

2022

VOLUNTEER HANDBOOK

Volunteers Make Life Better!



HESPERIA
Recreation & Park District

... Serving the Community Since 1957

**Parks
Make
Life
Better!**





WELCOME

Dear Volunteer:

We're very happy to welcome you as a volunteer at the Hesperia Recreation and Park District. We want you to feel that your association with the District will be a mutually beneficial and pleasant one. The District has established an outstanding reputation for quality programs and community service, in part, because of our volunteers.

This handbook is intended to provide answers to most of the questions you may have about volunteering for the District as well as some background about the District and its programs. If anything is unclear, please discuss the matter with your volunteer coordinator. From time to time volunteer policies may change; we will do our best to keep you informed but ultimately you are responsible for reading and understanding this Volunteer Handbook and any additional volunteer policies.

Again, we thank you for volunteering at the Hesperia Recreation and Park District.

Sincerely,

HESPERIA RECREATION AND PARK DISTRICT

Nicolas Chavez

Nicolas Chavez
General Manager

**Parks
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Better!**

VOLUNTEER STATUS

As a volunteer, you are not an employee of the District and do not become one by volunteering. Volunteers are "At Will" and will be scheduled to work as needed. All volunteers must complete a Volunteer Application (see Appendix A). Anyone requesting to volunteer must be pre-approved by Hesperia Recreation and Park District and meet all District volunteer requirements. However, no one will be denied the opportunity to volunteer on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

APPLICATION AND ACKNOWLEDGEMENT

This Volunteer Handbook (sometimes called the Handbook) applies to all volunteers. Although a few of the provisions overlap with those for employees, that does not change a volunteer's status. This Handbook supersedes all prior handbooks.

Volunteer status may be terminated at any time without notice or cause either by the District or by the volunteer. Nothing in this Handbook or in any document or statement shall change volunteer status to that of any employee. No manager, Volunteer Coordinator, or other District employee has the authority to enter into an agreement for volunteer employment for any specific period of time or to make an agreement for volunteer status other than that set out here.

This Volunteer Handbook has been prepared to provide volunteers with an overview of the Hesperia Recreation and Park District's volunteer policies. The General Manager or his or her designee is responsible for the addition, deletion, interpretation, application, and administration of these policies consistent with applicable laws and regulations. Each volunteer must become familiar with the contents of this manual in order to be informed of the District's policies, understand them, and abide by them.

District policies are intended to comply with all applicable state and federal laws and should be interpreted as such. To the extent any policy is interpreted as inconsistent with applicable law, the legal requirements shall prevail. The District reserves the right to suspend, revise, or revoke any of its policies and procedures at any time, with or without notice.

By becoming a volunteer at the District and signing for receipt of this handbook, you are consenting to and grant the District the right to use your name, voice, signature, photograph, or likeness for any lawful purpose.

The information provided in this Volunteer Handbook is not intended to, does not and will not create a contract of employment.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE BEEN PROVIDED WITH THE VOLUNTEER HANDBOOK AND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH ITS PROVISIONS. FURTHERMORE, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Volunteer Signature: _____ Date: _____

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SECTION 1

A. GENERAL INFORMATION

What is the Hesperia Recreation and Park District?

The Hesperia Recreation and Park District is an independent special district created by the Hesperia area residents to provide recreation facilities and programs for the proper use of leisure time and conservation of the recreational and open space resources of the area. The District is governed by an elected Board of Directors.

Located in San Bernardino County, the Hesperia Recreation and Park District encompasses approximately 100 square miles, primarily within the City of Hesperia, but also including some of the unincorporated areas of Summit Valley and Oak Hills. The District was formed in 1957 at which time the formal operations of park and recreation facilities and programs began.

For a current listing of Hesperia Recreation and Park District Facilities please visit the District's website at www.HesperiaParks.com.

B. RECREATION PROGRAMS

The Hesperia Recreation and Park District's commitment to recreation programming encompasses a broad range of activities designed for a cross section of age groups, interests, and cultural backgrounds. A large portion of our organized programs are offered at the parks, community centers, and schools. Attendance at these facilities is generally high, as people participate in activities such as: youth classes, aquatic programs, special events, youth sports, adult sports, senior citizen events, adult/teen classes, day camp, fishing, and camping programs.

C. MISSION STATEMENT

To make life better and enrich the quality of life for our community by providing a variety of leisure time and recreation activities, parks, and facilities that promote health and wellness, learning, and fun.

D. VISION

To serve our community and be recognized as a quality recreation and park district we must:

- Be financially stable and sustainable.
- Be the leisure time and recreational activities provider of choice in the Victor Valley.
- Distinguish HRPD as a major partner with other agencies and organizations for recreation, park, and open space needs.
- Be an employer of choice.

- Be the best part of our patron's day by demonstrating excellent customer service that exceeds expectations.
- Evolve with emerging opportunities, while maintaining our existing facilities and infrastructure.
- Actively market, promote, inform, and educate our residents about the many benefits of recreation, parks, and open space.

E. GOALS

The following goals will guide the general direction and intent of the Hesperia Recreation and Park District:

- To acquire and preserve land for park and recreation opportunities, facilities and natural open space use.
- To be in concert with other local agencies to work toward preservation of significant ecological, scenic, cultural, and natural resources within the District.
- To accompany the Master Plan with planning for the timely acquisition, design, development, operation, and maintenance of all facilities.
- To keep flexible the location, size, and design of facilities in order that they may be readily adaptable to the changing requirements of the population.
- To foster satisfying activities for all ages and cultural groups, particularly children, youth, and seniors, as well as family participation.
- To review and update the Hesperia Recreation and Park District Master Plan to reflect changing conditions and community needs.

