Sierra County
Board of Supervisors’
Agenda Transmittal &
Record of Proceedings

<table>
<thead>
<tr>
<th>MEETING DATE:</th>
<th>October 15, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF AGENDA ITEM:</td>
<td>Regular ☒ Timed ☐ Consent ☐</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Personnel</td>
</tr>
<tr>
<td>APPROVING PARTY:</td>
<td>Margaret Long, Director</td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td>530-289-2879</td>
</tr>
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<table>
<thead>
<tr>
<th>AGENDA ITEM:</th>
<th>Resolution adopting the Sierra County Volunteer Policy.</th>
</tr>
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<tbody>
<tr>
<td>SUPPORTIVE DOCUMENTS ATTACHED:</td>
<td>☐ Memo ☒ Resolution ☐ Agreement ☐ Other</td>
</tr>
<tr>
<td></td>
<td>See attached resolution</td>
</tr>
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<table>
<thead>
<tr>
<th>BACKGROUND INFORMATION:</th>
<th>The attached policy has been reviewed by the Department Managers and the Personnel Department</th>
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<tbody>
<tr>
<td>FUNDING SOURCE:</td>
<td></td>
</tr>
<tr>
<td>GENERAL FUND IMPACT:</td>
<td>No General Fund Impact</td>
</tr>
<tr>
<td>OTHER FUND:</td>
<td></td>
</tr>
<tr>
<td>AMOUNT:</td>
<td>$ N/A</td>
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<tr>
<th>ARE ADDITIONAL PERSONNEL REQUIRED?</th>
<th>No</th>
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<tbody>
<tr>
<td>IS THIS ITEM ALLOCATED IN THE BUDGET?</td>
<td>☒ Yes ☐ No</td>
</tr>
<tr>
<td>IS A BUDGET TRANSFER REQUIRED?</td>
<td>☐ Yes ☒ No</td>
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<thead>
<tr>
<th>BOARD ACTION:</th>
<th>☐ Approved ☐ Approved as amended ☐ Adopted ☐ Adopted as amended ☐ Denied ☐ Other ☐ No Action Taken</th>
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<tbody>
<tr>
<td>☐ Set public hearing For: _______________________</td>
<td></td>
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<tr>
<td>☐ Direction to: _______________________</td>
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<tr>
<td>☐ Referred to: _______________________</td>
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<td>☐ Continued to: _______________________</td>
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<tr>
<td>☐ Authorization given to: _______________________</td>
<td></td>
</tr>
<tr>
<td>☐ Resolution 2019- ___________ Agreement 2019- ___________ Ordinance ___________</td>
<td></td>
</tr>
<tr>
<td>Vote:</td>
<td>Ayes: Noes: Abstain: Absent:</td>
</tr>
<tr>
<td></td>
<td>☐ By Consensus</td>
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<tr>
<th>COMMENTS:</th>
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CLERK TO THE BOARD ___________________________ DATE ___________________________
BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

RESOLUTION ADOPTING THE
SIERRA COUNTY VOLUNTEER POLICY

Resolution 2019-

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors, County of Sierra, State of California does hereby adopt the attached Sierra County Volunteer Policy.

ADOPTED by the Board of Supervisors of the County of Sierra on the 15th day of October, 2019, by the following vote:

AYES: Supervisors
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA

______________________________
PAUL ROEN, CHAIRMAN
BOARD OF SUPERVISORS

______________________________
HEATHER FOSTER
CLERK TO THE BOARD

______________________________
DAVID PRENTICE
COUNTY COUNSEL
Volunteers are a valuable resource in enhancing and improving the County’s ability to provide efficient and effective services to the community. The Board of Supervisors of the County of Sierra recognizes and supports the use of volunteers to assist County government in providing services and programs. Volunteer service can enhance the County’s ability to deliver services in a cost-effective manner, provide a meaningful and positive impact on County Programs and the community, and may provide greater diversity in the workforce; as well as bring a fresh perspective and expanded skill set to County services and programs. In addition, volunteers can improve or promote the quality of their own lives as well as the lives of those people they interact with in the course of their volunteering. Volunteering allows the volunteer to enhance his or her own skills, make contacts for possible employment and community involvement and could be considered self-satisfying and may fulfill the volunteer’s altruistic desires.

I. PURPOSE

Sierra County’s volunteer program is designed to encourage community participation and enhance County programs and services. The County’s volunteer program provides a wide range of expertise, skill and support for County programs, as well as an opportunity for residents to participate in making a difference in the community. This policy applies to all persons who perform voluntary service for the County of Sierra.

