



## CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

<b>POLICY TITLE</b>	<b>Volunteers</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>January 29, 2018</b>
<b>LAST REVISION DATE</b>	<b>May 11, 2020</b>
<b>POLICY NUMBER</b>	<b>17.01</b>

**OBJECTIVE** This policy sets forth measures to effectively manage the City’s volunteers. The City of Watauga values the safety and well-being of those who use its facilities and take part in its programs, either as participants, employees, or volunteers. The City takes sound measures to protect those we serve from potential harm.

**SCOPE** The City of Watauga may utilize volunteer workers to assist in the performance of daily operations or special events. This policy addresses the procedures and background checks volunteers are required to undergo before they may begin volunteering for any department. The City of Watauga can cease utilization of volunteer services at any time regardless of reason.

### **POLICY**

The City of Watauga partners with volunteers to support existing services provided to the community. We are committed to creating the best possible relationship with volunteers and building a partnership that keeps our City successfully focused on our mission and goals.

#### **A. Background Check**

The department supervisor or designee must review the volunteer application, interview and accept the volunteer. The supervisor or designee must request the background check and receive the results **prior to** the volunteer beginning work at the department. Criminal background checks will be conducted on volunteer applicants age 17 and older. If a volunteer has a gap of volunteer service for more than twelve (12) months, a new volunteer application and background check must be completed. Supervisors may refuse volunteers based on need.

#### **See Appendix A for Watauga Volunteer Application**

Watauga Volunteer Application must be completed in order to conduct a criminal background check, polygraph, driver’s license record check, and/or reference check. (Only the Police and Fire Departments may conduct polygraphs on their volunteers). The completed and signed documents must be forwarded to Human Resources to be processed. Human Resources will keep record of the applications and background results in accordance with the Texas State Records Retention Schedules.

## 1. Procedures

Criminal background checks are required for the following volunteer situations:

- a. For all volunteers who will have **contact with children** as part of their volunteer activities; or
- b. For all volunteers working with the **Police or Fire Department** (additional polygraphs will be completed for long-term positions); or
- c. For all volunteers who will **handle City monies, and are not supervised by staff**, as a function of their volunteer activities.

Background checks for the Police and Fire Department volunteers will be processed by and through the Watauga Police Department or Watauga Fire Department along with a polygraph test for long-term volunteers as determined by each department.

All other City volunteers including youth coaches, Homework Help and other department background checks will be sent through a third-party background company selected by Human Resources.

Criminal/Background Checks will include:

- Social Security number verification, including address trace
- Criminal records check for all misdemeanor and felony convictions within the State of Texas and/or United States
- Texas Sex and Violent Offender Registry

A volunteer's application shall be **DENIED** if any check reveals that the applicant has been convicted of any crime involving the following:

- Violence or threats of violence
- Weapons offenses
- Sexual offenses of any type
- Misdemeanor relating to drug use, DUI, DWI. Moral turpitude within the last (10) years
- Theft, Class B Misdemeanor or above
- Burglary

There may be other circumstances where an application to volunteer for the City of Watauga may be denied. The Department Director will make the final determination regarding the rejection of a volunteer application.

## 2. Community Service Hours for Court-Ordered Volunteers

The types of offenses which may be considered by the departments for community service completion include the following:

- Non-violent felony offenses
- Misdemeanor offenses
- Traffic violations

## **B. Volunteer Procedures and Policies**

All Volunteers must follow policies and procedures as described in the City's Personnel, Administration and Financial Policies and Procedures Manual and in the specific department they are assigned to. A printed copy of these policies will be made available to all volunteers at their request. Policies are available online on the City's website under the Human Resources Page.

On their first day or when a new assignment is given, volunteers will be trained by the Department Designee to perform the duties in a safe and efficient manner. Volunteers will also be oriented with their location and surroundings (i.e. restrooms, hazards, restricted areas, etc.) Volunteers must adhere to Policy 10.06 Dress Code, Uniforms and Personal Appearance.

## **C. Computer Usage**

Volunteers shall not have computer access unless approved by the Department Director. Refer to Personnel, Administration and Financial Policies and Procedures Article 14 Information Systems.

## **D. Confidentiality Agreement**

The City of Watauga collects and maintains private and confidential information while carrying out its functions and operations. Volunteers working for the City will be required to complete the volunteer form an initial a Confidentiality Agreement. These departments include, but are not exclusive to, Library, Municipal Court Administration, the Municipal Judge, Parks and Community Services, and the Police Department.

