

Harbor Regional Center

Volunteer Handbook



**21231 Hawthorne Blvd.
Torrance, CA 90503**



Thank you for your interest in volunteering with the Harbor Regional Center (HRC). We look forward to having you join our team of professionals, clinicians, parents, clients, and students. The Harbor Regional Center is a private, not-for-profit corporation contracting with the State of California for the provision of services to persons with developmental disabilities pursuant to the Lanterman Act. Our clients and families live in the Torrance, Harbor, Bellflower, and Long Beach health districts of Los Angeles County.

There are a variety of opportunities for you to share your skills and talents with us. We offer opportunities throughout the agency, with many of our volunteer activities taking place at our Resource and Assistive Technology Center located at the Harbor Regional Center's main location in Torrance. At the Resource and Assistive Technology Center we host a lending library, a state-of-the-art computer lab for our clients, and an Assistive Technology consultation and evaluation lab.

This Volunteer Handbook contains information about the Harbor Regional Center, our Volunteer Policies and Procedures, and a volunteer application. Please review all of the materials in this handbook. Once you have gone through the handbook, please contact the HRC Resource Center at (310) 543-0691 to set-up an interview and turn-in your application. Again, we look forward to having you work with us!

HRC Volunteer Handbook	
Table of Contents	
General Information	3
About Our Clients and Families	7
Guidelines and Procedures for Volunteers	10
Emergency Instructions	15
Volunteer Application	16
Volunteer Service Agreement	18
Confidentiality Agreement	19
Safety Policy	20
Child Abuse Reporting	22
Adult Abuse Reporting	24
Drug-Free Workplace Policy	26

Harbor Regional Center

General Information

THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION

The Harbor Developmental Disabilities Foundation is a private, not-for-profit corporation operated by a volunteer Board of Trustees. The purpose of the organization is to provide services and supports to people with, or at risk for, developmental disabilities and their families. Our major source of funding is a combination of state and federal government programs, but we also receive funding for specific projects or purposes from foundations, businesses, and individuals.

THE BOARD OF TRUSTEES

The Foundation's Board of Trustees is composed of men and women who have a demonstrated interest in developmental disabilities. The membership includes people with developmental disabilities, family members, service providers, and members of the greater community. As a whole, the Board reflects the geographic and ethnic characteristics of the area we serve. All Board members serve in a voluntary capacity, giving generously of their time, energy, and skills to attend meetings, visit programs, and work on behalf of the corporation and citizens with disabilities.

The Board determines the corporation's mission and purpose and provides general direction to the regional center's executive director. The board also establishes policies concerning the operation of the corporation. In doing so, the Board provides for meaningful client and public participation by actively seeking advice from standing advisory committees.

THE HARBOR REGIONAL CENTER

Harbor Regional Center is the major program operated by the Foundation. It is one of 21 such centers in California operating under contract with the Department of Developmental Services. In 1965, the California Legislature determined that the best way to provide community-based services to citizens with developmental disabilities and their families was through partnerships with local private sector organizations. These private sector organizations took the form of regional centers, and so the system began.

The legislation that created the regional center system is called the Lanterman Developmental Disabilities Services Act. It is named after Mr. Frank Lanterman, a California legislator with vision who first conceived this unique and progressive government-private sector partnership. The Lanterman Act sets forth in detail the mandates under which regional centers operate.

THE PEOPLE WE SERVE

Regional centers serve people with developmental disabilities and their families, infants at risk for developmental disabilities, and pregnant women who are at risk for having a child with a this type of disability. In the year 2003, Harbor Regional Center served approximately 9,000 clients and their families who reside in the South Bay, Harbor, Long Beach, and southeast areas of Los Angeles County.

The term *developmental disability* describes a group of conditions including mental retardation, cerebral palsy, autism, epilepsy, and other conditions similar to mental retardation or requiring services such as would be required by a person with mental retardation. A developmental disability must have occurred before the age of 18, and it must be substantially handicapping and lifelong in nature.

