

# **CITY OF COMPTON**

## **Volunteer Program and Policy Manual**

# CITY OF COMPTON

## Volunteer Program and Policy Manual

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## I. INTRODUCTION AND PURPOSE

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

The purpose of this Volunteer Manual is to provide guidance and direction to staff and volunteers alike. Sound policies, procedures and processes are necessary to support volunteering, along with protecting the safety and welfare of participants, citizens and staff. Accordingly, the purpose of the City of Compton Volunteer Program is:

a. To establish an administrative policy and procedure program for promoting volunteerism and connecting volunteers with a variety of service opportunities within the City of Compton;

b. To recognize and promote the substantial and ongoing contribution made by volunteers that enhances the quality of life of our citizens;

c. To develop a reliable and varied skilled network of human resources to support the delivery of services to the community;

d. To provide opportunities for all segments of the community to participate in local government and to connect volunteers with a variety of service opportunities within the City of Compton;

e. To bring together volunteer resources and augment municipal services including, but not limited to the following areas: recreation, park and street maintenance, public safety, information and service referrals, administrative and technical functions in designated City departments, and maintenance of City facilities and other public grounds;

f. To effectively engage volunteers to meet the City's mission, vision and values;  
and

g. To establish the City's commitment to volunteerism with this program manual and to set expectations for a productive partnership between the volunteers and the City.

## II. DEFINITIONS

**City Volunteer:** A person who volunteers time and services without any present or future expectation of remuneration other than authorized meals, transportation, lodging or reimbursement for incidental expenses. This is not an employment relationship, and the volunteer is under no obligation to provide time, responsibilities, or resources other than what he or she freely chooses to provide. City volunteers must be officially accepted and enrolled by the City of Compton prior to performing any volunteer task.

**City Volunteers include, but are not limited to:**

1. Volunteers who serve on committees or participate in groups that are a part of City-sponsored services and programs at City venues.
2. Volunteers who serve under the auspices of a City department.

**Exceptions:**

1. Elected City Officials, City-appointed Commissioners, Committee and Board members.
2. Members of not-for-profit and/or community-based and faith-based organizations delivering services within the community under the auspices of their organizations.
3. Court-ordered Community Service participants.
4. City employees are prohibited from volunteering to do the same activities that they are normally paid to perform. Employees may, free of coercion, volunteer to carry out activities not significantly related to his or her paid position, and may do so only outside of paid hours.

**Minor:** A person under 18 years of age.

**Monitor:** A paid City staff member or volunteer assigned to train, mentor, coach, lead, instruct and/or oversee a volunteer.

**Short-Term Assignment:** Assignment or special event lasting not more than one day.

**Short-Term Volunteer:** Volunteer participating in a short-term special event or assignment lasting not more than one day.

### III.

## CITY DEPARTMENT REQUEST FOR VOLUNTEER

The City department requesting volunteer assistance shall complete a Volunteer Request Form and submit it to the Human Resources Department for processing. A volunteer will not be assigned to a department or assigned any responsibilities until authorization has been received from the Human Resources Department.

### IV.

## RECRUITMENT, QUALIFICATIONS AND MANAGEMENT OF VOLUNTEERS

The Human Resources Department is 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. The Human Resources Department is responsible for planning the effective and safe use of volunteers, assisting staff in identifying productive and creative roles, recruiting suitable volunteers, and tracking and evaluating their contribution to the City.

#### **A. Risk Management:**

1. Before a volunteer position is created by the City, each volunteer position must be evaluated by the Risk Management Division of the City to determine its inherent level of risk. The determined level of risk will then dictate the appropriate mitigation steps required.

2. The monitor(s) of any volunteer and the Risk Manager share the responsibility for minimizing any potential risks to the volunteer, the public and the City. Before a volunteer begins his/her service, the monitor is responsible for informing the volunteer of safe work practices as required for all employees.

3. Any injury to the volunteer or losses to any third party, which involve a volunteer, must be reported and processed in accordance with existing City policies.

#### **B. Minors:**

1. Persons under the age of 18 must complete a Minor Volunteer Application and have a parent or legal guardian complete a Parental/Guardian Release for Minor Volunteers form. In order for a minor to be considered for a volunteer position, written consent from a parent or legal guardian must be received.

2. The minimum age of a City volunteer is 15 years of age.

3. A minor volunteer may provide service without the presence of a parent or legal guardian, but must be accompanied by authorized City staff.

4. A minor may provide service during non-school hours only, unless a written release of consent from the school, parent, or home school is obtained.

5. A minor is not allowed to operate power tools, machinery or City vehicles.

6. Volunteers under the age of 18 will not be permitted to ride along with City employees in City vehicles without written permission from a parent or legal guardian, as well as having prior written permission from the City's Department director. If proper permission has been received, at least two City employees must be in the vehicle at the same time during the ride along.

**C. Recruitment Process:**

1. The volunteer recruitment process is intended to be open, to allow equal access to volunteer opportunities and to reflect the diversity of the City.

2. Volunteers must meet the qualifications established for the position and must be able to perform the specified responsibilities.

**D. Application Process:**

1. An application form is a screening tool that each potential volunteer must complete. Some departments may have an application form specific to the unique requirements of a volunteer position; however, for persons 18 years of age and older, a volunteer must complete the City's (Adult) Volunteer Application form per this policy. All applications shall be kept on file in the Human Resources Department.

2. All volunteers under the age of 18 must complete the City's Minor Volunteer Application and must have a parent or legal guardian complete and sign the Parental/Guardian Release for Minor Volunteers before participation in the City volunteer program.

3. For events where volunteering is designated as a short-term assignment per the City Manager or designee, the City department responsible for coordinating the event and/or use of volunteers shall be responsible for having each volunteer sign the Waiver & Release for Short-Term Assignments. The assigned monitor is required to fill out the event information and sign the form prior to submission to the Human Resources Department. Completed forms shall be submitted prior to the event.

**E. Worker's Compensation Form and the Volunteer Protection Act of 1997:**

1. City volunteers are protected under the Volunteer Protection Act of 1997. The purpose of this law 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 organization and governmental entities.

2. The City of Compton has adopted a resolution providing workers' compensation medical benefits to volunteers. As part of this program, volunteers on a long-term assignment, or as determined by the City Manager, must sign the Acknowledgement of Workers' Compensation form prior to starting a volunteer assignment. The signed form shall be kept on file with the Human Resources Department.

