



VOLUNTEER SERVICES AGREEMENT

I, _____ in consideration of the opportunity and permission to volunteer with the City of Sherwood to perform the assigned task and the beneficial experience to be gained, do hereby fully and completely release the City of Sherwood, its officials and employees from any and all claims, demands, and liability of every nature and description whatsoever and howsoever arising by reason of my being allowed to volunteer with the City. I understand that I will be covered by the City's worker's compensation insurance for any physical injuries that may occur during my volunteer activities. I acknowledge that any photograph or videotape taken of or by me participating in this volunteer activity may be used for outreach, education, or documentation purposes by the City of Sherwood.

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify the necessary person(s) as soon as possible. If I decide to stop volunteering, I will notify the Volunteer Coordinator 10 days prior to my last shift.

BY MY SIGNATURE BELOW, I VERIFY THAT I AM FOURTEEN (14) YEARS OF AGE OR OLDER, HAVE BEEN ADVISED OF THE CITY'S SAFETY RULES AS LISTED IN THE VOLUNTEER MANUAL. I ALSO UNDERSTAND THE RIGHTS, RESPONSIBILITIES, AND PRIVILEGES OF PARTICIPATION IN THE VOLUNTEER PROGRAM AND AGREE TO HOLD HARMLESS, RELEASE AND INDEMNIFY THE CITY OF SHERWOOD, ITS OFFICIALS AND EMPLOYEES, FROM LIABILITY FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY RESULTING FROM MY PARTICIPATION IN THIS PROGRAM.

Signature of Participant

Date

BY MY SIGNATURE BELOW, I VERIFY THAT I AM A PARENT OR GUARDIAN OF THE PARTICIPANT AND I HEREBY CONSENT TO HIS/HER PARTICIPATION IN THE CITY OF SHERWOOD VOLUNTEER PROGRAM. I ACKNOWLEDGE THAT ANY PHOTOGRAPH OR VIDEOTAPE TAKEN OF MY CHILD/WARD PARTICIPATING IN THIS VOLUNTEER ACTIVITY MAY BE USED FOR OUTREACH, EDUCATION OR DOCUMENTATION PURPOSES BY THE CITY OF SHERWOOD. I ALSO AGREE TO INDEMNIFY, HOLD HARMLESS AND RELEASE THE CITY OF SHERWOOD, ITS OFFICIALS AND EMPLOYEES, FROM LIABILITY FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY TO ME OR MY CHILD/WARD RESULTING FROM HIS/HER PARTICIPATION IN THE ABOVE NAMED PROGRAM.

Signature of Parent or Guardian
(If Participant is under 18 years of age)

Date

Name of Participant _____
Address _____
City _____ State _____
Age* _____ Phone _____
<i>* If under 18 years of age</i>

Emergency Contact _____
Relationship _____
City _____ State _____
Phone _____



Volunteer Confidentiality Agreement

I, _____ understand and agree that all data, materials, knowledge and information generated through, originating from, or having to do with the City of Sherwood or persons associated with our activities is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed materials, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, citizen, staff or public information is confidential and the sole property of the City of Sherwood.

I understand that a violation of this confidentiality agreement will result in my dismissal.

Signature of Volunteer

Date

Signature of Witness
(Parent/Guardian if volunteer is under 18 years of age)



APPENDIX F

ELECTRONIC COMMUNICATIONS POLICY

PURPOSE

It is the City's goal to enhance both external and internal communication through the use of various electronic communication tools. Employees/volunteers should have no expectation of privacy in connection with the transmission, receipt, or storage of information in these electronic communication devices. The City follows the standards and practices set by the Oregon Government Standards and Practices Commission. We hope that adherence to this policy will protect the City and its employees from the potential embarrassment or legal actions that could arise from misuse of publicly owned assets, and provide for efficient telephone and computer usage for all concerned. It is the user's responsibility to utilize the City's electronic resources in a responsible and efficient manner.

PUBLIC RECORD AND DISCLOSURE

Electronic communications, including e-mail, are considered public records under Oregon Public Records Law (ORS 192). Electronic records and communications, like other public records, must be made available upon request to any member of the public, unless the specific nature of the record or communication exempts it by law from disclosure. Electronic records and communications are also subject to retention as required by state law.

In addition, e-mail communications are subject to Oregon Public Meetings Laws if e-mail is used by a quorum of members of a public body to communicate and deliberate toward a decision on any matter.

