



City of Vallejo

# **VOLUNTEER HANDBOOK**

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Dear Volunteer,

We are grateful for your interest in volunteering. You and the many other volunteers at work on our various City programs and projects have the power to improve the quality of life in our community. Within the Manual is an application for the City of Vallejo volunteer Program which includes a section for contact information, Waiver & Release, background and general interest page and Acknowledgement of Worker's Compensation. We ask you to complete these so that we can process your information and make every effort to offer opportunities that meet your interest and needs. Additionally, you will have an opportunity to review the description for any assignment and interview the supervisor to ensure a good fit for ongoing positions.

We also want to make you aware that we have established program policies and procedures that protect volunteers, citizens and the City. Depending upon the type of assignment you undertake, the procedures may include fingerprinting and background checks, DMV record review and liability waivers, among others. We will make you aware of any such requirements at the time of your initial interview.

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

Sincerely,

Shelee Loughmiller  
Community and Volunteer Coordinator  
City of Vallejo  
(707) 648-8616  
[Volunteers@cityofvallejo.net](mailto:Volunteers@cityofvallejo.net)

# CITY OF VALLEJO VOLUNTEER APPLICATION

**Name:**

**Address:**

**Mailing Address (if different from above):**

**Home Phone:**

**Cell Phone:**

**E-mail Address:**

**Emergency Contact:**

**Emergency Contact Phone:**

**Please specify area(s) of interest to volunteer:**

**Special Accommodations:**

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## VOLUNTEER AGREEMENT WAIVER & RELEASE OF LIABILITY

I acknowledge my volunteering does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation. I agree to hold harmless, release, waive and forever discharge the City of Vallejo, its employees, department, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Vallejo, its employee, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise.

This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the City of Vallejo to use photographs of me taken during this activity on its website and in other publications, at the City's sole discretion and without further consideration.

I certify that all statements on this application are true and complete to the best of my knowledge.

I hereby authorize the City of Vallejo to investigate any information contained in this application.

I understand that false or misleading statements or failure to follow the rules and requirements of the program shall be sufficient grounds for disqualification from the City's Volunteer Program.

Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation or benefits of any kind.

This Waiver a release was executed on \_\_\_\_\_, 20\_\_\_\_ in Vallejo, California

\_\_\_\_\_  
**Print Participant's Name**

\_\_\_\_\_  
**Signature of Participant**

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

***If participant is a minor the following must be completed.***

I/We are the parents/guardian of \_\_\_\_\_, a minor.

We hereby consent to said minor's participation in the City of Vallejo's Volunteer Program and agree to indemnify and hold harmless the City of Vallejo from any claim for injuries or damage that said minor may have against the City of Vallejo by reason of his or her participation in the program. In addition, I/We waive all rights we may have under California Code of Civil Procedure Section 376, which provides for a parent's cause of action for injury to his or her child.

\_\_\_\_\_  
**Print Parent/Guardian Name**

\_\_\_\_\_  
**Signature of Parent/Guardian**

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



# CITY OF VALLEJO VOLUNTEER APPLICATION FOR ONGOING SERVICE

## EDUCATION

NAME OF SCHOOL	DIPLOMA/DEGREE	MAJOR
High School (Or Equivalency)		
College / University		
Post-Graduate / Licenses / Other		

## EMPLOYMENT

EMPLOYER	DATES OF EMPLOYMENT	POSITION HELD

## REFERENCES

NAME	RELATIONSHIP TYPE PERSONAL / PROFESSIONAL	EMAIL AND/OR PHONE NUMBER

**1. Skills/Trade/Experience Relevant to Position or Function:**

**2. How often would you like volunteer?**

**Days/Times of availability:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**3. Have you ever been convicted of a crime, imprisoned, or placed on probation?**

*If yes, please state the nature of each offense, the date of conviction, and the disposition. A conviction will not necessarily disqualify an individual from the Volunteer Program.*

# VOLUNTEER WORKERS' COMPENSATION FORM

I hereby acknowledge that as a volunteer for the City of Vallejo (hereafter the City), **I am not an employee of the City and that I am not covered under the City's workers' compensation benefits.** I intend to perform voluntary services for the City without compensation. **I confirm that I have my own medical insurance which provides coverage during my participation.**

I hereby knowingly and unequivocally waive, release and discharge any and all rights that I, my heirs, assigns, agents or other representatives may have or which hereafter may accrue to me, to file any claim, lawsuit and/or any other cause of action against the City, its employees, directors, officers, agencies, other volunteers and officials as a result of performing said volunteer services.

I expressly desire to release the City, its employees, officers, agencies, other volunteers and officials from any financial responsibility to me 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, both active and passive, of the City and/or its employees.

I understand that accidents and injuries can arise out of my volunteer activities; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City, its employees, directors, officers, agencies, other volunteers and officials, who (through negligence or carelessness) might otherwise be liable to me (or my heirs, assigns, agents or other representatives) for damages.

No promise, inducement, or agreement has been made to me to induce me to release the City 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.

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**Print Participant's Name**

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**Signature of Participant**

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**Date**

## VOLUNTEER PHOTO RELEASE

[Click here to complete the photo release](#)

# CITY OF VALLEJO VOLUNTEER HANDBOOK



## I. OVERVIEW

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

The purpose of this handbook is to provide guidance and direction to staff and volunteers alike. As you begin volunteering for the City of Vallejo, you may have questions. This handbook is intended to help you answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

## II. MISSION

The City's mission is committed to enhancing the quality of life for our citizens and visitors to our community by providing high-quality services, programs and facilities. We are committed to excellent customer service, environmental quality,

fiscal responsibility, safety, courtesy, and integrity and respect. We recognize quality service to our customers, the citizens of this community, is our number one priority. We recognize that a 'can-do' attitude is our most valuable resource. We demonstrate our pride and commitment to our work by being enthusiastic and professional. We are committed to providing services that are responsive, innovative and fiscally sound. We recognize the critical importance of working in partnership with citizens, service organizations and local businesses to develop services and programs that the community can be proud to support.

