

CITY OF CERRITOS – RECREATION SERVICES DIVISION VOLUNTEER APPLICATION

Instructions:

- Please print all information below using blue or black ink.
- You must be 13 years of age or older to serve as a volunteer for the City of Cerritos Recreation Services Division programs.
- A new application is required when the applicant turns 18 years of age.
- All volunteers must be in the City's RACER database. This system ensures that your most current information is on file so that all letters and other correspondence are received.
- **PLEASE COMPLETE THE WAIVER & RELEASE AGREEMENT, SUPPLEMENTAL QUESTIONNAIRE AND PARENTAL CONSENT SECTIONS (FOR APPLICANTS UNDER 18 YEARS OF AGE).**
- Submit your completed application to the any City of Cerritos Recreation Services Division facility or at the Recreation Services Division counter at City Hall.
- Please refer to the Recreation Services Division Volunteer Program Information pamphlet for details of the volunteer program.

Volunteer Applicant Name: _____ Date of Birth: _____ / _____ / _____

MONTH DAY YEAR

Address: _____ City: _____ Zip: _____

Home Phone: (_____) _____ Mobile Phone: (_____) _____

Applicant Email Address: _____ Parent Email Address: _____

Emergency Contact Name: _____ Relationship to applicant: _____

Emergency Contact Phone: (_____) _____

If you have any special medical concerns, please list: _____

I am interested in serving as a volunteer in the following area(s):

- Recreation Volunteer – park/golf programs, adaptive recreation programs, City-wide special events
- Youth Sports League Coach – basketball, soccer and flag football
- Swim Assistant – assisting swim instructors with learn-to-swim classes

Please tell us why you wish to volunteer: _____

RECREATION SERVICES DIVISION STAFF WILL COMPLETE THIS SECTION

1. Application/Supplemental Questionnaire/Consent Form

Date Received: _____ Staff Name: _____

The applicant is in the RACER system Yes No
If not in system, please have applicant complete the appropriate form and provide the required documentation to be entered into the City's database.

The applicant is **18 years of age or over** Yes No

The applicant will be 18 on _____ / _____ / _____

COMPLETED DOCUMENTS Application/Waiver Supplemental Questionnaire Parental Consent Form (if under 18 years)

2. Fingerprinting

Date Fingerprinted: _____ / _____ / _____ Applicant Cleared: Yes No Date: _____ / _____ / _____

3. Orientation

Recreation Division Orientation _____ / _____ / _____ Swim Assistant Orientation _____ / _____ / _____

Youth Sports Coach Orientation _____ / _____ / _____ Other _____ / _____ / _____

CITY OF CERRITOS – RECREATION SERVICES DIVISION
VOLUNTEER APPLICATION
Waiver and Release Agreement

Volunteer Applicant Name: _____

Parent / Legal Guardian Name (if applicant is under 18 years of age): _____

I, the undersigned, an adult, eighteen (18) years of age or over, and the parent or legal guardian, in consideration of _____ (name of APPLICANT) being granted permission to participate in the **City of Cerritos Recreation Services Volunteer Program** and promises that he/she for himself/herself, his/her heirs, executors and assigns, agrees to release and hold harmless the City of Cerritos, its agents, officers, employees and volunteers, for all harm, accidents, personal injury or property damage suffered by him/her or the applicant as a result of the applicant taking part in the aforementioned program which may include participating in sport events, monitoring of program participants in City offered programs and special events; including harms resulting from the negligent acts or omissions of the City or its agents or employees.

As the parent/legal guardian of the aforementioned applicant, I give my permission for my child to participate in the aforementioned program. **Please initial:** _____

I, the undersigned, further agree to indemnify the City of Cerritos or its agents, officers, employees and volunteers for any and all liability incurred by it for the harms specified above.

Signed: _____ Date: _____

Applicant Parent Legal Guardian

This form must be signed by the parent or legal guardian of the applicant if the applicant is under eighteen (18) years of age. Applicants eighteen (18) years of age and over must sign this form.

**CITY OF CERRITOS
PUBLIC RESOURCES CODE 5164
SUPPLEMENTAL QUESTIONNAIRE**

Volunteer Applicant Name: _____

Parent / Legal Guardian Name: (if applicant is under 18 years of age): _____

California Public Resources Code Section 5164 (PRC 5164 – Attachment 1) states in part: public agencies shall not assign a person to a volunteer position to perform services at a park, playground, recreational center or beach used for recreational purposes, in a position having supervisory or disciplinary authority over a minor, if that person has been convicted of certain crimes. In order to comply with PRC 5164, the City of Cerritos is authorized to conduct fingerprint background checks through the California Department of Justice. Conducting background checks on all volunteers is a necessary safeguard. As required by PRC 5164, please answer the following supplemental questions by initialing each question, next to **YES** or **NO**, and if applicable, provide the required details.