F. VOLUNTEER RESPONSIBILITIES

As a volunteer, you should serve in a capacity that suits your interests and abilities. You should be treated fairly, receive training or orientation, and have the ability to communicate with your volunteer coordinator to ask questions regarding your volunteer duties. The District strives to provide a safe environment. You should report any issues or concerns you may have to your volunteer coordinator. In the event you believe you have been discriminated against on the basis of a protected category, please notify your volunteer coordinator or the District Manager.

You are also expected to show up to all committed volunteer times and perform tasks to the best of your ability. We ask that you represent the Hesperia Recreation and Park District in a positive light and treat staff and the public with respect. You are expected to follow the policies and rules outlined in this Handbook.

SECTION 2

A. HARASSMENT AND ABUSIVE CONDUCT

HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION

The Hesperia Recreation and Park District is an equal opportunity employer. The District is committed to providing an environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the District prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates District policy.

HARASSMENT PREVENTION

The District's policy prohibiting harassment applies to all persons involved in the operation of the District. The District prohibits harassment, disrespectful or unprofessional conduct by any employee or volunteer of the District, including Volunteer Coordinators, managers and co-workers. The District's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and

- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward a volunteer because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

WORKPLACE BULLYING/ ABUSIVE CONDUCT

Abusive conduct: "abusive conduct" means conduct of an employer, employee or volunteer in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious. Such behavior violates District Policy, which clearly states that all staff, volunteers, patrons and participants will be treated with respect.

The purpose of this policy is to communicate to all employees and volunteers, including Volunteer Coordinators, managers, and executives that the District will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination. Any volunteer found in violation of this policy will be subject to appropriate disciplinary action, up to, and including termination of volunteer status and an inability to be accepted as a volunteer at the District in the future.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when vetting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The District considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

All such conduct violates District policy.

NON-DISCRIMINATION

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations. The District prohibits unlawful discrimination against any job applicant, employee, volunteer or unpaid intern by any employee or volunteer of the District, including Volunteer Coordinators and coworkers.

ANTI-RETALIATION

The District will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

COMPLAINT PROCESS

If you believe that you have been the subject of harassment, discrimination, workplace bullying, retaliation or other prohibited conduct, bring your complaint to the Volunteer Coordinator, to the Human Resources Department, or to the General Manager as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources Department. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The District encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Volunteer Coordinators must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Human Resources Department or General Manager so the District can try to resolve the complaint.

When the District receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The District will reach reasonable conclusions based on the evidence collected.

The District will maintain confidentiality to the extent possible. However, the District cannot promise complete confidentiality. The employer's duty to investigate and take

corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the District determines that harassment, discrimination, workplace bullying, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The District also will take appropriate action to deter future misconduct. Any volunteer determined by the District to be responsible for harassment, discrimination, workplace bullying, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination of volunteer status and an inability to be accepted as a volunteer at the District in the future.

B. REASONABLE ACCOMMODATION

In the event you have a disability that affects your ability to perform your volunteer duties, please contact the volunteer coordinator to discuss possible accommodation under state and federal law and the District's policy.

C. DRUG FREE WORKPLACE: DRUGS, NARCOTICS, AND ALCOHOL

DRUG FREE WORKPLACE POLICY

It is the policy of the District to maintain a workplace that is free from the effects of drugs, alcohol, or other controlled substances.

The sale, possession, purchase, or transfer of drugs, alcohol, or other controlled substances by any District volunteer on District property or work sites, in District vehicles, or while on District business is prohibited.

Volunteers are prohibited from being under the influence of drugs, alcohol, and/or other controlled substances during their hours at the District. Being under the influence of drugs, alcohol, and/or other controlled substances means being impaired in any way from fully performing volunteer duties.

Any volunteer who violates this policy will be removed from his or her volunteer status and will not be allowed to volunteer again.

SECTION 3

VOLUNTEER STANDARDS

This section provides an overview of requirements for the conduct of District volunteers. It does not and cannot address every possible situation and does not modify a volunteer's status.

A. GENERAL STANDARDS OF CONDUCT & BEHAVIOR

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting a volunteer position with us, you have a responsibility to the District and to fellow volunteers to adhere to certain rules of behavior and the District's Code of Conduct (see Appendix C). When each person is aware that they can fully depend upon fellow volunteers to consistently follow the rules of conduct, then our organization will be a better place to volunteer for everyone.

- Volunteers must not give or offer to give gratuities to anyone in an effort to influence a person's judgment of the volunteer's performance.
- Volunteers must not accept gratuities because that could give the appearance of affecting the volunteer's judgment in carrying out District business.
- Volunteers shall exercise diligent care of District supplies and equipment entrusted to them.
- Volunteers shall not use District property or services for personal use or gain and shall not remove or dispose of District materials, supplies, or equipment without proper authorization.
- Volunteers shall act with due regard for the health and safety of others and the protection of the environment.
- All volunteers shall comply with all laws, rules, and regulations applicable to the performance of the District's business.

B. PERSONAL APPEARANCE, DRESS CODE, AND UNIFORMS

To add a positive image of the District and for the safety of the volunteer, the establishment of a specified standard of dress is required. A volunteer's dress and personal grooming has a direct impact on how the District is perceived by the public. This is very important as youth who utilize the facility may look to you as a role model. Volunteers shall comply with the dress code for their position and wear clothing appropriate for the nature of the District's business and the type of work performed.

All volunteers must adhere to the following dress code:

Volunteers are expected to be modestly and suitably attired and groomed during their volunteer service hours and while representing the District. It is important that

volunteers use their best judgment in dressing appropriately. Business casual clothing is acceptable for our work environment.

