



# City of San Gabriel

## ***VOLUNTEER PROGRAM***



## ***Volunteer Handbook***

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# **VOLUNTEER HANDBOOK**

## ***Section One - Overview***

It is the intent of the City of San Gabriel's Volunteer Program to promote and encourage the use of volunteer manpower to provide valuable services to the City and the community.

The purpose of this handbook is to provide guidance and direction to staff and volunteers alike. As you begin volunteering for the City you may have questions. This handbook is intended to help you answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

## ***Section Two - Mission***

The City of San Gabriel's volunteer program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance municipal services.

The volunteer program objectives are:

1. To develop a reliable and varied skilled network of human resources to support the delivery of services to the community.
2. To provide opportunities for all segments of the community to participate in local government.
3. To bring together volunteer resources and augment municipal services which may include the following areas: recreation and leisure services, park maintenance, literacy improvement, gang and substance prevention, public safety, information and service referrals, and maintenance of City facilities and other public grounds.

## ***Section Three – Coordination of Voluntary Services***

The City's Human Resources Division is responsible for the coordination of the volunteer program and will assign Staff Coordinators at each volunteer site. Staff Coordinators are responsible for the coordination of staff and volunteers so that their combined efforts jointly enrich and expand opportunities for the delivery of quality services to the community.

## ***Section Four – Becoming a Volunteer***

We are pleased that you have expressed interest in becoming a volunteer with the City of San Gabriel. Others like you have volunteered for many reasons, including learning new skills, meeting new people or making a difference in our community.

Each volunteer must complete an initial **registration application and an acknowledgement of workers' compensation form**. It is important for us to know of any medical conditions which may affect your volunteering. If you are a minor, your parents must also sign these forms. ***No one may volunteer unless the required forms have been completed and submitted to your Staff Coordinator or supervisor.***

All volunteers go through a formal screening process and must be accepted by the City as a volunteer. The amount of screening will depend upon the type of volunteer opportunity you choose. A minimum of two references may be contacted. Also, a motor vehicle driving record check and/or a criminal record background check may occur.

Upon completion of the screening process, you will receive an orientation from your assigned Staff Coordinator or supervisor. You will also receive specific training from the staff member to whom you will report.

## ***Section 5 – Being a Volunteer***

### **5.1 Agency Policies**

There are several City policies that apply to volunteers. Please refer to the section of this handbook titled “Agency Policies” for highlighted information regarding these policies. Complete copies of these policies are available in the Human Resources Division.

### **5.2 Liability Insurance**

Liability insurance is provided to you as a volunteer for the City. As a volunteer you are covered by the City's general liability policy so long as you are acting within the scope and course of your assigned duties.

Automobile insurance follows the automobile. If you are driving a City vehicle the City's insurance will be in effect. Likewise, if you are driving your own vehicle, even while on City business, your automobile insurance will be applicable on a primary basis per California Vehicle Code, CVC 17152.

We conduct a motor vehicle driving record check for all volunteers who drive as part of their volunteer work, so we ask that you provide proof of insurance and a copy of your driver's license to your Staff Coordinator if this applies to you.

### **5.3 Workers' Compensation Insurance**

Per San Gabriel City Council Resolution No. 94-26, volunteers in officially sanctioned City volunteer programs are deemed to be employees of the City for the purpose of workers' compensation benefits. This does not make the volunteer an "employee" for any other purpose. *All volunteers must sign an Acknowledgement of Workers' Compensation form* prior to participating in any volunteer activities.

### **5.4 Expenses**

Volunteers are reimbursed for expenses which have been pre-approved by your supervisor. Mileage will also be reimbursed if pre-approved by your supervisor. You may, however, claim a mileage tax deduction instead of taking the reimbursement. Please consult with your accountant or the Internal Revenue Service for current mileage reimbursement rates or tax benefits. If you do choose to claim mileage, you will be required to complete the **Volunteer Program Expense Claim form** and obtain approval from your supervisor before payment can be made to you.

You may also be eligible for a number of other tax benefits as a volunteer under the general charitable contribution deduction of the Internal Revenue Code. Deductions are explained in the Internal Revenue Service Publication Number 526, Income Tax Deduction for Contributions. Please be sure and check with your tax advisor or the Internal Revenue Service for specific deductions allowed as the City does not provide this service.

### **5.5 Volunteer Hours**

The City must keep track of the hours you volunteer to assure coverage under our self-insured liability and workers' compensation programs. Time records are used to determine how service levels have increased and which services have been enhanced by volunteers. Timesheets are to be filled out each time a volunteer works, at the end of the month, or whenever stipulated by the supervisor. Each volunteer is asked to follow this practice. Volunteers might also want to maintain this record to document their experience and commitment.