Further, all electronic communications stored on the City's system, whether public or personal, are subject to disclosure in response to investigations, requests for discovery, and subpoenas.

APPLICATION

This policy applies to all City employees and contract personnel, various councilors and committee members, and others who have been granted, and hold an active and authorized account on a City of Sherwood computer, network or telephone.

OWNERSHIP

All electronic communication tools are the property of the City of Sherwood. All computing resources and related temporary and permanent files are the property of the City of Sherwood. These include, but are not limited to, computers, network equipment, software, electronic mail, telephone equipment, voice mail, documents, spreadsheets, calendar entries, appointments, and notes that reside on any City electronic system.

The City Manager may authorize the inspection of the contents of all equipment, electronic files, calendars, or voice mail of any employee. The Information Services Department shall extract this information when requested by the City Manager, or designee. Reasons for review include, but are not limited to, system hardware or software problems, a legal claim against the City, suspicion of a crime, or improper use, response to investigations, requests for discovery, and subpoenas. The City may need to monitor, view and disclose any electronic record or communication stored anywhere in its system. The Information Services Department may access the contents

of all equipment, files, calendars, electronic or voice mail of any employee to perform work or provide a service when an employee is unavailable.

VIOLATION OF POLICY

Violations of this policy may result in disciplinary action up to and including termination of employment. Depending on the nature of the violation, the violator may also be prosecuted under applicable local, state, or federal civil or criminal law. Any employee who attempts to disable, defeat or circumvent any City security facility will be subject to immediate dismissal.

INTERPRETATION

Any questions relative to the intent or application of this policy should be directed to the Human Resource Department or the Information Services Department. Any questions regarding public records should be directed to the City Recorder.

TELEPHONES/VOICEMAIL

The ability to make outgoing and receive incoming telephone calls is an essential element of the City of Sherwood's ability to provide service to the public. The City's telephones and voice mail system are intended to be used only for official business.

The City believes, however, there are occasions when employees may use telephones for personal purposes without such usage being at odds with the law. It is normal practice by both public and private employers to permit employees to use business telephones to talk to family members, make medical appointments, schedule service technicians, confer with children's schools, and take care of any of a variety of other matters which can only be accomplished during "regular" work hours. The City believes it is less disruptive to permit employees to make such personal calls at their workstation than to require an employee to take a break or leave from work to take care of personal matters.

Personal telephone calls made during working hours from City telephones should, of course, be brief and infrequent. Personal long distance calls, even if the employee reimburses the City for the cost, may not be made on City telephones. If it is necessary for an employee to make personal long distance calls while at work, such calls must be made with the employee's personal calling card, by placing a collect call, or by calling from a pay phone.

COMPUTERS/INTERNET/E-MAIL

Employees may not generally use computers owned by the City for personal purposes. However, there are some instances in which the City believes the use of computers for personal purposes would not violate the Oregon Government Standards and Practices Commission guidelines. For example, an allowable use would be the preparation of application materials for a different position with the City, or term papers for a City-sponsored class.

All users should protect and not share their individual passwords. Users should also be aware that the use of a password does not give rise to any right of privacy and that the use of the deletion keystroke does not necessarily mean that a record, communication, or document has been eliminated from the system.

Employees cannot use computers and the Internet for personal purposes that could potentially result in personal financial gain. Law specifically prohibits use of City-owned equipment to avoid financial expense or for personal financial gain.

The City has equipped their computers with access to the Internet in order to have access to information and to provide information to the public. Personal use of the Internet is subject to the same considerations as the use of the computer itself. If an employee uses Internet access through the City's equipment in order to avoid the

financial expenses of subscribing to an Internet service as a personal expense, it is a violation of the law. City equipment may not be used at any time to access inappropriate sites or to transmit or receive inappropriate information.

