

**City of NEWPORT**  
**VOLUNTEER APPLICATION**

Newport City Hall ♦ 596 7<sup>th</sup> Avenue ♦ Newport ♦ Minnesota ♦ 55055 ♦ Telephone 651-459-5677 ♦ Fax 651-459-9883

**Thank you for your interest in volunteering for the City!**

**Personal Information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Are You Under 18: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been convicted of a crime:  Yes  No

If yes, list specific crime, circumstances, date of conviction, and location of conviction below:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged, forced to resign, or “counseled out” of prior employment or a volunteer assignment?

Yes  No If yes, please list the circumstances below:

\_\_\_\_\_  
\_\_\_\_\_

Type of Volunteer Work:

Voluntary Commission  Library and Community Center Volunteer  One-Time Volunteer

Adopt-a-Park/Trail (See attached to select which park/trail you would like and fill out the information below)

**Volunteer Information**

**Volunteer Experience and Special Skills:**

\_\_\_\_\_  
\_\_\_\_\_

**Availability:** Please list the times when you are available below

\_\_\_\_\_  
\_\_\_\_\_

**Adopt-a-Park/Trail Information**

**Name of Group/Person (if different from above):** \_\_\_\_\_

**Name of Group Representative (if different from above):** \_\_\_\_\_

**Desired Trail/Park:** \_\_\_\_\_

**Time Commitment (example: January 1 - December 31):** \_\_\_\_\_

**NOTE:** If you are an experienced gardener and are interested in helping weed Newport’s public gardens, please contact Matt Yokiel at (651) 459-2475.

**Applicant Statement and Acknowledgements**

I certify that the information contained in this application is correct, and I have not omitted or misstated any information. I understand that falsification or omission of information may disqualify me from further consideration for volunteering and may lead to my dismissal if discovered at a later date. I agree to immediately notify the City of Newport if I should be convicted of a felony or any crime while my application is pending, or during my period of volunteering.

I authorize all persons, schools, employers and law enforcement authorities to release any information concerning my background, including all information contained in this application. I hereby release any said persons, school, employers, and law enforcement authorities from all liability in responding to inquiries in connection with my application.

I understand that I am required to abide by all rules and regulations set forth by the City of Newport. I also understand that I have the right to receive a copy of this acknowledgement should I request one.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature (required if under 18): \_\_\_\_\_

**INFORMED CONSENT – CHILD PROTECTION BACKGROUND CHECK ACT**

City of Newport  
596 7<sup>th</sup> Avenue, Newport, MN 55055  
651-459-5677

Because the position for which you are applying for will require you to provide care, treatment, education, training, instruction, or recreation to children, the City of Newport will request the Bureau of Criminal Apprehension (BCA) to perform a criminal background check on you under Minnesota Statutes Chapter 299C.62.

As part of your volunteer application process with the City of Newport you are being asked to supply private data that was not requested on the application form. The City of Newport is requesting you supply the data to determine your suitability to volunteer with the City of Newport, including use of the data to conduct criminal history and related record checks. You may refuse to provide any requested data. However, a refusal will prevent the City of Newport from conducting an adequate background investigation which in turn may cause your application for volunteering to be removed from consideration.

Private data, such as date of birth and driver’s license number may be shared with the Department of Human Resources, the City, the Sheriff’s Office, and legal advisor to the City. Otherwise, unless authorized by State statutes or Federal law, your private data will not be released to any other person or agency without your written consent except under court order or if otherwise authorized or required by law. A written consent for release of private data is known as “INFORMED CONSENT.” Any public data you provide is available to anyone requesting it.

**The private data the City of Newport is now requesting from you is as follows:**

Have you ever been convicted of any of the following crimes?     Yes                                     No  
(If yes, please attach a description of the crime and the particulars of the conviction.)