### **5.6 Placement and Schedules**

Work schedules of volunteers are diverse and varied depending on the department, program and or location of volunteers. Volunteers should work with their supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to his or her assignment on a scheduled day, the volunteer should notify his or her supervisor as soon as possible.

### **5.7 Volunteer Duties**

A description of your assignment will be developed prior to your volunteer placement so that you are provided a clear, complete and current description of the duties and responsibilities of your assignment. In addition, a listing of volunteer assignment qualifications, a designated work space and supervisor will also be provided.

You may not perform professional services for which certification is required unless you already hold the appropriate certification or license and have received approval from your Staff Coordinator.

Upon seeking approval, please make sure to provide copies of any certificates or licenses, including any specific driving licenses, first aid or CPR certification.

## **5.8 Problem Solving**

If a problem should arise concerning any condition of your volunteering with the City you should attempt to reconcile the matter with your supervisor. All volunteers are encouraged to attempt to settle problems or issues requiring attention with their immediate supervisor. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached then you should notify your Staff Coordinator.

## **5.9 Other Responsibilities**

- Keep your work commitment.
- Inform your supervisor if you have a planned absence.
- Accept training and participate in other job development activities.
- Adhere to all confidential requirements in the course of carrying out your duties and responsibilities.
- Never use job knowledge or contacts for personal gain.
- Treat citizens, co-workers and others with respect.
- Be aware of procedures and rules, including safety rules.
- Report all on-the-job accidents and injuries to your supervisor immediately.
- Report any unsafe practices or procedures to your supervisor.
- Cooperate and assist in the investigation of any work accident.
- Follow personal hygiene and grooming habits and dress in an appropriate manner that allows you to safely complete your volunteer duties.
- Obtain, wear and use specialized safety clothing and equipment necessary for your assigned duties.
- Wear seat belts at all times while in vehicle.
- Be cooperative by accepting instructions, guidance and suggestions from staff.

If you have questions about any of this information you should speak with your supervisor or the Staff Coordinator.

## **Section Six – Agency Policies**

### **6.1 Risk Management**

Risk management explores safety risk involved in work and volunteer tasks. Your Staff Coordinator and the City's risk coordinator work together to minimize any potential risks to the volunteer or City. This means that before volunteers begin their service, the supervisor is responsible for informing the volunteer of safe work practices as required for all employees. Any injury to the volunteer or losses to any third party which involved a volunteer must be reported and processed in accordance with existing City policies on matters of this nature.

### **6.2 Accidents in City Vehicles**

In the event of an accident involving a City vehicle or your own vehicle, you should immediately contact the local police. You are also responsible for immediately notifying your supervisor who will help you complete an accident investigation form along with any other required documents.

Any volunteer, during the course of volunteering, involved in a serious motor vehicle accident may be required to take a urine, blood or breath test to determine whether or not that volunteer's ability to drive was impaired by alcohol or a controlled substance as defined by state statutes. For purposes of this policy, a serious accident is defined as one in which you or someone else is injured or where property damage exceeds \$750.

### **6.3 Smoking**

Smoking is prohibited in all City facilities, including all City vehicles. Volunteers and employees who wish to smoke may do so outside the buildings.

### **6.4 Alcohol**

Volunteers shall not consume or possess alcoholic beverages while conducting any City business or on any City premises. Volunteers who violate this policy are subject to immediate dismissal.

### **6.5 Drugs**

Any volunteer, who uses, brings, possesses or is suspected of being under the influence of any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells or attempts to sell same on City property or while on City business, at any time, is subject to immediate dismissal.

### **6.6 Software Piracy and Computer Access**

The City complies with all copyright laws for software programs installed and used on City-owned computers. Volunteers are expected to adhere to the City's policy, which includes prohibiting the use of unauthorized copies of software on City computers that was not purchased through appropriate City policies; and understanding that all computers, software and computer information is Agency property. Therefore, all who

use City computers cannot assume any right to privacy in such use. Should you be granted the right to use City computers you will be required to review and adhere to the City's Computer Resource and Access Policy applicable to all employees.

## **6.7 Volunteers Serving Minors and Elderly Populations**

The City will exercise appropriate care in the placement of volunteers into positions serving populations that include minors, the elderly or the frail, and individuals with disabilities. Depending on the nature of the assignment, volunteers may be required to be fingerprinted and submit to a background check. You will be informed if fingerprinting is required for your position. Volunteers who do not agree to the required screening may be refused an assignment.

## **6.8 Harassment**

All City workers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the City's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any characteristic protected by law, will not be sanctioned or tolerated.

