

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 2.18 (21.5)**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 09-01-06**

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES  
VOLUNTEER CHESAPEAKE PROGRAM**

**SUPERSEDES: 04-08-82**

**I. PURPOSE**

The City of Chesapeake has historically benefited from considerable voluntary donations of time and resources by individuals and groups towards the delivery of City services. The Volunteer Chesapeake Program identifies additional ways to mobilize and use volunteer resources. It also provides a centralized record-keeping capability so that the City can recognize volunteer contributions.

**II. POLICY**

The City of Chesapeake, recognizing the need to provide services to the citizens as efficiently as possible, will actively recruit, use and recognize the services of volunteers. Volunteers shall be selected and placed in jobs which best meet the needs of the City, the volunteers and the recipients of the services. The volunteer program is not intended to supplant paid City positions, but rather will supplement the efforts of City employees in the delivery of services to our citizens.

**III. DEFINITION**

**Volunteer** is defined as an individual who chooses to donate time, service or resources in recognition of a community need without concern for monetary profit.

**Volunteer Chesapeake** is defined as an organization-wide program that recruits, utilizes and recognizes the services of volunteers.

**IV. RESPONSIBILITIES**

**A. City Volunteer Coordinator, Department of Human Resources**

The City Volunteer Coordinator shall market the Volunteer Chesapeake Program through the news media and various organizations (civic, social, religious, fraternal, etc.). The City Volunteer Coordinator shall also assist departments in the recruitment of volunteers, provide recognition of volunteers, coordinate the City's participation in National Volunteer Recognition Week, and submit an annual report to the City Manager on the accomplishments of the Volunteer Chesapeake Program.

**B. Department/Agency Heads**

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**1. Appointment of Department Volunteer Coordinator**

Each participating department/agency head shall appoint a volunteer coordinator who will be responsible for facilitating the program's operation within the department

**2. Recognition of Department and City Volunteers**

Each department/agency head shall ensure that volunteer services are recognized in a timely and appropriate manner. Department/agency heads shall support the efforts of the Department of Human Resources in recognizing the contributions of all City volunteers during National Volunteer Recognition Week.

**C. Department Volunteer Coordinator**

**1. Identification of Need/Recruitment of Volunteers**

The department volunteer coordinator shall work in concert with the department/agency head and department staff to identify areas where volunteers can contribute. The department volunteer coordinator shall work with the City volunteer coordinator to recruit to fill volunteer opportunities.

**2. Background Checks for Selected Volunteers**

The department volunteer coordinator shall work with the City volunteer coordinator to insure that appropriate background checks are conducted on each potential volunteer prior to placement.

**3. Recognition**

The department volunteer coordinator shall actively pursue recognition opportunities for department volunteers and shall participate as a member of the committee that organizes and implements the City's participation in National Volunteer Recognition Week.

**4. Record Keeping**

The department volunteer coordinator shall maintain accurate records of volunteer

hours donated, the number of volunteers, the names of the volunteers, changes in volunteer placements, and other noteworthy information about the program to be included in an established format for inclusion in a quarterly report to the Department of Human Resources City Volunteer Coordinator.

**V. ADMINISTRATION**

Volunteers shall be subject to all applicable rules and regulations, which govern paid employees. Although they receive no compensation, volunteers will be covered under the City's liability insurance coverage.

  
Anne F. Odell, Acting City Manager

9-1-06  
Date