**BACKGROUND CHECK CRIMES**  
Under Minnesota Statutes Chapter 299C

- Murder
- Criminal Sexual Conduct
- Any Assault Crime Against a Minor
- Any of the following Child Abuse Crimes committed against Minor victim, constituting a violation of Minnesota
- Felony Level Assault
- Manslaughter
- Prostitution-Related Crime
- Kidnapping
- Arson

Statutes Sections:

- 609.185,(5) Murder in the 1<sup>st</sup> Degree
- 609.221 Assault in the 1<sup>st</sup> Degree
- 609.222 Assault in the 2<sup>nd</sup> Degree
- 609.223 Assault in the 3<sup>rd</sup> Degree
- 609.224 Assault in the 5<sup>th</sup> Degree
- 609.2242 Domestic Assault
- 609.322 Solicitation, Inducement and Promotion of Prostitution
- 609.324 Other prohibited acts of Prostitution
- 609.342 Criminal Sexual Conduct in the 1<sup>st</sup> Degree
- 609.343 Criminal Sexual Conduct in the 2<sup>nd</sup> Degree
- 609.344 Criminal Sexual Conduct in the 3<sup>rd</sup> Degree
- 609.345 Criminal Sexual Conduct in the 4<sup>th</sup> Degree
- 609.352 Solicitation of Children to Engage in Sexual Conduct
- 609.377 Malicious Punishment of a Child
- 609.378 Neglect or Endangerment of a Child
- 152.021, subd.1,(4) Controlled Substance Crime in 1<sup>st</sup> Degree
- 152.022, subd.1,(5) or (6) Controlled Substance Crime in 2<sup>nd</sup> Degree
- 152.023, subd.1,(3) or (4) Controlled Substance Crime in 3<sup>rd</sup> Degree
- 152.023, subd.2,(4) or (6) Controlled Substance Crime in 3<sup>rd</sup> Degree
- 152.024, subd.1,(2), (3) or (4) Controlled Substance Crime in 4<sup>th</sup> Degree

As the subject of a Child Protection background check, your rights include:

- to be informed that the City of Newport will request this check for becoming or continuing as an employee or volunteer, and to determine whether you have been convicted of any of the above specified crimes, and
- to be informed of the BCA's response and obtain a copy of the report from the City of Newport,
- to obtain from the BCA any record that forms the basis for the report, and
- to challenge the accuracy and completeness of any information contained in the report, and
- to be informed whether the City of Newport has denied your application because of the BCA's response and not to be required directly or indirectly to pay the cost of the background check.

Minnesota statutes and the BCA require you to complete the following information in order to complete the background check:

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle** (full)(please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex** (M or F): \_\_\_\_\_  
Month/Day/Year

**Social Security Number** (Optional): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This release is valid for one year from the date of my signature**

# Adopt-a-Trail/Park Program

## What is the Adopt-A-Trail / Park Program?

Adopt-A-Trail or Park is a volunteer program available to community groups, civic organizations, churches, families, and individuals interested in becoming more involved in the community by helping maintain Newport's parks or trails. Volunteers remove litter and debris from one of Newport's parks or civic areas, or along one of Newport's Trails, one time per month in April, May, and September, and two times per month in June, July, and August, for a minimum period of one year. The City provides free trash bags and picks up the full bags.

## Why should I participate?

Through the dedication and work of volunteers, the City is able to make improvements not otherwise possible. Although City staff do their best to maintain the parks, it is difficult to keep up with the day-to-day traffic flow and resulting litter. Litter is unsightly and spoils the beauty of our parks. Litter free parks are more inviting to Newport's citizens and visitors, and to prospective businesses and new citizens. By volunteering to Adopt-A-Park, you increase the pleasure of park visits for everyone and you take ownership of your City. Volunteers are presented with a certificate of appreciation by the City.

## How do I become involved?

Fill out the information on the first and second page, plus a copy of the Newport Citizen Volunteer Policy available from City Hall or from the City's website, and return both forms to Newport City Hall, 596 7th Avenue. Or contact Matt Yokiell, Assistant Superintendent of Public Works, at (651) 459-2475.

Newport Parks and Civic Areas (Pick up litter)	
Bailey School Forest	Adopted
Busy Beaver Park (Tot Lot)	OPEN
Frances and James Park (Pocket Park by Fire Station #2)	Adopted
Lions Park	Adopted
Loveland Park	OPEN
Newport Library	Adopted
Pioneer Park	Adopted
Red Rock Cemetery	Adopted
10 <sup>th</sup> Street Overlook	Adopted
12th Street / Park Place Overlooks	Adopted
12th Street Pedestrian Bridge - East End	Adopted
12th Street Pedestrian Bridge - West End	Adopted
20th Street Pedestrian Bridge - East End	Adopted
20th Street Pedestrian Bridge - West End	Adopted
Newport Trails (Pick up litter)	
Glen Road	Adopted
Hastings Avenue - Between Glen Road and Red Rock Cemetery	OPEN
Hastings Avenue - South of Glen Road	Adopted
Maxwell Avenue	OPEN
Red Rock Road	OPEN
Newport Flower Gardens (Weed)	
City Hall	OPEN
Flower Pots along 10th Avenue	Adopted
Oliver Overlook	OPEN
3 Planters along Hastings Avenue near Glen Road	Adopted
12th Street Pedestrian Bridge - East End	OPEN
12th Street Pedestrian Bridge - West End	Adopted