The City's Volunteer Program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance municipal services.

### ***The Volunteer Program objectives are:***

- To develop a reliable and varied skilled network of human resource to support the delivery of services to the community.
- To provide opportunities for all segments



of the community to participate in local government.

- To bring together volunteer resources and augment municipal services including, but not limited to the following areas: recreation and leisure services, park maintenance, literacy improvement, gang and substance prevention, public safety, information and service referrals, and maintenance of the City's facilities and other public grounds.

### III. OFFICE OF VOLUNTEER SERVICES

The Community Engagement Volunteer Coordinator is located within the City Manager's office, 555 Santa Clara St., and is responsible for coordination of staff and volunteers so that their combined efforts jointly enrich and expand opportunities for the delivery of quality services to the community. The Community Engagement Volunteer Coordinator is responsible for planning the effective use of volunteers, assisting staff in identifying productive and creative roles, recruiting suitable volunteers and tracking and evaluation their contribution to the City.

### IV. BECOMING A VOLUNTEER

We are pleased that you have expressed interest in becoming a volunteer with the City of Vallejo. Others like you have volunteered for many reasons, including learning new skills, meeting new people or making difference in our community.

Each volunteer must complete an initial information form and liability waiver form. It is important for us to know of any conditions which may affect your volunteering. If you are a minor, your parents must also sign these forms. No one may volunteer unless a completed liability waiver form is on file with the City of Vallejo.

All on-going volunteers go through a screening

process and must be accepted by the City as a volunteer. The amount of screening will depend upon the type of volunteer opportunity you choose. A minimum of two reference will be contacted. Also, a motor vehicle driving record check and/or a criminal record background check may occur if you are needed to drive a City Vehicle.

Upon completion of the screening process, you will receive an orientation from the Community

Engagement Volunteer Coordinator. You will also receive specific training from the staff member to whom you will report.

### V. BEING A VOLUNTEER

#### A. City Policies

There are several City policies that apply to volunteers. Please refer to the Section VI for highlighted information regarding these issues and policies. Complete copies of these policies are available in the City Manager's office and on the City website.

#### B. Insurance

Liability insurance is provided to you as a volunteer for the City. As a volunteer, you are

covered by the City's general liability policy so long as you are acting within the scope and course of your assigned duties. Automobile insurance follows the automobile. If you are driving a City vehicle, City insurance will be in effect. Likewise, if you are driving your own vehicle, even while on City business, your automobile insurance will be applicable on a primary basis per the California Vehicle Code, CVC 17152. We conduct a motor vehicle driving record check for all volunteers who drive as part of their volunteer work, so we ask that you provide proof of insurance and a copy of your driver's license to the City of Vallejo if this applies to you.

- **Expenses**

Volunteers are reimbursed for expense



which have been pre-approved by your supervisor. Mileage will also be reimbursed if pre-approved by your supervisor. You may, however, claim a mileage tax deduction instead of taking the reimbursement. Please consult with your accountant or the Internal Revenue Service for current mileage reimbursement rates or tax benefits. If you do choose to claim mileage, you will be required to complete the City's mileage reimbursement form and obtain approval from your supervisor before payment can be made to you.

You may also be eligible for a number of other tax benefits as a volunteer under the general charitable contribution deduction of the Internal Revenue Code. Deductions are explained in Internal Revenue Service Publication Number 526, Income Tax Deduction of Contributions. A copy of this document is available in the City Manager's office. Please be sure and check with your tax advisor or the Internal Revenue Service for specific deductions allowed, as the City does not provide this service.



- **Placement and Schedules**

Work schedules of volunteers are diverse and varied depending on the department, program and or location of volunteers. Volunteers should work with their supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to his or her assignment on a schedule day, the volunteer should notify his or her job supervisor as soon as possible.

- **Volunteer Duties**

A description of your assignment will be developed prior to your volunteer placement so that you are provided a clear, complete and current description of the duties and responsibilities of your assignment. In addition, a listing or volunteer assignment qualifications, a designated work space and supervisor will also be provided.

You may not perform professional services for which certification is required, unless you already hold the appropriate certificate or license and have received approval from the Community Engagement Volunteer Coordinator. Upon seeking approval, please make sure to provide copies of any certificates or licenses, including any special driving licenses, first aid or CPR certification.

- **Volunteer Hours**

The City must keep track of the hours you volunteer to assure coverage under our self-insured liability and worker's compensation program. Time records are used to determine how service levels have increased and which services have been enhanced by volunteers. Timesheets are to be filled out each time a volunteer works, at the end of the month, or whenever stipulated by the supervisor. Each volunteer is asked to follow this practice.

**G. Problem Solving**

If a problem should arise concerning any condition of your volunteering with the City, you should attempt to reconcile the matter with your supervisor. All volunteers are encouraging to attempt to settle problems or issues requiring attention within the department which the volunteer is assigned. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached from discussion within the department, then notify the Community Engagement Volunteer

Coordinator.

