

Duchesne County Sheriff

Travis Tucker



SEARCH & RESCUE VOLUNTEER CHECKLIST

In order to be approved for volunteer service with Duchesne County, the following steps must be completed:

1. **Fill out Volunteer Application**
2. **Review and sign position description**
3. **Receive policies and sign the acknowledgment sheet** for the following Duchesne County

Policies and Utah Code:

Sheriff's Office Search & Rescue Bylaws
Title 3. Chapter K. - Fleet Management & Transportation
Title 8. Chapter A. - Drug-Free Workplace Policy
Title 6. Chapter B. - Harassment/Sexual Harassment
Title 11. Chapter A. - Volunteer Policy
Utah Code. Title 67. Chapter 20. -Volunteer Government Workers Act

Signed policy acknowledgment sheet should be submitted with your application.

4. **Submit application and complete Background Check with Sheriff's Office** - a copy of your current driver's license should be submitted along with all required acknowledgment sheets
5. Once your background check has been completed, and your application has been approved by the Sheriff, it will be submitted to the Human Resource office - **Contact the Human Resource Office@ (435) 738-1233 to Schedule your Drug Testing**, we are in the office Monday thru Friday from 8:30 a.m. to 5:00 p.m. with the exception of state and federal holidays.

(The Human Resource office is located at 734 N. Center Street- Duchesne, UT)

Once all of the steps listed above have been **successfully completed** you will receive approval from the Sherriff's Office to participate with the Search and Rescue as a volunteer.

Duchesne County Sheriff

Travis Tucker



SEARCH & RESCUE APPLICATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Cell: _____ Work: _____

Email _____

Cell Phone Carrier: _____

Current occupation _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____ City: _____

Home Phone: _____ Cell: _____ Work: _____

What previous experience, if any, have you had in Search and Rescue? _____

MEDICAL FIRST RESPONDER SKILLS

What type of first aid or medical training do you have? _____

Certification _____ Number _____

Describe any experience you have had providing emergency medical care? _____

HORSE/BACK COUNTRY PACK EQUIPMENT

MOUNTAINEERING SKILLS

Explain what experience you have with the following subject matter:

High angle scrambling _ _ _ _ _

Rock Climbing _____

Hiking and Mountain biking _ _ _ _ _

Navigation- map/compass/GPS _ _ _ _ _

Camping/ hunting _ _ _ _ _

Ice climbing _ _ _ _ _

WINTER SKILLS

Explain what experience you have with the following subject matter:

Resort skiing and snowboarding _ _ _ _ _

Backcountry skiing and snowboarding _ _ _ _ _

Snow shoeing _ _ _ _ _

Avalanche awareness -----

WATER SKILLS

Explain what experience you have with the following subject matter:

Rafting/ canoeing/ kayaking _ _ _ _ _

Swift water Experience _ _ _ _ _

Swift water rescue - - - - -

Swimming/life-guarding _ _ _ _ _

Scuba diving _ _ _ _ _

MOTORIZED EQUIPMENT

Describe your abilities with the following types of equipment:

ATV _ _ _ _ _

Snowmobile - - - - -

Powerboat _ _ _ _ _

Wave runner _____

Duchesne County Sheriff

Travis Tucker



SEARCH & RESCUE

Operator's License and Police Background Check

The following information is required of every person who might operate a county-owned vehicle and/or will be representing the sheriff on official Search & Rescue missions. This information and the results of the background check will be kept confidential.

Name: _____

Date of Birth (mm/dd/yy): -- --- ----

Driver's License#: _____

Class of license: _____

Expiration of License: _____

Restrictions as noted on license: _____

I verify that the above information is correct and I currently possess a valid Utah operator's license. I understand that I may not drive vehicles for which I do not have the appropriate license or have not been properly trained. I consent to the Duchesne County Sheriff's Office checking the validity, restrictions, and my driving and police record, prior to acceptance of my application and at any time during the time that I'm representing the Sheriff's Office as a volunteer Search & Rescue member. I also understand that it is my responsibility to inform the sheriff's Search & Rescue coordinator as soon as my license has been suspended, revoked or modified in any way. I further understand that these responsibilities are a condition of my continued membership on the Search & Rescue team.

Signature: _____ Date: _____

Duchesne County Sheriff

Travis Tucker



SEARCH & RESCUE VOLUNTEER JOB DESCRIPTION

JOB SUMMARY

Under close initial direction until proficiency has been demonstrated, individuals classified as Search and Rescue Volunteer (S&R) will answer to and perform duties assigned under the Search and Rescue Commander and/or the Sheriff for his/her designee of the Duchesne County Sheriff's Office.

Search and Rescue members duties may include but is not limited to; high angle rescues, locating airplane or other crash sights, searching for missing subjects, overdue hiker, to rescue a stranded hiker, to assist on a back-country wildfire incident, to perform evacuation duty during disasters, assisting detectives by searching for evidence in homicide and other criminal cases or any number of calls in which Search and Rescue skills are needed.

Search and Rescue members are prohibited from performing work that would normally be the exclusive responsibility of a regularly scheduled, full-time Sheriff's Office Staff without approval. The final authority governing all aspects of Search and Rescue is the Sheriff, or his/her designee.

The Search and Rescue works in various office and outdoor settings, including time inside the Search and Rescue building/vehicles and also spent traveling in a police type vehicle. Work is performed in all weather conditions including extreme rain, wind, snow and heat. Work is often dangerous or under emergency circumstances requiring some physical activity and exertion. The outside working conditions include dirt, mud, snow, thick vegetation, water and streets.

Physical demands include standing, walking and sitting for extended periods of time, may be required to hear and distinguish between different sounds, use tools or equipment requiring a high degree of dexterity; work for sustained periods of time maintaining concentrated attention to detail; distinguish between colors, run, stoop, bend, crawl, climb ladders and steep inclines, carry and/or push, pull or otherwise move objects weighing up to 50 lbs. objects, taste, smell and any other physical movement in the performance of voluntary public safety duties.