These following items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. This list is not intended to be all-inclusive.

- Slacks/pants – Slacks similar to Dockers and other full length pants of cotton, wool, or synthetic fibers are acceptable. Do not wear stretch pants, sweat pants, or shorts. Denim is acceptable attire on the following occasions: Casual Fridays and courier duties.
- Shirts – Casual shirts with collars, blouses, polo shirts, sweaters, and turtlenecks are acceptable.
- Dresses/skirts – Casual dresses and skirts with a hemline no shorter than four inches above the knee are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate.
- Footwear – Items such as loafers, boots, flats, leather casual shoes are acceptable. Athletic shoes are acceptable on the following occasions: Casual Fridays and courier duties.
- Personal Hygiene – General neat grooming is expected.
- Clothing and accessories are to be non-associative and free of obscenities.
- Body art must not be offensive to the public.
- Torn, dirty, or frayed clothing is unacceptable.
- All clothing and accessories must be worn in the way they were intended and fit properly.
- Avoid clothes that are distracting and revealing.
- Any District issued name badge must be worn if required by Volunteer Coordinator.
- Any accessories that may pose a safety risk for any duty must not be worn.
- Only District approved hats may be worn.

DIVISION EXCEPTIONS

Recreation Volunteers

- Any issued District shirts/vests must be worn if required.
- Shorts (must not extend beyond the center of the knee and not be shorter than four inches above the knee), capris, and denim are acceptable.
- Athletic footwear is acceptable. Volunteers working in gymnasiums must wear non-marking shoes.

C. PUBLIC RELATIONS

A volunteer must be courteous and helpful at all times. If there is a continuing problem with another volunteer, employee, or a member of the public, please notify your Volunteer Coordinator immediately. If contacted by any media please refer them to the General Manager's office.

It is important that all District volunteers understand that public safety is our number one priority and that every contact with the public should be utilized to create goodwill for the District. Good performance alone is not sufficient, it is important to create public support with excellent service and communication. The District maintains two-way communication with the public to create stronger public support and understanding. Be friendly, but stern when necessary.

1. Assume that anything you say in front of participants, parents/guardians, or staff will be repeated.
2. Conduct yourself in a professional manner when dealing with the public, participants, or staff.
3. Do not transport participants in your personal vehicle.
4. If any conversation is needed other than briefly with the public, please redirect the person to your volunteer coordinator.
5. When enforcing District rules be uniform in your judgment and remain consistent in what you say. Children and parents will test your judgment. Consistency is extremely important.
6. Act appropriately at all times.

If a participant or parent/guardian asks a question which you cannot answer, inform them that you do not know the answer, redirect them to your volunteer coordinator.

If a parent/guardian or patron is irate or disruptive, refer them to your volunteer coordinator. Make sure to notify the volunteer coordinator who will need details to complete an Incident Report.

D. ATTENDANCE, PUNCTUALITY, AND TIME REPORTING

The District requires volunteers to report for volunteer hours punctually and remain for all scheduled hours. Volunteers are responsible to complete their time log (Appendix B each time they volunteer. This information is important for the purposes of volunteer recognition and recording hours given back to the community via volunteerism and is not an indication of eligibility for any compensation or paid benefits.

E. USE OF COMPUTERS, THE INTERNET, AND ELECTRONIC DEVICES

Some volunteers may be allowed use of District computers, including but not limited to email, which use is subject to the following provisions. As a reminder, there is no expectation of privacy in using the District's computer system. District computers must be used only for job-related purposes.

Volunteers must not add or load any software to a computer. Any download or software installation must be pre-approved and installed by the systems administrator.

Users of any District system are prohibited from taking any actions that materially and negatively affect the systems or the integrity of the District. Volunteers must not use a computer for any inappropriate or unauthorized purpose. Inappropriate purposes include, without limitation, defamatory or offensive communications, gambling, actions damaging to the District, creating an actual, potential, or apparent conflict of interest, or those that violate the rights of third parties, the District, or co-workers.

Individuals are responsible for the content of all text, audio, or images they place or send over any District system. Fraudulent, harassing, or obscene messages are prohibited. Abusive, profane, or offensive language transmitted through any District system is also prohibited. The use of a computer or any electronic communications systems to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, is strictly prohibited and will not be tolerated.

Authorized volunteers must not allow or facilitate access to District computers by outside or unauthorized individuals. In addition, no data stored on a District computer may be removed, downloaded, or transferred without the approval of the General Manager or his/her designee.

SOCIAL WEBSITES

The District maintains an active social media presence for the promotion of District programs and facilities. Volunteers as individuals may use their personal social medias for their personal expression. Volunteers are not make any posts on behalf of the District and are personally responsible for their posts. Use of such social websites must occur when the volunteer is not actively volunteering with participants. Volunteers are prohibited from accessing social websites during their volunteer hours on their own devices or from District computers.

Social websites may not be used to disclose or discuss the District's confidential, sensitive, proprietary information, or reflect personal opinions as those of the District. The use of the District's trademarks, logos, and other copyrighted or identifying materials on volunteer websites is prohibited. If volunteers represent themselves as

volunteers of the District, the volunteers are expected to ensure the content posted on the sites complies with professional standards of conduct. Posting of material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, or embarrassing to another person or entity is not appropriate content and shall not be posted. Volunteers are expressly prohibited from linking to or listing District contact information on their social websites without prior written authorization from the District. Volunteers should expect that any information created, transmitted, downloaded, exchanged, or discussed on social websites may be accessed by the District.

