



City of Tualatin

VOLUNTEER GUIDELINES

The City of Tualatin's Volunteer Services Office is designed to enhance and augment the delivery of City services to the Community. Volunteering is a way for people to participate in their local government and positively contribute to its effectiveness. Democracy is advanced through the active participation of residents, citizens, businesses and service groups and we encourage community members to volunteer within all appropriate programs and activities of the City. Through serving their City, volunteers become a component of our City's philosophy of: Team Work; One City; Problem Solving; Respect; Empowerment; Customer Service Experts; and Non-Bureaucratic.

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ARTICLE I. CODE OF ETHICS FOR VOLUNTEERS

Section 1.01 ROLE OF VOLUNTEERS

- (a) The role of all city volunteers is to enhance and promote the services of government. Volunteers are to adhere to legal and professional standards of conduct in the fulfillment of their assigned responsibilities. These standards ensure the public's trust in government, the employees, and volunteers who deliver government services.

Section 1.02 CONFIDENTIALITY

- (a) City volunteers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and professional relationships and thereby merit the respect, trust, and confidence of public officials, employees, and the general public.

Section 1.03 CITY RESOURCES

- (a) City volunteers may not use City resources for personal use except as otherwise provided under City policy 17-89.

Section 1.04 GIFTS

- (a) Volunteers shall not accept any special favors, gifts, or gratuities of an aggregate value in excess of \$50.00 from any single source in a calendar year resulting from, or related to, volunteering with the City.

ARTICLE II. GENERAL

Section 2.01 PURPOSE OF GUIDELINES

- (a) The purpose of these Volunteer Guidelines is to provide systematic procedures and regulations relating to the placing, safety, training, working conditions, discipline, removal and other matters affecting the status of all volunteers of the City of Tualatin. Said Guidelines and regulations are provided to maintain uniformity in volunteer matters which will make service to the City attractive and to encourage volunteers to give their best service to the City.

Section 2.02 DEFINITIONS

- (a) As used in these Guidelines, the following terms shall have the meanings indicated:
- (i) **Active or Long-term Volunteer:** A volunteer who agrees to serve in the same assignment for six months or longer. They will have no specific end date.
 - (ii) **Applicant Status:** The City has received an application; the applicant will be contacted by Volunteer Services for an interview and placement.
 - (iii) **Completed Status:** A volunteer who has completed service, for example an Eagle Scout or a mandated volunteer.
 - (iv) **Declined Status:** We will not contact this volunteer; the City is not a good placement for this volunteer.
 - (v) **Disciplinary Action:** An action taken as a corrective measure against a volunteer who has failed to perform in an acceptable manner or who has failed to meet acceptable standards of conduct or performance.
 - (vi) **Dismissal:** Removal of a volunteer from the City service.
 - (vii) **Emergency Volunteer:** In the event that the City of Tualatin emergency operations and procedures have been activated, a person may be assigned to perform emergency

volunteer duties authorized by The City of Tualatin. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

- (viii) **Episodic or Short-term Volunteer:** A volunteer who serves at a one-time event or a specific project with a limited duration.
- (ix) **Mandated Service:** Service required by another agency, for example a court or a school.
- (x) **Prospect Status:** A referral from one of our partner agencies or outreach program.
- (xi) **Pro Bono:** A volunteer with considerable professional education and/or experience. These are volunteers who are licensed or have a specialized skill. Professional volunteers include medical service providers such as physicians, nurses, emergency medical technicians; mental health professionals; lawyers; building contractors and inspectors; computer technicians; clergy; accountants, etc.
- (i) **Volunteer:** A person who provides service to the City without financial compensation. A volunteer is anyone who is not paid a salary or hour wage and serves under the direction of a City employee. Reimbursement for expenses and recognition related to a project or event shall not be considered a wage.

ARTICLE III. ROLES AND RESPONSIBILITIES

Section 3.01 HUMAN RESOURCES/VOLUNTEER SERVICES MANAGER

- (a) The Human Resources Manager also serves as the Volunteer Services Manager. For the purposes of this guidelines manual, this position will be referred to as the Volunteer Services Manager.
- (b) Ensures a uniform, consistent and efficient approach to volunteer coordination and management.
- (c) Provides training, support and consultation to staff and departments regarding their use of volunteers.
- (d) Develops and maintains connections with business, courts, schools and service groups in the City of Tualatin in order to promote volunteerism, leadership development, and civic engagement.
- (e) Advertises volunteer opportunities available within the City to the public.
- (f) Recruits skilled and committed volunteers for City Departments.
- (g) Pre-screens candidates for availability, position preferences and relevant experience.
- (h) Refers prospective volunteers to the department for interview and possible placement.
- (i) Notifies the volunteer and department liaison of the volunteer's start date.
- (j) Supports staff in developing volunteer recognition plans and activities.