The Volunteer may be required to use computers in the office, printers, FAX machine, 2-way radio, camera, animal capturing devices, copy machine and telephone. Some duties such as specifically approved assignments may be allowed to be conducted at the home of a volunteer but only through the approval of the Sheriff or his/her designee and only on a single basis only. Volunteer may also use All Terrain Vehicles (ATV's), Snowmobiles, chainsaws, winches and other related rescue equipment and vehicles. The Volunteer may also be required to use an Emergency Locator Transmitter (ELT) receiver when searching for downed aircraft.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age and able to work legally in the United States.
- Be a citizen of the United States
- Be a resident of Duchesne County
- Have a valid Utah driver's license
- Not have been convicted of a crime punishable by imprisonment in a federal or state penitentiary or of an offense involving dishonest, unlawful sexual conduct, or physical violence
- Not have been convicted of a D.U.I. within the previous two years beginning with the date of conviction to the date of application
- Must be willing to volunteer a minimum of **20 hours** each year.
- Ability to physically and mentally perform tasks required for this job description.
- Successfully pass a thorough records and background check.
- Must be in good physical condition with weight in proper proportion to height. Completion of a physical examination may be required. Citizen Volunteers who are physically disabled may be considered for specific assignment on a case by case basis. Search and Rescue members may be subjected to a physical agility test which must be successfully passed.
- Vision must be 20/100 or better, correctable to 20/30 or better in each eye.
- Search and Rescue members must provide their own transportation to and from all Search and Rescue activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- The ability to perform the duties of this position must be readily demonstrated to the Search and Rescue Commander and/or his designee.
- Ability to receive instructions from Sheriff's Office Staff in the performance of the volunteer's duties and responsibilities.
- Ability to read, interpret and properly apply laws applicable to law enforcement work.
- Ability to express self clearly and concisely in speaking and writing and legibly in writing or printing.
- Ability to maintain composure and self-control under adverse conditions, e.g., public harassment, ridicule, critical injuries, and death.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to maintain and improve knowledge, technical skills, physical and mental fitness that meets or exceeds the mission of the department.
- Knowledge of appropriate Search and Rescue tactics and techniques such as rope rescue operations, confined space rescue, shoring and stabilization, breaching, trench rescue, heavy rigging, heavy lifting operations, victim packaging, and extrication.
- Must successfully complete the First Responder Operations Level for Hazardous Materials.
- Knowledge of safety considerations during Search and Rescue operations.
- Basic understanding of heavy equipment and rigging operations and capabilities.
- Basic understanding in search unit strategy, tactics, techniques, and equipment.
- Basic understanding of various building construction types and the associated collapse patterns of each type.
- Proficient in rope rescue techniques if assigned or requested to assist the Ropes Rescue team.
- If assigned to conduct confined space rescues; Proficient in confined space rescue techniques.
- Proficient in shoring and stabilization techniques.
- Use of specialized extrication equipment (per manufacturers' specifications).
- Proficient in rescue strategy, tactics, and operations at collapse sites.
- Proficient in Traffic Management techniques

WORKING CONDITIONS

- Work exposes incumbent to conditions such as fumes, noxious odors, dust, mists, gases, and poor ventilation.

- Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery.
- Work may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work is performed for sustained periods outdoors and occasionally in extreme hot, cold or inclement weather.
- Work requires the use of protective devices such as personal protective equipment, masks, goggles and gloves.
- Work exposes incumbent to potentially hostile situations.

- Work exposes incumbent to unknown dangerous conditions.

TRAINING

The Search and Rescue coordinates varied training for recruits throughout the Search and Rescue activities. Classroom or field instruction will cover many hours of orientation, first aid, search skills, rescue support, general field support , man tracking, survival, incident management, equipment and some related law enforcement subjects.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Administration reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

_____ have reviewed and understand the above position description.

(Volunteer)

VOLUNTEER SIGNATURE: _____ Date: _____

Duchesne County Sheriff

Travis Tucker



SEARCH & RESCUE VOLUNTEER AGREEMENT

1. I have reviewed the Job Description and amount of time required.
2. I agree that all of the work that I perform under this agreement will be non-compensable; except for preapproved compensation for actual expenses.
3. I understand that either the County or I may cancel this agreement at any time by notifying the other party.
4. I give my permission for free use of my name, voice and picture in any media coverage of my service.
5. I hereby declare that I am in able to perform the duties as described in the Job Description.
6. I understand that, if I am injured or involved in an accident while acting in a voluntary capacity, I must report the injury to my supervisor within twenty-four (24) hours and the County's worker's compensation carrier will only pay the actual and necessary medical expenses I incur in the treatment of an injury. Other expenses such as lost work time, equipment, clothing, etc., will not be covered.
7. I understand I may be subject to a criminal record check or other background investigation or drug testing.
8. I understand that I must abide by Duchesne County's policies as they apply to my volunteer work.

AGREEMENTS & APPROVALS:

I hereby volunteer my services, as described in the Job Description, to assist Duchesne County in its authorized work.

Volunteer Signature

Date

As the supervisor, I understand that should an injury occur to an individual while in a volunteer status, a "First Report of Injury" form must be completed and submitted to the Sheriff's Office AND Human Resource Office within 24 hours of the injury.

Supervisor Signature

Date

Duchesne County accepts you as a volunteer and recognizes your rights under UCA 67-20 and authorizes you to work as a volunteer according to the attached Work Description.

Human Resources Director

Date

Duchesne County Sheriff

Travis Tucker



SEARCH & RESCUE VOLUNTEER POLICY ACKNOWLEDGMENT

I have read and understand the following policies, procedures, bylaws, and codes:

- Sheriff's Office Search & Rescue Bylaws
- Title 3. Chapter K. - Fleet Management & Transportation
- Title 8. Chapter A. - Drug-Free Workplace Policy
- Title 6. Chapter B. - Harassment/Sexual Harassment
- Title 11. Chapter A. -Volunteer Policy
- Utah Code. Title 67. Chapter 20. - Volunteer Government Workers Act

As a Duchesne County Search & Rescue Volunteer, I acknowledge that non-compliance of the above mentioned policies will result in a loss of my volunteer privileges. I also understand that I may, at any time, seek further explanation of these policies by contacting the Sheriff, Search & Rescue Commander , or the Human Resources Office.

Volunteer's Name (printed)

Volunteer's Signature

Date

Human Resources Director Signature

Date

DUCHESNE COUNTY SHERIFF'S OFFICE

SEARCH & RESCUE

BYLAWS

Revised 6/2/16, Sheriff Travis Tucker

Approved: 6/2/16 at Search & Rescue general meeting.

1.0.0

PURPOSE AND SCOPE

Utah State Code 17-22-2 Sheriff-- General duties.

(1) The sheriff shall:

(f) Command the aid of as many inhabitants of his county as he considers necessary in the execution of these duties;

(p) Manage search and rescue services in his county.

In complying with Utah Code 17-22-2, the Sheriff has the responsibility to organize Search and Rescue personnel to assist in various activities within Duchesne County. The following By Laws will help to provide direction, instructions, and guidelines for the search and rescue organization.

1. Search and Rescue members work in conjunction with, and under the Authority of the Duchesne County Sheriff in conducting Search and Rescue Operations as requested where the use of non-sworn volunteers can be utilized.
2. To Assist the Sheriff in various functions pertaining to public welfare. Assisting in any disaster, catastrophe or emergency; and render aid and assistance to persons in difficulties or distress.
3. To render aid and assistance to all Federal, State, and local Law Enforcement agencies having like objectives and goals.
4. To provide members with training in Search and Rescue, First Aid, and Law Enforcement techniques and duties.
5. The Office and principle place of business of this Organization shall be at the Office of the Duchesne County Sheriff, Duchesne, Utah.