## **E. Identification Cards or Uniforms**

For security purposes, volunteers may be issued a City of Watauga identification card and/or a uniform to be used for identification purposes, as appropriate. An identification card may be authorized for identification purposes for a volunteer during a public function where they may be representing the City.

## **F. Use of City Vehicles and Other Equipment**

Volunteers are prohibited from operating City vehicles and/or operating City equipment unless approved by the Department Director. Volunteers who are authorized to operate City Vehicles must comply with Policy 15.01 Vehicle Use and complete the Vehicle Use Policy Acknowledgement Form.

## **G. Use of Personal Vehicles for City Business**

Volunteers may be asked to run an errand for City business in their own vehicles; however, volunteers **shall not be required** to run errands for City business in their personal vehicles.

Should a volunteer be willing to use their personal vehicle on City business, they shall complete the volunteer form and initial a statement regarding the risks and liability of using their own vehicle and stating they are willing to do so. It will also be made very clear that they will assume all risk and liability associated with the operation of their own vehicle and that they will use their personal insurance to cover any damages while operating their personal vehicle on City business.

## **H. Drug Free Workplace**

The City of Watauga supports the campaign for a drug-free Watauga and as such will seek to eliminate the use of illegal drugs within the City work force. The use, possession, selling, distributing, concealing or transporting on City of Watauga property, by employees or others, of any of the following substances is prohibited: (1) Illegal drugs, controlled substances, marijuana, mood or mind-altering substances, "look-alike" substances, designer and synthetic drugs and inhalants producing mood or mind-altering vapors, (2) Alcoholic beverages; intoxicating substances and (3) Unauthorized prescriptions.

This policy covers all volunteers of the City of Watauga and applies to all City property which, for the purpose of this policy, includes grounds, parking lots, city buildings, city vehicles and personal vehicles used for the City of Watauga business.

Any volunteer who violates this prohibition is subject to termination of volunteer services. Reporting for duty or working with drugs present in the body or while affected by alcohol will be reason for termination of volunteer activities. Any circumstances that indicate the violation of state, federal, or local laws will be reported to the appropriate law enforcement officials. In order to assure that volunteers can perform their duties safely, volunteers who are under a physician's care for use of prescription drugs that could impair their physical, mental, or emotional faculties, should notify their supervisor immediately upon return to work to ensure the supervisor will be able to assist in case of an emergency.

## **I. Harassment- Free Workplace**

The City of Watauga is committed to maintaining a work environment that is free of harassment. The City of Watauga prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

If a person feels they are a victim of or witnessed any form of harassment, they should inform the person(s) participating in this behavior that they find it offensive. If the inappropriate behaviors do not stop, the offended person can initiate a complaint by contacting their

supervisor and/or Human Resources Director. Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise the respective Department Director and/or the Director of Human Resources. **See Policy 10.08 Harassment-Free Workplace.**

#### **J. Reporting Injuries or Accidents**

It is the responsibility of each department to educate volunteers in regard to safety practices in their area of responsibility to safeguard the health and welfare of all volunteers and the citizens of Watauga. Any injury, accident or incident must be reported immediately to their supervisor.

#### **K. Relatives of Employees and City Council**

Volunteers working in an official capacity for any department within the City may not be related within the second degree of affinity and third degree of consanguinity, excluding great grandparents and great grandchildren, to a City employee or member of City Council. This provision does not apply to volunteers serving on City boards, corporations, or commissions.

“Official capacity” for the purposes of this section means volunteer work that involves the daily operations of the City, such as assisting at the Community Center or Library, that is typically done by a City employee. This does not include volunteer work for City events or participation in groups such as Volunteers in Police Services (VIPS) and the Community Emergency Response Team (CERT).

# Appendix A



## VOLUNTEER APPLICATION

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Reason for Volunteering: \_\_\_\_\_ Department: \_\_\_\_\_

Full Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

Gender: M or F Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Person to Contact in case of an emergency: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Hours and Days Available: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Education Level/Area of Study: \_\_\_\_\_

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

What interests you most about becoming a volunteer? \_\_\_\_\_

Special Interest, Skills or Training: \_\_\_\_\_

**Please read the following carefully and initial on the space provided.**

- I agree to follow the City of Watauga's policies, rules and procedures placing safety and well-being first.
- I agree to represent the City of Watauga in a professional manner that presents a positive image to the community.
- I grant the City of Watauga permission to use my likeness, voice, photograph and words in any form for promotional activities without payment. All such listed shall be exclusive property of the City and I hereby relinquish all rights, title, and interest therein.
- I authorize the City's employees or agent supervising this activity to secure medical care for me in the event of injury and promise to assume liability for payment.
- I agree not consume, use, possess, or be under the influence of any illegal drug or alcohol products during my volunteer assignment.