## **CITY OF NEWPORT VOLUNTEER POLICY**

### **VOLUNTEERING**

Thank you for your interest in volunteering for the City of Newport!

The City recognizes that limited budgetary and staff resources restrict the ability of the City to accomplish all of the activities that the residents of Newport would consider necessary in maintaining a high quality and standard of life. Given the need to focus on critical priorities for the City, the City must seek other opportunities for accomplishing some of these less critical activities. This directive for volunteers will focus on those activities related to the maintenance of the City parks, recycling efforts, and the general beautification of Newport, as well as the Newport Library and Community Center. It is the intent of this directive to promote civic involvement and boost citizen pride in our community, while completing City projects in a manner that saves funding for critical needs.

Volunteer programs and activities are open to community groups, civic groups, churches, families, and individual residents. These activities will be assigned on a first come, first serve basis. If a volunteer activity is being performed by an organization, the City must be presented with a copy of the organization's certificate of insurance.

The City reserves the right to approve the involvement of all groups and individuals volunteering to assist the City in implementing these volunteer programs. Volunteers under 17 years of age shall not be permitted to operate any type of commercial equipment / vehicles. The City reserves the right to review, refuse, cancel, or revise its relationship and agreements with any individuals or organizations if, in the judgment of the City, severing the relationship is in the best interest of the City and its residents.

Any and all volunteers entering into an agreement with the City, while engaged in any work or performance under that agreement, shall not be considered as employees of the City, and any and all claims that may arise under the Worker's Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons while so engaged in any of the work or services to be rendered, shall in no way be the obligation or responsibility of the City.

Upon entering into a volunteer position with the City, all volunteers shall be required to sign the form at the back clarifying that the City bears no legal obligations to any parties who are injured while performing volunteer services for the City. Additionally, all volunteers shall be required to complete the Volunteer Application. Individuals that only participate in the Annual Buckthorn Removal Day shall only complete the Buckthorn Removal Volunteer Application and Waiver.

### **DRESS**

Clothing and footwear should be neat and clean, comfortable, and appropriate to the tasks performed and to the safety of the volunteer. Volunteers should discuss clothing questions for specific situations with their staff contact.

### **COMPUTERS**

In order for the City to remain in compliance with the Minnesota Data Practices Act, access to private data by volunteers on the City's computer system is not permitted.

### **EMERGENCIES**

There are policies and guidelines that explain to staff their responsibilities in a medical emergency or an emergency due to fire, gas leak, bomb threat, tornado, etc. Please follow the directives of in-charge staff in the event of an emergency.

## **SAFETY**

The health and safety of each volunteer of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. Supervisors shall brief volunteers on potential safety concerns for each volunteer activity.

You must let the person-in-charge know as soon as possible whenever there is an injury. A report must be submitted within 24 hours. Also report to the person-in-charge any injury to program users. You should let the person-in-charge know when you have a concern about a City facility, a work routine or other situation.

## **CITYWIDE WORK RULES & CODE OF CONDUCT**

### **Conduct as a City Volunteer**

In volunteering for the City, volunteers become representatives of the City and are responsible for assisting and serving the community. Volunteers should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City volunteer. To achieve this goal, volunteers must adhere to established policies, rules, and procedures.

### **Falsification of Records**

Any volunteers who make false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

### **Gifts Acceptance**

Minnesota State law prohibits any City volunteer from accepting a gift from anyone doing business with the City. While the State law allows limited exceptions, for all practical purposes, gifts of any value are prohibited.

### **Political Activity**

City volunteers have the right to express their views and to pursue legitimate involvement in the political system. However, no City volunteer will directly or indirectly, while volunteering, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another volunteer to apply for or become a member in a political organization.