Prohibited uses include:

- The display, transmission or distribution of offensive or illegal material, sexually explicit images, messages, or cartoons, or any transmission or use of e-mail communications containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability, or religious or political beliefs.
- Intentionally engaging in any activity that causes harm to the systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files. No employee may use the City's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- The City's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.
- No employee may use City facilities knowingly to download or distribute pirated software or data, including illegal copying of copyrighted or licensed programs from or onto City computers.
- Employees with Internet access may not download any executable software without prior approval from Information Services, and they may not download entertainment software or games, or play games against opponents over the Internet.
- The City's e-mail system should not be used to produce a document that, using good judgment, would not be produced using any other form of office communication.
- Unauthorized accessing of confidential or private information, or another employee's personal file of email messages without the latter's express permission.
- Activities that misrepresent one's identity or authority.
- Using a computer in a manner which harasses or abuses another individual.
- Unauthorized political activities.
- Deleting or installing software and/or features on equipment connected to the City network system, including, but not limited to, operating systems, software programs, device drivers, screensavers, executable files, software upgrades or updates, computers, modems, printers, scanners, storage and input/output devices, and hubs without prior approval of the Information Services Department.



VOLUNTEER CERTIFICATION OF RECEIPT

My signature below certifies that I have received a copy of the Sherwood Electronic Communications Policy.

I agree to comply with all terms and conditions contained herein and accept responsibility for reading thoroughly and keeping current with the above listed policy and any subsequent amendments.

Volunteer Name (Printed)

Volunteer Signature

Date

Signature of Parent/Guardian if volunteer is under 18 years of age



Volunteer Interaction Guidelines when working with the public

Appropriate and Encouraged Interactions

- Praise, encouragement, acknowledgement
- Rewards available to all who achieve
- Asking permission to touch for necessary purposes
- Pats on back or shoulder
- Side hugs
- Handshakes and high fives
- Warmth and kindness
- Public social media alerts to groups of kids and parents

Inappropriate and Prohibited Interactions

- Isolated, one on one interactions
- Risqué jokes
- Profanity
- Favoritism
- Gift giving to individual children
- Frontal hugging
- Photographing individual children
- Contact outside of program activities
- Exchanging personal email or phone numbers
- Private interactions through social media, computer or handheld devices

Harmful and Prohibited Interactions

- Actions or speech that humiliates, threatens, ridicules, degrades or frightens
- Corporal punishment of any kind
- Touching of personal areas – face, mouth, legs, breasts, stomach, genitals, buttocks
- Intimate, romantic or sexual conduct
- Showing pornography or involving youth in pornography

City of Sherwood

Volunteer Program

VOLUNTEER MANUAL

“Serving Our Community Together is a Priceless Contribution.”



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WELCOME

The City of Sherwood's Volunteer Program is an ongoing effort by the City of Sherwood to encourage citizen participation in City government and to enhance the delivery of excellent customer service to the community. This manual gives you general information about City of Sherwood policies and benefits that apply to volunteers. If you have any questions, please contact me.

Please accept my personal thanks and that of the City of Sherwood for contributing your time and talents to improving the quality of life in our City. We hope that you have an enriching and satisfying experience.

Sincerely,

Tammy Steffens
Volunteer Coordinator
steffent@sherwoodoregon.gov

CITY OF SHERWOOD

City of Sherwood Mission

The City of Sherwood will provide infrastructure to support the highest quality of life for our residents, businesses, and visitors in a fiscally responsible manner.

History of Sherwood, Oregon

The first people to live in Sherwood were the Tualatin Indians. The first wagon train arrived in Oregon in 1843, and by 1853, Sherwood was being settled by farmers. They built their houses of the logs taken from the forest which once covered the area. They grew nearly everything they needed. Twice a year, they took the three day journey into Portland for staples like salt, sugar and syrup.

By 1870, many families had moved into the area we now call Sherwood. In 1885, J.C Smock granted the railroad the right-of-way through his property. In 1889, he and his wife Mary Ellen Sebastian then planned and named the streets surrounding the railroad tracks. The town which emerged was known as Smockville.

In the early 1890's, Sherwood's main industry was a brickyard that supplied building bricks for most of Portland's growth. Most of Sherwood's commercial buildings were built at this time, including the nine-block area known as Old Town. (The original home of J. C. Smock and Mary Ellen Sebastian now stands at 260 NW First Street, between Washington and Main.)

The brickyard closed in 1895, and a year later, a terrible fire razed most of the business district. The citizens' only defense was a bucket brigade. Another fire in 1911 caused the city council to recommend that all new buildings be fireproof - thus the hotel at 20 NW Washington was rebuilt by Ed Colfelt of fireproof brick. That same building is now the Colfelt Office Center. With the brickyard closed, the economy diversified to include a fruit and vegetable cannery and tannery, which supported Sherwood until 1971. Today, the city's main industry is manufacturing.

