

TO: Volunteers

FROM: Esther Grijalva – HR Director

SUBJECT: Volunteer Service Requirements

Thank you for your interest in volunteering for an NOR program. We appreciate the time volunteers generously give to our programs.

Individuals considering to volunteer or assist with our programs are required to submit a Volunteer Application, Fingerprint Questionnaire and fingerprinting, prior to the start of the program.

All volunteers must pass a fingerprint clearance from the Department of Justice, prior to being assigned, therefore fingerprinting must be completed as soon as possible to avoid any delay in beginning your service.

The District utilizes the Live Scan process for fingerprinting and this service is rendered through the Personnel Office by appointment. **Please contact the Personnel Office at 392-2000 to schedule an appointment to be fingerprinted.** You will need to bring an unexpired driver's license or other type of government issued picture identification card (or a current school ID card) in order to be fingerprinted. Contact the Personnel Office for a list of other forms of acceptable identification. To expedite your appointment, complete the Volunteer Application and Fingerprint Questionnaire in this packet prior to your appointment.

If you have volunteered in the past with any NOR program AND you were fingerprinted through NOR, your fingerprints may still be active. Please contact the Personnel Office at 392-2000 to verify that your fingerprints are still active and your current contact information is on file.

Please be aware that various sports programs have individuals that return from season to season. Program Supervisors will select returning volunteers and assign prior to utilizing new volunteers. Program Supervisors will then select new volunteers from those individuals that have completed all the paperwork and have a fingerprint clearance on file.

Please feel free to contact me at 392-2000 if you have any questions.



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Personnel Office; 3825 Riverlakes Drive, Bakersfield, CA 93312
Office (661)392-2000 www.norfun.org

Program interested in volunteering for: _____
For participation in youth program/class, please list child's name(s): _____
For SPORTS Programs: Head Coach (list asst. coach): _____
 Assistant Coach for (*list head coach*): _____
Per CA H&S Code 124235 (CA AB 2007), effective January 1st, Youth Sports Positions must complete Concussion Training and provide documentation prior to start date. If you've already completed the program, attach documentation to this form. Otherwise, contact the Recreation Supervisor for information and organizations that provide such training.

DATE: _____ **NAME:** _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

Best way to reach me is: _____ E-mail: _____

Have you ever served as a volunteer or employee for NOR? Yes No **If yes,**
 Date: _____ Program: _____ Other name: _____
 Emergency Contact _____ Phone _____

Special skills, experience, and/or education related to the particular area for which you are volunteering:

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? Y N
 If yes, briefly describe on a separate piece of paper or complete the district's Conviction Review form and attach to this application. (Note: No volunteer will be denied solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

PARTICIPATION AGREEMENT

I understand that I am applying for an unpaid volunteer position with NOR. I agree to take my volunteer commitment seriously and perform my assigned tasks in a professional and efficient manner; follow my assigned schedule and to notify my program supervisor promptly if I am unable to work as scheduled because of unavoidable absence or delays, or the need to discontinue my assignment before its completion. I agree to respect the confidentiality of all materials with which I come into contact. I further understand that in order for NOR to comply with Section 5164 of the Public Resource Code certain positions will be subject to fingerprinting and a background check PRIOR to starting a volunteer position(s), and understand that I may be required to submit to a Criminal Background Check and agree to be Live-Scanned at NOR.

I certify that the statements made in this volunteer application are true and correct and that false or misleading information will subject me to disqualification or dismissal from volunteer services.

Date: _____ Volunteer Signature: _____

TO BE COMPLETED ONLY IF VOLUNTEER IS A MINOR:
 If an emergency occurs involving the above named minor and a parent/guardian cannot be reached, the undersigned authorizes supervisor of minor's volunteer service, or such substitute as he/she may designate, as agent for the undersigned, to consent to any medical, dental or surgical diagnosis or treatment and hospital care for the above minor. This must be deemed advisable by and rendered under the general or special supervision of a licensed physician, surgeon or dentist.

