



City of Healdsburg Volunteer Policy

Effective Date: March 1, 2023

Approved: _____
Jeff Kay, City Manager

I. INTRODUCTION:

Volunteers are a key resource for the City of Healdsburg (“City”). These individuals bring a wealth of skills and knowledge in a variety of areas. A volunteer is not a City employee but is instead an individual who provides services to the City for civic or philanthropic reasons. A volunteer is not eligible for salaries, benefits or other compensation unless specifically provided for by Resolution of the City Council. Subject to approval by the City Manager, necessary equipment or uniforms and reimbursement for approved actual expenses and mileage may be provided.

A volunteer serves at-will and at the pleasure of the City Manager, has no property right in continued volunteering, and is not entitled to any pre- or post-disciplinary procedural due process or evidentiary appeal.

II. PURPOSE:

This policy establishes procedures for an effective Volunteer Program that encourages citizens to contribute their time and talents to public service. The City may utilize volunteers for the delivery of City services. The use of volunteers shall be subject to approval by the City Manager.

III. ASSIGNMENT OF RESPONSIBILITY:

Human Resources. Assists in providing oversight for the recruitment, selection, and screening of volunteers. Responsible for maintaining background screening and Department of Motor Vehicles records as applicable to the volunteer assignment and developing/enforcing volunteer policies and procedures.

Department Heads/Supervisors. Plan the effective use of volunteers, including conduct and/or coordinate training, ensure appropriate supervision, assess risk exposures, assign volunteers to departments based on skills, experience and need, and completes necessary documentation. Department Heads/Supervisors are also responsible for educating the volunteer on safe work practices as required, identifying requirements of each task, developing work schedules, monitoring use of equipment, and providing necessary training

to volunteers. All Department Heads are responsible for supervising volunteers, ensuring that policies and procedures are followed, and reporting all incidents which may expose the City to liability in accordance with existing policy.

IV. DEFINITION:

Volunteer: an individual who assists with work within the City for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of payment either monetary or in kind, and who offers such services freely and without direct or implied pressure or coercion from the City. Volunteers are not City employees. City employees may not serve as volunteers for the City, whether during on-duty or off-duty time.

V. PROCEDURES:

A. Recruitment

Volunteers shall be assigned without regard to race, color, religion, creed, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), national origin, ancestry, age (40 and over), marital status, physical disability, mental disability, medical condition, sexual orientation, gender identity, gender expression, genetic information, marital status, military or veteran status, or any other basis protected by law. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which the City will try to match with their experience or interests.

B. Application

All volunteers must complete an application form. All parents or guardians must sign the application for minors (see Attachment A for sample application).

Additionally, each volunteer must complete a liability waiver form and acknowledgement that workers' compensation benefit is the sole and exclusive remedy. No one may volunteer unless all forms are completed and submitted to the Human Resources Department.

C. Screening

The City shall obtain the volunteer's authorization to conduct appropriate screening and background check. The scope of these activities will vary depending on the volunteer position. Depending on the nature of the position, use of any or all the following screening techniques may be appropriate:

- ü Contacting personal and employment references;
- ü Criminal background check, including use of information from

the National Crime Information Center and state/local sex offender registries;

- ü Motor vehicle record check;
- ü Verification of education, training, certifications and licenses;
- ü Credit check; and/or
- ü Fingerprinting

Positions that require fingerprinting include those involving children, youth, or the elderly. Potential volunteers have the right to refuse to be fingerprinted. In doing so, such individuals **will not be eligible to volunteer in a position that otherwise requires fingerprinting.** Department representatives are to direct volunteers to the Healdsburg Police Department for a Fingerprint Scan Request (Live Scan Request) for which fingerprinting is required. These volunteers **may not begin** the position until the result from the Department of Justice and/or FBI has been received and the Human Resources Department has given the individual clearance to begin.

D. Protection of Privacy

The City recognizes that it may collect and maintain birth dates and Social Security numbers (SSNs) as part of the volunteer selection process. This information is legally protected data and is highly confidential. The City is dedicated to ensuring the privacy and proper handling of this information in accordance with State and Federal laws.

The volunteer's SSN and other private information shall be used for the purpose of verifying the identity of the volunteer during the screening process and may not be used for any other purpose.

E. Selection and Appointment

The Department Head and Supervisor shall interview the volunteer and may choose to accept or decline the volunteer service.

F. Orientation and Training

Each volunteer shall receive an orientation on or before the first day of service. This orientation session shall assist the volunteers in their role with the City. The orientation shall include:

- ü Relevant City policies, such as those addressing safety, customer service, accident reporting, non-discrimination, non-retaliation, sexual harassment, drug and alcohol, code of conduct, etc.
- ü Information, procedures, and responsibilities for when, how, and to whom problems, complaints, hazards, or suggestions, etc. should be

reported.

