CARSON CITY

VOLUNTEER/INTERN SUPERVISOR'S AND COORDINATOR'S MANUAL

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I. PURPOSE

In a calendar year, Carson City (hereinafter "City") can have over 800 volunteer/interns dedicating their time to make improvements and assist staff. Volunteers and interns are a key resource in nearly every Department/Elected Office.

Every volunteer/intern, regardless of the assigned work, is a representative of the City. Volunteers/interns are a valuable part of the services rendered to the residents.

As a volunteer/intern coordinator and supervisor, you have a responsibility to these individuals to provide them with guidance, supervision and a rewarding experience that encourages them to continue to provide their valuable assistance. You also are responsible for ensuring that you evaluate inherent risks, provide all training and safety equipment and apparel, and are aware of and are following laws and rules governing subjects such as, but not limited to, record keeping, confidentiality, background checks, driver's license history checks, reference checks, the types of jobs that are permitted for youth volunteers/interns and what to do when something goes wrong.

Some volunteer/intern activities are often short in duration and much of the work poses little risk to the volunteer/intern, those he/she serves or the City. However, there is some work that exposes volunteers/interns and the City to potential hazards and liability.

Determining which policies and procedures must be followed, which forms to use, how much and what kinds of training and supervision to provide, etc., requires informed judgment and decisions of the supervisor/coordinator. The purpose of this manual is to help the supervisors/coordinators define and build an effective volunteer/intern management system within the City. **This manual is designed to provide guidance on legal requirements and City practices, as well as best practices, and references for forms and resources. Specific legal issues by Department Directors/Elected Officials/Managers need to be referred to the District Attorney's Office. No rights are bestowed hereby.**

II. CITY PHILOSOPHY

The primary purpose of all City volunteer/intern programs is to enhance the quality of life for those who live, work or visit the City. Volunteering and interning promotes involvement in local government and enables participation by individuals and groups committed to the sustained health and wellness of this community.

The community benefits from volunteer/intern involvement include, but are not limited to:

- Extending services to the community that would not be available or available to a lesser degree without volunteers/interns
- Building understanding of and participation in City government
- Strengthening community ties through collaboration and partnership
- Providing diversity of ideas and talents

Benefits to volunteers/interns include, but are not limited to:

- The opportunity to develop skills and gain experience
- An increased understanding of City government and the opportunity to positively influence its effectiveness
- Personal satisfaction from activities that are purposeful and meaningful

III. DEFINITIONS

A. Intern

Please contact HR if you are considering introducing an intern into your work environment so that the appropriate process can be completed.

Unpaid internships or work-study programs are designed to give college students an opportunity to complement their formal education with career-related experience. Unpaid interns are not considered employees and need not be paid if the primary purpose is education and if the intern receives school or college credit for the time. Interns may be paid or unpaid. If no school or college credit is given the person is considered a volunteer.

Paid internships- if an intern is paid, he must be paid at least minimum wage. If paid on a regular basis through the payroll system, the intern is a part-time employee. To avoid tax liabilities, it is City policy to disallow stipends.

B. Volunteer

According to the Fair Labor Standards Act (FLSA), a volunteer is "an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered."

Based upon FLSA:

- A volunteer/intern must be officially accepted and authorized by a person so designated to make a volunteer/intern appointment on behalf of the City prior to performance of the task

- Volunteers/interns are not considered “employees” of the City
- Volunteers/interns should not replace another employee or impair the employment opportunities of others by performing work that would otherwise be performed by full-time or part-time employees. In other words, the volunteer/intern may do a portion of tasks assigned in a job description, but may NOT be assigned a substantial number of duties resulting in the volunteer/intern doing all the work of a City job.
- Of mutual benefit to both the community and the volunteer/intern, the activities engaged in are predominantly for the volunteer’s/intern’s or the community’s benefit rather than the City’s benefit, and the hours of service suit the convenience of the volunteer/intern
- An employee can never “volunteer/intern” to do his/her own job or a similar job, and he/she cannot volunteer/intern to do the job of another employee without compensation. Volunteers/interns may not be assigned to displace any City employee from a paid position. A volunteer/intern position may not entirely replace an employee position that is vacant due to retirement, resignation or termination

Volunteers/interns are expected to abide by the same rules of conduct, ethical standards and confidentiality requirements that govern City employees.

C. Types of Volunteer Service

1. **Regular Volunteer Service-**service activities on an ongoing basis for a set period of time.

