



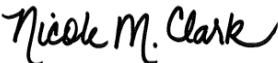
**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> September 1, 2007	<b>CHAPTER:</b> 1	<b>PAI No.</b> 2	
<b>REFERENCES:</b>	<b>SUBJECT:</b> Volunteer Program		
<p>I. <u>General:</u></p> <p>The City of Hampton recognizes the invaluable contribution that volunteers make to the effective and efficient delivery of services to citizens. Volunteers contribute to achieving the City's mission. This instruction will establish citywide procedures for the recruitment, management and recognition of volunteers in the City of Hampton.</p> <p>II. <u>Procedures:</u></p> <p>Department managers are responsible for the marketing, recruiting, selecting, training, scheduling and supervising of volunteers in their departments. It is recommended that departments utilize their individual websites to announce volunteer opportunities. Departments will maintain a supply of standardized volunteer application forms for potential volunteers. It is the responsibility of department managers to match volunteer applicant skills with departmental needs. Once a volunteer applicant is selected for an assignment, the department manager will contact the Department of Human Resources to arrange for a DMV check or background check if required and for issuance of an identification badge.</p> <p>It is the department manager's responsibility to evaluate the performance of the volunteers and to terminate volunteers from assignments in the event of misconduct, poor performance, or if the volunteer is not a good fit for the assignment.</p> <p>On an annual basis, the Department of Human Resources will poll the department managers for the names of volunteers to be included in the Volunteer Recognition Event. The Volunteer Recognition Event is celebratory in nature and viewed as an opportunity for the City to show its appreciation for volunteers for their time and service. However, this event does not preclude individual departments from initiating their own recognition activities.</p> <p>III. <u>Standards of Conduct:</u></p> <p>Standards of conduct are designed to protect the well-being and rights of all volunteers, to ensure a safe, efficient government, compliance with law, and accomplishment of the City's mission. While it is impractical to list every aspect of behavior that is or is not appropriate, City volunteers are expected to be guided by the highest ethical standards. The following general rules of conduct shall apply:</p> <ol style="list-style-type: none"><li>Volunteers shall comply with all City policies, rules, and regulations, such as those established by the Departments of Human Resources, Finance, and Information Technology, as well as any departmental rules and standard</li></ol>			
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operating procedures.

2. No volunteer shall engage in unauthorized use or misuse of City property of any kind.
3. No volunteer shall participate in gambling activity of any kind while on duty.
4. No volunteer shall use or allow the use of official information gained through job duties for furthering any private interests.
5. No volunteer shall engage in any employment or other activity (paid or otherwise) that interferes in any way with, or represents a conflict of interest with, City volunteer assignments.
6. No volunteer shall engage in political campaign activities or wear clothing or other paraphernalia representing a political candidate or issue while representing the City in a volunteer assignment.
7. No volunteer shall engage in criminal, infamous, dishonest, or other conduct prejudicial to the interests of the City of Hampton.
8. No volunteer shall accept any money, loan, gift, favor, service, or business or professional opportunity under circumstances from which it might be reasonably inferred that such money, loan, gift, favor, service, or business or professional opportunity was given or offered for the purpose of influencing the volunteer in the discharge of volunteer duties.
9. No volunteer or applicant shall give or offer to give any money, loan, gift, favor, service, or business or professional opportunity for any appointment, promotion, assignment, or any advantage in employment with the City of Hampton.
10. No volunteer or applicant shall make any false statements or perform any other fraudulent act in connection with any City record, examination, certification, application, or appointment under the provisions of this policy.
11. Volunteers shall conduct themselves in a courteous and polite manner in all dealings with fellow volunteers, managers/ supervisors, and the general public.

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IV. Insurance Coverage:

The City recognizes the importance of the many individuals who volunteer their time to provide services for our citizens. The City also recognizes the need to protect their volunteers from possible financial risk as a result of their activities on our behalf. As such, the city provides liability coverage for volunteers pursuant to a policy of insurance.

V. Safety:

All volunteers should report unsafe and/or unhealthy conditions to the supervisor, and properly follow the manager/supervisor's instructions and procedures to ensure all work is performed as safely as possible.

