

# Supervisor's Guide to Managing Volunteers

Human Resources



**City of Roseville Volunteer Center**  
311 Vernon Street  
Roseville, CA 95678  
(916) 774-5475



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## PURPOSE OF THE SUPERVISOR'S GUIDE TO THE VOLUNTEER PROGRAM

The City of Roseville actively supports volunteerism in the community and City departments. Volunteers make a positive impact on local government, assist in accomplishing daily tasks and new programs, are essential for community outreach, and help to influence the future of Roseville. Volunteers enhance the levels and types of quality services provided by the City of Roseville.

Staff members who work with volunteers have an important role as liaisons to ensure that volunteers receive adequate training, guidance, encouragement, and oversight, so that the volunteer's experience is successful, meaningful and positive. At the same time, the policies governing volunteers for the City must be applied.

The purpose of the Supervisor's Guide to the Volunteer Program is to provide a single reference that outlines the policies for the volunteer program and provides information pertinent to volunteer screening and assignment.

**Note: While each department's practices regarding volunteers may vary, the selection, screening and assignment policies and process must be standard throughout the City departments to ensure all legal requirements are met.**

## THE VOLUNTEER PROCESS

Volunteers who work in City departments must complete the City of Roseville Volunteer Application process. Volunteers recruited by the City departments must follow the same process as the volunteers who independently contact the Roseville Volunteer Center.

The preparation and process for starting a volunteer is as follows:

1. Select an approved Activity description or submit a new volunteer activity description and title form to Human Resources for approval.
2. Have the volunteer complete a volunteer application. Applications can be the traditional paper forms or the online version at the online volunteer management system website. If the volunteer activity is a one time occurrence, the application does not need to be filled out.
3. Volunteers who have supervisory or disciplinary responsibility over "vulnerable populations" (children, the elderly, individuals that are mentally or physically challenged), will be fingerprinted **before** the volunteer assignment begins.
4. Volunteers (over age 18) who will be driving their own vehicle as part of their volunteer duties will need to provide a DMV history report (up to 5 years), proof of automobile insurance and a copy of a valid CA driver's license. These documents should be forwarded to Human Resources with the required waiver.

5. Have the volunteer sign a “Volunteer Release and Waiver of all Claims” (attachment #3) before the volunteer assignment begins. The signed waiver is then forwarded along with the approved Volunteer Activity description title to the Human Resources Department. The receipt of all required paperwork will be entered into the online volunteer management system. The volunteer coordinator is responsible for keeping a copy of the waiver.

If an organization or group will be volunteering, refer to the section on Hold Harmless Agreements. These agreements have been developed to be used in lieu of the individual volunteer waiver forms.

6. A brief orientation needs to be conducted by the department to include:
  - a. Review of the approved Volunteer Activity Description
  - b. Information about the City, the assigned department, and the specific volunteer activity
  - c. Safety information and training for the assignment
  - d. Notification of the next new employee orientation/bus tour (attendance is optional)
6. Volunteers **cannot** begin working until the above steps have been completed and results are entered into the online volunteer management system.
7. Collaborate with the Volunteer Action Team to ensure all volunteers are recognized annually during a citywide appreciation event (usually April).

## **Volunteer Forms**

All volunteer related forms (approved and blank activity descriptions, waivers, and applications) are located on the intranet at:  
[http://intranet/depts/human\\_resources/volunteer/volunteer\\_application\\_process.asp](http://intranet/depts/human_resources/volunteer/volunteer_application_process.asp)

## **The Volunteer Activity Description**

A volunteer activity description must be approved by the Human Resources Department before a volunteer begins their assignment.

If an approved activity description exists, the volunteer supervisor only needs to indicate the approved activity title on the volunteer waiver.

If an approved activity description cannot be found for the proposed volunteer assignment, the supervisor completes a blank “Volunteer Activity Description” and sends it via e-mail to the Human Resources Department for approval.

The Human Resources Department reviews the information, and when the activity description is approved, the document is posted on the intranet. The Human Resources Department will notify the volunteer supervisor when the activity description has been approved.

### **The Volunteer Application**

Volunteer applications are available to those interested in volunteering for the City. When completed applications are returned to the Volunteer Center, they will be entered into the online volunteer system and forwarded to the department(s) that closely matches the interests indicated on the application. Department supervisors contact the volunteers.

Volunteer applications are also available and accepted through the online volunteer system at <http://www.myvolunteerpage.com/roseville>. Through the online system, volunteers will be able to choose which departments they would like to volunteer.

Volunteers recruited for a one-time special event are not required to complete a Volunteer Application.

### **Fingerprints**

All volunteers should be fingerprinted. The fingerprint clearance must be obtained **before** the assignment begins.

This is done at no expense to the volunteer at the Police Department, 1051 Junction Blvd., Tuesday through Friday, 9:00 a.m. through 5:00 p.m. on a first come first serve basis. The volunteer may pick up the referral form from Human Resources, or the form can be requested by the department, and the volunteer can then take the form to the Police Department. The department sends an e-mail to the HR Admin Clerk and provides the name of the volunteer. Results of the fingerprints will be available on a spreadsheet through the City's "G" drive under human resources/pre employstatus. If the volunteer has a criminal record, that information along with the volunteer's application is reviewed by Human Resources.

### **Volunteer's Driving**

A volunteer driving position is one which includes driving as part of their specific duties such as site visits or deliveries. This does not include a volunteer's commute time from home to a City location. Volunteers may only drive if they are over the age of 18 and have submitted the necessary paperwork (5-year DMV history, verification of automobile insurance, copy of driver's license) to Human Resources.

If a volunteer assignment includes driving a personal vehicle they are eligible for the appropriate mileage reimbursement. Mileage reimbursements shall be processed the same as an employee. Reimbursement forms can be found on the intranet, under Finance, forms. Volunteers are responsible for keeping accurate records of their odometer readings throughout the course of their volunteer driving assignment and should include those records with their reimbursement form.

It is the volunteer supervisor's responsibility to review and submit the volunteer's mileage reimbursement to the Finance Department. Any reimbursement shall be paid from the volunteer's home department and the appropriate account code should be indicated on the reimbursement form.

Volunteers, who are required to drive a City vehicle (Police) during the course of their volunteer assignment, must meet the above guidelines and enroll in a Defensive Driver Safety Training program for use of City vehicles. Any cost related to such program shall be paid for the by the volunteer's home department. **These assignments will be limited and subject to approval by Human Resources.**

### **Waiver Forms for Individual Volunteers**

Prior to, or during the orientation and training, the volunteer signs the "Volunteer's Release and Waiver of All Claims Including Photograph Release for Special Events" form. Send the Waiver to the Human Resources Department (See Attachment #3 for a sample of the form) and keep a copy of the waiver on hand for emergency contact purposes. You may discard your department copies of the "Release and Waiver of All Claims" after the volunteer has discontinued volunteering. The Human Resources Department will keep the original on file for a period of time in case any claims are filed.