An infant or toddler considered to be “at risk” for a developmental disability is one who is under the age of three years and has one or more problems generally associated with developmental delay or disability, such as low birth weight, prematurity, severe medical problems at birth, and prenatal exposure to drugs or alcohol.

TYPES OF SERVICES AND SUPPORTS:

Regional centers provide diagnosis, assessment, service coordination, resource development, and public information. Some of these services are provided directly by regional center staff and some are provided through purchase of services from contracted service providers. Regional center counselors also help clients and families access a variety of services through community agencies such as the public schools, public mental health programs, and vocational services.

Every regional center client has an Individual/Family Service Plan (I/FSP) that identifies his strengths and abilities, resources, and the supports and services needed to help him achieve his desired outcomes. Some examples of typical services and supports are:

Adult Day Activities:

These services provide supportive, non vocational activities during the day for adults with developmental disabilities. Examples of such activities are training in functional skills of daily living, socialization, basic mobility, and inclusion in the community.

Advocacy:

Regional Center staff help clients and their families obtain services and supports from community and government agencies.

Assessment & Consultation:

Regional center clinical staff provide diagnostic assessments; they review assessment data from other sources (e.g., schools, health care facilities, and mental health clinics); and they work with interdisciplinary teams in developing recommendations for clients' Individual/Family Service Plans.

Early Intervention:	Counselors help families identify community resources for children who have, or are at risk for, developmental delay or disability, and who are not yet eligible for a public school program. Services and supports emphasize parent-child interaction and focus on the development of interpersonal, social, language, cognitive, and motor skills. Services are typically provided under the supervision of specialists in child development, occupational therapy, physical therapy, speech, and social work. Preference is given to services and supports provided in natural environments, such as in neighborhood preschools.
Genetic Counseling:	Genetic counseling, chromosome analysis, and prenatal diagnosis (e.g. amniocentesis) are available to clients and their families
Medical:	Medical review and consultation occurs as part of the interdisciplinary assessment process, at the time of intake and periodically thereafter. The regional center also provides referral to public and private (as appropriate) medical professionals and services at the request of the client or family.
Parent Training Classes:	Educational and skill development classes by the regional center focus on topics such as specific types of disabilities, parenting the child with special needs, and managing challenging behaviors.
Residential Options:	The regional center makes every effort to provide the services and supports that enable families to maintain their son or daughter at home. If this is not possible or is not a desired option, licensed residential services are available as an alternative. Licensed residential alternatives include: skilled nursing; small group homes for children or adults (some of which provide specialized health services); and foster family homes. In rare cases, a state developmental center may be an appropriate option.
Respite Care:	Temporary relief from care and supervision may be provided to parents or other primary caregivers for clients with significant self-care deficits, ongoing medical needs, or behavioral challenges.
Social/Recreation:	The regional center expects that families may choose to provide social and recreational opportunities for their child with a developmental disability, just as they would for a typical child. We help families identify appropriate resources in the community and, if necessary, may provide extra support if a client needs it to participate in a chosen activity.

Supported Living: Services and supports are available to prepare and assist adult clients who want to live on their own in a home, condo, or apartment in the community.

Therapy and Counseling: Individuals and families in need of counseling or therapy are referred to mental health professionals who practice independently in the community or to a variety of public and private mental health agencies.

Vocational Services: Harbor Regional Center coordinates a wide range of vocational services for adults including competitive employment, supported employment, and work activity programs.

All services are designed to promote the acquisition of functional skills, to support an optimal level of health and physical well-being, and to help the person with developmental disabilities to live an independent and productive life in the community.

Harbor Regional Center About Our Clients and Families

Harbor Regional Center provides free intake and assessment services to any person who is believed to have a developmental disability. Development disabilities include mental retardation, cerebral palsy, epilepsy, autism, and other handicapping conditions that are found to be closely related to mental retardation or to require the same kinds of services.

The purpose of the intake and assessment is to determine whether the person is eligible for ongoing regional center services. To be eligible for ongoing services, the condition must have occurred before the age of 18, be likely to continue indefinitely, and constitute a “substantial” disability for the person. A disability is “substantial” if it affects three or more of seven major life areas (for example, a person’s ability to communicate or to learn).