**F. Interviews:**

1. All persons applying for volunteer positions will be interviewed by the Human Resources Department and the Department director or staff to determine the qualification and fitness of the volunteer for service.

2. The interview will offer the prospective volunteer the opportunity to learn about the volunteer position(s) available and will help City staff determine the qualifications, ability, and suitability of the individual to perform work on behalf of the City. For some positions, depending on the level of risk, more than one interview may be required.

**G. Background Screening, Fingerprints and Reference Checks:**

1. All volunteers shall go through a formal screening process and must be approved by the City Manager or his designee prior to beginning an assignment. The amount of screening will depend upon the type of volunteer opportunity chosen.

2. The City may require fingerprinting and background checks depending on the volunteer position.

3. A minimum of three (3) references may be contacted and a motor vehicle driving record check and/or a criminal record background check may occur, depending on the volunteer position.

**H. TB Testing (if required):**

1. As determined by the Risk Management Division, some volunteer positions may be required to be tested for communicable tuberculosis (at the City's expense) or produce a certificate showing that within the last two years the volunteer has been

examined and has been found free of communicable tuberculosis in accordance with California Public Resources Code 5163; thereafter, volunteers shall be tested every four years.

2. For persons with a positive TB skin test reading, a physician's medical clearance must be obtained prior to services being provided as specified above.

**I. Orientation:**

1. Upon completion of the screening process, a volunteer shall receive an orientation to the position assigned before commencing an assignment. An orientation may be provided by staff or another volunteer.

**J. Volunteer Responsibilities:**

1. A description of a volunteer's assignment will be developed prior to placement so that a volunteer is provided a clear, complete and current description of assigned responsibilities. In addition, a listing of volunteer assignment qualifications, a designated work space, and a reporting monitor will also be provided.

2. A volunteer may not perform professional services for which certification is required unless the volunteer already holds the appropriate and valid certificate or license and has received approval from the City Manager or his designee.

3. A volunteer may be assigned to a monitoring position for a program or event depending upon the assignment.

**K. Supervision of the Volunteer:**

1. Monitoring, including regular contact or one-on-one interaction on a continual basis, is essential for guiding volunteers and ensuring the success of a volunteer's service.

2. Each volunteer should have an on-site contact and is expected to follow the procedures and instruction by their assigned City or volunteer monitor. The monitor will be responsible for day-to-day management and guidance. The monitor will provide periodic feedback and encouragement.

3. The monitor is the first in the chain of command for any questions about assignments, scheduling, injury and accident reporting, and conflict resolution.

4. The monitor shall submit a Volunteer Time Sheet to the Human Resources Department on a monthly basis.

**L. Evaluation of Volunteers' Productivity:**

1. Evaluating a volunteer's productivity is the responsibility of the immediate monitor.
2. Evaluations should be scheduled and conducted by the assigned monitor in a constructive manner. In addition to aiding the volunteer to succeed, the evaluation should also assess the Volunteer Program objectives in relation to a volunteer's productivity to identify opportunities for improving program participation and the volunteer experience.
3. Periodic oral evaluations for volunteers should be conducted to help determine if the volunteer is satisfied with the job responsibilities that have been assigned and to manage assignment performance through the appropriate level of monitoring and instruction.
4. Volunteers should be encouraged and given the opportunity to make comments and suggestions on assignment improvements, as well as the ability to conduct a self-assessment of productivity.
5. The monitor has the ability to perform periodic evaluations utilizing the Volunteer Evaluation Form, which serves as a tool to document productivity and to ensure consistency in the assessment process. Copies of this form are to be kept on file in the Human Resources Department.
6. All written evaluations should be signed, dated and kept on file for reference in the Human Resources Department.

**M. Problem Solving:**

If a problem should arise concerning any condition during a volunteering assignment with the City, the matter should be brought to the monitor's attention for reconciliation. All volunteers are encouraged to attempt to settle problems or issues requiring attention within the department to which the volunteer is assigned. However, if a workable agreement or a satisfactory solution to the problem has not been reached from discussions within the department assigned, then the next step should be to notify the Human Resources Department.

## **V. VOLUNTEER RULES AND REGULATIONS**

There are a number of City rules, regulations and policies that apply to volunteers.

**A. Alcohol:**

Volunteers shall not consume or possess alcoholic beverages while conducting any City business. Volunteers who violate this policy are subject to immediate expulsion from the program.

**B. Attendance and Punctuality:**

The City appreciates the services provided by volunteers. The assignment(s) that they are fulfilling is important, therefore, volunteers are asked to contact their assigned monitor as early in the day as possible in the event that they are going to be late or unable to report for service so other arrangements may be made.

**C. Communications Equipment:**

1. Telephones – Volunteers may use City telephones for authorized business but are prohibited from using City phones for personal use.

2. Radios – Two-way radios may be provided by the City for event management, training, and emergency functions. Such equipment is for authorized City uses only and is to be returned to the City promptly, or as otherwise directed. Lost, stolen, or damaged equipment is to be reported to the monitor immediately.

**D. Confidentiality:**

Private, sensitive or confidential information discussed or handled within the course of a volunteer assignment must be kept strictly confidential. Volunteers are required to uphold this policy. Private, sensitive or confidential information is not to be shared. Any questions about what information is appropriate to release or discuss should be communicated between the volunteer and the monitor.

**E. Customer Relations:**

A volunteer is a City ambassador, and should conduct City business with staff and the public in a customer-friendly manner.

**F. Dress Policy:**

1. Volunteers are expected to dress and groom in accordance with accepted business standards as defined in the City's Standard Operating Manual (SOM), Policy 3.12, particularly if the assignment involves dealing with the public. Volunteer attire must be clean and non-offensive, and may not interfere with personal safety in the work environment.

2. Uniforms, as designated by the City, may be required of certain programs.

**G. Drug Free Workplace:**

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 under the direction of a physician, is subject to immediate expulsion from the program. In addition, any volunteer who transfers, sells or attempts to sell any drug on City property or while on City business, at any time, is subject to immediate expulsion from the program.