Section 3.02 VOLUNTEER SPECIALIST

- (a) Periodically performs a needs assessment to determine how volunteers can support staff to meet the goals of the department and Volunteer Services.
- (b) Provides input on new volunteer assignments and assignment descriptions.
- (c) Provide input on department specific volunteer expenses.

- (d) Periodically reviews risk management for department's volunteers.
- (e) Provides input on strategies for ongoing volunteer recruitment, recognition, retention, and reporting.
- (f) Provides department's new volunteer orientation.
- (g) Oversees and coordinates volunteer training.
- (h) Delegates volunteer to an employee (Assigned Employee).
- (i) Submits information for background check to Human Resources Analyst.
- (j) Reviews 'Volunteer Guidelines' with new volunteers.
- (k) Periodic status review of department's volunteers.
- (l) Recognizes volunteers' contribution.
- (m) Recognizes staff's support of volunteers.
- (n) Collects and provides anecdotal and numerical information related to department's volunteer activities for presentations.
- (o) Provides input on goals and objectives for City-wide volunteer program.

Section 3.03 **VOLUNTEER LIAISON**

- (a) Each department using volunteers appoints one or more Volunteer Liaison(s) as appropriate.
- (b) The staff member requesting the volunteer and/or the department liaison makes final placement decisions and then contacts the Volunteer Services Manager.
- (c) Duties of the Volunteer Liaison.
 - (i) Attends quarterly meetings.
 - (ii) Oversees and is responsible for department volunteer activities and data.
 - (iii) Acts as the communication link between the Volunteer Services Division and conducts volunteer placement interviews.
 - (iv) Maintains accurate and up to date department records in Volgistics, including volunteer hours, assignment descriptions, and volunteer supervisors list.
 - (v) Submits information for background check to Human Resources Analyst.
 - (vi) Makes final decision regarding the placement of volunteer.
 - (vii) Reviews 'Volunteer Guidelines' with new volunteers, if the department/division does not have a Volunteer Specialist.
 - (viii) Oversees Department-wide volunteer recognition as well as recognition of staff for excellence in coaching volunteers.
- (d) Is evaluated and recognized for excellence in volunteer supervision.

Section 3.04 **ASSIGNED EMPLOYEE**

- (a) Submits information for the volunteer assignment description to the Volunteer Services Manager, Department/Division Liaison, or Volunteer Specialist.
- (b) Provides training and on-going coaching of volunteers.

- (c) Ensures that volunteers comply with City policy and procedures.
- (d) Evaluates the volunteer's performance and reports to Volunteer Specialist, Department/Division Liaison, or Volunteer Services Manager.

ARTICLE IV. RECRUITMENT, PLACEMENT, AND ENDING VOLUNTARY SERVICE

Section 4.01 VOLUNTEER RECRUITMENT

- (a) The Volunteer Services Office coordinates City-wide volunteer recruitment activities and materials. Recruitment is designed to target the broadest possible community involvement representing the diverse population of the City of Tualatin.
- (b) Individuals who are interested in volunteering their services to the City of Tualatin are encouraged to view the volunteer opportunities listed on the City's web page.
- (c) The Volunteer Services Office publishes volunteer opportunities with referral agencies, for example Points of Light/Hands On Portland, Volunteer Match, Tualatin High School, etc.

Section 4.02 VOLUNTEER OPPORTUNITIES

- (a) Each department shall submit written requests for volunteers to Volunteer Services via email or [Volunteer Assignment Description](#) Form.
- (b) Each department will be responsible for creating volunteer assignments/tasks and submitting an assignment description to Volunteer Services.

Section 4.03 APPLICATION

- (a) Long-term volunteers are required to complete a [volunteer application](#) or an on-line form through [Volgistics \(https://www.volgistics.com/ex/portal.dll/ap?AP=1292724023\)](https://www.volgistics.com/ex/portal.dll/ap?AP=1292724023).
- (b) Short-term volunteers are required to enter information on the [Event](#) Waiver.
- (c) Information from applications and sign-in sheets will be transferred to Volgistics by Volunteer Services.
- (d) Applications will be kept in a secured location in the Volunteer Services office. All printed/copied information regarding volunteers' personal information is to be kept in secure location.