Volunteers recruited for a "one-time" event will also complete the Waiver. The Waiver may be signed at the time the volunteer reports for assignment and then forwarded to the Human Resources Department after the event. One time event volunteers need only complete the first side of the waiver form.

**Volunteers Under Age 18:** If the volunteer is under age 18, a parent or legal guardian must sign the "Release and Waiver of All Claims" form prior to the event or volunteer assignment.

All waiver forms **MUST** have the activity description title referenced under the section: "It is my intention to perform voluntary services without compensation for the City of Roseville as a \_\_\_\_\_."

The activity description title is the approved title that was submitted/selected at the beginning of the process and the signed waiver pertains to that particular volunteer activity and no other.

## **Hold Harmless Agreement and Right of Entry and Hold Harmless Agreement for Activities Affecting City Property for Organizations or Group Volunteers**

These agreements have been developed to accommodate volunteer activities involving groups, businesses, and agencies who desire to recruit their own volunteers to provide volunteer services to the City of Roseville. In these particular situations it is the group who is volunteering service to the City, not the individual participants. In light of this, it is not necessary that the individual participant sign a City Waiver, however, it is necessary that the volunteering group sign one of the Hold Harmless Agreements. These agreements provide essentially the same protection the City as our individual waiver forms and, in some instances, more protection. Guidelines for these agreements are outlined below:

### **Hold Harmless Agreement**

This agreement acts in the same manner as our waiver form and includes language that clearly states that the individual participants are volunteers to the group, not the City. This form should be used anytime a group is volunteering services to the City for an activity that does not affect City property. This form need only be signed by an authorized representative of the participating group to be valid. Examples of activities for which this form would be used include assisting with paperwork, sorting coats, participating in a parade. These activities do not change or alter City property in any way.

### **Right of Entry and Hold Harmless Agreement for Volunteer Activities Affecting City Property**

This agreement provides the City the same protection as the Hold Harmless Agreement however it also includes language and insurance requirements that protect the City when a group is providing volunteer services that may change or alter City property. **This agreement must be signed by both an authorized representative of the volunteering group and the City Manager. All required insurance documents must be approved by Human Resources prior to submission of the agreement to the City Manager for signature.** This form is more than a hold harmless waiver; it is an actual agreement between the City and the participating group approving a volunteer activity that affects City property in some manner. Examples include installing things like benches, planters or other structures; removal of existing structures; altering terrain by planting or removing landscaping. These are examples of activities that would require use of this form and require the provision of insurance coverage documentation to the City.

All group volunteer activities submitted on a Volunteer Activity Description will be reviewed on a case by case basis to determine which of these forms is most appropriate. Should it be determined that the agreement including the Right of Entry



and insurance requirement language be the appropriate agreement, insurance requirements will be reviewed for appropriateness and those requirements not necessary for the described activity can be waived (i.e. auto insurance may not be necessary if no automobiles will be used for the activity.)

### **Returning Assignment**

A volunteer can return to an assignment after a period of inactivity, as long as: all required paperwork is on file, the assignment has not changed in scope, and the period of inactivity has not exceeded six months.

If an assignment has changed or the volunteer has been inactive for a period of six months, steps 1, 3, and 4 under the Procedures section must be completed. The volunteer's information on the Volunteer Application (paper or on-line version) will need to be updated and verified.

It is the hiring department's responsibility to ensure all paperwork is complete and on file in the Human Resources Department.

### **Volunteer Management System**

The Volunteer Center uses an online volunteer management system to manage volunteers within the City of Roseville. Department liaisons are responsible for entering the volunteer information (application, etc.) and hours worked into the online volunteer management system so that the Human Resources Department and Roseville Volunteer Center can access the information as needed.

### **Volunteer Hours**

The Volunteer Center collects total volunteer hours worked from City departments through the volunteer management system; therefore all volunteer hours need to be recorded in the online volunteer management system (the department liaison should record total volunteer hours by the 15th of the following month (example: record hours by July 15 for June)).

Volunteers have the option to record their own hours into the system, if the department liaison chooses to have them do so. Department liaisons are responsible for approving hours logged by volunteers.



## **Volunteer Orientation and Training**

Refer to the “Supervisor’s Orientation Checklist” for information to include in the orientation (See Attachment # 6). The list may be expanded for each department. It is important that the orientation and training include safety precautions as needed for the assignment, training for use of tools, and the tasks to be completed. A volunteer orientation must take place prior to the volunteer starting work.

## **Volunteer Recognition**

Volunteers are recognized annually through an “appreciation event” hosted by City departments and planned by the Volunteer Action Team members. Volunteers are recognized through announcements, awards and plaques, or other means according to the established protocol for each department.

## **EMPLOYEES AS VOLUNTEERS**

The City accepts the services of staff as volunteers, **ONLY IF** the volunteer service is provided without any coercion, involves work which does not involve the same type of service which the individual is employed to perform, and may be outside of usual working schedule. Employees that volunteer must follow the same policies and procedures as any other volunteer. Employees that volunteer are not covered under workers’ compensation while volunteering.

## **VOLUNTEER POLICIES**

The City of Roseville employee issues and/or policies also apply to volunteers.

### **Conduct:**

City volunteers are expected to adhere to the same high code of conduct as City employees and have the responsibility to conduct all business and volunteer affairs within the spirit and intent of high ethics, honesty and integrity.

### **Dress:**

City volunteers are also expected to adhere to the same dress codes standards as City employees. Dress code standards differ by department and should be discussed with your department representative.

### **Smoking:**

It is the policy of the City of Roseville to provide a smoke-free environment to its employees. Smoking is not permitted at any time within any City building (including interior open air areas) or City vehicles.

**Software Piracy:**

City computer and telecommunication resources are to be used only for City-related activities. All computer resources and data are to be considered the property of the City and cannot be used for personal/private purposes.

**Criminal History Investigations:**

The department will exercise care in the screening and placement of volunteers before placement into positions supervising vulnerable populations: minors, elderly, and individuals with disabilities. The department will refer the volunteer to be fingerprinted if supervising vulnerable populations.

**Harassment:**

Employees and volunteers have the right to work in an environment which assures fair and courteous treatment of all staff members and the general public. The City of Roseville will not tolerate any form of unprofessional conduct which is considered harassing, threatening or demeaning.

**Violence in the Workplace:**

The City of Roseville has a Zero Tolerance policy for workplace violence.

