



City of Sultan

VOLUNTEER POLICY

Exhibit A

POLICY

The City of Sultan recognizes and supports the use of volunteers to assist the City of Sultan government in providing services and programs. The City of Sultan Volunteer Program Policies will establish standards of volunteer service for a formal volunteer program. This policy contains responsibilities of both the City and volunteers. Written policies and procedures will assure volunteers are suitably oriented and trained and job duties are developed, supervision is appropriate to assigned duties and discussion with volunteers regarding safety, liability to the City and accident and property damage coverage is conducted. Advisory boards and commissions are not covered by this policy.

SCOPE

To maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the City, this policy will apply to all City departments and volunteers.

PROCEDURES

The City may develop and maintain written procedures to supplement this policy which will address specific methods to recruit, interview, select, orient, train, supervise and recognize volunteers. The Mayor will designate an employee to be responsible for the Volunteer Program, who will serve as the contact person.

Selection Process

Recruitment

Departments shall use recruiting procedures appropriate to the specific program area. Procedures shall be consistently followed. To assist in this initial process, potential volunteers may be required to complete an application.

Initial information to collect could be: name, address, telephone number, driver's license (if driving required), work or volunteer experience, education or training, interests, availability, preferred assignments, references, etc., as proper for the program area.

Selection

A selection process shall be established where potential volunteers are interviewed and references verified if necessary. The prospective volunteer must complete and sign a Volunteer Application and Release Form in order to proceed with the recruitment.

Volunteers working with minors, the elderly and/or disabled persons will require a background check in accordance with RCW 43.43.830.

If the volunteer position requires driving, a copy of the volunteer's drivers license shall be placed on file, a copy of the volunteer's personal vehicle insurance, and an Abstract of Driving Record obtained from the Department of Licensing at the volunteer's expense. Volunteers MUST sign applications forms.

If the selection process discloses information that indicates the tentative volunteer would not fulfill department expectations, the City is under no obligation to assign or retain that volunteer.

Recruitment of Minors

Generally speaking, the City of Sultan will not accept as an *individual* volunteer, anyone less than 16 years of age, but encourages participation of all ages in event-related and other group appropriate projects.

The City encourages individual minors (16-18) participation as volunteers so that these volunteers can accomplish their community service hours required for school. Individual minor volunteers are assigned to an appropriate supervisor who may be staff or an adult volunteer.

Groups and organizations (including families) whose members consist of children under age 16 are to volunteer with appropriate projects, provided their independent sponsoring group or organization adequately provides all of the adult supervision necessary for all minors to perform the activity safely. The City shall not be responsible for providing adequate adult supervision for groups including minor volunteers.

Each volunteer who has not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering.

Court and Diversion Board Ordered Community Service

The City will facilitate, whenever possible, volunteer opportunities for persons who are directed by legal authority to complete community service hours. All referrals for court-ordered community service for minors come through the Denny Youth Center.

The Sultan Chief of Police or designee will review court orders for volunteer community service. The Sultan Chief of Police will determine if volunteer service in Sultan is appropriate. The Sultan Chief of Police will work with the volunteer coordinator to place the volunteer.

There must be adequate City resources to provide appropriate supervision of volunteers convicted of a crime. Supervisor(s) of such a volunteer shall be informed of the volunteer's legal requirement, but shall not be provided the details of the conviction. Court-ordered community service volunteers must read and sign the Volunteer Application Form before commencing volunteer service.

City Employees as Volunteers

The City accepts and encourages the services of its staff as volunteers. This service is accepted, provided the volunteer service is:

1. Provided totally without a coercive nature
2. Involves tasks which are outside the scope of normal staff duties
3. Time is provided outside of usual working hours

Additionally, the City supports its employees in volunteering with other community organizations, outside work hours.

Orientation

In order for both the City and volunteers to have a complete understanding of the conditions of volunteering, the following topics should be discussed during new volunteer orientation:

1. **Policy and Procedure** Policy and procedure regulating volunteer duties should be discussed. Specific emphasis should be given to working safely, conditions of driving while as a volunteer and risk exposure to the City. This policy should be furnished to and discussed with volunteers.
2. **Training** Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, approved financial expenditures and reimbursement procedures, accident reporting procedures, confidentiality, call in, dress code, performance reviews, medical coverage, etc. Volunteers shall be directed to serve within their assigned duty assignment.
3. **Supervision** Volunteers will be supervised as to assignments, work performance, activity, use of equipment, etc. Performance problems will be corrected or the volunteer service terminated.

Risks of Injury to Volunteers

It is important volunteers know what insurance coverage the City will or will not provide.