2. **Special Event Volunteer-**one-time, episodic, or done-in-a-day projects.

3. **Special Case Volunteers-**those participating in student community service activities, corporate volunteer/intern programs, and other volunteer/intern referral programs. In each of these cases, to ensure understanding of responsibilities and liabilities, a special agreement with the outside agency must be in effect with the organization, school, or program from which the special case volunteers/interns originate and must identify responsibility for management, insurance and responsibility of the volunteers/interns.

4. **Community Service (aka Court mandated) Volunteer-** those participating in court-mandated or alternative sentencing or diversion programs. In each of these cases, a special agreement with the outside agency

must be in effect and must identify responsibility of supervision and insurance.

5. **City Employees as City Volunteers/Interns -** Under the FLSA, public sector employers may not allow their employees to volunteer/intern without compensation. Public sector employees may volunteer/intern to do different kinds of work in the jurisdiction in which they are employed or volunteer/intern to do similar work in different jurisdictions. For example, police officers can volunteer/intern to do different work (non-law enforcement related) in City parks. The Department of Labor defines "same type of service" to mean similar or identical services. Equally important is whether the volunteer/intern service is closely related to the actual duties performed by or responsibilities assigned to the employee who volunteers/interns.

If the volunteer/intern coordinator/supervisor has questions about a specific volunteer/intern issue, please contact Human Resources.

D. Youth Volunteers/Interns

The FLSA and Nevada state law (NRS 609.190) limit the types of work that minors can perform. Although directly pertinent in the context of paid work, these limitations apply to volunteer/intern activities as well.

E. Compensation

1. Volunteers/Interns are not permitted to receive compensation for their services, but they can be given uniforms and granted expenses and reasonable benefits.
2. Expenses: A uniform allowance or reasonable reimbursement for uniform expenses is permitted. Payments for meals and transportation incidental to volunteering/interning are acceptable as is tuition, books or supplies for volunteer/intern training.
3. Reasonable Benefits: Inclusion of volunteers/interns in service awards is allowed.

IV. LEGAL REQUIREMENTS AND CITY PRACTICES

This section outlines activities that must be adhered to by City employees, the coordinator/supervisor or his/her designee. Staff must exercise care in screening and placing volunteers/interns into positions that may involve handling money, access to sensitive information, working with specialized or potentially dangerous equipment, keeping information confidential, and serving vulnerable populations. Vulnerable populations include minors (youth under 18), frail elderly

(senior citizens who are physically, emotionally and/or mentally at risk) and individuals with disabilities. If the coordinator/supervisor has any questions or concerns, please contact the Human Resources Department for assistance.

A. Application

- Written and signed applications must be completed by volunteers/interns by contacting Human Resources.

- A "Special Event" volunteer/intern (one-time activities) need only sign a sign-in sheet. An application is not required. Special Case volunteers may not need to fill out an application- it is dependent upon the agreement. An application is not required for Community Service volunteers.

- Volunteers/Interns **must not use** the City's standard employment application form.

- Permission to conduct motor vehicle or criminal background checks (if applicable) must also be signed by the volunteer/intern or his/her parent/guardian.

B. Screening

The purpose of screening is to identify individuals with criminal or other records that may increase the risk of placing the volunteer/intern. There are two screening applications required for certain volunteer/intern positions.

1. MOTOR VEHICLE RECORDS CHECK

- A volunteer/intern who will drive on behalf of the City must be 18 years of age and must have a motor vehicle records check performed prior to driving.
- The volunteer/intern must sign a release to authorize a motor vehicle record check. The volunteer/intern must provide a signed release each year.
- A volunteer/intern who needs a commercial driver's license, must comply with the CDL requirements.

It is the responsibility of the volunteer/intern supervisor/coordinator to make sure the Department/Office is complying with this section. If the Department/Office needs assistance, please contact Human Resources.

