



Cochise County Judicial System

Policy Title: Volunteers and Interns

Policy Number: 1004

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

Scope/Coverage: This policy applies to volunteers and interns, defined as any individual who performs a service for, and directly related to, the business of the Cochise County Judicial System (CCJS). The ADR and CASA Programs have separate established policies and practices which they follow.

Services will be performed without the promise, expectation or receipt of compensation. Occasionally, interns may be compensated by the agency through which service hours or school credit is being performed. Individuals fulfilling court-ordered community service hours are not considered volunteers.

I. Purpose

The purpose of this policy is to provide CCJS departments with guidelines to assist them in recruitment and placement of volunteers and/or interns. In addition, departments need to ensure volunteers and interns are protected with worker's compensation and general liability coverage. However, at no time shall the volunteer or intern be eligible for any form of compensation or other benefits including but not limited to cash, retirement, health insurance, social security, life insurance or any other employee benefit plan or program. Additionally, at no time will the volunteer or intern be entitled to the rights or privileges of the Judicial Merit Rules.

II. Criteria/Requirements

A volunteer or intern must be at least sixteen (16) years of age. Exceptions may be made only with prior approval by the Department Director and Judicial Human Resources Director. In addition, a volunteer or intern arrangement must comply with the CCJS Nepotism Policy Number 1003. The Department Director must approve volunteers or interns prior to having them perform an assignment. Departments are not required to accept all volunteers or interns and have the discretion to decline a volunteer or intern's services. Volunteer or intern service and assignments may be terminated or amended at the discretion of Department Directors acting on behalf of the CCJS. Nothing in the volunteer or intern arrangement shall be construed to imply that after participation in or completion of the volunteer or intern service, the volunteer or intern will have a right to any form of employment or continued volunteer service with the CCJS.

To mitigate liability to the CCJS, volunteers and interns will be required to attend a Volunteer Orientation program conducted by Human Resources or the Department, prior to performing any work and must sign the volunteer agreement form and other required forms (see below). Such

training will be similar in nature to the New Employee Orientation Program (excluding portions dealing with employee benefits) and may include but not be limited to expectations regarding ethical behavior, proper use of court and/or county property and resources, confidentiality, financial responsibility, sexual harassment/discrimination prevention, any applicable County/State driver safety training and compliance with the CCJS and/or county policy regarding illegal drug or alcohol use.

When a department selects a volunteer or intern, the department provides the volunteer or intern with a Volunteer Information Packet, containing the following documents:

1. Volunteer Program Information Sheet
2. Volunteer Information
3. Volunteer Agreement
4. Acknowledgement Forms for:
 - A. Worker's Compensation for Employees
 - B. Drug and Alcohol Policy
 - C. County Policy Prohibiting Discrimination & Sexual Harassment
 - D. Safety in the Workplace
 - E. Acceptable Use Policy (AUP) for Technology
 - F. Certification of Privately Owned Vehicle Insurance
5. Copy of Driver's License

Volunteers and interns shall abide by CCJS and County policies that govern their actions. Certain CCJS departments may have established separate job-specific volunteer and intern policies based on their mission, funding and mandates. Volunteers and interns are not considered employees for any purpose; however, they are covered by worker's compensation and general liability protection without cost to the volunteer or intern while they are performing duties for the CCJS. For Worker's Compensation purposes, volunteer and intern hours must be reported by each department to Judicial Human Resources quarterly. Volunteers and interns are not eligible for retirement, health or any other benefits.

A prospective volunteer or intern's qualifications and interests will be considered to determine eligibility for an assignment. Each department will develop a description of the volunteer or intern assignment. An interview and reference check may be required by the Department Director prior to any agreement for a volunteer or intern work assignment. A criminal history background check, including fingerprinting is required. It will be completed consistent with the CCJS policy for employees, and prior to any volunteer or intern assignment.

Each department is responsible for training their volunteers and interns. (Training must be completed successfully before the volunteer or intern may begin the assignment.) If volunteers or interns will be working with machines and/or equipment, they must be provided with the proper personal protective equipment.

If the volunteer or intern will be working with machines and/or hazardous equipment, they must be directly supervised by a trained staff member. Departments are responsible for deciding which assignments require the use of County vehicles and for screening volunteers and interns for ability and safety to drive. If a volunteer or intern is authorized to use their privately-owned vehicle during CCJS business, the owner of the vehicle has primary liability for accidents arising out of maintenance or use of that vehicle. Private vehicle accidents should be reported to the volunteer

or intern's insurance company. The driver's insurance company is primary and minimum limits of liability must be maintained. County liability, if any, is secondary.

Volunteers or interns who drive in any capacity for the CCJS shall submit their driver's license to be photocopied and provide proof of current insurance coverage. Any suspension of a driver's license or lapse of insurance shall be reported immediately to the volunteer or intern's supervisor.