

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 volunteering or assist with our programs are required to submit a Volunteer Application, Fingerprint Questionnaire and fingerprinting, Volunteer Agreement, Waiver, and Release, and Volunteer Acknowledgement, prior to the start of the program. Additionally, volunteers working on a regular basis are required to complete Anti-Harassment training and for those working with minors, the Child Abuse Mandated Reporter training.

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 only**. **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) to be fingerprinted. Contact the Personnel Office for a list of other forms of acceptable identification. To expedite your appointment, complete the Volunteer 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 evaluate returning volunteers and may assign prior to utilizing new volunteers. Afterwards, new volunteers will be evaluated and selected from those individuals that have completed all volunteer requirements.

Please feel free to contact me at, 661-392-2000 if you have any questions.



Volunteer Application

INSTRUCTIONS: Thank you for your interest in volunteering for the North of the River Recreation and Park District. Please fill out the following form completely and legibly.

Name: _____ Date: _____

Address, City, State, Zip: _____

Phone Number: _____ Email: _____

Have you ever served as a volunteer or employee for NOR? Yes No If yes, please give date: _____ and program: _____

Do you have any friends or relatives employed with the District? Yes: _____ No: _____

If yes, state name(s) and relationship: _____ Phone Number: _____

Emergency contact, please notify: _____ Phone Number: _____

Name relationship to you: _____

Volunteer Interest

What program would like to volunteer for? _____

Describe any job-related skills, knowledge, licenses or special training you possess which relate to the volunteer position: _____

Have you ever volunteered for another agency or organization? Yes No

If yes, please indicate agency or organization and in what capacity: _____

Availability

List availability: Days: _____ Evenings: _____ Weekends: _____

How many hours are you able to volunteer? _____ per [] week [] month

If you are interested in volunteering to be a coach, can you make a commitment to volunteer for at least one season? Yes No N/A Head Coach Asst Coach

For youth program, list child's name: _____

Additional Information

Indicate any languages in which you are fluent: _____

Do you have a reliable means of transportation? Yes No

How did you find out about our volunteer program? _____

References

List three references not related to you who have knowledge of your work and/or volunteer performance within the last three years.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Minor

Are you at least 18 years of age? Yes No

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 the rendered under the general or special supervision of a licensed physician, surgeon or dentist.

Parental Signature required if under 18

Date

Please Read and Initial Each Paragraph and Sign and Date Below

_____ I understand that as a volunteer for the District, I am not now and will not become an employee of the District and have no employment rights of any kind. I understand that my status as a volunteer may be terminated at any time for any reason.

_____ I hereby authorize the District to contact my references regarding my suitability for a volunteer position.

_____ I understand that my position as a volunteer is contingent upon the completion of a background questionnaire as required by Section 11105.3 of the Penal Code.

_____ In the event of an emergency, volunteers are covered under the District's Workers' Compensation Plan Policy.

I have read, understand, and fully agree to the above:

Applicant's Signature: _____ **Date:** _____



Activity Date(s)

Activity Name

VOLUNTEER AGREEMENT, WAIVER, AND RELEASE

INFORMATION TO PARTICIPANT REGARDING RISK OF INJURY

In consideration for being permitted by North of the River Recreation and Park District (the District) to participate in this volunteer assignment/ activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the assignment/activity. This release is intended to discharge in advance the District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns. I agree to indemnify and to hold the District, (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost or expense which may arise out of or connected in any way with my participation in the volunteer assignment/activity.

I fully understand that my participation in this volunteer assignment/activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that the information I provide may be verified, and I give permission to the District to make inquiry of others concerning my suitability to act as a volunteer. I also understand that a criminal background check may be accomplished if that action is deemed necessary. I understand that any false statements will disqualify me from the District's volunteer program.

I am aware that the relationship between the District and a volunteer is "at will" in nature, and that it may be terminated at any time without cause by either the volunteer or the District. Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, health or life insurance, or other employee benefits of any kind. Finally, I agree to comply with all District rules and guidelines as well as all applicable public health rules, regulations, orders, and/or guidance in effect at the time of my participation in this volunteer activity

PHOTOGRAPHIC RELEASE: I understand that photographs may be taken during this activity and hereby grant the District permission to use any such photo(s) for advertising or in promotional materials.

PARENTAL/GUARDIAN CONSENT: (to be completed and signed by parent/guardian if Volunteer is under 18 years of age.)

I hereby consent that my son/daughter, _____, participate as a volunteer in the above-referenced activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with said minor's participation in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature

Name (Printed)

Date



**VOLUNTEER
ACKNOWLEDGMENT FORM**

I hereby acknowledge that I have received training as to how to safely complete the tasks required by volunteers of North of the River Recreation and Park District (the District).

