City Of Alexandria, Virginia

MEMORANDUM

DATE : MARCH 2, 2016

TO: DEPARTMENT HEADS

FROM: MARK B. JINKS, CITY MANAGER

SUBJECT: APPOINTMENT OF STAFF TO SERVE ON A COMMITTEE THAT WILL CREATE A CITY-WIDE VOLUNTEER POLICY

The City of Alexandria has long used volunteers to augment City staff in the delivery of services to the community. This is a practice that we want to foster, as well as expand. The current challenge is that departmental volunteer policies across the City vary from very detailed written policies to informal policies. As a result, I am creating an Ad Hoc Volunteer Policy Formation Committee to create and propose to me a city-wide volunteer policy framework that can then be used by departments to create more formal written policies.

If your department utilizes volunteers on a regular basis, please nominate one or more employees to serve on an **Ad Hoc Volunteer Policy Formation Committee**. You may nominate more than one person, if you have several people with expertise supervising or working with volunteers. Committee members will be chosen from those nominated by departments. The Committee will meet bi-weekly to accomplish the bulk of the work quickly. Please send the names to Noraine Buttar, Special Assistant to the City Manager, at noraine.buttar@alexandriava.gov by March 11. She will chair the Committee.

The City is planning to use a semi-centralized volunteer model where we create an overarching volunteer policy, but allow departments to create the procedures for their own departments.

The Committee will be tasked with:

(1) Reviewing volunteer policies from other jurisdictions that follow best practices.

(2) Creating a city-wide volunteer policy that establishes the over-arching framework for best practices with regard to volunteer services and should include:
   a. Background checks
   b. Ethical conduct

c. Recruitment
d. Required Screening
e. Training
f. Utilization of volunteers (Tracking)
g. Recognition
h. Evaluation
i. Dismissal

(3) Discussing security issues
   a. Should volunteers be issued access control to City facilities (keys, key cards, etc.)?
   b. Volunteers should not be allowed to collect/deposit City monies.
   c. Define when or if volunteers should have access to City systems (Munis, collection software such as RecTrac, Harmony, etc.)

(4) Consulting with risk management to determine which volunteers should be included under the City's Insurance Policy.

(5) Creating a timeline for Department's to create volunteer policies and have them reviewed by this committee.

cc: Noraine Buttar, Special Assistant to the City Manager