The regional center also provides services to infants and toddlers between birth and three years of age who are believed to be at high risk for having a developmental disability. Finally, we provide prenatal diagnosis and genetic counseling services to pregnant women who are believed to be at risk of giving birth to a child with a developmental disability. These are called prevention services.

A Closer Look at the Developmental Disabilities

Mental Retardation: Mental retardation is a disability that affects peoples’ capacity to develop intellectual and adaptive skills. The extent of retardation that people can have ranges from *mild*, to *moderate*, *severe*, and *profound*. People with *mild* retardation are generally able to learn many skills, although they learn more slowly than a person who does not have retardation and they are generally less aware of how to interact socially. With enough support, they can live on their own as adults and hold down a job. *Mild* retardation accounts for about 90% of people with mental retardation.

People who have *moderate* retardation are generally able to learn to care for themselves with special training and, as adults, can often develop some independence in their daily living skills, and work with supervision. People who have *severe* or *profound* retardation exhibit more serious deficits in speech, coordination, and ability to learn, and they frequently

have physical handicaps. Some of these people need constant care and supervision, but others can learn to perform useful tasks and many, as adults, can perform some types of work with supervision.

Cerebral Palsy:

Cerebral palsy is a group of conditions that affect the brain's ability to control muscle movement, coordination, and posture. The term "cerebral" refers to the brain, and "palsy" refers to impaired control of body movement. The disorder is caused by failure of the brain to develop properly, or by injury to the brain (not to the muscles or nerves), before, during, or after birth. Sometimes cerebral palsy shows itself only as a slight awkwardness of speech or gait. More often, there is a severe loss of muscle control in more than one area of the body. Some people with cerebral palsy can do only simple tasks related to self care and activities of daily living, while others achieve professional careers and lead independent lives. Although Cerebral palsy, or the injury to the brain, does not get worse, some abilities, such as motor control, may become more impaired as the person ages. Although some people with cerebral palsy also have mental retardation, most have normal intelligence.

Epilepsy

The term epilepsy applies to a number of disorders of the nervous system centered in the brain and is characterized by recurrent seizures. A seizure involves muscle convulsions, partial or total loss of consciousness, mental confusion, or disturbances of bodily functions such as spots before the eyes, ringing in the ears, and dizziness. The frequency of epileptic symptoms varies widely across individuals. Some people with epilepsy have many seizures each day while some can control their condition with medication, diet or other environmental adaptations, and go for months or even years without a seizure.

Autism

Autism is a developmental disorder that usually becomes apparent before a child reaches the age of three. Characteristics of this disability include impairment in social interaction and communication, and usually include restrictive, repetitive, and stereotyped patterns of behavior, interests, and activities. Some people with autism also have mental retardation, while others have normal intelligence. People with autism can learn if they receive an appropriate structured education and environmental supports.

A person may have more than one developmental disability. More than half of Harbor Regional Center clients have mental retardation, and many also have a second developmental disability - such as epilepsy. People with developmental disabilities also may have conditions such as heart defects, allergies, and mental health problems.

Some regional center clients have serious medical conditions in addition to one or more developmental disabilities. Some of these people depend on technology to support certain body functions. Examples are clients who require a mechanical ventilator to help them breathe and people who are fed through a tube inserted in the stomach.

About Our Clients

In the year 2003, Harbor Regional Center currently provides services to almost 9,000 people with developmental disabilities and their families. About 15% are between birth and 3 years of age and are served under our early intervention program. Nearly 50% are minors over 3 and under 18 years of age and 35% are adults over 18 years of age.

Most of our clients - about 7,000 - live at home with their families. An additional 1,200 live in some type of licensed home in the community, about 550 live on their own with supports, and an additional 160 live in a state developmental center. Our clients are of all ages and all levels of disability. Increasingly, the regional center is serving families who are new immigrants to this country and speak a language other than English. We provide services in a culturally appropriate manner, and provide information in the family's primary language as much as possible.