In 1911, Sherwood's city limits were one square mile, and a population of 350. Today, Sherwood's population is 16,115 and the city limits have expanded to four and a half square miles. With the growth comes thriving business and modern amenities - all amongst the small town charm and friendliness that defines Sherwood.

VOLUNTEER PROGRAM

Introduction

The purpose of the City of Sherwood Volunteer Program is to give citizens a satisfying experience in assisting in the enhancement and improvement of the services that the City provides to the community. Volunteers give the City the ability to stretch tax dollars and improve the lives of its citizens. This manual was developed to lay out the guidelines and procedures of the Volunteer Program for the City of Sherwood.

The City of Sherwood recognizes the substantial contribution of volunteers and is committed to providing a volunteer program characterized by respect, professionalism, and a work environment free of all forms of discrimination or harassment. Volunteer positions shall be clearly defined and meet the needs of the volunteer and the City of Sherwood.

Volunteer Program Mission

The mission of the City of Sherwood Volunteer Program is to provide an enjoyable experience for citizens to help their community by assisting City staff; therefore enhancing the delivery of excellent customer service

Volunteer Program Office

The City of Sherwood Volunteer Program office is located at Sherwood City Hall. Our role is to support and channel volunteer efforts at the City's locations. We strive to facilitate successful, meaningful volunteer experiences so that community members can actively participate in providing library service, as well as other services, to residents.

Volunteer Program Office

22560 SW Pine Street

Sherwood, OR 97140

(503) 625-4213

Monday – Friday, 8:00 a.m. – 5:00 p.m.

www.sherwoodoregon.gov

Volunteer Rights & Responsibilities

Volunteer shall be extended the right to clearly define work assignments, the right to be treated as equal co-workers, the right to effective supervision, and the right to recognition for work done. In return, volunteers agree to perform their duties to the best of their abilities and remain loyal to the goals and procedures of the City of Sherwood.

Rights: What you can expect from the City

Appropriate placement

We want your placement to be a good match for your skills, abilities, and interests.

Training

Volunteers receive training as part of their volunteer service with the City. All volunteers must complete an orientation. On-the-job or specific training will be provided along with additional training, depending on the volunteer's needs. The City of Sherwood will provide sufficient orientation and training to prepare volunteers for a successful experience.

Department Staff Person

Volunteers report to their department staff person for their chosen volunteer service area. This staff person will oversee your work, sets schedules, answers questions, and provides training.

If you have any questions regarding your schedule, or if at any time there is a need to speak to someone other than department staff person, contact the Volunteer Coordinator.

Feedback

The Volunteer Coordinator will meet with volunteers to receive feedback as to how the arrangement is going. If the volunteer does not feel this service arrangement is a good fit, the Volunteer Coordinator will have the opportunity to discuss alternative options. Feedback is welcomed any time.

Documentation

The Volunteer Coordinator maintains records of your service to the City.

Recognition

You are a valued member of the City and volunteer team, and you will be recognized for your contributions.

Respect

Just as volunteers are expected to maintain the same level of professionalism and follow the same rules as paid staff, they can expect to be treated with the same respect as an employee would be. If at any point during their volunteer service they experience otherwise, they are asked to please address their concerns with the Volunteer Coordinator.

Volunteer Responsibilities: What we expect from you

Attendance and Punctuality - Dependability

We rely on you to make a regular volunteer commitment. Volunteers are expected to perform their duties on a regularly scheduled and timely basis. Upon volunteer placement, it will be determined the amount of time and specific hours per week or per month that any given volunteer will commit to per their interest and availability. It is important to fulfill these committed hours as staff count on volunteers as much as they do paid employees. If expecting to be absent from a scheduled shift, volunteers should inform their Department staff person, as far in advance as possible, so that alternative arrangements may be made. Continued absenteeism will result in a review of the volunteer's work assignment or term of service. *Three unexcused absences can result in being asked to end a service agreement.*

If you are unable to report for your designated work shift please contact your Department Staff.

Service Commitment

Volunteers are asked to actively perform assigned duties to the best of your ability and fulfill commitments that you have accepted. Volunteers are typically asked to commit to a **two hour shift once a week for a minimum of three months**. Many volunteers chose to continue their service on an ongoing basis. **The maximum number of hours that a volunteer may work in a day is four**. Exceptions may be made for special projects.

