



Marion County
OREGON

MARION COUNTY VOLUNTEER & INTERN ORIENTATION MANUAL

UPDATED: OCT 2025

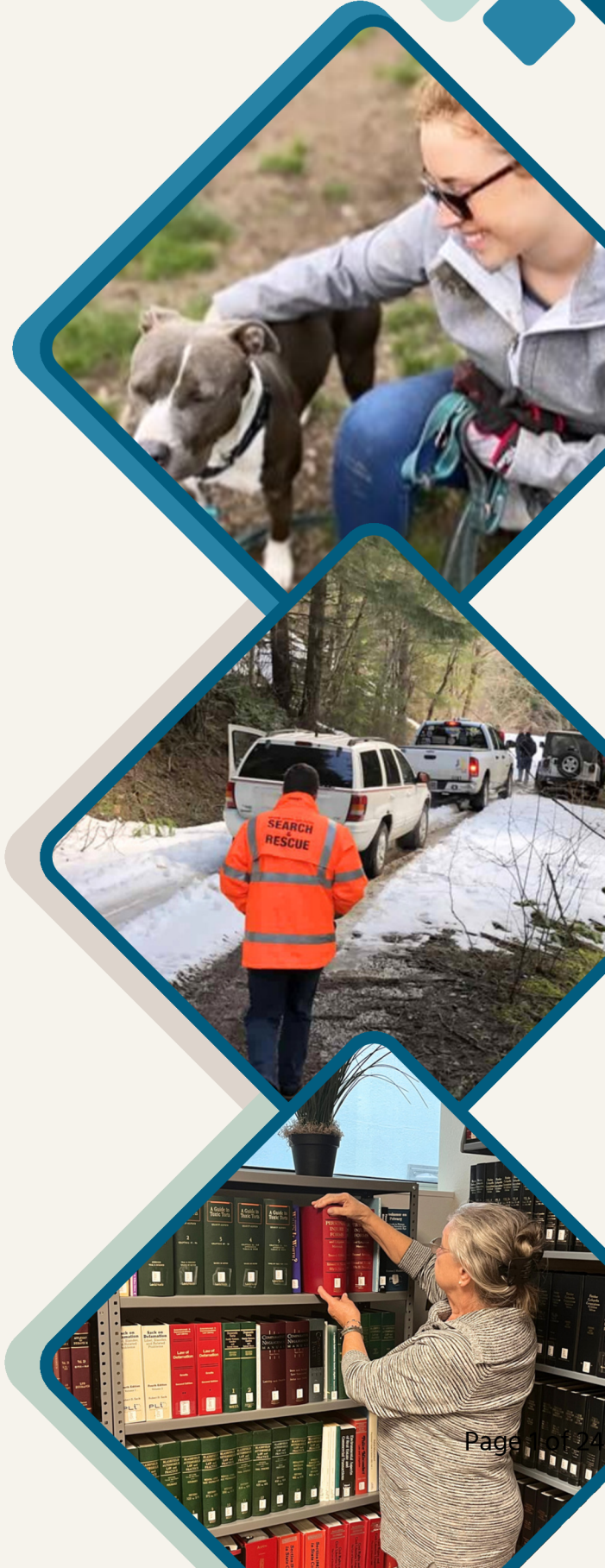


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WELCOME!

“We make a living by what we get,
but we make a life by what we give.”
~Winston Churchill

We're so glad you're here!

Volunteering with Marion County is a meaningful way to connect with others, support your community, and make a real difference in the lives of those we serve.

Whether you're joining us for an ongoing role, a one-time event, or as part of a practicum or internship, your commitment helps expand and strengthen the services we provide across the county.

This handbook is designed to help you succeed as a volunteer. Inside, you'll find information about our policies, practices, and values — all of which reflect our dedication to making Marion County a welcoming place to live, learn, work, play, and volunteer!

We're grateful you're here and proud to have you as part of our team. You join a group of dedicated volunteers! Last year 1,900+ individuals volunteered with a county program or department, greatly increasing our ability to provide important services and supports.



1,927

Number of volunteers



66,472

Total number of
volunteer hours



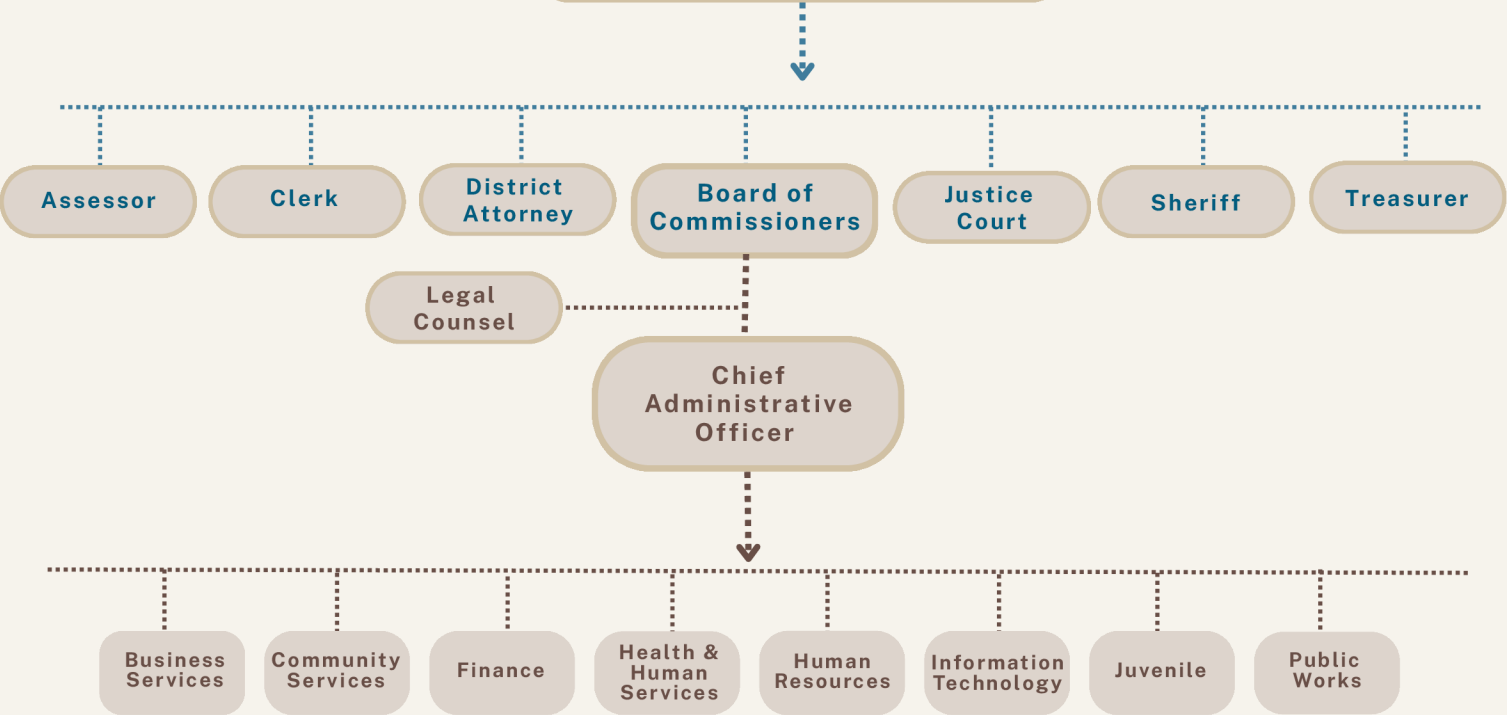
\$2.3M

Value of
donated hours *

*Based on the Independent Sector's 2024 published rate for the State of Oregon, which values a volunteer's time at \$34.74 per hour.

ABOUT MARION COUNTY

**Residents of
Marion County**



COMMISSIONER DANIELLE BETHELL



COMMISSIONER KEVIN CAMERON



COMMISSIONER COLM WILLIS



CHIEF ADMIN. OFFICER JAN FRITZ

GETTING STARTED

COMPLETE NEW VOLUNTEER ORIENTATION

Learn about Marion County, our mission, and how volunteers make a difference! Review policies and procedures - get familiar with key guidelines that keep everyone safe and supported.

1.

COMPLETE SCREENINGS AND TRAININGS

Some roles need background checks or other screenings, and some volunteer roles may require specialized training or credentialling. We'll let you know if your volunteer role requires specific training or screenings.

2.

CONNECT WITH YOUR VOLUNTEER SUPERVISOR

Meet the staff member who will guide your service, answer questions, and cheer you on. Connect and agree on your schedule, forms of communication, time tracking, parking, building access, and other key factors about your service.

3.

TRACK YOUR TIME

Help us demonstrate the value of your time and contributions! Track the time you volunteer and provide to your supervisor on a regular basis.

4.

CELEBRATE!

Thank you! We can't do it without your help and your time and energy is worth celebrating!

5.

GETTING STARTED

This manual applies to all affiliated volunteers serving with Marion County. The County welcomes volunteer participation from individuals of all ages — youth under 14 with family involvement, teens ages 14–17 with parental permission, and adults. Anyone interested in helping their neighbors and making a positive difference in our community is encouraged to apply. Volunteer opportunities vary; some are ongoing, while others are available during specific recruitment periods.

NEW VOLUNTEER ORIENTATION

Volunteers complete a general orientation on the contents of this manual prior to volunteering at Marion County. After completing New Volunteer Orientation volunteers have on-going access to the orientation videos which cover the county's policies on Ethics, Workplace Violence Prevention, Discrimination & Harassment Free Workplace, and more.

VISIT WWW.CO.MARION.OR.US/HR/VOL/PAGES/NEW-VOLUNTEER-ORIENTATION.ASPX TO FIND THE ORIENTATION TRAINING VIDEOS, HANDBOOKS, AND OTHER RESOURCES.