2. CRIMINAL HISTORY BACKGROUND CHECK

- Depending on the volunteer/intern assignment, volunteers/interns may be subject to criminal history background checks. Any volunteer/intern who has direct contact with vulnerable populations (under age 18, or one-on-one or in-home work with an elderly person over the age of 55) or who has supervisory or disciplinary authority over vulnerable populations or who volunteers/interns for the Sheriff's Office, Juvenile Probation/Detention, Alternative Sentencing, or who will handle cash, must obtain a fingerprint based background check.
- The volunteer/intern must sign a release to authorize the background check. Except for Sheriff's Office volunteers/interns, background checks are facilitated by the Human Resources Department. The Department/Office must notify Human Resources when bringing on a new volunteer/intern and if a background check is required.
- Volunteers/interns who refuse permission to conduct a background check at the City's request will not be accepted for placement.
- Individuals will be disqualified from volunteering/interning for positions if one's criminal record includes any of the following:
    - ✓ Conviction for any form of sexual abuse
    - ✓ Conviction for any crime in which children or at-risk adults were involved, or
    - ✓ Conviction for any crime of violence or sexually exploitative behavior

Final placement decisions when a criminal history is questionable will be made collaboratively with the supervisor/coordinator, the Human Resources Department and the City Manager. The City has a duty to exercise care in its appointment decisions.

A record check sometimes will falsely identify a person as having committed a crime. For this reason, applicants will be given an opportunity to challenge the accuracy of the information.

3. REFERRENCE CHECKS

The volunteer/intern supervisor/coordinator must check the references listed on the volunteer/intern application if the volunteer/intern will be providing services on a regular basis, prior to placement.

C. Confidentiality

Volunteers/interns are expected to maintain the confidentiality of all nonpublic information to which they have access while serving as a volunteer/intern, including confidential information concerning personnel matters, or related City business. Volunteers/interns may be required to sign a confidentiality agreement prior to placement.

D. Records Maintenance

Types of records on file for a volunteer/intern will vary depending upon the scope and duration of the program. It is the City's responsibility via the Department/Office to which the volunteer/intern is assigned to ensure that volunteer/intern personnel records are accorded the same confidentiality as staff personnel records. They are to be kept in a locked file cabinet in a place easily accessible to the coordinator/supervisor. The Department/Office responsible for the volunteer/intern program must maintain the records in accordance with federal, state and local laws. If it is easier to have the records maintained at Human Resources, the Department/Office may request to keep the records at that location.

The State record retention schedule requires that records be maintained for each City volunteer/intern, including data such as dates of service, positions held, duties performed, evaluation of work, awards received, disciplinary actions and termination. Volunteers/interns and appropriate staff are responsible for submitting all appropriate records and information to the volunteer/intern coordinator accurately and on time.

Record Retention Schedule:

Board and Commission Volunteer/Intern Interest Forms LRDA Number 2007-1553
Description: This record series documents requests to be a volunteer/intern on a local government board or commission. Forms often contain name, address, contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information.
Minimum Retention Period: One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
Legal Citations: NAC 239.165
Legal Note: This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.
Note: Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records. (NRS 239.121(1))

Special Event and Celebration Records LRDA Number 2007-0041
Description: This record series documents local government sponsored special events and celebrations. This series may include, but is not limited to, event planning information, costs studies, promotional material, speeches, dedications, public attendance summaries, final reports, correspondence, and related records. May also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer/intern information, and related records.
Minimum Retention Period: Retain records which document significant aspects of the event permanently. Retain other records related to the event for a minimum of two (2) fiscal years from the year to which it pertains.
Legal Citations: None
Legal Note: None
Note: None

Auxiliary Police Files LRDA Number 2007-0789

Description: This record series consists of documents related to the employment of auxiliary law enforcement officers or temporary special deputies. This series includes records of citizen academies for law enforcement volunteer/interns.
Minimum Retention Period: Ten (10) calendar years from the end of the calendar year to which the files pertain.
Legal Citations: NRS 477.014, 239.165
Legal Note: This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165(1)(2)).
Note: Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records. (NRS 239.121(1))

Volunteer/intern Worker Records LRDA Number 2007-0331
Description: This record series documents work performed for the local government by citizens without compensation for their services. This series may include, but is not limited to, agreements, applications, skills test results, training documentation, task assignment and monitoring records, copies of workers compensation records, interest forms, correspondence, and related documents.
Minimum Retention Period: Three (3) calendar years after separation.
Legal Citations: 42 USC section 405(c)(2)(C)(viii), NRS 205.463 to 205.465, NRS 616A.130, NRS 11.190(3)(d), NAC 239.165(1)(2)
Legal Note: This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.
Note: Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records. (NRS 239.121(1))

For additional record retention information please visit:
http://nsla.nv.gov/Records/Local/Retention_Schedules/

E. Youth Volunteers/Interns (under 18)

The FLSA and the Nevada state law limit the types of work and the hours of work that minors can perform. The recommended minimum age of volunteers/interns for ongoing volunteer/intern positions is 14.

