

KC PARKS & RECREATION VOLUNTEER HANDBOOK

VISION STATEMENT

To fulfill the mission of the Kansas City, Missouri Parks and Recreation Department, it is essential to have active participation from citizens in the community. All Department employees are required to assist in the creation of appropriate meaningful and productive roles in which volunteers might serve, and to assist in the recruitment, management and recognition of department volunteers. The Department encourages the involvement of volunteers at all levels. The volunteer program aims to increase and improve the capabilities of staff by effectively using community volunteers and more importantly, to provide a means for people to participate in their community in a fulfilling, fun and rewarding way.

VOLUNTEER RIGHTS & RESPONSIBILITIES

As a volunteer, you have a right to serve in a capacity that suits your interests and abilities. You have the right to be treated fairly, receive training or orientation, and have attentive supervision. You have a right to ask questions regarding your volunteer duties, to work in a safe environment and to report any issues or concerns you may have to your supervisor and/or the volunteer coordinator.

You also have the responsibility to complete a volunteer application after December 31, 2011, complete a health information form and sign a volunteer waiver. You are also expected to show up to all committed volunteer times and perform tasks to the best of your ability. We ask that you represent Kansas City Parks and Recreation in a positive light and treat staff and the public with respect. You are expected to follow all rules outlined in the volunteer policy.

ABOUT KANSAS CITY PARKS & RECREATION

Kansas City, Missouri Parks and Recreation provides facilities, programs and recreational opportunities for the community that contributes to an aesthetically pleasing environment and enhanced quality of life. The department operates and maintains close to 12,000 acres of parkland including 220 parks, 132 miles of boulevards and parkways, 47 fountains, 87 ornamental structures, 10 community centers, 27 lakes, 38 miles of trails and bikeways, 105 tennis courts, five golf courses and four museums.

The Parks and Recreation department is governed by a volunteer five-member Board of Parks and Recreation Commission who is appointed by the Mayor. The Board of Parks and Recreation holds public meetings every other Tuesday at the Parks and Recreation Department headquarters, 4600 E. 63rd St. All meetings start at 2 p.m. and are open to the public.

TYPES OF VOLUNTEERS

REGULAR SERVICE VOLUNTEER – volunteer engaged in service activities on an ongoing or continual basis.

PERIODIC VOLUNTEER – volunteer who offers to provide an occasional (once every six months or less) voluntary service.

SPECIAL CASE VOLUNTEER – volunteer participating in student projects, a student who is receiving qualified educational credit for their service commitment, or a student performing community service oriented projects.

PARTNER ORGANIZATION VOLUNTEER – volunteers who are members of a Parks and Recreation partner organization, such as Friends of Lakeside Nature Center, Friends of Shoal Creek, and the Penn Valley Conservancy. These volunteers must follow all the rules and policies established by those partner organizations.

VOLUNTEER OPPORTUNITIES

Kansas City Parks and Recreation has a multitude of volunteer opportunities that fit a variety of skills and interests. Some activities are regular and on-going while others are one-time events where you can volunteer for a few hours. Below are some examples of how you can volunteer with the Parks and Recreation Department or our partners.

SPECIAL EVENTS

If you're looking for a short-term or one-time opportunity, consider volunteering at one of our special events. Annual events such as the Ethnic Enrichment Festival, Kris Kringle Run, the Wilderness Run, the Home and Garden Show and Party in the Park need volunteers to help with parking, set-up, event registration, and more. Special event volunteer opportunities are available for both groups and individuals.

RECREATION & COMMUNITY CENTERS

Tree Camp – Help children participating in Summer Enrichment camps identify tree species throughout Loose Park and help them with crafts. Tree Camp occurs one week in June or July every summer.

Tutoring – If you enjoy working with children and helping them realize their potential, consider after-school tutoring at one of our 10 community centers. Kids throughout across the city will visit community centers immediately after school lets out to work on their homework, socialize and exercise. Assistance with school work is always a welcome addition at any center.

Youth Coaching – Coaches are needed for Biddy Basketball for ages 5-8 in January, T-ball in April and May, and Flag football in September and October. If you know the rules of the game and love kids, this may be your opportunity to teach good sportsmanship and teamwork to kids in your community.

Youth Parties and Events – We need help with crafts, snack distribution, and monitoring at the many parties hosted at community centers annually. These events include the Holiday Parties, Fall Festivals, Back to School Fair, and Easter egg hunts.

Community Center Ambassador - Ambassadors assist community centers with customer service, answering phones, filing and assisting staff with basic operations. Ambassadors are very committed individuals who may also

be asked to participate in program planning, and help identify ways to better serve citizens at each community center.

