

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
VOLUNTEER SERVICES  
**VOLUNTEER RECRUITMENT AND GUIDELINES**

**Purpose –**

Recruitment is the process of seeking volunteers who might want to help meet the needs of the agency, its staff, and clients, and who are attracted to the available volunteer job by the result or purpose outlined in the volunteer job description.

**Reference -**

Salt Lake County ~~Personnel~~ Human Resources Policies & Procedures #5740 - Discrimination and Reprisals, and #5705 - Grievances, and other County policies where applicable.

**1.0 Policy**

Salt Lake County shall be considered an equal employment opportunity resource for volunteers to the same extent that equal employment is provided to employees and applicants for employment. The County, regardless of age, martial status, color, disability, national origin, gender, sexual orientation, race, or religion, shall accept persons for volunteer services.

**2.0 Procedure**

- 2.1 Agency volunteer coordinators should outline a planning process before recruitment begins.
  - 2.1.1 Recruitment of volunteers shall be determined as needed by the individual County elected offices, departments and divisions.
  - 2.1.2 Agencies should examine paid staff workload. The duties volunteers are able to perform and the number of F.T.E.'s needed shall then be determined.
  - 2.1.3 Agencies shall have a written volunteer job description.
- 2.2 Methods of Recruitment
  - 2.2.1 The Office of Volunteer Program Services shall assist in the development of a recruitment plan for inquiring agencies; other agencies will develop their own recruitment plans.
  - 2.2.2 Agencies may recruit from written volunteer job descriptions, the media, brochures, both County and non-County newsletters, local magazines, public speaking, and other sources as appropriate.

- 2.3 **Interviewing Process**
- 2.3.1 The Office of Volunteer Program Services shall refer individuals and/or groups who are interested in volunteering to appropriate County agencies. Individual agencies should interview, screen, and engage volunteers in service. The final decision to hire a volunteer rests with the agency.
- 2.3.2 Agencies are responsible to screen volunteers during the interview process; resumes, references, specific skills, and talents should be evaluated. (Refer to Paragraph 8.0 on screening volunteers regarding criminal records checks.)
- 3.0 Volunteer Service to Salt Lake County**
- 3.1 Where appropriate, applicable volunteer service should be recognized in determining the satisfaction of minimum qualification requirements for hire in career service positions.
- 3.2 The consideration of such volunteer services shall be as determined by the ~~Personnel~~ Human Resources Division and the appropriate merit or civil service commissions or councils.
- 4.0 Minimum Age for Volunteers**
- 4.1 Federal and state laws and regulations set a number of restrictions on the kinds of work-related activities in which young people, from ages 10 to 18, may participate.
- 4.2 Reference should be made to Salt Lake County ~~Personnel~~ Human Resources Policy and Procedure 5110, Minimum Employment Age, for a review of the kinds of employment activities permitted for minors.
- 4.3 The same minimum age standards will be used to govern the work activities of minor volunteers.
- 5.0 Group-sponsored Youth Volunteers**
- 5.1 Group-sponsored youth volunteer activities (for example, Scouting groups) may be permitted. Groups of minor volunteers must be supervised by adults, either County employees or adult volunteers.
- 6.0 Court-ordered Community Service**
- 6.1 Salt Lake County may provide volunteer opportunities for court-ordered volunteers (community service workers) who are directed to provide community volunteer services as sentenced or as a condition of probation.
- 6.2 All court-ordered community service volunteers must be screened and interviewed by the division's volunteer coordinator or assigned staff, and approved by the division director or designee before service begins. Due consideration regarding the volunteer's background and the nature of the offense committed should be given in determining the type of work which would be appropriate for a community service volunteer.

- 6.3 Court-ordered volunteers should be given a copy of their volunteer job description, sign a volunteer contract, and complete a volunteer application form. These records should be kept on file in the agency or division where the court-ordered volunteer is performing service.
- 6.4 The volunteer coordinator of the agency or division is responsible for providing a written acknowledgement of the number of hours of volunteer service provided, for the court's information; however, the court-ordered volunteer is responsible for his or her own paperwork related to the court system.
- 6.5 No County division, department or elected office is required to accept a court-ordered volunteer under circumstances for which the volunteer's services are considered inappropriate or undesirable.

## 7.0 Criminal Records Checks on Volunteers

- 7.1 As a matter of safety and security, complete criminal records checks may be required of some volunteers and court-ordered community service volunteers before placing them in an agency.
  - 7.1.1 The County agency supervising the volunteer will decide whether the position to be filled requires a criminal records check, as provided in Personnel Human Resources Policy #5250.
  - 7.1.2 Certain volunteer positions will have different requirements as to a records check. For example, an individual who has been convicted of child abuse cannot be placed in Youth Services with children; likewise, a DUI conviction would disqualify a volunteer driver.
- 7.2 The volunteer must complete a background check for the following positions:
  - 7.2.1 Any position involving handling or accounting for substantial amounts of money;
  - 7.2.2 Any positions involving at-risk clientele (senior citizens, children, drug and alcohol counseling services);
  - 7.2.3 Any positions handling, or that have access to controlled substances
  - 7.2.4 Any positions involved in driving as part of county responsibility, public safety and criminal justice
- 7.3 The volunteer must complete a Criminal Records Check Release Form, provided by Personnel Human Resources.
  - 7.3.1 The criminal records check will be conducted in accordance with Personnel Human Resources Policy #5250.

APPROVED and PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL




Michael Jensen, Chair

ATTEST:



Sherrie Swensen, County Clerk

APPROVED AS TO FORM:



District Attorney's Office      Date