

4.7.2 Response to Reviewer Comment

The volunteer program was in early 2023 following the approval of an additional full-time employee (FTE) in the budget cycle. Since then, the focus has been on establishing the program framework, creating the volunteer manual, and coordinating with various departments. While background checks are part of the program's procedures, we have not yet had a volunteer role that required one.

Background screening requirements are based on guidance from the City Attorney's Office and are determined by the nature of the volunteer role:

Single-day or event-based volunteers are not required to undergo background checks.

- Ongoing volunteers assisting City departments may be required to complete a background check through Human Resources, depending on departmental needs.
- Volunteers working with vulnerable populations will receive additional screening as required by law.