This policy formalizes the volunteer program by defining the responsibility of the County and volunteers, and establishes standards of volunteer service. This policy is designed to enable Sierra County to accept volunteers, reduce volunteer risk, and protect the interests of the County, its volunteers, and the community it serves.
This policy also provides the County, through its various departments, with the necessary supervision and control over the provision of such voluntary services so as to protect the County, volunteer, and community from unnecessary exposure to liability or other problems in connection with such service.

All volunteers are expected to abide by County policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use.

II. POLICY ADMINISTRATION

Generally, administration of volunteers and a volunteer program will be the responsibility of the department for which the volunteer works. Overall program coordination will be under direction of the Human Resources department, or as delegated to a volunteer management agency by contract with the County. Departments are responsible to create their specific department procedures to coordinate their volunteer program and to meet expectations outlined in this policy.

III. SCOPE

This policy applies to all Sierra County volunteers.

**Definition of Volunteer**: County volunteers are uncompensated individuals who perform services directly related to the business of the County for their benefit, to support the humanitarian, charitable or public service activities of the County, or to gain experience in specific endeavors. To qualify as a County volunteer, an individual must be willing to provide service according to the procedures in this policy.

In order to maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the County, this policy will apply to all County departments and volunteers. Exceptions to the conditions of the policy may be brought to Human Resources and/or Risk Management for review and approval on a case-by-case basis.

**Types of Volunteers**:  

A. **General Volunteer**: One who is not assigned to sensitive areas or situations and does not require particular licensing or certification. Examples of departments using such volunteers might be, but not limited to: Planning, Transportation, General Services, Library, Animal Control, Environmental Health. Placement of these volunteers will require only a basic background such as reference checks and verifying information from application.

B. **Special Volunteer**: One who is assigned to sensitive areas or to work with children or other vulnerable populations such as in the Health & Human Services Agency (HHSA). Placement of these volunteers may require a Livescan (i.e., fingerprinting), extensive background check, and/or drug screenings.

C. **Public Safety Volunteer**: One who performs services related to law enforcement and public safety. Placement of volunteers in these areas may require the full law enforcement background check including complete physical, psychological, polygraph and drug screenings, or a background investigation similar to that of law enforcement personnel. Reserve Deputy Sheriffs shall not lose the status of volunteer if and when on an occasional basis, they might receive compensation for their time related to extra law enforcement services at special events where a private company,
entity, or individual provides compensation for such activity to offset costs to the Sheriff, by contract or agreement.

D. **Internal**: one who is currently an employee of the County of Sierra and is volunteering for a job distinctly different from his or her classification, or working in a different department. Current public officers/employees may act in a volunteer capacity, but are not permitted to voluntarily perform services which are the same as, or similar to, the duties for which they are paid to perform by the same public agency. The duties of the internal volunteer shall not, in any way, conflict with the provisions of Government Code Section relating to inconsistent, incompatible or conflicting activity by a local officer or employee.

E. **External**: one who does not work for the County of Sierra.

All screening activities related to volunteer placement are the responsibility of the department.

**Prohibited Activities**: County volunteers are not intended to, and cannot replace, employee positions or impair the employment of a County position. Volunteer services are generally limited to humanitarian, charitable or public services.

County employees are also prohibited from performing the following activities:

- Working with stored energy (e.g., steam, electricity, hydraulics)
- Participating in an activity considered inappropriate for any employee.
- Entering into any contract on behalf of the County;
- Cash handling without the direct supervision of a County employee;
- Working with infectious or potentially infectious agents, including human blood;
- Operating a County function without supervision of a County employee;
- Participating in media interviews without permission or volunteer supervisor;
- Working as a Disaster Service Worker Volunteer without permission and appropriate certification from County Authority;
- Any exception to the above, as long as properly supervised and trained, must be identified by an individual service level agreement approved by risk Management.

**IV. ADMINISTRATION OF PROGRAM AND RESPONSIBILITIES OF VOLUNTEERS**

**Recruitment**: Volunteers will be recruited by Sierra County on a proactive basis, with the intent of broadening and expanding volunteer involvement in the community. Volunteers shall be recruited by consistent with County policies, and without regard to sex (including gender), race, religion, national origin, ancestry, medical condition, age, marital status, pregnancy, sexual orientation and/or disability.

**Application, Background Check & Selection Process**: Potential volunteers will be required to submit a written application form provided by Human Resources. In sensitive placements, consistent with the type of volunteer, additional requirements may be imposed before performing services for the County (e.g., Livescan, physical, etc.). Submission of an application shall not be construed as, nor implied as, acceptance of any individual into the volunteer program.