## **6.9 Dismissal**

Volunteers who do not adhere to the rules, policies and regulations of the City, or fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed at any time. The City reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

## **6.10 Attendance Policy**

Volunteers are expected to always be prompt and on time in reporting for their assignment. Being late may inconvenience those who are counting on your presence. If unforeseen circumstances make you late please notify your supervisor in advance. For those times when you are ill and unable to work, call your supervisor or department as early in the day as possible. Failure to appear for your shift without notifying your supervisor may result in your dismissal from the volunteer program.

## **6.11 Dress Code**

All volunteers will be expected to dress appropriately for their assignment. Each regularly scheduled volunteer may be provided with volunteer shirts by the City. Volunteers will complete their attire with appropriate pants or skirt and closed toed shoes.

## **6.12 Use of Minor Volunteers**

Because of various liability concerns, the City does not encourage the use of volunteers who are under 15 years of age.

## **Section Seven – Code of Ethics**

We encourage you to read and practice the following code of ethics for volunteers:

*As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do.*

- *I will keep confidential matters confidential.*
- *I interpret “volunteer” to mean that I have agreed to work without compensation, but having been accepted as a worker, I expect to do my work according to standards.*
- *I promise to work with an attitude of open-mindedness; to be willing to be trained for the assignment; to bring to the assignment interest and attention.*
- *I realize that I may have personal and educational qualities that my co-workers may not have and that I should use these to enrich the projects which we are working on together.*
- *I realize, also, that I may lack personal or educational qualities that my co-workers have, but I will not let this make me feel inadequate, but will contribute to the team with the assets that I have.*
- *I understand that I am expected to live up to my work commitment, and I will give ample notice if I cannot fulfill it.*
- *I believe that my attitude toward volunteer work should be professional.*
- *I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.*

## **Section Eight – Volunteer Rights**

Each volunteer in the City is viewed as an important part of the organization’s ability to get the job done. As a volunteer you are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with the City. In addition, please refer to Section 8.1, the ***Volunteer Protection Act of 1997***, on the following page.

- Volunteers are to be treated with respect and courtesy.
- Volunteers are to receive proper training for the job to be done.
- Volunteers are to be informed about any reimbursement policy, e.g. for the use of private cars, etc.
- Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.
- Volunteers will receive information on issues regarding legal protection, liability and other concerns.
- Volunteers will be treated as co-workers.
- Volunteers will know as much about the organization as possible.
- Volunteers will be evaluated and receive recognition.

## **8.1 - Volunteer Protection Act of 1997**

Below is the text of Public Law 105-19; the Volunteer Protection Act of 1997 as signed into law by President Clinton on June 18, 1997:

One Hundred Fifth Congress of the United States of America

### At The First Session

Begun and held at the City of Washington on Tuesday, the seventh day of January, one thousand nine hundred and ninety-seven.

### An Act

To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers. Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled.

#### **Section 1. Short Title**

This Act may be cited as the 'Volunteer Protection Act of 1997'.

#### **Section 2. Findings and Purpose**

(a) Findings. The Congress finds and declares that:

- (1) The willingness of volunteers to offer their services is deterred by the potential for liability actions against them;
- (2) As a result, many nonprofit public and private organizations and governmental entities, including voluntary associations, social service agencies, educational institutions, and other civic programs, have been adversely affected by the withdrawal of volunteers from boards of directors and service in other capacities;
- (3) The contribution of these programs to their communities is thereby diminished, resulting in fewer and higher cost programs than would be obtainable if volunteers were participating;
- (4) Because Federal funds are expended on useful and cost-effective social service programs, many of which are national in scope, depend heavily on volunteer participation, and represent some of the most successful public-private partnerships, protection of volunteerism through clarification and limitation of the personal liability risks assumed by the volunteer in connection with such participation is an appropriate subject for Federal legislation;

(5) Services and goods provided by volunteers and nonprofit organizations would often otherwise be provided by private entities that operate in interstate commerce;

(6) Due to high liability cost and unwarranted litigation cost, volunteers and nonprofit organizations face higher costs in purchasing insurance, through interstate insurance markets, to cover their activities; and

(7) Clarifying and limiting the liability risk assumed by volunteers is an appropriate subject for Federal legislation because:

(A) Of the national scope of the problems created by the legitimate fears of volunteers about frivolous, arbitrary, or capricious lawsuits;

(B) The citizens of the United States depend on, and the Federal Government expends funds on, and provides tax exemptions and other consideration to, numerous social programs that depend on the services of volunteers;

(C) It is in the interest of the Federal Government to encourage the continued operation of volunteer service organizations and contributions of volunteers because the Federal Government lacks the capacity to carry out all of the services provided by such organizations and volunteers; and

(D)(i) Liability reform for volunteers, will promote the free flow of goods and services, lessen burdens on interstate commerce and uphold constitutionally protected due process rights; and (ii) therefore, liability reform is an appropriate use of the powers contained in article 1, section 8, clause 3 of the United States Constitution, and the fourteenth amendment to the United States Constitution.