SCREENING

To maintain security in departments and for certain clients, many volunteer positions require a criminal history and/or driving history check. Only necessary background checks required for the volunteer position are performed, and are at no cost to you the volunteer. Additionally, some departments will also collect and check personal references. Any check into a volunteer's background is conducted in a professional and confidential manner and is only performed with the volunteer's knowledge and permission.

DEPARTMENT AND ROLE SPECIFIC TRAINING

In addition to the County's New Volunteer Orientation, each department will provide role and site specific orientation and training for their volunteers. Some volunteer roles will have other requirements including, but not limited to, completing HIPAA training, Infectious Disease Prevention training, and/or signing a confidentiality agreement.



We wish you success in your volunteer experience and hope this information will be helpful to you as a volunteer for Marion County.

If at any time you have questions or need more information, please contact your volunteer supervisor or Volunteer Services at volunteer@co.marion.or.us.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Marion County Volunteers can expect:

- An interview and orientation
- Adequate supervision and training
- Clear and specific directions
- The opportunity to offer feedback
- Regular feedback on your service
- Adequate space, equipment and supplies
- To be respected
- To receive appropriate recognition

Marion County volunteers are expected to:

Report promptly at the time agreed upon; notify your supervisor ahead of time if you are unable to be there as expected.

Carry out your duties in a safe, responsible way.

Dress appropriately for the setting and task at hand.

Work with your supervisor to track and submit the hours you volunteer.

Maintain the confidentiality of information revealed to you regarding clients and co-workers.

Work within the guidelines of your volunteer service description and accept supervision.

Observe Marion County's guidelines, rules, and policies.

Consider volunteering a serious commitment

Offer feedback and suggestions where appropriate.

HOW WE WORK TOGETHER

This section of the handbook introduces the policies, practices, and guidelines that reflect our shared values and help ensure we work respectfully and effectively with one another and the community we serve.

In addition to administrative policies, each department or office of an elected official may have additional policies and procedures specific to that department's work. Your volunteer supervisor will provide you with any department specific policies and you should receive a department orientation in addition to this countywide information.

The complete text of county policies are available upon request from your volunteer supervisor, the county volunteer services coordinator, or at www.co.marion.or.us/BOC/Pages/policies.aspx.



VOLUNTEER SERVICE DESCRIPTIONS

Every affiliated Marion County volunteer must have a volunteer service description for the work that they will be doing. The service description outlines the duties, level of responsibility, work location, supervisor, and more. Some work-experience volunteers or college interns may have program or learning objectives that can be included in the job duties.



TRACKING YOUR VOLUNTEER HOURS

It is important that either you or your supervisor track your volunteer hours and submit them on a regular basis to the county volunteer services coordinator. A record of your hours shows when you were on the job for accident claims, can be used to verify work experience for job references, and is used to compile the county's annual volunteer report. Volunteers can create an account that connects to our Volunteer Information Center to track volunteer assignments and enter their service hours. Visit www.co.marion.or.us/HR/VOL/ and use the "Volunteer Account Access" link to create an account.



CONFIDENTIALITY AND PRIVACY

Due to the nature of services that Marion County offers to the public, many county departments process information that is confidential and not public record. For that reason, in some county departments, staff and volunteers are asked to sign a confidentiality statement, agreeing to keep information to which you have access confidential and not discuss it with anyone other than the staff person with whom you work. Confidentiality also applies to information that is overheard by and spoken directly to you.

HOW WE WORK TOGETHER



HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Since many county departments handle medical records of clients, following the HIPAA guidelines is required. HIPAA is an upgraded code of behavior for the healthcare industry and someone's health information.

HIPAA ensures better customer privacy, security of protected health information, and upgraded standards in electronic transmissions of health records. Handling clients' protected health information means using de-identified information when practicable, being aware of responsibility to a person's protected health information, and avoiding improper use and disclosure of protected health information. Departments with volunteers in positions with access to protected health information will provide training on HIPAA. Additional information is available from the county volunteer services coordinator or risk manager.



CUSTOMER SERVICE

Marion County's primary function is to provide service to its customers, the people who live and work in Marion County and its visitors. Volunteers, whether or not they have direct public contact, are engaged in providing this customer service. Every person who enters a Marion County office or work site is a customer and should be made to feel as though their interests or concerns are important. The role of the county is not to regulate the customer, but to help the customer meet the requirements imposed by regulations.

Marion County has established values to guide our service and product delivery:

- Treat internal and external customers professionally and with dignity honesty, courtesy, humility, respect and fairness.
- Seek to understand through active and objective listening.
- Respond in a timely, efficient manner.
- Respond with accurate, complete and understandable information.
- Be open and collaborate when problem solving.
- Continue to improve services by soliciting feedback.

Each department or office of an elected official has developed specific customer service guidelines that allow that office to provide exemplary service to the public.