## H. Other Responsibilities

1. Keep your work commitment.
2. Inform your supervisor if you have a planned absence.
3. Accept training and participate in other job development activities.
4. Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
5. Never use job knowledge or contacts for personal gain.
6. Treat citizens, co-workers and others with respect.
7. Be aware of procedures and rules, including safety rules.
8. Report all on-the-job accidents and injuries to your supervisor immediately.
9. Report any unsafe practices or procedures to your supervisor.
10. Cooperate and assist in the investigation of any work accident.
11. Follow personal hygiene and grooming habits, as well as manner of dress, that allow you to safely complete volunteer duties.
12. Obtain and wear/use any specialized safety clothing or equipment.
13. Wear seat belts when driving on City business.
14. Be cooperative by accepting instruction, guidance, and suggestions from staff.
15. If you have questions about any of this information, you should speak with your supervisor or the Community Engagement Volunteer Coordinator.

## I. Recognition

Because we feel that volunteers are invaluable resource, various activities are planned each year, and are part of our efforts to recognize volunteers for helping make our community a better place to live.

Please inquire with the Community Engagement Volunteer Coordinator to find out more information.

## VI. CITY POLICIES

### A. Risk Management

Risk management explores safety risks involved in work and volunteer tasks. The Community Engagement Volunteer Coordinator and the Human Resources Manager work together to minimize any potential risks to the volunteer or City. This means that before volunteers begin their service, the supervisor is responsible for informing the volunteer of safe work practices as required for all employees.

Any injury to the volunteer or losses to any third party which involved a volunteer must be reported and processed in accordance with existing City policies on matters of this nature.

### B. Accidents in City Vehicles

In the event of an accident involving a City vehicle or your own vehicle, you should immediately contact the local police. You are also responsible for immediately notifying your supervisor, who will help you complete an accident investigating form along with any other required

documents.

Any volunteer, during the course of volunteering, involved in serious motor vehicle accident may be required to take a urine, blood or breath test to determine whether or not that volunteer's ability to drive was impaired by alcohol or a controlled substance as divined by state statutes. For purposes of this policy, a serious accident is defined as one that injures someone, or where property damage exceeds \$750.



**C. Smoking**

Smoking is prohibited in all City facilities, including all City vehicles. Volunteers and employees who wish to smoke may do so outside the building.

**D. Alcohol**

Volunteers shall not consume or possess alcoholic beverages while conducting any City business or on any City premises. Volunteers who violate this policy are subject to immediate dismissal.

**E. Drugs**

Any volunteer who uses, brings, possesses or is suspected of being under the influence of any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells, or attempts to sell same on City property or while on City business, at any time, is subject to immediate dismissal.



**F. Software Piracy**

The City complies with all copyright laws for software programs installed and used on City-owned computers. Volunteers are expected to adhere to the City’s policy, which includes prohibiting the use of unauthorized copies of software on City computers; prohibiting the installation of software on City computers that was not purchased through appropriate City policies; and understanding that all computers, software and computer information is City property. Therefore, all who use City computers cannot assume any right to privacy in such use.

**G. Harassment**

All Agency workers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the City’s respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any characteristic protected by law, will not be sanctioned or tolerated.

**H. Workplace Violence**

The City of Vallejo is committed to providing a safe and secure workplace without compromising the safety of the public, volunteers and its employees.

The City of Vallejo does not condone and will not tolerate any form of workplace violence, whether in the form of action or verbal threats, veiled or explicit, including actions or threats by non-employees. Because an early intervention maximizes the City’s chances of redirecting the instigator’s violent behavior into non-violent modes of expression, any statement made in the presence of any employee or volunteer, who is thought to be threatening, shall be reported immediately and on a confidential basis to the Police Department.

**I. Volunteer Relationships with Minors**

1. In order to protect you, City staff and program participants, volunteers should refrain from putting themselves into situations where they are alone with a minor (under the age of 18) unobservable by other staff, parents or other participants.
2. Volunteers are not allowed to solicit or accept side job opportunities with

participants or customers of the City while either on duty or on City property. (Example - babysitting, nanny jobs, etc.).

3. Volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
4. Volunteers will not verbally or emotionally abuse or punish children or humiliate participants.

## J. Emergency Procedures

1. While volunteering with a program at City facilities or grounds, you may encounter an emergency or disaster. This includes, but is not limited to, an earthquake, fire, bomb threat, child abduction, car accident, chemical spill, explosion or gunfire. If the situation requires a police action, staff will call **Vallejo Police Dispatch at (707) 552-3285**, or **911** for emergencies.
2. Your primary responsibility is for the personal safety of the participants in your care and for yourself.
3. As a volunteer, you may be asked to assist during a local emergency as a Disaster Worker, if you are volunteering when the emergency arises.



## K. Safety

The City regards its paid and unpaid personnel (staff & volunteers) as its most valuable asset. Therefore, the practice of safety and the prevention of accidents are important

responsibilities for all volunteers.

Please follow the following guidelines for safety:

1. Please report any unsafe conditions or behaviors to your supervisor immediately.
2. Volunteers should follow strict observance of all safety rules during activities and equipment use when volunteering. Ensuring the safety of participants in a program that you are volunteering is very important.

3. Visually inspect the programs and facilities you are responsible for, noting any potentially hazardous equipment or areas. If, in your opinion, any aspect of the program area is unsafe, please notify your Supervisor and take actions so as to ensure the safety of the participants.

4. Do not allow participants or other volunteers to use unsafe equipment or participate in or around unsafe areas. If in doubt, don't use the equipment or area.

5. Before assuming any volunteer responsibilities and before commencing any activity, volunteers are to read "Attachment B", the City of Vallejo Code of Safe Practices.

## L. Participant Minor Accidents/Illness

1. If a participant in a program where you are volunteering is injured, please notify your Supervisor or another City of Vallejo staff member immediately. Regardless if the injury is minor or not, staff must be made aware of it as soon as possible. All of the City of Vallejo staff members are CPR, AED and First Aid certified, so we are willing and able to respond to all injuries in a quick and efficient manner.
2. Always use appropriate Personal

Protective Equipment (PPE) depending on the situation when administering first aid to anyone (i.e. protective gloves).