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# City of Hampton PERSONNEL ADMINISTRATIVE INSTRUCTION



## CITY OF HAMPTON VOLUNTEER APPLICATION

Name (Last)                      (First)                      (Middle)                      Phone (Home)                      (Work)                      (Cell)

Address    City    State    Zip

Position Applying For    Department

If you have ever as an adult been convicted of a misdemeanor or felony, give details below. Include date of conviction, nature of disposition of offense. **NOTE: A conviction does not necessarily prevent volunteer service with the City of Hampton.**

List special skills, e.g. foreign language, PC skills, etc.

Do you possess a valid Virginia Driver's License?                      If no, and you possess a valid Driver's License  
 Yes                       No                      What state? \_\_\_\_\_

Volunteer Information (Please list any volunteer experience.)                      Duties                      Length of Service  
 Agency                      Title

Please write in hours of your availability

Hours Available	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Morning	_____						
Afternoon	_____						
Evening	_____						

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willfull misstatements or material omission on this application will be considered sufficient cause to disqualify me for volunteer opportunities with the City of Hampton.

\_\_\_\_\_  
 Signature    Date  
 If volunteer is under 18 years of age, a parent/guardian must sign below:

\_\_\_\_\_  
 Signature    Date

Approved By: *Nicole M. Clark*  
 Nicole M. Clark, Director of Human Resources

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# City of Hampton

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If the volunteer assignment for which you are applying requires a Driver's License, please provide the information below so that we may obtain a copy of your driving record. **PLEASE PRINT CLEARLY.**

\_\_\_\_\_  
 Last Name                                      First Name                                      Middle                                      Driver's License Number

### PRIVACY ACT NOTICE FOR VOLUNTEER ASSIGNMENT FORMS NOTICE TO VOLUNTEER APPLICANTS

This information is provided pursuant to the Privacy Act of 1976 for individuals supplying information for inclusion in a system of records.

#### POLICY

The policy of the City of Hampton is to collect, maintain, use and disseminate only the personal information required by law to accomplish a proper purpose.

#### PURPOSE, USE, ACCESS, AND DISSEMINATION

Information furnished will be used primarily by City departments/divisions and agencies to determine qualifications for volunteer assignments. All or part of this information may be furnished as indicated below:

1. Representatives from City agencies, if required to determine volunteer suitability.
2. Federal, state and local agencies in which you have interest as a potential volunteer.
3. Federal, state and local agencies to create documentation of your volunteer assignment(s) with the City of Hampton.
4. Representatives of federal, state and local agencies engaged in investigating violations of the law.
5. Individuals or agencies requesting statistical data exclusive of personal identification.
6. Requesting agencies possessing your voluntary release of information and assuming confidential protection of information released.

#### EFFECTS OF NONDISCLOSURE

It is in your best interest to answer all questions. Your failure to complete the form may jeopardize your opportunity for a volunteer assignment.

#### CERTIFICATION/AGREEMENT

I have read and understand the above DMV Record Release and Privacy Act Notice For Volunteer Assignment Forms. I hereby certify that this application is a complete record and that all entries and all attachments are true and accurate to the best of my knowledge. I understand that false or incomplete statements herein supplied are grounds for disqualification from volunteer assignment consideration or termination as a volunteer. I authorize the City of Hampton to conduct a thorough background investigation, except as it pertains to race, origin, sex, age, or other related criteria, to be used relative to my volunteer assignment with the City of Hampton. I authorize any person(s) or organization(s) to provide any volunteer experience information they have about me, and I release all concerned from any liability in connection therewith. I release the City of Hampton and any individual or entity providing information to the City of Hampton from all liability for any damages from the disclosure of this information.

#### VOLUNTEER CONFIDENTIALITY AGREEMENT

Volunteers in the City of Hampton may be exposed to information that is of a confidential nature. The confidential information shall be held in strict confidence and volunteers shall exercise a reasonable degree of care to prevent disclosure to others. Volunteers shall not disclose or divulge either directly or indirectly any confidential information to others unless authorized to do so. Volunteers shall not reproduce the confidential information, access information electronically nor use this information for any purpose other than for the performance of his/her volunteer assignment(s).

Volunteers may be subject to termination from volunteer service if they violate the City's Confidentiality agreement.

_____ Volunteer's Signature	_____ Date						
Approved By: <i>Nicole M. Clark</i> Nicole M. Clark, Director of Human Resources	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Chapter No.</td> <td style="width: 33%;">PAI No.</td> <td style="width: 33%;">Page No.</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">5</td> </tr> </table> Revision Date: May 11, 2020	Chapter No.	PAI No.	Page No.	1	2	5
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