

Chapter 2.52

VOLUNTEER CITY EMPLOYEES

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2.52.010 Definitions. As used in this chapter:

"Appointed volunteer" means any member of the public, appointed by the city council or mayor to any commission or ad hoc committee and who serves in an advisory capacity without compensation or benefit.

"Background check" means an inquiry into the volunteer employee's record within the LEDS system or other computerized or personal reference information.

"Law Enforcement Data System." Referred to by the acronym LEDS, means a central state computerized repository of criminal history information.

"Sponsored activity" means any activity performed by volunteer employees which is endorsed or otherwise functions under control of the city.

"Volunteer employee" means any person recruited, accepted or otherwise given specific duties with or for the city, and who performs those duties without compensation or benefit. (Ord. 552 §1, 1989)

2.52.020 Background checks on volunteer employees.

In order to protect the integrity and safety of sponsored activities of the city, background checks shall be conducted on volunteer employees. (Ord. 552 §2, 1989)

2.52.030 Chief of police--Duty to cause background check. The chief of police or his designee shall cause the background check to be done, upon notification of volunteer employment. (Ord. 552 §3, 1989)

2.52.040 Notification of employees prior to background check. Volunteer employees will be notified that a background check will be conducted prior to the background check commencing.

A. Notification shall be printed upon the volunteer application or a supplemental written notification form.

B. Volunteer employees shall be required to sign an acknowledgement that a background check will be done and authorize that check.

C. Appointed volunteers shall be subject to all sections of this chapter, but shall only be subject to a criminal background check via the Law Enforcement Data System, (LEDS). Checks shall not extend into the areas of personal, financial or character

issues beyond the criminal background check. (Ord. 650 §§1, 2, 1997; Ord. 552 §4, 1989)

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