3. If you are CPR/First Aid certified, you are protected by the Good Samaritan Law.

### M. Reporting Workplace Injuries

City of Vallejo volunteers are not covered by the City's Workers' Compensation benefits for injury or illness related to their volunteer assignment. You must have your own medical insurance and coverage. The City, however, provides limited medical coverage which may act as excess insurance over your own primary medical coverage if you sustain injury while participating.

Your Supervisor or the staff member onsite will be able to provide you with all of the necessary information regarding how to report an injury, how to get medical care and more information about your rights. If you sustain an injury while participating, contact your supervisor who will provide you with incident report form and instructions for excess medical coverage.



Be sure you know the street address or cross streets of your work site.

3. If you are on a cell phone, call dispatch directly at (707) 552-3285.
4. The 911 Operator will decide if an ambulance is necessary and should make the appropriate call.
5. DO NOT discuss the accident with anyone at any time other than emergency personnel or your Supervisor. Your Supervisor will provide the necessary information to parents, other program participants or the press.

6. DO NOT transport an injured participant yourself. Stay with the injured participant until a parent/guardian or Emergency Personnel transports or releases the injured person.

7. AED Information – Automated External Defibrillators are located in all PCS facilities. Please become familiar with the location of the AED in each facility where you are volunteering.

8. Concussions: A concussion is a type of traumatic brain injury-or TBI-caused by a bump, blow, or jolt to the head or by a hit to the body that causes your

head and brain to move rapidly back and forth. This sudden movement can literally cause the brain to bounce around or twist in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.

9. A concussion can occur from any type of contact such as colliding with another person, the ground, another obstacle or even from bumping your head on a door.
10. Not giving the brain enough recovery time after a concussion can be dangerous. A

### M. SERIOUS ACCIDENTS/ILLNESS

1. Immediately access the closest City of Vallejo Staff member.
2. DO NOT MOVE the injured participant unless their life is in immediate danger. Use emergency telephone number 9-1-1. Say "This is an emergency". Give victim's name and age. Give description of accident, injuries (as much as is known), and the service needed. Location of your area and phone number. Do not hang up until directed to do so by the Dispatcher.

repeat concussion that occurs before the brain recovers from the first, can slow recovery or increase the chances for long-term problems.

11. For more information on concussion signs, symptoms and protocols, please review the attached information from the Center for Disease Control or visit <https://www.cdc.gov/headsup/basics/index.html>
12. If, while you are volunteering, you suspect a participant might have sustained a concussion, please immediately follow the Serious Accident/Illness steps above.

## **N. CHILD, ELDER AND DEPENDENT ADULT MANDATED REPORTING**

### **Mandated Reporter:**

Employees, independent contractors and volunteer coaches (defined as coaches, instructional aides, or mentors) in a public entity that serves children, elders and dependent adults and where staff interacts with the above in a professional capacity, are mandated by California law (State Penal Code 11164 – 11174.3) to report known or suspected child abuse and by the (Welfare and Institutions Code Section 15630) to report known or suspected elder/dependent adult abuse. Volunteers (with the exception of coaches, instructional aides, or mentors) are excluded from the definition of Mandated Reporters for Child Abuse under the Penal Code, even those who have direct contact with and supervise children [P.C. section 11165.7(b)]. However, it is encouraged that all volunteers obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse and neglect. Mandated Reporters for Elder Abuse are anyone [including volunteers] who



have assumed full or intermittent responsibility for care or custody of an elder or dependent adult (WIC 15630). All employees (full time and temporary), independent contractors, volunteer coaches, who have direct contact with children upon hire/ acceptance will sign Acknowledgement of Mandated Reporting Requirements and receive Penal Code Statutes.

### **Child Abuse:**

Damage to a child for which there is no “reasonable” explanation or you have a reasonable suspicion includes:

- Physical (injury or pattern of injuries that are not accidental)
- Neglect (Occurs when adults responsible for the well-being and care of a child fail to provide for them.)
- Emotional (Any chronic or persistent act by adult that endangers the mental health or emotional development to the degree that the child may harm herself or himself.)
- Sexual (The sexual assault or exploitation of children over long periods of time or a single incident, Sexual assault is defined as forcible rape, sodomy or incest, child molestation,

and lewd and lascivious conduct (Penal Code 11165.1). A mandated reporter has a duty to report child abuse when he or she has a reasonable suspicion that a child 13 or younger is engaged in sexual activities with a person of “disparate age” or a person older than 14, regardless of whether the sexual activity is consensual.)

### **Elder (65 and older)/Dependent Adult (18-64) person with mental or physical disabilities Abuse:**

The following are the types of elder/dependent adult

abuse:

- Physical (includes- cuts, bruises, dehydration, cigarette burns etc.)
- Financial (mismanagement of money or property)
- Psychological (verbal harassment, threats etc.)
- Neglect (failure of a caregiver to provide basic necessities)
- Self-Neglect (person unable to manage his/her personal needs)
- Isolation (actions, which prevent an elder or dependent adult from receiving mail or phone calls, physical restraint, false imprisonment)

All volunteer coaches (defined as coaches, instructional aides, or mentors), who have direct contact with children will complete the Mandated Reporter Training and sign the Acknowledgment of Mandated Reporting Requirements and Receipt of Penal Code Statutes annually.

**S. Dismissal**

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

**T. Attendance Policy**

Volunteers are expected to always be prompt and on time in reporting for their assignments. Being late may inconvenience those who are counting on your presence. If unforeseen circumstance make you late, please notify your supervisor in advance. For those times when you are ill and unable to work, call your supervisor or department as early in the day as possible. Failure to appear for your shift without

notifying your staff supervisor may result in your dismissals from the volunteer program.

