

## Court Appointed Special Advocate Certification Policy

**POLICY:** Court Appointed Special Advocates (CASA) will be well trained volunteer advocates that speak on a child's behalf. They serve on behalf of children at will.

### **PROCEDURE:**

1. Complete volunteer application with four letters of reference.
2. Volunteer must be a resident of Umatilla County
2. Complete interview with program manager.
3. Complete background check with Oregon Child Care Division
4. Complete 30 hours of training utilizing the "National CASA Association Volunteer Training Curriculum Independent Study Manual in conjunction with the Program Manager.
5. Be Sworn In and take the CASA Pledge with the presiding judge of Umatilla County.
6. A person is on active status who is currently assigned to a case, or has been assigned to a case within the last 3 months.
7. A person may be placed on probationary status for up to 6 months for concerns related to the ability to perform the position, or failure to meet initial or annual certification requirements. The probation ends when the person has adequately addressed the concerns that led to invoking the probation. The reasons for invoking and completing probation shall be documented in the volunteer's file.
8. Volunteers will be considered inactive or on leave for any of the following: have completed a case three or months ago and not yet taken a new case; are currently eligible for case assignment, but request to be on leave for a period of time; or are ineligible and in the process of regaining certification
9. A person may resign from being a CASA volunteer. A CASA may voluntarily resign for reasons that, in the CASA's judgment, precludes his or her continuation in the program. A person will be considered resigned after 12 months on inactive or leave status, unless a specific written exception is made by the program manager.
10. A CASA may become active again after being on leave or inactive status. The person will arrange with the Program Manager any training or other activities necessary to reactivate their status.
11. Volunteers in this program who wish to transfer to another CASA program may authorize in writing the release of their written application materials to the new program.
12. Volunteers wishing to transfer from another program to this one may do so, provided the screening and training requirements of this program are met. A combination of application materials from both the former program and this one, as well as training from the former program and training from this program will suffice. The Program Manager will make this determination after consulting with the program director and/or volunteer coordinator in the other program, and after interviewing the candidate for transfer. At a minimum, a face-to-face interview and an orientation to the procedures and laws specific to this jurisdiction will be required.
13. A CASA may be terminated. Reasons for termination include failure or inability to perform one's duties necessary to the level of competency as a Court Appointed Special Advocate; drug or alcohol use or abuse that impairs one's ability to perform

in this position; harm to a child; deliberate violation of agency policies or state law, including breach of confidentiality; unwillingness to accept supervision, commission of a criminal offense during the time of service; lying or deliberate misrepresentation on the application or during the screening process; unavailability to perform one's duties; and any other circumstances deemed harmful to the organization or to the CASA's ability to advocate for the child. UMCHS reserves the sole right to determine what constitutes cause for termination.