**Driving Personal Vehicle:**

If you drive as part of your volunteering, we ask that you provide a copy of driver's license, verification of automobile insurance, and a DMV history report (5 years) to the Human Resources Department. If you are in an accident while driving your own vehicle, in the performance of your volunteer activities, you should immediately contact the local police and complete an accident investigation form. Your department and Human Resources should be notified immediately.

**Unsolicited Applications:**

Unsolicited volunteer applications received in the Human Resources Department will be sent to department liaisons that match the interests of the volunteer. Department liaisons will contact the potential volunteer directly.

Departments in need of volunteers may also search the online volunteer management system for potential volunteers at any time.

## **ATTACHMENTS TO VOLUNTEER PROGRAM SUPERVISOR GUIDE**

ATTACHMENT #1	Volunteer Activity Description (Blank Form)
ATTACHMENT #2	Volunteer Application
ATTACHMENT #3	Volunteer Release and Waiver of All Claims/Photo Release
ATTACHMENT #4	Hold Harmless Agreements
ATTACHMENT #5	Records of Volunteer Hours
ATTACHMENT #6	Supervisors' Volunteer Checklist Preparation/Safety Orientation
ATTACHMENT #7	Administrative Regulation 2.03 – Harassment Policy
ATTACHMENT #8	Administrative Regulation 1.06 – Violence in the Workplace Policy
ATTACHMENT #9	Administrative Regulation 1.04 – Usage of City Computer and Telecommunication Resources
ATTACHMENT #10	Administrative Regulation 2.09 – No Smoking Policy
ATTACHMENT #11	Administrative Regulation 2.12 – Volunteers/Non City Personnel
ATTACHMENT #12	Volunteer Book mark



# Volunteer Activity Description

## Volunteer Job Description

Department \_\_\_\_\_ Program/Event \_\_\_\_\_

Position \_\_\_\_\_ Other: \_\_\_\_\_

\*Internships are no longer volunteer positions

Supervised by (Name of City Employee): \_\_\_\_\_ Degree of Supervision \_\_\_\_\_

Does this Position Supervise Minors or Vulnerable Populations\*?

- Yes       No       Both - Special Case (Please Explain)

Explanation: \_\_\_\_\_

**Note: If Yes, fingerprint results MUST be received prior to starting the volunteer assignment. All volunteers who will be supervising/disciplining vulnerable populations, must have their fingerprints on file and be cleared.**

*\*The term "Vulnerable Populations" can be located in the City's Administrative Regulation 2.12 which defines vulnerable populations as: children, the elderly, and individuals that are mentally or physically challenged.*

Does this Position require the volunteer to drive?

- Yes       No

**Note: If Yes, a copy of the volunteer's car insurance, driver's license and a 5-year DMV history report MUST be on file with Human Resources prior to starting the volunteer assignment. The volunteer must also be at least 18 years old. If driving a City vehicle, volunteers must also complete a Defensive Driver class.**

Goal/Purpose of the position:

\_\_\_\_\_

Duties of the position:

\_\_\_\_\_

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Qualifications (i.e. education, experience, job history, etc.)

Required:

\_\_\_\_\_

Desired:

\_\_\_\_\_

Personal Characteristics:

\_\_\_\_\_

Minimum Age:

\_\_\_\_\_

**\*Note:** The minimum age for a volunteer position is up to the Supervisor's discretion. Volunteer assignments should be made considering the maturity level and age of the volunteer with the volunteer job duties.

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Benefits for the Volunteer:

\_\_\_\_\_

Known Hazards or Risks to the  
volunteer:

\_\_\_\_\_

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### Volunteer Supervisor

Department:

\_\_\_\_\_

Volunteer Supervisor:

\_\_\_\_\_

Signed:

Date

\_\_\_\_\_

Supervisors Extension:

\_\_\_\_\_

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### Risk Management

Risk Management Approval by:

\_\_\_\_\_

Signed:

Date

\_\_\_\_\_

Risk Management Extension:

\_\_\_\_\_



## CITY OF ROSEVILLE VOLUNTEER APPLICATION

Last Name		First Name		Middle Name
Mailing Address (number, street, apt. no.)				
City		State	Zip Code	Email Address
Home Phone ( )	Cell/Message Phone ( )		If required by the position, Valid California Driver's License No: _____ Exp. Date: ___/___	
Are you a United States citizen or lawfully admitted permanent resident of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Birth month/Day (Optional)

**IF YOU ANSWER YES TO QUESTIONS #2 OR #3 BELOW, PLEASE GIVE DETAILS BELOW. USE A SEPARATE SHEET OF PAPER IF NEEDED.**

1. Do you have a disability which may limit your ability to perform the job for which you have applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No	REMARKS
2. Except as follows, since your 18 <sup>th</sup> birthday have you been convicted of a violation of the law? Do <b>NOT</b> disclose the following: (1) information regarding an arrest or detention that did not result in a conviction; (2) minor traffic violations (e.g., speeding or parking tickets); (3) information regarding referral to, and participation in, any pretrial or post-trial diversion program; (4) convictions for which the record has been judicially ordered sealed, expunged or statutorily eradicated; (5) marijuana-related convictions described in California Labor Code Section 432.8, if it has been more than two years from the date of conviction; and (6) any misdemeanor conviction for which probation has been judicially dismissed pursuant to California Penal Code Section 1203.4. Background checks will be conducted. A YES answer will not automatically disqualify you.	<input type="checkbox"/> Yes <input type="checkbox"/> No	#2
3. Have you ever worked for the City of Roseville? If yes, what department?	<input type="checkbox"/> Yes <input type="checkbox"/> No	#3
4. Have you ever been discharged from a position?	<input type="checkbox"/> Yes <input type="checkbox"/> No	#4

**JOB RELATED SCHOOLING AND TRAINING**

<b>EDUCATION:</b> (Circle highest grade completed)    8 or below   9   10   11   12   13   14   15   16   17   18
High School Graduate/GED: Yes/ No (Circle One)
Certificate of Training, Licenses or Professional Registrations:
<b>WORK EXPERIENCE:</b> Are you currently employed? (Check as many as apply) <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporarily Unemployed <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student <input type="checkbox"/> Retired

**CURRENT EMPLOYER OR SCHOOL:**

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

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

**REFERENCES:**

**BELOW FULLY DESCRIBE ANY ADDITIONAL SKILLS, KNOWLEDGE OR SPECIAL TRAINING YOU POSSESS:**

	<b>Typing speed (optional)</b>
--	------------------------------------

**What type of volunteering are you most interested in?**

**What are your goals for a volunteer position?**

**EMERGENCY INFORMATION**

*This information is strictly voluntary and will be kept confidential and used only in the event of a medical emergency.*

Person to contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you presently under a physician's care? \_\_\_\_\_ If yes, please specify \_\_\_\_\_

