

Volunteers

206.1 PURPOSE AND SCOPE

This policy establishes the guidelines for volunteers to supplement and assist county personnel in their duties. Trained volunteers can augment county personnel and help complete various tasks.

206.1.1 DEFINITIONS

Definitions related to this policy include:

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.

Volunteer - An individual who performs a service for the County without promise, expectation, or receipt of compensation for services rendered, except expenses actually and reasonably incurred as approved by the supervising agency. This may include interns, persons providing administrative support, and individuals participating in school-sponsored, educational, or diversion programs, among others. Volunteers may be youths or adults.

206.2 POLICY

It is the policy of the County that volunteers be appointed, trained, and supervised to carry out specified tasks and duties in an effort to create an efficient local government and improve services to the community.

206.3 ELIGIBILITY

Requirements for participation as a volunteer for the County may include but are not limited to:

- (a) The ability to meet any necessary age requirements.
 - 1. Minimum age requirements for fire and emergency management will be 18 years old.
- (b) Possession of a valid driver's license, if the position requires vehicle operation.
- (c) Possession of liability insurance for any personally owned equipment, vehicles, or animals utilized during volunteer work.
- (d) The ability to meet physical requirements reasonably appropriate to the assignment.
- (e) A personal background history and character suitable for a person representing the County, as validated by a background investigation, as appropriate.
 - 1. Felony convictions, any crime of a sexual nature or against children, or any crime that would be inconsistent with volunteer service with the County may disqualify volunteer applicants.

The County Commission may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

Volunteers

206.3.1 MINORS

Volunteers younger than age 14 must be accompanied by a parent or legal guardian during the performance of their volunteer assignments. Volunteers between the ages of 14 and 18 must have the written consent of a parent or guardian prior to volunteering.

206.4 RECRUITMENT, SELECTION, AND APPOINTMENT

The County shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral, and professional standards set forth by this county.

206.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with county policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the County in serving the public.

Requests for volunteers should be submitted in writing by interested county department heads to the Human Resources office. A complete description of the volunteer's duties and a requested time frame should be included in the request. All county employees should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Human Resources Director may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

206.4.2 SELECTION

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.

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

- (a) Submit the appropriate written application.
- (b) Successfully complete an appropriate-level background investigation or screening.
- (c) Human Resources Approval
- (d) County Commission Approval

206.4.3 APPOINTMENT

Service as a volunteer with the County shall begin with an official notice of acceptance or appointment by the County Commission.

No volunteer should begin any assignment until officially accepted for the position and all required screening and paperwork has been completed. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the County.

Volunteers

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, and abilities and the needs of the County.

Volunteers serve at the discretion of the County Commission.

206.4.4 INSURANCE

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 is subject to and contingent upon the authorized volunteer meeting the steps of UCA § 63G-7-902.

All volunteers who fail to follow UCA § 63G-7-902, will not be afforded liability protection and indemnification by the County.

206.5 IDENTIFICATION AND DRESS CODE

As representatives of the County, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their assignment.

Uniforms and necessary safety equipment will be provided for each volunteer, if appropriate for the volunteer position.

Certain volunteers may be issued county identification cards to be carried at all times while in the performance of their assignment. The identification cards may be the standard county identification cards, except that "Volunteer" will be indicated on the cards.

206.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular county personnel, when authorized, may also serve as volunteers. However, this county shall not utilize the services of volunteers in such a way that it would violate employment laws or employment agreements. 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. Therefore, the volunteer coordinator should consult with the County Commission or the authorized designee prior to allowing regular county personnel to serve in a volunteer capacity (29 CFR § 553.100 et seq.).

Volunteers

206.7 VOLUNTEER COORDINATOR

The volunteer coordinator should be appointed by the County Commission or the authorized designee.

The function of the coordinator is to provide a central coordinating point for effective volunteer management within the County, and to direct and assist efforts to jointly provide more productive volunteer services. Volunteers serve under the general direction of the supervisor in charge of the volunteer's assignment but report to the volunteer coordinator.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the coordination of volunteers and their activities.

The responsibilities of the coordinator or the authorized designee include but are not limited to:

- (a) Establishing and maintaining a volunteer callout roster, as necessary.
- (b) Maintaining records for each volunteer.
- (c) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (d) Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.