**H. Expense Reimbursement:**

1. Pre-approved out-of-pocket expenses may be reimbursed by submitting a Volunteer Expense Claim Form to the Department director for approval. The reimbursement request must be accompanied by any and all receipts or invoices for purchases. Reimbursement requests are subject to petty cash limits, which may require processing a check request according to the City's purchasing procedures.

2. Volunteers 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 Internal Revenue Service Publication Number 526, Income Tax Deduction for Contributions. Volunteers should check with their tax advisor or the Internal Revenue Service for specific deductions allowed.

**I. Harassment:**

In accordance with City policies, volunteers 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 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.

**J. Personal Use of City Property:**

In accordance with City policies, the personal use of City property by volunteers is not allowed and may result in expulsion from the program. Personal use includes, but is not limited to unauthorized taking, use or removal of City tools, equipment, supplies, vehicles, materials and property of every kind and type, duplication of City keys, use of City communications equipment and computer information systems for non-City related business or purposes.

**K. Placement and Schedules:**

Assignment schedules of volunteers are diverse and varied depending on the department, program and/or location of volunteers. Volunteers should work with their monitor to set a schedule that is mutually acceptable.

**L. Record-Keeping and Reporting:**

1. Accurate records of time and attendance shall be kept for all volunteers.
2. Time records are used to determine how service levels have increased, which services have been enhanced by volunteers and ensure coverage under the City's workers' compensation programs.
3. Timesheets are to be filled out each time a volunteer provides services, either at the end of the month, or whenever stipulated by the Department director. Each volunteer is asked to follow this practice. Volunteers may also want to maintain this record to document their experience and commitment.

**M. Reporting Emergencies:**

In case of a medical emergency, accident, or injury, a volunteer is required to report it immediately to the assigned monitor. The monitor is responsible for completing any related forms and reports required by the Risk Management Division. Though the volunteer is not an employee of the City, a volunteer may be covered for medical benefits under the City's worker's compensation program while acting within the scope and course of assigned responsibilities.

**N. Safety:**

Safety is everyone's responsibility. Volunteers should be trained to be alert at all times to safety precautions and hazards. Unsafe conditions should be reported to a monitor immediately.

**O. Security:**

1. Volunteers should become familiar with the security provisions of their assigned service areas. As necessary, volunteers will be provided with security permissions related to their service areas in order to facilitate ease of entry and access.
2. Volunteers are responsible for the security of their personal belongings and vehicles while providing services for the City.

**P. Smoking:**

Smoking is prohibited in all City facilities, including all City vehicles. Volunteers who wish to smoke may do so outside a City facility in designated smoking areas and not within 20 feet of any City facility.

**Q. Software, Internet, Email Policy:**

1. The City requires computer-using volunteers to read, sign and adhere to the Information Systems Acceptable Use Policy (Standard Operating Manual, Policy No. 4.26).

2. Volunteers acknowledge that all computers, software, and computer information or data is City property. There is no expectation of personal privacy in the use of the City's computer resources.

3. Volunteers are prohibited from unauthorized copying of software from City computers, or downloading or installing software of any kind. Volunteers are expected to adhere to all City policies involving computers and electronic devices, which includes prohibiting the use of unauthorized copies of software on City computers.

4. Volunteers must adhere to the City's policy governing appropriate use of the Internet per the City's Information Systems Acceptance Use Policy.

5. Volunteers acknowledge that use of City email is a public record and that there should be no expectation of privacy in such use.

**R. Theft/Property Loss:**

Theft of any kind will not be tolerated and is grounds for immediate expulsion from the program. Removal of City property for personal use is considered to be unauthorized use or the taking of City property. The crime of theft is subject to prosecution.

**S. Use of Tools and Equipment:**

1. In general and subject to approval by City staff, volunteers may use office equipment, recreational equipment and supplies, non-powered hand tools provided by staff, and with proper training and permission, some power equipment in the completion of the designated project or service.

2. No volunteer under the age of 18 is permitted to use power equipment.

3. From time to time, and depending on the assignment, it may be beneficial to have a volunteer use privately-owned tools or equipment, collectively referred to as

equipment, for an approved assignment. Volunteers assume full responsibility and costs for the use of their equipment. The City requires that all volunteers sign a Use of Tools & Equipment Waiver Form ensuring the City is not liable for any use, damage, replacement or maintenance of privately-owned tools or equipment. Permission for the use of privately-owned tools and equipment on City assignments must be approved in advance by the Department director.

#### **T. Dismissal:**

Volunteers who do not adhere to the rules, policies and regulations of the City, or fail to perform their assignments as agreed, are subject to expulsion from the program. A volunteer may be dismissed at any time and without cause. The City reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

#### **U. Ending Volunteer Service:**

As a courtesy, volunteers are requested to give at least two weeks notice before any anticipated early separation date from assigned responsibilities. This may allow the City sufficient time to make arrangements with other volunteers for coverage.

#### **V. Code of Ethics:**

We encourage volunteers 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 am providing volunteer service. 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 understand 'volunteer' to mean that I have agreed to work without compensation, but having been accepted as a valuable volunteer service provider, I expect to perform my responsibilities according to standards.
- I promise to volunteer with an attitude of open-mindedness; to be willing to be trained for the assignment; to bring to the assignment interest and attention.
- I understand that I am expected to live up to my service 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 volunteer service, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

#### **W. Volunteer Bill of Rights:**

Volunteers are accorded rights as individuals and volunteers. Below are some of the rights each volunteers may expect during their tenure with the City. In addition, please refer to Document Section R, the Volunteer Protection Act of 1997.

#### **Volunteer Bill of Rights**

On behalf of the citizens of the City of Compton; the Mayor and City Council affirm that members of the corps of volunteers have the right to:

1. *Meaningful volunteer assignments which meet their interests and needs;*
2. *Respect for the individual's skills and dignity;*
3. *Recognition of their contributions;*
4. *Confidentiality in all personal matters and records;*
5. *Accurate records of volunteer service;*
6. *Partnership with paid staff team members;*
7. *A published job description for each assignment;*
8. *Orientation to the volunteer program and specific job training;*
9. *Guidance and support of a program monitor;*
10. *Frequent communication and performance feedback;*
11. *Ability to change assignments;*
12. *An appropriate forum for discussing issues and/or suggestions.*

**VI.  
RESPONSIBILITY FOR VOLUNTEER PROGRAM REVIEW**

Reviewing the Volunteer Program and the Policy Manual and associated administrative policies is the responsibility of the City Manager. The program should be evaluated annually, or as often as is required by the City Manager or his designee.