Are you presently taking any medication? \_\_\_\_\_ If yes, please list them: \_\_\_\_\_

Please list any allergies/existing medical conditions: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

Existing medical conditions: \_\_\_\_\_

\_\_\_\_\_

**I hereby certify that all statements made in this application are true and correct to the best of my knowledge and I authorize investigation of all matters contained in the application. I acknowledge that any false statements or misrepresentation on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. I am aware that a background investigation will be required before placement in the Police or Fire Departments, and for any sensitive volunteer position. I am aware that fingerprinting will be conducted for all volunteer positions that supervise vulnerable populations.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to: City of Roseville Volunteer Center  
 311 Vernon Street, Roseville, CA 95678

Interviewed by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 6/19/13



**CITY OF ROSEVILLE  
VOLUNTEER'S RELEASE AND WAIVER OF ALL CLAIMS  
INCLUDING PHOTOGRAPH RELEASE FOR SPECIAL EVENTS**

My name is \_\_\_\_\_. I am over the age of 18. (If under 18 years old, a parent/guardian must also sign the release form.)

It is my intention to perform voluntary services without compensation for the City of Roseville as a \_\_\_\_\_  
(Volunteer Job Title)

I understand that I am not eligible for Workers' Compensation benefits in the event of injury, and I will not under any circumstances receive any other type of compensation. As a Volunteer your personal insurance, including health, automobile and liability insurance are in effect while acting within the scope and course of your assigned duties. The City provides excess insurance, which will cover expenses in excess of your personal insurance or will serve as primary insurance should you not have personal insurance coverage in place. Risk Management implements the City's insurance programs and will coordinate the processing of any claims made by Volunteers.

I have read the project description, and am aware of the possible hazard(s). I am aware that in volunteering I may incur personal injury and/or property damage. I desire to release the City of Roseville from any financial responsibility for any personal injury and/or property damage I may incur as a result of my voluntary services, even when it results from the negligence of the City or its officers, agents, employees and volunteers.

I understand and have been advised that I may have rights under Sections 1542 of the Civil Code of California which reads as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

I expressly waive any rights conferred under that code section, as well as any similar law of any state or territory of the United States. I release the City and all of its officers, agents, employees and volunteers, and waive all claims against them, for any personal injury (including death) and/or property damage I may incur as a volunteer, including damage incurred as a result of the negligence of any officer, agent, employee or volunteer of the City of Roseville.

No promise, inducement, or agreement has been made to me to induce me to release the City of Roseville from liability for any personal injury and/or property damage incurred by me as a result of my voluntary services, nor has any promise inducement, or agreement been made to me in return for the express waiver of rights referred to above.

I understand that if I act outside the scope, authority and/or policies and procedures of the City of Roseville, I could be subject to a lawsuit against me for which the City of Roseville will not defend. I also understand that I could be subject to monetary and/or property loss or, depending on the circumstances, imprisonment.

Further, I acknowledge that the Public Information Officer is responsible for producing and publishing a variety of newsletters, brochures, fact sheets, guides, flyers and other informational materials. The Media Division is responsible for Government Access Channel 14 and other city video production services.

I hereby irrevocably authorize the City of Roseville Public Information Officer or anyone authorized by the Public Information Officer or Media Division to use, reproduce or publish any and all photographs or videotapes of me, which may be taken during my participation in a volunteer event, for any purpose, without compensation to me.

This release and Waiver of all Claims is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, at Roseville, California.

Print Name (Volunteer): \_\_\_\_\_ Address: \_\_\_\_\_

Signature (Volunteer): \_\_\_\_\_ Telephone: \_\_\_\_\_

Print Name of Parent/Guardian, if under 18: \_\_\_\_\_

Signature of Parent/Guardian, if under 18: \_\_\_\_\_

**DECLARATION OF WITNESS  
(Required when court ordered community service is conducted)**

The above individual, in my presence, acknowledged that he/she had read and fully understood the meaning and consequences of the Release and Waiver of All Claims, and he/she signed it in my presence.

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

Signature of Witness: \_\_\_\_\_

Revised 01-11-10

**ATTACHMENT #4**

- a. Right of Entry/Hold Harmless Agreement**
- b. Hold Harmless Agreement**



**RIGHT OF ENTRY AND  
HOLD HARMLESS AGREEMENT  
FOR VOLUNTEER ACTIVITIES  
AFFECTING CITY PROPERTY**

\_\_\_\_\_ (“PARTICIPANT”) desires to enter certain property owned by the City of Roseville (“CITY”) and to provide volunteers for the purposes of performing the following activity described as: \_\_\_\_\_ (“Activity”). A Volunteer Activity Description detailing the Activity is attached hereto and incorporated by reference. PARTICIPANT understands that there are certain risks and dangers related to this Activity, and hereby agrees as follows.

1. PARTICIPANT desires to enter the following property owned by CITY for purposes of performing the Activity located at: \_\_\_\_\_ (“Property”). CITY hereby grants PARTICIPANT and its employees, volunteers, contractors, consultants, and agents permission to enter upon and use the Property, as may be reasonably necessary in order to perform the Activity within the Property.
2. The right to enter the Property shall commence on \_\_\_\_\_ (date) and terminate on \_\_\_\_\_ (date). However, the right to enter may be extended upon mutual written agreement of the parties. CITY may at its sole discretion terminate the right to enter at any time.
3. PARTICIPANT shall comply with the following terms and conditions:
  - a. PARTICIPANT shall be responsible for all of the costs of any property damage resulting from the Activity.
  - b. PARTICIPANT shall undertake all appropriate safety measures to protect public and volunteer safety during the Activity.
  - c. PARTICIPANT shall be responsible for cleaning up and removing all trash, materials and equipment from the Property after completion of the Activity.
  - d. PARTICIPANT shall restore the Property to original or better conditions to CITY’s satisfaction after completion of the Activity.
4. PARTICIPANT agrees to maintain in full force and effect the following policies of insurance during the term of this Agreement.