F. USE OF NAME OR LIKENESS

By accepting volunteer employment at the District and signing for receipt of this handbook, a volunteer consents to and grants the District the right to use his/her name, voice, signature, photograph, or likeness for any lawful purpose including that encompassed by California Civil Code Section 3344. Further, the District may, at its discretion, photograph a volunteer and/or make recordings of his or her voice, and/or reproduce his or her physical likeness as it may appear in any still camera photograph, motion picture film or video tape, and/or recordings of that person's voice prepared or made while volunteering with the District or any of the District's recreational activities for use in connection with any exhibition, promotional program, advertisement and broadcast on television, and any motion picture film or video tape regarding such recreational program, or as promotional material for the District. A volunteer's name, voice, signature, photograph, or likeness may be used or incorporated for an unlimited period of time. Please note that the volunteer has no right to any compensation for the use of his or her name, voice, signature, photograph, or likeness.

G. MEDIA POLICY

The General Manager and/or Board President shall serve as the official District spokesperson(s) on all media inquiries related to the District. Depending on the specific circumstances, the General Manager may designate a Volunteer Coordinator and the Board President may designate another Board Member to serve as a spokesperson on a particular issue.

In the event of a crisis or emergency situation, the General Manager and/or Board President will handle all contact with the media (defined as television, radio, newspaper, and internet) and will coordinate the information flow from the District to the public. In such situations, all other Board Members and District divisions should refer calls from the media to the General Manager's office.

SECTION 4

VOLUNTEER SAFETY AND SECURITY

The District is committed to working towards maintaining a safe environment in which to work. The safety and security of our volunteers, employees, and patrons are very important to the District. All District volunteers, employees, and user groups are charged with reporting any and all safety and security issues to the immediate Volunteer Coordinator or designated District representative as soon as possible. Facilities or equipment deemed to be unsafe should not be used until the safety issue has been resolved. The District's Injury and Illness Prevention Plan is available at the District office.

A. WEAPONS POLICY

The District prohibits anyone, with the exception of those legally allowed or permitted to possess a firearm at all times (such as peace officers), from possessing or carrying weapons of any kind on District property, in District vehicles, or while on District time. This includes:

- Any form of weapon or explosive
- All firearms
- All knives not approved for use in the course of employment

It is illegal and a criminal violation to possess weapons on District grounds (including but not limited to parking lots, easements, and parks) in District buildings, and in all public buildings.

B. WORKPLACE VIOLENCE

The District strives to provide a safe workplace for all volunteers and employees. The safety and security of all those at the District is of primary importance. Threats (whether said seriously or in jest), threatening and abusive behavior, or acts of violence against employees, volunteers, guests, or other individuals by anyone on District property will not be tolerated.

REPORTING PROCEDURES

All volunteers are responsible for notifying the volunteer coordinator of any threats to their physical safety that they witness or receive or that they are told another person witnessed or received.

The District will take steps to intervene at any indication of a possibly hostile or violent situation. Any volunteer whom the District determines to have committed such acts will be removed from volunteer status and will be unable to volunteer at the District in the future, and, as appropriate, will be reported to the proper authorities.

DANGEROUS EMERGENCY SITUATIONS

If a volunteer becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a priority he or she immediately should contact the nearest District Official and/or call 911 (9-911 if using a District phone).

SECTION 5

MISCELLANEOUS POLICIES

A. TOBACCO USE/SMOKING

The District complies with all applicable federal, state and local regulations regarding use of tobacco in the workplace. The use of tobacco products, therefore, is not permitted inside the District's facilities or vehicles or on any District property. Tobacco products include, but are not limited to, cigarettes, e-cigarettes, pipes, and smokeless tobacco.

B. ALCOHOL/DRUG USE

Volunteers are never to report for duty after consuming any alcoholic beverage or illegal substance for the duration that the substance may be in their system or impairing their judgment.

C. CELL PHONES/COMMUNICATION SYSTEMS

PERSONAL CELL PHONES

While volunteering, volunteers are not permitted to use personal cellular telephones. These should be used only during breaks. The District is not liable for damage to or the loss of personal cell phones while on District property.

Volunteers are not to use their personal cell phone for District business except in an emergency. Any such business use will not be reimbursed by the District.

ALL CELL PHONES

In accordance with the prohibitions expressed in California Vehicle Code Sections 23123 and 23123.5, as those may be amended from time to time, no cell phone, whether personal or provided by the District, shall be used, either by voice or by text, while operating any District equipment or vehicle or while on District business in a personal vehicle.

D. DISTRICT ISSUED PROPERTY

In order to provide as much protection as possible for the security of our volunteers, as well as our property, certain items such as keys to the building and designated rooms, cellular phones, safety equipment, etc. will be issued only to those volunteers whose responsibilities require them. All District items will be controlled and issued by the Volunteer Coordinator.

Volunteers must sign a District Equipment Check Out Form indicating that they have received a particular item and understand that it is the property of the District.

- Duplication of any restricted access item is prohibited.

- Loss of any restricted access item must be reported to the issuing party as soon as the loss is discovered.
- The volunteer may be charged an appropriate fee for the replacement of any lost District item.

Upon leaving service as a volunteer with the District, all District items will be returned prior to final processing.

E. HOUSEKEEPING

All volunteers are expected to keep the work areas clean and organized. Please ensure District property is cleaned up after events and trash is disposed of properly. All volunteers, participants, and employees are responsible for the cleanliness of the facilities.

F. PERSONAL PROPERTY

The District will provide all the appropriate tools or devices needed for volunteers to execute their job duties. Volunteers shall not bring personal tools or equipment to the District to use in the day-to-day performance of their duties and responsibilities.

Personal belongings brought onto District premises are the volunteer's responsibility. The District is not responsible for the loss or theft of personal belongings.