Public Safety Volunteers, Reserves and other volunteers that are considered working in a law enforcement/peace officer capacity shall be subject to a complete background investigation, including
fingerprinting, as well as any Physical and Psychological examinations, polygraph and drug screening similar to that which employees performing law enforcement duties are subject.

If the selection process discloses any information which indicates a potential volunteer is precluded from working in certain situations or fulfilling department requirements, the County is under no obligation to accept or retain that volunteer.

**Supervision:** Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer.

**Reporting & Recordkeeping:** Departments utilizing volunteers must notify Human Resources, of their volunteer roster and service hours on a monthly basis, and upon any subsequent changes to the volunteer roster. Such data shall be provided to the Workers’ Compensation Division of the Department of Human Resources on an annual basis. All records regarding volunteer service shall be maintained for a duration that is in accordance with existing Sierra County recordkeeping policies.

**Waiver of Liability:** Each volunteer will sign a waiver of liability approved by County Counsel before performing any services.

**Orientation & Training:** Volunteers will be provided on-the-job orientation and training by a supervisor, specific to the assignment and safety concerns. Orientation and training will include educating the volunteer about various County policies that apply to his or her position, in addition to this Policy, such as, but not limited to sexual harassment, drug free workplace, Health Information and Accountability Act (HIPAA), internet usage policy, etc. Each volunteer is expected to adhere to the County’s policies.

**Safety:** Each volunteer is included in the Sierra County’s Risk Management and Safety program. Before commencing service, the direct supervisor is responsible for informing the volunteer of safe work practices as required for employees.

**Driving:** Volunteers are only authorized to operate a County vehicle or drive a personal vehicle to perform County business if driving is necessary to perform an essential duty of that volunteer’s position. Volunteers are required to comply with the California Vehicle Code and County Vehicle Policy at all time. All volunteers assigned to operate a County vehicle or perform volunteer services with their private vehicle must have a valid California driver’s license with a classification consistent with the type of vehicle to be driven. No volunteer may operate a County vehicle or perform volunteer services with their private vehicle with a revoked or suspended license. If the volunteer will be driving a personal vehicle, a certificate of vehicle liability insurance must be provided to Risk Management. Volunteers are responsible for any damage resulting from their use of personal vehicles to perform County business, to include any deductible from the volunteer’s private automobile insurance policy and any third-party damages. Damages resulting from the use of County owned vehicles while performing County business will be covered by the County’s insurance program.

**Computer Usage:** Volunteers are subject to the Internet and Email Usage Policy as outlined in County Policy Resolution #2017-117.

**Telephone Usage:** Volunteers may be contacted by phone at the assigned department for important personal matters that cannot wait. Outgoing calls must be limited to County business or emergencies.
**Drugs & Alcohol:** Volunteers are expected to adhere to County Policy #__, Drug Free Workplace, to which employees are subject. Possession, use, or being under the influence of drugs or alcohol while on duty in a volunteer capacity is strictly prohibited.

**Smoking:** Smoking is not permitted inside, or within 20 feet, of any County building.

**Sexual Harassment:** Sexual harassment is against the law. The County of Sierra takes this very seriously and enforces a Sexual Harassment policy. Volunteers and employees are expected to contribute positively to a work environment that is free from unwelcome overtures, advances, or coercion, by or to any volunteer, employee or member of the public using County facilities. Any matter of this nature must be brought to the attention of the supervisor so that immediate corrective action can be taken.

**Conflict of Interest:** Volunteers, like employees, are required to disclose any business, commercial, or financial interest they may have, where such interest might be construed by a reasonable person as being in real, potential, or apparent conflict with their services for the organization. A determination may be made by the department to end or modify a volunteer assignment if a serious conflict or interest exists, if the volunteer cannot or chooses not to modify or end such conflict on their own accord.

**Gifts:** As a general rule, volunteers are discouraged from accepting gifts from the public.

**Use of Organizational Affiliation:** Volunteers may not use their affiliation as a volunteer with the County in connection with partisan politics, religious matters, or community issues contrary to positions taken by the County.

**Speaking on Behalf of the County:** Volunteers may not represent themselves as anything other than a volunteer while performing duties as a volunteer, unless specifically authorized, and to the extent specified in writing for a specific purpose.

**Confidentiality:** Sierra County collects and maintains private and confidential information while carrying out its functions and operations. Volunteers are responsible for maintaining the privacy and confidentiality of information they obtain while serving as volunteers, particularly personal and health information subject to HIPAA, and will be requirement to sign a non-disclosure agreement prior to service.