COVERAGES

Workers’ Compensation  
 Commercial General Liability

Automobile liability including  
 endorsements for owned,  
 hired and nonowned vehicles

LIMITS OF LIABILITY

Statutory:  
 Bodily Injury:  
 \$1,000,000 each occurrence  
 \$2,000,000 aggregate  
 Property Damage:  
 \$1,000,000 each occurrence  
 Personal Injury:  
 \$1,000,000 each occurrence  
 \$2,000,000 aggregate

Bodily Injury:  
 \$500,000 each occurrence  
 \$1,000,000 aggregate  
 Property Damage:  
 \$100,000 each occurrence

PARTICIPANT shall submit a certificate evidencing such coverage in a form satisfactory to the City Attorney of City, prior to undertaking the Activity hereunder. A separate endorsement form showing City, its officers, agents and employees named as additional insureds for General Liability shall also be provided. Such insurance shall specifically cover the contractual liability of the PARTICIPANT. The coverage shall be primary as to such additional insureds and no coverage of the CITY shall be called upon to contribute to a loss. Said certificates shall provide at least thirty (30) days written notice to CITY prior to cancellation or modification of any insurance required by this Agreement. PARTICIPANT shall furnish a certificate for the period covered by this Agreement. Any insurance written on a claims made basis is subject to the prior

approval of the City Attorney. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve PARTICIPANT of liability in excess of such coverage, nor shall it preclude CITY from taking such other actions as are available to it under any other provisions of this Agreement or law.

5. PARTICIPANT is aware of all the risks and dangers associated with participation in this Activity and voluntarily and knowingly assumes all risks in connection with this Activity, to the fullest extent allowed by law.
6. PARTICIPANT understands and agrees that any equipment which PARTICIPANT provides or may borrow or rent from CITY or any other sponsors/providers PARTICIPANT uses at its own risk. PARTICIPANT understands and agrees that CITY and any other sponsors/providers shall not be liable for any loss, damage or injury resulting from the use or suitability of said equipment and the CITY and any other sponsors/providers make no warranties of any kind regarding the equipment.
7. PARTICIPANT agrees to RELEASE, HOLD HARMLESS and INDEMNIFY CITY, any other sponsors/providers, and their employees, agents or contractors from any liability for death, injury or other loss or damage which may occur during or as a result of this Activity or during transportation to and from this Activity, whether foreseen or unforeseen, however caused and whether or not caused by negligence and whether or not caused by PARTICIPANT's volunteers, except for those matters arising for CITY's sole active negligence. PARTICIPANT understands that PARTICIPANT is accepting full financial and legal responsibility for the actions of its volunteers.
8. In any action brought by either Party to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees. Any action arising out of this Agreement shall be brought in Placer County, California regardless of where else venue may lie.
9. This is an integrated Agreement, and contains all of the terms, considerations, understandings and promises of the parties. It shall be read as whole.
10. PARTICIPANT understands this is a binding contract that supersedes any other agreements or representations, and is intended to provide a comprehensive release of liability but is not intended to assert any defenses which are prohibited by law. The specific rights of the parties may vary from state to state. If any part of this Agreement is deemed unenforceable, all other parts shall be given full force and effect.
11. CITY reserves the right to photograph the Activity and participants for its own use. PARTICIPANT agrees to release any photo rights and understands that all photographs taken by CITY will remain the property of CITY.
12. BY SIGNING BELOW, THE UNDERSIGNED REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO LEGALLY BIND PARTICIPANT. THE UNDERSIGNED HAS CAREFULLY READ AND FULLY UNDERSTANDS THIS AGREEMENT, AND THE UNDERSIGNED IS AWARE THAT BY SIGNING THIS AGREEMENT THE UNDERSIGNED IS WAIVING CERTAIN LEGAL RIGHTS OF THE PARTICIPANT, INCLUDING THE RIGHT TO SUE.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has executed this Agreement in duplicate by its City Manager, and PARTICIPANT has caused this Agreement to be duly executed.

CITY OF ROSEVILLE:

PARTICIPANT:

BY: \_\_\_\_\_  
City Manager

BY: \_\_\_\_\_  
its: \_\_\_\_\_

and

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

BY: \_\_\_\_\_  
its: \_\_\_\_\_

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

Attachment: Volunteer Activity Description

## HOLD HARMLESS AGREEMENT FOR VOLUNTEER ACTIVITIES

\_\_\_\_\_ (“PARTICIPANT”) desires to provide volunteers for the purposes of performing the following activity described as:

\_\_\_\_\_ (“Activity”).  
A Volunteer Activity Description detailing the Activity is attached hereto and incorporated by reference. PARTICIPANT understands that there are certain risks and dangers related to this Activity, and hereby agrees as follows.

1. PARTICIPANT is aware of all the risks and dangers associated with participation in this Activity and voluntarily and knowingly assumes all risks in connection with this Activity, to the fullest extent allowed by law.
2. PARTICIPANT understands and agrees that any equipment which PARTICIPANT provides or may borrow or rent from CITY or any other sponsors/providers PARTICIPANT uses at its own risk. PARTICIPANT understands and agrees that CITY and any other sponsors/providers shall not be liable for any loss, damage or injury resulting from the use or suitability of said equipment and the CITY and any other sponsors/providers make no warranties of any kind regarding the equipment.
3. PARTICIPANT agrees to RELEASE, HOLD HARMLESS and INDEMNIFY CITY, any other sponsors/providers, and their employees, agents or contractors from any liability for death, injury or other loss or damage which may occur during or as a result of this Activity or during transportation to and from this Activity, whether foreseen or unforeseen, however caused and whether or not caused by negligence and whether or not caused by PARTICIPANT’s volunteers, except for those matters arising for CITY’s sole active negligence. PARTICIPANT understands that PARTICIPANT is accepting full financial and legal responsibility for the actions of its volunteers.
4. In any action brought by either Party to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney’s fees. Any action arising out of this Agreement shall be brought in Placer County, California regardless of where else venue may lie.
5. This is an integrated Agreement, and contains all of the terms, considerations, understandings and promises of the parties. It shall be read as whole.
6. PARTICIPANT understands this is a binding contract that supersedes any other agreements or representations, and is intended to provide a comprehensive release of liability but is not intended to assert any defenses which are prohibited by law. The specific rights of the parties may vary from state to state. If any part of this Agreement is deemed unenforceable, all other parts shall be given full force and effect.
7. CITY reserves the right to photograph the Activity and participants for its own use. PARTICIPANT agrees to release any photo rights and understands that all photographs taken by CITY will remain the property of CITY.
8. BY SIGNING BELOW, THE UNDERSIGNED REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO LEGALLY BIND PARTICIPANT. THE UNDERSIGNED HAS CAREFULLY READ AND FULLY UNDERSTANDS THIS AGREEMENT, AND THE UNDERSIGNED IS AWARE THAT BY SIGNING THIS AGREEMENT THE UNDERSIGNED IS WAIVING CERTAIN LEGAL RIGHTS OF THE PARTICIPANT, INCLUDING THE RIGHT TO SUE.