1.1.0

MEMBERSHIP

Prospective members shall be interviewed and approved by the Sheriff, having been recommended by the Governing Board. The number of members allowed in the Organization will be decided by the Governing Board, with the approval of the Sheriff, and with ratification by the membership

1.1.1

MEMBERSHIP CLASSIFICATION:

Active:

Are members who have completed probation and meet the minimum requirements. They actively participate in a minimum of 50% of search and rescue operations hours, training hours, organizational meetings hours, and other designated activity hours per year. They are assigned an official identification number. They are issued membership identification, -official search and rescue uniforms, insignia, and other designated equipment.

They qualify for search and rescue deployment reimbursement, and training costs. The total number of active members on active status will be a maximum of 30 members. Vacancies that occur in active membership should be filled from the inactive/associate members or the reserve membership who have the relevant search and rescue training and skills necessary to perform in an active status; and have proven to be reliable for emergency call out situations.

Reserve:

Are members who are over the age of 21, a United States citizen, a resident of the State of Utah, reside within Duchesne County; and have successfully undergone a criminal background investigation. They are required to attend 50% of the organization meetings, and trainings. Participate in 50% of all organization activities and searches per year when additional resources are needed.

These members will be required to undergo a six (6) month probationary period to determine interest and commitment to the organization. They are assigned an official identification number and issued membership identification. Official search and rescue uniforms, insignia, and other designated equipment will be issued only during deployment of reserve members. They qualify for search and rescue deployment reimbursement, and may be considered for training reimbursement. The total number of members on reserve status will be a maximum of 10 members

Inactive:

Are members who have been on either active or reserve status, but could not meet the requirements due to other commitments or circumstances. They have submitted a letter to the Sheriff indicating that they need to be put on inactive status for a specified time period and they have specified the reason for the inactivity.

During the inactive period the member should retain their issued membership identification, official search and rescue uniforms, insignia, and other designated equipment if issued. Inactive status should not exceed a six month period. Members that are not able to resume activity after six months will be taken off the Search and Rescue roster, and return their issued identification and equipment within 30 days. Members who have been taken off the roster can reapply for membership.

Associate:

Are members that have achieved at least ten (10) years with the organization and in good standing. The member could not meet the conditions of active or reserve membership. The member may make a written request to the Sheriff to be placed on Associate status. This request will be forwarded to the Search and Rescue Governing

Board for review to determine if the member qualifies for Associate status.

These members will be required to provide their own equipment; (radios, GPS, etc) and may participate in meetings, trainings, searches, and other activities as circumstances allow. They qualify for search and rescue deployment reimbursement, and may be considered for training reimbursement. Any member going on an associate status will have priority to be reconsidered for active membership when an opening exists.

Assigned Sheriff's Staff:

Are employees of the Duchesne County Sheriff's that have been specifically assigned to assist the search and rescue organization with the fulfillment of their objectives. Their primary responsibility with the search and rescue organization is to provide support, and resources.

1.1.2

SEARCH AND RESCUE OFFICERS/BOARD OF DIRECTORS:

1. The Business of the Organization is to be handled by the Board of Directors: The Officers for the Organization are:
Commander
1st Vice Commander
2nd Vice Commander
Secretary
Training Officer.
2. The Commander will be appointed by the Sheriff at his discretion. The Commander shall then have the authority to appoint committees or make other appointments necessary for the function of this organization. These appointments are subject to the approval of the Board of Directors, and the Sheriff. In the absence of the Commander the responsibilities of command will fall in secession to 1st Vice Commander then 2nd Vice Commander.
3. The 1st Vice Commander will be nominated by the Commander. Sheriff will have the authority to accept or reject the nomination, if accepted the nominee will be appointed by the Sheriff.
4. The 2st Vice Commander will be nominated by the Commander. Sheriff will have the authority to accept or reject the nomination, if accepted the nominee will be appointed by the Sheriff.
5. The Secretary will be nominated by the Commander, and approved by the Sheriff.
6. The Training Officer will be appointed by the Commander and ratified by the organization body.
7. The Officers enumerated above are the basic Officers, and shall comprise the Board of Directors.
8. In all voting by the Board of Directors, a majority vote is required by a full quorum.

1.1.3

DUTY OF SEARCH AND RESCUE OFFICERS:

1. The Commander shall be the Chief Executive Officer, and shall be responsible to organize

each meeting, and activity. He/she will preside at all meetings, and serve as liaison Officer between the Organization and the Sheriff.

2. The 1st Vice Commander shall function within the scope of the Commander's duties as directed by the Commander. He/she will be responsible for organizing meetings and activities.
3. The 2nd Vice Commander shall function within the scope of the Commander's duties as directed by the Commander. He/she will be responsible for membership records and will work closely with the assigned Sheriff's equipment staff person to maintain and track issued equipment.
4. The Secretary will perform all duties connected with reports, minutes of meetings, record keeping, and organization personnel files. He/she will work closely with the Sheriff's appointed secretarial staff person in maintaining the records of the organization.
5. The Training Officer will be responsible to organize trainings, and distribute information on any training that would enhance the organization. The Training Officer works closely with the assigned Sheriff's secretarial staff person to help coordinate outside agency training requests.

1.1.4

UNIFORMS:

1. Official uniforms shall be worn at all meetings and other Official functions.
2. The Official Insignia is to be displayed on members' vehicles, when vehicles are used for Official functions.

1.2.0

MEMBERSHIP QUALIFICATIONS:

- ▶ Must be at least 21 years of age.
- ▶ A citizen of the United States.
- ▶ A valid driver's license.
- ▶ A resident of the State of Utah.
- ▶ Reside within Duchesne County.
- ▶ Members who live outside the County may be considered for membership if they live in close proximity to the Duchesne County line.

1.2.1

DESIRABLE SKILLS/ABILITIES

- ▶ Knowledge of evidence documentation and collection.
- ▶ Knowledge in first aid and CPR.
- ▶ Knowledge of search and rescue practices and procedures.
- ▶ Use of search and rescue equipment including dispatch communication systems, and email. Vehicle operations including ATV, and watercraft. Laptop computer and printer systems.
- ▶ Knowledge horses and back country pack gear.
- ▶ Familiarization with county geography, road systems, trails, and boundaries.
- ▶ Ability to respond effectively *in* emergency and stress situations.

- ▶ Attentive to detail including the ability to observe multiple activities and quickly and take appropriate action.
- ▶ Ability to detect hazards and correct problems to ensure a safe working environment.
- ▶ Be able to write clearly, concisely and communicate effectively in English.
- ▶ Define issues, analyze problems, evaluate alternatives and develop sound strategies.
- ▶ Ability to carry out instructions furnished in written or verbal forms.
- ▶ Ability to exercise independent judgments requiring quick and effective decision making.