Special Projects – If you have a special skill that could benefit the community centers, please let us know. You could teach a class to children, seniors, or adults, you could help plan special events, help with summer camp and more.

PARKS AND NATURAL RESOURCES

Adopt-a-Park – Perfect for neighborhood associations, businesses, and other community and social organizations that want to clean up parks in their neighborhood. In addition to litter pick-up, park adopters could:

- Help clear invasive brush such as honeysuckle
- Gardening and landscaping – planting flowers, shrubs and trees, and mulching
- Pruning shrubs, trees and more

Friends of Lakeside Nature Center – The Friends of Lakeside Nature Center rehabilitate wildlife brought to the center, provide educational programs to school groups and others and help with special events. Those interested can contact our partners at Lakeside Nature Center at folnc@crn.org.

Gardening - Assist with planting flowers, shrubs and trees on park properties.

Shoal Creek Living History Museum – Covering more than 80 acres of beautiful rolling hills in Kansas City North's Hodge Park, the museum dedicates itself to bringing the 19th century Missouri to life through special events, programs, tours and reenactments. Volunteers are needed to assist with all of these activities.

INTERNSHIPS

Unpaid internships are a great way for undergraduate and graduate students to earn real world experience. Those interested in gaining experience in marketing, park planning and design, recreation or park administration may apply for an internship through the City Internship Program. Visit kcmo.org/CKCMO/Depts/CityManagersOffice and click on “Internships and Fellowships with the City” to learn more and apply.

VOLUNTEER APPLICATION PROCESS

1. Complete volunteer application packet (found online). A background check will be necessary if you are regular service, special case volunteer or partner organization volunteer who will interact with children, the elderly or disabled populations. Separate applications are available for groups and individuals.
2. The volunteer coordinator will contact you to discuss your volunteer interests and placement. This may include an interview by the volunteer supervisor in the specified area of interest.
3. Volunteer will sign up for a volunteer opportunity and the volunteer coordinator will send the details of that opportunity prior to the event when appropriate. This will be done via email in most instances.
4. Volunteer will participate in a training or brief orientation. This may take place immediately preceding the volunteer opportunity.

VOLUNTEER RECOGNITION

Volunteers are essential to the success of Kansas City Parks and Recreation. KC Serves, established through the City Manager's Office of Civic and Community Engagement, seeks to honor the top City volunteers by providing quarterly awards for hours served in the City. Volunteers are encouraged to register and record their hours through the KC Serves website which can be found at kcmo.org/CKCMO/Depts/CityManagersOffice – Click on "Office of Civic and Community Engagement".

The Parks and Recreation Department also strives to recognize our volunteers by recognizing the top group and individual volunteers annually at a Parks and Recreation Board of Commissioners meeting. Top volunteers will receive a resolution honoring their service along with a memento thanking them for their efforts. Volunteers can be nominated by Parks and Recreation staff and members of the community.

VOLUNTEER POLICY & FORMS

Guidelines

The Kansas City, Missouri, Parks and Recreation Department is committed to providing the highest level of care for our park facilities, natural and historic resources, while at the same time offering top quality programming to those we serve. We believe that the benefits of parks and recreation are far-reaching and vital to each and every individual, family and organization in Kansas City.

Authority to Permit Volunteers to Provide Services

As a function of its authority under the City Charter to plan, develop, extend, maintain and operate a parks and recreation system the Board of Parks and Recreation Commissioners has historically provided a multitude of volunteer opportunities. By Resolution 080866 the City Council asked the Board of Parks and Recreation Commissioners to establish appropriate policies for its volunteer programs.

Goals and Objectives

Volunteers are valuable supplements to department staff. As such, volunteers shall be extended meaningful and productive assignments, be treated fairly, be assisted through effective supervision, be provided an opportunity for full involvement and participation in the work of the Department insofar as appropriate, and be recognized for service provided by the Department. Volunteers shall actively perform their duties to the best of their abilities and to remain loyal to the goals, rules and procedures of the Department.

Volunteers do not replace paid staff; rather the Board enhances the professional staff's ability to achieve the Department's goals in accordance with its priorities. No volunteers shall be appointed to serve in a position where there is a conflict of interest with an activity or program of the Department, whether personal, philosophical, or financial.

The Department accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Department.

Volunteers agree that the Department may at any time, for whatever reason, decide to no longer accept the volunteer's service to the Department. Of course, the volunteer may choose to stop their activities at any time.

Volunteers are asked that when possible the Department be informed of their decision to allow time for planning for the Volunteer's absence.

Designation of Volunteers/Community Service Workers

Each person providing volunteer services must be designated as a regular service volunteer, a periodic volunteer, a special case volunteer, or a community service worker by the person or entity authorizing the person's service as a volunteer. The designation must be communicated to the person.

Use of Volunteers to Replace/City Employees Prohibited

Volunteer services will **not** be used in a manner that would result in an existing City employee losing his or her employment with the City.

Minors as Volunteers

Volunteers who have not yet attained the age of 18 years must have written consent of a parent or legal guardian before being assigned to any volunteer services. Students volunteering for service learning credit hours for their school must submit their school name and contact information before being assigned to any volunteer services. **(Reference Appendix 1: Consent Form & Volunteer Job Descriptions).**

Community Service Worker's/Organized Groups

The Metropolitan Community Service Program (MCSP) established in November 2001, recognizes the Kansas City Parks and Recreation Department as a working environment for the assignment of individuals who have been ordered by a judge to complete community service. The MCSP works under the guidance of the courts and must properly and timely report back to those courts the completion or failure of an individual to complete the community service that has been ordered. The Parks and Recreation Department selection and approval as an MCSP worksite adheres to certain policies and procedures and are followed by the Community Service Program. Other community service worker programs as organized and administered through other court jurisdictions may be utilized as they are available. MCSP workers or other Community Service Workers are not to be working, supervising, teaching or in any manner be involved with youth or children or elderly individuals with any form of disabilities.

Volunteers Cannot Direct and/or Supervise

Volunteers do not have the authority to give direction to any City employee or City elected or appointed officials.

Family Members of City Employees

Family members of city employees and elected and appointed officials of the City may provide services to the Parks and Recreation Department as a volunteer. However, no person generally can be placed within the same division, office or workplace in which a family member is a city employee when the volunteer may be under the control, authority, or supervision of such a family member or when such volunteer assignment may create a conflict of interest.

Reimbursement of Expenses & Acceptance of Goods & Food

Volunteers may be eligible for reimbursement of pre-approved, actual out of pocket expenses incurred while engaging in volunteer service. All actual out of pocket expenses for which reimbursement is sought must be

supported by receipts. Volunteers are ineligible to receive reimbursement related to travel to and from volunteer assignments. Periodic and special case volunteers may receive articles of clothing and other goods and food and refreshment offered at the activities, events, or assignments to which they are assigned. Volunteers may not travel on behalf of the City.

Computer and Internet Usage

The City may provide a volunteer access to computers and the Internet to assist a volunteer in performing his or her duties. However, no volunteer shall be granted access to the City's Electronic Communication System or any other access to confidential information or documents unless approved by the person or Board designating the person as a volunteer. **(Reference Appendix 2: City of Kansas City Missouri, Administrative Regulation 1-16).**

Termination of Volunteer Services

A person's ability to serve as a volunteer may be terminated by the person or entity authorized to designate the person as a volunteer at any time and for any reason without any showing of cause to the volunteer.

Department Expectations of Volunteers

Volunteers are expected to act on behalf of the Department, in the best interests of the Department and according to the Department's Policies and Procedures.

Benefits to the Volunteers

Volunteers receive personal gratification by becoming involved in the community. The Board may also honor volunteers at appreciation luncheons or dinners. Volunteers may also receive tokens of appreciation such as shirts, caps, coffee mugs, etc.

Application

Volunteers will officially express their interest in volunteer opportunities by completing a Parks and Recreation Volunteer Services Program Application (regular service or special case). **(Reference Appendix 3: Volunteer Services Program Application).**

Volunteer Areas

The Department has three volunteer areas: parks, programs and facilities.

Background Investigation

All volunteers are subject to a background check. All volunteers who are responsible for the safety and well being of participants involved in the Parks and Recreation program on a regular basis will be subject to a background screening consisting of a sexual offender registry search and a criminal history search. Any of the following offenses will disqualify a volunteer from any service activities.

- a) All Felony Offenses – kidnapping, aggravated burglary, carjacking, arson, drug related crimes, etc.
- b) All Sex Offenses – child molestation, sexual assault, rape, sexual battery, indecent exposure, child exploitation, etc.
- c) All Violent Offenses – murder, manslaughter, aggravated assault, robbery, an offense involving a weapon, etc.

If any disqualifying offenses are reported in the background check, the Parks and Recreation Department staff will notify the volunteer that they are disqualified and their service be immediately terminated.

Health Information

Volunteers should notify their supervisor immediately if they are injured during their period of volunteering. Included within the Parks and Recreation Volunteer Services Program Application is a "Volunteer Health Information Form". **(Reference Appendix 4: Volunteer Health Information Form).**

Home Address and Phone Number Changes

Volunteers should notify their point of contact/supervisor with the department immediately if their home address or phone number changes during the time of service.

