CITY OF ISSAQUAH WASHINGTON

Issaquah Parks & Recreation
YOUTH
Volunteer Application

Today's Date: _____

Name: _____ **Phone:** _____

Address: _____ **City:** _____ **Zip:** _____

Birthday (include year): _____ **School:** _____

Email Address: _____

Emergency Contact: _____ Phone: _____

Reason for Volunteering: _____

_____

Interests: _____ Special Events _____ Outdoor/Environment _____ Other:_____

_____ Sports / Coaching _____ Manual Labor / Maintenance

Days & Times you may be available:

Monday: _____ Thursday: _____

Tuesday: _____ Friday: _____

Wednesday: _____ Saturday: _____

Would you like to be on our volunteer email list? _____**Yes** _____**No**

Please read & sign below:

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission on this application will result in my being eliminated from further consideration. I further understand, that, if accepted as a volunteer, any misrepresentation of material omission on this application which becomes know to the City of Issaquah Parks & Recreation Department may result in immediate termination as a volunteer. I also authorize examination of any information contained in the application, which will allow the City of Issaquah to make a decision regarding my volunteering. I release the City of Issaquah from any and all liability and will hold them harmless for any damages that may result from securing and verifying this information.

I also authorize the City of Issaquah to conduct a Washington State Patrol background check, which may require me to be fingerprinted.

I acknowledge that I have read and understand the preceding statements.

Signature: _____ **Date:** _____

For Office Use Only:

This volunteer was initially called by _____ (Name) on _____ (Date).

CITY OF ISSAQUAH WASHINGTON

YOUTH INDIVIDUAL VOLUNTEER SERVICE AGREEMENT

(17 years of age & under)

I, _____, hereby volunteer my services to perform only the services directly authorized by City of Issaquah ("City") staff (or written scope of work). I understand I will not be compensated for my work, and I perform my volunteer activities in a responsible manner. I hereby identify that I am capable of performing the outlined volunteer activities.

My volunteer services will begin on _____, 20_____.
If I decide to discontinue volunteer service, I will notify the Parks & Recreation Department.

I understand and agree that:

- I am not to appear for volunteer service under the influence of any drugs or alcohol;
- I understand the City **does NOT provide worker's compensation coverage** for my volunteer duties;
- the City shall inform me of any necessary personal protective equipment, as required for the scope of the activities by the Washington Industrial Safety and Health Act, and I agree to utilize it (it may be provided by myself or the City);
- I give permission for photos/videos taken of myself during volunteer activities to be used for publicity purposes, without recompense;
- I understand I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them;
- the City may terminate this agreement at any time without cause and I understand I am volunteering my services at will and may be asked to discontinue without prior notice or reason. I may also terminate this agreement at any time without prior notice.

This agreement will be in effect for the duration of my volunteer service beginning on the date listed above, unless amended in writing.

Dated this _____ day of _____, 20_____.

Signature of Volunteer: _____

Printed Name of Volunteer: _____

Home Address: _____

Phone Number: (____) _____

Emergency Contact Name and Phone: _____ Day: (___) _____ Evening: (___) _____

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I, certify that I am the parent or legal guardian of _____, age _____, the above stated minor, and I agree that this minor shall abide by all the terms and conditions of this agreement. I am fully aware of the special dangers and risks inherent in the activities that this minor may volunteer for on behalf of the City and I hereby assume all risk of liability of this minor's actions while volunteering. I also waive any right of recovery for myself, and on behalf of any other parent or guardian to whom I am directly related and from which I may benefit, to bring suit against the City of Issaquah and their responsive officers, officials, employees and volunteers, holding them harmless from any and all claims for personal injury, loss, death, damage, or other consequences to this minor from this minor's volunteer activities; except for injuries and damages caused by the sole negligence of the City of Issaquah.

_____

Signature of Parent or Legal Guardian **Date**

Printed Name of Parent or Legal Guardian Signing Above_____

CITY OF ISSAQUAH WASHINGTON

CODE OF ETHICS

For Municipal Officers, Employees, & Volunteers

I. PURPOSE

City representatives have an ethical obligation to remain accountable to themselves and to the public for their actions. This policy establishes standards of professional behavior for City employees, elected officials, board and commission members, volunteers, and other agents of the city in order to promote ethical behavior and prevent potential conflicts of interest.

All City of Issaquah municipal officers and employees are bound by RCW 42.17A, 42.23, 42.30, 42.56.

II. INDIVIDUALS AFFECTED

All departments and divisions, including elected officials, board and commission members, interns, volunteers, and anyone acting as an agent for the City. Individuals falling into any of these categories are considered "municipal officers and employees" of the City for purposes of this Code of Ethics.

III. REFERENCES: ***RCW 42.17****: Campaign Disclosure and Contribution;* ***RCW 42.17A.550****: Use of Public Funds for Political Purpose;* ***RCW 42.17A.555****: Use of Public Office or Agency Facilities in Campaigns—Prohibitions—Exceptions;* ***RCW 42.23****: Code of Ethics for Municipal Officers—Contract Interests;* ***RCW 42.23.030****: Interest in Contracts Prohibited—Exceptions;* ***RCW 42.23.040****: Remote Interests;* ***RCW 42.23.070****: Prohibited Acts;* ***RCW 42.30****: Open Public Meetings Act;* ***RCW 42.56****: Public Records Act*

IV. POLICY

Municipal officers and employees shall not engage in any act or behavior that is in conflict with the performance of their official duties, including but not limited to activities outlined in the following sections.