Groups such as Boy Scouts and Girl Scouts must be under the supervision and control of their organizing adult leaders.

A. 14 – 15 year olds may only work during certain times of the day and for a specified number of hours. Please review the Fair Labor Standards Act (FLSA) rules, 29 C.F.R. §§ 570.33-34, and NRS Chapter 609.

B. 16 – 17 year olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor or the State of Nevada Labor Commissioner.

Volunteers/interns who are permitted to drive City vehicles must be at least 18 years of age.

F. Supervision and Management

Any City employee who is responsible for supervising/coordinating volunteers/interns has the overall responsibility for the specific programs and tasks assigned. Overall responsibilities include the effective use of

volunteer/intern resources and adherence to applicable policies and procedures as outlined in this manual. Specific responsibilities of the supervisor/coordinator may include assessing risks, preparing documents, authorizing volunteer/intern activities, conducting training, providing supervision, and maintaining records.

Each City volunteer/intern should be assigned a clearly identified supervisor in the Department/Office who is responsible for consultation, support and direction. A continuous dialogue between the supervisor/coordinator and the volunteer/intern about how much work the volunteer/intern can do, expectations, hours of service, time frames, and outcomes is imperative.

When a City volunteer/intern is assigned to a City employee as a point of contact, the assigned employee must:

- Ensure that the volunteer/intern application or special event waiver form is completed.
- Ensure that all necessary clearance or background checks are completed, screened and evaluated before placement.
- Assess risks and communicate safety rules and guidelines, including whom to contact in an emergency situation.
- Make the final decision regarding whether to place or not to place a volunteer/intern (supervisor/coordinator is under no obligation to place a volunteer/intern).
- Provide each new volunteer/intern with an orientation, training, tools and supervision to complete the assigned tasks.
- Explain to volunteers/interns City policies and procedures.
- Develop the volunteer/intern position description.
- Conduct volunteer/intern placement interviews.
- Ensure that volunteers/interns understand and comply with City policy and procedures.
- Handle concerns.
- Evaluate volunteer/intern performance.
- Ensure appropriate record keeping of volunteer/intern files.
- Provide volunteer/intern recognition for excellence and/or length of service.
- Authorize volunteer/intern activities.
- Provide and receive feedback.
- Have written direction from his/her supervisor to supervise the volunteer/intern.
- Provide volunteer/intern with periodic feedback to review his work. The feedback session is used to:
    - Review the performance of the volunteer/intern,
    - Suggest changes in work style,
    - Convey appreciation to the volunteer/intern, and
    - Ascertain the continued interest of the volunteer/intern in serving in that or another position.

1. Volunteer/Intern Attendance

Volunteers/interns may be directed to notify their supervisor if they are unable to fulfill their commitment.

2. Corrective Action and Dismissal of a Volunteer/Intern

Like regular employees, volunteers/interns may be unable or unwilling to fulfill the duties they have been assigned. If reassignment isn't possible or desirable, or if a volunteer/intern violates rules by which he/she is required to abide, action must be taken by the supervisor/coordinator.

Tolerating inappropriate, abusive or difficult behavior tends to drain City resources when, in fact, the involvement of volunteers/interns is meant to maximize resources. By addressing problematic situations, your staff and volunteers/interns will be relieved and gratified.

Possible grounds for corrective action or dismissal:

- Not keeping scheduled appointments,
- Not completing required paperwork,
- Tardiness,
- Not performing work at an appropriate level of competence,
- Negative attitude, offensive language or misconduct, and
- Violating policies, procedures, regulations or city, state or federal laws.

Records must be maintained regarding incidents, dates of incidents, dates remedial actions were taken, including date of termination. It is recommended that these records be kept in the volunteer/intern's file.

3. Addressing Volunteer/Intern Concerns

All disagreements and concerns should be addressed at the program level and up through the chain of command. Volunteers/interns have no right to grievance processes and no right to appeal decisions.

4. Reassignment

Volunteers/interns who are at any time reassigned to a new position may be interviewed for that position and receive appropriate orientation and training for that position before they begin work. In addition, any screening procedures appropriate for that specific position must be completed for each volunteer/intern even if the volunteer/intern is already volunteering/interning with the City.