(b) Purpose. The purpose of this Act is to promote the interests of social service program beneficiaries and taxpayers and to sustain the availability of programs, nonprofit organizations, and governmental entities that depend on volunteer contributions by reforming the laws to provide certain protections from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

### **Section 3. Preemption and Election of State Non-applicability**

(a) Preemption. This Act preempts the laws of any State to the extent that such laws are inconsistent with this Act, except that this Act shall not preempt any State law that provides additional protection from liability relating to volunteers or to any category of volunteers in the performance of services for a nonprofit organization or governmental entity.

(b) Election of State Regarding Non-applicability. This Act shall not apply to any civil action in a State court against a volunteer in which all parties are citizens of the State if such State enacts a statute in accordance with State requirements for enacting legislation:

- (1) Citing the authority of this subsection;
- (2) Declaring the election of such State that this Act shall not apply, as of a date certain, to such a civil action in the state; and
- (3) Containing no other provisions.

#### **Section 4. Limitation on Liability for Volunteers**

(a) Liability Protection for Volunteers. Except as provided in subsections (b) and (d), no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if:

- (1) The volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;
- (2) If appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;
- (3) The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
- (4) The harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft or vessel to:
  - (A) Possess an operator's license; or
  - (B) Maintain insurance.

(b) Concerning Responsibility of Volunteers to Organizations and Entities. Nothing in this section shall be construed to affect any civil action brought by any nonprofit organization or any governmental entity against any volunteer of such organization or entity.

(c) No Effect on Liability of Organization or Entity. Nothing in this section shall be construed to affect the liability of any nonprofit organization or governmental entity with respect to harm caused to any person.

(d) Exceptions to Volunteer Liability Protection. If the laws of a State limit volunteer liability subject to one or more of the following conditions, such conditions shall not be construed as inconsistent with this section:

(1) A State law requires a nonprofit organization or governmental entity to adhere to risk management procedures, including mandatory training of volunteers.

(2) A State law that makes the organization or entity liable for the acts or omissions of its volunteers to the same extent as an employer is liable for the acts or omissions of its employees.

(3) State law that makes a limitation of liability inapplicable if the civil action was brought by an officer of a State or local government pursuant to State or local law.

(4) A State law that makes a limitation of liability applicable only if the nonprofit organization or governmental entity provides a financial secure source of recovery for individuals who suffer harm as a result of actions taken by a volunteer on behalf of the organization or entity. A financially secure source of recovery may be an insurance policy within specified limits, comparable coverage from a risk pooling mechanism, equivalent assets, or alternative arrangements that satisfy the State that the organization or entity will be able to pay for losses up to a specified amount.

Separate standards for different types of liability exposure may be specified.

(e) Limitation on Punitive Damages Based on the Actions of Volunteers:

(1) General Rule. Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity unless the claimant establishes by clear and convincing evidence that the harm was proximately caused by an action of such volunteer which constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed.

(2) Construction. Paragraph (1) does not create a cause of action for punitive damages and does not preempt or supersede any Federal or State law to the extent that such law would further limit the award of punitive damages.

(f) Exceptions to Limitations on Liability:

(1) In General. The limitations on the liability of a volunteer under this Act shall not apply to any misconduct that:

(A) Constitutes a crime of violence (as that term is defined in section 16 of title 18, United States Code) or act of international terrorism (as that term is defined in section 2331 of title 18) for which the defendant has been convicted in any court;

(B) Constitutes a hate crime (as that term is used in the Hate Crime Statistics Act (28 U.S.C. 534 note));

(C) Involves a sexual offense, as defined by applicable State law, for which the defendant has been convicted in any court;

(D) Involves misconduct for which the defendant has been found to have violated a Federal or State civil rights law; or

(E) Where the defendant was under the influence (as determined pursuant to applicable State law) of intoxicating alcohol or any drug at the time of misconduct.

(2) Rule of Construction. Nothing in this subsection shall be construed to effect subsection (a)(3) or (e).

### **Section 5. Liability for Non-economic Loss**

(a) General Rule. In any civil action against a volunteer, based on an action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity, the liability of the volunteer for non-economic loss shall be determined in accordance with subsection (b).

(b) Amount of Liability:

(1) In General. Each defendant who is a volunteer, shall be liable only for the amount of non economic loss allocated to that defendant in direct proportion to the percentage of responsibility of that defendant (determined in accordance with paragraph (2)) for the harm to the claimant with respect to which that defendant is liable. The court shall render a separate judgment against each defendant in an amount determined pursuant to the preceding sentence.

(2) Percent of Responsibility. For purposes of determining the amount of no economic loss allocated to a defendant who is a volunteer under this section, the tier of fact shall determine the percentage of responsibility of that defendant for the claimant's harm.

