



Volunteers are the Heart of our Community!

Thank you for your interest in volunteering for the City of Lakewood! The City of Lakewood operates a volunteer program that provides services organization-wide. The purpose of the program is to enable the City to take advantage of the extraordinary reserve of knowledge, talent and skill possessed by volunteers within our great community.

Even a small amount of time can make a difference and be a valuable gift to the community.

In order to create and maintain a high standard for our volunteers, ALL volunteer applicants must undergo a background check. This protects the City, the public and all volunteers. Also, volunteers must adhere to rules and regulations included in the the attached policy and procedures.

Here are a few areas where you may choose to volunteer. Please indicate your interest with a check mark.

- Outdoors
(Parks Appreciation Day, Make a Difference Day, Fishing Derby, Coaching sports. etc)
- Indoors
(Clerical work, Mailings, Reception, Father/Daughter dance, MLK Day Celebration, etc)
- Police Department (Disabled Parking Enforcement, National Night Out, Neighborhood/Marine/Parks Patrol, Office Assistance, etc.)
- Applying or Serving on a Board/Committee or a Commission
(Subject to openings)
 - Lodging Tax Advisory Committee
 - Human Services Funding Advisory Board
 - Lakewood Sister Cities Association
 - Parks & Recreation Advisory Board
 - Youth Council
 - CDBG (Community Development Block Grant) Citizens Advisory Board
 - Citizens Transportation Review Committee
 - Planning Advisory Board
 - Landmarks & Heritage Advisory Board
 - Civil Service Commission
 - Redevelopment Advisory Board
 - Keep Lakewood Beautiful Advisory Board
- Other _____

Please complete the attached volunteer application and you will be contacted when there is a need or opening in your area of interest.

Again, thank you for your interest. If you have any questions, please feel free to contact Deanne Wegmann at dwegmann@cityoflakewood.us or (253) 589-2489.



Volunteer Application form

Name: _____
Last First Middle

Address: _____

Home Phone: _____ Work Phone _____

Cell/Message Phone: _____ Email: _____

Driver's Lic #: _____ Date of Birth: _____

Please circle the days you would be available for volunteer work:

Sun Mon Tues Wed Thurs Fri Sat

Have you been convicted of a felony or released from prison within the last ten (10) years, or been convicted of a misdemeanor other than minor traffic offenses within the last three (3) years?

YES NO

If yes, please explain: _____

References (Do not list relatives)

Name: _____ Phone _____

Address: _____

Name: _____ Phone _____

Address: _____

Do you have any medical, physical or emotional conditions that should be taken into consideration in arranging volunteer assignments? YES NO

If yes, please explain: _____

In case of an emergency, please contact:

Name: _____ Phone _____

Address: _____

NOTICE TO VOLUNTEERS

Volunteers are not considered to be City of Lakewood employees. Injury compensation is provided through the Department of Labor & Industries. This is why it is imperative that volunteers submit time cards. That is the City's way of notifying L&I and paying volunteers' L&I insurance.

The data furnished on this form is furnished voluntarily and will be used to contact, interview and place volunteers. This information will not be shared outside the City without the volunteer's permission. If you are accepted as a volunteer, the City requires all prospective volunteers to submit to a background check.

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application is grounds for dismissal as a volunteer. I understand that it is a normal part of processing volunteers to reserve the right to make such inquiries as are deemed appropriate to the suitability of any new worker and that this is not designed to cause me any embarrassment. Further, I give permission for an authorized representative of the City to conduct a criminal background check in accordance with RCW 43.43.830-839 and to inquire of individuals about my ability to perform all aspects of the volunteer position for which I am being considered and I release the City of Lakewood and those individuals/institutions that provide information from any liability that may arise from the provision of this information.

If I am arrested or charged with any crime during my tenure as a volunteer, I must report it to my supervisor within seven (7) days of the arrest or filing of any information charging me with any criminal offense. Failure to do so will result in the termination of my volunteer services.