Dress Policy

Supervisors will inform volunteers of any dress policy which they will be asked to follow.

Preventing Accusations of Child Abuse, Sexual Abuse, and Inappropriate Behavior

In addition to the information that follows on Sexual Harassment, a volunteer should not allow individuals to sit on his/her lap, should not lift, hold or carry an individual except in the case of an emergency; should never touch an individual in their private areas, should never use teasing, abusive or cruel language, should never force an individual into a seat, shake them, grab them or use punishment that can be perceived as abusive. **(Reference Appendix 5: City of Kansas City Missouri, Human Resources Rules & Policies).**

Sexual Harassment

Volunteers are strictly prohibited from conduct that could be perceived as any form of harassment or abuse. "Sexual Harassment" refers to verbal or physical conduct that is unsolicited, offensive, and detrimental to an individual, whether or not directed specifically to a person. **(Reference Appendix 5: City of Kansas City Missouri, Human Resources Rules & Policies).**

Discrimination/Harrassment Policy

(Reference Appendix 9: City of Kansas City Missouri, Human Resources Equal Employment Opportunity Discrimination/Harrassment Policy).

ZERO TOLERANCE POLICY REGARDING THREATS OR ACTS OF VIOLENCE

It is the goal of the City of Kansas City, Missouri and the Parks and Recreation Department to provide a workplace in which each and every employee can be free from violence. It is our belief that everyone with whom we come in contact in our work deserves to be treated with courtesy and respect. This means that we treat each other, citizens, suppliers, and all others in this manner. As a result, we must take appropriate steps to reduce the risk of incidents of work related violence.

Therefore, any employee, volunteer or citizen who makes a threat of physical violence against himself/herself or others will be taken seriously and the threat will be dealt with immediately.

A threat is defined as an expression to inflict injury, harm or menace, causing one to be placed in reasonable fear for his/her safety (e.g., "I'm going to knock your block off," "I'm going to kill myself.") **(Reference Appendix 6: City of Kansas City Missouri, Human Resources Zero Tolerance Policy Regarding Threats or Acts of Violence).**

Tobacco, Drug and Alcohol Policy

It is the Department's policy to ensure a tobacco, drug and alcohol free workplace for all employees, volunteers, and patrons of the Department's facilities and programs. Being under the influence, using, possessing or distributing controlled or dangerous substances including alcohol and tobacco, at any time during volunteer service is prohibited. . **(Reference Appendix 5: City of Kansas City Missouri, Human Resources Rules & Policies).**

Policies and Procedures

Volunteers are responsible for knowing and following the volunteer guidelines policies and procedures. Supervisors of program volunteers will review the Department's volunteer policies with volunteers. Any violation of policy may result in a verbal or written explanation of the improper actions from a supervisor, a suspension, or dismissal from the program.

Community Service Workers

Community Service Workers shall be supervised at all times by Law Enforcement and and/or Parks and Recreation Department staff while engaged in work activities on City properties per agreed upon work site rules and regulations with the sponsoring community service provider.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all confidential or privileged information and documents to which they have access while serving as volunteers. Volunteers will not be placed in situations where they may have access to confidential personnel and/or financial records.

Summary

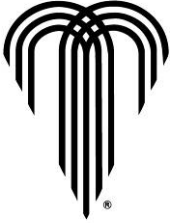
These Guidelines are designed to give volunteers to the Parks and Recreation Department's facilities and programs the framework for an enjoyable and valuable experience. Your service to the City, the Board of Parks and Recreation Commissioners, and the Parks and Recreation Department is greatly appreciated. By volunteering you become part of a legacy of Kansas Citizens dating to the 1890s providing volunteer services to the City, Board and Department.

Should you have any questions about these Guidelines or your service, please know your Departmental supervisor is always available to answer questions.

LIST OF APPENDICES

- Appendix 1** **Parks and Recreation Department Volunteer Services Program Application**
- Appendix 2** **Volunteer Health Information Form**
- Appendix 3** **City of Kansas City Missouri, Human Resources Zero Tolerance Policy Regarding Threats or Acts of Violence**
- Appendix 4** **City of Kansas City Missouri Equal Employment Opportunity Discrimination/Harassment Policy**

CITY OF FOUNTAINS
HEART OF THE NATION



KANSAS CITY
MISSOURI

**CITY OF KANSAS CITY MISSOURI
PARKS AND RECREATION DEPARTMENT
VOLUNTEER & MINOR CONSENT FORM**

**VOLUNTEER'S NAME:
(PLEASE PRINT)** _____

VOLUNTEER CONSENT FORM

The City of Kansas City Missouri Parks and Recreation Department is committed to conducting its programs, services, and activities in a safe manner and holds the safety of all volunteers in high regard. I understand that when performing tasks during volunteer workdays there are some risks. I assume all risks of injury while performing these tasks. I shall defend and hold harmless the City of Kansas City, Missouri Parks and Recreation Department, its employees, and all other individuals acting in good faith.