HOW WE WORK TOGETHER



SAFETY

Providing a clean, safe and healthful work environment is a goal of Marion County. No job is considered so important or urgent that employees and volunteers cannot take time to perform their work safely. You should never be asked to do your work in a way that is unsafe.

During your on-site orientation, your supervisor will discuss all applicable safety and health rules with you. You should know the emergency procedures and evacuation routes for your work site. If you are unclear about any safety policies or procedures, ask your supervisor or volunteer services coordinator.

As a volunteer for Marion County, you have a responsibility for your own safety and health, which includes using all required safety devices such as hard hats, seat belts, eye and ear protection. You are expected to use proper lifting techniques and the right tools for the job. Notify your supervisor of any physical conditions such as drowsiness due to medication, illness or emotional strain which may affect your performance.



PARKING

Many Marion County sites offer free parking for employees and volunteers. Please work with your volunteer supervisor to confirm your parking options. If you are volunteering at a site that does not offer parking, then in most cases the volunteer is responsible for securing their own parking.

Parking citations are expensive and will not be reimbursed by the county. Many Marion County sites are also easily accessible by public transportation.



OBSERVED HOLIDAYS

New Year's Day
Martin Luther King's Day
President's Day
Memorial Day
Juneteenth

Independence Day (July 4)
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

It is important that you immediately report all work-related accidents, injuries, illnesses, and near-misses to your supervisor or volunteer services coordinator so the proper documentation can be completed.



WORKPLACE SAFETY, RESPECT, AND INTEGRITY

Marion County is committed to maintaining a drug and alcohol free workplace to ensure everyone's safety, health and efficiency. Volunteers are expected to report for service free from drug and alcohol use.



DRUG AND ALCOHOL FREE WORKPLACE

General fitness for duty and attendance standards for volunteers:

- It is the county's expectation that volunteers shall not report for duty or be on call while "under the influence" of alcohol or drugs.
- Volunteers shall not report for duty while using, consuming, possessing or "under the influence" of medical marijuana pursuant to the Oregon Medical Marijuana Act, ORS 475.300 to 475.346.
- Volunteers shall educate themselves about the effects of any prescription or nonprescription medications by obtaining information from health care providers, pharmacists, medication packages and brochures, or other authoritative sources in advance of performing work or volunteer duties. Volunteers shall notify their supervisors in advance when their use of prescription or non-prescription medications may impair their ability to perform duties safely.

PROHIBITIONS AND WORK RULES AFFECTING ALL VOLUNTEERS:

- Volunteers shall not possess, consume, manufacture, distribute, purchase, or sell alcohol or alcohol containers in the workplace except when lawfully required as part of a the job or volunteer duties. An exception is made when the alcohol containers are sealed and in a private vehicle or are purchased in conjunction with a county authorized fundraiser.
- Volunteers shall not possess, consume, use manufacture, distribute, cause to be brought, dispense, purchase, or sell illegal drugs or drug paraphernalia, in the workplace except when lawfully required as part of a job or volunteer duties.
- Volunteers shall not distribute, dispense or sell prescription medications except when lawfully required as part of the job or volunteer duties.

WORKPLACE SAFETY, RESPECT, AND INTEGRITY

ETHICS

Admin. Policy 601 Public Official Ethics

As a Marion County volunteer you are considered a public official, just like a county employee or elected official. Volunteers should follow the **Eight General Rules for Government Code of Ethics**:

No Favoritism

- Treat all customers and clients equally, no special favors for friends or family.

No Special Privileges Because of Your Official Position

- Follow the same rules that apply to everyone, no preferential treatment.
- Cannot use position to obtain an extra financial gain or avoid a loss.

Follow Confidentiality Rules and Laws

- Know which information you handle is confidential by law.
- Do not disclose confidential information without authorization.
- Do not “tip off” anyone with confidential information.

No Profiting from County Business Either Directly or On The Side

- Applies to you, your relatives, members of household or your businesses.
- No directing county business to where you have a financial interest.
- No soliciting private clients or work through your county position.

No Outside Work that Conflicts or Interferes with Your Job

- Avoid conflicts of interest with county position and duties.
- Includes interference with attendance and ability to do county job.

State Law Limits on Accepting Gifts

- Applies to you, your relatives and members of your household.
- Gift limit is \$50 per person per year from a source with county interest.
- Gifts of entertainment, like tickets or events, are subject to the gift limit.
- Some exceptions for food, beverages, and small awards; check before accepting.

No Personal Use of County Property

- Do not borrow or take property or supplies for personal or non-county use.
- Exception: Marion County’s Computer Policy allows limited personal use.
- Do not use county property for personal gain or outside business.

Report Violations to Supervisor, Department Head or County Management

- Violations include improper use or theft of county property.
- Duty to report false claims, Medicaid fraud and abuse per federal law.

Public Official Definition: Any person serving the State of Oregon or any local government or public body as an elected official, appointed official, employee, agent, volunteer or otherwise, whether or not the person is paid for the services.