1.2.2

MINIMUM PHYSICAL ABILITY

- ▶ Ability to use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- ▶ Ability to run, hike, climb or balance, stoop, kneel, crouch, or crawl.
- ▶ Ability to lift and/or move up to 25 pounds. Ability with assistance, to move or lift a person as necessary.
- ▶ Ability to view objects or persons at close and varied distances vision. Discern color, and have peripheral vision, depth perception, and the ability to focus.
- ▶ Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

1.3.0

SEARCH AND RESCUE MEMBERSHIP EVALUATION AND RETENTION:

1. A six (6) month evaluation will be conducted on each member by the Search and Rescue Board of Directors. The evaluations will occur during the month of January and again in June of each calendar year. Those not meeting the specified requirements will receive official written notification within 30 days after the evaluations that they are being removed from active status. The following may be considered exception conditions:

If it is anticipated that a member is not going to be able to meet the above listed requirements due to illness, injury, work schedule, or other commitments; the member can submit a letter to the Duchesne County Sheriff indicating the circumstances of not being able to meet the requirements and asked to be put on inactive or associate status. The letter will be forwarded to the Board of Directors to evaluate the situation and make recommendations to the Sheriff for a change in status.

2. Any member that has been removed from the search and rescue roster will be notified in writing and their issued identification and equipment must be returned within 30 days. Members who have been taken off the roster can reapply for reserve membership with them having first consideration for active open positions.
3. Any member guilty of any acts reflecting discredit upon this organization shall be expelled. Any member charged with criminal activity will be placed on suspension until the issue is resolved; if found guilty or culpable in any criminal act the member will be expelled from the organization. Any member that is being expelled may request a hearing with the Board of Directors.

4. Any member that resigns or is released from this organization shall turn in all official membership documents, badges, insignias, and any other organization properties within 30 days of resignation or official termination notification.

1.4.0

SEARCH AND RESCUE ISSUED EQUIPMENT/PERSONAL PROPERTY:

1.4.0 PURPOSE AND SCOPE

Search and Rescue members are expected to properly care for Office property assigned or entrusted to them. Members may also suffer occasional loss or damage to personal or Office property while performing their duties. Personal equipment must be approved and documented to be eligible under this section. Certain procedures are required depending on the loss and ownership of the item.

R704-1 Utah State Search and Rescue Financial Assistance Program will be utilized for all issued search and rescue equipment as well as personal property.

1.4.1 CARE OF OFFICE PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Office property assigned or entrusted to them. A member's intentional or negligent abuse or misuse of Office property may lead to members obligated to replacement the cost of repair or replacement of the equipment.

- (a) Members shall promptly report through the Search and Rescue Commander any loss, damage to or in serviceable condition of any Office-issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable Office property should be discontinued as soon as practical and replaced with comparable Office property as soon as available and following notice to the Commander.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, Office property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Office property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.
- (e) In the event that any Office property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of the Commander.

1.4.2 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property authorized for use on activities must be made on the proper form. This form is submitted to the Commander and forwarded to the Sheriff. The Commander may require a separate written report of the loss or damage. Reimbursement reports will then be sent to the Utah State Search and Rescue Reimbursement Program for consideration for replacement. Any claim for damaged or lost property must be submitted as soon as possible after any search or activity, but no later than 30 days.

1.4.3 REPORTING REQUIREMENT, ISSUED EQUIPMENT

Each member will maintain any equipment issued by the organization in the appropriate manner and will turn in a yearly inventory report itemizing that equipment by make, model and serial number if applicable. This report will also state the current condition of the equipment.

1.5.0

MEETINGS

1. Regular meetings will be held on the first (1st Thursday) of each month with alternation between Duchesne and Roosevelt. Meeting times will be 7:00 p.m. All arraignments regarding meetings are made by the 1st Vice Commander.
2. Periodic meetings for training purposes may be held as required and the members will be notified in advance and given an opportunity to attend.

1.6.0

POLITICAL ACTIVITIES:

1. This Organization shall not at any time endorse or recommend any candidate for Official Office; nor shall politics or political candidates be discussed at meetings.
2. No member of the Organization shall use it as a means for furthering any personal, political or other aspirations. Nor shall the organization as a whole take part in any movement not in keeping with its established aims and objectives. Nor shall religious discussion or arguments be tolerated.

1.7.0

PUBLIC FINANCING:

1. Any requests for Public Financing for whatever purpose, will be approved by the Sheriff and Board of Directors.

1.8.0

AMENDMENTS

Amendment changes to the By Laws may be proposed at any regularly scheduled meeting and approved by a two-thirds vote of the members present; provided that the Board of Directors have met and considered the proposed amendment. The Board of Directors and Members shall have at least one month to consider any proposed amendments. The proposed amendments changes will then be forwarded to the Sheriff with a recommendation for amendment. If approved by the Sheriff the changes will be implemented into the By Laws.

Title 3. Employee Conduct

Chapter K. Fleet Management & Transportation

1. Purpose and Intent. It is the intent of Duchesne County to establish a Fleet Management Program governing the vehicles that provide transportation for Duchesne County employees to perform their assigned duties. The Clerk-Auditor's Office and Buildings and Grounds Department are responsible for the administration of the fleet. This includes the maintaining, servicing and tracking of county vehicles; enforcing policies regarding their use and care, and budgeting projections. The fleet may include cars, trucks, sport utility vehicles (SUV), trailers, all-terrain vehicles (ATV), or other mechanically engineered motorized vehicles. Vehicles and equipment specifically used by the Sheriff's Office, Roads department and Landfill shall be managed by the appropriate department head or elected official for that department.

Fleet vehicles shall be purchased to meet the needs of county departments providing:

- a. A safe vehicle,
- b. Quantifiable fuel efficiencies/economy and
- c. Ensuring maximum return in the county's investment of capital.

The Clerk-Auditor will be responsible to evaluate the marketplace and recommend to the County Commissioners the most appropriate methods of purchasing, leasing, or otherwise acquiring vehicles for use by county employees.

2. Ownership/Responsibility. Ownership of all county assets, including fleet vehicles and/or equipment, shall be in the name of Duchesne County. The Clerk-Auditor, under the direction of the County Commissioners, manages the Fleet Management Program and assists department heads in making informed decisions. Once a vehicle is assigned to a county department, the department head is responsible for determining how that vehicle will be used to best meet the needs of the organization.

3. Driver's License Status and Record. The county shall review the Driver's license status and Motor Vehicle Record of all operators of county vehicles, including volunteers, and those who the County should reasonably anticipate will drive a vehicle in the scope of employment:

- a. Before extending an offer of employment or, in the alternative, extending a conditional offer of employment based upon an acceptable driver's license history; or
- b. If already employed, before driving occurs; and
- c. Annually to determine license status, restrictions, or modifications.

