

PERSONAL STATEMENT OF UNDERSTANDING

Indemnity Waiver/Release of Liability and Assumption of Risk

Volunteer Name _____

I am an applicant to be a volunteer for the City of Los Angeles.

I understand there are certain conditions I must accept as a volunteer for the City of Los Angeles:

1. I am available and able to serve on disaster assignments within the City of Los Angeles for a specified period, which will be determined by the needs of the disaster relief operation. I understand assignments vary in duration and are determined by the needs of the organization and other considerations. I understand assignments take place within high pressure work situations in adverse conditions such as long and irregular hours; erratic and inappropriate food, eating and sleeping conditions; extreme heat, cold or dampness; crowds; noisy environments; exposure to dust or other allergens, etc. I understand my assignment may be extended or curtailed in accordance with applicable City of Los Angeles policies, procedures and staffing requirements, determined at the discretion of City of Los Angeles. I understand that I must keep my unit of affiliation apprised of my specific dates of availability for assignment.
2. I will comply with all directives issued by the Volunteer Manager or Volunteer Supervisor to whom I report. I will uphold and follow the policies of the organization. I understand that I may be released from an assignment and/or removed from the City of Los Angeles' Give2LA System for a violation of policy or a personnel/performance issue. I understand that failure to comply with said regulations may result in my dismissal from this program.
3. I understand that I will not be reimbursed for any expenses incurred in connection with official assignments on disaster operations.
4. I verify that I have not been convicted of a felony, or of a misdemeanor resulting in incarceration within the last 24 months.
5. I hereby agree that I will assume full responsibility for personal injury, property damage suffered and/or death sustained as a result of, or in connection with, my participation as a volunteer with the City of Los Angeles.
6. I agree, for purposes of this agreement, to release all employees, agents and/or volunteers collectively from and against all liability, claims, demands, damages to my person or property suffered and/or sustained as a direct and/or indirect result of my participation as a volunteer.
7. In connection with my participation as a volunteer, I further agree that I will not make any claim against, sue, attach the property of, and/or prosecute the City of Los Angeles for any personal injury, property damage, death, and/or whatever the cause of the event that gave rise to a claim.

If the statements above are found to be intentionally incomplete or untrue, I understand that my enrollment in the GIVE2LA Program will be terminated. I understand that I must update my profile on the City of Los Angeles' GIVE2LA System as soon as any changes to the information above occur.

I have read this Agreement carefully and fully understand the requirements listed above and am able to comply with them. I am aware that this is an Indemnity Waiver/Release of Liability and Assumption of Risk form and is a binding contract between the City of Los Angeles and Myself. It is intended to be binding on my heirs, distributees, guardians, legal representatives, and/or assigns. I sign this form of my own free will, without any mental reservations or purpose of evasion.

Volunteer Name: _____ Date: _____

Volunteer Signature: _____

CITY OF LOS ANGELES CODE OF ETHICS AND CONDUCT FOR VOLUNTEERS

The City of Los Angeles demands the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct expected and deserved by the City of Los Angeles public and to enable the City to continue to offer its services, the City of Los Angeles operates under the Code of Volunteer Ethics and Conduct outlined below. All volunteers are required to sign the Code of Volunteer Ethics and Conduct form certifying that, in delivering volunteer services and in all other City of Los Angeles activities, they shall meet the following standards of conduct:

- ⌚ **Compliance Requirements.** All volunteers are required to comply with applicable federal, state and local laws and regulations.
- ⌚ **Actions Prohibited by the Code of Volunteer Ethics and Conduct.** No volunteer shall engage in the following actions:
 - a. **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the City of Los Angeles, except in conformance with City of Los Angeles policy.
 - b. **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain offered as a result of the volunteer's affiliation with the City of Los Angeles.
 - c. **Confidentiality.** Disclose any confidential City of Los Angeles information that is available solely as a result of the volunteer's affiliation with the City of Los Angeles to any person not authorized to receive such information, or use to the disadvantage of the City of Los Angeles any such confidential information, without the express authorization of the City of Los Angeles.
 - d. **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the City of Los Angeles in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has an interest or affiliation or on the individual or individual's family members.
 - e. **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the City of Los Angeles and any organization in which the individual has a personal, business or financial interest or the individual or the individual's family members themselves. In the event there is a possible conflict, the volunteer shall disclose such conflict of interest to their Volunteer Manager or Volunteer Supervisor or the Administration Division of the Emergency Management Department, as applicable. The City will determine whether the individual may be required to recuse or disqualify himself or herself from participating in discussions, decisions or otherwise participating in the matter to avoid a real or apparent conflict of interest.
 - f. **Retaliation.** Retaliate against any employee or volunteer who seeks advice from, raises a concern with or makes a complaint to a Volunteer Manager, Volunteer Supervisor, or other member of management, or any other whistleblower program, about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization, its employees or volunteers.
 - g. **Contrary to the Best Interest of the City of Los Angeles.** Operate or act in any manner that is contrary to the best interest of the City of Los Angeles.