**VII.  
CITY'S RESOLUTION ADOPTING A VOLUNTEER PROGRAM AND  
POLICY AND PROVIDING WORKER'S COMPENSATION COVERAGE**

**(SEE ATTACHED RESOLUTION NO. 23,531  
ADOPTED BY THE CITY COUNCIL MAY 1, 2012)**

**VIII.  
DOCUMENT SECTION**

Check List	Section A
Welcome Letter from the City Manager	Section B
Volunteer Application	Section C
Minor Volunteer Application	Section D
Parental/Guardian Release for Minor Volunteers Release Form	Section E
Waiver & Release for Short-Term Assignments	Section F
Acknowledgement of Workers' Compensation	Section G
Volunteer Handbook (See Volunteer Handbook)	Section H
Volunteer Agreement	Section I
Volunteer Service Statement	Section J
Volunteer Assignment Description	Section K

Departmental Request Form	Section L
Use of Tools or Equipment Waiver	Section M
Volunteer Productivity Review Form	Section N
Volunteer Expense Claim Form	Section O
Volunteer Timesheet	Section P
Risk Management Check List	Section Q
Volunteer Protection Act of 1997	Section R



1  
2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
3 COMPTON ESTABLISHING A VOLUNTEER PROGRAM AND  
4 PROVIDING WORKERS' COMPENSATION COVERAGE FOR  
5 CERTAIN CITY VOLUNTEERS PURSUANT TO THE CALIFORNIA  
6 LABOR CODE

7 WHEREAS, the spirit of volunteerism has long motivated generations of  
8 Americans to give of their time and abilities to help others; and

9 WHEREAS, the City Council believes it would be wise to make use of  
10 volunteers in City service wherever practically possible and therefore desires to  
11 establish a formal Volunteer Program; and

12 WHEREAS, it is not the intent of the City that volunteers replace or supplant  
13 public employees, where such employees are providing services deemed necessary  
14 for the government to perform, but that they add new dimensions to providing of  
15 governmental services; and

16 WHEREAS, Section 3363.5 of the *California Labor Code* provides that, if  
17 authorized by the governing body of a public agency, persons who perform voluntary  
18 services without pay for a public agency shall be deemed an employee of the agency  
19 while performing such voluntary services for the limited purposes of providing  
20 workers' compensation coverage; and

21 WHEREAS, the City Council believes that it is appropriate and in the best  
22 interest of the City, the public and volunteers to provide workers' compensation  
23 coverage for volunteers while performing authorized voluntary services for the City  
24 and its citizens.

25 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON  
26 DOES HEREBY RESOLVE AS FOLLOWS:

27 Section 1. That the City Council finds and declares its desire to use  
28 volunteers in the City service wherever practical and therefore establish a Volunteer  
29 Program.

30 Section 2. That the City Manager is hereby instructed to establish a formal  
31 Volunteer Program for the City of Compton and develop and implement a Volunteer  
32 Program and Policy Manual to guide the utilization of such volunteers.

Section 3. That in order to maximize the involvement of volunteers in City  
government, the City Manager is hereby authorized to recruit, train and accept  
services of volunteers, including direct service volunteers or administrative  
volunteers, to supplement the programs administered by each City department.

Section 4. That the City Manager is further authorized to take such actions  
as are necessary and appropriate to ensure a receptive and open climate for citizen  
volunteers within the City government and develop meaningful opportunities for  
volunteers involved in City programs.

Section 5. That pursuant to applicable provisions of the California Labor  
Code, said volunteers shall be eligible to receive workers' compensation benefits  
which will be applicable during the time the volunteer performs volunteer services,  
provided however, that the rights of volunteers shall be limited as set forth in the  
California Labor Code.

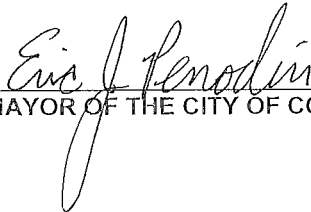


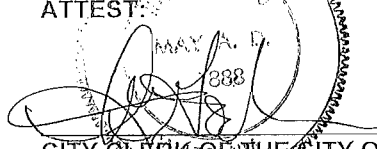
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**Section 6.** That a copy of this Resolution shall be forwarded to the offices of each department of the City.

**Section 7.** That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this 1st day of May, 2012.

  
MAYOR OF THE CITY OF COMPTON


ATTEST:  
  
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )ss  
CITY OF COMPTON                )

I, Alita Godwin, City Clerk of the City of Compton, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the 1st day of May, 2012.

That said Resolution was adopted by the following vote, to wit:

AYES:     COUNCIL MEMBERS- Zurita, Dobson, Arceneaux, Jones, Perrodin  
NOES:     COUNCIL MEMBERS- None  
ABSTAIN: COUNCIL MEMBERS- None  
ABSENT:  COUNCIL MEMBERS- None

  
CLERK OF THE CITY OF COMPTON



## SECTION A

### CHECKLIST

CHECKLIST FOR VOLUNTEER PROGRAM  
(To be used by Human Resources Department)

Volunteer's Name \_\_\_\_\_

Adult or Minor \_\_\_\_\_

Anticipated Date(s) of Service \_\_\_\_\_

ITEM	DATE	INITIAL
VOLUNTEER APPLICATION COMPLETED		
PARENTAL RELEASE FORM COMPLETED (minors)		
WORK PERMIT COMPLETED (minors)		
ACKNOWLEDGEMENT OF WORKERS' COMPENSATION OR WAIVER AND RELEASE FOR SHORT-TERM ASSIGNMENT		
CERTIFICATIONS/LICENSES VERIFIED & COPIED		
USE OF TOOLS, EQUIPMENT		
VOLUNTEER HAS PASSED BACKGROUND SCREENING		
MEDICAL/PHYSICAL ISSUES ADDRESSED AND REVIEWED (attach medical notes/records if needed)		
VOLUNTEER SERVICE STATEMENT SIGNED		
VOLUNTEER HANDBOOK PROVIDED TO VOLUNTEER		
VOLUNTEER RECEIVED ORIENTATION		
WORK SCHEDULE DISCUSSED		



## SECTION B

### WELCOME LETTER FROM THE CITY OF COMPTON

Dear Prospective Volunteer:

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

Attached is an application for the City volunteer program. We ask that you complete the application in order to better assist us in offering assignments that meet your interest and needs. Additionally, you will have an opportunity to review the descriptions for any assignment and interview with the Department director or assigned monitor 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, citizens and the City. 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. Please mail or deliver the completed form(s) to the attention of the Human Resources Department at the City of Compton, located at 205 South Willowbrook Avenue, Compton, California 90220.