Training shall be specific to the volunteer's position. Under no circumstance will a volunteer begin their assignment before proper training.

G. Vehicle Operation

Should vehicle use be required to perform volunteer duties, the City shall make available a pool vehicle. Volunteers driving agency City or personal vehicle will be subject to a Motor Vehicle check to determine their eligibility, per City policy.

If a volunteer's driver license has been revoked or suspended, or if there is activity that warrants concern, the volunteer's supervisor and the volunteer will be notified immediately by the Human Resources Department that the volunteer is no longer able to drive while volunteering.

H. Supervision

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer and shall be available to the volunteer for consultation and assistance. An adult must supervise volunteers under the age of eighteen (18).

Volunteers that do not perform their responsibilities to department standards may be relieved of their duties.

I. Volunteer Recognition and Rights

The City views volunteers as an invaluable resource and integral part of the City's ability to provide and enhance community services. The City aims to recognize outstanding volunteer contributions.

During their tenure with the City, volunteers should:

- ü Be treated with respect and courtesy;
- ü Receive proper training for the volunteer position assigned;
- ü Be informed about the City's policies;
- ü Be recognized for their efforts in providing program services;

J. Youth Volunteers

During the summer months, the use of minor volunteers increases, particularly within parks and recreation. The City shall comply with all

applicable Federal and State laws governing work by minors. Where there is discrepancy between the Federal and State laws, the more restrictive of the two shall be applied. No minor shall be permitted to perform activities determined to be hazardous under the Fair Labor Standards Act (FLSA), nor should any minor exceed the number of hours worked permitted by law.

K. Injury to Volunteers

The policy and procedures for reporting employee work-related injuries shall be applied to volunteers as well. The Supervisor shall provide the injured volunteer with the DWC1 form, and complete the required workers' compensation forms, submit to Human Resources for processing, and the volunteer shall be directed to the designated treating facility. The City will attempt to immediately notify the parent or guardian of an injured minor.

The Supervisor shall conduct an initial investigation, determine cause, recommendations to prevent reoccurrence, and document the findings.

L. Release of Volunteers

Volunteers who do not adhere to the rules, policies and regulations of City, fail to perform their assignments satisfactorily, or are participating in activities that are no longer required are subject to dismissal. A volunteer may be dismissed at any time. The City reserves the right to request that a volunteer leave immediately. No prior notification is necessary to release a volunteer of their services.

RELEVANT / SPECIALIZED SKILLS	OTHER INFORMATION YOU WOULD LIKE TO SHARE:	
LIST ANY LANGUAGE(S) IN WHICH YOU ARE FLUENT:		
EMERGENCY INFORMATION:		
_____	_____	_____
(Contact)	(Relationship)	(Phone)
_____	_____	_____
(Family Physician)		(Phone)
Please list any allergies: _____		

I understand that to volunteer for the City of Healdsburg, I must meet the following requirements:

-Complete volunteer application

-If over 18 years of age, fingerprint/background clearance for volunteers working with children and seniors

GENERAL AGREEMENT, WAIVER AND RELEASE

The City of Healdsburg staff reserves the right to photograph facilities, activities and program participants including volunteers for potential future use. All photos will remain the property of the City of Healdsburg. In consideration of the acceptance of my application as a volunteer for the City of Healdsburg, I, the undersigned volunteer (If 18 years of age or older), or parent or guardian of above-named participant (If under 18 years of age), hereby agree that the named volunteer be allowed to participate in the activity(ies), class(es), or event(s) described on this application. I have been informed of the risks involved in such participation, including, but not limited to, temporary and/or permanent injury to the property, person, and/or death because or on account of such participation. On behalf of myself and the above-named participant, I hereby waive all claims for damages of any kind whatsoever against the City of Healdsburg, its officers, employees, contract instructors and community organizations co-sponsoring programs, arising out of or incidental to participation in any volunteer activity(ies). I further understand that accidents and injuries can arise out of my volunteer activity(ies); knowing the risks, nevertheless, I hereby agree to assume those risks and to release and hold harmless all the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. I further authorize qualified physicians to render emergency medical treatment or care if they deem necessary for the participant because of illness or accident which occurs during the course of any of my volunteer activity(ies).

Signature of Volunteer

Date

Signature of Parent/Legal Guardian for applicants under 18 years of age

Date

Relationship to Volunteer: _____ Contact Phone: _____