G. POLITICAL ACTIVITY

Consistent with state law, it is impermissible for public funds/facilities/resources to be utilized for political campaign activities. It is therefore the policy of the District that volunteers shall not engage in political campaign activities that advocate the election or defeat of a particular candidate, campaign, or ballot measure while either performing volunteer duties or conduct political activities on any District property.

H. VEHICLE POLICY

Some volunteer positions at the District require the ability to drive a motor vehicle. All District provided vehicles are for District use only.

Volunteers who may be requested to drive a motor vehicle as a part of their volunteer service shall maintain a valid driving license, appropriate to the kind of vehicle they are required to drive, as well as an acceptable driving record. An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles. In addition, the volunteer will complete an Employer Pull Notice and Vehicle Use form. The District participates in a system that regularly checks the DMV records of all volunteers who drive as part of their job. The volunteer must be familiar with and comply with the CAPRI driving policies which will be

provided to any volunteer driving a District vehicle, as those may be revised from time to time. Such policies will be provided to any volunteer who is going to drive a District vehicle.

Any volunteer who does not maintain a valid, appropriate California driving license and an acceptable driving record, or who is uninsurable under the District's policy will no longer be eligible to operate District vehicles. Any change in a volunteer's driving license or insurance status must be reported immediately to their Volunteer Coordinator.

I. PARKING

Volunteers should park in the appropriate location depending on the assignment. The District is not responsible for any loss or damage to volunteer vehicles or contents while volunteering.

SECTION 6

VOLUNTEER GUIDELINES

A. BACKGROUND CHECK

All volunteers except those volunteering only for a single day's event will be required to submit to a criminal record reference check and must be fingerprinted and cleared prior to acceptance as a volunteer. Individuals who refuse to comply with this request will not be accepted as a volunteer.

B. MINORS AS VOLUNTEERS

Volunteers who have not yet attained the age of 18 years must have written consent of a parent or legal guardian before being assigned to any volunteer services. Students volunteering for service learning credit hours for their school must submit their school name and contact information before being assigned to any volunteer services.

C. CONFIDENTIAL INFORMATION

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff person, volunteer, patron, other person, or involves overall District business. Confidential information may include: phone numbers, addresses, email addresses, and medical related information.

Our patrons entrust the District with important information relative to their personal lives. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the District earns the respect and further trust of our patrons.

Your volunteering with the District assumes an obligation to maintain confidentiality. As a volunteer, you may be privy to information that is confidential in nature. Such information is not to be shared with your family, friends, or acquaintances.

Any violation of confidentiality seriously affects the District's reputation and effectiveness. Therefore, please do not discuss District business with anyone who does not volunteer/work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see, or become aware of anyone else breaking this trust, consider what they might do with information they get from you.

If you are questioned by someone not affiliated with the District or your program and you are concerned about the appropriateness of giving them certain information,

remember that you are not required to answer. Instead, as politely as possible, refer them to the volunteer coordinator.

No communication made by a patron to you, or information about a patron from any source, is to be disclosed. No one is permitted to remove or make copies of any District records, reports, or documents without prior approval.

D. PARTICIPANT SAFETY

The safety of our participants is of the utmost importance to the Hesperia Recreation and Park District. Therefore, the following rules and regulations have been established:

- Only coaches/volunteers who have been through the District screening process may be in contact with children in Park District Programs.
- All activities and practices are to be rendered in a safe manner.
- It is against District procedures to transport children, therefore under no circumstances are children to be transported.
- Remember to always keep your eyes on the participants, even while talking to others. Keep parents or students in front of you so that you can always see the rest of the participants

E. SUSPECTED CHILD ABUSE

All District staff, including unpaid volunteers, are “Mandated Reporters.” Any suspected child abuse must be reported immediately or as soon as possible by telephone and must also be submitted in writing within thirty-six (36) hours after learning of the incident to local law enforcement or to Child Protective Services. As a mandated reporter, failure to report possible child abuse could result in your being charged with a misdemeanor. (Pen. Code § 11172, subd. (e).)

Detailed online trainings are available regarding your role as a mandated reporter. If you would like to participate in this online course or have any questions regarding this procedure, please seek clarification from the volunteer coordinator.

The following procedures should be followed:

- Contact local law enforcement at 760-947-1500 or Child Protective Services immediately by telephone at 1-800-827-8724.
- Fill out a suspected child abuse report (available from your immediate Volunteer Coordinator) within thirty-six (36) hours.
- Send completed Child Protective Services Report to the volunteer coordinated and indicate who was contacted to report the suspected abuse.

DEFINITIONS OF CHILD ABUSE

There are four types of child abuse. They are defined as:

Physical: An injury or pattern of injuries that happen to a child that is not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones, or death.

Neglect: Neglect occurs when adults responsible for the wellbeing of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter, failure to keep children clean, lack of supervision, and withholding medical care.

Emotional: Any chronic and persistent act by an adult endangering the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults, and giving little or no love, guidance and support.

Sexual: The sexual use of a child for an adult's pleasure.

Non-Physical: Indecent exposure, obscene phone calls, or peeping toms.

Physical: Long and intimate kissing, genital or oral stimulation, fondling, or sexual intercourse.

Violence: Forcible rape, beatings, or other physical abuse.

Pornography: Forcing children to view pornography or using children in pictures, films, or tape recordings.

F. EMERGENCY/DISASTER

The following guidelines will help control emergency/disaster situations. It is necessary to be able to recognize a major or minor injury in order to determine what to do in an emergency/disaster situation. Examples of major injuries are: broken bones, sprains, lacerations, uncontrollable bleeding, shock, unconsciousness, and poisoning. Examples of minor injuries are: scrapes, abrasions, and bruises.