### **Section 6. Definitions**

For purposes of this Act:

(1) Economic Loss. The term 'economic loss' means any pecuniary loss resulting from harm (including the loss of earnings or other benefits related to employment, medical expense loss, replacement services loss, loss due to death, burial costs, and loss of business or employment opportunities) to the extent recovery for such loss is allowed under applicable State law.

(2) Harm. The term 'harm' includes physical, nonphysical, economic, and non-economic losses.

(3) Non-economic Losses. The term ‘non-economic losses’ means losses for physical and emotional pain, suffering, inconvenience, physical impairment, mental anguish, disfigurement, loss of enjoyment of life, loss of society and companionship, loss of consortium (other than loss of domestic service), hedonic damages, injury to reputation and all other non-pecuniary losses of any kind or nature.

(4) Nonprofit Organization. The term ‘nonprofit organization’ means:

(A) Any organization which is described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501 (a) of such Code and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistic Act (28 U.S.C. 534 note); or

(B) Any not-for-profit organization which is organized and conducted for public benefit and operated primarily for charitable, civic, educational, religious, welfare, or health purposes and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note).

(5) State. The term ‘State’ means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, any other territory or possession of the United States, or any political subdivision of any such State, territory, or possession.

(6) Volunteer. The term ‘volunteer’ means individual performing services for a nonprofit organization or a governmental entity who does not receive:

(A) Compensation (other than reasonable reimbursement or allowance for expenses actually incurred); or

(B) Any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

## **Section 7. Effective Date**

(a) In General. This Act shall take effect 90 days after the date of enactment of this Act.

(b) Application. The Act applies to any claim for harm caused by an act or omission of a volunteer where that claim is filed on or after the effective date of this Act but only if the harm that is the subject of the claim or the conduct that caused such harm occurred after such effective date.

## ***Section Nine – Forms to be Completed***

The following forms must be completed prior to participating in any volunteer activities:

- Volunteer Application and Registration Form.....Attachment A
- Acknowledgement of Workers' Compensation.....Attachment B
- Volunteer Agreement.....Attachment C
- Volunteer Service Statement.....Attachment D
- Computer Access Authorization Form and Policy.....Attachment E
- DMV Release for Driver Record Information..... Attachment F
- Risk Management Checklist.....Attachment G

The forms below will be completed during your time as a volunteer:

- Time Sheet..... Attachment H
- Expense Claim Form.....Attachment I
- Performance Review Form.....Attachment J

**VOLUNTEER APPLICATION  
AND REGISTRATION**

**POSITION APPLIED FOR** \_\_\_\_\_ **DATE OF APPLICATION** \_\_\_\_\_

**NAME:** FIRST \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** DAY (\_\_\_\_) \_\_\_\_\_ **CELL** (\_\_\_\_) \_\_\_\_\_ **EVENING** (\_\_\_\_) \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE** (\_\_\_\_) \_\_\_\_\_

**PLEASE LIST** Special Skills, Talents, Interest, Hobbies and Languages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a driver's license? \_\_\_\_\_ **Transportation?** \_\_\_\_\_

Have you ever been convicted of a violation or attempted violation of Section 243.4 of the Penal Code, a sex offense against a minor, or of any felony, which requires registration pursuant to Section 290 of the Penal Code? \_\_\_\_ Yes \_\_\_\_ No

**EDUCATION:**

Did you graduate from high school? \_\_\_\_ Yes \_\_\_\_ No

Did you attend or graduate from a college or university? \_\_\_\_ Yes \_\_\_\_ No

Area of study? \_\_\_\_\_ **Degree** \_\_\_\_\_

Other training or education? Please list: \_\_\_\_\_

**EXPERIENCE:** (Previous work or volunteer experience)

**Position** \_\_\_\_\_ **Year Started** \_\_\_\_\_ **Ended** \_\_\_\_\_

**Company / Organization** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone number** (\_\_\_\_) \_\_\_\_\_

**Describe your duties** \_\_\_\_\_

\_\_\_\_\_

**Volunteer Application**  
**Page 2**

**Position** \_\_\_\_\_ **Year Started** \_\_\_\_\_ **Ended** \_\_\_\_\_

**Company / Organization** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone number (\_\_\_\_)** \_\_\_\_\_

**Describe your duties** \_\_\_\_\_

**Hours Available:**

**Sunday** \_\_\_\_\_ **Monday** \_\_\_\_\_ **Tuesday** \_\_\_\_\_ **Wednesday** \_\_\_\_\_

**Thursday** \_\_\_\_\_ **Friday** \_\_\_\_\_ **Saturday** \_\_\_\_\_

**References:** (People who are not relatives that can attest to your character)

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Do you have any limitations related to health or physical ability? If so, please explain: \_\_\_\_\_

*I hereby certify that all facts set forth in this Volunteer Registration Form are true and complete to the best of my knowledge. I understand that if I become a volunteer, falsified statements made on this form shall be sufficient cause for termination of volunteer service. I authorize the City of San Gabriel to conduct an investigation of my character including personal and criminal record checks.*

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

(Must sign for Minors, Ages 15-17)

---

**Referred by** \_\_\_\_\_ **Interviewed by** \_\_\_\_\_

**Department placed** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Assignment** \_\_\_\_\_

**Start Date** \_\_\_/\_\_\_/\_\_\_ **Schedule** \_\_\_\_\_

**End Date** \_\_\_/\_\_\_/\_\_\_ **Reason** \_\_\_\_\_

*City of San Gabriel*  
**VOLUNTEER PROGRAM**  
**ACKNOWLEDGEMENT OF WORKERS' COMPENSATION**

I hereby acknowledge that as a volunteer for the City of San Gabriel (City) I am not an employee of the City, but that I am covered under the City's workers' compensation plan since the City has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the City's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the City of San Gabriel, its employees, officers, agencies, other volunteers and officials.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent or Guardian Signature (if minor):  
\_\_\_\_\_

Witness: \_\_\_\_\_

*City of San Gabriel*  
**VOLUNTEER PROGRAM**  
**VOLUNTEER AGREEMENT**

The City of San Gabriel gratefully accepts \_\_\_\_\_ into its volunteer program. The City will do it's very best to make the volunteer's experience productive, fun and rewarding. To that end, this agreement addresses the commitments made by the City and the volunteer.

The City commits to the following:

- To provide training and support for the volunteer so that he or she may be confident in the assignment.
- To provide diligent guidance, supervision and feedback on performance.
- To respect the skills, individual needs and dignity of the volunteer.
- To be receptive to comments and suggestions from the volunteer.
- To treat the volunteer as an equal co-worker with paid staff, jointly responsible for the completion of the City's mission.

The volunteer commits to the following:

- To perform assigned duties to the best of his or her ability, and to inform the City if changes in his or her situation or health would interfere with the safe and timely performance of these duties.
- To adhere to the City's rules, policies and procedures, including recordkeeping and confidentiality of City and client information.
- To meet time and duty commitments, or to provide adequate notice so that alternative arrangements can be made.

Agreed to:

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*City of San Gabriel*  
**VOLUNTEER PROGRAM**  
**VOLUNTEER SERVICE STATEMENT**

In performing the service specified in my volunteer job description, I acknowledge:

- I have attended the City's volunteer orientation program and/or briefing from my Supervisor. *I have received a copy of the City's Volunteer Handbook* which includes policies, procedures and safety information, which I am responsible for following as I perform my job;
- I have acquainted myself with what is required to perform my tasks, and represent that I have the skill and ability to perform them and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- I will adhere to the safety training provided by the supervisor and assume full responsibility for my own safety;
- I will perform my volunteer service in compliance with the standards and specifications established for my position.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of San Gabriel**  
**Internet Usage Request and Authorization**

ATTACHMENT "E"

Internet User: \_\_\_\_\_

Dept: \_\_\_\_\_

Classification: \_\_\_\_\_

Supervisor: \_\_\_\_\_

	<b><u>Primary Internet Sites Anticipated to be visited:</u></b>	<b><u>Site Address:</u></b>
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____
#5	_____	_____

**Reason for Ongoing Internet Access/Justification:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and accept without objection, to be subject to the City of San Gabriel's Computer Resource and Access Policy. I understand that any access to the Internet via City resources is a privilege and that ongoing or occasional access may be reevaluated periodically and revoked by the City Manager or his designee at any time.

\_\_\_\_\_  
Internet User Signature

\_\_\_\_\_  
Date

**Approvals:**

_____ Department Head	_____ Date	_____ City Manager/Designee	_____ Date
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Comments/Conditions: \_\_\_\_\_

# City of San Gabriel

## *Computer Resource and Access Policy*

### **1.0 Purpose:**

To establish guidelines and inform employees of the proper use of City computing resources, Internet usage, and of computer security.

### **2.0 General Policy:**

City computing resources are made available to individuals to assist in the pursuit of organizational goals. Users are expected to cooperate with each other to promote the most effective use of computing resources, and to respect each other's electronic work product. Individuals and departments will be held accountable for their actions involving computers. Failure to comply with this policy and the following guidelines for acceptable use of computing resources is a serious matter and may result in a loss of computer access and possible disciplinary action, up to and including termination.