## **RESPECTFUL WORKPLACE POLICY**

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some volunteers are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

### **Applicability**

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel, including regular and temporary employees, volunteers, firefighters, and City Council members.

### **Abusive Customer Behavior**

While the City has a strong commitment to customer service, the City does not expect that volunteers accept verbal abuse from any customer. Any volunteer may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 9-1-1 may be called. Volunteers should leave the area immediately when violence is imminent unless their duties require them to remain. Volunteers must notify their supervisor about the incident as soon as possible.

Amended October 17, 2013

### **Types of Disrespectful Behavior**

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:  
*Violent behavior includes the use of physical force, harassment, or intimidation.*

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive behavior. Accordingly, volunteers are encouraged to discuss with their fellow volunteers and supervisor what is regarded as offensive, taking into account the sensibilities of volunteers and the possibility of public reaction. Although the standard for how volunteers treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If a volunteer is unsure whether a particular behavior is appropriate, the volunteer should request clarification from their supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's volunteer position; or
- Submitting to or rejecting the conduct is used as the basis for a volunteer decision affecting an individual's volunteer position; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos, or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

### **Possession and Use of Dangerous Weapons**

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes volunteers with valid permits to carry firearms.

The following expectations to the dangerous weapons prohibition are:

- Volunteers legally in possession of a firearm for which the volunteer holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and volunteers who are in possession of a weapon or firearm in the scope of their official duties.



Amended October 17, 2013

### **Volunteer Response to Disrespectful Workplace Behavior**

Volunteers who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the volunteer is responsible for taking one of the actions below. If volunteers see or overhear a violation of this policy, they are encouraged to take the steps below.

Step 1 (a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1 (b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1 (c). In the case of violent behavior, all volunteers are required to report the incident immediately to their supervisor, City Administrator, or Police Department. Any volunteer who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (i.e. 30 days), you believe inadequate action is being taken to resolve your complaint / concern, the next step is to report the incident to the City Administrator or Mayor.

### **Supervisor's Response to Allegations of Disrespectful Workplace Behavior**

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his / her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his / her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time, and place:

- Corroborating evidence
- List of witnesses
- Identification of the offender

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Amended October 17, 2013

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### **Special Reporting Requirements**

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior, a report will be made to the City Attorney, who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney, who will undertake the necessary investigation. The City Attorney will report his / her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his / her discretion take appropriate action to protect the alleged victim, other volunteers, or citizens.

### **Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved volunteers' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the volunteer(s) personnel file(s).

### **Retaliation**

Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding, or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **E-MAIL USAGE**

The City's electronic mail system (e-mail) is designed to facilitate City business communication among employees, volunteers and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials and other similar information that may be more appropriately communicated by written memorandum or personal conversation.

The e-mail system is City property and intended for City business. The system is not to be used for employee or volunteer personal gain or to support or advocate for non-City related business or purposes. All data and other electronic messages within this system are the property of the City.

Personal e-mail accounts accessed through the public computers at the Library and Community Center are not covered by this policy, unless the e-mail is regarding City business.

### **General Information on Passwords**

While you have a confidential password, users should be aware that this does not suggest that the system is for personal confidential communication, nor does it suggest that e-mail is the property right of the employee or volunteer. The use of the e-mail system is for City business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their password with anyone else.

### **Prohibited Uses**

Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited. All e-mail messages are subject to all state and federal laws, such as, open meeting laws, data practices act, the human rights act, etc.

### **Retention of E-Mails**

Employees, volunteers, members of the City Council, members of Advisory Boards, and Consultants shall retain all e-mails associated with City business for one month.

### **Applicability to Volunteers and Other Users**

This e-mail policy applies to all full-time employees, part-time employees, temporary employees, interns, volunteers, and other individuals in all departments who are provided access to the City's e-mail system as necessary for their business purpose with the City.

### **System Monitoring**

Users expressly waive any right of any privacy in anything they create, store, send, or receive on the company's computer system. The City can, but is not obliged to, monitor e-mails without prior notification. If there is evidence that an volunteer is not adhering to the guidelines set out in this policy, the City reserves the right to take disciplinary action, including termination and / or legal action.