I hereby further acknowledge that I am not an employee of the District, but that I am covered under the Agency's workers' compensation plan since the District has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

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

Date: _____

Signature: _____

Print Name: _____

Parent or Guardian Signature (if minor):



Volunteer Background Confidential Questionnaire

Applicant's full name (PRINT): _____

Section 5164 of the Public Resources Code of the State of California prohibits North of the River Recreation and Park District (the District) from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes the District to screen any such prospective employee or volunteer for his or her criminal background. In light of your interest in being hired by the 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, in a position having supervisory or disciplinary authority over any minor, 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:

Please Note: Having a conviction record may not necessarily prevent volunteering. The nature of the conviction and length of time which has passed since the conviction will be taken into consideration, along with the current District's policies.

1. 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 A (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. **Yes: _____ No: _____**

If your answer is **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. Are you willing to be fingerprinted in order that the District may screen you for a criminal background? **Yes: _____ No: _____**

3. 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? **Yes: _____ No: _____**

If your answer is **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:

4. Are you currently released on bail or on your own recognizance for any crime?
Yes: _____ No: _____

If your answer is **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:

Background Investigation Agreement and Declaration

I authorize the District to perform a thorough background investigation on all matters related to my suitability for volunteering including online background checking, and to run a fingerprint background check to screen for criminal background. I authorize investigation of all statements contained in my volunteer application. I authorize the District to secure information about my background and experience with former employers, current employers, education institutions and any relevant agencies, and authorize those parties to provide information to the District concerning my background and experience. I release the District and all parties providing information to the District about my background and experience from any liability whatsoever arising therefrom.

I, **(Print Name)** _____, in seeking to be a volunteer by the District to perform services at, any park, playground or recreational center used by the District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

(City) _____, **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, the 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 the 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 volunteer services rendered to the 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.

Applicant's Signature: _____ **Date:** _____

District HR Signature: _____ **Date:** _____

ATTACHMENT A

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

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) | 285 Incest |
| 261 Rape | 286 Sodomy |
| 261.5 Unlawful sexual intercourse with a female under age 18 | 286.5 Sexually assaulting an animal |
| 262 Rape of spouse | 287 Sodomy |
| 264.1 Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force | 288.5 Continuous sexual abuse of a child |
| 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 | 288 Lewd or lascivious acts with child under 14 |
| 266c Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear | 288a Unlawful oral copulation |
| 266h(b) Pimping a minor | 288.2 Harmful matter sent with intent of seduction of minor (FELONY ONLY) |
| 266i Pandering a minor | 289 Genital or anal penetration with a foreign object |
| 266j Procurement of child under age 16 for lewd or lascivious acts | 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. |
| 267 Abduction of person under 18 for purposes of prostitution | 311.2 Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor |
| 269 Aggravated sexual assault of a child | 311.3 Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14 |
| 272 Causing, encouraging, or contributing to the delinquency of persons under 18 years | 311.4 Employment of a minor to perform prohibited acts |
| 273a Willful cruelty or unjustifiable punishment of child; endangering life or health | 311.10 Advertising for sale or distribution of materials depicting a person under age 18 engaging in or simulating sexual conduct |
| 273.d Corporal punishment or injury of a child | |
| 273.5 Corporal injury of spouse or cohabitant of opposite sex | 311.11 Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct |
| | 314 Lewd or obscene conduct, indecent exposure, obscene exhibition |
| | 647a Engaging in or lewd or dissolute conduct in a public place or in any place open to the public |
| | 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) Carjacking

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

Public Resource Code 5164

(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.

Anti-Harassment and Child Abuse Mandated Reporter training

Individuals that have completed the training within the last two years with another agency or through their employer can submit a copy of their certificate of completion for credit, up to two years from the date of completion.

Anti-Harassment Prevention Training

Training Opportunities:

<https://www.dfeh.ca.gov/shpt/> - individuals can access this anywhere they have internet access. Upon completion of the course, volunteer must print and submit the certificate for documentation.

Target Solutions - contact the HR office to get login instructions for completion.

Child Abuse Mandated Reporter Training - only for employee's and volunteers that work with minors

Individuals that have completed the training within the last two years with another agency or through their employer can submit a copy of their certificate of completion for credit, up to two years from the date of completion.

Training Opportunities:

Mandated reporter Office of Child Abuse Prevention website, www.mandatedreporter.ca.com, scroll to VOLUNTEERS, click on [Learn More], scroll to [Start Training], Register or Sign In and follow the instructions. Submit a copy of certificate to HR for documentation. OR

Target Solutions - contact the HR office to get login instructions for completion.