



City of Los Angeles, Mayor's Volunteer Corps
LOS ANGELES POLICE DEPARTMENT
Volunteer and Department Agreement



Date: _____

Area/Division: _____

Volunteer Name: _____

Volunteer Assignment: _____

RESPONSIBILITIES OF DEPARTMENT

1. Initial orientation and on-going training and supervision of volunteer/intern
2. Keep and maintain a personnel record of volunteer (i.e., application resume, job certification, etc.)
3. Provide future work references

RESPONSIBILITIES OF VOLUNTEER

1. Fulfillment of time commitment as listed below
2. Serve in capacity as described in the job description
3. Report numbers of hours worked at the end of each month to Volunteer Coordinator

WORK HOURS

Mon ____ - ____ Tue ____ - ____ Wed ____ - ____ Thu ____ - ____ Fri ____ - ____

Total hours per week: _____

Duration of Volunteer Contract: _____

Starting Date: _____

Final Work Date: _____

I have read the Job Description for the position I have selected and certify that I am able to perform all necessary and essential functions and duties as outlined in the Job Description(s). As a volunteer, I agree to perform the tasks outlined in my job description to the best of my ability; report to my assignment on time, when scheduled; if unable to report I will call my supervisor; to accept supervision; maintain confidentiality; observe the same rules and policies as paid staff; strive to help the City obtain its goals and objectives; and, if for any reason I become unable to perform the functions of my volunteer position, I should discontinue my job and give my supervisor adequate notice before terminating my volunteer work.

If after one month, this assignment is not what I wish to do, I can meet with my Volunteer Coordinator to consider alternative volunteer opportunities.

While the Los Angeles Police Department sincerely appreciates the contributions made by volunteers to the Department and their communities, it reserves the right to discontinue the services of the volunteer. I understand that volunteers do not have Civil Service protection. Furthermore, I understand that serving as a criminal justice volunteer is not a right, but a privilege. I understand that the Volunteer Coordinator may terminate the services of a volunteer at any time.

I understand that all items issued to me; manuals, equipment, identification card, and other misc. items are the sole property of the Los Angeles Police Department. If I am terminated or resign from the Volunteer Program, I understand that I must immediately surrender all City property. Should I fail to comply, I may be subject to prosecution for unlawful possession of city-owned equipment (California Penal Code Section 484-theft).

The Department agrees to provide adequate workspace for me; provide ongoing supervision and training; and, to treat me as paid staff are treated.

 Volunteer Name (Please print full name)

 Volunteer Coordinator Name Serial#

 Volunteer Signature Date

 Volunteer Coordinator Signature Date