



BAKERSFIELD POLICE ACTIVITIES LEAGUE

301 E. 4TH Street
Bakersfield, Ca 93307
Phone (661) 283-8880
Fax (661) 283-8878

VOLUNTEER APPLICATION

_____ Male Female
Last Name First Name M.I.

_____ City State Zip Code
Address

_____ Home Phone Work Phone Emergency Contact and Phone

D.O.B. _____ Driver's License # _____ State: _____ Exp.: _____

Have or subject to: Asthma Fainting Spells Convulsions Heart Trouble Diabetes

LIST ANY MEDICAL PROBLEM OR PROHIBITION PARTICIPANT HAS: _____

MEDICATIONS: _____

1. Have you ever been convicted of a crime of violence, a crime against a person, a crime against property or a felony? YES NO
If yes, please explain in full detail of the account(s) including charges filed, convictions, sentence(s) and date(s) must be provided: _____

2. In the past 10 years have you used illegal drugs? YES NO

3. Other than the above, is there any fact or circumstance that would call into question your being entrusted with the supervision, guidance and care of a minor? YES NO

For Office Use Only
Background check completed:
Badge # _____
Date: _____

***** VIDEO RELEASE*****

I understand that during the Bakersfield Police Activities League program and/or activity, my photograph and/or the photograph of my child may be taken by the Bakersfield Police Activities League, producers, sponsors, organizers, and/or assigns. I agree that my photograph and/or the photograph of my child, including video photography, film photography, digital photography or other reproduction of the likeness may be used without charge by the Bakersfield Police Activities League, producers, sponsors, organizers, and/or it's assigns for such purposed as they deem appropriate.

Initial _____

***** VOLUNTEER AUTHORIZATION*****

In consideration of being permitted to participate in the Bakersfield Police Activities League (herein PAL), the undersigned, for himself/herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he/she has voluntarily undertaken the services involved in the PAL program and **THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE CITY OF BAKERSFIELD, PAL, THEIR OFFICIALS, OFFICERS, REPRESENTATIVES, ASSIGNS, HEIRS, AND NEXT OF KIN FOR ANY LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED, WHETHER CAUSED BY THE NEGLIGENCE OF THE CITY OF BAKERSFIELD, PAL, OR OTHERWISE WHILE THE UNDERSIGNED IS PARTICIPATING IN THE PAL PROGRAM.**

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE DUE TO THE NEGLIGENCE OF THE CITY OF BAKERSFIELD, PAL, OR OTHERWISE WHILE PARTICIPATING IN THE PAL PROGRAM. THE UNDERSIGNED FURTHER EXPRESSLY AGREES THE FOREGOING RELEASE AND WAIVER OF LIABILITY IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAW OF THE STATE OF CALIFORNIA AND THAT IF ANY PORTION THEROF IS HELD INVALID, IT IS AGREED THAT THE BALANCE, NOTWITHSTANDING, CONTINUE IN FULL FORCE AND EFFECT.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE AND WAIVER OF LIABILITY, AND FURTHER AGREED NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENTS APART FORM THIS WRITTEN AGREEMENT HAVE BEEN MADE.

Initial _____

VOLUNTEER GUIDELINES

APPEARANCE

All Police Activities League (PAL) volunteers must be neat and clean in appearance at all times. Hair must be groomed, beards and mustaches must be neat and well-trimmed. If an activity is planned where there is a possibility of ruining good clothes, it is the volunteer's responsibility to bring in an apron or other protective over-garment.

UNIFORM

For certain activities, the official PAL, volunteer shirt must be worn at all times while on duty. Shoes must be worn at all times. Shorts and jeans without holes or patches may be worn if neat. Skimpy attire of any type is considered inappropriate. Be neat, clean, in uniform and wear shoes while volunteering.

PUBLIC RELATIONS

When dealing with the public always conduct yourself in a courteous and helpful manner. It is your responsibility to learn about all programs offered by the Police Activities League so that accurate information can be given. Remember, as a volunteer for the Bakersfield Police Activities League, you represent PAL to everyone with whom you come in contact. Should a situation arise that you are unable to handle in a tactful and courteous manner, refer the person or persons involved to the PAL officer or Director.

TARDINESS

Tardiness on the volunteer's part may mean that a program does not start on time, which is poor public relations. If a volunteer is unable to report to their assigned area at the assigned time, it is their responsibility to notify their immediate supervisor as early as possible. Continued tardiness or tardiness without notification will result in exclusion as a volunteer.

ABSENCE

It is the volunteer's responsibility to notify your immediate supervisor if you going to be absent from your assigned hours. If you are ill, contact the Office Manager or PAL Officer immediately. Continued and unexcused absences will result in exclusion as volunteer.

BEHAVIOR

The PAL participants look upon you as a role model – therefore, all volunteers should conduct themselves in an appropriate and professional manner. There should be no inappropriate language, gestures or conversations while in or around the PAL center

Initial _____



Volunteer/Intern Rules of Conduct

1. No weapons of any kind allowed at any time.
2. No drugs, alcohol, and/or tobacco allowed at any time.
3. Destruction or vandalism of BPAL property will not be tolerated.
4. No gang affiliated clothing hand signs, speech, music, etc. allowed.
5. Profanity will not be tolerated.
6. The use of racial slurs or derogatory speech regarding race, religion, gender, etc. will not be tolerated.
7. No "sagging" or revealing clothing permitted: all clothing is to be worn as originally intended.
8. No physical contact which includes: Congratulator hugs, good job pat on the buttocks, congratulation kiss on cheek, or any other act that can be seen as an unwanted act.
9. No cell phone usage while on duty.
10. No giving your phone number out or lending your cell phone to the children.

