

**COUNCIL POLICY**

SUBJECT: UTILIZATION OF VOLUNTEERS

POLICY NO.: 300-01

EFFECTIVE DATE: February 12, 1996

**BACKGROUND:**

The City has a significant resource available in the San Diego community: individuals who are ready, willing and able to serve as volunteers. In a time of diminishing financial resources and increasing demands for services, it is important that volunteer opportunities continue to be identified and this resource increasingly utilized.

The City has been using volunteers for a wide variety of job assignments for many years. Volunteer programs throughout the City are considered model programs in volunteerism in the public sector. Volunteers are essential to City operations, and they help provide a level of customer service that could not be achieved by City staff alone.

**DEFINITIONS:**

VOLUNTEERS are individuals who perform services without pay.

VOLUNTARY SERVICE is service performed by any authorized volunteer who receives no remuneration other than for work assignment-related expenses.

AUTHORIZED VOLUNTEER is a volunteer who has completed and signed a volunteer participation agreement which has been accepted by a City department.

**PURPOSE:**

The purpose of this policy is to formally recognize the importance of the contributions of City volunteers, and to establish general guidelines for the utilization of volunteers.

**POLICY:**

It is the policy of the City Council that the City of San Diego will:

1. Optimize the use of volunteers where it is economically feasible, by supporting the development of volunteer opportunities throughout the City.
2. Create a Citywide volunteer program which will establish policies and procedures to assist departments in the effective management of volunteer programs.
3. Proactively recruit, select and place volunteers; provide reasonable supervision and training of volunteers; and officially recognize volunteer service.
4. Extend worker's compensation coverage to authorized volunteers, as set forth in City Council Resolution R-254933, adopted 8/31/81 (copy attached).

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5. Defend and indemnify authorized volunteers from liability for acts which occur during the performance of volunteer service when such service is rendered pursuant to the Citywide volunteer program and which is in compliance with City policies and procedures, and as more fully set forth by City Council Resolution R-286906, adopted February 12, 1996.

HISTORY:

“Salary Setting Policy”

Adopted by Resolution R-193401 04/11/1968

Amended by Resolution R-207205 01/16/1973

Amended by Resolution R-207686 04/05/1973

Amended by Resolution R-215540 03/17/1976

Repealed by Resolution R-261024 06/25/1984

“Utilization of Volunteers”

Adopted by Resolution R-286906 02/12/1996