**U. Use of Minor Volunteers**

Because of various liability concerns, the City does not encourage the use of volunteers who are under 15 years of age.

**VII. CODE OF ETHICS**

We encourage you to read and practice the following code of ethics for volunteers:

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I work. Like the, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do.



- I will keep confidential matters confidential.
- I interpret ‘volunteer’ to mean that I have agreed to work without compensation, but having been accepted as a worker, I expect to do my work according to standards.
- I promise to work with an attitude of open-mindedness; to be willing to be trained for the assignments; to ring to the assignment interest and attention.

- I realize that I may have personal and educational qualities that my c-workers may not have and that I should use these to enrich the projects which we are working on together.
- I realize, also, that I may lack personal or educational qualities that my co-workers have, but I will not let this make me feel inadequate, but will contribute to the team with the assets that I have.
- I understand that I am expected to live up to



my work commitment, and I will give ample notice if I cannot fulfill it.

- I believe that my attitude toward volunteer work should be professional.
- I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

# VOLUNTEER AGREEMENT

**The City of Vallejo commits to the following:**

- To provide training and support for the volunteer so that he or she may be confident in the assignment.
- To provide diligent guidance, supervision and feedback on performance.
- To respect the skills, individual needs and dignity of the volunteer.
- To be receptive to comments and suggestions from the volunteer.
- To treat the volunteer as an equal co-worker with paid staff, jointly responsible for the completion of the City’s mission.

**In performing the service specified in my volunteer job description, I acknowledge:**

- I have attended the City’s volunteer orientation program and have been given a copy of the Volunteer Manual, which includes a volunteer handbook, my job description, policies and procedures and safety information;
- I have acquainted myself with what is required to perform my tasks, and represent that I have the skill and ability to perform them and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- I will adhere to the safety training provided by the supervisor and assume full responsibility for my own safety;
- I will perform my volunteer service in compliance with the standards, City Policies, Code of Ethics and specifications established for my position.

\_\_\_\_\_  
**Print Volunteers Name**

\_\_\_\_\_  
**Signature of Volunteer**

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

\_\_\_\_\_  
**Coordinator/Supervisor**

\_\_\_\_\_  
**Signature of Coordinator/Supervisor**

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

## **VIII. VOLUNTEER RIGHTS**

Each volunteer in the City is viewed as an important part of the organization's ability to get the job done. As a volunteer you are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with the City. In addition, please refer to Attachment A, the Volunteer Protection Act of 1997.

- Volunteers are to be treated with respect and courtesy.
- Volunteers are to receive proper training for the job to be done.
- Volunteers are to be informed about any reimbursement policy, e. for the use of private cars, etc.
- Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.
- Volunteers will receive information on issues regarding legal protection, liability and other concerns.
- Volunteers will be recognized for their efforts in providing program services.
- Volunteers will be treated as co-workers.
- Volunteers will know as much about the organization as possible.
- Volunteers will be evaluated and receive recognition.

# CITY OF VALLEJO VOLUNTEER TIME SHEET

Date:

Assignment:

Name:

Department:

Supervisor:

Enter the total number of volunteer hours worked for each day. Total all hours worked in each week, and enter it in the "Total" column.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>TOTAL</b>
<b>Week 1</b>								
<b>Week 2</b>								
<b>Week 3</b>								
<b>Week 4</b>								
<b>Week 5</b>								

\_\_\_\_\_  
Print Volunteers Name

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator/Supervisor

\_\_\_\_\_  
Signature of Coordinator/Supervisor

\_\_\_\_\_  
Date

# CITY OF VALLEJO VOLUNTEER REQUEST FORM

Date of Request:

Department:

Contact for Volunteer Position:

Phone:

Email:

Check one:

Long-Term Volunteer       Short-Term Volunteer       Group Volunteer Project

# of Volunteers Needed:

Brief Job Description (including skills/tools needed, time required to complete job):

Volunteer's Position Title:

Volunteer will be Supervised by:

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

Available Start Date:                      Required Finish Date:

Location of Volunteer Assignment (include address):

# VOLUNTEER PROGRAM CHECKLIST

Volunteer Name:

Anticipated Dates of Volunteer Service:

\_\_\_\_\_ Volunteer Application & Waiver Completed    Date:

\_\_\_\_\_ Volunteer Acknowledgement of Worker's Compensation Signed    Date:

\_\_\_\_\_ Volunteer Agreement Signed    Date:

\_\_\_\_\_ Volunteer Manual Provided to Volunteer    Date:

\_\_\_\_\_ Background Check Obtained (if deemed necessary)    Date:



Photo: Mare Island Brewing Co. - Cyndi Combs

# ATTACHMENT A

## VOLUNTEER PROTECTION ACT OF 1997

This is the text of Public Law 105-19; the Volunteer Protection Act of 1997 as signed into law by President Clinton on June 18, 1997:

One Hundred Fifth Congress of the United States of America

### At the First Session

Begun and held at the City Washington on Tuesday, the seventh day of January, one thousand nine hundred and ninety-seven.

### An Act

To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers. Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled.

### **Section 1. Short Title**

This Act may be cited as the 'Volunteer Protection Act of 1997'.