Current Contact Information

The Volunteer Coordinator maintains records with volunteer contact information. These records are not shared with other organizations. A volunteer must notify the Volunteer Coordinator if any changes including name, address, phone number, e-mail address or emergency contact information.

Expectations

Volunteers of the City of Sherwood are expected to maintain the same level of professionalism and follow the same rules as paid staff. Being a volunteer means they are a representative of the City.

Teamwork

Be a team member by being honest about your skills, intentions and goals. If you have questions about your duties, communicate with staff.

Time Sheets

Each department has a volunteer sign in sheet that you must sign upon arrival and departure each volunteer shift to record volunteer hours. It is important to follow this protocol for purposes of record keeping, recognition, program evaluation, and liability purposes.

Volunteer Policies

Access to City Facilities

The City of Sherwood may grant volunteers access to certain City facilities. Access may be restricted or revoked at the discretion of City Management. City property shall not be tampered with or removed from any City facility without express permission from City Management. This Policy has been put into place to ensure proper security to all City facilities. Failure to abide by these policies may result in a termination of privileges.

Access to City of Sherwood Property and Materials

As appropriate, volunteers shall have access to City of Sherwood property and materials necessary to fulfill their duties and shall receive training in the operation of any equipment necessary to fulfill their duties.

While we understand the excitement of sharing volunteer responsibilities with friends and family, only volunteers and staff are allowed in secure areas.

Change of Volunteer Placement

Volunteers may request a change in placement any time during volunteer service. Volunteers are encouraged to talk with their Department staff or Volunteer Coordinator about other volunteer opportunities.

Computer, E-mail and Internet Usage

Computers, computer files, the e-mail system, software furnished to a volunteer, and the equipment, services, and technology provided to access the Internet are City property intended for City business use. As such, the City reserves the right to monitor use of and access to content of these services. Personal use of staff computers for internet surfing or email use is not allowed at any time. Volunteers may use any of the public terminals as available before or after a volunteer shift for personal use. Volunteers are required to sign an Electronic Communication Policy Certification before volunteering. If this agreement is breached, the volunteer's service agreement will end immediately.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information. A person's record/file and information needs are private and confidential. Volunteers are required to sign a Confidentiality Agreement before volunteering. If this agreement is breached, the volunteer's service agreement will end immediately.

Conflict of Interest

An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision, or gains information that is not available to the public, which may result in a personal gain for that person, or for a relative, as a result of the City's business dealings. For the purpose

of these guidelines, a relative is any person who is related by blood or marriage, or whose relationship with the volunteer is similar to that of persons who are related by blood or marriage. Each volunteer is expected to report any actual or potential conflict of interest to his or her Department staff person.

Corrective Action

In appropriate situations, corrective action may be taken following a volunteer evaluation or at any time the volunteer's Department staff person deems necessary. Examples of corrective action include coaching, the requirement of additional training, re-assignment to a new position, or dismissal from volunteer service.

Cultural Diversity

The City of Sherwood values diversity and is committed to providing many volunteer opportunities for the library's diverse community. We strive to enhance service with volunteers who are cross-culturally effective and represent a broad range of ethnic, linguistic, economic and cultural backgrounds.

Definition of Volunteer

A volunteer is anyone who, without compensation or expectation of compensation, performs a task or function at the direction of and on behalf of the City of Sherwood.

Dress and Appearance

As representatives of the City of Sherwood, volunteers, like staff, are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Individual departments may have specific requirements for appropriate dress.

Personal cleanliness and neatness are required of all volunteers. Clothing with pictures or messages that may be offensive to others cannot be worn. Volunteers that are directly working with library materials are encouraged to wear closed-toe shoes.

Drug-free Workplace

The City of Sherwood provides a drug-free, healthy and safe environment. A volunteer may not use, possess, distribute, sell, or be under the influence of, or impaired by, alcohol or illegal drugs while on City premises or while conducting volunteer related activities off City premises. The legal use of prescribed drugs or over-the-counter medications is permitted while on city business only if it does not impair a volunteer's ability to safely perform the duties of the position.

Employment

Individuals seeking employment with the City of Sherwood must follow the screening steps that lead to employment. Volunteer work does not guarantee a future paid position, nor does it confer any preferred status for hiring purposes.