 Date _____ Parental Signature required if under 18 _____

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Recreation and park districts have many programs and operations where they become responsible for the safety and welfare of children. California State law enacted through Public Resources Code Section 5164 (PRC 5164) states in part: Special districts shall not hire a person for employment or hire a volunteer to perform services at a park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of certain crimes.

As recreation and park personnel, individuals could find themselves in a position where they may have to supervise or discipline minors. In order to comply with PRC 5164, recreation and park districts have been authorized to conduct fingerprint background checks through the California Department of Justice. Conducting background checks on all employees and volunteers is a necessary safeguard.

In light of your interest in being hired by North of the River Recreation and Park District for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes, and in order to give effect to Section 5164 of the Public Resources Code of the State of California, please answer the following supplemental questions by initialing each question, next to Yes or No, and if applicable, provide the required details.

1. Yes _____ No _____ **Have you ever been convicted of violation or attempted violation of any of the statutes specified in Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment B (copy attached), unless you have three or more misdemeanor convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.**

If you answered Yes, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

2. Yes _____ No _____ **Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking?**

If you answered Yes, please describe the crime for which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

3. Yes _____ No _____ **Are you currently released on bail or on your own recognizance for any crime?**
If you answered Yes, please describe the crime(s) with which you have been charged, the date upon which you were charged and the jurisdiction in which you were charged:

4. Yes _____ No _____ Are you willing to be fingerprinted in order that North of the River Recreation and Park District may screen you for criminal background?

DECLARATION

I, _____, in seeking to be hired by North of the River Recreation and Park District for employment at, or hired by North of the River Recreation and Park District as a volunteer to perform services at, any park, playground or recreational center used by North of the River Recreation and Park District for recreational purposes, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

BAKERSFIELD, CALIFORNIA on (Date) _____

I ACKNOWLEDGE AND AGREE THAT SHOULD ANY OF MY ANSWERS TO THE FOREGOING QUESTIONS BE SUBSEQUENTLY DETERMINED TO BE FALSE AND NOT TRUE, NORTH OF THE RIVER RECREATION AND PARK DISTRICT CAN IMMEDIATELY TERMINATE MY EMPLOYMENT BY IT OR CEASE ALLOWING ME TO PERFORM VOLUNTARY SERVICES, WITHOUT NOTICE.

I hereby agree to indemnify and hold harmless North of the River Recreation and Park District, its directors, agents and employees, from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my employment and/or termination of my volunteer services rendered to North of the River Recreation and Park District which may occur should any of my answers to the foregoing questions be subsequently determined to be false and not true and/or untrue.

Employee / Volunteer Signature _____ Date _____

PUBLIC RESOURCE CODE 5164

Attachment A

(a) (1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2) (A) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.

(C) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) To give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

PART A

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

220	Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem)	286	Sodomy
261	Rape	286.5	Sexually assaulting an animal
261.5	Unlawful sexual intercourse with a female under age 18	287	Sodomy
262	Rape of spouse	288.5	Continuous sexual abuse of a child
264.1	Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force	288	Lewd or lascivious acts with child under 14
266	Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses	288a	Unlawful oral copulation
266c	Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear	288.2	Harmful matter sent with intent of seduction of minor (FELONY ONLY)
266h(b)	Pimping a minor	289	Genital or anal penetration with a foreign object
266i	Pandering a minor	311.1	Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor
266j	Procurement of child under age 16 for lewd or lascivious acts	311.2	Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor
267	Abduction of person under 18 for purposes of prostitution	311.3	Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14
269	Aggravated sexual assault of a child	311.4	Employment of a minor to perform prohibited acts
272	Causing, encouraging or contributing to the delinquency of persons under 18 years	311.10	Advertising for sale or distribution materials depicting a person under age 18 engaging in or simulating sexual conduct
273a	Willful cruelty or unjustifiable punishment of child; endangering life or health	311.11	Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct
273d	Corporal punishment or injury of a child	314	Lewd or obscene conduct, indecent exposure, obscene exhibition
273.5	Corporal injury of spouse or cohabitant of opposite sex	647a	Engaging in or lewd or dissolute conduct in a public place or in any place open to the public
285	Incest	647d	Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act
		647.6	Annoying or molesting a child under 18

This section also includes anyone committed as a mentally disordered sex offender under the Welfare and Institutions Code.