PARTICIPANT:

BY: \_\_\_\_\_  
its: \_\_\_\_\_

and

BY: \_\_\_\_\_  
its: \_\_\_\_\_

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

Attachment: Volunteer Activity Description





**VOLUNTEER SUPERVISOR CHECKLIST**

**VOLUNTEER PREPARATION**

Activity Description approved by the Human Resources Director (or designee) YES <input type="checkbox"/> NO <input type="checkbox"/>	Fingerprint check submitted. Date _____ Fingerprint results returned. Date _____
Volunteer application received YES <input type="checkbox"/> NO <input type="checkbox"/>	Volunteer Application entered into volunteer management system. YES <input type="checkbox"/> NO <input type="checkbox"/>
"Release and Waiver of All Claims" signed and sent to the Human Resources Director (or designee) (Need Parent signature if volunteer is under age 18) YES <input type="checkbox"/> NO <input type="checkbox"/>	Volunteer Orientation YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy of valid driver's license (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of automobile insurance (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy 5 year DMV History report (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed "Defensive Driver for Use of City Vehicles" class. (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>

**SAFETY CHECKLIST**

1. Has the age of the volunteer been checked to make sure that he/she is not too young to be assigned certain hazardous activities under state/federal law or is eligible to drive (if required)?
2. Is the volunteer also an employee of the City? If so, has the City investigated minimum wage/overtime compensation issues that could arise under the Fair Labor Standards Act?
3. Is any kind of reward being furnished to the volunteer that might be viewed as compensation (other than nominal payments, expense reimbursement, and the like)? If so, has the City investigated whether the person might be properly viewed as an "employee" covered by workers' compensation?

4. Will the volunteer be driving? If so, does Risk Management have a copy of the proof of insurance, driver's license, DMV history report (5 years)?
5. Will the volunteer be operating any machinery or equipment? If so, has the proper training been conducted, and has an appropriate check been made for any required licenses or certifications?
6. Has the City performed an on-site safety assessment at the location where the volunteer will be performing his/her activities?
7. Has the volunteer received appropriate personal protective equipment, and been trained in its use?

**VOLUNTEER ORIENTATION - SAMPLE**

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

- \_\_\_\_\_ 1. Welcome, and explain City's mission, vision and values
- \_\_\_\_\_ 2. Explain basic functions of the department and the department's role within the city
- \_\_\_\_\_ 3. Discuss volunteer's duties – content, where to work, tools, whom to ask for assistance (staff member assigned as supervisor)
- \_\_\_\_\_ 4. Provide training for the assignment and review safety precautions
- \_\_\_\_\_ 5. Explain working conditions:
  - \_\_\_\_\_ Hours of work (as agreed) \_\_\_\_\_
  - \_\_\_\_\_ Time sheets and weekly schedules \_\_\_\_\_
  - \_\_\_\_\_ Lunch periods, dinner periods, breaks \_\_\_\_\_
  - \_\_\_\_\_ Reporting absences (Request phone call)
  - \_\_\_\_\_ Parking and use of employee entrances
  - \_\_\_\_\_ Use of staff room
  - \_\_\_\_\_ Personal telephone calls and mail
  - \_\_\_\_\_ Injuries/accidents occurring during volunteer service (forms: insurance claim procedures; accident reporting)
  - \_\_\_\_\_ Excess Insurance
  - \_\_\_\_\_ Emergency information (form: emergency information)
  - \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_
  - \_\_\_\_\_ Contact Address: \_\_\_\_\_
  - \_\_\_\_\_ Other (specify): \_\_\_\_\_
- \_\_\_\_\_ 6. Explain standards to be met that are critical to the volunteer assignment
  - \_\_\_\_\_ Performance of duties
  - \_\_\_\_\_ Attendance and punctuality
  - \_\_\_\_\_ Handling confidential information
  - \_\_\_\_\_ Behavior, especially with the general public
  - \_\_\_\_\_ General appearance
  - \_\_\_\_\_ Safety practices
  - \_\_\_\_\_ Volunteer policies
  - \_\_\_\_\_ Other (specify): \_\_\_\_\_
- \_\_\_\_\_ 7. Tour and introductions to other staff
- \_\_\_\_\_ 8. Answer questions
- \_\_\_\_\_ 9. First on-the-job assignment/task

Supervisor's initials: \_\_\_\_\_

CITY OF ROSEVILLE

ADMINISTRATIVE REGULATION

APPROVED:



RAY KERRIDGE, CITY MANAGER

Number: A.R. 2.03

Date Effective: May 15, 1987

Date Revised: July 22, 2010

**SUBJECT: HARASSMENT PREVENTION POLICY**

**PURPOSE**

All employees are guaranteed the right to a work place free of hostility and intimidation. The City will neither tolerate nor condone harassment of employees by managers, supervisors, co-workers, or non-employees with whom City employees have a business, service, or professional relationship.

**POLICY**

It is the policy of the City of Roseville that *harassment* on the basis of race, color, religion, ancestry, national origin, age, sexual orientation, marital status, political affiliation, family care leave status, pregnancy, physical or mental disability, medical condition, or any legally protected status (collectively "protected status") as well as *sexual harassment* based on gender or gender identity will not be condoned or tolerated. Retaliation against an employee for complaining or reporting any act of harassment in violation of this policy is prohibited. Retaliation against an employee for participating in a harassment investigation is also prohibited. The City is committed to ensuring and providing a work place free of harassment. The City will take disciplinary action, up to and including termination, against an employee who violates this policy.

**DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment as defined by law is any unwanted sexual advances, requests for sexual favors, visual, verbal or physical conduct of a sexual nature, or written communications of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment because of the persistent, severe or pervasive nature of the conduct.

**CONDUCT PROHIBITED BY THIS POLICY**

The City will not tolerate employees engaging in any of the conduct listed below:

- Unwanted sexual advances including repeatedly asking another employee on a date after being informed that the interest is unwelcome.
- Demands to provide sexual favors or offering employment benefits in exchange for sexual favors.

- Retaliation against an employee or threatening retaliation against an employee after a negative response to a sexual advance or proposition.
- Visual conduct such as leering, making sexual gestures or making derogatory or demeaning gestures of a person's protected status.
- Visual displays, including electronic media (e.g., screen savers) or printed media material (e.g., posters, cartoons, pictures, calendars, drawings), in the workplace that are sexually explicit or derogatory or demeaning of a protected status.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, or threats.
- Sexually explicit jokes or comments or derogatory or suggestive comments about a person or a person's body, dress or sexual activities.
- Written communications of a sexual nature (e.g., obscene letters, notes or invitations) distributed in hard copy, via a computer network, or in any other format or medium.
- Written communications distributed in hard copy, via a computer network, or in any other format or medium containing statements which may be offensive to individuals in a particular protected status group, such as racial or ethnic stereotypes or caricatures.
- Unwelcome or unsolicited physical conduct, including but not limited to, touching, patting, pinching, hugging, kissing, grabbing, brushing against another person's body, assaulting, or impeding or blocking movements.
- Retaliation against an employee or threatening retaliation against an employee for making harassment reports or for participating in a harassment investigation.