1. Have you ever been convicted of a violation or attempted violation of any of the statutes in Public Resources Code Section 5164, including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California?

This question does not refer to a misdemeanor conviction under Part B of Attachment 2 (Prohibited Offenses), unless you have three or more misdemeanor convictions, a felony conviction or were incarcerated for any of those crimes listed within the preceding ten (10) year period.

YES _____ **NO** _____ (Please initial)

If you answered yes, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted.

2. Are you willing to be fingerprinted in order that the City of Cerritos may screen you for criminal background?

YES _____ **NO** _____ (Please initial)

I, _____ in seeking to be a volunteer for the **City of Cerritos** at a park, playground or recreational center, or beach used by the City of Cerritos for recreational purposes, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

_____, California on _____
(City) (Date)

I acknowledge and agree that should any of my answers to the foregoing be subsequently determined to be false or inaccurate, the **City of Cerritos** can immediately terminate my volunteer position and without notice. I hereby agree to indemnify and hold harmless the **City of Cerritos**, its agents, officers, employees and volunteers from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my volunteer position with the **City of Cerritos**, which may occur should any of my answers to the foregoing questions be subsequently determined to be false or inaccurate.

Signed: _____ Date: _____

Applicant Parent Legal Guardian

This form must be signed by the parent or legal guardian of the volunteer applicant if the volunteer applicant is under eighteen (18) years of age. Volunteer applicants eighteen (18) years of age and over must sign this form.

**CITY OF CERRITOS
BACKGROUND PARENTAL CONSENT/RELEASE
(FOR VOLUNTEER APPLICANTS UNDER 18 YEARS OF AGE)**

Volunteer Applicant Name: _____

Parent / Legal Guardian Name: _____

I, the undersigned, an adult, eighteen (18) years of age or over, and the parent or legal guardian, in consideration of _____ (name of minor APPLICANT) who is a minor and wishes to volunteer his/her services to the **City of Cerritos**. I understand and acknowledge that the **City of Cerritos** is required to comply with Public Resources Code Section 5164 which states that the **City of Cerritos** shall not assign a volunteer to perform services at any **City of Cerritos**-operated park, playground, recreational center or beach used for recreational purposes, in a position having supervisory or disciplinary authority over a minor, if that person has been convicted of any offense specified. For purpose of this consent/release relating to the Supplemental Questionnaire, the term "conviction(s)" includes adjudications in juvenile proceedings under Welfare and Institutions Code.

Completion of the Supplemental Questionnaire, successful completion of a background criminal records screening, including fingerprinting and other background screenings are required before the applicant may be deemed eligible to perform services for the **City of Cerritos** position for which he/she has applied.

As the parent/legal guardian of _____ (name of minor APPLICANT), and having read the Supplemental Questionnaire, I hereby authorize and consent to the completion of the Supplemental Questionnaire by _____ (name of minor APPLICANT) and/or I have completed the Supplemental Questionnaire on behalf of _____ (name of minor APPLICANT).

I further authorize and consent to the **City of Cerritos** performing a background criminal records screening, including fingerprinting as well as other background screenings. I hereby hold harmless and release the **City of Cerritos**, its agents, officers, employees and volunteers from any and all claims, causes of action, suits, actions, damages, losses or liability relating to or resulting from completion of the above-mentioned screening process.

Signed: _____ Date: _____

Parent Legal Guardian

(a) (1) A county, city, city and county, or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county, city, city and county, or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over a minor, if that person has been convicted of an offense specified in paragraph (2).

(2) (A) A violation or attempted violation of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or a sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code.

(B) A felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request.

(C) A felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of an offense specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, an offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or an offense specified in subdivision (c) of Section 667.5 of the Penal Code, provided that a record of a misdemeanor conviction shall not be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) To give effect to this section, a county, city, city and county, or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of an offense specified in subdivision (a). The county, city, city and county, or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over a minor, for that person's criminal background.

(2) A local agency request for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. A fee shall not be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

(3) A county, city, city and county, or special district may charge a prospective employee or volunteer described in subdivision (a) a fee to cover all of the county, city, city and county, or special district's costs attributable to the requirements imposed by this section.

