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HISTORY

Adopted by Res. [2022-09](#) on 2/23/2022

5.10 Introduction And Purpose

A. The City Council believes that volunteers are a key resource in the achievement of the City's vision of building a stronger, sustainable, and healthy community for future generations. Volunteers contribute to the political, social, economic environmental, and cultural well-being of the City by:

1. Strengthening community cohesion, social wellbeing, and trust;
2. Expanding the ability of the City to respond to the needs of its citizens and provide a range of services and activities;
3. Encouraging understanding of, and acceptance of, diversity within our population; and
4. Demonstrating that one person can make a difference.

B. Sound policies, procedures, and processes are necessary to support volunteering along with protecting the safety and welfare of all concerned. Accordingly, the purpose of this policy is:

1. To establish an administrative policy and procedures for promoting volunteerism and connecting volunteers with various service opportunities within the City;
2. To recognize and promote the substantial and ongoing contribution made by volunteers to the quality of life of our citizens;
3. To help effectively engage volunteers to meet the City's mission, vision, and values; and
4. As part of the City's commitment to volunteerism, this policy document establishes the expectations for a productive partnership

HISTORY

Adopted by Res. [2022-09](#) on 2/23/2022

5.20 Scope

- A. This policy applies to all City departments, boards, committees, etc. The City Manager, or designee, may deviate from this policy on an as-needed and case-by-case basis.
- B. Existing department policies and procedures involving volunteers may augment, but are not a substitute for, this policy.

HISTORY

Adopted by Res. [2022-09](#) on 2/23/2022

5.30 Volunteer Defined

Persons volunteering time and services without any present or future expectation of remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses. This is not an employment relationship and the volunteer is under no obligation to provide time or duties of resources, other than what he or she chooses to freely provide. City volunteers must be officially accepted and enrolled by the City prior to undertaking any volunteer task. City volunteers include without limitation:

- A. Volunteers who serve on committees or groups that are a part of ongoing City-sponsored services and programs; and
- B. Volunteers who serve under the auspices of a City Department.

HISTORY

Adopted by Res. [2022-09](#) on 2/23/2022

5.40 Management Of Volunteers

- A. Volunteer Information form.
 - 1. An information form is a screening tool that each potential volunteer must complete. Some departments, with the approval of the City Manager, may have an information form specific to the unique requirements of a volunteer position.
 - 2. All volunteers under the age of 18 must have written parental consent.
- B. Release Form and the Volunteer Protection Act of 1997.
 - 1. All City volunteers must **sign the 'Waiver and Release' form prior to starting a volunteer assignment.**
 - 2. City volunteers are protected under Volunteer Protection Act of 1997. The purpose of this law is to reform laws to provide certain protections

from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

C. Background Screening and Fingerprinting.

1. For some volunteer positions, including positions involving interaction with minors, (children and youth), the City may require volunteers to submit to a background check and/or fingerprinting, which will be coordinated with Human Resources. A Department Head, with the approval of the City Manager, will determine whether a volunteer position needs a background check. As required by Utah Code § 80-8-201, adult volunteers in the recreational leagues and certain organized programs for children and youth, shall be required to undergo a background check of the state's Sex and Kidnap Offender Registry and the National Sex Offender Public Website. An adult found on either registry shall not be allowed to volunteer in those programs. These background checks will be coordinated with Human Resources.
2. Background checks required for volunteers will be conducted prior to volunteer service and will routinely be conducted every three (3) years. Additional background checks may be conducted at any time. A volunteer who refuses to provide consent for a background check will not be permitted to continue volunteer service.
3. The City may disqualify a volunteer based on the results of a background check. The following are examples of grounds for disqualification; however, the City retains the right to disqualify a volunteer for other reasons in addition to the reasons described:
 - a. Sexual offenses as described in the Utah criminal code;
 - b. Child abuse and related offenses;
 - c. Domestic violence offenses as described in the Utah criminal code;
 - d. Alcohol-related offenses within the past twenty-four (24) months or a pattern of alcohol-related offenses within the past ten (10) years, and if the offense is driving-related, the twenty-four (24) month period will be increased to five (5) years.;
 - e. An outstanding warrant for arrest.
4. The decision to disqualify a volunteer based on the results of a background check will be provided to the volunteer in writing. A disqualification decision may be appealed within 14 days of the date of the decision by submitting the reason(s) for the appeal and any related documentation to the City Manager.

HISTORY

Adopted by Res. [2022-09](#) on 2/23/2022

Amended by Res. [2025-12](#) on 2/12/2025

Amended by Res. [2025-44](#) on 5/14/2025

5.50 Volunteer Rules And Regulations

- A. Accidents Involving Vehicles. Volunteers are not authorized to operate City vehicles. In the event of an accident involving a volunteer's own vehicle, immediately contact the Bluffdale Police Department and Human Resources. The volunteer should also notify the supervisor, who will be able to assist with further documentation requirements, including filing an accident report with the Human Resources.
- B. Alcohol. Volunteers may not consume or possess alcoholic beverages on any City premises or while conducting any City business. Volunteers who violate this policy are subject to immediate dismissal.
- C. Confidentiality. Private, sensitive, or confidential information discussed or handled within the course of a volunteer assignment must be kept strictly confidential. Volunteers are required to uphold this policy. Private, sensitive, or confidential information is not to be shared. Any questions about what information is appropriate to release or discuss should be communicated between the volunteer and their immediate supervisor.
- D. Customer Relations. A volunteer is also a City ambassador and should conduct themselves accordingly. All interactions with City staff and the public should be done in a respectful, customer-friendly manner.
- E. Drug-Free Workplace. Any volunteer who uses, brings, possesses, or is suspected of being under the influence of any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells, or attempts to sell drugs on City property or while on City business, at any time, is subject to immediate dismissal.
- F. Expense Reimbursement. Pre-approved out-of-pocket expenses may be reimbursed by submitting a request for reimbursement form to the supervisor for approval. The reimbursement request must be accompanied by a receipt for purchase or invoice. Reimbursement requests are subject to petty cash limits, which may require the supervisor to process a check request according to the City's purchasing procedures.
- G. Harassment. All City workers, including volunteers, have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the City's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any characteristic protected by law, will not be sanctioned or tolerated.

- H. Personal Use of City Property. Personal use of City property by City volunteers is not allowed. Personal use includes, but is not limited to, borrowing power tools, hand tools, equipment, supplies, City vehicles, trailers, generators, and unauthorized duplication of City keys.
- I. Political Activities. Volunteers may not campaign for themselves or others and may not wear campaign buttons, signs, or articles of clothing, or otherwise actively or passively campaign for political office while volunteering.
- J. Reporting Emergencies. In the case of a medical emergency, accident, or injury, report it immediately. The Supervisor is responsible for completing any related forms and reports required by Human Resources.
- K. Security. Volunteers are to become familiar with the security provisions of their assigned work areas. As necessary, volunteers will be provided with security permissions related to their work areas, to facilitate ease of entry and access. Volunteers are responsible for the security of their personal belongings and vehicles while volunteering for the City.
- L. Smoking/Vaping. Smoking and vaping are prohibited in all City facilities, including City vehicles. Volunteers and employees who wish to smoke or vape may do so outside a City facility in designated smoking areas.

HISTORY

Adopted by Res. [2022-09](#) on 2/23/2022