4. Maintenance. All vehicles will receive regular service in accordance with requirements specified by the Maintenance Director. Vehicles shall be maintained at locations approved by the Clerk-Auditor. Any and all warranty work will be coordinated with the Clerk-Auditor's Office and Maintenance Director in order to maintain accurate records for the fleet management program. The manufacturer's service schedule program must be followed.

Department heads shall report any fleet vehicle problems or damage to the Clerk-Auditor immediately as per county accident policy.

5. Safety Measures. Duchesne County encourages safe use of cell phones and radios by drivers while operating County fleet vehicles/equipment. It is important that cell phone or radio usage not detract from safe driving practices. County drivers shall use hands-free wireless communication devices when possible. County drivers shall not manipulate any handheld communication device while operating a moving motor vehicle, included but not limited to, text messaging, emailing, dialing a phone number, accessing the internet, viewing or recording video, or entering data into a handheld wireless communication device. Any violation of this provision shall be a class C Misdemeanor and may result in termination or loss of driving privileges.

The employee will wear and require all passengers to wear their seat belts at all times in county fleet vehicles.

It shall be the responsibility of each driver to ensure that his/her county fleet vehicle is properly parked and locked while the vehicle is not in use.

7. Gas Cards. A county gas card is assigned to each county vehicle with the exception of Road Department vehicles. Road Department employees shall refer to the fueling policies specific to their department. The employee driving the vehicle is responsible for the proper use of the county gas card. This card will stay with the vehicle and/or equipment at all times. A personal security code is a requirement to activate the gas card.

8. Vehicle Damage. Any damage to any fleet vehicle shall be reported to the immediate supervisor or department head, Clerk-Auditor and Human Resources Director immediately. Any damage to the vehicle caused by negligence or non-compliance with fleet management rules shall be repaired and the cost of the repair shall be charged to the responsible department. If the vehicle operator is found to be negligent, he/she will be subject to discipline.

9. Vehicle Alterations. No county department or employee may make any alterations to or physical changes to any fleet vehicle or equipment without the written consent of the department head and Maintenance Director. Altering the vehicle includes glue-on attachments, screws, drill holes, additional wiring, or adding unauthorized decals to the vehicle, etc. Any unauthorized alterations shall be repaired and charged back to the appropriate department and the responsible employee may be subject to disciplinary action.

10. Requirements to Operate County Fleet Vehicles and Motorized Equipment

The following are required for employees and volunteers to obtain and maintain the privilege of operating a county fleet vehicle:

- a. A current Utah driver's license with the correct class for the vehicle operated.
- b. Be the age of 18 or older.
- c. Possess a license that is not under suspension, revocation or denied.
- d. Not be mentally or physically unable to drive safely.
- e. Alcohol and drugs will not be transported in County Vehicles. Public safety employees transporting evidence is the only exception to this rule.
- f. Not be a habitual violator of traffic laws and have (3) or more moving violations listed on their Motor Vehicle Record within the previous (2) years.
- g. Operators who have caused two or more vehicle accidents while driving during the course of their employment within a two-year period of time may lose driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment.
- h. Each employee who drives a county fleet vehicle within the scope of their employment must complete a driver-training course which is approved by, or offered by the Utah Counties Indemnity Pool within their first 6 months of employment as a condition of successfully completing their probation.
1. Each employee must read and sign the driver agreement provided by the Human Resources Office.

11. Unauthorized Use

The following are unauthorized uses of county vehicles:

- a. Use of county vehicles and/or motorized equipment to transport family members, other employees or private citizens for personal business, recreation, etc. Family members who desire to travel with an employee on County business MUST sign a waiver and file it with the Clerk-Auditor.
- b. Use of county vehicles for purposes not incidental or relevant to Duchesne County business.
- c. Use of County fleet vehicles while under the influence of alcohol or any other substances that could impede judgment or the safe operation of county vehicles and/or motorized equipment.
- d. Use of any tobacco products in county fleet vehicles.

12. Vehicle Availability. County vehicles assigned to any one department may be reassigned for use by other departments at any time as determined by the County Commission, Department Head, or Clerk-Auditor.

13. Collision Investigation Involving Employee and/or Vehicles. If, while operating a county vehicle or a privately-owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he/she shall:

- a. Request that all parties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has arrived and released them.
- b. All employees involved in an accident involving county vehicles, or persons on duty and actively engaged in county business, shall file a report with the appropriate law enforcement agency.
- c. Employees are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate county officials, and representatives of his or her own insurance company if the employee's privately-owned vehicle is involved. Statements made to investigating authorities should be factual information and statements made to the other party or parties involved in the accident should be confined to the exchange of driver's license and insurance information.
- d. Immediately inform the department head, Clerk-Auditor and Human Resources Director of the accident.
- e. A copy of all police reports, any statements attached thereto and (2) bids for repair (unless the bid is from a designated UCIP preferred vendor, in which case only that one bid is required) shall be forwarded to the Clerk-Auditor's office immediately after completion of the investigation. The Clerk-Auditor will report such accidents to the County Accident Review Board and to the county's insurance carrier.

14. Accident Review Board. The Risk Management Committee shall serve as the County Accident Review Board and will meet as a committee and review all vehicle accidents occurring on County time or in a County vehicle. Generally, the Accident Review Board will meet with employees when an accident's cost exceeds \$1,000 or if there is a personal injury. The Accident Review Board retains the right to meet with employees, supervisors, and others regarding any accident, regardless of cost.

15. Failure to Comply. Failure to comply with requirements of this section could result in loss of driving privileges or disciplinary action, up to and including termination from employment.

Driver Agreement

All county employees, elected officials and volunteers and those who the County should reasonably anticipate will drive a vehicle in the scope of employment shall sign the following Driver Agreement before operating a County fleet vehicle:

I, _____, have read and understood Duchesne County's safe driving policies and procedures.

I currently hold a valid Utah driver's license and I have attached a photocopy of my license to this agreement.

I agree to follow the County policies and procedures while operating a County fleet vehicle and understand that violating these policies and procedures may lead to disciplinary action, up to and including termination.

I hereby agree to abide by the following driving guidelines:

- a. I will use the safety belt (seat belt) whenever operating a County vehicle, or whenever driving for County business.
- b. I will operate only those vehicles I am trained and licensed to operate.
- c. I will operate only those vehicles I am approved by my supervisor to operate.
- d. I will always check the vehicle for defects and adjust safety devices such as seat belts and mirrors before operating.
- e. I will never operate any vehicle when impaired by fatigue, medication, drugs, or alcohol.
- f. I will never operate any vehicles that I do not feel capable of handling in both normal and emergency situations.
- g. I will obey all traffic laws, rules, regulations, and County policies.
- h. I will use common sense and adjust speed and operation in consideration of road conditions and possible hazards or dangers.
1. I will operate vehicles in a courteous manner, irrespective of behavior of others.
- J. I will drive defensively; anticipating possible dangers or hazards.
- k. I will leave the vehicle in the same manner in which I received it; free of trash and any personal belongings, with a full tank of gas and I will wash the exterior if needed.