- In event of an emergency, call 911 (9-911 if using a District phone) and state the site location, or wherever the victim or disaster is located.
- In the event of an emergency/disaster, all program participants will remain at the site until they are picked up by an authorized person.
- In the event of an emergency, accident, or incident, volunteers must not make statements to the media or public. Volunteers are directed to refer all questions to the volunteer coordinator or available District Volunteer Coordinator.

- Contact your immediate Volunteer Coordinator. If unable to do so, leave a detailed message, so that the Volunteer coordinator can complete an Incident Report.

FIRST AID

Volunteers are responsible for the welfare of our participants. Volunteers should be able to recognize serious injuries or illnesses that require immediate first aid and medical attention.

WHAT TO DO:

- KEEP CALM.
- Assess the situation. Check surroundings for any hazards or safety issues.
- If the injuries are life threatening, call 911 (9-911 if using a District phone). If the injury is not life threatening, call the participant's parent/guardian and allow him/her to make the decision as to transport and care. If you cannot contact the parent/guardian, wait for the arrival of the emergency medical personnel.
- Volunteers who are trained and currently certified in first aid and wish to provide care should protect themselves; make sure to put on personal protective equipment before cleaning wounds or applying bandages.
- Reassure the injured participant and keep other participants out of the immediate area.
- Stay with the participant until assistance arrives.
- If transport is needed, provide the participant's emergency information upon the arrival of emergency personnel. Make sure to write down the emergency personnel's name, vehicle number, and the hospital to which the participant will be taken.
- Notify your volunteer coordinator as soon as is practical and provide them with enough detail so they can complete and an Incident Report. Do your best to get contact information for injured and any witnesses as this information will be needed for the Incident Report.

As mentioned above, if the injury or illness of the participant is beyond the extent of your abilities, then contact the parent/guardian or emergency personnel to administer treatment.

G. INCIDENT REPORTS

Volunteers are responsible for reporting to their volunteer coordinator all action which was taken is documented. Volunteers should report serious misconduct, thefts, fights, police matters, any suspected injuries, or any incident that is out of the ordinary so that an Incident Report can be completed by the volunteer coordinator. Volunteer coordinators are required to submit all Incident Reports to the District Office within 24 hours of the incident.

H. VOLUNTEER POSITION DESCRIPTIONS

The District maintains a description for each volunteer position in Hesperia Recreation and Park District. Applicable descriptions may be provided to volunteers during the application process.

I. TIPS FOR WORKING WITH PARTICIPANTS

- Always be polite and patient with the public. Do not lose your cool. You can enforce the rules without offending anyone. If a parent/guardian or patron becomes irate, direct them to the volunteer coordinator, but do it politely and with a smile.
- Remember, we offer recreational programs. Participants should enjoy their experience at District programs/events.
- Keep parents informed of all activities and problems.
- Keep the line of communication open. Discuss any problems, concerns, or ideas with the volunteer coordinator.

J. TIPS FOR DEALING WITH PARENTS

- Learn parents' names.
- Seek them before they seek you.
- Listen before you speak. Let them have their say.
- Never lose your "cool".
- Answer all questions calmly and thoroughly. Take a deep breath, analyze the problem, and offer a solution.
- Do not reprimand; educate.
- Deal with parents one-on-one, not in front of bystanders or their child/children.
- If you do not know, do not fake it.
- Do not allow one parent to monopolize all of your time. Doing this draws your attention away from the participants.
- Direct seriously irate parents to the volunteer coordinator or the available District Volunteer Coordinator.
- If you give respect, you are more likely to get respect.
- Establish eye contact and smile at parents when they enter the room, even if you are too busy to talk to them.
- Make positive statements about each child.

K. INTERACTION BASICS

VOLUNTEER/CHILD

The way YOU relate to the child participants is at the heart of our programs.

- Show RESPECT for the dignity of the children in all your dealings with them. Never talk about a child in front of him/her or in front of other children. Demand in return that the children show respect for YOU.
- Address the children by NAME.
- Speak to children AT THEIR LEVEL.
- Talk with the children during routine activities; GREET them enthusiastically when they arrive.
- Speak to individual children OFTEN.
- Speak QUIETLY when you're with a group inside. Walk over to a child if you want to talk to him instead of calling out across a room. Avoid YELLING.
- Whistles are permitted; however, they are never to be used indoors.
- Encourage the children to do for themselves everything they can.
- Tell children CLEARLY what you expect. Don't ask a question when you really mean to be giving a direction. Example, "It's time for everyone to put their things away so we can get ready for the field trip now." Not, "Do you want to clean up your things now?"
- SHOW the children by your own behavior how you expect them to behave. For example, don't interrupt children if you expect them not to interrupt you when you're talking to someone.
- PAY ATTENTION TO POSITIVE BEHAVIOR. Recognize pro-social behaviors such as cooperation, helping, and sharing with a smile or a comment.
- Give the participants equal opportunities for activities.

L. ADDITIONAL RULES AND REGULATIONS

- Promptly enforce all District rules using fairness and understanding.
- Never make physical contact with a child unless it is to protect them from harm.
- If at all possible, a volunteer should **never** be alone with one child. If you must be alone with a child, leave the door open or wait outside for the parent/guardian to pick up the child.

M. UNACCEPTABLE ACTIVITIES

The District expects all volunteers to act in a mature and responsible way at all times. If you have any questions concerning any volunteer or safety rule, or any of the unacceptable activities listed, please see the volunteer coordinator for an explanation.

All volunteers are expected to abide by the Hesperia Recreation and Park District's Code of Conduct (Appendix C).

Because of their seriousness, the following are examples which will lead to termination of volunteer status and an inability to be accepted as a volunteer at the District in the future.