WORKPLACE SAFETY, RESPECT, AND INTEGRITY

PREVENTING HARASSMENT AND DISCRIMINATION

Admin. Policy 602 Discrimination and Harassment Free Workplace

It is the policy of Marion County to maintain a work environment which is free of harassment based on race, color, age, religion, sex, sexual orientation, disability, national origin, and any other protected status in accordance with applicable state and/or federal law.



Discrimination or harassment will not be tolerated in the workplace, in the provision of county services to members of the public, in any work-related setting outside of the workplace, or when using county-owned equipment including vehicles and electronic devices.

The intent of Marion County is that all employees and volunteers will work in an environment free from discrimination and/or harassment by another employee, supervisor, contractor, volunteer or non-employee for any reason. This policy is equally applicable to vendors, grantees, contractors and subcontractors of the county concerning their interaction with county employees and volunteers.

No employee or volunteer shall discriminate in employment practices or provision of county services to any person of protected status. Interview questions or competency tests that tend to screen out protected classes and are not related to essential job functions cannot be used. This includes predetermining a job or promotion on the basis of race, sex, etc.

Harassment includes, but is not limited to:

Verbal

Use of epithets, slurs, negative stereotyping, jokes, or banter that is derogatory or shows hostility because of protected class status. This includes racial slurs, verbal threats or intimidation, derogatory remarks about national tradition, traits or foods, jokes about disabilities, mimicking dialects or accents, or sexual innuendos.

No employee or volunteer shall harass any other employee or person in the provision of county services on the basis of race, color, age, religion, sex, sexual orientation, disability, national origin, and any other protected status in accordance with applicable state and/or federal law.

WORKPLACE SAFETY, RESPECT, AND INTEGRITY

PREVENTING HARASSMENT AND DISCRIMINATION

Admin. Policy 602 Discrimination and Harassment Free Workplace

Nonverbal

Distribution or display of written or graphic material placed or circulated in the workplace that ridicules, denigrates, insults, belittles, is disparaging of or shows hostility towards a protected class.

Physical

Unwelcome physical touching or contact. This includes: pinching, grabbing, patting, touching, pushing, assaulting or other hostile acts.

In practical terms, there are two kinds of sexual harassment:

- **Quid Pro Quo** - Where employment decisions or expectations are based on an employee or volunteer's willingness to grant or deny sexual favors.
- **Hostile Environment** - Where verbal or nonverbal behavior in the workplace focuses on the sexuality of another person or occurs because of the person's gender, is unwanted or unwelcome, and is severe or pervasive enough to affect the person's work environment.

If, as a Marion County volunteer, you feel you may be the subject of discrimination or harassment you may contact anyone in your department management with whom you feel comfortable, the county's volunteer services coordinator, or any Human Resources Business Partner.



Reports of discrimination or harassment will be directed to Human Resources and will be examined impartially and resolved promptly.

Questions about anything you've seen in this handbook?

**Contact us at volunteer@co.marion.or.us
or by phone at 503-588-7990**

WORKPLACE SAFETY, RESPECT, AND INTEGRITY

PREVENTING WORKPLACE VIOLENCE

Admin. Policy 603 Workplace Violence Prevention

Marion County is committed to maintaining a safe work environment free from all forms of violence for all county employees, elected officials, volunteers, contract workers, and agents

Acts of violence are strictly prohibited and will not be tolerated. No one shall engage in any act of workplace violence against any person during the course and scope of their work for Marion County.

Workplace violence includes the following acts at, or related to the place of work:

- Causing or attempting to cause physical harm to another by any means, including, but not limited to, striking, kicking, shoving, pushing, harassing, intimidating, coercing, or brandishing a weapon.
- Damaging or destroying property when such conduct is not within the course or scope of duties.
- Abuse, intimidation or threats of violence in written, electronic, physical or verbal form.

Should a violent incident occur, the first priority is the safety of the persons in the area. If a person feels threatened or in danger of imminent bodily harm, he or she should take the following steps:

- Leave the scene if it can be done safely.
- Call 9-911 (from a county line) if the situation warrants.
- Report the incident to a supervisor as soon as possible.

If an individual poses no immediate physical threat, but is making verbal threats or otherwise intimidating people in the area, those feeling threatened should:

- **Keep away from the individual.**
- **Notify a supervisor as soon as possible.**

Marion County recognizes there may be situations that demand immediate actions to protect oneself or others against an act of violence. If an incident occurs where instant and immediate actions must occur and there is no time to contact supervisors or wait for law enforcement to respond, employees, elected officials, volunteers, contract workers or agents may protect themselves consistent with the law.

Employees, elected officials, volunteers, contract workers and agents of Marion County who experience any form of, or have knowledge of, a violent act committed or threatened to be committed in the workplace by any person must report this action.