Guidelines and Procedures for Volunteers

General Requirements:

The Harbor Regional Center (HRC) provides an equal-opportunity volunteer program and does not discriminate on the basis of sex, race, religion, or disability. For the volunteer program we do ask, though, that all of our volunteers be at least in high-school.

The Harbor Regional Center is a professional, office environment, where we maintain the highest standards of professionalism and service to our clients. We have provided you with this Handbook, including these Guidelines and Policies for Volunteers in order to help you to understand our standards and to provide you with some guidance while volunteering with the center.

Application, Orientation and Interview:

Every potential volunteer must complete an application form, attend an orientation session, and be interviewed by the Resource Center Manager.

The application forms encourage potential volunteers to highlight their past experiences and achievements and indicate the kind of volunteer position being sought. In addition, potential volunteers are asked to provide one or two references. Volunteer candidates complete a basic employment application in order to gather necessary contacts, addresses, and emergency information.

All volunteers attend an orientation which presents valuable information about HRC and its organization, the people we serve, as well as information about the volunteer program at HRC. This session will also provide other forms that are important at HRC, information on HRC policies relating to volunteers and other staff, in addition to a short session on important listening skills.

During the interview process with the volunteer coordinator, the potential volunteer will be given an opportunity to discuss their skills and interests, and explore the most appropriate volunteer job match.

Contract Period:

Volunteers selected for the HRC volunteer program will be asked to make a specific time commitment and a regular schedule. This will be known as your contract period. For example, most volunteers will be asked to commit to volunteering four hours a week for at least three months. Others may choose to commit to as many as six months.

Job Training:

The Resource Center Manager will identify supervisors or staff members who will provide necessary job training to you as a volunteer. Additional training may also be arranged for you as you progress.

Hours:

Volunteers are responsible for keeping a daily record of volunteer hours on the time cards / forms provided. Volunteer sign-in sheets or monthly schedules are available from designated supervising staff and should be completed at the close of each working shift. Hours contributed will be collected by the designated supervising staff and compiled regularly by the Resource Center Manager. Accumulated hours served will be tracked and can be requested if needed.

Identification:

All volunteers not working in the Resource Center are required to wear identification at all times while volunteering at HRC. Once accepted, each volunteer will be given a name tag with his or her name, job title, and department. Each day upon arrival, volunteers are asked to check in at the resource center reception desk to retrieve his or her name tag. Upon departure, each day the name tags should be returned to the same desk.

Supervision:

The supervisor and the volunteer assume mutual responsibility for regularly discussing the volunteer's job performance and addressing areas of concern. The supervisor shall maintain records of the volunteer's job performance.

The volunteer coordinator will meet with the volunteer and the supervisor midway through a volunteer's first contract period, and periodically thereafter, to evaluate the volunteer's performance and the volunteer's satisfaction with his or her placement and the HRC volunteer program.

Volunteer Conduct:

All employees and volunteers are expected to conduct themselves in a manner that helps create and maintain a positive work environment, and in a manner which does not harm the reputation of Harbor Regional Center, HRC's clients or the public, or the well-being of other staff members and volunteers. Any actions which are harmful to another volunteer or employee, client, or HRC will be cause for disciplinary procedures.

Holidays:

Volunteers are not expected to work on holiday. HRC observes the following holidays by closing their offices: New Year' Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, Christmas, and New Year's Eve Day.

Illness:

The volunteer shall notify his or her supervisor as early as possible on each volunteer work day that he or she is absent.

Punctuality:

Volunteers are expected to be on time and ready to start work as scheduled. Volunteers whose tardiness is frequent or excessive may be counseled and/or placed on disciplinary probation or terminated.

Solicitation and Distribution:

To avoid disruption of operations the following rules apply to solicitation and distribution of literature on the Harbor Developmental Disabilities Foundation property. Outsiders, i.e., persons who are not employees or volunteers, may not distribute literature or solicit at any time for any purpose. Employees and volunteers may not solicit or distribute literature during working time for any purpose.

Conflicts of Interest:

A conflict of interest occurs when the private interests of volunteers (and their immediate family members) interfere with (or may interfere with) the volunteer's responsibilities at HRC. Volunteers are expected not to place themselves or the Center in a position of conflict and are required to comply with the State Laws and Regulations and Center policies. Volunteers must report any conflict or potential conflict of interest to HRC as soon as the volunteer becomes aware of same.