Gifts

No public officials, including volunteers, or their relatives, shall solicit or receive, whether directly or indirectly, during any calendar year, any gift or gifts with a value in excess of \$100 from any single source who could reasonably be known to have an interest in any governmental agency in which the official has any authority. Note: Small recognition items for volunteer service are not included in this definition of “gifts”.

Injury/Illness on the Job

Volunteers shall immediately report any suspected or actual on-the-job injury or occupational illness to staff regardless of degree of severity. Volunteers are covered by Worker’s Compensation while performing volunteer duties by the City of insurance policy.

Media

Volunteers are not to have contact with the media or its representatives in regards to a City of Sherwood without approval from their department manager. The media is defined as, but not limited to; people and sources related to television, radio, newspapers, magazines and new media/internet services.

Non-discrimination and Harassment-free Workplace

The City of Sherwood is committed to placing qualified volunteers without regard to race, sex, religion, age, marital status, sexual orientation, disability or any other status protected by law. Further, the City prohibits harassment of any kind. Harassment is defined as unwelcome behavior which may include verbal or practical jokes, unwelcome touching, offensive remarks, or the display of materials which create an offensive environment.

Any volunteer who feels harassed or is aware of harassment is urged to file a complaint with a Human Resources representative or any Department staff person or manager. Persons filing a complaint or participating in the investigation of a complaint are assured of confidentiality to the extent possible and will be safeguarded from retaliation.

Personal Conduct

All volunteers should conduct themselves in a manner which is appropriate for a representative of the City and conduct interactions with the general public and all other parties in a patient, courteous, and accurate manner. Duties and responsibilities shall be performed in a manner that reflects positively on the City.

Phones

City of Sherwood telephones are not for personal use. Brief, infrequent calls may be made to handle matters that can only be accomplished during “regular” business hours. Cell phones must be turned off when volunteering. Volunteers are required to sign an Electronic Communication Policy Certification before volunteering. If this agreement is breached, the volunteer’s service agreement will end immediately.

Photo Identification

The City of Sherwood requires that all employees and volunteers carry a photo identification badge while on duty. If possible, the badge should be worn in a visible location. Volunteers should remove badges when their shifts are over. This badge will include, but may not be limited to, the employees' picture and full name. Every volunteer who is scheduled to work for the City of Sherwood for a period of thirty (30) days or longer will be issued a photo identification badge at the time of hire.

Upon separation of employment, each volunteer shall return their ID card to Human Resources, or their immediate Department staff person, no later than their last working day. This Policy has been put into place to ensure proper security and safety to all volunteers.

Policy Observance

Abide by all City of Sherwood policies and rules.

Resignation

If a volunteer resigns from service, it is requested that the City is provided 10 business days notice prior to resignation or as soon as possible to last date of service.

Safety and Security

All employees shall coordinate and cooperate with other employees and the City to create and maintain a safe work environment. Employees shall observe all safe practices governing their work. Employees shall offer safety suggestions that contribute to a safer work environment and shall use proper safety devices and protective equipment as required by their Department staff person, Department Head, or the City Manager. Employees shall properly maintain and keep in good repair all personal protective equipment.

Volunteers are an extra set of eyes and ears for staff. If a volunteer observes any unusual behavior or feels someone has violated a policy, he or she should notify staff immediately. A volunteer should not come in contact with the violator, just be a good witness.

Termination

Placements are not permanent, nor do they guarantee paid placement as City staff. Either the Volunteer Coordinator or the volunteer may terminate the service arrangement if it is not agreeable or acceptable, or for a specific incident, or when the whole pattern of a volunteer's service performance or conduct fails to meet expectations as stated above and justifies as such an action.

Use of Tobacco Products

The use of tobacco products is prohibited in all City buildings, vehicles, and equipment. Please see your Department staff person for the location of the designated area for tobacco use.

Brief Overview of Oregon Government Standards and Practices Laws: Formerly “Ethics Laws”

A City of Sherwood Volunteer is considered, under Oregon State law, a “public official”. Oregon Law that governs ethical practices of city, state and county employees includes all paid and non-paid people. “Public official” means any person serving the City of Sherwood.

No public official shall use or attempt to use official position or office to obtain:

- Financial gain
- Avoidance of financial detriment
- Financial gain not otherwise available but for the public official’s holding of the official position.

For example, the City of Sherwood does not forgive fines for paid staff, volunteers, or their relatives.

