



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.100	Volunteer Program Policy	07/30/81

PURPOSE

Establishes a County Volunteer Program that encourages citizens, County employees and County retirees to volunteer their time and talents to public service programs.

Encourages county departments to support and promote voluntarism and volunteer projects as a creative partnership targeting program enhancement, productivity enhancement and image enhancement.

Supports and advocate enabling legislation that promotes volunteer programs in the public sector and supports creation of volunteer incentives and recognition.

Provides a central policy and standardized policy and procedures on volunteer program reporting, insurance, recruitment and recognition.

REFERENCE

July 30, 1981 Board Order, Synopsis 22

September 29, 1981 Board Order, Synopsis 10

October 21, 1981 Chief Administrative Office memo, "Status Report - Board Orders of July 30, 1981 and September 1981 Regarding Employment of County Retirees"

December 2, 1981 Chief Administrative Office memo, "County Volunteer Programs and the Use of Retired County Employees on a Volunteer or Paid Basis"

January 27, 1982 Chief Administrative Office memo, "Status Report: The Use of Retired County Employees on a Volunteer Basis and current/Projected Vacancies in County Volunteer Programs"

April 14, 1982 Chief Administrative Office memo, "Status Report: The Use of Retired County Employees on a Volunteer Basis and Current/Projected Vacancies in County"

Volunteer Programs"

October 2, 1997 County of Los Angeles Volunteer Program Policy Manual

POLICY

The County Board of Supervisors has approved the establishment of a Countywide Volunteer Program. Department Heads, Court Administrators and Volunteer Program Directors are directed to actively recruit County employees, retirees and citizens, including youth, as volunteers in departmental volunteer programs or special volunteer projects.

A volunteer is defined as an individual who performs hours of voluntary service in a County department for civic, charitable, humanitarian, recreational, health, public safety or general welfare reasons, without promise, expectation or receipt of compensation for service rendered, except for reimbursement of expenses, reasonable benefits, nominal fees or a combination thereof.

Individuals shall be considered volunteers only when their services are offered freely and without pressure of coercion, direct or implied, from the County. Volunteers do not supplant County employees. Volunteers are to assist paid staff in providing service enhancements and/or new services.

Departments should advocate legislation that supports the purpose of County Volunteer Program, voluntarism, public-private volunteer partnerships and volunteer recognition.

RESPONSIBLE DEPARTMENT

Chief Administrative Office

DATE ISSUED/SUNSET DATE

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Review Date: October 18, 2001

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Sunset Review Date: October 2, 2005

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