Printed Name: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

APPROVAL OF MINOR AS VOLUNTEER

Are you under 18 years of age? ___ Yes ___ No

If yes, a parent or guardian's signature is required.

Parent/Guardian Printed Name

Signature

Date: _____



Volunteer Services Program Application

Thank you for your interest in becoming a volunteer with Kansas City, Missouri Parks and Recreation. We hope to make your experience as rewarding as possible. To ensure the safety of our program volunteers, staff and participants, please complete the following volunteer application form. All volunteers working with children, senior citizens, or disabled individuals are required to undergo a background investigation consisting of a sexual offender registry and a criminal history search. *City of Kansas City, Missouri does not discriminate based on race, color, religion, sex, national origin, age or disability.*

First Name: _____ Last Name: _____ M.I. _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Emergency Contact: _____ Relationship: _____

Primary Phone: _____ Secondary Phone: _____

Do you have any relevant skills, training or experiences that would benefit you as a volunteer? (i.e. bi-lingual, youth development experience, event planning, etc.) _____

What volunteer opportunities interest you?

Special Events Assistance (Ethnic Enrichment Festival, Party in the Park, etc.)

Environmental Opportunities (park clean-ups, invasive brush removal, etc.)

Youth Athletics Assistance

Youth Development (tutoring, summer camp assistance, programming assistance, etc.)

Adult Athletics Assistance

Gardening Opportunities

Senior Programming Assistance

Lakeside Nature Center

Shoal Creek Living History Museum

Other (please specify) _____

How did you learn about volunteer opportunities with Kansas City Parks and Recreation? _____

Do you have any family members that work for the Kansas City Parks and Recreation Department?

No Yes, who and what is the relationship? _____

Are you under the age of 18? Yes No

If yes, a parent or legal guardian must sign their approval _____

AVAILABILITY

When are you available? (Check all that apply)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

How often would you like to volunteer?

Two or more times/week Once or twice/week Once every two weeks

Periodically as needed

MANAGEMENT USE ONLY

Volunteer Type: Regular Service Special Case Periodic Partner Org.

Background Check: Full Check Reduced Check None

Volunteer Approved? Yes No Manager Signature _____



Volunteer Services Program Group/Corporate Application

Thank you for your interest in becoming a volunteer with Kansas City, Missouri Parks and Recreation. We hope to make your experience as rewarding as possible. To ensure the safety of our program volunteers, staff and participants, please complete the following volunteer application form. All volunteers working with children, senior citizens, or disabled individuals are required to undergo a background investigation consisting of a sexual offender registry and a criminal history search. *City of Kansas City, Missouri does not discriminate based on race, color, religion, sex, national origin, age or disability.*

Group/Corporate/Partner Title: _____

Address: _____

Group Representative Name: _____

Phone: _____ Email Address: _____

Backup Group Representative Name: _____

Phone: _____ Email Address: _____

How did you learn about volunteer opportunities with Kansas City Parks and Recreation? _____

Do you have any family members that work for the Kansas City Parks and Recreation Department?

No Yes, who and what is the relationship? _____

What volunteer opportunities interest your group?

Special Events Assistance (Ethnic Enrichment Environmental Opportunities (park clean-ups,

Festival, Party in the Park, etc.)

invasive brush removal, etc.)

Youth Athletics Assistance

Youth Development (tutoring, summer camp assistance, programming assistance, etc.)

Adult Athletics Assistance

Gardening Opportunities

Senior Programming Assistance

Lakeside Nature Center

Shoal Creek Living History Museum

If you have a specific volunteer opportunity in mind, please list here: _____

Is anyone in your group under the age of 18? Yes No

If yes, please download the parental consent form from the website and have each individual complete.

AVAILABILITY

When is your group available? (Check all that apply)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

How often would your group like to volunteer?

Two or more times/week

Once or twice/week

Once every two weeks

Periodically as needed

MANAGEMENT USE ONLY

Volunteer Type: Regular Service Special Case Periodic Partner Org.