WORKPLACE SAFETY, RESPECT, AND INTEGRITY

USING COMPUTER, FAX, EMAIL, & INTERNET

Admin. Policy 701 Use of Computing and Communications Assets

The proper use of county office and telecommunication equipment, e-mail, and Internet is an important method of effectively carrying out the mission of Marion County. Office equipment and data communication hardware and software are to be used for official county business. Brief and infrequent personal use of these items is permitted consistent with this policy and department guidelines:

- **Software purchased by the county may not be copied for personal use** and only software, hardware, and external storage devices owned by Marion County should be used on county computer systems.
- **All communications, files, and attachments on e-mail and word processing systems are considered public records** available for public inspection, unless specifically exempted by state law. Confidential information should not be delivered to another person by e-mail. Any message or wording that degrades or humiliates any person is strictly prohibited. Incidental personal use of e-mail during breaks and outside of work hours is permitted, subject to the provisions of this policy. All e-mail communications are subject to inspection at any time and without notice.
- **Internet access is provided as a resource and tool for assisting in the conduct of official county business.** Incidental personal use of county equipment to access Internet sites outside of work hours is discouraged. Personal use of the county Internet to access sites devoted to racist, violent, or sexual content is strictly prohibited. No executable or program files may be downloaded except by IT Department staff. It is prohibited to post, distribute, store for retrieval, or otherwise make accessible via the Internet any of the following: defamatory, derogatory, insulting, or degrading material or information; confidential or privileged information; and copyrighted materials without consent. Elected officials and department heads may establish more restrictive Internet use policies for their department.
- **Passwords are intended to be selected and maintained by the individual** and not shared with anyone except those authorized by their supervisor. In no case should a computer be left logged on to any system when confidential or restricted information is displayed on the screen. The computer should be logged off during breaks or when leaving work.
- **Telephones are an important communication avenue for county business.** Occasional personal use of landline telephones is permitted to avoid undue interruption of work or disruption of the work place. Personal calls shall be limited to calls that are infrequent and brief and necessary to conduct personal business. No long-distance calls are allowed unless billed to a calling card.

WE'VE GOT YOU COVERED

INSURANCE

Admin. Policy 514 Volunteer Injury Coverage

ACCIDENT INSURANCE

Marion County has volunteer accident insurance for any work-related injury incurred during the course of a volunteer's official duties as outlined on the volunteer job description. Coverage is initiated when a completed Volunteer/Intern Application Form, proof of volunteer orientation, and a volunteer service description have been submitted to the county's volunteer services coordinator.

The Volunteer Insurance Coverage applies after the volunteer's own medical or any other primary coverage. Limits for volunteer injury coverage are \$5,000 for medical expenses, \$500 for dental expenses, and \$10,000 for accidental death and dismemberment.

Exception: Sheriff's Office Reserve Deputies, Search and Rescue Team and Cadets are covered under the county's Worker's Compensation Insurance.

LIABILITY PROTECTION

Marion County is a local public body and is subject to legal action and suit for the torts of its officers, employees and agents, including volunteers (Oregon Tort Claims Act, Oregon Revised Statutes 30.260 - 30.302).

A tort is any breach of a legal duty which results in injury to a specific person or persons for which the law provides a remedy. "Injury" can include such things as financial loss, damage to reputation or emotional injury as well as physical injury.

According to the Act, the action or suit is brought only against the county, not against the individual volunteer. The volunteer, upon written request, is entitled to indemnification (protection from the cost of any judgment) and legal defense for any tort committed while in the performance of the volunteer's duties. This is true unless the act or omission complained of amounted to malfeasance in office, willful or wanton neglect of duty, or criminal activity.

Volunteers are included, along with agency employees, in tort and civil liability coverage. This coverage extends to injury or wrong to another person or another's property while on a volunteer assignment.

WE'VE GOT YOU COVERED

DRIVING ON COUNTY BUSINESS

Admin. Policy 502 Driving on County Business

VOLUNTEERS WHO DRIVE

Volunteers with an acceptable driving record may be approved to drive as part of their volunteer work. Before a volunteer drives on behalf of the county they must provide authorization for a DMV screening, and be approved as a qualified driver by Volunteer Services. Risk Management has the final authority for determining if an individual's driving history meets county standards.

In addition, if a volunteer will be driving his or her personal vehicle, proof of current insurance on the vehicle must be photocopied and included in the volunteer's file with the county volunteer services coordinator before they can drive on county business.

Volunteers generally do not transport clients; any exceptions must be approved in advance by the Department Head and Risk Manager and documented in the Volunteer Service Description.

In case of an accident in a private automobile, the volunteer's own insurance is primary. Marion County shall indemnify the volunteer for claims within statutory limits if the claims are greater than the volunteer's insurance liability limits. For indemnification to be available, the volunteer must be approved to drive and the volunteer's conduct must have been within the scope of their official duty, and it must not constitute willful neglect.

Marion County does not reimburse volunteers for deductibles or pay for damage to the volunteer's private vehicle.



