

POLICY: **Volunteers**
EFFECTIVE DATE: **05/25/21**
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POLICY

It is the policy of the District to encourage and allow people without compensation to perform ancillary services or isolated tasks on or during a program that is not ordinarily a part of the District's day-to-day operations, if the services or tasks are performed with little or no direction by the District or without the District's acceptance.

Examples of ancillary services or isolated tasks include, but are not limited to, the following:

- Planting flowers, shrubs, or other beautification efforts;
- Sweeping or cleaning areas of the building and grounds;
- Painting a flagpole, door, trim, wall, or some other non-essential portion of the building and grounds; and
- Cleaning or polishing equipment and apparatus.

Volunteers are specifically prohibited from participating in operations training and in operations activities such as rescues, providing aid, fire investigation, fire suppression or fire overhaul. Nothing in this policy shall prohibit the Fire Chief, or designee, at his or her sole discretion during a genuine, life-threatening emergency, to request willing people to temporarily assist in rescue or support activities. However, the Fire Chief, or designee, must exercise the utmost caution to prevent injury to such volunteers.

It is the policy of the District that persons volunteering for the District are required to accept certain responsibilities in their roles as volunteers and representatives of the citizens and residents of the District. All District volunteers are expected to dedicate themselves to high standards of conduct. Failure of a District volunteer to follow a high standard of conduct or to meet those responsibilities in serving the public may result in no longer being allowed to volunteer for the District.

RESPONSIBILITIES

When coordinating volunteer activities, the **District Manager, Fire Chief,** and **fire officers** must ensure, to the extent possible and necessary, that all volunteers are familiar with District policies and practices involving sexual and non-sexual harassment, conflicts of interest, and infection control.

It is the responsibility of all **volunteers** to be familiar with and adhere to District policies and practices involving sexual and non-sexual harassment, conflicts of interest, and infection control.

It is the responsibility of all **volunteers** to adhere to the [Code of Conduct](#) adopted by the Board.

It is the responsibility of all **volunteers** to promptly report any observed unethical or illegal conduct to the District Manager, Fire Chief, a fire officer, a Director, or the Personnel Officer.

PRACTICES

1. Any retaliation against a volunteer who, in good faith, reports unethical or illegal conduct, is strictly forbidden and such retaliation is itself a violation of District policy.
2. All volunteer activities should be documented in writing by the Volunteer.
3. The District Manager, Fire Chief, or fire officers coordinating volunteer activities are permitted to document volunteer activities for third parties such as the courts or in the case of community service.
4. Volunteers are encouraged to provide their own tools, supplies, and materials; however, the District Manager, Fire Chief, or fire officers coordinating volunteer activities are permitted to provide tools, supplies, and materials on a limited basis in a manner that is safe to the volunteers and protects, the public, volunteers, and District assets.

RELATED POLICIES

Employment Definitions 118
Employment of Minors 224
Employee Responsibilities 530
Sexual Harassment 566
Non-Sexual Harassment 569
Conflicts of Interest 582
Infection Control 706
Physical Security 854

REVISION HISTORY

Revision Date	Author	Revision Details
May 25, 2021	Monte Olsen	Initial version