Background Check: Full Check Reduced Check None

Volunteer Approved? Yes No Manager Signature _____

CITY OF FOUNTAINS
HEART OF THE NATION



KANSAS CITY
MISSOURI

CITY OF KANSAS CITY MISSOURI
PARKS AND RECREATION DEPARTMENT
VOLUNTEER HEALTH INFORMATION FORM

VOLUNTEER HEALTH INFORMATION FORM

PLEASE PRINT

DATE _____

Last Name _____ First Name _____

Home Address _____

Birth Date _____ Weight _____ Height _____ Male ___ Female _____

Emergency Contact _____ Phone # _____

Home Address _____

Business Address _____ Phone# _____

Primary Care Physician _____ Phone # _____

Hospital Preference _____

Please list any pertinent information concerning your physical condition.

If under the age 18, please provide parent/guardian signature.

Signature _____ Date _____

I hereby declare that the information listed on this form is true and correct to the best of my knowledge and that I have read and understand all of the information.

Signature _____ Date _____

HUMAN RESOURCES RULES & POLICY MANUAL

Appendix 4

CITY OF KANSAS CITY, MISSOURI

ZERO TOLERANCE POLICY REGARDING THREATS OR ACTS OF VIOLENCE

(July 21, 1999)

It is the goal of the City of Kansas City to provide a workplace in which each and every employee can be free from violence. It is our belief that everyone with whom we come in contact in our work deserves to be treated with courtesy and respect. This means that we treat each other, citizens, suppliers, and all others in this manner. As a result, we must take appropriate steps to reduce the risk of incidents of work related violence.

Therefore, any employee or citizen who makes a threat of physical violence against himself/herself or others will be taken seriously and the threat will be dealt with immediately. A threat is defined as an expression to inflict injury, harm or menace, causing one to be placed in reasonable fear for his/her safety (e.g., "I'm going to knock your block off," "I'm going to kill myself.")

POLICY

The City of Kansas City has a no tolerance policy regarding threats or acts of violence. If an employee or citizen is found to have violated this policy, such actions will result in a recommendation for **serious disciplinary action up to and including** termination and/or criminal prosecution.

The policy applies to all employees and is intended to protect any person or citizen connected with the workplace. Violations of the policy include:

- The use of physical force against another individual
- Acts or threats in any form or manner

PROCEDURE

If such a threat is observed or reported, the Supervisor/Manager/Employee in charge will place the accused employee in an off-duty status (without pay) pending written notification of the Emergency Suspension. If a citizen has made a threat or taken physical action, the immediate supervisor or Department Director should be notified and if the situation warrants, local law enforcement officials also will be notified.

Employees who have been the recipients or observers of violence whether from a fellow employee or citizen as defined above, should proceed as follows:

Notify your immediate supervisor. You may also call your location Manager. This should be done as soon after the incident as possible.

Allegations of violence brought to the attention of Management will be investigated in a timely and thorough manner. When possible, investigations will be conducted confidentially to the extent that only those parties who have a definite need to be involved to investigate the issue will be included.

In the case of an assault or threat, prior progressive disciplinary action, such as discussions, letter of warning or suspensions need not have occurred. Arbitrators, the Equal Employment Opportunity Commission and the Human Resources Appeals Board have held that assaults and threats are such serious offenses that immediate removal may be the appropriate penalty.

HUMAN RESOURCES RULES & POLICY MANUAL

Retaliation or reprisal is strictly prohibited. If, after investigation, it can be reasonably determined that retaliation occurred, a recommendation **for serious disciplinary action up to and including termination** against the employee who retaliated will be submitted to the Predetermination Hearing Officer for review.

DISCIPLINE

If after investigation, it is reasonably determined that a violation of this policy occurred, a recommendation for **serious disciplinary action up to and including** termination will be submitted to the Predetermination Hearing Officer for review. Such acts may also be subject to criminal prosecution.

EMPLOYEE ASSISTANCE

Every employee has the right to seek confidential assistance throughout the Employee Assistance Program to deal with any issues of violence whenever they happen, including outside of the workplace. The Employee Assistance number for non-firefighting personnel is 395-3866. For firefighting personnel, the Employee Assistance number is 931-0373 or (800) EAP-1223.

**EQUAL EMPLOYMENT OPPORTUNITY
DISCRIMINATION/HARASSMENT POLICY**

Appendix 5

City of Kansas City, Missouri

A) POLICY

1. Discrimination against or harassment of city employees or by City employees against any other person on the basis of race, sex, national origin, religion, age, disability, or sexual orientation is prohibited and will not be tolerated in the City workplace.
2. Retaliation against any person because he or she has made a report, testified, assisted or participated in any matter in an investigation under this Policy or opposed to any practice prohibited by this Policy is prohibited and will not be tolerated in the City workplace.
3. Inappropriate sexual activity in the workplace, even between consenting adults, is prohibited and will not be tolerated in the City workplace.