- Willful violation of any District rule; any deliberate action that is obviously detrimental to the District.
- Willful violation of security or safety rules or failure to observe safety rules or District safety practices, failure to wear required safety equipment, or tampering with the District's equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which do not impair volunteer performance.
- Possession of firearms, weapons, or explosives on District property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence (including ones made in apparent jest) toward anyone on District premises or while representing the District; fighting, horseplay, or provoking a fight on District property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by the volunteer coordinator or a District Volunteer Coordinator.
- Threatening, intimidating, or coercing fellow volunteers on or off the premises at any time, for any purpose.
- Theft of District property or the property of fellow volunteers; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; unauthorized use of District equipment or property for personal reasons; use of District equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for volunteering or other volunteer records; alteration of District records or other District documents.
- Breach of confidentiality of personal information. Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another volunteer on the job; willfully restricting volunteer output or encouraging others to do the same.

N. HOME ADDRESS AND PHONE NUMBER CHANGES

Volunteers should notify their point of contact/Volunteer Coordinator immediately if their home address, phone number, or email address changes during the time of service.

O. RESIGNATION

If you anticipate you may have to stop volunteering, please notify the volunteer coordinator in writing as far in advance as possible.

Thank you for your time, support, and willingness to Make Life Better!

HESPERIA RECREATION AND PARK DISTRICT

VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____

Day Phone: (____) _____ Cell: (____) _____ Email: _____

List the programs, projects or areas in which you want to volunteer: _____

Employed by/Student at: _____

Position/Major/Grade: _____

Birthdate: _____ Sex: _____
(Required) *(Optional)*

Driver's License #: _____
(Required)

Emergency Contact
Name: _____
(Spouse, Family or Friend) or (Parent or Guardian)

Day Phone: _____ Evening: _____ Cell: _____

Check if you have a disability needing special arrangements or assistance.

Are you in good health? _____

List any conditions which may prevent you from performing volunteer work:

Please list any related work and/or volunteer experience:

Please list days and time you will be available to volunteer:

Please list additional skills which you possess (sign language, foreign language(s), CPR, first aid and others):

Have ever been convicted of a criminal offense? Yes No
Have you ever been charged with neglect, abuse, or assault? Yes No
Has your driver's license ever been revoked in any state? Yes No

REFERENCES: *(Please list two non-family)*

Name: _____ Relationship: _____

Phone number or address: _____

Name: _____ Relationship: _____

Phone number or address: _____

PLEASE READ BEFORE SIGNING

I understand that:

The information I have provided may be verified and I consent and give permission to Hesperia Recreation and Park District to make inquiry of others concerning my suitability to act as a volunteer and undergo a background and criminal history check via the fingerprinting process with the department of Justice. In the course of volunteering for Hesperia Recreation and Park District, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.

I understand that as a volunteer I am not and will not become an employee of the District. I am not entitled to any benefits for monetary compensation for volunteering. The District will schedule my volunteer hours as needed and I have no expectation of compensation. Either the District or I may terminate my volunteer status at any time.

AGREEMENT, WAIVER AND RELEASE

I have carefully read the description of program(s) for which I/We are volunteering and in consideration for being permitted by the Hesperia Recreation & Park District to volunteer for programs and activities, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of my volunteer activities. This release is intended to discharge in advance the Hesperia Recreation & Park District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my volunteerism, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while volunteering for the Hesperia Recreation and Park District.

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

I hereby consent that my son/daughter, _____, participate as a volunteer, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to volunteer. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while volunteering.

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

The decision of the Park District to accept or reject my application is final. This form must be completed in full for my application to be considered.

I affirm that I have read the above and that the information I have given is true and complete. Under penalty of perjury I swear I have never been arrested or convicted of child molestation, child abuse, spousal abuse, or any other crimes against children.

Signed: _____ Date: _____

Printed name: _____

Parent signature and printed name: _____
(If volunteer is under 18 years of age)

QUESTIONNAIRE
EMPLOYEE, VOLUNTEER, CONTRACT INSTRUCTOR, OR SPORTS
OFFICIAL/REFEREE/SCOREKEEPER BEING CONSIDERED FOR
HAVING SUPERVISORY AUTHORITY OVER MINORS

Section 5164 of the Public Resources Code of the State of California prohibits Hesperia Recreation and Park District from hiring a person for employment at, or hiring a volunteer to perform services or entering a contract for an independent Contract Instructor or Sports Official/Referee/Scorekeeper at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes Hesperia Recreation and Park District to screen any such prospective employee, volunteer, or independent Contract Instructor or Sports Official/Referee/Scorekeeper for his or her criminal background. In light of your interest in being hired by Hesperia Recreation and Park District for employment at, or being hired as a volunteer to perform services or entering a contract as an independent Contract Instructor or Sports Official/Referee/Scorekeeper at, any of its parks, playgrounds or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California, please answer the following supplemental questions:

1. **Have you ever been convicted of violation or attempted violation of any of the statutes specified in Public Resources Code Section 5164 (copy attached - Attachment A), including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment B (copy attached), unless you have three or more misdemeanor convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.**

Yes _____ No _____

If your answer is yes, please describe the crime(s) for which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted.

2. **Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking?**

Yes _____ No _____

If your answer is yes, please describe the crime for which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted.

3. **Are you currently released on bail or on your own recognizance for any crime?**

Yes _____ No _____

If your answer is yes, please describe the crime for which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted.