Section 4.04 INTERVIEW AND PLACEMENT

- (a) Volunteer Services conducts an initial interview and to the extent possible volunteers are offered opportunities that match their skills and interest and also serve operational needs. Volunteer Services will send a referral to the specific department Volunteer Liaison, Volunteer Specialist, or department/division supervisor.
- (b) During the interview, the supervisor should inform the prospective volunteer of the physical requirements for the job.
- (c) Every volunteer assignment or activity for which volunteers are utilized must have a written [volunteer assignment description](#).
- (d) Volunteer assignments or projects may include:
 - (i) Long-term assignments to be completed within a defined period of time.
 - (ii) On-going assignments without an identified end date.
 - (iii) Assignment to be completed by an individual or shared among a group.

- (e) Volunteers will be interviewed by the Volunteer Services Manager and then referred to the appropriate department liaison for a follow-up interview before final placement.
- (f) To increase retention of volunteers; the Volunteer Services Manager, Specialist, or Liaison should make every attempt to contact the prospective volunteer within two business days of receiving a referral to arrange a placement interview.
- (g) Volunteers will be placed on a trial basis for 30 days.
 - (i) Volunteer Services will be notified regarding status of placement.
 - (ii) If needed, the Volunteer Service Manager will be asked for an alternate placement for a volunteer.

Section 4.05 **ORIENTATION AND TRAINING**

- (a) Orientation includes:
 - (i) The department volunteer liaison gives each new volunteer access to a copy of a 'Volunteer Handbook' or the 'City of Tualatin Volunteer Guidelines'.
 - (ii) The department volunteer liaison is responsible to give a general orientation for the department. This should include what the volunteer will be doing, expected outcomes, and with whom the volunteer will work.
 - (iii) With whom and where to check-in at the beginning of each shift.
 - (iv) How to log their assignment and log hours using Volgistics (the portal link <https://www.volgistics.com/ex/portal.dll/?FROM=14735>).
- (b) Training includes:
 - (i) Review of goals and outcomes.
 - (ii) Specific tasks of the assignments and to whom they will report.
 - (iii) Setting a schedule for the volunteer.

Section 4.06 **SHIFT CHANGES**

- (a) Volunteers shall notify their assigned staff member of changes in their schedule. Failure to notify absences is grounds for dismissal.

Section 4.07 **QUALIFICATIONS**

- (a) Age: The minimum age of a City volunteer to volunteer unaccompanied by a parent/guardian is 14 unless specified in the Assignment Description. Children under the age of 14 **must be accompanied by a parent at all times** while volunteering.
 - (i) Volunteers participating in the Library Teen programs and/or the Operations Program TEAM Tualatin may be under the age of 14; however they must meet all other criteria.
- (b) Criminal and Driving History Investigation A criminal history and/or driving history record search will be conducted on volunteers working directly with a vulnerable population (including but not limited to children and elderly), those not in directly line of sight of the supervising City employee, and any volunteer whose position will require use of a City computer.
 - (i) The Volunteer Waiver and Authorization to Release Information Form ([COT Form 55-08](#)) must be completed prior to investigation.
 - (ii) All investigations will be routed through the Volunteer Services Manager's office.

- (iii) A volunteer will not be placed in an unsupervised or responsible position until the criminal and/or driving record search has been completed. If there is a delay, the volunteer may be placed in a training program or in a less vulnerable position.
- (iv) The information gathered will be secured in the Volunteer Services Office.
- (v) The volunteer's Volgistics record will show that a criminal and/or driving history was completed.
- (c) Discrimination: For all activities related to the recruitment and retention of volunteers the City of Tualatin does not discriminate on the basis of race, color, religion, sex, or sexual orientation, national origin, disability marital status, or political beliefs.
- (d) Accommodations: Individual requesting accommodation or accessibility information should contact the Volunteer Services Manager.

Section 4.08 **ENDING A VOLUNTEER ASSIGNMENT**

- (a) A volunteer assignment may end when the project is complete, when the volunteer has completed the specific time commitment, or when the volunteer for any reason, must end his/her service.
- (b) Any volunteer who does not adhere to the policies and procedures of the City of Tualatin is subject to dismissal.
- (c) There is no formal appeal from the termination of a volunteer appointment. However, a volunteer may contact the Volunteer Services Manager to review their dismissal.

