safety plans.

6. **No Penalties or Discipline Will Occur to Victims of Violence, Including Domestic Violence**

Being a victim of violence, including domestic violence, will not result in the employee being penalized or disciplined.

7. **WDFW Will Encourage Perpetrators of Violence, Including Domestic Violence, to Seek Help**

WDFW encourages the perpetrators of violence, including domestic violence, to seek assistance which shall include referral to counseling services and information regarding certified treatment resources.

8. **Employees Must Immediately Report Violent Activities in the Workplace, including Domestic Violence in the Workplace, to Supervisor or Designee**

Supervisor or designee will, as appropriate, advise employee to:

Updated: 8/21/02



- A. Obtain any necessary medical or psychological assistance;
- B. Report the incident to the local police department or sheriff's office.

9. **Supervisors Will Immediately Respond to Reported Violent Activities**

- A. Supervisor or designee will:
 - (1) Secure the work area where the incident occurred to assure that it is safe;
 - (2) Account for all employees and others in the area to ensure their safety;
 - (3) Report the incident to appropriate supervisory personnel and the Personnel Office;
 - (4) Provide for critical incident debriefing for victims, witnesses and other affected employees with the assistance of the Personnel Office; and
 - (5) Provide for prompt and accurate communication with outside agencies, media (see Attachment B), and law enforcement.
- B. **Within three (3) days of the incident**, provide written documentation of all violent activities to the Safety Office. Use the Safety/Security Incident Report Form (see Attachment C).
- C. If the incident results in a police investigation, the regional Enforcement Captain or Assistant Director for Enforcement may assign a Fish and Wildlife Officer to assist the local police jurisdiction and to monitor progress.

10. **Supervisors Will Follow up with Victims of Violence in the Workplace**

Supervisors in conjunction with the Personnel Office will provide information and other resources, if necessary.

11. **Supervisor Will Provide Necessary Resources for Employees Working in**

Updated: 8/21/02



Known Hostile Working Conditions

- A. Supervisor will provide appropriate support to employees when they must work in those areas;
- B. Necessary resources may include adequate communications equipment or working with another employee.



Effective Date: 5/1/14

POLICY 4018

Replaces: M7001

See Also: RCW 51.12.035, PRO-4018,
POL-3002, POL-1025, POL-4025,
POL-7010, POL-4022,
Fair Labor Standards Act (FLSA)

Approved By: /s/ Phil Anderson

POL - 4018 WORKING WITH VOLUNTEERS

This policy applies to all Washington Department of Fish and Wildlife (WDFW) employees and volunteers except if policies and procedures are in conflict with or are modified by a bargaining unit agreement, in which case the agreement language shall prevail.

DEFINITIONS:

Volunteer: A volunteer is a person, other than an emergency services worker as described by chapter 38.52 RCW, who, of his or her own free choice, performs any assigned or authorized duties for WDFW. A volunteer receives no wages and is registered and accepted as a volunteer by WDFW for the purpose of engaging in volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties. Members of advisory boards or groups established by WDFW are considered volunteers if they are not paid wages for their participation.

Authorized duties are those that have been approved by department staff.

Individuals, groups and organizations who receive technical or professional assistance from WDFW but perform work independent of the department are not considered WDFW volunteers in those instances that they are performing tasks that have not been authorized or assigned by department staff. Paid staff hired by volunteer groups or organizations are not considered volunteers.

Volunteer Supervisor: Any staff member who assigns, directs, or oversees the efforts of department volunteers.



Volunteer Program Manager: Designated staff member responsible for planning, developing and managing the department's statewide volunteer program.

Supervision: For the purpose of this procedure, "supervision" is defined as assigning tasks and/or providing oversight, direction and performance feedback to volunteers.

It is the department's policy to:

Engage Volunteers with Appropriate and Meaningful Assignments

Volunteers will not be assigned tasks that are prohibited by department policy and/or state and federal laws and regulations.

Volunteer assignments will:

- support WDFW's mission and vision.
- support program specific goals and objectives.

