

POLICY FOR VOLUNTEERS

RECRUITMENT, SELECTION AND APPOINTMENT OF VOLUNTEERS

INTRODUCTION

The City of Barstow needs and seeks the help of volunteers for various programs and activities conducted and sponsored by the City. The use of volunteers varies by the nature of activities and programs in which these volunteers are needed. The City may seek volunteer help for one time activities such as community cleanups, parades or special events or may need volunteers on a more regular basis such as coaches, sports program organizers, coordinators or instructors.

In many cases these volunteers may supervise and have control over minors and/or physically and mentally disabled adults. While the city encourages volunteers and appreciates their contribution, the city is obligated to take necessary steps to protect the interests of the city, community, city staff, minors and disabled adults by ensuring that there are sufficient controls in place to prevent people with questionable backgrounds from serving as volunteers in certain activities.

The City therefore implements the following policy for recruiting volunteers.

DEFINITIONS

Volunteers

Volunteers as per section 3363.5 of the California Labor Code, are persons volunteering time and services without any present or future expectation of remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses. This is not an employment relationship and the volunteer is under no obligation to provide time or duties of resources, other than what he or she chooses to freely provide.

Vulnerable Adult

Adult who, as a result of mental or physical disability would be dependent upon the person performing the services.

Minors

A person under the age of 18 years.

Youth Program Volunteers

Anyone who is likely to have access to minors under the age of 18 or mentally and/or physically dependent adults and includes coaches, recreation leaders, instructors,

teachers, teacher aides, helpers or persons engaged in any other capacity, which would allow them to have control or supervision over minors and vulnerable adults.

Event Volunteers

Someone who volunteers their time for a one-time, specific occasion, ie: a fundraiser, a holiday celebration, City Clean-up, etc.

Other Volunteers

Someone who may volunteer their services in for an extended period of time for programs other than the youth programs.

RECRUITMENT POLICY

The City shall conduct background checks including fingerprinting, investigation of criminal history for all persons who apply as youth program volunteers. The City may also conduct periodic background checks subsequent to their recruitment for these volunteers.

Volunteers are expected to provide to the City complete information regarding their arrests, convictions and misdemeanors occurring after they have been retained as volunteers. Failure to notify the city in writing before they report for volunteer work or within seven days of such an occurrence, if they are not working, shall result in immediate termination from volunteer services.

VOLUNTEER JOB CATEGORIES

Each volunteer job will fall into a category that will be defined as to qualifications, responsibilities, and limitations of the position. The job category will provide the basis for recruitment, screening, training, supervision, identification of positions requiring criminal background screening, medical evaluations and evaluations of volunteers.

VOLUNTEER SELECTION PROCESS

All volunteers are required to complete a Volunteer Application, Volunteer acknowledgement and the Supplemental Application. (samples attached.) Failure to fill out the applications will result in automatic denial.

The City reserves the right to accept or decline any volunteer. The City does not have to provide reason for its decision to hire a person as a volunteer.

BACKGROUND PROCEDURE

The Background check will include Finger Printing and may include other investigation of criminal and other records such as DMV and Court Records.

The City shall not consider any person to work as a youth program volunteer if the person has been convicted of a Felony or Misdemeanor.

EXCEPTION

The screening level required for a volunteer applicant will be determined by the category and activity type.

The City may consider upon review, a volunteer applicant who does not have a felony or misdemeanor within the past ten years from the date of application and has not been arrested of offenses involving rape, violent behavior; offenses of sexual nature, child molestation, indecent exposure, lewd acts or possession or sale of drugs.

Before consideration, such an applicant would be subject to review by an Executive Committee composed of no less than three persons selected from the following positions:

City Manager, Administrator Services Director, Human Resources Manager, Police Chief, Community Services Manager, any other city staff member designated by the City Manager.