A. Conflicts of Interest

Rules governing employee conflicts of interest are established in RCW 42.23.030, RCW 42.23.040, and RCW 24.23.070 and further outlined in the Issaquah Personnel Policies.

No municipal officer or employee shall engage in any act which is in conflict with, or creates an appearance of conflict with, the performance of official duties. This includes:

1. Using city property or money for personal convenience or profit (either for one's self or for another);
2. Improperly disclosing confidential information gained by reason of one's official position, or otherwise using such information for something other than city purposes;
3. Having an interest, directly or indirectly, in any City service, contract, sale, lease or purchase that is under the employee's supervision, except as allowed by state law;
4. Approving any contract or sale in which the employee holds beneficial (financial or otherwise) interest or failing to disclose that interest to the governing body, except as outlined in state law;
5. Influencing the City's selection of, or its conduct of business with, a corporation, person, or firm while having a non-remote beneficial interest in said entity. This includes instances where the municipal official or employee's immediate family is an officer, agent, employee, member or part owner of the entity;
6. Involvement in any business or professional activity, including outside employment, that is incompatible with responsibilities to the City. This includes activities that reflect discredit upon the City or which might impair judgment with respect to the performance of public duties.

B. Gifts & Gratuities

Rules governing employee acceptance of gifts are established in RCW 42.23.070.

Municipal officers and employees are prohibited from giving or receiving any compensation (other than regular salary), gift, reward, gratuity, or loan at less than prevailing rates from any source except the City, for matters related to their official duties. Similarly, municipal officers and employees are prohibited from using the authority of their position with the City to induce or coerce the provision of special privileges, exemptions, gifts, or other items of value. Some <u>exceptions</u> include:

1. Accepting eligible gifts on behalf of the city (must remain property of the city);
   Accepting a meal, food items, or event tickets of moderate value ($50 or less), when provided in conjunction with the conduct of city business or where official attendance by the municipal officer or employee as a staff representative is appropriate;
2. Accepting an award publicly presented in recognition of public service or accepting a symbolic gift of little economic value;
3. Accepting any gift which would have been offered or given to the municipal official or employee if they were not a municipal officer or employee.
4. Accepting a gift that is subsequently unused and returned within 30 days to the donor.

C. Political Activity

Rules governing political activities of employees are established in RCW 41.06 and RCW 42.17 and further outlined in the Issaquah Personnel Policies.

Municipal officers or employees may participate in political or partisan activities so long as City resources and property are not involved and the responsibilities of the municipal officer or employee are not adversely affected. Examples of improper political activity include:

1. Campaigning (including wearing or displaying in one's office a button, badge, or sticker relative to a candidate or ballot issue) while on City time or while wearing a City uniform;
2. Using City facilities, equipment, supplies, or funds for support of political activities except as allowed for elected officials;
3. Soliciting contributions while on City time or property, or while wearing a City uniform, for partisan causes;
4. Holding a part-time public office in the City that interferes with municipal officer or employee work responsibilities.

D. Public Records

Rules governing public records for government agencies are established in RCW 42.56.

All municipal officers and employees are bound by the Public Records Act. Municipal Officers and employees must take care to preserve public records for public viewing, including papers, photos, maps, videos, and electronic records. In accordance with Public Records Act retention schedules, Municipal officers and employees are prohibited from dumping, destroying, or deleting public records, except as otherwise allowed by the Public Records Act.

E. Open Meetings

Rules governing meetings of governing bodies of public agencies are established in RCW 42.30.

All elected officials and Council appointed boards and commission members are bound by the Open Meetings Act. This section applies only to those individuals.

Members of City governing bodies may not host or attend meetings where City business is being discussed and where a majority of governing board members are present unless the meeting has been made open and accessible to the public and given appropriate notice. Ordinances, resolutions, rules, regulations, orders, and directives may only be adopted at public meetings.

F. Whistleblower Protection

Rules governing whistleblower's protection are established in RCW 42.40 and further outlined in the Issaquah Personnel Policies.

Employees are encouraged to make good faith reports of improper governmental actions of City officials. In such circumstances, reprisal or retaliatory actions may not be made against the reporting employee.

V. PROCEDURE

A. Advisory Opinions

Written advisory opinions regarding the application of this policy to specific situations may be obtained from Human Resources (if the situation involves an employee) and/or the City Clerk (if the situation involves a municipal officer or volunteer).

B. Complaints

The City will investigate complaints against city employees regarding the alleged violation of this Code according to procedures outlined in department policies, collective bargaining agreements, and Issaquah Personnel Policies.

1. Complaints against public officials and volunteers may be filed with the City Clerk for review by City administration and Council. For complaints against appointed officials and volunteers, final decision-making authority rests with the Mayor. For complaints against elected officials, final decision-making authority rests with the Council President or, in case of conflicting interests, the Deputy Council President. Depending on the circumstances of the alleged violation, an external investigation may be conducted with recommendations for disciplinary action.

C. Penalties

1. Appropriate disciplinary procedures for violating this Code will be implemented according to department policies, collective bargaining agreements, Issaquah Personnel Policies, and State law.
2. Disciplinary procedures for municipal officers may include temporary suspension with loss of pay, liability for a $500 civil penalty, and/or forfeiture of office.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO TERMS OF THE CITY OF ISSAQUAH'S CODE OF ETHICS.

_____ _____

Signature **Date**