

9. Volunteer Termination Policy

The following policy statement is excerpted from the Iowa CASA Program Policy and Procedures Manual Section 5.

J. DISMISSAL OF A CASA VOLUNTEER

Grounds for dismissal: The local Coordinator (in consultation with the administrator) may request the dismissal of a volunteer from the CASA Program on the following grounds:

1. The CASA volunteer takes action without program or court approval that endangers the child or is outside the role or powers of the CASA Program.
2. The CASA volunteer violates a program policy, court rule or law.
3. The CASA volunteer demonstrates an inability to effectively carry out their duties.
4. The CASA volunteer fails to complete required pre-service and ongoing training.
5. The CASA volunteer engages in ex-parte communication with the court.
6. The CASA volunteer falsifies his or her application or misrepresents facts during the screening process.
7. The existence of allegations of child abuse/neglect against the CASA volunteer.
8. The CASA volunteer fails to report suspected child abuse on his/her case, of which he or she is aware, and a subsequent CPI report substantiates the abuse.
9. The CASA volunteer experiences an irresolvable conflict of interest.

CASA Resigns: When a CASA volunteer desires to be relieved of the responsibilities of the program, the CASA volunteer should submit his or her resignation in writing to the local Coordinator who will then prepare a document rescinding the CASA volunteer's appointment. If necessary, the local Coordinator will select a replacement.

Office Procedures:

1. The CASA volunteer shall return their case file to the CAB office within two weeks of being released from the case. Program staff ensures that the case file materials are returned to the office in a timely manner.
2. Staff will close out the CASA volunteer's COMET file and hard file. See *Section 6. Office Procedures for closing out a volunteer's personnel file.*
3. The CAB Program retains the record after a volunteer has left the program in accordance with the Program's records retention policy. See *Section 6: Office Procedure for Maintenance and Disposal of files.*