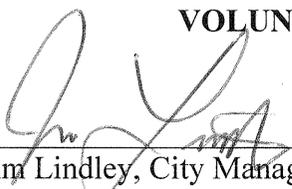




**CITY OF DIXON**

**VOLUNTEER POLICY/PROCEDURES**

APPROVED: \_\_\_\_\_

  
Jim Lindley, City Manager

8-29-12  
Date

---

**PURPOSE:**

The City's volunteer program is designed to coordinate and manage all volunteer efforts which support existing services provided to the community. The volunteer program is designed to effectively match individuals to the City Departments that have existing work opportunities.

**SCOPE:**

This policy applies to all City volunteers as defined in section 3.

**DEFINITION OF VOLUNTEER:**

For the purpose of Worker's Compensation the City Council has passed a resolution defining a volunteer as an employee when that person renders services to the City where:

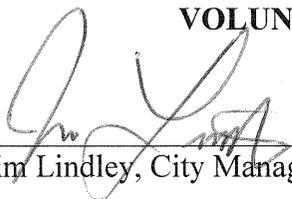
- The City has control and direct supervisory responsibility over the manner and the result of the services rendered AND;
- The volunteer receives no remuneration for such services other than meals, transportation, lodging, or reimbursement for incidental expenses AND;
- The volunteer does not belong to any of the following categories:
  - The individual receives remuneration for services rendered from a non-City payroll. Example: visitors or guests on a per diem travel allowance
  - The individual is sponsored by an outside agency and provides services through that sponsoring agency. Example: Red Cross volunteers
  - Guests of City. Example: casual visitors.
  - The individual is acting as a registered Disaster Service Worker Volunteer. Example: Registered DSW filling sandbags in preparation for a flood



**CITY OF DIXON**

**VOLUNTEER POLICY/PROCEDURES**

APPROVED: \_\_\_\_\_

  
Jim Lindley, City Manager

8-29-12  
Date

---

**PURPOSE:**

The City's volunteer program is designed to coordinate and manage all volunteer efforts which support existing services provided to the community. The volunteer program is designed to effectively match individuals to the City Departments that have existing work opportunities.

**SCOPE:**

This policy applies to all City volunteers as defined in section 3.

**DEFINITION OF VOLUNTEER:**

For the purpose of Worker's Compensation the City Council has passed a resolution defining a volunteer as an employee when that person renders services to the City where:

- The City has control and direct supervisory responsibility over the manner and the result of the services rendered AND;
- The volunteer receives no remuneration for such services other than meals, transportation, lodging, or reimbursement for incidental expenses AND;
- The volunteer does not belong to any of the following categories:
  - The individual receives remuneration for services rendered from a non-City payroll. Example: visitors or guests on a per diem travel allowance
  - The individual is sponsored by an outside agency and provides services through that sponsoring agency. Example: Red Cross volunteers
  - Guests of City. Example: casual visitors.
  - The individual is acting as a registered Disaster Service Worker Volunteer. Example: Registered DSW filling sandbags in preparation for a flood

## **VOLUNTEER PROGRAM PROCEDURES:**

### **a. Recruitment**

Volunteers shall be recruited by the City on a pro-active basis, with the intent of broadening and expanding the volunteer involvement in the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which City will try to match with a specific function

### **b. Application**

- All potential volunteers are to complete a Volunteer Application (*Appendix A*) and the Non-Safety Volunteer Waiver and Release Form (*Appendix B*). Volunteer Application forms and waiver can be obtained from the Human Resources Department or other locations where forms can be accessed.
- The original application is to be forwarded to the Human Resources Department for processing via hardcopy or email.

### **c. Screening**

- All potential volunteers are to complete a background check which shall be carried out in accordance with existing City practices and laws.
- Volunteers shall be subject to the same drug and alcohol policies as regular City employees.
- The cost of screening shall be borne by the volunteer. After 30 days of volunteer service with the city the fee will be reimbursed to the volunteer.

### **d. Selection and Appointment**

- Each potential volunteer will first have an initial interview with the Volunteer Coordinator from Human Resources. Once an initial screening/interview is done the potential volunteer will have a second interview with the department he/she is being placed.
- Once a potential volunteer has been interviewed and reference checks (if needed) are completed, a department may choose to accept or decline a potential volunteer's services. A volunteer may not commence work until all signed forms are received and background checks and training have been completed.
- If a department chooses to decline the service of a potential volunteer, the department is to notify the Human Resources Department. The Human Resources Department will notify the potential volunteer that a department is unable to use their services. If it is appropriate, the potential volunteer will be referred to another department for volunteer services.

### **e. Fingerprinting (Live Scan) and Background Checks**

- City requires all volunteers to be fingerprinted. These potential volunteers have the right to refuse to be fingerprinted. However, those potential volunteers who exercise this right will not be allowed to volunteer for City service.