Confidentiality:

As a volunteer you may have access to personal information of a confidential nature regarding clients, service providers, and/or employees. Before you begin your volunteer position, you will be asked to sign a confidentiality agreement. More information about Harbor Regional Center's Confidentiality Policy is included in this volunteer handbook.

Harassment:

The policy of HRC is that all employees and volunteers will work in an environment free from sexual harassment. Any allegation of sexual harassment will be actively investigated by HRC, and if it is determined that sexual harassment has occurred, appropriate disciplinary action will be taken. Also, sexually harassing behavior by non-employees and non-volunteers who have reason to be on the premises will not be tolerated.

Parking:

HRC provides parking for all volunteers. However HRC assumes no responsibility for loss through fire, theft, collision, or otherwise to an employee's or volunteer's automobile or its contents.

Dress:

Volunteers are expected to dress appropriately in work attire. A volunteer who reports to work inappropriately dressed may be asked to go home and change.

Gratuities:

Expensive gifts, loans, excessive entertainment, or anything involving substantial personal gain or that might be expected to influence the volunteer's conduct offered from those who are clients or who conduct business with HRC may not be accepted by volunteers.

Public Statements:

Volunteers do not have the authority to make public statements on behalf of HRC with out prior approval of the Executive Director.

Smoking:

In accordance with local ordinances, HRC has a smoke-free environment. Those who wish to smoke may do so outside in the courtyard or on the balconies, where ash trays have been made available.

Drug Free Workplace:

HRC has a strict drug-free workplace policy. Persons reporting for work are required to do so in an appropriate mental and physical condition. It is prohibited for any volunteer or employee to distribute, dispense, possess, or sell any alcoholic or drug-like substance on the HRC premises. Non-adherence to this policy will be considered grounds for dismissal. Please review the Drug Free Workplace Policy and Statement in this handbook.

Safety:

Volunteers are required to adhere to HRC's Safety Policy and Standard Rules of Safe Conduct while volunteering at HRC. Should a volunteer feel unsafe at any time s/he should notify the Resource Center Manager or their immediate supervisor immediately. Please see the Safety Policy and Acknowledgement in this handbook. It is also very important that high-school students who do not drive be picked-up promptly, and before 5 P.M. as Harbor Regional Center can not be held responsible for individuals who are on the premises after the agency closes.

Reporting Abuse:

As a volunteer with Harbor Regional Center you will interact with both children and adults who are HRC clients. If, at any time, you believe that you have witnessed an HRC client being abused, it is important that you bring this to the attention of the HRC Resource Center Manager, or your immediate supervisor, immediately. Please also review the HRC Child Abuse and Adult Abuse Reporting Requirements and Acknowledgements in this Handbook.

Harbor Regional Center

Emergency Instructions

- ❖ **Small events (brown-outs or minor earthquakes)** If there is no immediate danger and you are not instructed to evacuate, save your work on the computer and stay in your work area to receive instructions
- ❖ **Large events (fire, significant earthquakes, or outside disruption from any source)**
 - Evacuate immediate WITH YOUR TEAM. Take only your keys, valuables, and emergency supply kit
 - Make sure the people around you are leaving, too
 - If there is smoke, stay low, below the smoke level
 - Take the stairs – elevators are not safe in emergencies
 - Hold the handrail, stay on the right side of the stairwell, remove high heels if they slow you down
 - Go to the back wall of the East parking lot (back wall of the shopping center)
 - Stay clear of cars, power lines, and the path of emergency vehicles.
 - Check in with your team leader & stay with your group
 - Do not return to the building until authorized to do so
- ❖ **If Time Permits** (there is no immediate danger) you may:
 - On your way out, check closed doors or isolated areas for missed employees
 - Put phones back on the hook
 - Save your work on the computer
 - If there is a fire, close doors behind you as you leave
- ❖ **Non-ambulatory Staff or Visitors** If you are asked to help evacuate someone who is non-ambulatory:
 - Get a partner to work with you
 - Get the person to a safe stairwell
 - Let the ambulatory staff exit first
 - Station the person inside the stairwell on the landing
 - Have one helper remain with the individual while the second summons the Fire Department or other professional emergency responder