Personal Injury

Volunteers are not "subject workers" as defined by the State Workers' Compensation Act; therefore, workers' compensation coverage will not be provided. Time loss benefits are not available.

Damage to Volunteer Property

If a volunteer's personal property is damaged while the volunteer is serving in authorized volunteer status, the City will not be responsible to reimburse the volunteer for the damage.

Driving

All operators of a motor vehicle, while on City business, must be qualified to drive and drive safely. Operators must have sufficient knowledge about vehicle handling, demonstrated by a safe driving record, so as to protect employees, volunteers, the City, clients and the public from an unsafe driver. This provision applies to both City-owned and volunteer-owned vehicles.

Volunteers operating City equipment will receive instruction from the supervisor or department regarding City equipment before being authorized to operate the equipment. This will include a review of safety requirements discussion of responsibility of the operator and supervisor.

Volunteers operating their private vehicles must be insured as required by Washington State Law. Volunteer's auto insurance will be considered primary. Liability insurance coverage must be maintained uninterrupted.

City of Sultan Volunteer Program

CITY WIDE PRIDE

Name: _____

Address: _____

Phone Number: _____

Email: _____

Please check the Volunteer Categories you are interested in and if you would like to be a Captain:

- Block Watch
- Street Cleanup
- Parks
- Downtown/Main Street
- City Hall Office Work
- Other Ideas? _____

*Sultan is YOUR City ~ YOUR Home
Thank You For Volunteering*

City of Sultan Volunteer Program

CITY-WIDE PRIDE

AGREEMENT FOR INDIVIDUAL VOLUNTEER SERVICE

PURPOSE: The purpose of this Agreement is to outline the responsibilities of the City of Sultan in providing volunteer opportunities, and to create an understanding between the City and the volunteer. This Agreement shall apply to persons voluntarily performing non-compensated services for the City.

Volunteer Name: First, Middle, Last (Please Print)	Home Phone (with area code):	Date of Birth (DOB) ____/____/____
Parent/Guardian (if under 18) Name (Please Print)	Cell Phone (with area code):	
Address	Work Phone (with area code):	Emergency Contact:
City, State, Zip	Email:	Emergency Contact Phone:

AGREEMENT FOR NON-COMPENSATED SERVICES: I hereby volunteer my services to the City of Sultan. The Volunteer agrees to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee relationship between the City and the Volunteer. The City shall not be responsible for, nor liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of this Agreement EXCEPT for State Labor and Industries Industrial Insurance medical aid coverage.

I further understand that: *(Please initial the following)*

- _____ I am not to appear for volunteer service under the influence of any illegal drugs or alcohol. I agree to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.
- _____ I will abide by all City policies regarding personal conduct while performing volunteer services.
- _____ I agree not to go beyond the scope of volunteer work agreed to without authorization.
- _____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.
- _____ I hereby identify that I am capable of performing duties without accommodation, or with the following accommodation(s): _____.
- _____ Depending on the scope of volunteer work, the following City policies may apply: Driving, Safety Procedures, Computer Operation, Dress Code, Anti Harassment, Confidentiality, Code of Ethics, Workplace Violence Prevention and Drug-Free Workplace.
- _____ Should an injury occur during the scope of my service the City has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers. I am responsible for recording and reporting my hours to the City.
- _____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to my supervisor. I authorize emergency medical care if it should become necessary.
- _____ I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City.

BACKGROUND CHECKS: I consent to the City performing a background check into my history in accordance with RCW 43.43.830–839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. (To be used for volunteers who will have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults or volunteers who will be working with confidential business information pursuant to RCW 43.43.815.) [Your full legal name and birth date are required to perform this background check.]

TERMINATION: I understand that I or the City may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such services without prior notice or reason.

WAIVER & HOLD HARMLESS: I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

LIABILITY COVERAGE: I understand that the City is self insured through the Cities Insurance Authority of Washington (CIAW) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City's liability coverage with CIAW. I am fully aware that a volunteer's intentional misconduct is not protected or covered by the City or CIAW.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this _____ day of _____, 20 _____

Volunteer's Signature

Signature of Parent or Guardian (if volunteer is less than 18 years old)

**City of Sultan
319 Main Street
PO Box 1199
Sultan, WA 98294-1199**

For Office Use Only

Form checked by:	Initials:	Date:	WSP check:	Initials:	Date:
DL checked by:	Initials:	Date:	WSP accepted:	Yes: ()	No: ()
Assigned to:			WSP mailed:	Initials:	Date:
Agreed:	Method:	Date:	EDP:	Initials:	Date:
Volunteer General Orientation completed: _____ yes					