



## Volunteer Agreement

Welcome to the Sacramento County Sheriff's Department. We appreciate the giving of your time, talents and abilities to assist us with providing "Service with Concern" to the community. As a volunteer with the Sheriff's Department, you have an obligation to the public to demonstrate a high level of integrity and ethical standards in both your professional and personal conduct. We insist that you be ever mindful of the following:

**Confidential Information:** You may have access to confidentially sensitive information during your assignment as a volunteer. Divulging confidential information to persons outside this department is a criminal act and a violation of the law that may be prosecuted. Criminal records or other confidential information may be given only to those persons authorized to have it. When in doubt, you must consult with your supervisor.

**Identification:** You will be issued a photo identification card which must be worn at all times while in the building or on duty as a volunteer. This card may also serve as a proximity card allowing access to department facilities. The identification card is NOT to be used for any other purpose, such as outside identification. These items are the property of the Sacramento County Sheriff's Department and must be surrendered upon resignation or termination. If lost, please report it to your supervisor or the Volunteer Coordinator immediately.

**Safety:** The reduction of personal injury or equipment damage in the workplace is essential to an efficient operation. We ask that you be aware of safety issues at all times and report hazards to your supervisor. Report any injury to your supervisor immediately.

**Time Records:** The Sacramento County Sheriff's Department is required to record the number of hours worked by volunteers. Please notify your supervisor if you are unable to work your scheduled volunteer shift (hours) and provide advance notice of vacations and time off.

**Commitment:** We ask that every volunteer commit to at least one year of service consisting of a minimum of four hours per week. This commitment is essential to providing our staff with consistent, much needed support. If you are unable to fulfill your commitment, please notify your supervisor or the Volunteer Coordinator.

**Appearance:** As representatives of the Sheriff's Department, volunteers are expected to dress in good taste and exhibit a neat, clean, and business-like appearance. Your overall appearance shall not be "flashy" or distracting; hairstyles and cosmetics shall be conservative rather than extreme. Although written specifications cannot address all possible situations, volunteers are not allowed to wear any item of apparel or display jewelry, body piercings, or tattoos which may be subject to ridicule or discredit.

I, \_\_\_\_\_, have read and understand all the conditions of this agreement.

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Signature of Volunteer

Date

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Signature of Volunteer Coordinator

Date