Emergency Phone Numbers:

- ❖ HRC main switchboard, **(310) 540-1711**, for recorded instructions
- ❖ If local calls are not possible, call Far Northern Regional Center switchboard (530) 222-4791
- ❖ If HRC is open but you cannot travel to the office or cannot come to work for personal reasons such as school closure, contact your supervisor

REFERENCE INFORMATION

Please list two persons whom we may contact for references (either personal or professional):

Name: _____ Phone: _____

Address, City, Zip: _____

Name: _____ Phone: _____

Address, City, Zip: _____

INTERESTS AND JOB SKILLS

Please describe how you became interested in volunteering at HRC: _____

Please indicate what area(s) you are interested in volunteering for:

HRC Resource Center

Parent Mentor

HRC Special Activities / Events

Offices / Clerical

Other: _____

Do you have a specific professional skill which you would like to offer to HRC for special projects?

YES NO If so, please indicate which: _____

After the orientation you will be asked for a commitment to the program. Please indicate your availability:

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Are you available for some weekends, when necessary? YES NO

I certify that the answers given by me to the foregoing questions and statements are true, correct, and without omissions. I authorize Harbor Regional Center to verify the foregoing information to determine my eligibility for joining the volunteer program.

Signature: _____ Date: _____

**HARBOR REGIONAL CENTER
VOLUNTEER SERVICE AGREEMENT**

As a volunteer for the Harbor Regional Center (HRC). I agree to comply with the following procedures put forth by the center. I understand and agree to the following (please initial):

- I agree that my commitment to HRC is for _____month(s) and a duration of _____ hours per month week other, following the conclusion of orientation and training. I agree to arrange my schedule to allow me to be present as scheduled.

- I agree to adhere to the Volunteer Confidentiality Policy/Agreement.

- I understand that once accepted the Center relies on me to fulfill my commitment. I agree to give at least 24 hours notice to the volunteer coordinator or my designated supervisor if I am unable to be present for my placement.

- I also understand that acceptance into the HRC volunteer program does not guarantee me an ongoing placement, and that it is within the Center's discretion to continue or terminate my agreement.

- I agree that if I am unable to fulfill my commitment to the Center, I will give a minimum two week notice to the volunteer coordinator and my designated supervisor.

- I agree that my services are donated to the HRC without contemplation of compensation or future employment. I also understand that I will not be entitled to unemployment benefits upon termination of the agreement.

- I understand that as a HRC volunteer, I will have the opportunity to evaluate my placement and the Center's volunteer program. I also understand that as a volunteer, I will also be evaluated.

- I understand that I must adhere to the HRC policies (volunteer guidelines & procedures, drug-free workplace, safety, abuse reporting, and non-smoking policies) included in the volunteer handbook.

My signature below verifies that I have read and agree with the contents of this volunteer agreement ~~and that I have received a copy for my records~~. My signature also certifies all information which I have given to the Harbor Regional Center to be true and accurate to the best of my knowledge. I herein give permission to the HRC to investigate and/or verify any information which it deems necessary to determine my qualifications for volunteering.

Print Name: _____

Signed: _____ Date: _____

HARBOR REGIONAL CENTER
CONFIDENTIALITY AGREEMENT

As a condition of employment,

I understand that all information and records obtained in the course of providing intake, assessment, and services to persons with developmental disabilities is confidential, and that I will be engaged in work that will provide me with access to information that is of a confidential nature.

I understand that I am required to consult with my supervisor prior to divulging, discussing or releasing confidential information to any outside party.

I agree that I will not in any manner reveal or divulge to any unauthorized person any confidential information gained through my employment at any time during or after my employment with Harbor Regional Center.