Signature: _____

Date: _____

Title 8: Drug-Free Workplace Policy

Chapter A. Overview

1. **Duchesne County** is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.
2. **Covered Workers.** Any individual who conducts business for the County or is applying for a position is covered by our drug-free workplace policy. Our policy includes, but is not limited to Elected Officials, department heads, managers, full-time employees, part-time employees and volunteers.
 - a. Safety Sensitive Employees may be required to adhere to more specific guidelines and includes employees who work as public safety officers, those who are required to comply to DOT regulations as CDL holders, and employees who have access and permission to operate a county owned vehicle.
3. **Applicability.** Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the County, regardless of the time of day/night or the location of the individual representing or conducting business for the County.
 - a. If an employee in a safety sensitive position is called to work outside the regularly scheduled work period, the employee has the right to refuse to go to work if the employee has used alcohol and feels impaired. The employee must notify his or her supervisor if he or she has consumed any alcohol in the last four hours prior to being called in. There will be no adverse job consequences for employees who exercise their right under this policy.
4. **Prohibited Behavior.** It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.
5. **Notification of Convictions.** Any employee who is convicted of a criminal drug violation in the workplace must notify the Human Resources Office and their immediate supervisor in writing within five calendar days of the conviction. Failure to do so may result in immediate termination.
6. **Searches.** Entering Duchesne County's properly constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, desks and work stations and vehicles and equipment.

Chapter B. Drug Testing

1. **Drug Screening.** To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.
 - a. All employees who require a CDL license to perform their job function will be tested following the controlled substances and alcohol use and testing for the Federal Highway Administration, 49 CFR part 382 (Copy on file in Human Resources Office). All collections will be performed according to 49 CFR part 40.
 - b. Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident and reasonable suspicion testing upon selection or request of management.
 - c. Testing for the presence of alcohol will be conducted by analysis of breath and/or saliva. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.
 - d. Any employee who tests positive will be subject to disciplinary action up to and including termination.
 - e. An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.
2. **Guidelines - Procedures.** For reasonable suspicion testing the Employee may be transported, by a member of Management, for testing to be performed by a designated contract consultant.
 - a. Employee must sign a consent form agreeing or refusing to be tested for drugs and/or alcohol.
 1. If the employee is considered to be impaired, management will transport the employee home.

- b. If the drug/alcohol screen is negative, and it is determined the problem is medical, the employee will need a release from their physician stating fitness for duty before returning to work.
 - c. Employee testing post-accident may be suspended from work with pay, pending receipt of results of lab tests within 48 hours unless: The physical clearly states in writing that the employee is fit for duty following a Fitness for Duty Examination; OR: The direct supervisor determines the accident did not endanger persons or property and the cause was not the result of any action of the employee.
- 3. Consequences.** One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.
- a. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.
 - b. Upon required testing due to an accident or reasonable suspicion, the employee tested shall not engage in the operation of any County equipment or engage in any employment related duties, which his/her supervisor deems dangerous. This leave will be with pay pending the outcome of test results.
 - c. If an employee violates the policy, he or she may be terminated from employment.
- 4. Assistance.** Duchesne County recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:
- a. Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
 - b. Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
 - c. Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- 5. Treatment.** Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

6. **Confidentiality.** Records produced or received by the County or other related entities as part of the drug-free workplace program, including drug and alcohol testing results, are classified as "protected" under the Government Records Access and Management Act (ORAMA) and available for review only by the administrator or designee on a need to know basis. Records produced, received, or generated by the County as part of the drug free workplace program will be maintained in a secure, confidential file by the Human Resources Office and will not be kept in the employee's personnel file unless the record is used as basis for disciplinary action. Any protected documents under this policy may be produced to law enforcement individuals as part of an investigation or when ordered by a judicial officer. Any protected documents under this policy may also be produced as part of clarification or explanation of discipline or termination.

7. **Shared Responsibility.** A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- a. Be concerned about working in a safe environment.
- b. Use the Employee Assistance Program.
- c. Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- a. Inform employees of the drug-free workplace policy.
- b. Observe employee performance.
- c. Investigate reports of dangerous practices.
- d. Document negative changes and problems in performance.
- e. Counsel employees as to expected performance improvement.
- f. Refer employees to the Employee Assistance Program.
- g. Clearly state consequences of policy violations.

- 8. Communication.** Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:
- a. All employees will receive a written copy of the policy.
 - b. The policy will be reviewed in orientation sessions with new employees.

Title 6. Non-Discrimination

Chapter B. Harassment

- 1. All Legally Prohibited Harassment and Discrimination Prohibited.** The County prohibits the harassment and discrimination of its employees, contractors, consultants, Board of County Commissioners, other elected or appointed officials, and customers in any manner. The County will not tolerate verbal, visual, or any other communication including email, internet, or telephone, physical misconduct, or any other actions by any employee that harasses, discriminates, or that impacts another's job function and performance or who creates a hostile work environment by demeaning or harassing any person based on an individual's gender, gender identity (as defined in the Utah Antidiscrimination Act currently codified at 34A-5-101 *et seq.*), sexual orientation, race, age, national origin, religion, disability, genetic information, or any other legally protected characteristic.
- 2. Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex;
- The harasser can be the victim's supervisor, an agent of the employer a supervisor in another area, a co-worker; or
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Sexual harassment can occur in different types of situations. For instance, it is illegal sexual conduct (1) if submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement or (2) where a job benefit is directly tied to an employee submitting to unwelcome sexual advances.

Moreover, conduct can be sexually harassing if the sexual conduct unreasonably interferes with an individual's job performance or creates a hostile, intimidating or offensive work environment without regard to tangible or economic job consequences: the person may not lose pay or a promotion. Such sexual harassment may include, but is not limited to:

- repeated requests for sexual favors
- demeaning sexual inquiries and vulgarities

- offensive language
- other verbal or physical conduct of a sexual or degrading nature
- sexually offensive, explicit or sexist signs, cartoons, calendars, off color jokes, gender stereotyping, literature or photographs displayed in plain view
- offensive or vulgar graffiti.

3. Reporting Process. It is helpful for the employee who feels he or she has been the victim of or witness to any illegal harassing behavior to directly inform the harasser that the conduct is unwelcome and must stop. However, such action is not required, but the employee or witness to acts of harassment should document the occurrence.

Employees and/or witnesses must report the incident(s) to his or her supervisor or another member of Management. In the event that the behavior is from an employee's supervisor, the victim or witness can make a report directly to the Human Resources Director or any member of the Board of County Commissioners. If the offending individual is the Human Resources Director, the victim or witness may report the incident to the Board of County Commissioners.