- Human Resources staff to give Fingerprint Instructions (Live Scan Request Form) to volunteers for which fingerprinting is mandatory. Volunteers may not begin his/her position until the results from the Department of Justice and/or FBI have been received and reviewed by the Human Resources Department.
- Human Resources Department has the right to use information collected from the above background checks to make determination about whether the applicant will or will not become a volunteer. Once this is determined, a Volunteer Action Form (VAF) is completed for all relevant parties to sign, including the City Manager.

f. Volunteers Driving

- Volunteer duties that require driving should be limited to only essential volunteer duties. Volunteers who drive either personal or City owned vehicles during the course of their volunteering are required to have a valid California Driver License and current proof of insurance. No volunteer may operate a City owned vehicle or perform volunteer services with their private vehicle with a revoked or suspended driver license. Any damages to the volunteer's personal vehicle or damages caused by the volunteer while in their personal vehicle are the responsibility of the volunteer. If an incident occurs in a City owned vehicle, City will be the responsible party.
- The ideal personal automobile policy liability coverage limits for volunteers is \$100,000/\$300,000 (\$100,000 bodily injury limit per person, \$300,000 total bodily injury limit per accident). However, due to City's desire to maintain a productive volunteer workforce, the minimum acceptable liability coverage limits for volunteers shall be no less than the current statutory requirement. The coverage mandated for a volunteer position may be increased above the statutory requirement based upon the risk assessment carried out for that position.
- The Human Resources Department is to obtain a copy of the volunteer's driver license and a copy of proof of insurance. Volunteers will be included in the City DMV Pull Notice Program. Through this program, City will receive annual print out of the volunteer's driver license status. Additionally, City will be notified of any activity regarding the volunteer's driving record.
- 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 in the course of volunteering. Volunteers shall be added to the City Employee Pull Notice (EPN) program through the California DMV or the CSAC-EIA Loss Prevention Services Program Platform.
- The State Of California Authorization for Release of Driver Record Information form will be utilized for all entity drivers in the EPN program.
- Management reserves the right to cancel a volunteer's driving privilege at any time without prior notification.
- The employee shall possess a driver license with a classification consistent with the vehicle(s) to be driven.

g. Supervision of Volunteers

- 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).

h. Orientation and Training

- Once a volunteer has been selected for hire with a City department or program, they will participate in an orientation program designed to inform volunteers about City as an organization, its policies, procedures, programs, and regulations. This informative session is designed to assist the volunteer in their new role as a volunteer with City. After joining his/her new department, the volunteer will be provided on-the-job orientation and training by their supervisor specific to job tasks. This shall be documented in a manner consistent with existing City policies and procedures. Orientation/training will be scheduled at various times, as the need arises.

i. Work Schedules

- Work schedules of volunteers are diverse and varied depending on the Department. Work schedules are flexible and may vary depending on the job that is being done. Volunteers should work with their job supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to their assignment on a scheduled day, the volunteer should notify his/her job supervisor as soon as possible prior to the start of the work day,

j. Reports

- Each Supervisor and Volunteer will fill out a Volunteer Progress Report (*Appendix C*) at 90 days of service, 6 months of service and 12 months of service to evaluate performance and to give Human Resources feedback on the Volunteer Program in general.
- Each Department, no later than the 5th day of the following month, shall make a written report for the preceding month showing the total number of volunteer workers who performed services in that month and the total number of hours of such services. (*Appendix D*). The report shall be filed with Human Resources, who may inspect the roster at any time, and shall do so at least quarterly to see that inactive volunteers have been removed from the roster of available volunteers and that other information on the roster reflects current conditions.

k. Safety

- Each volunteer is included in City's Risk Management and Safety program. This means that before volunteers begin their service, the Human Resource staff is responsible for informing the volunteer of safe work practices as required for employees. This process shall be documented consistent with City policies and procedures.
- Any injury to the volunteer or losses to any third party must be reported and processed in accordance with existing City policies.

- Volunteers and supervisors must advise staff of any equipment or situation that may pose a safety hazard.
- Every volunteer shall be capable of safely and capably completing the work assigned. This shall be determined through the application/interview process.

l. Injury of a Volunteer

- City provides for treatment of injuries incurred by volunteers (as defined in Section 3 of this policy) under City's Worker's Compensation program. If an injury occurs:
  - During Normal Business Hours: ensure the volunteer is out of immediate danger and notify the department's immediate supervisor. If the immediate supervisor is not available, contact should be made with the appropriate Department Head.
  - After Normal Business Hours: if the immediate supervisor is not available, a message should be left advising them of the injury as well as notifying Insert Proper Individual and/or Insert Proper Individual. If medical treatment is needed, the volunteer should be directed to the City's Worker's Compensation medical provider. If a minor is injured, the same protocol should be followed. In addition, the minor's guardian should be contacted immediately. See Appendix C for contact information.
  - It is the responsibility of the department to complete the worker's compensation injury packet and forward it to Insert Proper Individual.

m. Recordkeeping

All records regarding volunteer service shall be maintained for a duration that is in accordance with existing City recordkeeping policies.

n. Recognition

Recognition is not just a way of saying thank you, but a response to individual interest and reasons for being involved. Recognition of volunteers takes many different forms. The City feels that volunteers are invaluable resources. Various awards, activities and thank you notes and acknowledgements are part of City efforts to recognize volunteers for helping make our community a better place to live.

o. Gifts

As a general rule, volunteers are discouraged from accepting gifts from the public.

p. Release of Volunteers from Service

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 not longer required are at will and subject to dismissal. A volunteer may be dismissed at any time. City Manager or his/her designee reserves the right to request that a volunteer leave immediately. Upon separation, Human Resources will complete a Volunteer Action Form (VAF) to close the file.