RECYCLING

Marion County makes every effort to practice waste reduction whenever possible. How this is accomplished varies in each department and work site; however, here are some general suggestions that are useful almost everywhere:

- Reuse materials whenever possible.
- Cut down on the production of waste through use and reuse.
- Recycle recyclable materials and stay up to date on waste management in your area.
- Provide easily accessible recycling receptacles.
- Contract with non-county recyclers when necessary.
- Purchase recycled or refillable products whenever possible.
- Consider environmental impact of purchases.
- Buy in bulk whenever possible.

GENERAL INFORMATION ABOUT MARION COUNTY DEPARTMENTS

ASSESSOR

The Assessor's Office administers the laws regarding assessment of property which is subject to taxation. Functions within the office are: Cartographic and Geographic Information Systems (mapping), Sales Data Section, Residential, Commercial, and Mobile Home Section, Personal Property Section, and Special Assessment Section. The Tax Office is a division of the Assessor's Office and is responsible for billing, receiving and posting property tax payments for distribution to the many taxing districts in the county, including cities and schools.

BOARD OF COMMISSIONERS

The Board of Commissioners is the county governing body. The board consists of three elected officials who set the overall policy and direction of county government. The board's business meetings are held Wednesday at 9:00 a.m. in the Senator Hearing Room at 555 Court St. NE, Salem, and are open to the public. The Board of Commissioners office includes the county administrator, management and policy analysts, and the county's Communications Officer.

BUSINESS SERVICES

Business Services provides facilities, insurance, safety and risk support for county departments and employees. Areas of service include:

- Administration Division maintains department infrastructure and divisional support, parking management and mail/courier services.
- Facilities Management Division maintains the county's buildings and grounds.
- Risk Management Division is responsible for managing insurance programs the county offers its workers, paid and volunteer, as well as the self-insurance fund that covers county liabilities. Other functions include loss control and safety.

CLERK

The Marion County Clerk's Office oversees elections, official records, marriage licenses, passport applications and the Board of Property Tax Appeals. Additionally, the Clerk's Office maintains the official records of the Board of Commissioners. The Elections Division registers voters, publishes the county voters' pamphlet, and oversees voting.

COMMUNITY SERVICES

The Community Services Department was established by the Marion County Board of Commissioners (BOC) to serve Marion County constituents and to achieve more efficient and effective service delivery throughout the county. The department's mission is to learn, lead and invest in bold and meaningful ways to empower families and communities to flourish. Areas of service include:

- Economic Development
- Marion County Fair
- Dog Services
- 4H and Extension Service District
- Reentry Initiative

GENERAL INFORMATION ABOUT MARION COUNTY DEPARTMENTS

DISTRICT ATTORNEY

The District Attorney's office is responsible for serving the citizens of Marion County by prosecuting crime, enforcing child support, protecting minors, and aiding victims of crime and their families. The Victim Assistance Division trains and provides volunteer advocates for victims of child abuse, domestic violence, sexual assault and for the survivors of homicide victims.

FINANCE

Finance is responsible for budget preparation, purchasing, contract management, accounts payable & accounts receivable, processing payroll, tax foreclosed property and surplus items.

HEALTH AND HUMAN SERVICES

The Health & Human Services Department, in collaboration with community partners, provides an array of high-quality health services which promote individual and community health for all people in Marion County. Service areas in the Health Department are:

- Public Health includes health education, information and referral, communicable disease control, diagnosis and treatment for tuberculosis and sexually transmitted diseases, immunizations, registration of birth and death certificates, HIV testing and counseling, maternal and child home nursing, and food supplements for women and children (WIC).
- Behavioral Health and Human Services includes education and treatment for adolescents and adults with drug addictions, case management and social rehabilitation for adults with long-term mental illness and case management for people with developmental disabilities.
- Environmental Health includes licensing of public facilities such as restaurants, public swimming pools, motels, and camps and food handler training and certification.

HUMAN RESOURCES

Provides personnel support and training to county staff, issues job announcements, accepts applications for open positions from the public, and assists departments with hiring. The county training and volunteer services coordinators are located in Human Resources.

INFORMATION TECHNOLOGY

The Information Technology (IT) Department ensures the delivery of efficient, cost-effective technology services to county departments while providing an overall technology strategy and direction for Marion County. A primary goal of the IT Department is to provide technical support that meets the needs of department business goals and objectives. IT maintains technical consistency with hardware and software trends and standards.

GENERAL INFORMATION ABOUT MARION COUNTY DEPARTMENTS

JUSTICE COURT

Justice court is funded by the county. Minor traffic offenses, some misdemeanors and small civil claims are heard in these courts. In addition, the justice court will hear cases relating to violations of county ordinances such as charges of excessive noise or dogs running at large.