- I realize that in my capacity as a City of Watauga Volunteer, I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my services.
- I understand that I am not required to use my personal vehicle for City business as a volunteer. However, should I elect to operate my personal vehicle for City business I am doing so at my own risk. I understand that I assume all risk and liability associated with the operation of my personal vehicle and will use my own insurance for any damages that occur while using my vehicle on City business.
- I do hereby agree to release, discharge and relinquish the City of Watauga, its officials, employees, agents and volunteers from any and all claims, demands, and causes of action of every kind and character, including those based on negligence, for any known or unknown, foreseen and unforeseen bodily or personal injuries, damage to property, or theft or loss of property, arising from my participation in the above event/program.
- I understand that volunteers are prohibited from operating City vehicles and/or operating City equipment unless approved by the Department Director.
- The City of Watauga is committed to maintaining a work environment that is free of harassment. I understand that if I feel that I am the victim of any form of harassment; I can initiate a complaint by contacting my supervisor and/or Human Resources Director.
- I understand that volunteers related within the second degree of affinity and the third degree of consanguinity, excluding great grandparents and great grandchildren, of City employees or City Council members are prohibited from volunteering in certain positions within the City.

**I have read the above and understand all its terms. I affirm that the information I have given is true and complete.**

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent (under 18): \_\_\_\_\_ Date: \_\_\_\_\_

### WAIVER OF LIABILITY

**NOTICE:** THE CITY OF WATAUGA DOES NOT COVER VOLUNTEERS UNDER THE CITY OF WATAUGA WORKERS' COMPENSATION INSURANCE.

IN CONSIDERATION OF THE CITY OF WATAUGA ALLOWING ME (MY CHILD/CHILDREN) TO PARTICIPATE IN THE CITY OF WATAUGA VOLUNTEER PROGRAM, AND BEING AWARE OF THE POSSIBLE INJURIES THAT COULD OCCUR AS A RESULT OF THAT PARTICIPATION, I ON BEHALF OF MYSELF (MY MINOR CHILD/CHILDREN) RELEASE THE CITY OF WATAUGA, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS, INSTRUCTORS FROM ANY AND ALL INJURIES AND DAMAGES WHATSOEVER ARISING FROM PARTICIPATION IN THE EVENT.

I, MY HEIRS AND REPRESENTATIVE, AGREE TO INDEMNIFY, SAVE AND HOLD HARMLESS THE CITY OF WATAUGA, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AND AGENTS FROM ANY AND ALL CLAIMS MADE BY ME (MY CHILD/CHILDREN) OR MY INSURER FOR INJURIES OR DAMAGES RELATED TO THIS EVENT.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent (under 18): \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF WATAUGA

Applicant Acknowledgement/Authorization for Background Check

I understand that the City of Watauga may obtain consumer reports from the Texas Department of Public Safety (DPS), First Check and/or other consumer agencies that provide criminal history information and/or investigative consumer reports (defined as a report that includes information as to your character and general reputation) for volunteer purposes. The information received from the consumer agencies and/or DPS will not be used in violation of any applicable federal law or state equal employment opportunity law or regulation. If adverse action is taken regarding my volunteer assignment, based in whole or part on the consumer report, the City of Watauga will provide me with a copy of the consumer report and a summary of the consumer's rights as prescribed by the Fair Credit Reporting Act.

By signing below, I, \_\_\_\_\_ grant permission to the City of Watauga to obtain such report or reports at any time. I also grant permission to all parties to release information regarding your previous or current military service, employment, education, or criminal matters to First Check including information which may be deemed negative.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent (under 18): \_\_\_\_\_ Date: \_\_\_\_\_

IDENTITY INFORMATION (Please Print):

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

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

Other Names Used: \_\_\_\_\_

SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

DL State: \_\_\_\_\_ DL #: \_\_\_\_\_

Please list each city/county and state in which you have lived, worked, or attended school during the last seven (7) years. Use the back of the form if additional room is needed.

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

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Office Use Only:

Requested by: \_\_\_\_\_ Date Entered: \_\_\_\_\_