Sexual harassment can occur between employees of the same sex. The City's policy prohibits males from sexually harassing females or other males, and females from sexually harassing males or other females.

## **FRIENDLY INTERACTION OR SEXUAL HARASSMENT**

There is a clear line in most cases between mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly, interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions by a co-worker should inform the harasser that such behavior is offensive and tell the harasser to stop. Another person does not have to tell the harasser to stop for the conduct to be considered harassment and unwelcome. Certainly if an employee is advised by a co-worker that his or her behavior is offensive, the employee must immediately stop the behavior, regardless of whether the employee asked to stop agrees with the other person's perception of his or her intentions.

**An employee engaging in conduct prohibited by this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Any employee engaging in inappropriate conduct of a harassing nature on the basis of a protected status that is prohibited under federal or state anti-discrimination statutes shall be subject to appropriate disciplinary action, up to and including termination of employment.**

## **RESPONSIBILITIES WHEN HARASSMENT OCCURS**

### Employees' responsibilities when subjected to harassment

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately tell the harasser to stop his or her unwanted behavior and immediately report that behavior to his

or her supervisor or to the City's Human Resources Department. An employee is not required to complain first to his or her supervisor if that supervisor is the individual engaging in the unwanted behavior. Employees may report any incidents directly to the Human Resources Director, who is located in the Human Resources Department and can be reached at (916) 774-5475.

### Employees' responsibilities with knowledge of harassment

Any employee who is aware of harassment in the workplace, whether or not the harassment is directed at them, has the responsibility of reporting the incident(s) to his or her supervisor or to the City's Human Resources Department.

### Supervisors' responsibilities

Supervisors are responsible for enforcing the City's harassment prevention policy. Supervisors must ensure that all employees are aware of the City's policy through open discussion of the policy at staff meetings and by posting the policy in a conspicuous location accessible to all staff members. Supervisors should be cognizant of employees' behavior and shall not permit any employee under his or her authority to be subject to or engage in any conduct prohibited by the City's policy. Supervisors who receive complaints or who observe conduct prohibited by this policy shall inform the harassing employee to cease the conduct immediately and shall inform the Human Resources Department. The Human Resources Director is available to provide guidance, training and assistance as required. The City will take disciplinary action, up to and including termination, against any supervisor who fails in his or her responsibility to take immediate action in response to an employee's complaint of harassment or to stop harassing conduct committed in his or her presence or to stop harassing conduct about which the supervisor has knowledge.

The City does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

### Enforcement Responsibilities

The City's harassment policy will be enforced by the City Manager, all Department Heads, and staff from the Human Resources Department. The Human Resources Director is responsible for investigating complaints. Each reported incident will be investigated promptly, impartially and in a confidential manner, accompanied by appropriate disposition of the complaint. Persons making false complaints will be subject to appropriate disciplinary actions.

## **OUTSIDE AGENCIES**

In addition to notifying the City about harassment or retaliation complaints, affected employees may also direct their complaints to the following external agencies:

Department of Fair Employment and Housing ("DFEH")  
Sacramento District Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
Phone: (800) 884-1684

Equal Employment Opportunity Commission ("EEOC")  
350 The Embarcadero  
Suite 500  
San Francisco, CA 94105-1260  
Phone: 1-800-669-4000

There are time limits for filing complaints with the DFEH and EEOC. Employees are advised to contact the DFEH or EEOC directly to obtain information on the time limits for filing complaints with these agencies.

If you have any questions or need information regarding your protections under pertinent laws regarding harassment or your rights regarding filing a complaint with the above compliance agencies, you may contact the City's Human Resources Department for assistance at (916) 774-5475.

### **CONFIDENTIALITY**

Investigations of alleged incidents of workplace harassment will be conducted in the most confidential manner possible. Individuals other than the immediate parties may be contacted during the fact-finding investigation process. All contacted parties are to cooperate fully and refrain from discussing the case outside the formal investigation process. Information regarding the allegations and investigation of harassment will be limited to those who have a legitimate need to know.



**CITY OF ROSEVILLE  
ADMINISTRATIVE REGULATION**

APPROVED:

  
\_\_\_\_\_  
ALLEN E. JOHNSON, City Manager

Number: A.R. 1.06

Date Effective: April 29, 1996

Date Revised:

**SUBJECT: VIOLENCE IN THE WORKPLACE POLICY**

PURPOSE

To provide a policy to ban violence in the workplace.

POLICY

The City of Roseville is concerned about the safety and security of its employees and the citizens of the community. The City of Roseville has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing problem nationally that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City of Roseville or which occur on City property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination.

“Threats or acts of violence” include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of Roseville, or to create a hostile, abusive, or intimidating work environment for one or more City employees.

General examples of prohibited workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on City property, regardless of the relationship between the City and the parties involved in the incident.
2. All threats or acts of violence not occurring on City property but involving someone who is acting in the capacity of a representative of the City.
3. All threats or acts of violence not occurring on City property involving and employee of the City if the threats or acts of violence affect the legitimate interests of the City.
4. Any threats or acts resulting in the conviction of an employee or agent of the City, or of an individual performing services on the City’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City.

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening to harm and individual or his/her family, friends, associates, or their property.

**ATTACHMENT #8 cont.**

3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
4. Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
6. Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
7. Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation occurs.
8. Carrying weapons in a personal or city vehicle or on their person while in a duty status or on City property (on or off duty). Weapons are defined as all firearms and weapons which are illegal under California Penal Code, Section 12020, including but not limited to guns, nun chucks, brass knuckles, Billy clubs, and switchblade knives.

While Public Safety employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is the City’s policy that such employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

The City of Roseville’s prohibition against threats and acts of violence applies to all persons involved in the City’s operation, including but not limited to City personnel, contract and temporary workers, and consultants. Violations of this policy by any covered individual will be followed by disciplinary action up to and including termination.

## EMPLOYEE OBLIGATIONS

Each employee of the City and every person on City property are encouraged to report incidents of threats or acts of physical violence of which he/she is aware. Even without an actual threat, personnel should also report any behavior is job related or might be carried out on a City controlled site, or is connected to City employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was/were threatened or the focus of the threatening behavior.

In cases where the reporting individual is not a City employee, the report should be made to the City of Roseville Police Department.

In cases where the reporting individual is a City employee, the report should be made to the reporting individual’s immediate supervisor, or to a management level supervisory employee if the immediate supervisor is not available. The supervisor or management employee will immediately report the incident to the Risk Manager, who will interview the reporting employee and complete a Threat Incident Report with copies to the Administrative Services Director and the Roseville Police Department for any further necessary action.