## **INTERNET USAGE**

### **Business Use Only**

By definition, the Internet is a collection of computers, computer networks, communication protocols, information servers, and personal and organizational information retrieval clients, connected together in a global community. Traffic may cross multiple networks prior to reaching the client destination. The City provides its volunteers with access to the vast information resources of the Internet to assist them in performing their job duties in an effective and efficient matter. The facilities to provide Internet access represent a substantial commitment of City resources and therefore, the City has developed this policy to ensure that the Internet is being used appropriately.

The Internet is a business tool to be used exclusively for business purposes, i.e., to communicate with customers and suppliers, to research relevant topics, and to obtain business information. When using the Internet, volunteers are expected to conduct themselves in a professional manner and to respect copyrights, software licensing rules, etc.

Unnecessary or unauthorized Internet usage takes away from work time, consumes supplies, ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the City and expose it to significant legal liabilities.

This policy covers all files that can be read on a computer screen, including HTML files read in an Internet browser, any file meant to be accessed by a word processing or desk-top publishing program or its viewer, any files prepared for the Adobe Acrobat reader and other electronic publishing tools. Graphics includes all photographs, pictures, animations, movies or other drawings.

### **Prohibited Use**

Inappropriate Internet use includes: transmitting obscene, harassing, offensive, or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading, or distributing

Amended October 17, 2013

any sexually explicit material; transmitting any of the City's confidential or proprietary information, including customer data, trade secrets, or other confidential information.

### **Monitoring**

The City reserves the right to monitor volunteer use of the Internet at any time and volunteers should not consider their Internet usage to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

### **Copyright Restrictions; Permission Required**

Any software or other material downloaded into the City's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from a manager is required before introducing software into the City's computer system. Volunteers may not download entertainment software, games, or any other software unrelated to their work.

### **No Company Representation**

Only authorized employees may communicate on the Internet on behalf of the City. Volunteers may not express opinions or personal views that could be misconstrued as being those of the City. Volunteers may not state their company affiliation on the Internet unless required as part of their assigned duties.

### **Violations of Policy**

Any violation of this policy may result in loss of computer access and disciplinary action, including immediate termination.

### **TELEPHONE USAGE**

All personal telephone calls, text messaging, and e-mailing from telephones, are to be done only during breaks or lunch breaks, or when emergency situations warrant. They are not to interfere with City work and are to be completed as quickly as possible. Volunteers working at the Library and Community Center shall ensure personal telephone usage does not interfere with assigned duties. Any personal long distance costs will be paid for by the volunteer.

### **NEWS RELEASES**

Formal news releases concerning municipal affairs are the responsibility of the City Administrator or his or her designee. All media interviews must be approved by the City Administrator before the interview in all situations practicable. All contacts with the media should be reported to the City Administrator as soon as possible.

No City volunteer is authorized to speak on behalf of the City without prior authorization from the City Administrator or his / her designee.

All news releases concerning City personnel will be the responsibility of the City Administrator.

### **SMOKING**

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle.

### **DRUGS**

While on the City premises and while conducting business-related activities off the City premises, no volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

## **VOLUNTEERING AT THE NEWPORT LIBRARY AND COMMUNITY CENTER**

### **Schedules and Attendance**

Punctual attendance at your appointed volunteer times is expected. Notify your staff contact or the person-in-charge if you are unable to work your agreed on schedule.

Amended October 17, 2013

**Checking In and Recording Time**

At the start of each volunteer shift, check in by marking your start time on the Volunteer Activities Tracking Form. Be sure to record when you leave and the tasks you completed before leaving for the day.

**Using the Library**

**Borrowed Materials Regulations:** When you borrow library materials, you are subject to the same rules as other library users. All materials must be checked out and you should return materials before they become overdue.

**Public Computers:** Volunteers working at the Library and Community Center may use the public computers during their scheduled time but must ensure that it does not interfere with their assigned duties. Volunteers are subject to the same rules listed in the Library and Community Center Policy.

**CITY OF NEWPORT  
VOLUNTEER POLICY**

By signing this document, I \_\_\_\_\_, am acknowledging  
(printed name)

that I have received and read a copy of the City of Newport's Citizen Volunteer Policy and fully understand and agree to the provisions of the Policy. Furthermore, I understand that the City bears no legal obligations to any parties who are injured while performing volunteer services.

---

Signature

Date