B) OBJECTIVES AND PHILOSOPHY.

The City expects its employees to conduct themselves in a professional and unbiased manner at all times while at work. It is the objective and philosophy of the City:

- a. To provide employees with a working environment free from illegal discrimination;
- b. To provide employees with a work environment free from hostility based on an employee's race, sex, national origin, religion, age, disability, or sexual orientation.
- c. To prevent employees from treating other persons differently because of race, sex, national origin, religion, age, disability or sexual orientation;
- d. To prevent retaliation against any employee;
- e. To encourage prompt reporting of discriminatory conduct and retaliation and to resolve complaints promptly, confidentially and at the lowest management level possible.

C) DEFINITIONS.

1. The term "discrimination" as used in this policy means:
 - a. Conduct which treats a City employee or any other person differently because of that person's race, sex, national origin, religion, disability, age or sexual orientation.

6-15-07 1

b. Harassing conduct directed toward a person because of that person's race, sex, national origin, religion, disability, age or sexual orientation.

2. Harassment that is prohibited in the workplace includes, but is not limited to the following:

A. Conditioning favorable treatment upon acceptance of sexual advances, or treating unfavorably because of rejection of sexual advances;

B. Epitaphs, insults, threats, slurs and sexual innuendo;

C. Insulting jokes, pictures, cartoons, electronic media;

D. Inappropriate comments regarding a person's race, sex, national origin, religion, disability, age or sexual orientation;

E. Hazing;

F. Suggestive or insulting noises, staring, leering, whistling, or making obscene gestures;

G. Propositions or pressure to engage in sexual activity;

H. Sexual assault or coercing sexual intercourse;

I. Touching, groping, pinching, cornering, massaging or brushing someone;

J. Inappropriate comments concerning appearance;

K. Sexual or insulting communications, public postings, including electronic media, telephone calls and written documents;

L. Displaying, viewing, possessing or bringing to the workplace magazines, books, videos, TV programs, music or pictures with a sexual connotation;

M. Harassing conduct between City employees which occurs during an extension of the work environment but negatively impacts the work environment, such as harassing telephone calls made during off-duty hours;

N. Unnecessary comments regarding any accommodation that has been made by the City to allow a person with a disability to work.

O. Any harassing conduct directed toward a person because of the person's race, sex, national origin, religion, disability, age or sexual orientation;

3. **“Hostile Work Environment”** means:
 - a. unwelcome comments or actions based on race, sex, national origin, religion, disability, age or sexual orientation that are intimidating or unreasonably interferes with the employee’s ability to perform his/her duties.
4. **“Inappropriate Sexual Activity”** means: conduct between consenting individuals that may include, but is not limited to groping, fondling, and sexual intercourse.
5. **“Retaliation”** means:
 - a. Any form of discrimination against an employee because he or she has made a report of alleged harassment or discrimination; has testified, assisted or participated in any manner in an investigation of a report of discrimination or harassment; or has opposed any practice prohibited by this Policy or made unlawful by Title VII of the Civil Rights Act of 1964, as amended; the Missouri Human Rights Act, and the City of Kansas City, Missouri Civil Rights Ordinance.
 - b. Examples of inappropriate retaliation may include, but are not limited to:
 1. Failure to hire or promote or withholding pay increases;
 2. Poor performance reports or evaluations without appropriate work-related supporting documentation;
 3. Onerous or undesirable work assignments not in proportion to other similarly situated employees;
 4. Withdrawing friendly courtesies, spreading rumors;
 5. Refusal to grant leave or overtime opportunities;
 6. Spreading rumors;
 7. Demotion, discharge, abolishing position, further harassment or discrimination.

D) REPORTING PROCEDURE.

1. If any employee has been a victim of or observed conduct that violates the Anti-Discrimination/Harassment Policy in the City workplace, he or she should clearly tell the harasser that such conduct is offensive and to stop the conduct.