You are considered "**STAFF**" and will be held accountable for all actions as a BPAL staff member.

Initial _____

POLICY AGAINST SEXUAL HARASSMENT

BPAL is committed to providing a work environment that is free of sexual harassment. In keeping with this commitment, the employer maintains a strict policy prohibiting unlawful sexual harassment in any form.

To All Employees:

Sexual Harassment is prohibited by the company and is against the law.

Every employee should be aware of:

- What sexual harassment is
- What steps to take if harassment occurs
- State law prohibiting retaliation for reporting sexual harassment

If an employee has any questions or concerns about it, they shall contact their supervisor, the PAL officer or the Executive Director for further information.

What is Sexual Harassment?

Although many people think of sexual harassment as involving a male boss and a female employee, not all sexual harassment is done by males. Sexual harassment often involves co-workers, other employees of the company or other persons doing business with or for the company. It's against the law for females to sexually harass males or other females, and for males to harass other males or females.

Federal Law

Under federal law, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

State Law

California law defines sexual harassment as:

1. Verbal harassment – epithets, derogatory comments or slurs.

Examples: Name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.

2. Physical harassment – assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual.

Examples: Touching, pinching, patting, grabbing, brushing against or poking another employee's body, hazing or initiation that involves a sexual component, requiring an employee to wear sexually suggestive clothing.

3. Visual harassment – derogatory posters, cartoons, or drawings.

Examples: Displaying sexual pictures, writings or objects, obscene letters or invitations, staring at an employee's anatomy, leering, sexually oriented gestures, mooning, unwanted love letters or notes.

4. Sexual favors – unwanted sexual advances which condition an employment benefit upon an exchange of sexual favors.

Examples: Continued requests for dates, any threat of demotion, termination, etc., if requested sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, propositioning an individual.

It is impossible to define every action or all words that could be interpreted as sexual harassment. The examples listed above with the state definition of sexual harassment are not meant to be a complete list of objectionable behavior.

If Sexual Harassment Occurs

1. When possible, confront the harasser and persuade him/her to stop.

The harasser may not realize the advances or behaviors are offensive. When it is appropriate and sensible, an employee may want to tell the harasser the behaviors or advances are unwelcome and must stop. Sometimes a simple confrontation will end the situation.

2. If confronting the harasser does not cause the behavior to stop, or if the employee is not comfortable confronting the harasser, the employee must immediately report the sexual harassment by contacting their supervisor, the PAL officer or the Executive Director. If the employee reports the harassment to the supervisor and is not comfortable with the response, or if the employee is not comfortable with reporting the conduct to their supervisor, the employee should immediately report it to the PAL officer or the Executive Director.

Sexual harassment or retaliation should be reported in writing or verbally. An employee may report such activities even though they were not the target of the harassment.

3. An investigation will be conducted and appropriate action taken.

The company will investigate, in confidence, all reported incidents of sexual harassment and retaliation.

Sexual Harassment Can Be Costly

If an employee is found guilty of sexual harassment, they may be personally liable for monetary damages. BPAL will **not** pay damages assessed personally against an individual.

In addition, this company will take disciplinary action – termination is one possible action – against any employee who engages in sexual harassment.

Protection Against Retaliation

Agency policy and California state law forbid retaliation against any employee who opposes sexual harassment, files a complaint, testifies, assists or participates in any manner in an investigation, proceeding or hearing conducted by the Department of Fair Employment and Housing or the Fair Employment and Housing Commission.

Prohibited retaliation includes but is not limited to:

- Demotion
- Suspension
- Failure to hire or consider for hire
- Failure to give equal consideration in making employment decision
- Failure to make impartial employment recommendations
- Adversely affecting working conditions or otherwise denying any employment benefit to an individual.

Additional Information

The Department of Fair Employment and Housing (DFEH) is the state agency that resolves complaints of unlawful discrimination, including sexual harassment. After a complaint is filed, the DFEL has one year to investigate the complaint.

The Fair Employment and Housing Commission (FEHC), HEADQUARTERED IN San Francisco, decides cases prosecuted by the DFEH at the state level.

To contact the DFEH, consult the local telephone directory under State Government Offices or ask directory assistance for the number of Department of Fair Employment and Housing headquarters in Sacramento.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that resolves sexual harassment claims. To contact the commission, consult directory assistance for Washington, D.C.

If they find a complaint is justified, state and federal agencies have the power to order, among other actions, the wronged party be hired, given back pay, promoted, reinstated or granted damages for emotional distress. The agencies also may issue a "cease and desist" order to prevent further unlawful activity and order the violator to pay large fines.

To guarantee that all personnel will cooperate in implementing that policy, the following specific elements of the policy shall be strictly adhered to:

1. The use of derogatory sexual epithets is prohibited.
2. Sexual harassment by any person will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment if (but not limited to):
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment,
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decision affection such individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
3. We encourage employees who believe this policy is being violated to report any questionable situations directly to the PAL Director. The employee shall note BPAL's Open Door Policy and misunderstandings or uncomfortable situations in the work environment.
4. BPAL will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. The complaining employee will be informed of the action taken. BPAL will also take action to protect the complaining employee and to prevent further harassment or retaliation.

BPAL clearly does not tolerate harassment on the basis of any of the categories discussed in this policy and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individual engaging in such conduct contrary to Agency policy may be personally liable in any legal action brought against them. If there are any questions concerning this policy, an employee should contact the PAL Executive Director.

NAME (Typed or Printed)

DATE

SIGNATURE