4. Investigations. All allegations of discriminatory or harassing behavior will be taken seriously and investigated immediately by the Human Resources Director or another duly delegated individual while maintaining as much as possible the privacy and confidentiality to the parties involved. Where appropriate, immediate corrective action, including termination, may be taken. All claims are encouraged to be reported immediately.

No person shall lose wages or in any way be made subject to any disciplinary action for reporting sexual harassment. The Human Resources Director is explicitly authorized to grant paid leave if necessary to protect the reporting person.

5. "Zero Tolerance" of Retaliation. It is important for County employees to know that by law, any retaliation against an employee who opposed any illegal discrimination or harassment or made a charge or participated in an investigation is prohibited under Title VII of the Civil Rights Act of 1964. No employee will be penalized for factual representation of the events. Employee behaviors that are protected include:

- resisting advances, discrimination, or other harassment
- registering a complaint of harassment or discrimination
- supporting the claim of another employee
- picketing in protest of illegal discrimination or harassment
- notifying law enforcement authorities

- 6. False Claims.** In the event it is found that claimant or witness made false accusations or use this policy to intimidate, harass or create groundless claims against another, will be subject to corrective action up to and including termination.

Title 11. Volunteers

Chapter A. Generally

- 1. Policy Statement.** The Commission recognizes that volunteers are essential to the productivity, efficiency, and cost-effectiveness of County operations, and therefore encourages and welcomes individuals and groups who have the skill, talent, ability, and time to volunteer in Departments, divisions, and facilities.
- 2. Definitions and Classifications.** The County recognizes the following definitions and classifications of volunteers:
 - a. Volunteer.** A volunteer is a person who, of his or her free will, provides services to any unit of County government without receiving monetary or material compensation, except expenses actually and reasonably incurred as approved by the supervising agency. A compensatory service worker, as defined below, shall not be considered a "volunteer" as defined in this subsection. Except as expressly provided in this Title 10, volunteers are not considered employees for any purposes, including but not limited to the purposes of Titles 1 through 9 of this Manual, and volunteers are not entitled the protections or benefits found **in** Titles **1** through 9 of the Personnel Policies and Procedures Manual. Accordingly, the provisions of Titles 1 through 9 of the Personnel Policies and Procedures Manual do not apply to Volunteers.
 - b. Compensatory Service Worker.** A Compensatory Service Worker means a person who performs a public service with or without compensation for an agency as a condition or part of the person's: i) incarceration, ii) plea, iii) sentence, iv) diversion, v) probation, or vi) parole. (Rev. 08/04/14)

Title 11. Volunteers

Chapter B. Status

- 1. Insurance for Volunteer.** As mandated by UCA § 67-20-3, as amended from time to time, the County shall consider authorized volunteers under UCA § 67-20-4 that are acting within the scope of authority granted to them as employees solely for purposes of:
 - a. receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under UCA Title 34A, Chapter 2, Workers' Compensation Act, and Chapter 3, Utah Occupational Disease Act, as amended from time to time, respectively.
 - b. the operation of motor vehicles or equipment if the volunteer is properly licensed and authorized to do so; or is an authorized passenger in such vehicles or equipment while providing emergency management response services; and
 - c. liability protection and indemnification normally afforded paid government employees; such liability protection and indemnification are subject to and contingent upon the authorized volunteer meeting the steps of UCA § 630-7-902. All volunteers who fail to follow UCA § 630-7-902, will not be afforded liability protection and indemnification by the County.

- 3. County Employee Volunteers.** Volunteers who are County officers and/or employees are not permitted to voluntarily perform services which are the same as or are similar to their duties for which they are paid to perform by the County. (Rev. 08/04/14)

Title 11. Volunteers

Chapter C. Management

- 1. Registration.** All volunteers shall register with the Human Resources Director and be approved under UCA § 67-20-4, before performing any volunteer work on behalf of the County. Registration shall be complete after the volunteer's services are approved by the Chairman of the Commission and the Human Resources Director. The Human Resources Director shall coordinate volunteer placement and activities within the County.
- 2. Time.** A Volunteer Log will be maintained by the Human Resources Director, and/or by all Departments or facilities, and will contain volunteer names, dates, hours of service, and tasks assigned. Volunteers will daily sign in and out in the Volunteer Log before performing any volunteer services on behalf of the County.
- 3. Licenses and Certification.** Volunteers must not be knowingly exposed to any unnecessary danger or hazards and must not perform any functions requiring a license or certification unless they have a current license or certification to do so.
- 4. Screening.** Before providing any services, volunteers may be required to pass physical and/or medical screening requirements that apply to employees performing the same services that the volunteer will be performing on behalf of the County.
- 5. Confidentiality.** Volunteers will maintain strict confidentiality of any information to which they may have access within the performance of their volunteer services. Volunteers are prohibited from using information or materials not generally available to the public and obtained by reason of their volunteer positions for the personal benefit of themselves or others.
- 6. Departments.** Volunteers will work within the policies, procedures, and rules set by the responsible Departmental Heads. Volunteers who do not adhere to the policies, procedures, or rules of a Department or who fail to satisfactorily perform their volunteer assignment are subject to dismissal by Department Heads or their delegates.
- 7. National Incident Management System (NIMS).** Volunteers providing emergency management response services shall be trained to work under the NIMS and adhere to the rules of the Chain of Command and Unity of Command. (Rev. 08/04/14)

Title 11. Volunteers

Chapter D. Equipment

- 1. Equipment Use.** Volunteers will use only the space, equipment, and materials authorized during their assignment by the Human Resources Director or by the supervising Department.

Chapter 20 Volunteer Government Workers Act

67-20-1 Short title.

This chapter is known as the "Volunteer Government Workers Act."

Amended by Chapter 136, 1986 General Session

67-20-2 Definitions.

As used in this chapter:

- (1) "Agency" means:
 - (a) a department, institution, office, college, university, authority, division, board, bureau, commission, council, or other agency of the state;
 - (b) a county, city, town, school district, or special improvement or taxing district; or
 - (c) any other political subdivision.
- (2) "Compensatory service worker" means a person who performs a public service with or without compensation for an agency as a condition or part of the person's:
 - (a) incarceration;
 - (b) plea;
 - (c) sentence;
 - (d) diversion;
 - (e) probation; or
 - (f) parole.
- (3)
 - (a) "Volunteer" means a person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved by the supervising agency.
 - (b) "Volunteer" does not include:
 - (i) a person participating in human subjects' research to the extent that the participation is governed by federal law or regulation inconsistent with this chapter; or
 - (ii) a compensatory service worker.
 - (c) "Volunteer" includes a juror or potential juror appearing in response to a summons for a trial jury or grand jury.
- (4) "Volunteer facilitator" means a business or nonprofit organization that, from individuals who have a relationship with the business or nonprofit organization, such as membership or employment, provides volunteers to an agency or facilitates volunteers volunteering with an agency.
- (5) "Volunteer safety officer" means an individual who:
 - (a) provides services as a volunteer under the supervision of an agency; and
 - (b) at the time the individual provides the services to the supervising agency described in Subsection (5)(a), the individual is:
 - (i) exercising peace officer authority as provided in Section 53-13-102; or
 - (ii) if the supervising agency described in Subsection (5)(a) is a fire department:
 - (A) on the rolls of the supervising agency as a firefighter;
 - (B) not regularly employed as a firefighter by the supervising agency; and
 - (C) acting in a capacity that includes the responsibility for the extinguishment of fire.
- (6) "Volunteer search and rescue team member" means an individual who:
 - (a) provides services as a volunteer under the supervision of a county sheriff; and