With a desire to protect the interests of the minors and vulnerable adults who might on occasion be under exclusive supervision of youth program volunteers, the city hereby establishes a policy that the city shall not recruit any person as a youth program volunteer if the person has been arrested for the following offenses:

- Rape, sodomy or oral copulation
- Sexual intercourse with minors
- Violent or abusive treatment of minors
- Child molestation
- Indecent exposure, unlawful sexual intercourse, incest, sodomy and illegal intimate touching
- Possession and sale of drugs

Nor shall an applicant be considered if they have any current outstanding criminal charges, restraining orders or orders restricting them from access to children or weapons, firearms, or explosives.

The City is not obligated to provide the fingerprinting results to the applicants. The applicant may obtain the same results by contacting the Department of Justice.

CLEAR CRIMINAL RECORD

Even though by this policy the City shall not recruit any youth program volunteer without a thorough background check, the city acknowledges that there might be situations, which may necessitate recruiting a youth program volunteer in an emergency. In such a situation, pending the receipt of formal background results, the City shall require the volunteer to consent to a police report, including Barstow or other jurisdictions, and referrals from other sources, to validate the volunteer's claim that they have no convictions, misdemeanors or arrests, which would disqualify them from being considered as a youth program volunteer with the City.

MEDICAL EXAM

In some instances, the City may require a Volunteer applicant to take a physical exam at the City's expense to determine if they are fit to provide the service they plan to provide and that they do not have a condition that may endanger them or the people they are supposed to serve.

The City does not mandate, but reserves the right, to require background checks and medical exams for persons applying for volunteer services other than youth activity volunteers.

RESOLUTION # 4080-2003

Per resolution No. 4080-2003 the City Council of the City of Barstow, California, resolved that volunteers, work-study, and Interns shall be deemed to be employees of the city for the purpose of providing worker's compensation coverage for said volunteers, work-study and Interns while providing their services.

The Worker's Compensation benefits to be provided to volunteers, work-study, and unpaid interns shall be limited to the benefits provided by State law and shall not include any additional benefits as may be provided by the City to its employees.

DRUG SCREENING

All Volunteer applicants shall be subject to the same standards as employees in regards to Drug Screening.

CODE OF CONDUCT FOR YOUTH PROGRAM VOLUNTEERS

Volunteers are expected to be a role model for our children. Volunteers will maintain a professional demeanor with the children, the public, other volunteers, referees and staff. Poor sportsmanship and foul language are unacceptable and grounds for immediate termination from the position. Use of alcohol or drugs or working while under the influence of either alcohol or drugs is not permitted. Smoking and use of tobacco products is not permitted.



Confidential Volunteer Application

This information is confidential and will be stored in a confidential manner.

(A copy of valid government issued photo identification must be attached to complete this application.)

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Date of Birth _____

Occupation _____ Employer _____

Special professional training, skills, hobbies _____

Community affiliations (Clubs, Service Organizations, etc.) _____

Previous volunteer experience _____

Do you have children in the program? _____ Special Certification (ie: CPR, Medical, etc.) _____

Do you have a valid driver's license? _____ Driver's License # _____

Have you ever been convicted of or plead guilty to any crime(s)? _____

If yes, describe in full _____

Have you ever been refused participation in any other youth programs? _____

If yes, explain _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

As a condition of volunteering, I give permission for the City to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that if appointed, my position is conditional upon the City receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the City, the employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, the city is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the City for violation of City policies, principals or code of conduct.

Applicant signature _____

Name (please print) _____ Date _____



Criminal Background Check Form

First Name _____ Middle _____ Last _____

Date of birth _____

Other names used _____

Driver's License # _____

Have you ever been convicted of any drug or child abuse related crimes? _____

Have you ever been convicted of any crimes related to violence? _____

Have you ever been convicted of a major traffic violation, including DUI? _____

Have you ever been convicted of ANY misdemeanor or felony crimes? _____

Have you ever been charged with a crime for which there has not yet been an acquittal or dismissal? _____

Have you ever had a restraining order filed against you? _____

If you answered yes to any question, please complete the following:

Date _____ County _____ State _____

Type of offense _____

Explanation _____