Waivers

All volunteers will be asked to submit to a Background Check, sign a Volunteer Services Agreement and a Confidentiality Agreement. Volunteers who do not agree to submit these forms will be refused assignment.

Youth Volunteers

The minimum age requirement for Sherwood City Hall and Police Department volunteers is 16 years. Volunteers under the age of 18 must have written consent from a parent or legal guardian before volunteering.

Volunteer Conduct

Volunteers are expected to follow behavior policies and rules of conduct that protect the interest and safety of volunteers, staff and patrons. The following are some examples of inappropriate conduct that could lead to dismissal.

- Willful violations of any rule or policy
- Theft or inappropriate removal or possession of City of Sherwood, equipment or other property or that of any volunteer, staff, or patron
- Altering reports or records
- Lack of cooperation or other disrespectful conduct
- Inappropriate use of telephones, computer equipment or systems, e-mail, fax, etc.
- Unauthorized disclosure of proprietary or confidential information
- Unsatisfactory performance or conduct
- Excessive tardiness or absenteeism

A volunteer is expected to engage in activity within the scope of his or her volunteer duties as outlined in the position description. Activities that go beyond that scope are prohibited. Examples of prohibited activities are:

- Going to a patron’s home to assist them
- Meeting a patron off premises or outside the regularly scheduled volunteer shift on premises in the volunteer role

- Performing errands for patrons
- Transporting patrons for any reason
- Promoting a business to volunteers, patrons or staff during a volunteer shift

Benefits of Volunteering

The Perks!

- Use your skills and develop new ones
- Learn about the inner working of city government
- Meet interesting people
- Provide valuable service in a variety of ways
- You may be eligible for tax deductions; a number of tax deductions are available for volunteers under the IRS Code. For detailed information, check the IRS publication on Charitable Contributions.

Transferable Work Skills

Volunteers should keep an accurate and updated record of the skills and experiences they develop while volunteering. Many corporations accept volunteer work as qualifying work experience.

Holiday Closures

New Year's Day – January 1
Martin Luther King Jr.'s Birthday – Third Monday in January
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – First Monday in September
Veterans Day – November 11
Thanksgiving Day – Fourth Thursday in November
Friday Following Thanksgiving – Fourth Friday in November
Christmas Day – December 25

Severe Weather

Prior to the Workday:

During or in advance of hazardous weather conditions, City management will determine whether employees should report to their normally assigned workplaces. Should the decision be made to close certain facilities, adjust work hours, or temporarily reassign staff, this information will be recorded at the number listed below by 6:30 AM and will be posted on the website.

District Status & Emergency Information Line: **(503) 625-4232**
(Callers will hear a recorded message regarding City status.)

Website

A page will be linked to www.sherwoodoregon.gov public access.

Early Release During the Workday:

If hazardous conditions develop during the workday, the City Manager or Assistant City Manager may make the decision to reassign or evacuate City Staff personnel due to safety or operational needs. City personnel will be notified via multiple methods, including phone, email, pagers, PA system, in-person, etc.

Welcome to the Team!

The City of Sherwood staff extends our sincere appreciation to you for choosing City Hall/Police Department as a place to spend your volunteer time. We look forward to working together to provide lifelong opportunities for residents of our community to read, learn, and connect.

VOLUNTEER INFORMATION

Volunteer position _____

Volunteer schedule _____

Department staff _____

Phone number to call if you cannot make it in for your shift _____

CONTACT INFORMATION

Administration	503-625-4221
Administration Facsimile	503-625-5524
Building Department	503-625-4226
Building Department Facsimile	503-625-0629
Center for the Arts	503-625-4278
22689 SW Pine Street	
City Council	503-625-4246
City Recorder	503-625-4246
City Recorder Facsimile	503-625-4254
Engineering	503-925-2309
Engineering Facsimile	503-625-0629
Economic Development Department	503-625-4247
Finance, Accounting and Payroll	503-625-4238
Human Resources	503-625-4201
Library	503-625-6688
Planning Department	503-625-4202
Planning Department Facsimile	503-625-0629
Police Department	503-625-5523
20495 SW Borchers Drive	
Public Works and Operations	503-625-5722
15527 SW Willamette Street	
City of Sherwood Website	www.sherwoodoregon.gov
Volunteer Coordinator	503-625-4213