



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2024 - JUNE 30, 2025  
Deadline: August 8, 2025**

**1. DEPARTMENT INFORMATION:**

Department: County Counsel  
Division/Unit: A1390

**2. VOLUNTEER PROGRAM BENEFITS:**

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	11	Hours	536	X	\$40.14	=	\$21,515.04
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Types of work performed by GENERAL VOLUNTEERS in this category:

Clerical tasks, retrieving court documents from court, and analyzing surveillance footage and reports from detention facilities.

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.		Hours		X	\$40.14	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
N/A					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

No. of Vol.		Total Hours	0	Total Value =	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	11	536	\$21,515.04
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>	<b>11</b>	<b>Hours 536</b>	<b>Total Value = \$21,515.04</b>

### 3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated:	N/A	Value:	
Item Donated:		Value:	
Item Donated:		Value:	
Item Donated:		Value:	
Item Donated:		Value:	

TOTAL VALUE =	\$0.00
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### 4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours	114	X	Rate	\$56.36	=	\$6,425.04
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours	15	X	Rate	\$56.36	=	\$845.40
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>

TOTAL OF OTHER PROGRAM COSTS	=	\$0.00
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d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	=	\$7,270.44
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**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$21,515.04</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$7,270.44</u>

**TOTAL PROGRAM BENEFIT**

<b>\$14,244.60</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Our investigator volunteers usually establish direct contact with us first, via referral from SDSU, internship fairs, former volunteers, and current/former employees. Some interns receive course credit for volunteering with us.

**7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

N/A

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2024-25:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Department's goal is to bring at least two-three volunteers during each school semester and during the summer.

**9. GENERAL INFORMATION:**

Name of person completing report:	Railene Ritzberg		
Phone: <u>619-531-6428</u>	Mail Stop: <u>A12</u>	E-Mail:	<u><a href="mailto:railene.ritzberg@sdcounty.net">railene.ritzberg@sdcounty.net</a></u>
Volunteer Coordinator:	Railene Ritzberg		
Phone: <u>619-531-6428</u>	Mail Stop: <u>A12</u>	E-Mail:	<u><a href="mailto:railene.ritzberg@sdcounty.net">railene.ritzberg@sdcounty.net</a></u>

**10. DEPARTMENT CERTIFICATION:**

David J. Smith

**DEPARTMENT HEAD SIGNATURE**

08/11/2025

**DATE**