PART B

A recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been convicted of any felony or misdemeanor specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 (if a deadly or dangerous weapon was used, as provided in subsection (b) of Section 12022), Section 217.1 or Section 236 of the Penal Code, any offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any offense specified in subdivision (c) of Section 667.5 of the Penal Code within ten years of the date of the employer's request.

If the conviction for any specified felony is over ten (10) years old, then a recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been incarcerated for the offense within ten (10) years of the date of the request.

No record of a misdemeanor conviction will be transmitted, unless the person has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or misdemeanor and felony convictions, or has been incarcerated for any violation in this section within the preceding ten (10) years.

207 - 210 (+ 12022)	Kidnapping	211 (+12022)	Robbery	215 (+12022)	Car jacking
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Section 207-210, 211 and 215 apply only if accompanied by a concurrent finding under section 12022 that a deadly or dangerous weapon was used in the commission of the crime.

217.1	Assault on public official	243.6	Assault or battery on process server
236	False imprisonment	243.7	Battery against jurors
237	False imprisonment	244	Assault with caustic chemicals
240	Assault	244.5	Assault with stun gun or taser
241.1	Assault upon custodial officer	245	Assault with deadly weapon or force likely to produce great bodily injury
241.2	Assault on school property	244.2	Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger
241.3	Assault against transportation personnel or passenger	245.3	Assault with deadly weapon or force likely to produce great bodily injury on custodial officer
241.4	Assault on peace officer of school district	246	Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper
241.7	Assault against jurors	247	Shooting at unoccupied aircraft or motor vehicle
242	Battery	247.7	Discharge of laser at aircraft
243.1	Battery against custodial officer in performance of duties	667.5	Sentencing enhancements for various crimes of violence
243.2	Battery on school property		
243.3	Battery against transportation personnel or passenger		
243.4	Sexual battery		
243.5	Assault or battery on school property		

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

Level of Service: DOJ FBI

ORI: <u>A0373</u>	Type of Application: <u>VOLUNTEER</u>
Code assigned by DOJ	
Job Title or Type of License, Certification or Permit: <u>VOLUNTEER /</u>	

V O L U N T E E R S E C T I O N	Name of Applicant: _____ <small>(please print) Last First MI</small>
	Alias: _____ Driver's License No: _____ <small>Last First</small>
	Date of Birth: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____
	Place of Birth: _____ Social Security Number: _____ <small>(City State)</small>
	Home Address: _____ Phone Number: _____ <small>Street No. Street or PO Box</small>
	<small>City, State and Zip Code</small>

If resubmission, list Original ATI Number: _____

Agency Address Set Contributing Agency:

<u>North of the River Recreation & Park District</u>	<u>03803</u>
Agency authorized to receive criminal history information	Mail Code (five-digit code assigned by DOJ)
<u>3825 Riverlakes Dr.</u>	<u>Esther Grijalva</u>
Street No. Street or PO Box	Contact Name (Mandatory for all school submissions)
<u>Bakersfield CA 93312</u>	<u>(661) 392-2000</u>
City State Zip Code	Contact Telephone No.

Misc. No.: BIL - 110007 IDENTIFICATION: _____

Agency Billing Number Type of ID provided Expiration

Live Scan Transaction Completed By: _____

Name of Operator Date

North of the River Recreation & Park District

Transmitting Agency ATI Number Amount Collected/Billed

Continuation of Service: (list the program and year)

YEAR PROGRAM(S)	YEAR PROGRAM(S)