- (b) at the time the individual provides the services to the county sheriff described in Subsection (6)(a), is:
 - (i) certified as a member of the county sheriff's search and rescue team; and
 - (ii) acting in the capacity of a member of the search and rescue team of the supervising county sheriff.

Amended by Chapter 249, 2013 General Session

67-20-3 Purposes for which a volunteer is considered a government employee -- Limitations of liability for volunteer facilitators.

- (1) Except as provided in Subsection (2) or (3), a volunteer is considered a government employee for purposes of:
 - (a) receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under Title 34A, Chapter 2, Workers' Compensation Act, and Chapter 3, Utah Occupational Disease Act;
 - (b) the operation of a motor vehicle or equipment if the volunteer is properly licensed and authorized to do so; and
 - (c) liability protection and indemnification normally afforded paid a government employee.
- (2)
 - (a) A supervising agency shall provide workers' compensation benefits for a volunteer safety officer as provided in Section 67-20-7.
 - (b) A volunteer safety officer is considered an employee of the supervising agency of the volunteer safety officer for purposes of Subsections (1)(b) and (c).
- (3)
 - (a) The county of a county sheriff that certifies and supervises a volunteer search and rescue team member shall provide workers' compensation benefits for the volunteer search and rescue team member as provided in Section 67-20-7.5.
 - (b) For purposes of Subsections (1)(b) and (c), a volunteer search and rescue team member are considered an employee of the county of the county sheriff that certifies and supervises the volunteer search and rescue team member.
- (4) A volunteer facilitator is immune from liability for damages or injuries arising out of or related to the volunteer service of a volunteer provided by the volunteer facilitator to an agency, unless:
 - (a) an action or omission of the volunteer facilitator is grossly negligent, not made in good faith, or made maliciously, and causes harm to a person or property; or
 - (b) the volunteer facilitator fails to exercise due diligence in determining the fitness of a volunteer to provide voluntary service to the agency under circumstances that make the volunteer facilitator's failure to exercise due diligence grossly negligent, not in good faith, or malicious.

Amended by Chapter 249, 2013 General Session

67-20-4 Approval of volunteer.

- (1) Except as approval is provided under Subsection (2), a volunteer may not donate any service to an agency unless the volunteer's services are approved by:
 - (a) the chief executive of that agency or the authorized representative; and
 - (b) the office of personnel having jurisdiction over that agency.
- (2) When the county sheriff determines that a search and rescue emergency situation exist that requires law enforcement action, the county sheriff may approve a volunteer who offers

to donate a service for any law enforcement related activity conducted in response to the emergency situation.

Amended by Chapter 148, 2014 General Session

67-20-6 Compensatory service worker workers' compensation medical benefits.

A compensatory service worker is considered a government employee for purposes of receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under:

- (1) Title 34A, Chapter 2, Workers' Compensation Act; and
- (2) Title 34A, Chapter 3, Utah Occupational Disease Act.

Amended by Chapter 185, 2002 General Session

67-20-7 Workers' compensation benefits for a volunteer safety officer.

(1) A volunteer safety officer is considered an employee of an agency that supervises the volunteer safety officer for the purpose of receiving workers' compensation benefits under:

- (a) Title 34A, Chapter 2, Workers' Compensation Act; and
- (b) Title 34A, Chapter 3, Utah Occupational Disease Act.

(2)

(a) In accordance with Section 34A-2-105, the workers' compensation benefits described in Subsection (1) are the exclusive remedy against the supervising agency, or an officer, agent, or employee of the supervising agency, for all injuries and occupational diseases resulting from the volunteer safety officer's services for the supervising agency as a volunteer safety officer.

(b) For purposes of Subsection (2)(a), the supervising agency for whom the volunteer safety officer provides services as a volunteer safety officer is considered an employer of the volunteer safety officer.

(3) To compute the workers' compensation benefits for a volunteer safety officer described in Subsection (1), the average weekly wage of the volunteer safety officer shall be the state's average weekly wage at the time of the industrial accident or occupational disease that is the basis for the volunteer safety officer's worker's compensation claim.

Amended by Chapter 36, 2002 General Session

Amended by Chapter 185, 2002 General Session

Amended by Chapter 250, 2002 General Session

67-20-7.5 Workers' compensation benefits for a volunteer search and rescue team member.

(1) A volunteer search and rescue team member are considered an employee of the county of the county sheriff that certifies and supervises the volunteer search and rescue team member for the purpose of receiving workers' compensation benefits under:

- (a) Title 34A, Chapter 2, Workers' Compensation Act; and
- (b) Title 34A, Chapter 3, Utah Occupational Disease Act.

(2)

(a) In accordance with Section 34A-2-105, the workers' compensation benefits described in Subsection (1) are the exclusive remedy against the county of the supervising county sheriff or an officer, agent, or employee of the county or supervising county sheriff, for the injuries

and occupational diseases resulting from the volunteer search and rescue team member's services for the supervising county sheriff as a volunteer search and rescue team member.

- (b) For purposes of Subsection (2)(a), the county of the supervising county sheriff for whom the volunteer search and rescue team member provide services as a volunteer search and rescue team member is considered an employer of the volunteer search and rescue team member.
- (3) To compute the workers' compensation benefits for a volunteer search and rescue team member described in Subsection (1), the average weekly wage of the volunteer search and rescue team member for purposes of the volunteer search and rescue team member's workers' compensation claim is the average weekly wage of an entry-level deputy sheriff employed by the supervising county sheriff at the time of the industrial accident or occupational disease.

Enacted by Chapter 248, 2011 General Session

67-20-8 Volunteer experience credit.

- (1) State agencies shall designate positions for which approved volunteer experience satisfies the job requirements for purposes of employment.
- (2) When evaluating applicants for those designated positions, state agencies shall consider documented approved volunteer experience in the same manner as similar paid employment.
- (3) The Department of Human Resource Management shall make statewide rules governing the:
 - (a) designation of volunteer positions; and
 - (b) a uniform process to document the approval, use, and hours worked by volunteers.

Amended by Chapter 139, 2006 General Session