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

Sincerely,

---

**City Manager**



## SECTION C VOLUNTEER PROGRAM APPLICATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Message Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Special Skills, Talents and Languages:

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

### EMERGENCY CONTACT #1:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

### EMERGENCY CONTACT #2:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

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

1. Are you applying to perform volunteer services at a park, playground or recreational center for any position having supervisory or disciplinary authority over any minor?

\_\_\_\_\_ Yes

\_\_\_\_\_ No.

If you answered yes to question No. 1 above, then you must answer question No. 2 below. If you answered no, then you may skip question No. 2.

2. 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.

**Note:** California Public Resource Code requires screening of prospective employees or volunteers to prevent the hiring a volunteer to perform service at a park, playground, recreational center or beach in a position having supervisory or disciplinary authority over any minor where that person has been convicted of enumerated Penal Code offenses.

**Note:** It is possible that, from time to time, a volunteer's responsibilities may change. As a precautionary measure and in a continuing effort to effect the provisions of the Public Resource Code, such volunteer shall be required to reapply for the new position.

How did you become interested in the volunteer program?

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---

Assignments Preferred: \_\_\_\_\_

---

Previous Volunteer Experience: \_\_\_\_\_

---

Other Applicable Experience: \_\_\_\_\_

---

Certification or Licenses Held: \_\_\_\_\_

Hours Available:

Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Saturday \_\_\_\_\_

**Note:** California Government Code Section 12940 prohibits employers from refusing to hire or employ a person or to select a person for a training program leading to employment due to their physical disability, mental disability or medical condition, unless based upon a bona fide occupational qualification. This means that the disability must be directly related to the performance of his responsibilities, in that the disability impedes the employee in the performance of his job related responsibilities.

---

**BY SIGNING BELOW:**

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I understand that any false statements in my application will subject me to disqualification.

I understand that before performing the responsibilities of a volunteer with the City of Compton, all paperwork must be submitted, received and approved by the City. I also understand that, depending on my volunteer position, I may be subject to a formal screening process, including but not limited to background checks and fingerprinting, and cannot begin said volunteer position until cleared.

I understand that the City of Compton reserves the right to use photos taken during events/projects for promotional purposes, including publishing in newsletters, brochures, and the City's website.

Applicant 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

Please Check One:

18-25     26-35     36-45     46-55  
 56-65     Over 65

---



2. 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.

**Note:** California Public Resource Code requires screening of prospective employees or volunteers to prevent the hiring a volunteer to perform service at a park, playground, recreational center or beach in a position having supervisory or disciplinary authority over any minor where that person has been convicted of enumerated Penal Code offenses.

**Note:** It is possible that, from time to time, a volunteer's responsibilities may change. As a precautionary measure and in a continuing effort to effect the provisions of the Public Resource Code, such volunteer shall be required to reapply for any new position.

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Career Interests:

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---

Special Skills, Talents and Languages:

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How did you become interested in the volunteer program?

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---

Assignments Preferred: \_\_\_\_\_

---

Previous Volunteer Experience: \_\_\_\_\_  
\_\_\_\_\_

Other Applicable Experience: \_\_\_\_\_  
\_\_\_\_\_

Hours Available:

Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Saturday \_\_\_\_\_

---

**BY SIGNING BELOW:**

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I understand that any false statements in my application will subject me to disqualification.

I understand that before performing the responsibilities of a volunteer with the City of Compton, all paperwork must be submitted, received and approved by the City. I also understand that, depending on my volunteer position, I may be subject to a formal screening process, including but not limited to background checks and fingerprinting, and cannot begin said volunteer position until cleared.

I understand that the City of Compton reserves the right to use photos taken during events/projects for promotional purposes, including publishing in newsletters, brochures, and the City's website.

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

## SECTION E

### PARENTAL/GUARDIAN RELEASE FOR MINOR VOLUNTEERS

(For those aged 15-17 who plan to volunteer for more than one day)

This form is intended for volunteers aged 15-17. Please have your parent or guardian complete this form and submit along with your Minor Volunteer Application. If you are 18 and over, you are not required to complete this form.

Minor Applicant's Full Name:

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Parent/Guardian Name:

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Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Alternative Number: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Relationship to Minor: \_\_\_\_\_

WHAT IS THE BEST WAY TO CONTACT YOU?

(check all that apply)

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

MEDICAL INSURANCE PROVIDER(S):

---

---

MEDICAL INSURANCE POLICY NUMBER(S):

---

---

Does your child have any physical limitation(s) that may affect his/her ability to perform volunteer services? If yes, please describe:

---

---

Please list any allergies your child may have:

---

---

Please list any medications your child takes:

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---

Date of last tetanus shot: \_\_\_\_\_

Please list any special needs your child has:

---

---

I, \_\_\_\_\_ (as Parent/Guardian of the above-named Minor Volunteer Applicant), hereby give permission for my child to serve as a volunteer for the City of Compton. In the event of an emergency during the duration of performing volunteer activities, I hereby give consent to a licensed physician to hospitalize, secure proper treatment, anesthesia and/or surgery for my child named above.

I understand I am responsible for my child's own medical insurance and will not hold the City of Compton liable for any injury or damage to my child while engaged in volunteer activities.

\_\_\_\_\_  
**Parent/Guardian's Printed Name**

\_\_\_\_\_  
**Parent/Guardian's Signature**

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

## SECTION F

### WAIVER & RELEASE FOR SHORT-TERM ASSIGNMENTS

(Adult and Minor Volunteers)

This form is intended for volunteers participating in a short-term special event or assignment as designated by the City Manager or designee. If the volunteer is a minor, a parent or guardian must also sign this form.

APPLICANT'S FULL NAME:

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EVENT (include date and location):

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I am volunteering to participate in the above-mentioned event. I recognize that this activity may involve physical labor and may carry a risk of personal injury or property damage. I hereby agree to assume all risks which may be associated with or may result from participation of this event.

