



## VOLUNTEER GOVERNMENT WORKERS AUTHORIZATION

A volunteer means any person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved. Tooele County's policy is that volunteers must disclose all criminal convictions and will require a current BCI background check. Under no circumstances can convicted felons on the current Sex Offenders Register or those convicted of a violent crime be considered as a Tooele County Volunteer for areas involving vulnerable adults or children. Other convictions will be reviewed and considered on a case by case basis.

Eligible volunteers are not considered a County employee except as permitted by law for purposes of:

1. Receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under title 34A, Chapter 2, Worker's Compensation Act, and Chapter 3, Utah Occupational Disease Act; and
2. Liability protection and indemnification normally afforded paid government employees.

The following guidelines are used for volunteer services and must be completed prior to being authorized for volunteer work:

Age of Volunteer	Type of Work Permitted	Requirements
<b>Periodic group volunteers for special, one-time events or periodic events and programs.</b>		
No age limitations, unless handling money (18 yrs.) ; however, to be a designated group coordinator must be 18 years old.	This classification covers volunteers at events such as Deseret Peak activities, Food Bank, Relief Services, 4 <sup>th</sup> of July activities, boy scout service projects, or other incidental group service projects. May not drive County vehicles or equipment, use County tools or equipment, or perform safety sensitive work.	<ul style="list-style-type: none"> <li>• Volunteer Application and Agreement and/or Volunteer Tracking Form signed by the one designated coordinator for the group; or, Volunteer Application and Agreement for individual volunteers.</li> <li>• For groups, also include a list of anticipated volunteers or a description of group (i.e. Boy Scout Troop ### or Kiwanis Club). All applicable names should be submitted in order to be covered by insurance.</li> </ul>

<b>Regular Volunteer Services (such as daily, weekly or monthly)</b>		<p>* Under no circumstances can convicted felons on the current Sex Offenders Register or those convicted of a violent crime be considered as a Tooele County Volunteer for areas involving vulnerable adults or children. Other convictions will be reviewed and considered according to the duties for the volunteer. All BCI information must be disclosed upfront to HR, County Attorney and County Commission..</p>
<p>This classification covers volunteers at events such as Deseret Peak activities, Food Bank, Relief Services, or other projects approved by the County Commission.</p> <p>(This would include all committees and boards designated by the County Commission)</p>		
18 or Over	Any non-safety sensitive duties such as cleaning, operation of basic hand held equipment, performing office work, manual labor, or other similar assignments.	<ul style="list-style-type: none"> <li>• Volunteer Application and Agreement</li> <li>• Volunteer Services Plan and Authorization</li> <li>• Performed during normal business hours.</li> <li>• Trained by responsible supervisor on safety, security, or other essential elements of the job.</li> </ul>
18 or Over	Operation of motor vehicles or equipment, whether owned by the County or owned by the person if used for County business. Safety sensitive duties such as light guarding or volunteer patrol work for the Sheriff's department.	<ul style="list-style-type: none"> <li>• Volunteer Application and Agreement</li> <li>• Volunteer Services Plan and Authorization</li> <li>• A copy of the proper licenses</li> <li>• A current copy of his/her motor vehicle record for review and approval.</li> <li>• Proof of auto insurance if using personal car</li> <li>• Trained by responsible supervisor on safety, security, or other essential elements of the job.</li> <li>• Proof of AARP Driving safety course or other mature driving program for volunteers 68 yrs. or older</li> </ul>
18 or Over	Any work directly with vulnerable adults and/or children or in a capacity where they would have one-on-one contact (in-home) OR work with access to sensitive materials such as police reports, evidence, etc.	<ul style="list-style-type: none"> <li>• Volunteer Application and Agreement</li> <li>• Volunteer Services Plan and Authorization</li> <li>• A current copy of the volunteer's BCI Criminal History Report.</li> <li>• Not on Sex Offenders Register</li> <li>• No record of a violent crime</li> </ul>
Under 18	Any non-safety sensitive duties such as cleaning, operation of basic hand held equipment, performing office work, manual labor, or other similar assignments.	<ul style="list-style-type: none"> <li>• Volunteer Application and Agreement</li> <li>• Volunteer Services Plan and Authorization</li> <li>• Parents authorization letter</li> <li>• Trained by responsible supervisor on</li> </ul>

		safety, security, or other essential elements of the job.
Under 18	Operation of motor vehicles or equipment, whether owned by the County or owned by the person if used for County business. Handling money.	Not permitted to perform this type of volunteer service
Under 18	Any work around children	<ul style="list-style-type: none"> <li>• Volunteer Application and Agreement</li> <li>• Volunteer Services Plan and Authorization</li> <li>• Trained by responsible supervisor on safety, security, or other essential elements of the job.</li> </ul>
Under 18	Work with access to sensitive materials such as police reports, evidence, etc.	Not permitted to perform this type of volunteer service unless confined to only administrative duties.

## Volunteer Services Plan and Authorization

*(To be completed by responsible County employee)*

Dates of Service:

Location of Service:

Please describe the scope of service provided by the volunteer(s):

Authorized Volunteer name, address, age as of the date service will be performed, and phone number.  
Multiple volunteers can be listed here.

For worker's compensation purposes, please provide an estimated hourly rate of pay that would be paid for similar services: \$

For worker's compensation purposes, please provide an estimate of the weekly number of hours that each volunteer will donate. If multiple volunteers, use an average number:

Name and title of Tooele County employee who will be responsible for volunteers:

### APPROVAL

Department Head's Signature:

Signature of Human Resource Representative: