



CITY OF EASTVALE

**CITY OF EASTVALE
VOLUNTEER MANUAL**

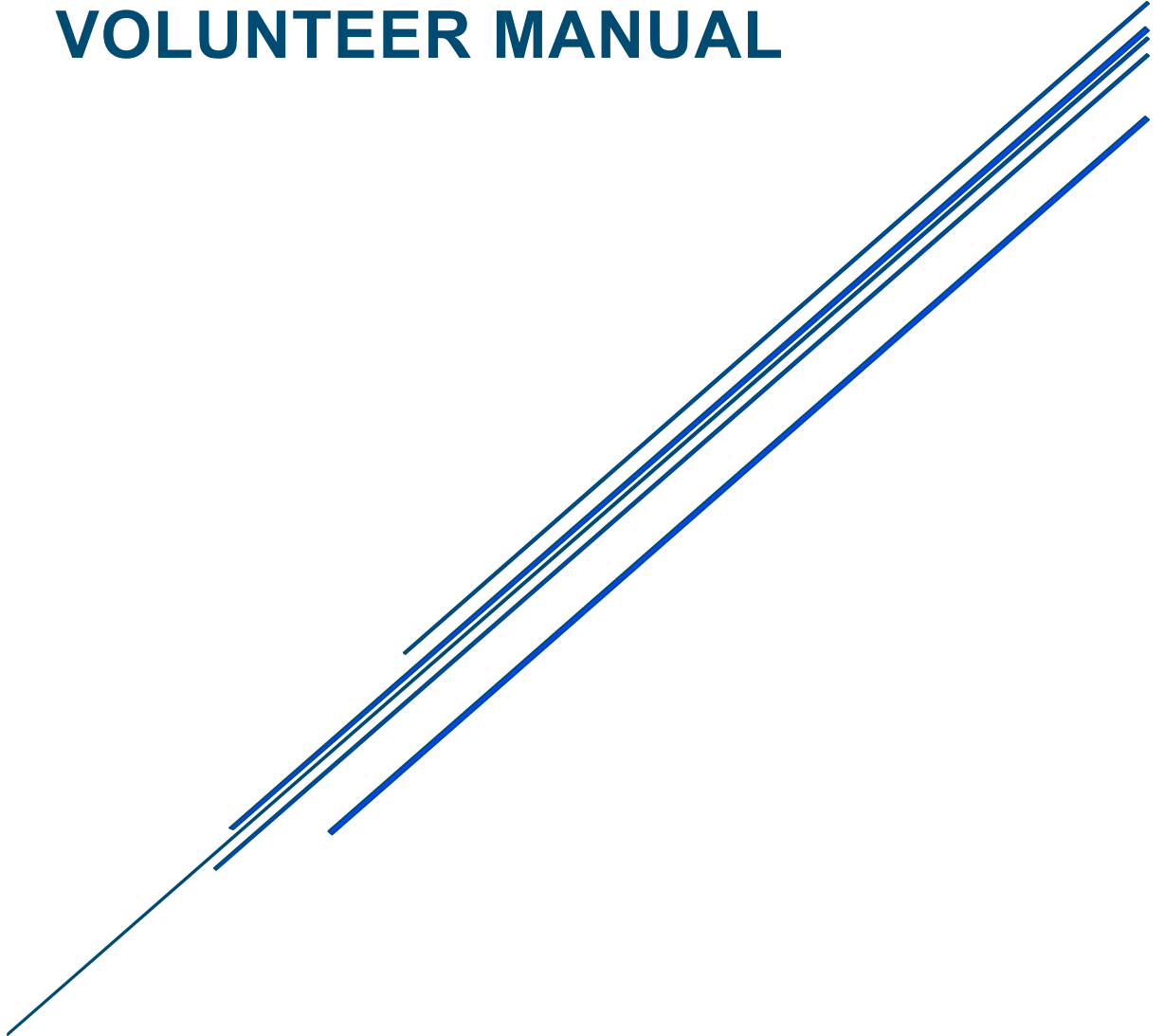


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LETTER TO PROSPECTIVE VOLUNTEER

Dear prospective volunteer:

We are grateful for your interest in volunteering. You and the many other volunteers at work on our various City of Eastvale programs and projects have the power to improve the quality of life in our community.

Attached is an application for the City of Eastvale volunteer program and a general interest form. We ask you to complete these so that we can make every effort to offer assignments that meet your interest and needs. Additionally, you will have an opportunity to review the duties description for any assignment and interview the supervisor before you commit your time and energy.

We also want to make you aware that we have established program policies and procedures that protect volunteers, residents, and the City of Eastvale. Depending upon the type of assignment you undertake, the procedures may include fingerprinting and background checks, DMV record review, and liability waivers, among others. We will make you aware of any such requirements at the time of your initial interview.

Again, thank you for your willingness to work toward improving our community. We look forward to welcoming you to the volunteer program.

Sincerely,

Human Resources Department

VOLUNTEER PROGRAM VOLUNTEER HANDBOOK

OVERVIEW

The volunteer program is designed to coordinate and manage City volunteer efforts, which support existing services provided to the community. The program addresses community service needs while placing special emphasis on the City of Eastvale's priorities. With this in mind, it is important to effectively match individuals and others interested in providing volunteer services to City of Eastvale departments that have exciting and fun volunteer opportunities.

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

MISSION

The City of Eastvale's volunteer program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance municipal services. As ambassadors for the City of Eastvale, our Volunteers represent an opportunity to increase solutions to our community. We strive to champion new creative ideas that engage, excite, and elevate our community. We are dedicated to providing excellent service through relationships that build trust, create a safe environment, and enhance the quality of life in our communities.

We champion experiences that engage, excite, and elevate our commUNITY!
with our....

Kindness, and selfless concern for all.

Grit, to have that passion and resilience in everything we do.

Solutions-Driven, to be courageous, creative, and with collaborative results.

OBJECTIVES

The volunteer program objectives are:

- A. To develop a reliable and varied skilled network of talent to support the delivery of services to the community.
- B. To provide opportunities for all segments of the community to participate in local government.

COORDINATION OF VOLUNTEER SERVICES

The City of Eastvale Human Resources Department (HR) is responsible for coordinating staff and volunteers so that their combined efforts jointly enrich and expand opportunities for the delivery of quality services to the community. HR is responsible for planning the effective use of volunteers, assisting staff in identifying productive and creative roles, recruiting suitable volunteers, and tracking and evaluating their contribution to the City of Eastvale.

BECOMING A VOLUNTEER

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

Each volunteer must complete an initial information form and liability waiver 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 a completed liability waiver form is on file with the Human Resources Department.

All volunteers go through a formal screening process and must be accepted by the City of Eastvale as a volunteer. The amount of screening will depend upon the type of volunteer opportunity you choose. 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 the Human Resources Department. You will also receive specific training from city staff.

BEING A VOLUNTEER

CITY OF EASTVALE POLICIES

There are several City of Eastvale policies that apply to volunteers. Complete copies of these policies will be provided to volunteers.

INSURANCE

Liability insurance is provided as a volunteer for the City of Eastvale. As a volunteer, you are covered by the City of Eastvale'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 of Eastvale vehicle, City of Eastvale insurance will be in effect. Likewise, if you are driving your own vehicle, even while on City of Eastvale business, your automobile insurance will be applicable on a primary basis per the California Vehicle Code, CVC 17152.

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

EXPENSES

Volunteers are reimbursed for expenses that have been pre-approved by your supervisor. Mileage can 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 seek reimbursement for mileage, you will be required to complete the City of Eastvale's mileage reimbursement 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. Please confer with your tax advisor regarding your eligibility for deductions or other tax benefits; the City of Eastvale cannot provide you with personal tax advice.

VOLUNTEER HOURS

The City of Eastvale must keep track of the hours you volunteer to assure coverage under our self-insured liability and workers' compensation programs. Time records are also used to determine how service levels have increased, which services have been enhanced by volunteers, and to provide recognition to volunteers at certain milestones. Timesheets are to be filled out each time a volunteer works, at the end of the week, 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. Volunteers are required to commit to a minimum number of hours per month to stay active within their respective program. See specific programs for details.

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.

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 workspace, and supervisor will also be provided.

You may not perform professional services for which certification is required unless you already hold the appropriate certificate or license and have received approval from the Human Resources Department. Upon seeking approval, please make sure to provide copies of any certificates or licenses, including any special driving licenses, first aid, or CPR certification.

PROBLEM SOLVING

If a problem should arise concerning any condition of your volunteering with the City of Eastvale, you should attempt to reconcile the matter with your supervisor. All volunteers are encouraged to attempt to settle problems or issues requiring attention within the department to which the volunteer is assigned. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached from discussion within the department, then notify the Human Resources Department.

OTHER RESPONSIBILITIES

- Keep your volunteer commitment.
- Inform your supervisor if you have a planned absence.
- Accept training and participate in other volunteer development activities.
- Adhere to all confidentiality requirements while carrying out duties and responsibilities.
- Treat residents, 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 or incident.
- Follow personal hygiene and grooming habits, as well as manner of dress, that allow you to safely complete volunteer duties.
- Wear seat belts when driving on City of Eastvale business and obey all rules of the road.
- 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 Human Resources Department.

RECOGNITION

Because we feel that volunteers are invaluable resources, various awards and activities may be planned each year and are part of our efforts to recognize volunteers for helping make our community a better place to live. Please inquire with the Human Resources Department to find out more information.

CITY OF EASTVALE POLICIES

RISK MANAGEMENT

Risk management explores safety risks involved in work and volunteer tasks. The Human Resources Department and Risk Management work together to minimize any potential risks to the volunteer or City of Eastvale. This means that before volunteers begin their service, the supervisor is responsible for informing the volunteer of safe work practices. 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 of Eastvale policies on matters of this nature.

AUTOMOBILE ACCIDENTS

In the event of an accident involving a City of Eastvale vehicle or your own vehicle while volunteering for the City, 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 that injures someone, or where property damage exceeds \$750.

SMOKING

Smoking is prohibited in all City of Eastvale facilities, including all City of Eastvale vehicles. Volunteers and employees who wish to smoke may do so outside the building or vehicle in designated areas.

DRUGS & ALCOHOL

Volunteers are subject to and required to comply with the City of Eastvale Drug and Alcohol-Free Workplace Policy, as it may be amended from time to time. An acknowledgement of receipt of this policy must be executed by a volunteer prior to commencing their volunteer service.

TECHNOLOGICAL RESOURCES

Volunteers are subject to and required to comply with the City's Use of Technological Resources Policy, as it may be amended from time to time. An acknowledgement of receipt of this policy must be executed by a volunteer prior to commencing their volunteer service.

DISCRIMINATION, HARASSMENT, & RETALIATION

Volunteers are subject to and required to comply with the City's Policy Prohibiting Discrimination, Harassment, and Retaliation, as it may be amended from time to time. An acknowledgement of receipt of this policy must be executed by a volunteer prior to commencing their volunteer service.

DISMISSAL

A volunteer may be dismissed at any time for any reason or without cause at the discretion of the City.

ATTENDANCE POLICY

Volunteers are expected to always be prompt and on time in reporting for their assignments. 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 staff supervisor may result in your dismissal from the volunteer program.

COVID-19 POLICIES

Volunteers are required to comply with all applicable and then-current federal, State, County, and City rules or policies (if any) pertaining to the COVID-19 pandemic when volunteering for the City. These policies may change from time to time. Copies of current City COVID-19 policies will be provided to each volunteer prior to commencing their volunteer service.

MINOR VOLUNTEERS

Because of various liability concerns, the City of Eastvale does not allow volunteers under 15 years of age.

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.

COMMUNITY ENHANCEMENT & SPECIAL EVENT VOLUNTEERS

PURPOSE

The purpose of the Community Enhancement Volunteer program is to provide local community members fulfilling opportunities to use their skills and experience to assist the City of Eastvale in delivering a high level of service to the community, to encourage improved quality of life, and strengthen the relationship between the City and the community. Volunteers in this group will drive through commercial and residential neighborhoods and report City code violations, provide educational materials to residents, report downed signs, potholes, safety issues, and other issues that impact the quality of life of Eastvale residents. These volunteers will also attend special events as ambassadors for the volunteer program and the City.

This volunteer group is distinguished from the Riverside County Sheriff's Department volunteer program in that these volunteers are not trained to nor will participate in many volunteer functions normally associated with police volunteer groups such as traffic control, DUI checkpoints, crime scene security, and the like. These duties require special training available through the Sheriff's volunteer program.

REQUIREMENTS

- Adhere to all City policies
- Minimum Age = 18 years old
- Valid California Driver's License (CDL)
- No Felony convictions
- No Misdemeanor convictions within three (3) years
- Be of good moral character*, as determined by a thorough background investigation
- Fingerprint Clearance (FBI/DOJ)
- Complete in-house training program conducted by CES Team

** "Good moral character" means having a personal history that demonstrates the propensity to serve the public in a manner that reflects openness, honesty, fairness, and respect for the rights of others and for the law.*

PROGRAM-SPECIFIC POLICIES & PROCEDURES

VOLUNTEER COMMITMENT

All volunteers must attend the monthly volunteer meetings and participate in assigned training relevant to the tasks they perform. Missing two or more consecutive meetings in a row or more than three meetings in a rolling 12-month period may be cause for temporary or permanent dismissal from the program.

If unable to report for a scheduled task/duty or function, the volunteer will notify their supervisor as soon as reasonably possible.

Volunteers agree to commit at least 10 hours per month to the program. If you have special circumstances that prohibit you from completing your required 10 hours, please notify your supervisor. Exceptions can be made on a case-by-case basis.

Volunteers agree to work a minimum of 2 special events per year, such as neighborhood cleanups, shredding events, EEKvale, Eatsvale, and Miracle on Citrus.

RESTRICTED ACTIVITY

A volunteer's high visibility while driving a City vehicle requires particular care and diligence in obeying ALL traffic laws and setting a good example in the community. In addition, vehicles are equipped with GPS tracking devices that monitor driving habits and speed. Failure to drive City vehicles with care and caution can result in dismissal from the program.

Community enhancement volunteers generally will not make field contact with residents. If a member of the public approaches a volunteer the volunteer may assist with providing information or direction to a city department as needed.

VOLUNTEER UNIFORM

Community enhancement volunteers will be provided City polos clearly identifying them as volunteers. Volunteers will be expected to provide their own black or tan cargo pants and footwear. Footwear shall be safe and appropriate for the work being done but in no case will sandals, flip flops, or other open toed footwear be allowed.

COMMUNITY ENHANCEMENT VOLUNTEER DUTIES

- Systematically drive through City neighborhoods and commercial areas and report quality of life issues via the "My Eastvale" mobile app.
- Assist the CES team by performing follow-up inspections to verify reported code issues were corrected.
- Attend special events to provide information and outreach about the volunteer program.
- Provide clerical support to the volunteer program including accepting applications, routing documents, data entry, generating reports, monitoring, and ordering supplies, answering phones, greeting the public, and assisting with other volunteer needs.
- Participate in regular training

- Perform other duties as assigned and approved by the Human Resources Department.

COMMUNITY ENHANCEMENT VOLUNTEER TRAINING

Volunteers will undergo training on the following topics:

- Vehicle safety, defensive driving, proper and improper use of City vehicles, proper maintenance and inspection of City vehicles.
- Personal safety practices, avoiding injury, de-escalation, awareness of surroundings and conditions, the City’s Injury and Illness Prevention Program (IIPP) & Heat Illness Prevention Program.
- Fourth amendment private property rights and CES best practices for volunteers.
- Interpretation and intent of the Eastvale Municipal Code, understanding ‘letter of the law and spirit of the law’, common code violations to look for, processes CES uses to gain compliance.
- Training on any software volunteers will be assigned to use (i.e. VIMS, GoGov, MyEastvale).
- Volunteers will be expected to know and conduct their duties consistent with Eastvale’s purpose and values: *We **champion** experiences that engage, excite, and elevate our commUNITY! With our.. **Kindness** – selfless concern for all **Grit** – passion and resilience in everything we do **Solutions-Driven** – courageous, creative, and collaborative results*

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEERS

PURPOSE

The CERT Volunteer Program focuses on education, preparedness, and training for the community in the event of an emergency or disaster. CERT Volunteers support local law enforcement, fire, emergency medical services, and community public health efforts via the following steps.