Signed on date of hire:

Signature

Date

Witness

Date

HARBOR REGIONAL CENTER

SAFETY POLICY

1. All accidents and injuries that occur during work hours, whether in the office or in the field and regardless of severity, will be reported by the employee to the supervisor immediately. The supervisor or the employee will immediately notify the Human Resources Office. The decision to refer the employee for medical attention will be determined by a Human Resources representative.
2. A supervisors Accident Investigation Report form (HR #39) will be completed by the Supervisor and the employee, describing why the accident happened and suggesting how to prevent a recurrence. A copy will be forwarded to the Human Resources Office immediately following the accident.
3. Each employee is responsible to keep his/her work area free of potential hazards. Equipment, charts, or other articles will be safely placed out of walkways in the work area. Electrical cords and computer cables will be kept out of walkways in work areas at all times.
4. Any condition or practice that might cause an accident or any equipment that might create a hazard shall be reported to the Facilities Manager immediately.
5. Employees must not participate in irresponsible acts which may endanger themselves or other employees on any company property, including the parking area,.
7. Employees must contact the Facilities Manager to request assistance if there is a need to lift heavy objects. When moving or lifting other objects, staff shall use correct and safe procedures.
8. Personal electrical appliances that require more than five (5) watts may not be used on work property. Employees will be provided with Agency equipment to adjust physical discomfort related to drafty areas.

STANDARD RULES OF SAFE CONDUCT

The Harbor Regional Center Rules of Safe Conduct are based upon common sense and designed for the overall protection of all staff. Please read them carefully. Because of potential harm to any person on Agency property, violations of the following safety rules may lead to discipline or termination.

1. Report all injuries and accidents immediately.
2. Do not damage or deface any property or equipment.

3. Do not move or remove any property or equipment without appropriate authorization.
4. Do not provoke inappropriate acts of behavior on any company property, including parking areas.
5. Do not report for work under the influence of alcohol or drugs. Do not drink alcohol or use drugs at anytime during working hours. Do not drink or use drugs anywhere on company property, including parking areas.
6. Keep your immediate work area hazard free.

SAFETY ACKNOWLEDGMENT

I, the undersigned, have read and fully understand the Harbor Regional Center safety policy and rules of conduct. I understand that violation of these rules may lead to suspension or termination from Harbor Regional Center.

I also acknowledge that in case I am injured while in the course of my work, I will report the injury to my supervisor and the Human Resources Office immediately. (If an injured employee is unable to personally report the injury, any employee who either witnessed the accident or is assisting the employee will contact the supervisor and the Human Resources Office.) If the accident does not require immediate attention, the injured employee will assist the Human Resources representative in filling out an accident report for worker's compensation and the Human Resources representative will provide the employee with a release form for medical attention. If the accident requires immediate attention, the accident report will be completed as soon as possible following the accident.

Signature _____ Date _____

HARBOR REGIONAL CENTER CHILD ABUSE REPORTING REQUIREMENTS

As a mandated reporter of known or suspected child abuse, you are required to know and comply with the following requirements:

- 1) Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department, county probation department, if designated by the county to receive mandated reports, or the county welfare department.
- 2) A mandated reporter shall make a report whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The agency shall be notified and a report shall be prepared and sent even if the child has expired.
- 3) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor.
- 4) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. Internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established. The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.
- 5) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report.
- 6) Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way may report the known or suspected instance of child abuse or neglect.
- 7) In addition to the reports required under Section 11166 (attached), it is necessary to immediately or as soon as practically possible report by telephone, fax, or electronic

transmission to the appropriate licensing agency every known or suspected instance of child abuse or neglect when the instance of abuse or neglect occurs while the child is being cared for in a child day care facility, involves a child day care licensed staff person, or occurs while the child is under the supervision of a community care facility or involves a community care facility licensee or staff person. The agency shall also send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision. The agency shall send the licensing agency a copy of its investigation report and any other pertinent materials.

I have read the Child Abuse Reporting Requirements, received a copy of California Penal Code Sections 11165.7 and 11166, and understand my responsibilities.