5. Resignation and Termination

The coordinator or supervisor shall collect all City property, including badges, keys, uniforms, phones, equipment, etc.

G. Non-Discrimination

As an equal opportunity employer, the City does not discriminate on the basis of race, religion, color, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or on any other basis that would be in violation of any applicable federal, state, or local law. All personnel actions taken by the City are based solely upon merit and fitness.

H. Volunteer/Intern Rights and Responsibilities

Volunteers/interns have the right to review their volunteer/intern file and the right to terminate their volunteer/intern assignment.

I. Insurance

1. General Liability

   The volunteer/intern must be performing an act for the City's benefit at the request of and subject to the control of the City. Written documentation of authorized status, responsibilities and supervision will validate the status of "authorized volunteers/interns." Negligent acts or omissions outside of the scope of duties, or willful/wanton behavior, will result in the loss of the volunteer's/intern's City liability protections.

2. Auto Liability

   Auto insurance coverage follows the vehicle, not the person. All volunteers/interns authorized to drive for the City must show proof of a valid driver's license. Driver's license information, including license number, state of issue and expiration date must be provided initially, on the volunteer/intern application.

   ** The City covers the volunteer/intern under the liability policy.

3. Driving Own Vehicle

   If a volunteer/intern is in an accident while driving his/her own vehicle, his/her own automobile insurance is primary. In such a situation Risk Management should be contacted immediately at 775-283-7484. The City does not afford comprehensive or collision insurance for losses to a private party's vehicle.

4. Driving City Vehicle

When a volunteer/intern drives a City owned or leased vehicle, he/she is covered by the City's automobile liability coverage. This includes golf carts (volunteer/intern must be 16) and equipment such as mowers (volunteer/intern must be at least 18 to drive any City vehicle other than a golf cart).

5. Volunteer/Intern from Other Agencies

When a volunteer/intern is working at the City through another agency/entity, s/he will be covered by that group's policy. If an accident and/or injury occurs, the placing agency should be notified immediately unless a contract between the City and the volunteer/intern agency/entity specifically states that the individuals volunteering/interning for the agency/entity are covered under the City's workers' compensation program.

6. What to do in Case of an Accident Caused by or an Injury to a Volunteer/Intern

a. Liability and Auto Accident Reporting

Volunteers/Interns who drive City-owned vehicles are to be trained in the proper reporting requirements that are in place for all City employees. The accident reporting forms are in the glove box of all City vehicles and must be completed and turned in to Risk Management as soon as possible after the accident. Please include the CCSO or NHP report number as well.

b. Injury Reporting and Where to Go

Refer to Worker's Compensation section below.

J. Worker's Compensation

Any injury or occupational disease incurred in the course and scope of the volunteer's/intern's duties shall be immediately reported to the volunteer's/intern's City supervisor/coordinator. All necessary forms (C1 "Notice of Injury…" and C3 "Employer's Report of Injury.") shall be completed and submitted to Risk Management within 7 days of the date of injury regardless if the volunteer/intern seeks medical care. If the volunteer/intern needs/wants medical attention, the volunteer/intern shall seek care at the City's approved medical clinic. If the injury requires emergency care or occurs outside of the clinic's regular hours, the volunteer/intern shall go to Carson Tahoe Regional Medical Center's emergency room. The volunteer's/intern's claim will be administered under the City's self-insured workers' compensation program. Please contact Risk Management at 775-283-7484 for further information.

1. Payment of Medical Expenses

Medical and lost time payments (if applicable) will be made via a compensable and accepted workers' compensation claim.

K. Investigating Accidents (Supervisor/Coordinator Duties)

Workers' Compensation- the supervisor/coordinator should include as much information as possible on the C3 "Employer's Report of Injury…". Use additional sheets as necessary.

Auto accidents and/or any accident that results in property damage or bodily injury to others. The accident reporting forms are in the glove box of all City vehicles and should be completed as soon as possible. Use additional sheets as necessary.

Contact Risk management at 775-283-7484 should you have any questions.