- Taking personal responsibility: Developing a household preparedness plan and disaster supply kits, observing home health and safety practices, implementing disaster mitigation measures, and participating in crime prevention and reporting.
- Training: Taking classes in emergency preparedness, response capabilities, First Aid, CPR, fire suppression, and search and rescue procedures.
- Volunteer service: Engaging in volunteer activities that support first responders, disaster relief groups, and community safety organizations.
-

ACTIVITIES

CERT Volunteer activities may include but are not limited to the following:

- Educate residents about disaster preparedness measures
- Implement public education and outreach efforts
- Provide training to improve resident preparedness, prevention, and response capabilities
- Promote the importance of drills in the home, workplace, and school
- Coordinate resident participation in community disaster response activities
- Coordinate volunteer opportunities that support local efforts in mitigation, preparedness, response, and recovery

COMMITMENT

Members must be willing to commit to one hour per month to the CERT Volunteer Program. This can be accomplished by:

- Attending a monthly membership meeting
- Attending a monthly training meeting
- Participating in readiness training such as First Aid or CPR/Automated External Defibrillator (AED)
- Meeting with his/her family or neighbors to discuss disaster readiness

REQUIREMENTS

In addition to the City of Eastvale volunteer guidelines, CERT Volunteers must have the following:

- Must be 18 years of age or older
- Complete free online training: FEMA IS 100 & 700 and Cal OES: SEMS
- Complete CERT Training in person or online
- Live Scan background check.
- Receive and sign the Oath of Allegiance

RIVERSIDE COUNTY SHERIFF VOLUNTEER PROGRAM – JURUPA VALLEY STATION

Eastvale Community Enhancement volunteers may also join the Riverside County Sheriff's Department volunteer program and request to be assigned to only work in Eastvale. These volunteers, once approved and trained by the Sheriff's Department, will conduct patrols, assist Deputies, and carry out other duties authorized by and within the policies and procedures of the Sheriff's Department program. While performing such duties these volunteers wear the Sheriff's Department authorized volunteer uniform and are under supervision and direction of the Sheriff's Department.

The City will provide RSO approved uniforms, meeting space, equipment storage facilities, and vehicles for the Eastvale assigned Sheriff volunteers. The Sheriff's Department will provide training, radio communication, policies/procedures, and direct field supervision. Additional information about joining the Sheriff's volunteer program can be found at www.riversidesheriff.org/261/Volunteer-Forces-Unit.

OTHER VOLUNTEER OPPORTUNITIES

The City may from time to time offer new volunteer opportunities. These may include internships, working at special events, assisting those with special needs, or other community needs. Requirements and commitments for these opportunities will be developed and included in future iterations of this manual.

APPENDIX: FORMS & DOCUMENTS

VOLUNTEER APPLICATION

Applicant Information

Full Name: _____ Gender: Male Female
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Alternate Phone: _____

Email: _____ Date of Birth: _____

Do you have any prior felony convictions? YES NO

If yes, explain:

In case of an emergency while volunteering, please list someone we may call on your behalf:

Name: _____ Relationship: _____

Phone: _____ Alternate Phone: _____

Previous Experience

Volunteer Availability

Please list the hours you are available to volunteer for each day of the week:

For example:

Tuesday
9 A.M. – 2 P.M.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that the City will conduct a review of my criminal history and may deny my participation in the volunteer program due to prior convictions. I

If this application leads to my approval to volunteer, I understand that false or misleading information in my application or any subsequent interview may result in my dismissal from the volunteer program.

Signature: _____ Date: _____

Authorization of Treatment

In connection with any injury I may sustain, or illness or other medical conditions I may experience during my participation as a volunteer, I do hereby authorize and consent to any emergency first aid, medication, medical treatment or surgery deemed necessary by attending medical personnel if I am not able to act on my own behalf. I further authorize the attending medical personnel to execute on my behalf any permission forms, consents, or other appropriate documents relating to medical attention and to act on my behalf if I or my parent or guardian is not able or immediately available to do so. I authorize The City of Eastvale and/or any California Hospital as agents for the undersigned to consent, in advance of any specific diagnosis, to any x-ray examination, anesthetic medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any California Hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. This authorization shall remain effective until revoked in writing. I will not hold the City of Eastvale responsible for any damage arising from any injury that might be received while participating in activities of the City of Eastvale, as set out more fully in the signed Volunteer Waiver being submitted with this application.

