

WASHOE COUNTY VOLUNTEER PROGRAM POLICY

I. Purpose

Washoe County recognizes that there are benefits for members of the community to become involved with the County on a volunteer basis. Individuals who have an interest in assisting public agencies can by applying their knowledge, skills, and experience to a worthwhile endeavor while the County and the community benefit from enhanced services. Using volunteers is a win-win situation for those willing to volunteer for the County and for the community.

The Washoe County Volunteer Program is intended to be a seamless, centralized process for the volunteers to apply which includes an application, satisfies legal requirements that help ensure volunteers are performing appropriate duties, and provides our citizen volunteers a consistent, positive experience with Washoe County.

II. Scope

This policy covers the essential elements of an effective volunteer program which complies with applicable state and federal laws pertaining to the County's volunteers. This policy is broad in scope; therefore, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within specific program areas.

III. Planning

Prior to implementing a volunteer program, a department will develop a plan for using volunteers. The plan may include:

- Volunteer Duty Descriptions for each volunteer.
- A statement describing how and by whom volunteers are overseen.
- A needs assessment and a statement outlining how volunteers will be used to meet these needs.
- A budget for any personnel costs, operating costs, and direct and indirect costs.
- A program to recognize and reward volunteer services.

IV. Recruiting, Screening, Interviewing and Selecting Volunteers

As with employees, the County's ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers will be developed in the same manner as those used for selecting new employees.

The County prohibits discrimination, harassment, or retaliation directed at, or exhibited by volunteers on the basis of their race, color, religion, age, gender, sexual orientation, national origin, ancestry, or disability. The recruitment, screening, interviewing and training process should be planned and sufficiently comprehensive to result in selecting the best volunteer possible for departmental needs.

Volunteer applicants engaged in activities for the County on a regular basis shall complete the County's volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is volunteering his/her services. Additionally, volunteers will receive applicable Washoe County Policy Training.

Volunteers serve at the discretion of the department head and may be relieved of their duties at any time as deemed by the department head.

Specific requirements that apply to employees in certain occupations such as fingerprinting, detailed background checks, and screening for drug use may apply to volunteers performing similar duties.

V. Managing Volunteers

Volunteers shall receive appropriate oversight and support for the functions performed including an orientation to the County's policies and procedures, departmental operating procedures, safety practices, and other relevant information.

Day-to-day oversight and support of volunteers shall be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.

The County will maintain records of volunteer activities including a roster of active volunteers. The County will remove volunteers from the roster whenever volunteers are inactive for more than six months.