

DEPARTMENT OF PARKS & RECREATION
COUNTY OF HAWAII

APA RULE 11

RULES RELATING TO THE DEPT. OF PARKS & RECREATION
VOLUNTEER PROGRAMS

EFFECTIVE DATE: MARCH 20, 1987

**RULES AND REGULATIONS OF THE
DEPARTMENT OF PARKS AND RECREATION
OF THE COUNTY OF HAWAII**

**RULE 11 - RULES RELATING TO THE DEPARTMENT OF PARKS AND
RECREATION VOLUNTEER PROGRAMS**

Section 1. Definitions

- A. "County-sponsored Program" - any organized program or activity under the control of the Department of Parks and Recreation which is funded wholly or in part by the County of Hawaii.
- B. "Director" - means the Director of the Department of Parks and Recreation or his/her designated representative.
- C. "Departments" - means the Department of Parks and Recreation of the County of Hawaii.
- D. "Staff" - any person in the employ of the County who is assigned to a particular facility under the control of the Department of Parks and Recreation.
- E. "Volunteer Program staff" - any person, whether a County employee or a volunteer, who is involved in administering the Volunteer Program.
- F. "Volunteer" - any person, who provides services or labor, of his/her own free will, without compensation or remuneration.

**Section 2. General Requirements for Participation in County-Sponsored
Volunteer Programs**

- A. Selection Requirements. The general requirements for selection of a person to participate as a volunteer shall be:
 - 1. A need or vacancy for volunteer participation in a specific volunteer program or County-sponsored program.
 - 2. Ability to meet criteria as established by the Director for a specific program.
 - 3. Physical and medical ability to perform tasks required by the program.
 - 4. Ability to commit him/herself to a specified amount of time in the program.

5. Successful completion of appropriate department training programs.
 6. Completing an application form and submitting to an interview.
- B. Grounds for Suspension or Discharge. A volunteer will be subject to suspension or discharge from any County-sponsored program for any of the following reasons:
1. Refusal to comply with the rules of conduct and safety as set forth by the department.
 2. Consumption of alcoholic beverages and/or controlled substances while on duty.
 3. Under the influence of alcohol or controlled substances while on duty.
 4. Behaving or acting in any way that threatens the general welfare and safety of the public, fellow volunteers, employees, property, or the County.
 5. Unsatisfactory work performance as determined by the Director.
- C. Evaluations. A volunteer will be evaluated formally, in writing, during a probationary period. Evaluations will also be done at the end of a contract period, or annually, on the anniversary date of the volunteer's acceptance in the program. Evaluations will focus on quality of work, competence, and suitability. Evaluations may include other factors deemed appropriate for specific programs.
- D. Retention. Retention of a volunteer will be dependent on a satisfactory or better evaluation and a favorable recommendation from his/her staff supervisor.

Section 3. Criteria for Participation in Specific Volunteer Programs

Criteria pertaining to the various volunteer programs of the department shall be available to the public for inspection at the office of the Department of Parks and Recreation, 25 Aupuni Street, Hilo, Hawaii. These criteria reflect the special requirements for volunteer participation in specific volunteer programs and provide controls to protect the volunteer, the public, and employees of the County in carrying out these programs.

Section 4. Petition for the Adoption, Amendment or Repeal of the Policies and Rules Pertaining to the Volunteer Programs

- A. Any interested person may petition the Director requesting the adoption, amendment, or repeal of these policies or rules and stating their reasons for such change.

- B. Such petition shall be typewritten and submitted to the Director of Parks and Recreation, 25 Aupuni Street, Hilo, HI 96720.
- C. The Director shall render a written decision relative to any petition within thirty (30) days from the date of its submittal.

DEPARTMENT OF PARKS AND RECREATION
 COUNTY OF HAWAII

Patricia Engelhard

 DIRECTOR

Notice of Public Hearing: Hawaii Tribune Herald February 6, 1987

APPROVED:

Walter C. Carpenter

 MAYOR

Date March 10, 1987

APPROVED AS TO FORM & LEGALITY:

SALLY A. KIMURA

 DEPUTY CORPORATION COUNSEL

Date MAR 4 1987

I hereby certify that the foregoing rules were received and filed in the Office of the County Clerk this 10 day of March, 1987.

R. B. Teguzzi

 COUNTY CLERK