The City seeks to protect City records stored on its computer systems. Rules prohibiting theft or vandalism apply to software and data as well as to physical equipment. All software, data, records, reports, messages and other products created using the City's computer resources are the property of the City of San Gabriel and are not confidential, except as provided by law. Users of City of San Gabriel computers should not have any expectation of privacy.

The City has no control over the content of messages or information postings on the Internet or on-line services. It is the City's intent to use the most current available technology to screen out information that may be offensive; however, this technology cannot block all sites that may contain offensive material, nor can the City prevent transmission and/or receipt of offensive e-mail messages. Any offensive sites or communications should be brought to the attention of your supervisor immediately.

### **3.0 Provisions:**

An employee's password and User-ID are unique, identifying him/her as the user accessing a particular workstation or PC. The employee is responsible for any modifications or access to system information made using his/her User-ID. Every change to computer information is logged with the identification of the person who signed on. Therefore, it is imperative that users do not share passwords, and that no PC, terminal, or workstation is left unattended while logged on. Users should be aware that merely turning a PC off does not always log the user off the system.

Each employee may perform specific functions, as authorized by his/her Department Head, which are identified through use of the User-ID. Employees may have access to large volumes

of information, some of which may be confidential to the Department or the City. It is important that the employees know and understand what information may be shared with others in the work unit, in the department, with personnel in other departments, and with the general public. Employees who are uncertain as to the confidentiality of data should request clarification from their supervisor.

### **3.1 E-Mail Guidelines:**

The City reserves the right to access and retain the contents of all messages sent over its electronic mail systems, including electronic mail sent over the Internet. Employees should not expect or assume any privacy regarding the content of electronic mail communications. Users of City-provided e-mail systems are expected to use these systems in a professional manner, consistent with the guidelines delineated within this Policy.

E-mail generates correspondence and other documentation, which may be recognized as official City records in need of protection/retention in accordance with the California Public Records Act. Although the use of e-mail is used for official City business, the e-mail system is intended as a medium of communication. Therefore, the e-mail system should not be used for the electronic storage or maintenance of documentation, including, but not limited to official City records.

If an e-mail message, including any attachments thereto can be considered an official City record, then such e-mails should be printed as a hard copy and filed in accordance with the City's Records Retention Policy. Generally, the sender of the e-mail should be the person responsible for printing and filing it accordingly, but persons responsible for a particular program or project file shall be responsible for retaining all e-mail they send or receive related to that program or project.

It is the responsibility of individual employees and their Department Head to determine if an e-mail is an official City record, which must be retained in accordance with the City's record retention policy. The City Clerk will assist you in making such a determination. You should keep in mind, however, that preliminary drafts, notes or interagency or intra-agency memoranda which are not retained by the City in the ordinary course of business are generally not considered to be official City records subject to disclosure. Employees are encouraged to delete documents that are not required to be kept by law or whose preservation is not necessary or convenient to the discharge of their duties or the conduct of the City's business.

### **3.2 Internet Guidelines**

Users of computer services and the Internet provided by the City are required to:

- 3.2.1 Make a reasonable effort to inform themselves of these access guidelines, as well as, acceptable uses of City computer systems, the Internet and other on-line services in general. The burden of responsibility is on the

user to inquire as to acceptable and unacceptable uses prior to accessing the system. Compliance with applicable use restrictions is mandatory.

- 3.2.2 Use of City provided computers, Internet and other on-line services is for City related activities and not for personal business.
- 3.2.3 Respect the rights of others and avoid any conduct which involves the use of City computing resources to violate another user's rights including:
  - Invading the privacy of an individual by using electronic means to ascertain confidential information;
  - Copying or altering another user's software or data which has been obtained by illegal means;
  - Abusing or harassing another user through electronic means.
- 3.2.4 Respect the legal protection provided to programs and data by copyrights and licenses. Users may not copy City-owned or licensed software or data to another computer system for personal or external use without prior written approval of the City Manager or his designee.
- 3.2.5 Respect the integrity of computing systems connected to the City network, the Internet, and other on-line services.
- 3.2.6 Know and follow the generally accepted business etiquette of E-Mail, the Internet and other on-line services.
- 3.2.7 Avoid uses that reflect poorly on their department, the City, or government in general.
- 3.2.8 A City employee will be allowed on-going access to the Internet or another on-line system from a City computer system by requesting in writing and obtaining the prior approval of the City Manager or his designee. All requests must include the reasons and types of information sought on the Internet. A City employee not provided on-going access to the Internet must use a shared computer specifically provided to allow occasional Internet user access.

Users should remember that existing and evolving rules, regulations, and guidelines on ethical behavior of government employees and the appropriate use of government resources apply to the use of electronic computing and communications systems supplied by the City. The City reserves the right to monitor the content of all Internet usage by all employees.

