

CITY OF OCEANSIDE ADMINISTRATIVE DIRECTIVE		
<b>SUBJECT: Volunteers for the City of Oceanside</b>  Previously issued as 02-04, 2/13/04, and 2007-4, 11/8/07	<b>NUMBER</b> AD-14	<b>PAGE</b> 1 of 3
	<b>ISSUE DATE:</b> rev. 10/16/08	

## **I. PURPOSE**

To establish an administrative policy and procedure for promoting volunteerism, connecting volunteers with opportunities, and to help effectively engage volunteers to meet the City's mission, vision and values.

## **II. GENERAL**

Volunteers provide assistance to City departments and employees. Individuals who wish to be associated with the City may contribute their time and expertise to the ongoing work of the City. Volunteers will be recruited and placed by matching volunteers' interests with work needed by the City. The City's objective is to match each volunteer's interest with appropriate City projects.

## **III. POLICY**

Potential volunteers for the City of Oceanside are to meet the requirements set forth by the City. Volunteers must be at least 14 years of age. The California Labor Code allows work permits at this age, which will allow the volunteer to be covered under the City's Workers Compensation program. All potential volunteers under the age of 18 must have written parental consent. The City will not accept court-ordered volunteer services. There will be no implied contract of acceptance for a potential volunteer's service upon the receipt of a volunteer's application. All potential volunteers must go through the City's screening process to ensure the potential volunteer's suitability for the volunteer position.

All potential volunteers from 14 to 17 years of age must have written parental consent. No minor may volunteer during school hours. Work hours of minor volunteers shall be set in accordance with the guidelines set forth by the State of California, Department of Industrial Relations Division, Labor Standards Enforcement; and the California Department of Education. Minors may not volunteer their services before 5:00 a.m. or after 10:00 p.m. on any day preceding a school day. Minor volunteers may not volunteer for more than eight hours per day.

## **IV. SCOPE**

This policy applies to all departments.

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## **V. DEFINITION**

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of any City Department. Volunteers shall not be considered City employees.

City employees may volunteer their services in departments where they are not employed. A volunteer position is one that is outside the scope of the duties of the employee's job classification.

## **VI. PROCEDURE**

All potential volunteers are to complete a Volunteer Application. Volunteer Application forms can be obtained from the Human Resources Department or the City's Web page. If applying for a volunteer position with the Police Department, the potential volunteer must also complete a background check packet.

The original application is to be forwarded to the Human Resources Department for processing.

By law, potential volunteers 18 years of age and older who will be interacting with children must be fingerprinted. However, the City requires all volunteers to be fingerprinted regardless of assignment. Potential volunteers have the right to refuse to be fingerprinted. Since the City will adhere to the law, those potential volunteers who exercise this right will not be allowed to volunteer for City service.

Department representatives are to give a Request for Live Scan to each potential volunteer/intern and direct them to contact the Human Resources Department to make an appointment for fingerprinting.

A volunteer/intern may not begin his/her position until the result from the Department of Justice has been received and Human Resources has given the individual clearance to begin.

## **VII. REFERENCES**

City of Oceanside Volunteer Procedures Manual.

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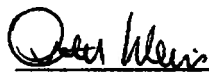
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**VIII. RESPONSIBILITY FOR REVIEW**

The Human Resources Director shall review this policy annually or as necessary.

Approved: 10-16-08  
Date

  
City Manager