

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.18

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 12/01/08

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
VOLUNTEER CHESAPEAKE PROGRAM**

SUPERSEDES: 09-01-06

I. PURPOSE

The City of Chesapeake has historically benefited from considerable voluntary donations of time and resources by individuals and groups towards the delivery of City services. The Volunteer Chesapeake Program identifies additional ways to mobilize and use volunteer resources. It also provides a centralized record-keeping capability so that the City can recognize volunteer contributions.

II. POLICY

The City of Chesapeake, recognizing the need to provide services to citizens as efficiently as possible, will actively recruit volunteers. Volunteers shall be selected and placed in jobs which best meet the needs of the City, the volunteers, and the recipients of the services. The Volunteer Chesapeake Program is not intended to supplant paid City positions but rather will supplement the efforts of City employees in the delivery of services to our citizens.

III. DEFINITIONS

Volunteer - An individual who chooses to donate time, service or resources in recognition of a community need.

Volunteer Chesapeake - An organization-wide program that recruits, utilizes and recognizes the services of volunteers.

IV. RESPONSIBILITIES

A. City Volunteer Coordinator, Department of Human Resources

The City Volunteer Coordinator shall market the Volunteer Chesapeake Program through the news media and various organizations (civic, social, religious, fraternal, etc.). The City Volunteer Coordinator shall also assist departments in the recruitment of volunteers, provide recognition of volunteers, coordinate the City's participation in National Volunteer Recognition Week, and submit an annual report to the City Manager on the accomplishments of the Volunteer Chesapeake Program.

B. Department/Agency Heads

1. Appointment of Department Volunteer Coordinator

Each participating department/agency head shall appoint a volunteer coordinator who will be responsible for facilitating the program's operation within the department.

2. Recognition of Department and City Volunteers

Each department/agency head shall ensure that volunteer services are recognized in a timely and appropriate manner. Department/agency heads shall support the efforts of the Department of Human Resources in recognizing the contributions of all City volunteers during National Volunteer Recognition Week.

C. Department Volunteer Coordinator

1. Identification of Need/Recruitment of Volunteers

The department volunteer coordinator shall work in concert with the department/agency head and department staff to identify areas where volunteers can contribute. The department volunteer coordinator shall work with the City Volunteer Coordinator to recruit volunteers to fill volunteer opportunities.

2. Background Checks for Selected Volunteers

The department volunteer coordinator shall work with the City Volunteer Coordinator to ensure that appropriate background checks are conducted on each potential volunteer. Unless otherwise prohibited, volunteers may begin working under supervision while awaiting the results of the background check.

3. Recognition

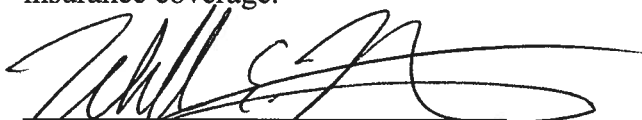
The department volunteer coordinator shall actively pursue recognition opportunities for department volunteers and may assist the City Volunteer Coordinator with the planning and coordination of City-wide National Volunteer Recognition Week events.

4. Record Keeping

The department volunteer coordinator shall maintain accurate records of volunteer hours donated, the number of volunteers, the names of the volunteers, changes in volunteer placements, and other noteworthy information about the program. The department volunteer coordinator shall submit a monthly report to the City Volunteer Coordinator on the number of volunteer hours donated and the dollar value of those hours.

V. ADMINISTRATION

Volunteers shall be subject to all applicable rules and regulations which govern paid employees. Although they receive no compensation, volunteers will be covered under the City's liability insurance coverage.



William E. Harrell, City Manager

12/1/08

Date

Related Policies include:

Administrative Regulation 1.20 City Manager – City Driving Standards

Administrative Regulation 2.44 Human Resources – Substance Abuse Policy

Administrative Regulation 2.52 Human Resources – Criminal History Record Check Policy