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE**ATTACHMENT 2**

The **City of Cerritos** shall not assign anyone to a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violation of Penal Code Sections 220, 261.5, 262, 273a, 273d, or 273.5, or any sex offense listed in Penal Code Section 290, except for the offense specified in subdivision (d) of Section 243.4. These offenses include:

PART A

187	Murder while perpetrating or attempting to perpetrate rape or violate Penal Code Sections 261, 286, 288, 288a or 289
207	Kidnapping or false imprisonment with attempt to violate Penal Code Sections 261, 286, 288, 288a, or 289
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another lascivious act upon a child, or penetration of genitals or anus with a foreign object
236.1b, c	Human trafficking in violation of or with intent to violate Penal Code Sections 266, 266h, 266i, 266j, 267, 311.1, 311.2, 311.3, 311.4, 311.5, 311.6 or 518
243.4	Sexual battery (except subsection (d))
261	Rape
261.5	Unlawful sexual intercourse with a person under age 18
262	Rape of spouse
264.1	Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force
266	Enticement of unmarried female under 18 for purposes of prostitution; aiding or abetting
266c	Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear
266h(b)	Pimping a minor
266i(b)	Pandering of a minor
266j	Procurement of child under age 16 for lewd and lascivious acts
267	Abduction of person under 18 for purposes of prostitution
269	Aggravated sexual assault of a child
272	Contributing to the delinquency of persons under 18 years, if lewd and lascivious
273a	Child endangerment
273d	Child abuse
273.5	Corporal injury of spouse, cohabitant or significant other
285	Incest
286	Sodomy with a minor or sodomy without consent
288	Lewd or lascivious acts with a minor under 14
288a	Unlawful oral copulation
288.2	Harmful matter sent with intent to seduce minor (felony only)
288.3	Communicating with a minor with intent to kidnap, rape or violate Penal Code Sections 264.1, 273a, 286, 288, 288a, 288.2, 311.1, 311.2, 311.4, 311.11
288.4	Indecent exposure involving a minor
288.5	Continuous sexual abuse of a child
288.7	Unlawful sexual intercourse with a person under age 10
289	Unlawful sexual penetration
311.1	Transporting or possessing child pornography
311.2b, c, d	Sending, receiving, printing, exhibiting, distributing child pornography
311.3	Developing, duplicating or printing child pornography
311.4	Employment of a minor to perform prohibited acts
311.10	Advertising for sale or distribution materials depicting child pornography
311.11	Possession or control of material depicting child pornography
314	Indecent exposure or obscene exhibition
653f(c)	Soliciting another to commit rape, sodomy or oral copulation
647.6	Annoying or molesting a minor

The **City of Cerritos** shall not assign anyone to a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any felony or misdemeanor or attempted violation of Penal Code Sections 207-210 or 215 (if dangerous or deadly weapon was used), 217, 236 or Sections 240-248, within the previous ten (10) years, or if the applicant has been incarcerated for a listed offense within the previous ten (10) years. The offenses listed in this subsection include:

PART B

207-210	Kidnapping or false imprisonment
211	Robbery (with a deadly or dangerous weapon)
215	Carjacking (with a deadly or dangerous weapon)
217.1	Assault on a public official
236, 237	False imprisonment
240, 241	Assault
241.1	Assault upon a custodial officer
241.2	Assault on school or park property
241.3	Assault against public transportation personnel or passenger
241.4	Assault on school district peace officer
241.5	Assault on highway worker
241.6	Assault on school district employee
241.7	Assault on jury member
241.8	Assault on member of US Armed Forces
242, 243	Battery
243.1	Battery against custodial officer
243.2	Battery on school or park property
243.25	Battery on elder or dependent adult
243.3	Battery against public transportation personnel or passenger
243.35	Battery on property of any public transportation provider
243.4	Sexual battery
243.5	Assault and battery on school property
243.6	Battery against school employee
243.8	Battery against referee or other sports official
243.83	Disruptive conduct at a professional sporting event
243.9	Battery against peace officer with caustic chemicals
243.10	Battery against member of US Armed Forces
243.15	Battery against jail inmate
244	Assault with caustic chemicals
244.5	Assault with stun gun or Taser
245	Assault with deadly weapon or force likely to produce great bodily injury
245.2	Assault with deadly weapon or force likely to produce great bodily injury on public transportation personnel or passenger
245.3	Assault with deadly weapon or force likely to produce great bodily injury on custodial officer
245.5	Assault with deadly weapon or force likely to produce great bodily injury on school district employee
245.6	Hazing
246	Shooting at inhabited house, building or vehicle
246.3	Willful discharge of firearm in grossly negligent manner
247	Shooting at uninhabited house, building or vehicle
247.5	Discharge of laser at aircraft
248	Interfering with operation of aircraft through shining light or other bright device

Any violent felony listed in Penal Section Code Section 667.5(c), including: murder, voluntary manslaughter, mayhem, any felony punishable by death or life imprisonment, any felony that inflicts great bodily injury, robbery, arson [Section 451(a), (b)], attempted murder, use of explosive device with intent to murder, intent to cause bodily harm, or malicious use causing death [Sections 18745, 18750, 18755], extortion [Section 518], threats to victims or witnesses [Section 136.1] first degree burglary of occupied premises [Section 560(1)], use of weapon of mass destruction [Section 11418(b) or (c)].