### **Section 2. Findings and Purpose**

(a) Findings. The Congress finds and declares that:

- (1) The willingness of volunteers to offer their services is deterred by the potential for liability actions against them;
- (2) As a result, many nonprofit public and private organization and governmental entities, including voluntary associations, social service agencies, educational institutions, and other civic programs, have been adversely affected by the withdrawal of volunteers from boards of directors and service in other capacities;
- (3) The contribution of these programs to their communities is thereby diminished, resulting in fewer and higher cost programs than would be obtainable fi volunteers were participating;
- (4) Because Federal funds are expended on useful and cost-effective social service programs, many of which are national in scope, depend heavily on volunteer participation, and represent some of the most successful public-private partnerships, protection of volunteerism through clarification and limitation of the personal liability risks assumed by the volunteer in connection with such participation is an appropriate subject for Federal legislation;

(5) Services and goods provided by volunteers and nonprofit organizations would often otherwise be provided by private entities that operate in interstate commerce;

(6) Due to high liability costs and unwarranted litigation costs, volunteers and nonprofit organizations face higher costs in purchasing insurance, through interstate insurance markets, to cover their activities; and

(7) Clarifying and limiting the liability risk assumed by volunteers is an appropriate subject for Federal legislation because:

(A) Of the national scope of the problems created by the legitimate fears of volunteers about frivolous, arbitrary, or capricious lawsuits;

(B) The citizens of the United States depend on, and the Federal Government expends funds on, and provides tax exemptions and other consideration to, numerous social programs that depend on the services of volunteers;

(C) It is in the interest of the Federal Government to encourage the continued operation of volunteer service organizations and contributions of volunteers because the Federal Government lacks the capacity to carry out all of the services provided by such organizations and volunteers; and

(D)(i) Liability reform for volunteers, will promote the free flow of goods and services, lessen burdens on interstate commerce and uphold constitutionally protected due process rights; and (ii) therefore, liability reform is an appropriate use of the powers contained in article 1, section 8, clause 3 of the United States Constitution, and the fourteenth amendment to the United States Constitution.

(b) Purpose. The purpose of this Act is to promote the interest of social service program beneficiaries and taxpayers and to sustain the availability of program, nonprofit organizations, and governmental entities that depend on volunteer contributions by reforming the laws to provide certain protections from liability abuse related to volunteers serving nonprofit organizations and government entities.

### **Section 3. Preemption and Election of State Non-applicability**

(a) Preemption. This Act preempts the laws of any State to the extent that such laws are inconsistent with the Act, except that this Act shall not preempt any State Law that provided additional protection from liability relating to volunteers or to any category of volunteers in the performance of services for a nonprofit organization or governmental entity.

(b) Election of State Regarding Non-applicability. This Act shall not apply to any civil action in a State court against a volunteer in which all parties are citizens of the state if such State enacts a statute in accordance with State requirements for enacting legislation:

(1) Citing the authority of this subsection;

(2) Declaring the election of such State that this Act shall not apply, as of a date certain, to such civil action in the State; and

(3) Containing no other provisions.



#### **Section 4. Limitation on Liability For Volunteers**

(a) **Liability Protection For Volunteers.** Except as provided in subsections (b) and (d), no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if:

(1) The volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;

(2) If appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;

(3) The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and

(4) The harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to:

(A) Possess an operator's license; or

(B) Maintain insurance.

(b) Concerning Responsibility Of Volunteers To Organizations And Entities. Nothing in this section shall be construed to affect any civil action brought by any nonprofit organization or any governmental entity against any volunteer of such organization

(c) No Effect On Liability Of Organization Or Entity. Nothing in this section shall be construed to affect the liability of any nonprofit organization or governmental entity with respect to harm caused to any person.

(d) Exceptions To Volunteer Liability Protection. If the laws of a state limit volunteer liability subject to one or more of the following conditions, such conditions shall not be construed as inconsistent with this section:

(1) A State law that requires a nonprofit organization or governmental entity to adhere to risk management procedures, including mandatory training of volunteers.

(2) A State law that makes the organization or entity liable for the acts or omissions of its volunteers to the same extent as an employer is liable for the acts or omissions of its employees.

(3) A State law that makes a limitation of liability inapplicable if the civil action was brought by an officer of a State of local government pursuant to State of local law.

(4) A State law that makes a limitation of liability applicable only if the nonprofit organization or governmental entity provides a financially secure source of recovery for individuals who suffer harm as a result of actions taken by a volunteer on behalf of the organization or entity. A financially secure source

of recovery may be an insurance policy within specified limits, comparable coverage from a risk pooling mechanism, equivalent assets, or alternative arrangements that satisfy the State that the organization or entity will be able to pay for losses up to a specified amount.

Separate standard for different types of liability exposure may be specified.

(e) Limitation On Punitive Damages Based On The Actions Of Volunteers:

(1) General Rule. Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity unless the claimant established by clear and convincing evidence that the harm was proximately caused by an action of such volunteer which constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights of safety of the individual harmed.

(2) Construction. Paragraph (1) does not create a cause of action for punitive damages and does not preempt or supersede any Federal or State law to the extent that such law would further limit the award of punitive damages.

(f) Exceptions To Limitations On Liability:

(1) In General. The limitations on the liability of a volunteer under this Act shall not apply to any misconduct that:

(A) Constitutes a crime of violence (as that term is defined in section 16 of title 18, United States Code) or act of international terrorism (as that term is defined in section 2331 of title 18) for which the defendant has been convicted in any court;

(B) Constitutes a hate crime (as that term is used in the Hate Crime Statistics Act (28 U.S. C. 534 note));

(C) Involves a sexual offense, as defined by applicable State law, for which the defendant has been convicted in any court;

(D) Involves misconduct for which the defendant has been found to have violated a Federal or State civil rights law; or

(E) Where the defendant was under the influence (as determined pursuant to applicable State law) of intoxicating alcohol or any drug at the time of the misconduct.

(2) Rule Of Construction. Nothing in this subsection shall be construed to effect subsection (a)(3) or (e).

**Section 5. Liability For Non-economic Loss**

(a) General Rule. In any civil action against a volunteer, based on an action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity, the liability of the volunteer for non-economic loss shall be determined in accordance with subsection (b).