Provide Training for Staff Who Work With Volunteers

The department's Volunteer Program Manager will develop and implement training for staff who work with volunteers.

Provide Equal Access to the Department's Volunteer Program

WDFW will provide equal access to the department's volunteer program for all persons without regard to race, color, creed, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability.

WDFW may provide appropriate volunteer opportunities to individuals seeking to perform court-ordered community service at staff discretion.

Allow Underage Volunteers to Participate in the Department's Volunteer Program. (POL-4024)

Allow Employees and their Immediate Family Members to Serve as Volunteers

Employees may volunteer for the department only if they are assigned volunteer tasks different from those that they are paid to perform as an employee. (Fair Labor Standards Act 29CFR 553.101)

Volunteers shall not provide service under the lead or supervision of a relative or household member. (POL-3002)



Reserve the Right to Deny Participation

Department staff may deny a prospective volunteer registration and/or dismiss volunteers from service for any lawful reason including safety, liability and management concerns.

Screen Volunteers

Volunteers will be screened dependent on the nature of the volunteer tasks that they will be assigned and department policy.

Volunteers who will represent WDFW through public contact and those who have unsupervised access to secured facilities and/or materials, supplies and equipment will be more rigorously screened than those with less responsibility.

Screening might include the review of a prospective volunteer's registration materials, an application or questionnaire, a skill assessment, interview(s), reference checks, a trial period and/or a criminal background check.

State law requires that any prospective volunteer who will have regularly scheduled unsupervised access to developmentally disabled persons, or vulnerable adults must complete and pass a criminal background check.

All department staff and volunteers are prohibited from working one-on-one with underage volunteers.

Register All Department Volunteers

Volunteer Supervisors will ensure that each volunteer has registered and been accepted as a department volunteer prior to assigning them volunteer tasks.

Provide Orientation, Appropriate Training and Supervision to All Department Volunteers.

The department's Volunteer Program Manager will develop and implement an orientation for new volunteers.

Volunteer Supervisors will provide supervision to their volunteers and ensure that they receive training and safety information, including risks associated with their assignment, necessary to safely complete their assigned tasks.

Provide Medical-Only Industrial Insurance for Volunteers

The department will provide medical-only industrial insurance for registered volunteers. It covers the medical costs for injuries and illnesses incurred while completing assigned volunteer tasks as directed.



Require that All Volunteers Comply with Department Policies and Procedures
(POL1025)

Require that Volunteers Report All Incidents, Loss and Damage (POL-4025)

Require Proper Use and Care of State-Owned Property and Equipment

Require that volunteers be accountable for the proper use and care of all state-owned property and equipment used to complete their assigned volunteer tasks.
(POL-M1404)

Allow Volunteers to Operate State Owned Vehicles

Volunteers eighteen and older who have a minimum of two years of driving experience and a driver's license valid under Washington State law may operate state vehicles at staff discretion. (POL-7010)

Allow Volunteers to Access and Use State Owned Computing Resources

Volunteers may access and use state owned computing resources in accordance with POL-7008.

Volunteers shall not be provided access to category 3 or higher confidential data, unless they have first passed a fingerprint and background check administered by WDFW Enforcement and/or Washington State Patrol.

Encourage Volunteers to Use State Owned Equipment to Complete Assigned Tasks When it is Available

The department is not responsible for loss or damage to personal property.
(POL-4025)

Document and Report Volunteer Hours

Allow Volunteer Reimbursement for Some Costs

Volunteers may be reimbursed for travel expenses incurred while completing assigned volunteer tasks. (POL-1021)

Volunteers may be reimbursed for non-travel related expenses incurred while completing assigned volunteer tasks, at staff discretion and in accordance with department policies. (Examples might include specialized clothing, equipment, project materials, and other out-of-pocket expenses.)



Implement a Recognition Program within the Volunteer Program

The department's Volunteer Program Manager will develop and implement a recognition program within the Volunteer Program that will recognize the collaborative efforts and accomplishments of volunteers and department staff who work together.

WDFW Commits to Providing a Safe and Healthy Work Environment Free of Recognized Hazards (POL-2005)