I hereby release, waive, discharge, covenant not to sue, save and hold harmless the City Compton, its agencies, departments, officers, employees and agents (collectively "City"), and all sponsors and/or officials and staff of the City from and for any and all liability, claims, demands, actions, and causes of actions whatsoever for any loss claim, damage, injury, illness, property damage, attorney's fees or harm of any kind or nature arising out of any and all activities associated with the aforementioned activities.

I expressly agree that the foregoing releases and waiver of liabilities are intended to be as broad and inclusive as is permitted by the law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This covenant is further intended to be a waiver of the California Civil Code Section 1542 which reads as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release which if known by him must have materially affected his settlement with the debtor."

I HAVE CAREFULLY READ AND UNDERSTAND THE CONTENTS OF THE FOREGOING LANGUAGE AND I SPECIFICALLY INTEND IT TO COVER MY PARTICIPATION WHILE VOLUNTEERING FOR THE CITY DURING THE ABOVE-MENTIONED EVENT.

\_\_\_\_\_  
Applicant's Signature

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

**FOR MINORS:**

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

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

\_\_\_\_\_  
*(Below is to be filled out by City staff)*

\_\_\_\_\_  
Event Monitor's Name [Print]

\_\_\_\_\_  
Event Monitor's Signature

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

**SECTION G**  
**VOLUNTEER PROGRAM**  
**ACKNOWLEDGEMENT OF WORKERS' COMPENSATION**

I, \_\_\_\_\_, hereby acknowledge that, as a volunteer for the City of Compton performing services in the capacity of \_\_\_\_\_, I am not an employee of the City, but that I may be covered under the City's workers' compensation plan since the City has adopted a resolution extending workers' compensation medical coverage to certain volunteers in specified categories pursuant to California Labor Code Section 3363.5.

As a volunteer who may be 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 responsibilities, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the City, its employees, officers, agencies, other volunteers and officials as a result of any injury suffered while performing said volunteer responsibilities.

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

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

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

**Parent or Guardian Signature (if minor):**

\_\_\_\_\_

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

[Print name] \_\_\_\_\_



**SECTION H**  
**CITY OF COMPTON'S VOLUNTEER HANDBOOK**  
**(SEE VOLUNTEER HANDBOOK)**



# **CITY OF COMPTON'S VOLUNTEER PROGRAM AND POLICY MANUAL**

## **VOLUNTEER PROGRAM HANDBOOK**

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### **1**

#### **Introduction**

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#### **Welcome to the City of Compton's Volunteer Program**

We are pleased to have you as a part of our team and welcome your assistance in providing volunteer services to our City. As a new volunteer, there are probably many things you would like to know about your role as a volunteer and the policies that govern your relationship with the City. Therefore, you have been provided with this handbook. This handbook will give you a brief summary of Compton's Volunteer Program and Policy and the Rules and Regulations that govern volunteers in our City. This handbook neither supersedes, alters, nor affects the provisions of the various laws, rules and guidelines that govern the volunteers within the state of California. Please read this handbook thoroughly and retain it for future reference. Questions concerning any policies or procedures should be referred to your Department director, assigned monitor or the Human Resource Department.

This handbook is not intended to be an expressed or implied contract of employment for any duration of time or at all; nor does it create property or other rights to volunteer. Furthermore, no City staff members, monitors, or the like shall have the authority to enter into any agreements with you for employment for any specific period or make any promises or commitments contrary to the foregoing. 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 answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

We are grateful for your interest in volunteering. You and the many other volunteers providing services on our various City programs and projects have the power to improve the quality of life in our community. We hope that your volunteer relationship with the City of Compton is a rewarding experience and wish you much success in volunteer experience with us.

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### **2**

#### **OVERVIEW**

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

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**3**  
**ABOUT OUR CITY**

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Compton is located in the center of the southern coastal plain---thereby, affording it an ideal situation for commerce and industry. Compton is served by railroads and freeways, and is justly named the Hub City of Southern California.

The story of this City goes back to the days of the Spanish settlement of California. All of what is not Compton was part of Rancho San Pedro, a tract of 75,000 acres, granted to Don Juan Joe Dominguez by the Spanish governor in 1784.

Numerous town meetings were held in 1887. These town meetings ultimately resulted in Compton's incorporation as a City a year later.

The Compton Board of Trustees was a group of officials delegated to run the City. However, in 1924, the organization of the City's administration was changed to the Council/Manager form of government (still in effect today). This was quite an advanced concept for that time. There are four elected council members representing citizens residing in one of four designated areas of the City of Compton and an elected mayor, who represents all citizens. The citizens also elect a City Attorney, City Clerk, and a City Treasurer.

The Compton City Charter describes the role of the City's elected officials. The Mayor and City Council appoint members to Boards and Commissions for their service in investigatory and advisory roles which are associated with the City's operations and services.

The City Council appoints a City Controller who manages the financial affairs of the City. The City Council also appoints a City Manager who is the Chief Administrative Officer and carries out the policies established by the City Council.

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**4**  
**MISSION**

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The City of Compton's volunteer program is committed to the promotion of public service through the contribution of goods and services provided by volunteers and nonprofit organizations.

The volunteer program objectives include:

- A. To develop a reliable and diverse skilled network of human resources to support the delivery of skilled volunteer services to the community.
- B. To provide opportunities for all segments of the community to participate in local government.
- C. To bring together volunteer resources and augment municipal services including, but not limited to the following areas: recreation, cultural 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.

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**5**  
**OFFICE OF VOLUNTEER SERVICES**

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Volunteer Services are coordinated by the Human Resources Department, which has the responsibility for coordination of staff and volunteers so that their combined efforts jointly enrich and expand opportunities for the delivery of quality services to the community. The Human Resources Department is responsible for planning the effective use of volunteers, assisting staff in identifying productive and creative volunteer services, recruiting suitable volunteers, and tracking and evaluating their contribution to the City.

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**6**  
**BEING A VOLUNTEER**

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A. What Volunteers Can Expect from the City:

Volunteers are individuals who contribute time, energy and service to the City of Compton, which the City acknowledges and supports as valuable resources.