(b) Amount Of Liability:

(1) In General. Each defendant who is a volunteer, shall be liable only for the amount of non-economic loss allocated to that defendant in direct proportion to the percentage of responsibility of that defendant (determined in accordance with paragraph (2)) for the harm to the claimant with respect to which that defendant is liable. The court shall render a separate judgment against each defendant in an amount determined pursuant to the preceding sentence.

(2) Percentage Of Responsibility. For purposes of determining the amount of non-economic loss allocated to a defendant who is a volunteer under this section, the trier of fact shall determine the percentage of responsibility of that defendant for the claimant's harm.

**Section 6. Definitions**

For purposes of this Act:

(1) Economic Loss. The term 'economic loss' means any pecuniary loss resulting from harm (including the loss of earnings or other benefits related to employment, medical expense loss, replacement services loss, loss due to death, burial costs, and loss of business or employment opportunities) to the extent recovery for such losses allowed under applicable State law.

(2) Harm. The term 'harm' includes physical, nonphysical, economic, and non-economic losses.

(3) Non-economic Losses. The term 'non-economic losses' means losses for physical and emotional pain, suffering, inconvenience, physical impairment, mental anguish, disfigurement, loss of enjoyment of life, loss of society and companionship, loss of consortium (other than loss of domestic service), hedonic damaged, injury to reputation and all other non-pecuniary losses of any kind or nature.

(4) Nonprofit Organization. The term 'nonprofit organization' means:

(A) Any organization which is described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S. C. 534 note); or

(B) Any not-for-profit organization which is organized and conducted for public benefit and operate primarily for charitable, civic, educational, religious, welfare, or health purposes and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note).

(5) State. The term 'State' means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Island, Guam, American Samoa, the Northern Mariana Islands, and other territory or possession of the United States, or any political subdivision of any such State, territory, or possession.

(6) Volunteer. The term 'volunteer' means an individual performing services for a nonprofit organization or a governmental entity who does not receive:

(A) Compensation (other than reasonable reimbursement or allowance for expenses actually incurred);  
or

(B) Any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

**Section 7. Effective Date**

(a) In General. This Act shall take effect 90 days after the date of enactment of this Act.

(b) Application. This Act applies to any claim for harm caused by an act or omission of a volunteer where that claim is filed on or after the effective date of this Act but only if the harm that is the subject of the claim or the conduct that caused such harm occurred after such effective date.

# ATTACHMENT B

## CODE OF SAFE PRACTICES Employees/Volunteers

It is the policy of the City of Vallejo that every possible precaution will be taken to protect employees, volunteers, members of the public and visitors from accidents. The City recognizes that safety is a cooperative undertaking requiring participation and sharing of responsibilities. The Code of Safe Practices is meant to provide general rules and guidance for all City Employees and Volunteers to maintain safety throughout daily operations.

### General Safety Rules

1. Employees and Volunteers shall follow these safe practice rules and contribute to jobsite/workplace safety improvements as part of their daily responsibilities.
2. Employees and Volunteers shall immediately report all unsafe practices, conditions, and equipment to their supervisor.
3. Employees and Volunteers shall immediately report all incidents, accidents, injuries and illnesses to their supervisor.
4. All work shall be well planned and supervised to prevent injuries.
5. Supervisors and managers shall require that Employees and Volunteers follow safety rules, regulations, and direction to ensure safe conduct of work and shall take necessary action to hold Employees and Volunteers accountable to expectations set.
6. Employees and Volunteers shall notify their supervisor if they are unfamiliar with a task, have any questions or feel that they need additional training.
7. Supervisors shall not require Employees and Volunteers to complete work that they have not been trained on or do not understand that may expose the employee or others to risk of injury.
8. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
9. No one shall knowingly be permitted or required to work while the volunteer's or employee's ability or alertness is so impaired by fatigue, illness or other causes that may unnecessarily expose the employee or others to injury.
10. Employees and Volunteers shall wear clothing and footwear appropriate for the work being conducted.
11. If personal protective equipment is required for the work being conducted, Employees and Volunteers shall be trained in the appropriate use of the equipment. Employees and Volunteers shall use the personal protective equipment as instructed and in accordance with the manufacturer's guidelines.
12. Horseplay, scuffling, pranks, violence, threatening behavior or other acts that may have an adverse influence on the safety or well-being of others shall be prohibited.

### Prevention and Emergency Procedures

1. Employees and Volunteers shall familiarize themselves with emergency procedures for each location.
2. Employees and Volunteers shall refrain from moving seriously injured persons. Call 911 and obey instructions from medical personnel. When calling 911, ensure that someone is at the jobsite entrance to direct emergency personnel.
3. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
4. Exit doors must comply with fire safety regulations during business hours.
5. In the event of fire, sound the alarm and evacuate.
6. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location. Only designated staff members that are trained may attempt to respond to a fire or other emergencies.

7. Materials and equipment shall not be stored against doors or exits and shall not block access to fire ladders or fire extinguishers.
8. Aisles shall be kept clear of objects or obstructions that can impede the movement of staff.
9. Stairways and exits shall not be obstructed. Nothing shall be stored in or around stairwells or landings.
10. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Heaters not equipped with tip-over switches are prohibited.
11. All areas under stairways that are egress routes must not be used to store combustibles.
12. Stairways and exits shall be well lighted and where necessary, shall be provided with emergency lighting. If unsafe lighting conditions exist, notify your supervisor immediately.