Signature: _____ Date: _____

Name and Likeness Release

In further consideration of participation in the City of Eastvale volunteer programs, I agree that the City of Eastvale and its officers, agents, or employees may use my appearance, name, and likeness in connection with my participation in any City of Eastvale publication, including news release, without my prior consent. I further agree that I am not entitled to any compensation for such use of my appearance, name, and likeness.

Signature: _____ Date: _____

VOLUNTEER WAIVER

I, on behalf of myself, hereby acknowledge that I have voluntarily applied to participate in performing Volunteer services ("Services") for the City of Eastvale. I am voluntarily participating in the Services with the knowledge that there is a risk that I may be injured while I do so, and I freely and voluntarily expressly assume all the risks of participating in the Services. I understand that the City of Eastvale's policy is to cover volunteers as employees of the City of Eastvale for purposes of Worker' Compensation benefits. I also understand that under Workers' Compensation laws, Workers' Compensation benefits will be my sole and exclusive remedy in the event I am injured while participating in the Services.

In consideration of my participation in the Services, I hereby release and hold harmless on my behalf and on behalf of my heirs, guardians, legal representatives and assigns, the City of Eastvale, its elected officials, officers, employees, contractors, and agents from any and all liability of any kind or nature for injuries to persons or property, including death, arising from or in connection with my participation in the Services, that this waiver and release is applicable even though the actively or passively negligent activities of the City of Eastvale may have caused or contributed to the injuries suffered. I also certify that I am physically fit and in proper physical condition to participate in the Services and have not been advised otherwise by a qualified medical person. Lastly, I agree to accept and abide by the rules and regulations of the City of Eastvale while participating in the Services.

Signature: _____ Date: _____

Printed Name

VOLUNTEER PROGRAM RISK MANAGEMENT CHECKLIST

Volunteer Name: _____

Anticipated Dates of Volunteer Service: _____

Volunteer Application Completed [Date: _____]

Volunteer Agreement Signed [Date: _____]

Volunteer Acknowledgment of Worker's Compensation Signed [Date: _____]

Volunteer Waiver and Release Signed [Date: _____]

Volunteer Service Statement Signed [Date: _____]

Volunteer Manual Provided to Volunteer [Date: _____]

License Verification Obtained [Date: _____]

Certification Verification Obtained (copy attached) [Date: _____]

Health/Physical Issues Addressed and Reviewed (medical notes/records attached, if necessary) [Date: _____]

VOLUNTEER PROGRAM MINOR (AGES 15-17) APPLICATION

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Date of Birth (Month/Day/Year): _____

Names of Parents or Guardians: _____

Parents' or Guardians' Daytime Phone: _____

Emergency Contact: _____ Phone: _____

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

School: _____ Grade: _____

Career Interests:

Special Skills, Talents, and Languages:

How did you become interested in the volunteer program?

Assignments Preferred: _____

Previous Volunteer Experience: _____

Other Applicable Experience: _____

Hours Available:

Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____

Saturday _____

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

Applicant Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Completion of the Remainder of this Form is Optional

Volunteers are recruited and selected on their interests, skills, knowledge and abilities. A diverse corps of volunteers is both necessary and desirable. The program office uses the following demographic information to meet diversity goals.

Please Check One:

_____ Black (Not Hispanic) _____ White (Not Hispanic) _____ Hispanic

_____ American Indian or Alaskan Native _____ Asian or Pacific Islander

Once this resolution is adopted, it will be added to the manual.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE, CALIFORNIA, PROVIDING WORKERS' COMPENSATION COVERAGE FOR CERTAIN CITY VOLUNTEERS PURSUANT TO THE PROVISIONS OF SECTION 3363.5 OF THE LABOR CODE.

WHEREAS, the City of _____ finds its best interest will be served by utilizing volunteers in the provision of certain government services; and

WHEREAS, said volunteers should be eligible for workers' compensation coverage while on duty;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Eastvale does hereby:

1. Find and determine that the public interest is best served by providing workers' compensation coverage for City volunteer workers as specified by the City Manager; and

2. Provide eligibility for said volunteers for workers' compensation benefits which will be applicable during the time the person actually performs volunteer services, provided, however, that the rights of volunteers shall be limited as set forth in the Labor Code.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

VOLUNTEER PROGRAM ACKNOWLEDGEMENT OF WORKERS' COMPENSATION

I hereby acknowledge that as a volunteer for the City of Eastvale in the capacity of _____, I am not an employee of the City of Eastvale, but that I am covered under the City of Eastvale's workers' compensation plan since the City of Eastvale 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 of Eastvale'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 Eastvale, its employees, officers, agencies, other volunteers and officials.