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:

  

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RAY KERRIDGE, CITY MANAGER

Number: A.R. 1.04

Date Effective: October 1, 1991

Date Revised: October 19, 2010

**SUBJECT: USAGE OF CITY COMPUTER & TELECOMMUNICATIONS RESOURCES**

PURPOSE

It is the purpose of this Administrative Regulation to govern the usage of City computer and telecommunication resources which include but are not limited to personal computers, computer servers, personal digital assistants, software, networking resources, telecommunication (including voice mail) and any and all data.

POLICY

City computer and telecommunication resources are to be used by City employees only for City-related activities. City computer and telecommunication resources are not to be used for personal or other non-City related business activities. Incidental use of computer and telecommunication resources is allowed with Department Head approval. All computer based data is to be considered the property of the City and cannot be used for personal/private purposes. Electronic and telephone voice mail distributed via City computer and telecommunication resources are also considered as City property and cannot be considered the private property of the sender or recipient. Electronic mail and instant messaging should be utilized in a similar manner as the City telephone.

The City is entitled to a copy of any data/information maintained on its computer systems. The City maintains the right to control and monitor all use of its telecommunication and computer resources.

Proprietary software and its associated documentation are subject to copyright laws and licensing agreements and are not to be reproduced unless authorized under a licensing agreement. Appropriate documentation to substantiate the legitimacy of the software is necessary. Employees will not use unauthorized or personal software on City computer resources.

CITY OF ROSEVILLE, CALIFORNIA

**ADMINISTRATIVE REGULATION**

APPROVED:



W. Craig Robinson, City Manager

Number: A.R. 2.09

Date Effective: March 22, 1991

Date Revised: June 8, 2010

**SUBJECT: NO SMOKING POLICY**

**PURPOSE**

It is the policy of the City of Roseville to provide a smoke-free environment for all its employees. Smoking is not permitted at any time within any City building (including interior open air areas) or vehicle except as specified below.

**APPLICATION**

This policy applies to all City employees, visitors and all other persons occupying City buildings and vehicles. Smoking is permitted in vehicles exclusively assigned to one employee only (i.e. non-shared vehicles), and only when that employee is alone in the vehicle. Employees who wish to smoke during work hours may do so only on their regularly scheduled rest and lunch breaks. Smoking is not allowed within 20 feet of all exits, entrances and operable windows of all City buildings. Employees who work outside may smoke so long as such activity does not interfere with work activities, job safety, or cause an inconvenience to other employees.

To adequately advise the public of this policy, all job announcements will inform job applicants that the City of Roseville promotes a "no smoking" atmosphere. Likewise, all City facilities and vehicles will be posted that smoking is not permitted.

**ACCOUNTABILITY**

Employees disregarding this policy will be subject to discipline in accordance with the City of Roseville Personnel Rules and Regulations.

Reports of violations of this policy should be forwarded through usual supervisory chain of command, or to the Risk Management Division.

## CITY OF ROSEVILLE, CALIFORNIA

**ADMINISTRATIVE REGULATION**

APPROVED:	Number:	A.R. 2.12
	Date Effective:	April 7, 1999
<hr/> W. Craig Robinson, City Manager	Date Revised:	August 8, 2007

**SUBJECT: VOLUNTEERS/NON-CITY PERSONNEL****PURPOSE**

To establish a Citywide Policy for utilizing volunteers.

**POLICY**

When City of Roseville staff utilizes volunteers to perform activities, the following procedure will be followed.

**PROCEDURE**

1. When a new assignment or event is being planned that will utilize volunteers, a "Volunteer Job Description" (attachment A) will be completed and submitted to the Human Resources Department for approval prior to the start of the assignment. Each request will be evaluated on an individual basis. Volunteer assignments that pose work with a high level of risk exposure will not be approved.
2. A "Volunteer Application" (attachment B) is completed by all potential volunteers in either paper format or via the City's online volunteer management system. If the paper copy is completed, the department liaison will enter the completed application information into the online volunteer system.
3. Volunteers who have supervisory or disciplinary responsibility over "vulnerable populations" (children, the elderly, individuals that are mentally or physically challenged), will be fingerprinted before the volunteer assignment begins.
4. Volunteers will sign a "Volunteer Release and Waiver of all Claims" (attachment C) before the volunteer assignment begins. The signed waiver is then forwarded along with the approved Volunteer Job description to the Human Resources Department. The receipt of all required paperwork will be entered into the online volunteer management system. The volunteer coordinator overseeing the volunteer assignment is responsible for keeping a copy of the waiver.
5. Volunteers will not begin working until the above steps have been completed and results are entered into the volunteer management system.
6. A brief orientation will be conducted by the department to include:
  - a. Review of the approved Volunteer Job Description
  - b. Information about the City, the assigned department, and the specific volunteer activity
  - c. Safety information and training for the assignment
  - d. Notification of the next new employee orientation/buss tour (attendance is optional)

**RETURNING ASSIGNMENT**

A volunteer can return to an assignment after a period of inactivity, as long as: all required paperwork is on file, the assignment has not changed in scope, and the period of inactivity has not exceeded six months.

If an assignment has changed or the volunteer has been inactive for a period of six months, steps 1, 3, and 4 under the Procedures section must be completed. The volunteer's information on the Volunteer Application (paper or on-line version) will need to be current and verified.

It is the hiring department's responsibility to ensure all paperwork is complete and on file in the Human Resources Department.

**UNSOLICITED APPLICATIONS**

Unsolicited volunteer applications received in the Human Resources Department will be sent to department liaisons that match the interests of the volunteer. Department liaisons will contact the potential volunteer directly.

Departments in need of volunteers may also search the online volunteer management system for potential volunteers at anytime.

Volunteer Bookmark

# Have you logged your volunteer hours today?

Your time is valuable, so don't let a moment slip away!

Log your volunteer hours at [myvolunteerpage.com](http://myvolunteerpage.com)!

username

password

Logging your hours is as easy as 1-2-3!

1. Login with your username and password
2. Click the **My Hours Log** tab
3. Click the **Log New Hours** tab

*my* **VolunteerPage.com / Roseville**



# Looking for a volunteer opportunity?

Six quick steps to search and register for volunteer positions by organization.

1. Go to: [myvolunteerpage.com/roseville](http://myvolunteerpage.com/roseville)

2. Under find "volunteer activities by" click **organization name**

3. Enter the organization name and click **find activities**

4. Click on the volunteer position you are interested in

5. To register with an organization and sign up for a volunteer position, click **I would like to volunteer for this organization**

6. Follow the directions to complete your registration. Once you have established a user name and password, turn this card over and write it down for future reference.

*my* **VolunteerPage.com / Roseville**