Volunteers can expect the City to:

1. Provide a clear understanding of the volunteer's assignment.
2. Provide orientation, training and support for the task(s) assigned.
3. Provide an appropriate workspace, including consideration for disabilities.
4. Provide necessary information about the workplace, City mission and program goals needed to carry out assignments.
5. Treat volunteers with courtesy and respect.

6. Respect the value of a volunteer's time by providing assignments that best matches the volunteer's interests, talents and skills.
7. Reimburse volunteers for pre-approved out-of-pocket expenses per the expense reimbursement policy of the program.
8. Be receptive to suggestions and comments from any volunteer.
9. Respond promptly to any complaints that are brought to the attention of City Staff or the Human Resources Department.
10. Be treated as a valued member of the City's team.

B. What the City Expects from Volunteers:

Volunteers who make a commitment to the City are accountable to the City and the people they serve.

The City of Compton expects volunteers to:

1. Read and follow the City's Volunteer Program Manual and Handbook.
2. Learn assigned responsibilities and perform them to the best of one's ability.
3. Report to duty on time and as scheduled.
4. Keep confidential or sensitive information confidential.
5. Accept the authority and communicate with assigned monitors.
6. Work cooperatively with fellow volunteers, City employees, and others.
7. Practice safety at all times.
8. Immediately report all on-the-job accidents or injuries and unsafe procedures or conditions to the City.
9. Provide adequate notice before terminating the volunteer relationship.
10. Return all City property in a timely fashion.
11. Share ideas and suggestions with City staff as part of the planning and/or program evaluation process.

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## 7. CITY POLICIES

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There are a number of City rules, regulations and policies that apply to volunteers.

A. Insurance

The City of Compton has adopted a resolution providing workers' compensation medical benefits to volunteers. As a volunteer, you may be covered for medical benefits by the City's workers' compensation program so long as you are acting within the scope and course of your assigned responsibilities.

B. Expenses

Volunteers may be reimbursed for reasonable expenses which have been pre-approved by your Department director or other authorized City staff, as a part of your volunteer responsibilities. You may also be eligible for a number of tax benefits as a volunteer under the general charitable contribution deduction of the Internal Revenue Code.

C. Volunteer Hours

The City must keep track of the hours you volunteer to assure coverage under our workers' compensation program. Time records are used to determine how service levels have increased and which services have been enhanced by volunteers. Timesheets are to be completed for each volunteer at the end of the month, or as directed by the Department director. Each volunteer is required to fully complete his or her timesheet and to deliver the timesheet to the Department director for approval. Volunteers may also want to maintain this record to document their experience and commitment.

D. Placement and Schedules

Assignment schedules of volunteers may vary depending on the department, program and/or location of volunteers. Volunteers should work with their monitor to set a schedule that is mutually acceptable. If, for any reason, a volunteer cannot make it to his or her assignment on a scheduled day, the volunteer should notify his or her job supervisor as soon as possible.

E. Volunteer Responsibilities

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 responsibilities of your assignment. In addition, a listing of volunteer assignment qualifications, a designated work place and assigned monitor 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 City Manager or designee. Upon seeking approval, you must provide copies of any certificate or license, including any special driving license, first aid or CPR certification.

#### F. Problem Solving

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

#### G. Other Responsibilities

- Keep your work commitment.
- Inform your assigned monitor if you have a planned absence, or cannot keep your work commitment for any reason.
- Accept training and participate in other job development activities.
- Adhere to all confidential requirements in the course of carrying out responsibilities.
- Never use City information or contacts for personal gain.
- Treat citizens, co-workers and others with respect.
- Be aware of all procedures and rules, including safety rules that govern your volunteer relationship with the City.
- Report all on-the-job accidents and injuries to your monitor immediately.
- Report any unsafe practices or procedures that you may observe to your monitor.
- Cooperate and assist in the investigation of any work accident or incident.
- Follow good personal hygiene and grooming habits, as well as manner of dress, that allow you to safely complete volunteer duties.
- Obtain and wear/use any specialized safety clothing or equipment.
- Wear seat belts when a passenger in a City vehicle while on City business.
- Be cooperative by accepting instructions, guidance, and suggestions from staff.

If you have questions about any of this information, you should speak with your monitor or the Human Resources Department.

#### H. Smoking

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

I. 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 expulsion from the Volunteer Program.

J. 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 expulsion from the Volunteer Program. 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 expulsion.

K. Harassment

All City volunteers 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 volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any class protected by law, will not be sanctioned or tolerated.

L. Dismissal

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

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**8.**  
**CODE OF ETHICS**

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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 am providing volunteer service. 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 understand 'volunteer' to mean that I have agreed to work without compensation, but having been accepted as a valuable volunteer service provider, I expect to perform my responsibilities according to standards.

- I promise to volunteer with an attitude of open-mindedness; to be willing to be trained for the assignment; to bring to the assignment interest and attention.
- I understand that I am expected to live up to my service 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 volunteer service, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

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**9.**  
**USE OF CITY PROPERTY & EQUIPMENT**

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The personal use of City property and equipment by volunteers is not allowed and may result in expulsion from the program. Personal use includes, but is not limited to unauthorized taking, use or removal of City tools, equipment, supplies, vehicles, materials and property of every kind and type, duplication of City keys, use of City communications equipment and computer information systems for non-City related business or purposes.

---

**10.**  
**VOLUNTEER IDENTIFICATION BADGES**

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Depending upon the assignment, volunteer identification badges may be issued by the Human Resources Department and must be worn by volunteers at all times during hours of providing service or performing responsibilities.

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**11.**  
**PARTICIPATION IN TRAINING PROGRAMS AND RELATED ACTIVITIES**

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The City may, from time to time, provide for volunteer participation in training programs to improve productivity skills.

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**12.  
PARKING**

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Parking spaces are assigned in the City Hall underground parking structure. These spaces are assigned by department to a limited number of individuals. Depending on availability of space, volunteers may also park in the Heritage House parking area, and on the 4<sup>th</sup> and 5<sup>th</sup> level of the County Courthouse parking structure located on the corner of Acacia and Myrrh Street. Volunteers may be issued a parking permit. The parking permit must be displayed at all times regardless of parking area used.

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**13.  
COMPENSATION**

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Individuals, groups and organizations who volunteer their time and services do so free, without any present or future expectation of remuneration other than authorized meals, transportation, lodging or reimbursement for pre-approved incidental expenses. This is not an employment relationship, and the volunteer is under no obligation to provide time, duties, or resources, other than what he or she freely chooses to provide.