206.8 RESPONSIBILITIES

Volunteers assist county personnel as needed. Volunteers may be assigned to one department to augment the support of paid personnel, but they may be reassigned as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, and abilities and the needs of the County.

206.8.1 COMPLIANCE

Volunteers shall be required to adhere to all county policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this Policy Manual refers to county employees, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required to meet county-approved training requirements as applicable to their assignments.

206.8.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

206.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assignments. Training should correspond to the volunteer's assignment as determined by the volunteer coordinator. Volunteers must not be knowingly

Volunteers

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.

Volunteers will be provided with an orientation program to acquaint them with the policies of the County and procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator. 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.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission imply that they are, full-time employees of the County. They shall always represent themselves as volunteers.

All volunteers shall comply with the standards of conduct and with all applicable orders and directives, either oral or written, issued by the County.

206.9.1 VOLUNTEER TRAINING MATERIALS

Volunteers will be issued training materials when necessary, based upon the volunteer assignment. The materials should outline the subject matter and skills necessary to properly function as a volunteer with the County. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

206.10 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assignment. The following are some considerations that supervisors should keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee.

206.10.1 FITNESS FOR DUTY

No volunteer shall report for work or be at work when the volunteer's judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their assignments.

206.10.2 REPORTING OF PERSONAL INJURIES OR PROPERTY

- (a) **Injury to Volunteer** - An authorized volunteer that sustains personal injuries while performing activities within the scope of the volunteer's duties shall immediately inform the agency supervisor of such injuries and supply all information in a timely manner to the agency supervisor that is necessary to make a Worker's Compensation claim. If the Volunteer fails to provide the agency supervisor with the necessary information within ten days from the date of the injury, the County shall be released from further compensation or seeking of compensation for the Volunteer.
- (b) **Indemnification of Volunteer for Personal Injuries to Another** - As noted above, an authorized volunteer acting within the scope of his/her duties who causes injury upon another person or damages property shall request the County to defend the volunteer within ten days after service of process upon the employee.
- (c) **Damage to Volunteer's Vehicle** - If an authorized volunteer is using his/her own vehicle to carry out authorized duties for the County and damage is caused to the volunteer's vehicle, the volunteer must report such damages to their County supervisor and the volunteer's own insurance. The Volunteer's vehicle insurer is the primary insurer; the County insurer acts only as a secondary insurance when a volunteer's vehicle is damaged.

206.11 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of confidential or protected information, including but not limited to legal materials, financial data, or information portals. Unless otherwise directed by a supervisor, the responsibilities of the position, or policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized employees shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by county policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential or protected information will be required to obtain the necessary security clearance, which may include a criminal background check and/or the submission of fingerprints to the appropriate state agency. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the County. Subsequent unauthorized disclosure of any confidential information verbally, in writing, or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the County, or maintain that they represent the County in such matters without permission from the proper county personnel.

Volunteers

206.11.1 RADIO USAGE

Any volunteer who operates county radios while acting in the capacity of a volunteer should receive appropriate training on radio usage.

206.12 EQUIPMENT

Any property or equipment issued by the County shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the County and shall be returned at the termination of service.

206.12.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving. The specific training and course of study shall be determined by the volunteer coordinator and supervisor in charge of the volunteer's assignment.

Volunteers whose assignments require the use of a vehicle must first complete:

- (a) A driving safety briefing and, if necessary to the volunteer position, a county-approved driver safety course.
- (b) Verification that the volunteer possesses a valid driver's license.
- (c) Verification that the volunteer carries current vehicle insurance.

The volunteer coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating county vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate marked law enforcement or other emergency operation vehicles unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate county vehicles while using the vehicle's emergency equipment (e.g., emergency lights, siren).

206.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer becomes the subject of a complaint or administrative investigation, the matter may be investigated in accordance with county procedures applicable to regular employees.

Volunteers are considered at-will and may be removed from service at the discretion of the County Commission or the authorized designee, with or without cause. Volunteers shall have no property interest in their continued appointments or due process interest in an administrative investigation.

Volunteers may resign from volunteer service with the County at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.