As a volunteer for the City of Lakewood, I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Lakewood, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

I give permission to have my photo taken and used for publicity purposes by the City. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

Signature: _____

Date: _____

If under 18 Parent or Guardian:

Date: _____

Americans with Disability Act (ADA) Compliance and Policy Against Discrimination

Participation in any volunteer position of the City of Lakewood shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or a physical, mental or sensory handicap, or on the basis of any other characteristic protected by law.

Right to Reject Services

The City of Lakewood reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment or any other contractual right is created by these policies. The City of Lakewood is grateful for the volunteer services of the community, but nothing in these policies should be interpreted as a right to participate in any program, nor to assure the continuance of any volunteer position. Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs; theft of property, misuse of City equipment or materials, mistreatment of clients or co-works, failure to abide by City policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

Family Members of City of Lakewood Employees

Family members of current City of Lakewood employees are welcome to apply as volunteers. However, the volunteer shall not be directly supervised by a family member.

Conference attendance

Volunteers may attend conferences if it is applicable to the City of Lakewood volunteer assignment and with the approval of the volunteer's supervisor and Department Director.

Mileage Reimbursement

Volunteers will be reimbursed for mileage (current state schedule rate) for official City business, not traveling to and from your volunteer assignment, as directed by the supervisor.

Age

Volunteers must be 18 years of age or older. Those under the age of 18 may be utilized in certain positions as volunteers providing they have permission of their parent or guardian. They must also be constantly supervised during their volunteer time and can not perform volunteer duties utilizing heavy duty equipment, driving city vehicles or utilizing city equipment that may cause serious injury as determined by the supervisor or Department Director.

Identification

Volunteers will be issued a volunteer identification badge. While performing duties as a volunteer, you must wear your volunteer identification badge. There are no exceptions to this rule. The identification badge should be worn on the outermost garment, in an easily visible manner.

Safety

The safety of volunteers is a paramount concern to the City of Lakewood. You will be instructed in safety procedures for those tasks you perform. At no time are volunteers

allowed to use City vehicles or City equipment unless prior approval from a supervisor or other Department Director has been obtained.

Volunteers shall never place themselves in a dangerous situation or become involved in anything that may be confrontational in nature. Always “know your location” and remember that your position is one of a non-confrontational nature. As a volunteer at no time will a weapon of any type be carried on duty, regardless of the volunteer having a concealed weapons permit. If a dangerous situation or crime in progress is recognized, the volunteer should move away and call dispatch and notify the supervisor.

Timesheets

Without exception, volunteers are responsible for filling out their time sheet. Volunteers must have their time sheet submitted to their supervisor by the 20th of each month.

Use of City Vehicles

Those volunteers who are over the age of 18 and have a need to use a City vehicle to perform their volunteer duty must have a valid driver’s license and a good driving record. Volunteers driving City vehicles will be subject to the same rules and regulations as paid employees of the City of Lakewood. Volunteers should use due care and caution while operating vehicles and obey all traffic laws. All vehicles utilized should be inspected prior to being driven. Any discrepancies that would affect safe operation of the vehicle should be reported immediately to your supervisor. Volunteers are not to transport any private citizens unless prior authorization is granted by the volunteer’s supervisor.

Dress Code

Volunteers must dress in an appropriate manner. You are encouraged to dress comfortably, neatly and appropriately for your particular work. Jeans or walking shorts are acceptable in recreation programs, However, observing in Court or doing any job where you come in contact with parents or the public requires more professional dress. In those jobs, jeans, shorts, tank tops, midriff-baring shirts, see through, tight fitting, low cut, or mini outfits are not acceptable.

Timeliness

Volunteers must show up on time. You and your supervisor should negotiate days and times that are convenient for both of you. When these times and dates are agreed upon, it is your responsibility to fulfill the agreement. Please notify your supervisor of any address or phone number change.

No Smoking

For health and safety considerations, the City prohibits smoking in all City facilities, including City-owned buildings, vehicles and offices or other facilities rented or leased by the City including individual employee offices.

