



Town of Fishkill

Volunteer Policy

MISSION: The goal of the Town of Fishkill Volunteer Policy is to utilize motivated citizens to enhance and supplement the productive efforts of the Town and to improve the quality of life of the citizens and the Town through the process of volunteering.

PURPOSE: The Supervisor and Town Board recognize and support the use of volunteers to assist Town government in providing services and programs. The Town of Fishkill volunteer policy will establish standards and procedures for volunteer service. This policy contains responsibilities of both the Town and the volunteers. Written policies and procedures will assure volunteers are suitably oriented and trained and job duties are developed. Supervision of volunteers is appropriate to assigned duties and discussions regarding safety, liability to Town and accident and property damage is covered.

Volunteerism is valuable to meet the needs of the Town and to utilize the skills and desires of citizens willing to participate and help. In an effort to match the Town with qualified pre-screened volunteers and persons with specific strengths, volunteer organizations may be utilized in conjunction with the Town for opportunities to enhance and more rapidly complete certain endeavors.

Volunteers are expected to adhere to the policies set forth by the Town of Fishkill.

SCOPE: To maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the Town of Fishkill, this policy will apply to all departments with volunteers.

SELECTION PROCESS:

Departments should complete a Volunteer Request Form and submit form to the Supervisor for review and approval prior to the recruitment of any volunteer. Once the Volunteer Request Form has been approved, the Department may openly recruit volunteers.

Applicants will be required to fill out a Volunteer Application Form. This application will include information such as name, address, telephone number, driver's license, work or volunteer experience, education or training, interest, availability, references, specific program or project.

Once the Volunteer Application Form is completed, the respective Department Director and/or designee will interview the applicant(s). Once a volunteer is selected, the Department Director will recommend the volunteer to the Supervisor for approval. A letter will be sent to the applicant notifying them of their acceptance pending any necessary background, credit and/or medical examination.

The Volunteer must complete and sign a Waiver/Release of Liability form. Volunteers working with minors or the elderly will require a background check. Volunteers that will be required to drive, a copy of their driver's license will be placed on file as well as a copy of the volunteer's personal vehicle insurance.

If the selection process discloses information that indicates the tentative volunteer would not fulfill department expectations, the Town is under no obligation to assign or retain that volunteer.

ORIENTATION:

Orientation will be conducted on the first day of volunteerism. In order for both the Town and volunteers to have a complete understanding of the conditions of volunteering, the following topics will be discussed during new volunteer orientation:

1. Policy and Procedure. Policy and procedures regulating volunteer duties should be discussed. Specific emphasis should be given to working safely, conditions of driving (if applicable) and risk exposure to the Town.
2. Training. Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, approved financial expenditures and reimbursement procedures, accident reporting procedures, confidentiality, call in, dress code, performance, reviews, etc. Volunteers shall be directed to serve within their assigned duty assignment,
3. Supervision. Volunteers will be supervised as to assignments, work performance, activity, use of equipment, etc. Performance problems will be corrected or the volunteer will be released from service.

RISK OF INJURY:

Town Volunteers are not "subject workers" as defined by the State Workers Compensation Act, therefore worker's compensation coverage will not be provided.

Town Volunteers are covered under the Town's Liability Policy but are required to sign a partial waiver of liability for activities outside the course and scope of their volunteer duties.

DAMAGE TO VOLUNTEER PROPERTY

If a volunteer's personal property is damaged while the volunteer is serving in authorized volunteer status, the Department shall investigate the incident and report on whether the damage occurred while in connection with the performed duties. The Town of Fishkill has liability insurance coverage to protect employees and other covered persons in the area of Personal Injury Liability and Property Damage Liability. Volunteers and members of any other committees, boards or commissions are considered *covered persons* under this liability insurance coverage while acting for or on behalf of the Town of Fishkill and within the course and scope of their involvement. Certain exclusions apply.

DRIVING

Volunteers are not allowed to operate Town vehicles and may need to drive their own vehicle or ride with another volunteer to reach the project site. Volunteers should operate their vehicle on Town property appropriately by complying with all laws. As passengers, volunteers should not distract drivers, throw anything from the vehicle, damage interior or exterior condition of driver's vehicles, or cause a disruption.

Volunteers operating their private vehicles must be insured as required by New York State law. Volunteer's auto insurance will be considered primary coverage. Procedures shall be developed by departments to assure that liability insurance coverage is maintained uninterrupted.

BACKGROUND VERIFICATION CHECKS

Each department shall indicate whether the volunteer position requires any of the following checks: criminal background check, driver's license record, and/or reference check. The requested checks will be conducted by the Town of Fishkill Personnel Department prior to the volunteer beginning work at a department. No volunteer whose position requires any of these checks will be allowed to volunteer until all required checks are complete.

1. Criminal/Background Checks. Criminal/background checks are required for volunteers who will be working with children or the elderly. A volunteer's application shall be DENIED if any check reveals that the applicant has been convicted of any crime.
2. Driver's License Record. A driver's license check will be completed for any volunteer who will use his/her own vehicle in the scope of volunteer activities, including driving to/from retail stores.
- 3.

CONFIDENTIALITY AGREEMENT FORMS

The Town of Fishkill collects and maintains private and confidential information while carrying out its functions and operations. Volunteers working in a variety of areas may be required to sign a Confidentiality Agreement specific to a particular department. These departments include, but are not exclusive to, Justice Court, Clerk's Office, and Personnel Department.

COMPUTER USAGE

Computers, peripheral equipment (printers, faxes, modems, etc) and other devices attached to a PC are provided by the Town and are Town-owned resources which should be used for Town business with which a volunteer may have access. Except in certain circumstances, all information transmitted or stored on Town equipment is public and subject to disclosure by law.

Volunteers are prohibited from storing any personal information on Town-owned computer equipment. Volunteers are not authorized to modify installed software on Town-owned computers or install new software for any reason.

EXPENDITURES

Volunteers are NOT authorized to incur any expenditure on behalf of the Town or to enter into any contracts on behalf of the Town.

TERMINATION OF SERVICE

A volunteer's service may be terminated at any time for any reason or no reason by the Town Supervisor or his designee.