Section 4.09 **EVALUATIONS AND EXIT INTERVIEWS**

- (a) The staff person assigned to the volunteer or department liaison will conduct evaluations. It is recommended that evaluations be conducted at six weeks, three months, six months, and yearly, thereafter. Information from the evaluations is to be noted in Volgistics, in the History; add any comments to the Note tab.
- (b) Evaluations are generally informal, and should include the following:
 - (i) Are enjoying your assignment?
 - (ii) What do you consider your successes?
 - (iii) Does the time and place still work for you?
 - (iv) An appraisal of the volunteer's work, including how their service contributes to the success of the City.
 - (v) Address any concerns.

The volunteer's staff supervisor, department liaison, Volunteer Specialist, email, or mail will conduct exit interviews. This information will be used to evaluate the effectiveness of the Volunteer Services program. Exit interviews can be done using Survey Monkey (link: <http://www.surveymonkey.com/s/XFZ6Z8X>).

ARTICLE V. DEPARTMENT GUIDELINES AND REGULATIONS

Section 5.01 TRAINING AND REPORTING HOURS

- (a) All departments utilizing volunteers shall keep accurate records of hours of service, accomplishments, training, and any progress evaluations.
- (b) Hours shall be reported to the Volunteer Services Manager by the third of each month.
- (c) All information shall be included in volunteer's record in Volgistics.

Section 5.02 CONFIDENTIALITY

- (a) All volunteers are responsible for maintaining the confidentiality of all proprietary and privileged information to which they have access while serving as a volunteer.

Section 5.03 SAFETY TRAINING

- (a) The assigned staff member is required to inform volunteers of the departmental Guidelines, regulations, safety Guidelines and procedures.
- (b) Before using any equipment, Volunteers are required to show certification and be trained on the City's equipment.
- (c) Assigned staff member shall record completed safety training in Volgistics.

Section 5.04 NAME BADGE

- (a) Volunteers will be provided with a City-issued name badge, and wear while on assignment as a volunteer.
- (b) This name badge should be used only when volunteering for the City.

ARTICLE VI. RECOGNITION

Section 6.01 RECOGNITION BY STAFF

- (a) Effective recognition is an extremely important element of volunteer management and retention.
- (b) Volunteer Services and other City staff who work directly with volunteers are encouraged to show appreciation and recognition to volunteers on an on-going basis. All opportunities for informal recognition should be taken. Ideas include:
 - (i) Remembering their name and introducing them to the staff.
 - (ii) Giving timely and genuine praise for work.

Section 6.02 CITY WIDE RECOGNITION

- (a) The Volunteer Services office will sponsor a yearly City-wide celebration for volunteers in conjunction with National Volunteer Appreciation Week, the third week in April. City Wide recognitions will be presented at this yearly event.
 - (i) Awards will be base on Oregon Volunteers! Governor's Award criteria.
 - (ii) If appropriate winners of these awards will be submitted to Oregon Volunteers! Governor's Award.
 - (iii) In February, Volunteer Services will send out nomination forms to all City staff.
 - (iv) The Volunteer Liaisons and Volunteer Services will determine the finalists. These finalists will be presented to the City Council, who will determine the recipients of the Volunteer Awards.

Section 6.03 **RECOGNIZING STAFF**

- (a) Departments are encouraged to recognize and reward staff, assigned to a volunteer, who demonstrate excellence their work with volunteers.

Section 6.04 **INSURANCE AND RISK MANAGEMENT**

Section 6.05 **GENERAL LIABILITY**

- (a) Volunteers are informed that they volunteer at their own risk.
- (b) City of Tualatin volunteers are covered under the City's Workers' Compensation Program. In the event of an injury, staff shall fill out the [Participant Incident Form](#) and [Supervisory Report](#).
- (c) Upon learning of an injury, the responsible staff must notify the Volunteer Services Manager and/or Human Resources.
 - (i) To be eligible for coverage:
 - 1) The volunteer must be placed in a regular volunteer assignment and have a completed application on file in Volgistics or signed the event release form.
 - 2) The accident, injury, or occupational illness must have occurred in the course of the duties of the volunteer's assignment description.
 - 3) The volunteer must have documented that he/she was volunteering at the time in question; whether using Volgistics or event release form.
- (d) The City of Tualatin does not provide insurance coverage property, equipment, or vehicles owned by volunteers.