Political Activities

City volunteers may participate in political or partisan activities of their choosing provided that City resources and property are not utilized and the activity does not adversely affect the responsibilities of the employees in their positions. Volunteers may not campaign on City time or in a City uniform or while representing the City in any way unless testifying and approved by the supervisor. Volunteers may not allow others to use City facilities or funds for political activities.

Any City volunteer who meets with or may be observed by the public or otherwise represents the City to the public while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Volunteers shall not solicit, on City property or City time, for a contribution for a partisan or non-partisan political cause. Except as noted in this policy, City volunteers are otherwise free to fully exercise their constitutional First Amendment rights.

Recognition

The City of Lakewood holds a Volunteer Appreciation Luncheon each year to recognize volunteers. Invitation lists are provided by the volunteers' supervisors and Department Directors. All volunteers are also eligible to receive the *Bill Harrison Volunteer of the Year Award* (done by citizen nominations at the end of the year).

Personal Conduct

Volunteers shall not commit any acts nor fail to perform any acts which constitute a violation of any of the policies, procedures, guidelines or directives of the City of Lakewood whether stated in this operation manual, general order, or the City of Lakewood Policies.

Volunteers shall obey all City, State, County and Federal laws.

Volunteers shall promptly obey any lawful orders of supervisors.

Volunteers shall always conduct themselves in a manner as to reflect most favorably on the City of Lakewood. Volunteers shall not engage in a conduct which is unbecoming of persons associated with the City of Lakewood.

Volunteers shall not solicit or accept any gift or gratuity from any person, business or organization for the benefit of the member or others if it may reasonably be inferred that the person business or organization: a) seeks to influence action of an official nature; b) seeks to affect the performance or non performance of an official duty or; c) has an interest which may be affected directly or indirectly by the performance of the volunteer's duty.

While on duty the volunteer shall pay full price for any goods, products or services obtained.

Volunteers shall not use their official position or official identification except in the performance of duty or for personal or financial gain to obtain privileges not otherwise available to them or to avoid consequences of illegal acts.

Volunteer identification cards shall be protected by the volunteer they are issued to and not be reproduced or given to anyone for any purpose. If a volunteer loses their ID card they will immediately report the loss to their immediate supervisor.

Volunteers acting in an official capacity shall not recommend or suggest in any manner the employment or procurement of a particular product, private, professional or commercial service.

Volunteers shall not publicly criticize or ridicule the City of Lakewood its policies, other city employees or volunteers by speech, writing or other expressions, where this is

defamatory, obscene, and unlawful, undermines the effectiveness of the City of Lakewood or interferes with the maintenance of discipline or is made with reckless disregard for truth and falsity.

Those volunteers involved in the Lakewood Volunteer Program will adhere to the City of Lakewood's Political Activity Policy.

Those volunteers involved in the Lakewood Volunteer Program will adhere to the City of Lakewood's Policies regarding Discrimination and Harassment.

Volunteers shall furnish their name and ID number to any person requesting this information when on duty or while representing the City of Lakewood in an official capacity

Volunteers shall be courteous to the public. Volunteers shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion and shall not engage in argumentative discussion even when they are provoked.

Volunteers shall not possess or store alcoholic beverages, non prescription, controlled drugs or substances in any city vehicle or city facility. Volunteers shall not report for duty while under the influence of alcohol or drugs, this includes medications that may cause drowsiness or hamper the individuals abilities to function.

General Rules of Conduct

All information, written or spoken that a volunteer comes in contact with while performing their official duties is considered confidential and will not be released unless specified by law.

Volunteers must be neat and clean, since they are representatives of the City of Lakewood.

Volunteers will exercise common courtesy at all times.

Volunteers will be dismissed from the program if it becomes evident they are unable or unwilling to fulfill the working obligations of the volunteer program or if they violate established guidelines.

Drivers will stay within the city limits unless directed otherwise.

Volunteers will not be issued and will not attempt gas codes, gates codes and or alarm codes unless trained in this procedure and granted permission by their department director.

Violation of any of the above rules or any associated guidelines and general orders regarding volunteer's general conduct and safety are grounds for dismissal.