Signature _____ Date _____

HARBOR REGIONAL CENTER

ADULT ABUSE REPORTING REQUIREMENTS

- 1) Section 15630 of the Welfare and Institutions Code requires that any regional center employee who, in his/her professional capacity or within the scope of his/her employment has observed or has knowledge of an incident that reasonably appears to be:
 - a) physical abuse,
 - b) abandonment,
 - c) isolation,
 - d) financial abuse,
 - e) neglect,
 - f) who is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect,
 - g) or who reasonably suspects that abusemust report the known or suspected instance of abuse to an adult protective service or a local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.
- 2) Abuse must be reported under the following circumstances:
 - a) When the reporter has observed an incident that reasonably appears to be physical abuse.
 - b) When the reporter has observed a physical injury where the nature of the injury, its location on the body, or the repetition of the injury, clearly indicates that physical abuse has occurred.
 - c) When the reporter is told by an elder or a dependent adult that he or she has experienced behavior constituting physical abuse.
- 3) The report must be made immediately, as soon as possible, by telephone to either the long-term care ombudsman coordinator or to a local law enforcement agency when the abuse is alleged to have occurred in a long-term care facility, or to either the county adult protective services agency or to a local law enforcement agency when the abuse is alleged to have occurred anywhere else, and must be followed by a written report within two working days.
- 4) State law also PERMITS the reporting of other types of abuse of elders and dependent adults, such as neglect, intimidation, fiduciary abuse, abandonment, or other treatment that results in physical harm, pain or mental suffering. These reports

may be made when the reporter has actual knowledge or reasonably suspects that abuse has occurred.

- 5) The law provides that mandated reporters shall not incur either civil or criminal liability for any report they are required or permitted to make under this law. However, failure to report physical abuse of an elder or dependent adult is a misdemeanor, punishable by not more than six months in the county jail or by a fine of not more than one thousand dollars (\$1000) or by both fine and imprisonment.
- 6) Reports made under this law are confidential and may be disclosed only to the agencies specified. Violation of the confidentiality provisions is also a misdemeanor, punishable by not more than six months in the county jail, by a fine of not more than five hundred dollars(\$500) or by both fine and imprisonment.

I have read and understand the above statement and agree to comply with the provisions stated:

Employee signature _____ Date _____

HARBOR REGIONAL CENTER

DRUG-FREE WORKPLACE POLICY AND STATEMENT

It is the intent of the Harbor Developmental Disabilities Foundation to provide a drug-free, safe and secure environment for staff members to conduct business and to establish a Drug-Free Awareness program. Therefore, the Foundation has adopted a strict policy regarding drug use and the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on Foundation premises or while conducting Foundation business off-premises, as follows:

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the premises of the Foundation or while conducting Foundation business off the premises of the Foundation is absolutely prohibited.

Violations of this policy will result in disciplinary action, up to and including termination and may have legal consequences. Any employee may, as a condition of continued employment, be required to satisfactorily participate in an approved drug use assistance or rehabilitation program.

The Foundation hereby establishes a Drug-Free Awareness Program to inform employees about the dangers of drug abuse in the workplace. This program recognizes drug dependency as an illness and a major health problem as well as a potential health safety, and security problem. Therefore, employees needing help in dealing with such problems are encouraged to use Foundation provided medical insurance plans and to seek assistance from appropriate outside agencies. If an employee is in need of such assistance and is not familiar with an assistance program relating to substance abuse, he/she will contact the Office of Human Resources for appropriate information and assistance. Conscientious efforts to seek such help, either within the Foundation or outside, will not jeopardize an employee's job.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction for violations under a criminal drug statute occurring on or off Foundation premises while conducting Foundation business.

As the Foundation becomes aware of new information on the dangers of drug abuse, this information will be disseminated to all as part of our Drug-Free Awareness Program in an effort to discourage the use of controlled substances in accordance with the requirements of the California Drug-Free Workplace Act of 1990.

Drug-Free Workplace Policy and Statement

I have read and understand this policy regarding the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on Foundation premises or off premises while conducting Foundation business. I agree to abide by the requirements set forth by the Harbor Developmental Disabilities Foundation in its efforts to maintain a drug free work environment.

Employee Signature _____

Date _____