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COUNTY OF INYO VOLUNTEER POLICY

PURPOSE:

The purpose of this policy is to encourage and enable Inyo County Departments to utilize and support volunteers. It is the intent of this policy that volunteering will be of mutual benefit to the volunteer and the County.

DEFINITION OF VOLUNTEER:

- A volunteer is an individual who performs hours of service for the County of Inyo
 for civic, charitable, health, humanitarian, recreational, public safety or general
 welfare reasons, without promise, expectation or receipt of compensation for
 services rendered, except for reimbursement of expenses, nominal fees or a
 combination thereof.
- Individuals shall be considered volunteers only when their services are offered freely and without pressure or coercion, direct or implied, from the County.

An individual shall not be considered to volunteer if the individual is otherwise employed by the County to perform the "same type of services" as those for which the individual proposes to volunteer. The phrase "same type of services" means similar or identical services. The Fair Labor Standards Act prohibits such practice. In marginal cases, departmental volunteer coordinators shall contact Personnel for clearance. Volunteers do not supplant County employees; they assist paid staff or provide services that constitute elements of regular County positions and augment the established and mandated services of the County.

REQUIREMENTS FOR USE OF VOLUNTEERS:

Departments utilizing volunteers will designate an employee who will be the department volunteer coordinator. The coordinator shall be responsible for:

- (1) Developing job descriptions and duties for volunteers.
- (2) Coordinating with Risk Management to ensure background checks are conducted for sensitive assignments. Sensitive assignments include, but are not limited to:
 - a. Assignments that involve access to or custody of cash, equipment, drugs or confidential information;
 - b. Assignments involving the rendering of one-on-one services to children, individuals with disabilities, or senior citizens; and
 - c. Assignments to County departments that dispense County benefits to the public.
- (3) Ensuring that all that volunteers complete and submit Volunteer Enrollment documents. Those documents shall be provided to Risk Management prior to the volunteer start date so that appropriate insurance may be maintained.

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- 1. Be courteous with the public in their requests for information and services.
- 2. Accept the training, guidance and supervision provided by my supervisor.
- 3. Conduct myself with professionalism and perform duties to the best of my ability.
- 4. Comply with all rules and regulations regarding confidentiality and the code of conduct.
- 5. Inform my supervisor when my time or knowledge may be insufficient to complete the 6. Maintain and exhibit a neat and clean appearance.
- 7. Inform my supervisor when unable to report to assignment or of intent to resign.

As a supervisor of the above named Volunteer, I understand and agree to the following:

- 1. To provide orientation and training to the Volunteer as it pertains to respective
- 2. To utilize the Volunteer's time effectively and have assignments prepared.
- 3. To notify the Volunteer in advance if services are not needed.
- 4. To value and respect the Volunteer for their service to the public.
- 5. Track time when required for class credit or practicum experience.

Volunteer Signature & Date	Supervisor Signature & Date

COUNTY OF INYO – VOLUNTEER ENROLLMENT

Please provide the following information: Your Name: Street Address: City: _____Zip: ____Telephone No.: ____ Name and telephone number of person to be contacted in case of an emergency: Telephone No(s): ______ Relationship _____ Your Driver's License Number: _____ Expiration Date: _____ Auto Insurance Company: ______ Policy Number: _____ Health Insurance Company: ______Policy Number: _____ The following information to be completed by the Department Volunteer Coordinator: Position: Location: Duties (specific): Supervisor: _____ Starting Date: _____ Ending Date: Background Check Required (services to children, one-on-one services to individuals with disabilities or seniors; access to or custody of cash, equipment, drugs or confidential information; assignments to Departments that dispense County benefits to the public). Yes: _____ Date Completed: ____ No: Department Volunteer Coordinator

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Supervisor Signature & Date

COUNTY OF INYO VOLUNTEER DRIVING STANDARDS FORM

VOLUNTEER: DATE:
DRIVER'S LICENSE NO.: DEPT:
INSURANCE CARRIER/POLICY NUMBER:
I acknowledge that I received and read this Driving Standards Form and that I carefull read and reviewed the standards.
I particularly understand that the position to which I am being assigned requires operation of my private motor vehicle. A satisfactory driving record is required for appointment to a volunteer position that requires the operation of a motor vehicle. My driving record will be evaluated against the standards listed below.
I understand that I must notify my supervisor if, during the time of my volunteer appointment, I fail to maintain a satisfactory driving record.
DEFINITIONS:
 Major or Capital Violations: Serious convictions that indicate a disregard for public safety. Examples include, but are not necessarily limited to: driving while under the influence of intoxicants, hit-and-run, reckless driving, fleeing or trying to elude a law enforcement officer, driving with a suspended or revoked license. Accident: Accidents will be determined to be non-preventable when there is no corresponding citation date under the abstract section of the Department of Motor Vehicle report. Moving Violation: A moving violation is defined as a citation issued under the California Motor Vehicle Code, or similar code of another state (e.g. speeding, failure to yield).
STANDARDS: Except where the law may require a higher standard, the following criteria will be utilized as a definition of an UNSATISFACTORY driving record:
 One conviction of a major or capital violation during the preceding 36 months. Two or more accidents or moving violations during the preceding 36 months.
I certify that my personal driving record is satisfactory as described by the County of Inyo Driving Standards.
DATE:
Signature

LOCAL AND STATE INFORMATION



Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap 3, 52572.1

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mty and	1-county, state agenc	y, public district, or at	saster	council or emergen	by organization adv	ocates o	ir bécomes a memb	ner of any min-		
organiż	ation, political or of	herwise, that advocates	s the o	verthrow of the gov	ernment of the Unit	ted State	s by force or viole	tice or other unlawful		
neans, i	is guilty of a felony	and is punishable by in	npriso	nment in the state p	rison.			·		
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OYAL	TY OATH OR AFFI	RMATION (GÖVERNME	NT CO	DE §3102)						
	I,	Market and the second		, do	solemnly swear (or a	dfirm) th	at I will support and	defend the		
onstituti	on of the United States	s and the Constitution of	the Sta	ute of California again	st all enemies, foreigr	and do	nestic; that I will bea	ar true faith and allegiance to		
2 Consti	tution of the United S	tates and the Constitution	n of th	e State of California;	that I take this obliga	tion free	ly, without any ment	al reservations or purpose of		
asion; th	at I will well and faith	fully discharge the duties	upon '	which I am about to er	ter. I certify under po	malty of	perjury that the foreg	going is true and correct.		
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		@						100 miles		
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gistration	n for the active DSW \	Volunteer is effective for	the per	iod the person remain	s a member with that	organiza	tion; for a volunteer	registering for an		
mittent o	or a single event, the ex	miration date is set at the	e discre	tion of the Accredited	Disaster Council but	not to a	sceed one year. (See	Govt. Code §3102)		

2000 Rev. 9/00

Entered into OES data base: _____ Date:

INYO COUNTY SHERIFF'S - SEARCH AND RESCUE P.O. BOX 982 BISHOP, CA. 93514

ADDRESS:	LAST (pri	int)		
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