## **General Housekeeping Practices**

1. Work areas should be maintained in a neat, orderly manner.
2. Walking surfaces shall be clean, adequately lighted, and shall not be slippery.
3. Floors and work surfaces shall be maintained free of debris, holes, loose boards, threadbare carpeting, protruding nails, etc. If such conditions exist, a supervisor will be notified immediately.
4. Aisles shall be clearly marked and wide enough for easy flow of traffic.
5. All slip, trip and fall hazards shall be controlled immediately. If the hazard cannot immediately be controlled temporary warning signs and/or barricades shall be used to prevent exposure to the hazard for others in the area until the issue can be permanently eliminated or controlled.
6. Storage of files and supplies should be maintained in such a manner as to preclude damage to the supplies or injury to Employees and Volunteers when moving from storage.
7. Boxes should not be stored under the desk.
8. Employees and Volunteers should use appropriate step-stools for accessing high places. Do NOT use a wheeled or folding chair to stand on.
9. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
10. Never stack material precariously on top of lockers, file cabinets or other relatively high places.

## **Manual Material Handling**

1. Employees and Volunteers shall never attempt to lift/carry or push/pull heavy objects without equipment or assistance. Employees and Volunteers shall contact a supervisor when help is needed.
2. Always use good judgment in lifting objects and ask for assistance if objects are awkward or beyond ability to lift without stress or strain.
3. Do not pick up heavy boxes or other items, unless properly trained to do so.
4. Always use the proper lifting technique
  - a. Assess the path from the object being lifted to the final destination,
  - b. Assess the load,
  - c. If tools or equipment are available use them or ask for assistance,
  - d. Step close to the load,
  - e. Bend at the knees
  - f. Don't bend at the waist, keeping your spinal curves aligned (keep your back straight, your chin up, and tailbone out)
  - g. Get the load close to your body,
  - h. Lift by straightening your legs,

5. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

## **Ladder Safety**

1. Ladders shall be selected based to fit the needs of the individual job task. Characteristics to consider include:
  - a. Supporting characteristics (self-supporting/non-self-supporting)
  - b. Target work zone height
  - c. Size of footprint
  - d. Set up area
  - e. Terrain
  - f. Material of construction
  - g. Work load
  - h. Size and configuration needs
2. Ladders shall be inspected before each use for broken or missing rungs, steps, split side rails or other defects.
3. Read and adhere to manufacturer's guidelines for using the ladder
4. Employees and Volunteers shall never place ladders in doorways unless protected by barricades or guards.
5. Employees and Volunteers shall climb and descend facing the ladder.
6. Employees and Volunteers shall never attempt to hop, shift or move the ladder while on it. They shall never over reach while using the ladder.
7. Employees and Volunteers shall never jump from the ladder or skip rungs.
8. Employees and Volunteers shall never stand on the top two rungs of a ladder.
9. Employees and Volunteers shall always use three points of contact while using a ladder.
10. Self-supporting ladders stored in a vertical orientation shall be secured to prevent tipping over.
11. Ladders shall be stored in well ventilated areas, out of environmental elements such as direct sun and weather. They shall be stored away from corrosives.

## **General Electrical Safety**

1. Employees and Volunteers shall not handle or tamper with any electrical equipment unless they are trained to do so and it is within the scope of their duties.
2. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
3. Three-pronged plugs should be used to ensure continuity of grounding.
4. Equipment with damaged electrical cords, damaged extension cords, or damaged surge protectors shall be taken out of service immediately.
5. Cords with tape or other material that could hide damage shall not be utilized and shall be taken out of service.
6. Appliances such as coffee pots and microwaves should be kept in the employee's lounge. They should be kept in working order and inspected for signs of wear, heat or fraying of cords.
7. Electrical panels shall be accessible at all times. There should be no obstructions or storage within three feet of electrical panels.

## **Using Tools and Operating Equipment**

1. Never use tools or operate equipment unless properly trained and authorized to operate.
2. Employees and Volunteers shall notify their supervisor if they are unfamiliar with the equipment, have any questions or feel that they need additional training.
3. Pieces of equipment should be used for their intended purposes only and should not be misused.
4. Ensure that all equipment is in proper working order and that all protective guards are in place and used.

5. Do not attempt to alter, modify, displace, or remove any existing safety equipment.
6. Damaged equipment must be taken out of service immediately and either be discarded or tagged "Do Not Use" to ensure it is not brought back into service until it is repaired.
7. Always wear appropriate personal protective equipment (PPE).
8. Employees and Volunteers shall not service or maintain equipment unless they are trained to do so and it is within the scope of their duties.

## **Hazard Communication and Chemical Use**

1. Employees and Volunteers shall not use chemicals unless they are trained and authorized to use them.
2. Chemicals shall only be used for their intended purposes.
3. When using chemicals ensure that there is proper ventilation and that appropriate personal protective equipment (PPE) is worn.
4. Cleaning supplies should be stored away from edible items on kitchen shelves or in refrigerators.
5. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers and stored in specific locations.
6. Cleaning solvents and flammable liquids should be stored in appropriate containers.
7. Employees and Volunteers who work with chemicals or other hazardous substances must know the location of the Safety Data Sheets for such materials and must have access to them when the hazardous material is being used.
8. Employees and Volunteers who work with hazardous materials must know the hazards of the material and how to protect themselves prior to use.



## Acknowledgement of Receipt of Volunteer Handbook Online Version (2022)

My signature below acknowledges that I have accessed the latest edition of the City of Vallejo Volunteer Handbook online on (date) \_\_\_\_\_, 202\_\_.

My signature also indicates my understanding that the information contained in the handbook is considered to be official city policy. It is my responsibility to read the handbook and familiarize myself with the information contained therein. I understand that I am expected to comply with the rules and procedures contained in this handbook.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\*\*\* Return this signed signature page to the Volunteer Program Coordinator at [volunteers@cityofvallejo.net](mailto:volunteers@cityofvallejo.net)