



CITY OF DuPONT

VOLUNTEERS MAKE A BIG DIFFERENCE IN OUR COMMUNITY!

Thank you for your interest in volunteering for the City of DuPont! The purpose of this program is to enable the City to take advantage of the extraordinary reserve of knowledge, talent, and skill possessed by volunteers within our great community. Even a small amount of time can make a difference and be a valuable gift to the community.

In order to create maintain a high standard for our volunteers, ALL volunteer applicants must undergo a background check. This protects the City, the public, and all volunteers. Also, volunteers must adhere to rules and regulations included in the attached policy and procedures.

Please complete the attached Volunteer Candidate Information and you will be contacted when there is a need or opening in your area of interest. Again, thank you for your interest. If you have any questions, please feel free to contact Amy Walker at AWalker@dupontwa.gov or (253) 964-8121.



CITY OF DuPONT

VOLUNTEER CANDIDATE INFORMATION

Volunteer position: _____ Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cellular Phone: _____

Email: _____ Driver's License #: _____ State: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Please put a checkmark by the days you would be available for volunteer work:

Sun Mon Tues Wed Thurs Fri Sat

Indicate the times you are available to volunteer: Time: _____

Have you ever been convicted of a felony or released from prison within the last ten (10) years, or been convicted of a misdemeanor other than minor traffic offenses within the last three (3) years? YES NO

If yes,
please
explain:

References: (Do not list relatives)

| Name | Address | Phone |
|----------|---------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

Do you have any medical, physical, or emotional conditions that should be taken into consideration in arranging volunteer assignments? YES NO

If yes,
please
explain:

In case of emergency, please contact: Name: _____ Phone: _____

Address: _____ Relationship: _____

NOTICE TO VOLUNTEERS

Volunteers are not considered to be City of DuPont employees. Injury compensation is provided through the Department of Labor and Industries. This is why volunteers submit time cards.

The data furnished on this form is furnished voluntarily and will be used to contact, interview, and place volunteers. This information will not be shared outside the City without the volunteer's permission. If you are accepted as a volunteer, the City requires all prospective volunteers to submit to a background check.

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application is grounds for dismissal as a volunteer. I understand that it is a normal part of processing volunteers to reserve the right make such inquiries as are deemed appropriate to the suitability of any new worker and that this is not designed to cause me embarrassment. Further, I give permission for an authorized representative of the City to conduct a criminal background check in accordance with RCW 43.43.830-839 and to inquire of individuals about my ability to perform all aspects of the volunteer position for which I am considered, and I release the City of DuPont and those individuals/institutions that provide information from any liability that may arise from the provision of this information.

If I am arrested or charged with any crime during my tenure as a volunteer, I must report it to my supervisor within seven (7) days of the arrest or filing of any information charging me with any criminal offense. Failure to do so will result in the termination of my volunteer services.

As a volunteer for the City of DuPont, I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of DuPont, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or lawsuit against them for any personal injury, death, or other consequences occurring to me arising out of my volunteer activities.

I give permission to have my photo taken and used for publicity purposes by the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

Signature: _____ Date: _____

If under 18 Parent or Guardian:

Signature: _____ Date: _____

Americans with Disability Act (ADA) Compliance and Policy Against Discrimination

- Participation in any volunteer position of the City of DuPont shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin, or a physical, mental, or sensory handicap, or on the basis of any other characteristic protected by law.

Right to Reject Services

- The City of DuPont reserves the right to limit the use of volunteers, adjust the hours of any volunteer, or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment or any other contractual right is created by these policies. The City of DuPont is grateful for the volunteer services of the community, but nothing in these policies should be interpreted as a right to participate in any program, nor to assure the continuance of any volunteer position. Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs; theft of property, misuse of City equipment or materials, mistreatment of clients or co-workers, failure to abide by City policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

Age

- Volunteers must be 18 years of age or older. Those under the age of 18 may be utilized in certain positions as volunteers, provided they have permission of their parent or guardian. They must also be constantly supervised during their volunteer time and cannot perform volunteer duties utilizing heavy duty equipment, driving city vehicles, or utilizing city equipment that may cause serious injury as determined by the supervisor or Department Director.

Identification

- Volunteers will be issued a volunteer identification badge. While performing duties as a volunteer, you must wear your volunteer identification badge. There are no exceptions to this rule. The identification badge should be worn on the outermost garment, in an easily visible manner.

Safety

- The safety of volunteers is a paramount concern to the City of DuPont. You will be instructed in safety procedures for those tasks you perform. At no time are volunteers allowed to use City vehicles or City equipment unless prior approval from a supervisor or other Department Director has been obtained.
- Volunteers shall never place themselves in a dangerous situation or become involved in anything that may be confrontational in nature. Always “know your location” and remember that your position is one of a non-confrontational nature. As a volunteer at no time will a weapon of any type be carried on duty, regardless of the volunteer having a concealed weapons permit. If a dangerous situation or crime in progress is recognized, the volunteer should move away and call dispatch and notify the supervisor.

Timesheets

- Without exception, volunteers are responsible for filling out their time sheet. Volunteers must have their time sheet submitted to and approved by their supervisor.