**Release from Service:** Volunteers serve at the pleasure of the County. Accordingly, a volunteer may be released from service without notice or cause. A department’s release of a volunteer from County service will comply with the County’s equal opportunity policy and Policy against Workplace Discrimination, Harassment, and Retaliation Policy.

**V. PROCEDURES**

Each department will develop and maintain written procedures to supplement this policy to address specific methods to recruit, interview, select, orient, train, supervise, and track volunteers. Department heads will designate an employee within the department to be responsible for the volunteer program and who will serve as the contact person.

**VI. RISK OF INJURY AND/OR PROPERTY DAMAGE**

**Personal Injury:** Workers’ Compensation coverage will be provided by the County of Sierra or as designated with a volunteer management agency under contract with the County. Time loss benefits are not available. In the event personal property of a volunteer is damaged while the volunteer is serving in...
either authorized or unauthorized volunteer status, the County nor any designated volunteer management agency under contract with the County will be responsible to reimburse for the damage. Members of the Sierra County Search and Rescue Organization and Sheriff’s Reserve Deputy Program are covered under the same conditions as the Sheriff personnel.

**Damage to Private Property**: In the event private property is damaged by a volunteer serving in only an authorized volunteer status, provisions of the County Risk Management policy and procedures will be observed.
VOLUNTEER APPLICATION FORM
SIERRA COUNTY

Submit a completed copy of this form to Sierra County Human Resources. Thank you for your interest in volunteering with Sierra County.

PERSONAL INFORMATION

Name: ___________________________________________________________________________

Mailing Address: ___________________________________________________________________

City: ____________________________ State: ________ Zip Code: ____________________________

Street Address if different from above: ____________________________

Home Phone: (_______)_____________ - ___________ Cell: (_______)___________ - _________

E-mail Address: ___________________________________________________________________

EDUCATION, SPECIAL TRAINING, INTERESTS, HOBBIES, SKILLS

Education, special training, interests, hobbies, skills: ______________________________________

_________________________________________________________________________________

Special certifications (CPR, advanced driver’s license, medical, etc.): __________________________

Languages spoken in order of fluency: ______________________________________________________

VOLUNTEER INFORMATION/SPECIAL INTERESTS/TRAINING

Have you been a volunteer with us before? _________________ If yes, when? _________________

Which department? _________________ Who was your supervisor? _________________

Summarize any education, special skills and qualifications you have acquired from employment, previous volunteer work, hobbies, etc. (education, special training, interests): __________________________

_________________________________________________________________________________

Volunteer goals (i.e., work experience, class credit, etc.): __________________________

_________________________________________________________________________________

List the departments where you are willing to volunteer: __________________________
SCHEDULE PREFERENCE & AVAILABILITY

List the days/times you are available (e.g., mornings, afternoons, evenings, weekends):

________________________________________________________________________

How many hours per day can you volunteer? ________________ Per week? ________________

How frequently can you volunteer?

[ ] Daily  [ ] Once a week  [ ] Once a month  [ ] Twice a month  [ ] As needed

EMERGENCY CONTACTS

Emergency Contact Person: __________________________________________________________

Relationship to Self: __________________________ Phone Number: (_____)________-

Address: _______________________________________________________________________

City:_______________________________________ State:_________ Zip:_____________________

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to volunteer service with Sierra County, I understand that false or misleading information in my application may result in my release.

___________________________________________________  _________________________
SIGNATURE                                                 DATE
VOLUNTEER WAIVER AND RELEASE OF LIABILITY
SIERRA COUNTY

I, __________________________________________, hereby offer my services as a volunteer to provide services to Sierra County. I have read and agree to follow the Sierra County Volunteer Policy.

I undertake to perform said services as a Volunteer without compensation and that, in performing said services, I acknowledge I am not acting as an employee of Sierra County, nor is there a contractual arrangement whatsoever between Sierra County and myself.

I hereby agree to assume any and all risks entailed in my volunteer activities for the above-stated purpose and specifically release Sierra County from any liability, including but not limited to physical activity (including without limitation lifting, bending, stooping, etc.), driving to and from work sites, and other potential risk of injury, etc.

I agree to hold harmless, release, waive and forever discharge the County of Sierra, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the County of Sierra, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the County, its employees, departments, officers or agents, negligent or otherwise. This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the County of Sierra to use photographs and video of me taken during volunteer service on its website and in other publications, at the County’s sole discretion and without further consideration.

This Waiver and Release was executed on ______________, 20___ in ___________, California.

___________________________________________________  _______________________
SIGNATURE                     DATE

___________________________________________________
PRINT NAME