2. If any employee has been a victim of or observed conduct that violates this Policy in the City workplace, he or she should and is encouraged to report the conduct as soon as possible but no more than 180 days after the alleged harassment occurs to any or all of the following:

- a. The immediate supervisor or the first level supervisor who is not involved in the alleged harassment; or
 - b. The Manager of EEO/Diversity; or
 - c. The Labor & Employee Relations Manager, Human Resources Department.
3. All management or supervisory personnel who have received a report of a violation of this Policy shall immediately report such to the City Affirmative Action/EEO Officer, who shall make arrangements for the proper investigation of such report, and to the victim's and alleged harasser's department head.
4. In order to stop the harassment in the City workplace, all management and supervisory personnel are under an affirmative duty to report and take appropriate action on harassment of which they are aware, even if the complainant desires confidentiality and desires that no formal complaint or report be filed. Supervisory and management personnel may be disciplined for failure to report such harassment or inappropriate conduct.
5. Any employee who reports conduct which violates this Policy shall provide specific facts about the conduct including:
 - a. Who committed the conduct;
 - b. What was the specific conduct;
 - c. When and where did the conduct occur;
 - d. Identification of any witnesses and what they witnessed;
 - e. Did the conduct occur more than once;
 - f. What was the victim's response to the conduct;
 - g. Did the victim or any other employee tell the alleged harasser to stop the offensive conduct.
6. Employees are encouraged to report harassment to the aforementioned City officials so the City can take immediate corrective action.
7. Harassment may also be a violation of state or federal law and may be reported to the U.S. Equal Employment Opportunity Commission or the Missouri Commission on Human Rights. In the event an employee files with either of these agencies, the EEO Division will continue its investigation of the complaint.

E) INVESTIGATION OF ALLEGED HARASSMENT.

1. When a report of alleges harassment ("Report") is received, the City EEO Manager, Human Resources Director and the department head (or the City

Manager if the allegations are directed against the department head) shall immediately be notified and an investigation shall be conducted as soon as possible.

2. The EEO Division will conduct a limited inquiry into the complaint to determine if the complaint warrants further investigation. If further investigation is required, the EEO division will investigate the complaint or assist the department from which the complaint came to investigate the complaint, if appropriate. The EEO Division may dismiss any complaint if found to be invalid.
3. The investigation shall include, but not necessarily be limited to, interviewing individuals who are believed to have knowledge of the matter including the alleged victim and the alleged harasser and reviewing any relevant documents.
4. Employees named in Reports will be given sufficient information about the allegation to provide them a reasonable opportunity to respond before any corrective action or discipline is imposed.
5. Employees named in reports should not be assumed to have violated this Policy unless and until the Final report of Investigation states that they have done so.
6. All employees shall cooperate in any investigation or may be subject to discipline for failure to cooperate in a lawful City investigation.
7. Upon receipt of a Report, the EEO Division shall take all appropriate steps to prevent the alleged conduct from continuing, pending completion of the investigation.
8. The EEO Division shall determine the steps to be taken by balancing the rights of the alleged victim, including the severity and pervasiveness of the alleged conduct, and the rights of the alleged harasser.

F) FINAL REPORT OF INVESTIGATION.

1. The investigating officer shall issue a written report of his or her investigation which shall include the facts ascertained in the investigation and a finding of whether or not a violation of this Policy has occurred (“Final Report”).
2. The investigating officer shall provide a summary of the Final Report to the complainant, the alleged harasser, department head, Human Resources Director and the City EEO Manager.

G) CONFIDENTIALITY.

1. All Reports, all investigations and Final Reports shall remain as confidential as possible and shall be disseminated by the EEO Division only to persons having a need or right to know that outweighs the privacy rights of the individual involved.

2. Employees involved in any investigation, whether as complainant, alleged harasser, witness or investigator, should keep all discussions or communications confidential.

H) CORRECTIVE OR DISCIPLINARY ACTION.

1. If the Final Report states that there is insufficient evidence that a violation of this Policy occurred, the EEO Division will inform the parties and the matter is concluded.
2. If the Final Report states that a violation of this Policy occurred, the EEO Division shall recommend the appropriate corrective or disciplinary action to end the harassing conduct, including but not limited to:
 - a. Counseling and training;
 - b. Transfer or reassignment;
 - c. Reprimand, suspension, demotion, termination;
 - d. Consideration of the finding in the applicable performance evaluation.

The department director shall not enact corrective or disciplinary measures that would conflict with the EEO Division recommendation without city manager approval.

3. If the Final Report finds a violation of this Policy that does not result in termination, the EEO Division shall, at a minimum, explain this Policy to the harasser, suggest ways to correct conduct and inform him or her that further instances of harassment or retaliation may result in further discipline up to and including termination.
4. Failure to follow any provision of this policy shall result in disciplinary action up to and including termination.
5. If corrective action or disciplinary action is taken against any employee as a result of a Report, he or she may file a grievance under the City Rules and Policy Manual or the appropriate collective bargaining agreement provisions or, when authorized, file an appeal to the City's Human Resources Appeals Board.

I) MODIFICATIONS OF POLICY.

The City reserves the right to change or modify this Policy at any time. This Policy is not intended to constitute, in whole or in part, any contract of employment between the City and any person.

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