ARTICLE VII. DRIVING ON CITY BUSINESS

Section 7.01 **MONITORING DRIVING RECORDS**

- (a) All volunteers who drive city vehicles as a part of their volunteer assignment will have their driving records monitored in compliance with the State of Oregon, Department of Motor Vehicles:
 - (i) Sign a release form allowing the city access to his/her motor vehicle records.
 - (ii) Volunteer Services will monitor the volunteer's driving record. If a violation occurs that falls in Appendix A, Volunteer Services will inform the volunteer's supervisor to determine if the volunteer has an acceptable driving record.
 - (iii) Receiving a traffic violation may result in loss of the privilege of driving City vehicles.
- (b) Upon assigning driving privileges or responsibilities to a volunteer, the Volunteer Services Manager shall record information in Volgistics.

Section 7.02 **CRITERIA FOR DRIVING CITY VEHICLES**

- (a) Only drivers that meet the following eligibility criteria may drive vehicles on city of Tualatin business. Department managers and volunteer liaisons are responsible to ensure any volunteer meets the criteria prior to driving a vehicle on city business.
 - (i) Possess of a valid Oregon driver's license.
 - (ii) Be at least 18 years of age.
 - (iii) Possess a valid commercial driver's license (**CDL**) if driving a vehicle requiring such.

- (b) If driving his/her personally owned vehicle, provide proof of insurance. The personal policy must evidence liability limits no less than the state required minimum of 25,000 single occurrence/50,000 annual aggregate.
- (c) For additional information, see COT Policy 38-08.

ARTICLE VIII. VOLUNTEER RECORDS

Section 8.01 VOLGISTICS

- (a) Volunteer records are confidential. We have a legal duty to protect personal volunteer information. Volunteer records are private and are used only for City of Tualatin volunteer business. For this reason the City of Tualatin does not disclose personal volunteer information.
- (b) A volunteer record shall be maintained for each volunteer in the service of the City.
- (c) Records shall be kept electronically in Volgistics.
 - (i) The volunteer record shall show the volunteer's name, position held, the department to which assigned, change in volunteer status, training received, record of hours served, length of service, emergency contacts, and other information as may be considered pertinent by the Volunteer Services Manager, or staff assigned to a volunteer.

ARTICLE IX. MANDATED COMMUNITY SERVICE

Section 9.01 APPLICATION AND PLACEMENT

- (a) Mandated Community Service will be defined as anyone seeking volunteer hours to complete an assignment, fulfill court sentencing, or service learning.
- (b) Mandated Community Service volunteers will be required to fill out a volunteer application and present all pertinent court/school information.
- (c) Applicants under the age of 14 must be accompanied at all time with a parent or guardian.
- (d) The applicant must have a minimum of 30 days to complete their service.
 - (i) To serve in the Library the mandated volunteer will be allowed to serve six hours per week in shifts of two hours per day and scheduled to work when Volunteer Specialist are present.
 - (ii) To serve in Operations the volunteer must be available Monday through Friday, 7:00 am to 4:00 pm. (Some weekends are available in the Summer and Fall.)
 - (iii) Other departments may accommodate mandated service.
- (e) Placement will be determined by the conviction, availability of supervisory staff, and the applicant's availability for service.
- (f) The City of Tualatin reserves the right to terminate mandated community service for:
 - (i) Failure to produce required paperwork to document service prior to beginning service.
 - (ii) Failure to report to assignment on time without prior notice.
 - (iii) Failure to follow the Volunteer Guidelines.

ARTICLE X. CODE OF CONDUCT

Section 10.01 PERSONAL APPEARANCE AND CONDUCT

- (a) All volunteers shall maintain a neat and clean appearance and shall conduct themselves in a manner that is appropriate for a volunteer in public service.
- (b) Volunteers shall be courteous, efficient, and helpful to everyone.

Section 10.02 **POLITICAL ACTIVITY**

- (a) The restrictions imposed by the law of the State of Oregon on volunteer's political activities are the same as and employees; "No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views." (ORS 260.432)
- (b) Nothing contained within this section shall affect the right of any volunteer to hold membership in and support or oppose a political party, to vote as they choose to privately express their opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings outside of volunteering hours.