JUVENILE

The Juvenile Department responds to the need for community safety by holding delinquent youths and their parents accountable, and providing resources for positive change. The department assesses delinquent youth and supervises youthful offenders in the community who have been placed on probation. Service areas within the Juvenile Department are:

- Probation Services includes intake, case management, intensive supervision, and satellite offices in Woodburn and Stayton.
- Alternative Programs includes work-oriented and community service opportunities for youth.
- Educational Programs ensures educational opportunities for youth and provides educational support for youth in other Juvenile Department programs.
- Guaranteed Attendance Program (GAP) provides a staff-secure alternative to detention. Youth in GAP are released to participate in a day program on campus or fulfill their community responsibilities.
- Counseling Services are managed by one full-time counselor with the support of additional part-time counselors. Counselors provide anger management groups for youth, counseling for families, parent training classes as well as consultation and assessment of youth and their families.
- Detention houses youth offenders temporarily in a secure facility. In addition to providing a short-term, secure setting for youth who violate their court orders, detention also serves as a holding facility for youth who are awaiting an adjudicative hearing or placement in a treatment program or shelter home.
- Day Reporting Center provides accountability for youth who have failed to complete their court-ordered assignments, been suspended from school, need help with homework or job seeking, or are unable to perform physical labor.
- Family Support Project receives referrals from probation officers. The youth's family volunteers to become part of the program to develop family goals and activities to meet the goals. The family is assisted by a team and a family support specialist team leader in their efforts to locate resources and obtain services.

GENERAL INFORMATION ABOUT MARION COUNTY DEPARTMENTS

LEGAL COUNSEL AND LAW LIBRARY

Legal Counsel is responsible for providing legal counsel to the Board of Commissioners and other county departments. Legal Counsel also prosecutes violations of county ordinances.

The Marion County Law Library is a non-circulating reference library with collections of case law, statutes, treatises and continuing education legal books. It serves the legal profession and the general public. The library staff cannot answer legal questions, but they can assist people in locating information.

PUBLIC WORKS

Public Works is divided into several divisions:

- Administration is responsible for planning, organizing and implementing administrative services for all Public Works functions.
- Building Inspection reviews new construction and remodeling plans for buildings in unincorporated areas of the county and, by contract, in incorporated cities of Marion County which do not have their own building inspection programs. After inspecting building sites and plans, the division issues combined structural, electrical, plumbing, and mechanical building permits.
- Emergency Management assists and coordinates the development, maintenance and implementation of a county-wide emergency management system that includes mitigation, preparedness, response and recovery capabilities for major emergencies. Citizens engage through Community Emergency Response Teams (CERTs) and Amateur Radio Emergency Services (ARES).
- Engineering is responsible for bridge construction and inspection, traffic and safety studies, impact of land use studies, and design and survey of roads, guard rails and bike paths. The Surveyor's Office is part of the Engineering Division. Besides surveying for design and construction as needed by Public Works, the Surveyor's Office is responsible for locating, preserving and monumenting government corners and other landmarks, as well as providing the public with complete, accurate and timely information while meeting the duties mandated by state law.
- Environmental Services helps protect our environment through waste management, parks, weed control, and water quality programs.
- Planning Division is responsible for land use planning in the county. It also manages the Planning Commission.
- Operations is primarily responsible for maintenance of 1,200 miles of county roads and the department's communication system, operation of the county's two ferries as well as equipment and property maintenance.
- Parks is responsible for the improvement and maintenance 18 developed Marion County. The Adopt-a-Park program, in which individuals or groups in the community may adopt a park, is administered by this division. Many groups and individuals assist with annual park cleanup days and with park maintenance projects.

GENERAL INFORMATION ABOUT MARION COUNTY DEPARTMENTS

SHERIFF

The Sheriff's Office is the law enforcement arm of the county. Its mission is to consistently seek ways to affirmatively promote, preserve and deliver a feeling of security and safety while providing quality services to the community. The first priority is prevention of criminal activity within the community, enforcement of laws, and investigation of criminal activities.

The four divisions are:

- **Support Division** retains department records, processes concealed weapons permits, provides civil process to the courts for legal documents, maintains security within the courts and courthouse, transports inmates, handles extradition processes, manages evidence and property records and oversees administration.
- **Enforcement Division** includes patrol officers who respond to and investigate crimes within the county and provide traffic control, detectives, crime prevention, K-9 Teams, Marine Patrol, Reserves, Search and Rescue, Cadets and educational prevention programs.
- **Institutions Division** includes the 528-bed co-ed Marion County jail.
- **Community Corrections** provides supervision for more than 3,200 offenders.

TREASURER

The Treasurer's Office maintains cash balances for the various county departments, receipts their funds, pays for warrants drawn on such funds, and provides interest earned through investments made according to Oregon law. Additionally, the Treasurer's Office distributes property tax collections to all taxing districts within the county, receives payments on sewer district and street assessments, and redeems bearer bonds and coupons for taxing districts.



Marion County Human Resources, Volunteer Services
Mailing: PO Box 14500, Suite 4250, Salem, Oregon 97309
Physical: 555 Court Street NE, 4th Floor Salem Oregon 97301
Email: volunteer@co.marion.or.us
Phone: 503-588-7990
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