4. **Are you willing to be fingerprinted in order that Hesperia Recreation and Park District may screen you for criminal background?**

Yes _____ No _____

DECLARATION

I, (Print Name) _____, in seeking to be hired by Hesperia Recreation and Park District for employment at, or hired by Hesperia Recreation and Park District as a volunteer, or entering a contract with Hesperia Recreation and Park District as an independent Contract Instructor or Sports Official/Referee/Scorekeeper to perform services at, any park, playground or recreational center used by Hesperia Recreation and Park District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

(City) _____, California on (Date) _____, (Year) _____.

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, Hesperia Recreation and Park District can immediately terminate my employment by it, cease allowing me to perform voluntary services, or terminate my Contract Instructor or Sports Official/Referee/Scorekeeper contract without notice.

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

Applicant's Signature

Date

Supervisor Signature

Date

PUBLIC RESOURCES CODE 5164

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

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

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

(C) A felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of an offense specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, an offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or an offense specified in subdivision (c) of Section 667.5 of the Penal Code, provided that a record of a misdemeanor conviction shall not be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

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

(2) A local agency request for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. A fee shall not be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE**Part A**

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

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

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

Part B

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

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

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

207 - 210 (+ 12022) Kidnapping

211 (+12022) Robbery

215 (+12022) Car jacking

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

217.1 Assault on public official

236 False imprisonment

237 False imprisonment

240 Assault

241.1 Assault upon custodial officer

241.2 Assault on school property

241.3 Assault against transportation personnel or passenger

241.4 Assault on peace officer of school district

241.7 Assault against jurors

242 Battery

243.1 Battery against custodial officer in performance of duties

243.2 Battery on school property

243.3 Battery against transportation personnel or passenger

243.4 Sexual battery

243.5 Assault or battery on school property

243.6 Assault or battery on process server

243.7 Battery against jurors

244 Assault with caustic chemicals

244.5 Assault with stun gun or taser

245 Assault with deadly weapon or force likely to produce great bodily injury

244.2 Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger

245.3 Assault with deadly weapon or force likely to produce great bodily injury on custodial officer

246 Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper

247 Shooting at unoccupied aircraft or motor vehicle

247.7 Discharge of laser at aircraft

667.5 Sentencing enhancements for various crimes of violence



Hesperia Recreation and Park District
(760) 244-5488

Volunteer Time Log

Please fill out this time log each time you volunteer. Thank you!

Name: _____

Title: _____

Date	Facility	Time In	Time Out	Total Hours	Task/Assignment

CODE OF CONDUCT

Everyone will be held responsible for all rules. In addition, all participants and spectators will abide by the “Code of Conduct.” Officials, as defined for Code of Conduct purposes, will include District employees, District volunteers, Sports Officials and District volunteers.

1. No Person Shall: Lay a hand upon, shove, strike or threaten another person. Officials are required to immediately suspend the offender from further involvement and report such conduct to appropriate District personnel. Such person shall remain suspended until the District has considered his/her case.
2. No Person Shall: Refuse to abide by official’s decision. Officials are required to immediately suspend such person from further involvement and report such action to the appropriate District personnel. Such person shall remain suspended until the District has considered his/her case.
3. No Person Shall: Be guilty of objectionable demonstrations of dissent of an official’s decision.
MINIMUM PENALTY: Warning, first offense
MAXIMUM PENALTY: Removal from activity, second offense, file report.
4. No Person Shall: Discuss with an official, in any manner, the decision reached by such official.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
5. No Person Shall: Be guilty of using unnecessary rough tactics in the course of an event against the body and person of another. Officials are required to immediately suspend persons from further involvement and report them to the appropriate District personnel. Such person shall remain suspended until the District has considered his/her case.
6. No Person Shall: Be guilty of instigating or causing a physical attack upon any person. Officials are required to immediately suspend said person from further involvement and report such actions to the proper authorities if warranted and to the proper District personnel. Such person shall remain suspended until the District has considered his/her case.
7. No Person Shall: Be guilty of using profanity, racial comments, demeaning language or comments that can be degrading.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
8. No Person Shall: Be guilty of an abusive verbal attack upon any person, such as profanity, racial comments, demeaning language or comments that can be degrading. Officials are required to immediately suspend offender from further involvement and report actions to the proper District personnel.
MINIMUM PENALTY: Placed on probation, file report.
MAXIMUM PENALTY: Suspended from District facilities.

9. No Person Shall: Appear on a facility, at a meeting or in an event at any time with an alcoholic beverage or in an intoxicated condition. Officials- are required to immediately suspend the individual from further involvement and report actions to the proper District personnel. Such person shall remain suspended until his/her case has been considered by the District.
10. No Person Shall: Be guilty of gambling upon any outcome of District event.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
11. No Person Shall: Be guilty of discussion publicly with any other person in a derogatory or abusive manner, any play, decision or his personal opinion of other participants during any specific event.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
12. No Person Shall: Enter a field of play or facility at any time other than during their scheduled time, when said facility is scheduled to be in use by others.
MINIMUM PENALTY: Warning, first offense.
MAXIMUM PENALTY: Removal from activity, second offense, file report.
13. No Person Shall: At any time vandalize or attempt to damage any District or other person's property. Officials are required to immediately suspend the individual from further involvement and report actions to the proper District personnel. Such person shall remain suspended until the District has considered his/her case.

Special Notes:

- a. Suspensions have no boundaries. In other words, if a person gets suspended or put on probation during one season or activity, it may carry on to the next season, activity, and/or other sport. The District may also suspend a person suspended by another agency.
- b. Any person being placed on probation for the remainder of the season or activity and reported again for violating the Code of Conduct will be suspended for the remainder of the season or activity.

Sportsmanship Policy:

1. Teams or individuals participating in programs that are sponsored by the District shall be expected to exhibit proper sportsmanship and appropriate behavior before, during and after all programs.