Section 10.03 **HARASSMENT**

- (a) Volunteers shall treat their co-workers with courtesy and respect. Although certain forms of harassing behavior may give rise to specific legal remedies, the City discourages all forms of harassing behavior whether or not recourse to such legal remedies is available. Furthermore, this policy is not intended as a substitute for specific legal remedies; rather it offers a means of bringing unwanted behavior to the attention of those who may be able to correct the situation before more serious legal consequences may arise.
- (b) Without detracting from the seriousness of harassing behavior based on any legally protected class or status, any volunteer who reasonably believes that another employee/volunteer's behavior toward him or her or another employee/volunteer is insulting or offensive should advise the offending employee/volunteer of the problem. If this fails to correct the problem the offended volunteers(s) may bring the matter to the attention of the Volunteer Services Manager or Human Resources.
 - (i) The Equal Employment Opportunity Commission (EEOC) has proposed guidelines on harassment and defines harassment as "verbal or physical conduct that denigrates or shows hostility or aversion toward an individual" and that has the purpose or effect of:
 - 1) Creating an intimidating, hostile or offensive work environment;
 - 2) Unreasonably interfering with an individual's work performance; or
 - 3) Adversely affecting an individual's employment opportunities.

Section 10.04 **SEXUAL HARASSMENT:**

- (a) Sexual harassment is considered to be a discriminatory act. An employee/volunteer may be considered sexually harassed if anyone with whom an employee/volunteer comes into contact at work:
 - (i) Makes unwelcome sexual advances;
 - (ii) Makes requests of an employee /volunteer for sexual favors; or,
 - (iii) Acts verbally or physically in a sexual manner.
 - (iv) Harassing behavior can create possible liability for the City and the harasser, personally, when:

- 1) Submission to such behavior is made either explicitly or implicitly a condition of an individual's employment;
- 2) Submission to, or rejection of, such behavior by an individual is used as the basis for employment decisions affecting such individual; and,
- 3) Such behavior has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- 4) All employees/volunteers are expected to conduct themselves in a professional, businesslike manner while at work. Regardless of whether a supervisory relationship exists between co-workers, behavior amongst individuals should exclude remarks and actions that have sexually related overtones. Employee/volunteer conduct, which may be of a sexually harassing nature, is not acceptable behavior and is considered a form of employee/volunteer misconduct.

Section 10.05 **WORKPLACE VIOLENCE**

- (a) For City purposes, workplace violence is defined as any act of physical, verbal, or written aggression by an individual or by a group that occurs in the workplace or arises out of work activities. This includes any and all infliction of bodily injury or the attempt to make harmful physical contact, verbal or physical harassment, verbal or physical threats, and any actions that cause others to feel unsafe in the workplace. For the purpose of the City's policy, bomb threats are considered a form of workplace violence, as are acts of domestic terrorism. Documentation regarding domestic terrorism is available from the Human Resources staff.
- (b) The City has "zero tolerance" for any actions that threaten its employees/volunteers, citizens, and visitors. All violent behavior is considered inappropriate in the workplace, on both the part of employees, volunteers, citizens, and visitors, and will not be tolerated. However, nothing in the City's policy prohibits decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.
- (c) Any person who exhibits threatening behavior or engages in violent acts on City of Tualatin property shall be removed from the premises as quickly as reasonably possible.

APPENDIX A

Requirements of an Acceptable Driving Record

1. No felony or misdemeanor driving convictions within the past sixty (60) months.
2. No class "A" infraction convictions during the past 36 months and no more than one (1) class "A" infraction between the past 37 and 60 months.
3. No more than one (1) class "B" infraction conviction during the past twelve (12) months and no more than two (2) class "B" infraction convictions during the past thirty-six (36) months.
4. No more than two (2) class "C" infraction convictions during the past twelve (12) months and no more than three (3) class "C" infraction convictions during the past thirty-six (36) months.
5. Demonstrated ability to maintain a drivers license without suspension for the past sixty (60) months.

APPENDIX B (added 09/2013)

This information was added to selected applications: "Please submit the following information to request accommodation. The individual must be registered for the class/activity before making an accommodation request. We ask that the request be made ten (10) business days (Monday-Friday) before the start of the volunteer event/activity. (Fields marked with an asterisk * must be filled in.) Please contact the Volunteer Services office, 503.691.3021, if you have any questions.

A staff person from Volunteer Services will contact you within three (3) business days to discuss this information and any additional accommodations, support, and services that may be necessary."

The City of Tualatin will make accommodations using the information outlined in the City of Tualatin Policies and Procedures.