



Standard Operating Procedure**Baltimore County Dept. of Recreation & Parks**

Date:**Unit:****SOP No: RS-14**

Subject:	Ensuring only approved volunteers are operating Nature/Recreation Council Programs.
Reference:	Establishing standardized processes for the on site supervision of volunteers at County owned facilities.
Background & Purpose:	This policy has been established to standardize the checking of volunteer's against approved rosters to ensure that only County approved volunteers are operating in an official capacity.
Effective Date:	January 3 rd , 2022
Contact Person:	Bob F. Smith Deputy Director, Recreation and Facilities Operations Baltimore County Department of Recreation and Parks
Authorized By:	Roslyn Johnson Director Baltimore County Department of Recreation and Parks

Action To Be Taken:

Certified Recreation and Nature Council volunteers will be required to show proof of being an authorized volunteer that has been approved by Baltimore County. Proof can be established in the following 2 ways:

- Comparison of individual's ID to the County approved volunteer roster
- Showing of approved County issued Volunteer ID Badge

Volunteers are required to check in with BCRP Staff at each site to confirm approved status. In the event that there is no approved volunteer for the activity the following will occur:

- Program activity will be cancelled for that session
- BCRP Field Staff will notify supervisor of the incident
- Recreation/Nature Council will be notified of the incident by BCRP Local Office
- Program Activity will not be scheduled again for operation until an approved volunteer is identified to local Recreation Office

Failure to comply with this policy will result in the cancellations of permits for this program/activity