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**14.  
RECORDING SERVICE HOURS**

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Accurate records of time and attendance must be kept for all volunteers, and ensures coverage under the City's workers' compensation programs.

Timesheets are to be filled out each time a volunteer performs services under the program, at the end of the month, or whenever stipulated by the Department director. Each volunteer shall follow this practice. Volunteers may also want to maintain this record to document their experience and commitment.

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**15.  
PRODUCTIVITY REVIEWS**

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Evaluations of volunteers will be conducted by the assigned monitor in a constructive manner. In addition to aiding the volunteer to succeed, the evaluation should assess the Volunteer

Program objectives in relation to a volunteer's productivity to identify opportunities for improving program participation and the volunteer experience.

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**NOTES**

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## SECTION I

### VOLUNTEER PROGRAM VOLUNTEER AGREEMENT

The City of Compton gratefully accepts \_\_\_\_\_ into its volunteer program. The City 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 and the volunteer.

**The City of Compton 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, monitoring 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 responsibilities 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 responsibilities.
- To adhere to City 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 by:**

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

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian signature (if minor):**

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



## SECTION J

### VOLUNTEER PROGRAM VOLUNTEER SERVICE STATEMENT

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

- I have attended the City's volunteer orientation program and have been given a copy of the Volunteer Manual, which includes a volunteer handbook, my assignment 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 City 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: \_\_\_\_\_

**Parent or Guardian signature (if minor):**

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



## **SECTION K VOLUNTEER ASSIGNMENT DESCRIPTION**

Each assignment description may include the following sections and should be written in accordance with the needs described on the Volunteer Request Form:

**VOLUNTEER JOB TITLE:**

**PURPOSE OF THIS POSITION:**

**TASKS OR FUNCTIONS:**

**TIME COMMITMENT:**

**SKILL REQUIREMENT:**

**TRAINING & SKILL DEVELOPMENT:**

**MONITORING:**

**WORKING CONDITIONS:**

**SCREENING REQUIRED:**



## SECTION L

### VOLUNTEER REQUEST FORM (To be filled out by City Department staff)

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

Contact for Volunteer Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Check one:

Long-Term Volunteer    Short-Term Volunteer    Group Volunteer Project

Brief Job Description:

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Volunteer's Position Title: \_\_\_\_\_

Volunteer will be monitored by: \_\_\_\_\_

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

Start Date: \_\_\_\_\_      Finish Date: \_\_\_\_\_

Location of Volunteer Assignment:

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Please answer the following:

1. What will the volunteer assignment be? 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 11 must be completed on this form.

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

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3. What orientation and training will the volunteer receive?

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4. Will the volunteer be monitoring anyone else? Yes \_\_\_ No \_\_\_

If yes, please explain:

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---

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5. Number of Volunteers Requested: : \_\_\_\_\_

6. Minimum Hours: \_\_\_\_\_ Per (period): \_\_\_\_\_  
Estimated Hrs. Per Week \_\_\_\_\_ Per Month \_\_\_\_\_

Date Range:

Mon        Tues        Wed        Thurs        Fri        Sat        Sun  
Total Days per week: \_\_\_\_\_

From: \_\_\_\_\_ am/pm    To: \_\_\_\_\_ am/pm

From: \_\_\_\_\_ am/pm    To: \_\_\_\_\_ am/pm

From: \_\_\_\_\_ am/pm    To: \_\_\_\_\_ am/pm

From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Total Hours for the Month \_\_\_\_\_

Number of months scheduled \_\_\_\_\_

Details:

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7. This Project is appropriate for:

Individuals \_\_\_\_\_ Groups \_\_\_\_\_ Adults \_\_\_\_\_ Youth \_\_\_\_\_ Families \_\_\_\_\_

Minimum Age: \_\_\_\_\_

8. If the volunteer is there over mealtime, will a meal be provided at no charge?

Yes \_\_\_\_\_ No \_\_\_\_\_

9. 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.):

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

\_\_\_ Background Check

\_\_\_ DMV Report

\_\_\_ References

\_\_\_ Other (Please Specify):

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11. Additional Comments:

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

**Prepared By:**

\_\_\_\_\_  
Name and Job Title

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

**Department Director Approval:**

\_\_\_\_\_  
Name

## SECTION M

### USE OF TOOLS EQUIPMENT WAIVER

In general, subject to approval by City staff, volunteers may use office equipment, recreational equipment and supplies, non-powered hand tools provided by staff, and with proper training and permission, some power equipment in the completion of the designated project or service. No volunteer under the age of 18 is permitted to use power equipment.

Based on the scope and time period of a proposed project, the age and skill of the volunteers, and the level of liability assumed by a given group or organization, the City of Compton will determine the appropriate tools or equipment in conformance with established City policies and guidelines.

From time to time, and depending on the assignment, a volunteer may choose to use privately-owned tools or equipment, collectively referred to as equipment, for an approved assignment.

#### **BY SIGNING BELOW:**

**I ASSUME FULL RESPONSIBILITY FOR THE USE OF MU TOOLS AND EQUIPMENT. IF THE CITY HAS PROVIDED TOOLS AND EQUIPMENT, I ACKNOWLEDGE ADHERING TO THE CITY'S POLICIES AND GUIDELINES.**

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

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

**Parent or Guardian signature (if minor – use of power equipment is prohibited):**

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



## SECTION N

### VOLUNTEER PROGRAM PRODUCTIVITY REVIEW

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

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

How many hours have the volunteer performed in this assignment? \_\_\_\_\_

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

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

**Comments:**

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

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







## SECTION P

### VOLUNTEER PROGRAM TIME SHEET

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

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

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

Enter the total number of volunteer hours worked for each day. Total all hours volunteered in each week, and enter it 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: \_\_\_\_\_

Monitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION Q

### 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: \_\_\_\_\_ ]



## **ATTACHMENT R VOLUNTEER PROTECTION ACT OF 1997**

This 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 costs and unwarranted litigation costs, 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 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 that 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) A 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 financially 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 the 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) Percentage Of Responsibility. For purposes of determining the amount of non-economic loss allocated to a defendant who is a volunteer under this section, the trier 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 Statistics 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 an 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. This 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.