Specifically Acceptable Uses

- Communication and information exchange directly related to the City or Department objectives, or to the user's work tasks.
- Communication and exchange for professional development, to maintain currency of training or education, or to discuss issues related to the user's governmental activities.
- Any other governmental administration communications not requiring a high level of security.

Communications incidental to otherwise acceptable use, except for illegal or for any purpose that violates the law.

### **3.3 Additional Guidelines:**

- 3.3.1 Any software obtained from a source other than the City must be virus checked and approved by the City Manager or his designee prior to use. Virus-checking software is available for this purpose.
- 3.3.2 Contractors, volunteers and other non-City employees may be granted access to City provided computer services at the discretion of the City Manager or his designee. Contractors, volunteers, and other non-City employees using the City's computing resources are subject to the same policies and guidelines as any City employee. Violation of these policies and guidelines will result in immediate revocation of the user's access permission, and may result in other disciplinary action.
- 3.3.3 Use passwords associated with the City's information system only on that system. When setting up an account at a different information system that will be accessed using the Internet or other on-line service, choose a password that is different from ones used on the City's information systems. Do not use the same password for both local and remote systems accessed via the Internet or another on-line service. If the password used at the remote site were to be compromised, the different password used locally would still be secure. Passwords should not be obvious so that others could easily guess them, and passwords should be changed periodically. Any compromised passwords should be changed immediately.
- 3.3.4 Logging off or exiting. Always make a reasonable attempt to complete the log off or other termination procedure when finished using any computer system or program, especially the Internet and other external computer systems. This will help prevent potential breaches of security.
- 3.3.5 E-Mail Security. Unencrypted electronic mail sent or received on the City's e-mail system, the Internet or another on-line service cannot be



## EMPLOYER PULL NOTICE PROGRAM

 AUTHORIZATION FOR  
 RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, CITY OF SAN GABRIEL \_\_\_\_\_  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY <u>CITY OF SAN GABRIEL</u>	COUNTY <u>LA</u>	STATE <u>CA</u>
DATE	SIGNATURE OF EMPLOYEE <u>X</u>	

I, RAYNA OSPINA \_\_\_\_\_, of CITY OF SAN GABRIEL \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY <u>CITY OF SAN GABRIEL</u>	COUNTY <u>LA</u>	STATE <u>CA</u>
DATE <u>425 S. MISSION DR.</u>	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE <u>X</u>	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**

*City of San Gabriel*  
**VOLUNTEER PROGRAM**  
**RISK MANAGEMENT CHECKLIST**

Volunteer Name: \_\_\_\_\_

Anticipated Dates of Volunteer Service: \_\_\_\_\_

- ( ) Volunteer Application Completed (Date: \_\_\_\_\_)
- ( ) Volunteer Agreement Signed (Date: \_\_\_\_\_)
- ( ) Volunteer Acknowledgement of Workers' Compensation Signed (Date: \_\_\_\_\_)
- ( ) Volunteer Service Statement Signed (Date: \_\_\_\_\_)
- ( ) Volunteer Handbook Provided to Volunteer (Date: \_\_\_\_\_)
- ( ) License and Insurance Verification Obtained (Date: \_\_\_\_\_)  
(Needed only if Volunteer will be driving on City business)
- ( ) DMV Notification of Pull Program Signed (Date: \_\_\_\_\_)  
(Needed only if Volunteer will be driving on City business)
- ( ) Internet Usage Request and Authorization Form Signed ( Date:     )  
(Needed only if Volunteer will be using City computers)
- ( ) Certification Verification Obtained (copy attached) (Date: \_\_\_\_\_)
- ( ) Health/Physical Issues Addressed and Reviewed (Date: \_\_\_\_\_)  
(Attach medical notes and/or records if applicable)

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*City of San Gabriel*  
**VOLUNTEER PROGRAM**  
**TIME SHEET**

Volunteer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Assignment: \_\_\_\_\_

Department: \_\_\_\_\_

Month: \_\_\_\_\_

Enter date and total number of volunteer hours worked for each day. Total all hours Worked each week and enter in the "Total" column.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
<b>Date:</b>								
<b>Week 1</b>								
<b>Week 2</b>								
<b>Week 3</b>								
<b>Week 4</b>								
<b>Week 5</b>								

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*City of San Gabriel*  
**VOLUNTEER PROGRAM**  
**PERFORMANCE REVIEW**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assignment: \_\_\_\_\_

How many hours has the volunteer worked in this assignment? \_\_\_\_\_

Check the level which best describes the volunteer's performance:

	Excellent	Good	Fair	Poor
Dependability	_____	_____	_____	_____
Ability to Perform Duties	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Attitude Toward Job	_____	_____	_____	_____
Attitude Toward Others	_____	_____	_____	_____
Overall Suitability for the Job	_____	_____	_____	_____

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_