



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 agree to a background check. 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: _____

Phone: _____

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

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. _____ | _____ | _____ |

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

Address: _____ Relationship: _____

NOTICE TO VOLUNTEERS

Volunteers are not City of DuPont employees. The information 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, unless required by law. If you are accepted as a volunteer, the City requires all prospective volunteers to agree to and successfully pass 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.

In accordance with the Volunteer Protection Act of 1997, I agree to accept responsibility for all known, unknown, or implied risks arising from my volunteer activities and possible acts of negligence by other persons and/or agents, employees, or volunteers of the City. I further agree that I shall advise the City of any physical/mental limitations or any medical conditions or any medication or any allergies prior to any activity. I agree to be fully responsible for both my own property and equipment related to any volunteer activity and any City property or equipment assigned to me for volunteer activities. In consideration of my voluntary application and as a requirement to participate in this or any City activity, I hereby release and indemnify the City including their agents, employees, officers, elected officials or volunteers of any and all liability, claims and causes of actions arising out of or in any way connected with my participation in this activity offered by the City. I also agree and consent to City employees, volunteers, officers, or any medical providers to provide treatment, to me, for any illness, injury, or any other medical condition arising during the Activity, if I am unable to provide consent at the time. I agree to accept full responsibility for any and all costs, including but not limited to medical and legal fees, which may result from my participation and for any treatment for any injury sustained while taking part in the activity.

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: _____

Printed Name: _____

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 volunteer 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.

Identification

- Volunteers will be issued a volunteer identification badge. While performing duties as a volunteer, you must wear your volunteer identification badge. 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 equipment unless prior approval from a supervisor or other Department Director has been obtained and any applicable safety training is complete.

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 observed or suspected, the volunteer shall contact 911 when safe and notify the supervisor when safe to do so

Timesheets

- 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

- At no time are volunteers allowed to use City vehicles unless prior authorization from the supervisor or Department Director has been obtained. Authorization must be in compliance with the City’s “Vehicle Operation Policy” and procedures.
- 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.

Use of Personal Vehicles

- Use of personal vehicles for volunteer purposes must be preauthorized by the supervisor or Department Director. Volunteers must provide proof of personal auto insurance coverage, listing the City as an "additional insured" on the volunteer's personal auto coverage in order to receive authorization. Obtaining this status and any applicable costs imposed by the volunteer's insurance provider, is the responsibility of the volunteer.

Dress Code

- Volunteers must dress in an appropriate manner. You are encouraged to dress comfortably, neatly, and appropriately for your particular work. Workwear or athletic attire is appropriate in recreation and physical labor programs. Volunteer work that includes direct, regular contact with and/or service to members of the public, or working in an office environment, requires professional "business casual" attire. If a volunteer is unsure of the appropriate attire for a particular volunteer position, they should consult with their supervisor or the volunteer-coordinator.

Timeliness

- Volunteers are expected to arrive at agreed upon days and times to the volunteer worksite. You and your supervisor will determine days and times for volunteer work. Please notify your supervisor of any changes in your contact information.

No Smoking

- 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 are free to participate in political activities of their choosing provided that no City resources and/or property are utilized, and the activity does not adversely affect the responsibilities of the volunteer position. Volunteers may not campaign on City time or in a City uniform or while representing the City in any way. Volunteers may not allow others to use City facilities or funds for political activities. Volunteers who meet with or may be observed by the public or otherwise represents the City to the public while performing their volunteer activities, 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, or using City resources, for contributions to any political cause, election, or activity. Except as noted in this policy, City volunteers are otherwise free to fully exercise their constitutional First Amendment rights.

Personal Conduct

- Volunteers shall follow and comply with all 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 or at the direction of a supervisor.
- Volunteers shall obey all City, State, County and Federal laws. Volunteers shall promptly obey any lawful supervisor orders or instructions.
- Volunteers shall always conduct themselves in a professional and courteous manner as to reflect most favorably on 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 volunteer or others while acting as a volunteer for the City.

- 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 shall 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 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 disparage the City of DuPont its policies, other city employees or volunteers by speech, writing or other expressions, where this is defamatory, obscene, unlawful, or 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 not possess or store alcoholic beverages, nonprescription or controlled drugs, or substances in any City vehicle or City facility. Volunteers shall not report for duty while in possession of or under the influence of alcohol or drugs, this includes medications that may cause drowsiness or hamper the individual’s abilities to function.
- Volunteers may in the course of their work come into the knowledge or possession of confidential information. Such information shall not be disclosed or shared with anyone who is not a direct supervisor or a Department Head. If there is any question as to whether information is confidential or not, volunteers shall seek clarification from a supervisor.
- 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.
- Volunteer drivers will stay within the City limits unless directed otherwise by a supervisor.
- 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, understood, and agree to abide by the above rules, policies, and procedures.

Volunteer Signature

Date

Volunteer’s Printed Name