Use of City Vehicles

- Those volunteers who are over the age of 18 and have a need to use a City vehicle to perform their volunteer duty must have a valid driver's license and a good driving record. Volunteers driving City vehicles will be subject to the same rules and regulations as paid employees of the City of DuPont. Volunteers should use due care and caution while operating vehicles and obey all traffic laws. All vehicles utilized should be inspected prior to being driven. Any discrepancies that would affect safe operation of the vehicle should be reported immediately to your supervisor. Volunteers are not to transport any private citizens unless prior authorization is granted by the volunteer's supervisor.

Dress Code

- Volunteers must dress in an appropriate manner. You are encouraged to dress comfortably, neatly and appropriately for your particular work. Jeans or walking shorts are acceptable in recreation programs, However, doing any job where you come in contact with parents or the public requires more professional dress. In those jobs, jeans, shorts, tank tops, midriff-baring shirts, see through, tight fitting, low cut, or mini outfits are not acceptable.

Timeliness

- Volunteers are expected to show up on time. You and your supervisor should negotiate days and times that are convenient for both of you. When these times and dates are agreed upon, volunteers are expected to fulfill the agreement. Please notify your supervisor of any address or phone number change.

No Smoking

- For health and safety considerations, the City prohibits smoking in all City facilities, including City-owned buildings, vehicles and offices or other facilities rented or leased by the City including individual employee offices.

Political Activities

- City volunteers may participate in political or partisan activities of their choosing provided that City resources and property are not utilized and the activity does not adversely affect the responsibilities of the employees in their positions. Volunteers may not campaign on City time or in a City uniform or while representing the City in any way unless testifying and approved by the supervisor. Volunteers may not allow others to use City facilities or funds for political activities. Any City volunteer who meets with or may be observed by the public or otherwise represents the City to the public while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Volunteers shall not solicit, on City property or City time, for a contribution for a partisan or non-partisan political cause. Except as noted in this policy, City volunteers are otherwise free to fully exercise their constitutional First Amendment rights.

Personal Conduct

- Volunteers shall not commit any acts nor fail to perform any acts which constitute a violation of any of the policies, procedures, guidelines, or directives of the City of DuPont whether stated in the operation manual, General Orders, or the City of DuPont Personnel Policies and Procedures.
- Volunteers shall obey all City, State, County and Federal laws. Volunteers shall promptly obey any lawful orders of supervisors.
- Volunteers shall always conduct themselves in a manner as to reflect most favorably on the City of DuPont. Volunteers shall not engage in a conduct which is unbecoming of persons associated with the City of DuPont.
- Volunteers shall not solicit or accept any gift or gratuity from any person, business or organization for the benefit of the member or others if it may reasonably be inferred that the person business or organization: a) seeks to influence action of an official nature; b) seeks to affect the performance or non performance of an official duty or; c) has an interest which may be affected directly or indirectly by the performance of the volunteer's duty.
- While on duty the volunteer shall pay full price for any goods, products or services obtained.
- Volunteer identification cards shall be protected by the volunteer they are issued to and not be reproduced or given to anyone for any purpose. If a volunteer loses their ID card they will immediately report the loss to their immediate supervisor.
- Volunteers acting in an official capacity shall not recommend or suggest in any manner the employment or procurement of a particular product, private, professional, or commercial service.
- Volunteers shall not publicly criticize or ridicule the City of DuPont its policies, other city employees or volunteers by speech, writing or other expressions, where this is defamatory, obscene, and unlawful, undermines the effectiveness of the City of DuPont or interferes with the maintenance of discipline or is made with reckless disregard for truth and falsity.
- Those volunteers involved in the City of DuPont's Volunteer Program will adhere to the City of DuPont's Policies regarding Discrimination and Harassment.
- Volunteers shall furnish their name and ID number to any person requesting this information when on duty or while representing the City of DuPont in an official capacity
- Volunteers shall be courteous to the public. Volunteers shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion, and shall not engage in argumentative discussion even when they are provoked.
- Volunteers shall not possess or store alcoholic beverages, nonprescription, controlled drugs, or substances in any city vehicle or city facility. Volunteers shall not report for duty while under the influence of alcohol or drugs, this includes medications that may cause drowsiness or hamper the individuals abilities to function.

General Rules of Conduct

- All information, written, or spoken that a volunteer comes in contact with while performing their official duties is considered confidential and will not be released unless specified by law.
- Volunteers must be neat and clean, since they are representatives of the City of DuPont.
- Volunteers will exercise common courtesy at all times.
- Volunteers will be dismissed from the program if it becomes evident they are unable or unwilling to fulfill the working obligations of the volunteer program or if they violate established guidelines.
- Drivers will stay within the city limits unless directed otherwise.
- Volunteers will not be issued and will not attempt gas codes, gates codes and or alarm codes unless trained in this procedure and granted permission by their department director.
- Violation of any of the above rules or any associated guidelines and general orders regarding volunteer's general conduct and safety are grounds for dismissal.
- I have read and understand the statement above.

Volunteer Signature

Date

Volunteer's Printed Name