Date: _____

Signature: _____

Print Name: _____

Parent or Guardian Signature (if minor): _____

Witness: _____

VOLUNTEER PROGRAM TIME SHEET

Name: _____ Supervisor: _____

Assignment: _____ Department: _____

Month: _____

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

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								

Volunteer Signature: _____ Date: _____

VOLUNTEER PROGRAM EXPENSE CLAIM FORM

Volunteer: _____ Supervisor: _____
Assignment: _____ Department: _____

Date of Expense	Description of Expense	Amount

Volunteer Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____
Charge Account: _____ Date Paid: _____

Attach Receipts for all Listed Expenses

VOLUNTEER PROGRAM VOLUNTEER REQUEST FORM

Department: _____

Contact for Volunteer Position: _____

Phone: _____

Email: _____

Person Completing this Form: _____

Check one:

Long-Term Volunteer Short-Term Volunteer Group Volunteer Project

Brief Job Description:

Volunteer's Position Title:

Volunteer will be Supervised by:

Will the volunteer supervisor be readily available to the volunteer? Yes No

Start Date: _____ Finish Date: _____

Location of Volunteer Assignment:

1. What will the volunteer be doing? Please be as clear as possible and list the activities. NOTE: You may attach your own job description for Question 1; however, Questions 2 through 12 must be completed on this form.
[Sample job descriptions are available through the Human Resources Department]

2. What are the minimal qualifications/skills needed for the volunteer position?

3. What orientation and training will the volunteer receive?

4. Will the volunteer supervise anyone else? Yes No
If yes, please explain:

5. Number Requested: _____ Minimum Hours: _____ Per (period): _____

Weekday

Mornings

Afternoons

Evenings

Saturday

Mornings

Afternoons

Evenings

Sunday

Mornings

Afternoons

Evenings

Schedule details: _____

6. Is this position appropriate for individuals who have been assigned community service through the Department of Corrections for low-level offenders?
____ Yes ____ No

7. This Project Is Appropriate For:
__Individuals __Groups __Adults __Youth __Families

Minimum Age: _____

8. Is free parking available? ____ Yes ____ No

If not, what is the cost? _____

9. Will the volunteer report to a location on a bus route? ____ Yes ____ No

How far is it to the closest bus stop? _____

10. If the volunteer is there over mealtime, will a meal be provided at no charge?
____ Yes ____ No

11. Is this site accessible to people with disabilities? ____ Yes ____ No

Please list any difficult areas (e.g.: narrow hallways, stairs, no elevator, uneven walkways, long walks, non-accessible bathrooms, lifting, carrying, computer work, transportation, etc.):

12. What screening procedures are required for the volunteer applying for this position?

- ____ Background Check
- ____ Auto Insurance Verification
- ____ Driver's License Verification
- ____ DMV Report
- ____ References
- ____ Other (Please Specify):

VOLUNTEER PROGRAM VOLUNTEER AGREEMENT

The City of Eastvale gratefully accepts _____ into its volunteer program. The Human Resources Department will do its very best to make the volunteer's experience productive, fun and rewarding. To that end, this agreement addresses the commitments made by the City of Eastvale and the volunteer.

The Human Resources Department 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 of Eastvale's mission.

The volunteer commits to the following:

- To perform assigned duties to the best of their ability, and to inform the City of Eastvale if changes in his or her situation or health would interfere with the safe and timely performance of these duties.
- To adhere to City of Eastvale rules, policies and procedures, including recordkeeping and confidentiality of City of Eastvale 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: _____

VOLUNTEER PROGRAM VOLUNTEER SERVICE STATEMENT

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

- I have attended the City of Eastvale's volunteer onboarding and have been given a copy of the Volunteer Manual, which includes a volunteer handbook, my job description, policies and procedures and safety information.
- 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: _____

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: _____