⌚ **Whistleblower Hotline Programs.** The City of Los Angeles encourages open communications. All volunteers are encouraged to bring any concerns they have regarding the organization or its volunteers to their direct manager or supervisor or the Administrative Division of the Emergency Management Department. If a volunteer suspects or knows about misappropriation, fraud, waste, abuse, City of Los Angeles policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its volunteers, that individual should alert his or her manager or supervisor. In those cases where a volunteer is not comfortable telling his or her manager or supervisor, the volunteer may contact the City Ethics Commission Whistleblower Hotline at 213-978-1999 or toll free at 800-824-4825.

CERTIFICATION OF COMMITMENT TO THE CODE OF VOLUNTEER ETHICS AND CONDUCT

I, _____, certify that I have read and understand the Code of Volunteer Ethics and Conduct of the City of Los Angeles and agree to comply with it, as well as applicable laws that impact the organization, at all times. I affirm that, except as listed below, I have no personal, business or financial interest that conflicts, or appears to conflict, with the best interests of the City of Los Angeles. I further agree to fully abide by the volunteer personnel policies and procedures of the City of Los Angeles.

At any time during the term of my affiliation with the City of Los Angeles, should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of the City of Los Angeles, I agree to: (1) disclose promptly the actual or potential conflict to the volunteer manager or volunteer supervisor or the Administration Division of the Emergency Management Department; and (2) not participate in the matter until the City of Los Angeles approves actions to mitigate or otherwise resolve the conflict.

Signature: _____

Date: _____

Print Name: _____

DISASTER SERVICE WORKER REGISTRATION

LOCAL AND STATE INFORMATION

Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

TYPE OR PRINT IN INK

(HIGHLIGHTED AREAS REQUIRED BY PROGRAM REGULATIONS)

ATTACH PHOTOGRAPH HERE	<i>This block to be completed ONLY by government agency or jurisdiction</i>	
	CLASSIFICATION: _____	SPECIALTY: _____
	AGENCY OR JURISDICTION: _____	
	REGISTRATION DATE: _____	RENEWAL DATES: _____
	EXPIRATION DATE: * _____	DSW CARD ISSUED?: NO? YES? #: _____
PROCESSED BY: _____		DATE: _____ TO CENTRAL FILES: _____

NAME: LAST FIRST MI			SSN:		
ADDRESS:		CITY:	STATE	ZIP:	
COUNTY:	HOME PHONE:		WORK PHONE:		
PAGER:	E-MAIL:		DATE OF BIRTH: (optional)		
DRIVER LICENSE NUMBER: (if applicable)		DRIVER LICENSE CLASSIFICATION: A? B? C?		LICENSE EXPIRATION DATE:	
PROFESSIONAL LICENSE: (if applicable)		FCC LICENSE: (if applicable)		LICENSE EXPIRATION DATE:	
IN CASE OF EMERGENCY, CONTACT:			EMERGENCY PHONE:		
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

Government Code §3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3102)

I, _____, do solemnly swear (or affirm) that I will support and defend the
 PRINT NAME
 Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

DATE	SIGNATURE	IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN
SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH		TITLE

Registration for the active DSW Volunteer is effective for the period the person remains a member with that organization; for a volunteer registering for an intermittent or a single event, the expiration date is set at the discretion of the Accredited Disaster Council but not to exceed one year.

(See Govt. Code §3102)