CARSON CITY
VOLUNTEER/INTERN APPLICATION

Date: _____

Volunteer/Intern Name:_____

Home Address:
_____

City, State,
Zip:_____

Day Phone:_____ Night Phone:_____

Cell Phone:_____ E-mail:_____

Occupation:_____

Business Name:_____
Phone:_____

Are you under the age of 18? _ Yes _No If “yes”, date of birth:_____

Driver’s License Information:

State of Issue:_____ License number:_____

Expiration Date:_____

Emergency Contact Name:_____

Emergency Contact Phone:_____

Please indicate the days and times you are available to volunteer:

- Sunday Monday Tuesday Wednesday Thursday Friday Saturday
- Morning Afternoon Evening
- on-call/as needed scheduled times varies

Briefly explain why you would like to volunteer/intern:_____
_____
_____
(Use and attach separate sheet of paper if necessary).

Do you have areas of interest that you are hoping to learn more about by doing volunteer/intern work? (If “yes”, please explain)_____

_____
(Use and attach separate sheet of paper if necessary).

List your specific skills and talents that might be used in your volunteer/intern work:_____

_____
(Use and attach separate sheet of paper if necessary).

List previous volunteer experience:

Activity Agency Dates

_____

_____

_____

_____

(Use and attach separate sheet of paper if necessary).

List three personal/professional references:

1. _____
   (Name) (Phone Number)

2. _____
   (Name) (Phone Number)

3. _____
   (Name) (Phone Number)

I understand that there are certain risks associated with volunteering/interning. I expressly understand and agree that Carson City, a consolidated municipality, its officers, agents, volunteers, interns, assistants, and/or employees shall not be held responsible or made subject to any claims for negligence, seeking to assess damages or liability for or arising from personal injury or property damage to myself or other person on whose behalf this form is now signed as a result of actual or proposed participation as a volunteer/intern. I, on behalf of myself and or my child, hereby agree to hold Carson City, its officers, agents, volunteers, interns, and employees harmless on account of any such claim.

_____

Applicant Date

_____

Parent/Guardian on behalf of a minor child Date

CARSON CITY

VOLUNTEER/INTERN ACKNOWLEGEMENT OF RISK AND RELEASE

Name
(first,last):_____

Home
address:_____

Mailing
address:_____

E-mail
address:_____

Primary Phone:_____
Secondary Phone:_____

Have you volunteered/interned for Carson City before? _ Yes _ No

If “yes” please list the dates and volunteer/intern work provided:

_____

_____

_____

_____

_____

(Use additional sheets of paper if necessary)

I, the undersigned, agree for myself or for my minor child, to volunteer/intern for Carson City and understand and agree to the following:

1. I will follow instructions of my placement and perform my service to the best of my ability.
2. I acknowledge that there are dangers and risks incurred as a result of participating in activities connected or associated with volunteering/interning; and I knowingly assume all risk for injuries including but not limited to, death, damage or loss to my person, including, but not limited to: falling down, tripping, bumping, back, bone, joint, head, neck, muscle or spinal injuries, cuts, scrapes, choking, allergies, heat stroke, heat exhaustion, sunburn or other injuries; and/or any damage or loss sustained to my property.
3. In the event of any emergency, I authorize Carson City officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, including ambulance transport.
4. I waive and relinquish all claims I may have as a result of my participation as a volunteer/intern against Carson City and its officer, agents, employees, and other volunteers/interns.
5. I act only as a volunteer/intern and do not function as an employee, agent or representative of Carson City.
6. I give permission for media coverage of myself and/or minor child to be disseminated for public relations purposes. **(Cross out if you do not give permission.)**
7. I agree not to represent the City or its hired contractors, or use this project to express my professional or personal opinion in any manner other than specifically directed by the project manager or volunteer/intern coordinator. Any inquiries shall be immediately forwarded to the project manager or designated volunteer/intern coordinator.

I acknowledge and understand this “Volunteer/Intern Acknowledgement of Risk and Release” This document shall not be modified orally and shall be construed as if jointly drafted.

_____ _____

Name (printed) (Signature of parent or guardian if volunteer/intern is a minor)

_____ _____

Volunteer/Intern Signature Date

CARSON CITY

VOLUNTEER/INTERN CODE OF CONDUCT AND ETHICS

Preamble

Public service requires a dedication to providing quality customer service, and also demands that public servants maintain a high level of ethical conduct. The conduct of public employees and volunteers/interns is a key factor in maintaining the respect and confidence of the people who live in, work in, and visit Carson City. As part of this, public servants and volunteers/interns must always engage in conduct that upholds the public trust. This trust must be upheld at all times. Employees and volunteers/interns must not realize personal financial gain through City office, employment or volunteer/intern placement, and employees and volunteers/interns must avoid any impression of favoritism, discrimination or perception of a conflict of interest. Public service is a unique field which requires that employees and volunteers/interns adhere to a standard of fairness, respect and integrity that is beyond question.

