

# COSUMNES CSD VOLUNTEER GUIDELINES



Volunteer Resources & Opportunities  
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## **INTRODUCTION**

## **Welcome to the Cosumnes CSD Volunteer Program!**

Volunteers play a vital role in the many programs and activities offered by the Cosumnes Community Services District (CSD). We appreciate your interest and are grateful that you have chosen to share your time and talents. By volunteering your time, energy and skills, you are helping us provide the very best service for our community. It is hoped that you find your experience fulfilling and gratifying.

Thank you for becoming a valued member of the CSD volunteer team.

## **CSD History**

The CSD was formed in 1985 by consolidating the Elk Grove Fire Protection District and the Elk Grove Park and Recreation District. As an independent special district, the CSD focuses on essential quality of life services including fire protection, emergency medical services and parks and recreation services.

The CSD is guided by a five-member elected Board of Directors representing a 157-square-mile jurisdiction. The CSD Fire Department serves Elk Grove and Galt, while the Parks and Recreation Department serves exclusively the Elk Grove area of the District.

## **Volunteer Qualifications:**

- A real desire to be helpful.
- A sense of responsibility and dependability to be present when expected.
- An ability to listen, and have good judgment, tact, patience, and a positive attitude.

## **GUIDELINES AND PROCEDURES**

### **Accident / Incident Reporting**

All volunteers are expected to follow appropriate safety guidelines while volunteering. If injured or involved in an incident while volunteering for the District, immediately report the accident or incident to the supervisor.

### **Required Documents**

Since the public perceives the decisions and actions of District volunteers as a direct reflection of the District itself, a signed ***Volunteer Agreement and Release of Liability*** indicates that the volunteer understands and agrees to the responsibilities, potential hazards, benefits, and other conditions of the volunteer with the District.

The signed *Volunteer Agreement and Release of Liability* will be kept on file with the District and is valid from January 1 through December 31 of each calendar year.

When appropriate, a signed ***Volunteer Transportation Waiver*** must be on file with the District if a volunteer is to be transported to a specific work site in a CSD vehicle.

For risk management purposes, the District does not permit anyone to begin volunteer work until the appropriate documents are signed and filed with the District.

### **Assignments**

There are many types of volunteer opportunities offered by the District. Your volunteerism may be short-term or long-term, done by a group or by an individual, and may be completed within a defined period or ongoing.

### **Attire**

Volunteers should maintain a neat, clean and professional appearance, appropriate for the work site location and activity.

### **Behavior**

- Refrain from any cell phone usage during your volunteer assignment, including texting messages.
- Unless prearranged with District staff, volunteers may not use MP3 players, iPods or electronics while on duty.
- No smoking while on duty.
- Reporting for work after consuming liquor or drugs, or consuming liquor or drugs during work will cause immediate dismissal.
- Horse play or obscene language is not permitted.
- Do not bring weapons of any kind with you to your assignment.

### **Check In / Check Out Procedures**

Check in as directed to receive orientation and directions. The required documents must be signed and submitted before you can begin your volunteer duties. It is imperative that you check out with your supervisor before leaving your volunteer duties.

### **Community Service Verification**

If you need verification for your community service hours, please provide a completed form that includes your name. Your assigned District supervisor will sign, date, and provide a description of the event or activity. The supervisor will not sign a blank form.

### **Fingerprints and Background Checks**

Depending on the nature of the volunteer assignment and in accordance with federal, state, and local requirements, volunteers may need to be fingerprinted and complete a criminal background check.

The District provides volunteers with the necessary information and location for completion of the fingerprint check and covers the cost. Volunteers who have been fingerprinted with another agency must be fingerprinted again for the District as the privacy laws prohibit organizations from sharing fingerprinting results.

### **Harassment**

If you witness any form of harassment, or become uncomfortable with a situation, immediately contact your District supervisor. Do not try to resolve the problem by

yourself. Do not verbally, physically, emotionally or sexually harass anyone. Disciplinary measures will be taken.

### **“Lost” Children/Adults**

If you come across a lost child or adult, stay where you are, try to be seen and wait for another volunteer or employee to approach. You are not allowed to leave your work area without your supervisor’s consent. DO NOT take the child/adult anywhere by yourself.

### **Reporting Volunteer Hours / Timesheets**

CSD staff may request Volunteers to track their volunteer hours on CSD Volunteer Timesheets. CSD staff will provide the timesheets and dates when the timesheets are due back to staff.

### **Safety and the Public**

Many of the District’s volunteer opportunities involve working directly with the public. The practice of safety and the prevention of accidents are important responsibilities for all volunteers.

Volunteers are asked not to move anyone who appears to be injured – keep the person immobile and send for assistance. If you witness any of the following, notify your District supervisor immediately:

- Any unsafe conditions
- Any person who appears to be injured or ill
- Any person intoxicated to the degree of being incoherent
- Any person who appears to be using illegal drugs
- Any person who appears to pose a safety risk to themselves or others
- Fire
- Theft or Vandalism

### **Training**

Each volunteer position has its own unique training process that includes specific program training and safety procedures.

### **Volunteer Recognition**

District staff and CSD Board of Directors appreciate the important contributions of CSD volunteers. Annually in Spring, Volunteers who meet the set criteria of volunteer hours for that year will be invited to a CSD Board of directors meeting for a Volunteer Recognition presentation. It is sincerely hoped that you will have the joy and satisfaction of being needed, appreciated and thanked for being a volunteer for the District.