A Code of Business Conduct and Ethics helps ensure compliance with legal requirements and our standards of business conduct. It outlines the expected behavior of public employees and volunteers/interns in conducting governmental business. All volunteers/interns are expected to read and understand this document and uphold these standards in day-to-day activities. Employees and volunteers/interns are expected to comply with all applicable policies, procedures and laws. Carson City is committed to conducting its business in a fair, open, efficient and accountable manner.

Responsibility

- ✓ I will apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my volunteer/intern placement in a consistent, confident, competent and productive manner.
- ✓ I will take responsibility for my actions, even when it is uncomfortable to do so.

- ✓ I understand the difference between open and confidential information and the organizational policies and procedures that apply to both.
- ✓ I will not use my volunteer/intern placement or the resources of the City for personal or political gain.
- ✓ I will be a prudent steward of public resources and will consider the impact of my decisions against the financial needs of the City.
- ✓ I will not accept or receive any consideration or compensation for an act that I perform as a volunteer/intern.
- ✓ I will devote my full attention to my volunteer/intern placement while performing my volunteer/intern duties.
- ✓ I will not participate in wearing any political buttons, hats, shirts, etc. while performing my volunteer/intern duties.
- ✓ I will not use City equipment to conduct personal or political activity.
- ✓ I will not discriminate against, harass, or bully a City employee, volunteer, intern or member of the public while performing my volunteer/intern duties.

Fairness

- ✓ I will promote fairness, equity and non-discrimination in my decisions.
- ✓ I will make decisions based on the merits of an issue, including research and facts.
- ✓ I will champion inclusive public engagement in the decision-making process.
- ✓ I will not use my volunteer/intern position to secure or grant unwarranted privileges, preferences, exemptions or advantages for myself or any member of my household, friends, relatives or any business entity with which I am a member or may receive compensation.
- ✓ If I become privy to information, through my volunteer/intern placement, which by law or practice is not at the time available to people generally, I will not use the information to further the economic interests of myself, my family, my friends or any business entity.
- ✓ I will not use the City's facilities, equipment, money, or materials for my own gain or advantage.

Respect

- ✓ I will treat City officials, staff, Board members, contractors, volunteers, interns and the public with patience, courtesy, civility, dignity, and respect, even when there is disagreement on matters.
- ✓ I will provide friendly, receptive, prompt and courteous service to everyone.

Honesty

- ✓ I am honest and will be honest with all officials, staff, Board members, contractors, volunteers, interns and the public and act with integrity.
- ✓ I will make appropriate decisions in the public's best interest.
- ✓ I will strive to be honest and uphold the public trust in the conduct of my work.

I understand that questions regarding the interpretation of this document must be brought to the volunteer/intern supervisor/ coordinator or project manager for interpretation.

As a volunteer/intern for the City, I understand that if I am currently employed with the City, or if I become employed with the City, that I must notify Human Resources immediately. If it is determined that my volunteer/intern placement is similar to tasks I am employed to do, then I agree not to accept the volunteer/intern placement. Furthermore, I understand that no rights are bestowed upon me by being a volunteer/intern and that my services as such may be ended by the City at any time for any or no reason.

I have read, understand and will abide by the foregoing "Volunteer/Intern Code of Conduct and Ethics."

_____ _____

Print Name of Volunteer/Intern Date

_____ _____

Signature of Volunteer/Intern Signature of parent or guardian if Volunteer/Intern is a minor

CARSON CITY

VOLUNTEER/INTERN CONFIDENTIALITY AGREEMENT

I understand the City's files, records, and other information may be confidential and solely for the use of City employees. In consideration for the opportunity to volunteer/intern for Carson City, I will not release or disclose the contents of any files, records, or other information unless I receive permission to do so from the volunteer/intern supervisor/coordinator or project manager.

_____

Name (printed) Signature

_____

Date

CARSON CITY

VOLUNTEER/INTERN EMERGENCY CONTACT

Name:_____

Date:_____

Relatives or Contacts to Notify in Case of Emergency

Name/Relationship:_____

Primary Phone:_____

Secondary Phone:_____

Name/Relationship:_____

Primary Phone:_____

Secondary Phone:_____