

RIO LINDA ELVERTA



RECREATION AND PARK DISTRICT

VOLUNTEER TOOLKIT



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PURPOSE OF THE TOOLKIT

Volunteers can play an important role in delivering recreation and park services to your community. CAPRI has compiled this toolkit to assist its members in responsibly utilizing volunteer services.

Please review the CAPRI Volunteer Toolkit and, where necessary, take advantage of the template language and processes when your District works with volunteers. Please note that not every volunteer situation requires use of all of these tools. If you have questions about the toolkit or what resources may be applied, please contact CAPRI.

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Legal Disclaimer: This reference material is compiled for use by CAPRI members in the preparation, development and implementation of risk management policies, programs, and procedures. Since this document is designed to meet the needs of the general pool membership, please be aware that the present form is best considered a template for use by your agency in drafting specific documents. This template should not be construed as legal advice. Accordingly, any resulting policy, program or procedure that results from this template should always be reviewed and approved as is customary by your agency, including the purview of any necessary legal and/or governing body authorities to ensure the policy being developed meets the unique needs of your jurisdiction. Policies should be implemented after proper training has been provided.

This reference material is to be considered proprietary and confidential and may not be disclosed to any person without the express, prior permission of CAPRI. This reference material is for CAPRI member use only and does not apply in any criminal or civil proceeding. This reference material should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.



I.

Volunteer Log Template

PURPOSE

All volunteer service should be tracked by the Rio Linda Elverta Recreation and Park District.

WHEN SHOULD IT APPLY?

All districts utilizing volunteers.

WHY SHOULD IT APPLY?

The Rio Linda Elverta Recreation and Park District should maintain a log identifying all volunteers and the nature of the service conducted on behalf of or for the benefit of the Rio Linda Elverta Recreation and Park District.



II.

Volunteer Agreement, Waiver, & Release Template

PURPOSE

All volunteers should execute a waiver and release prior to providing service on behalf of or for the benefit of the Rio Linda Elverta Recreation and Park District.

WHEN SHOULD IT APPLY?

All districts utilizing volunteers.

WHY SHOULD IT APPLY?

The Waiver & Release identifies the parties' roles and contractual obligations and also allows the Rio Linda Elverta Recreation and Park District to collect important information regarding a volunteer who can be expected to have contact with Rio Linda Elverta Recreation and Park District Staff and/or the public.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Activity Date(s)

Activity Name

VOLUNTEER AGREEMENT, WAIVER, AND RELEASE
INFORMATION TO PARTICIPANT REGARDING RISK OF INJURY

In consideration for being permitted by the Rio Linda Elverta Recreation and Park District to participate in this volunteer assignment/ activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the assignment/activity. This release is intended to discharge in advance the Rio Linda Elverta Recreation and Park District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns. I agree to indemnify and to hold the Rio Linda Elverta Recreation and Park District, (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost or expense which may arise out of or connected in any way with my participation in the volunteer assignment/activity.

I fully understand that my participation in this volunteer assignment/activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that the information I provide may be verified, and I give permission to the Rio Linda Elverta Recreation and Park District to make inquiry of others concerning my suitability to act as a volunteer. I also understand that a criminal background check may be accomplished if that action is deemed necessary. I understand that any false statements will disqualify me from the Rio Linda Elverta Recreation and Park District's volunteer program.

I am aware that the relationship between the Rio Linda Elverta Recreation and Park District and a volunteer is "at will" in nature, and that it may be terminated at any time without cause by either the volunteer or the Rio Linda Elverta Recreation and Park District. Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, health or life insurance, or other employee benefits of any kind. Finally, I agree to comply with all Rio Linda Elverta Recreation and Park District rules and guidelines as well as all applicable public health rules, regulations, orders, and/or guidance in effect at the time of my participation in this volunteer activity.

PHOTOGRAPHIC RELEASE: I understand that photographs may be taken during this activity and hereby grant the Rio Linda Elverta Recreation and Park District permission to use any such photo(s) for advertising or in promotional materials.

PARENTAL/GUARDIAN CONSENT: (to be completed and signed by parent/guardian if Volunteer is under 18 years of age.)

I hereby consent that my son/daughter, _____, participate as a volunteer in the above-referenced activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the Rio Linda Elverta Recreation and Park District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with said minor's participation in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature

Name (Printed)

Date



III.

Volunteer Acknowledgment Form Template

PURPOSE

Verifies the volunteer's status, that he or she has been trained, provided with any additional materials, etc.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

Allows the Rio Linda Elverta Recreation and Park District to confirm volunteer status, job training, WC coverage (if applicable), etc.

VOLUNTEER ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received training as to how to safely complete the tasks required by volunteers of the Rio Linda Elverta Recreation and Park District.

I hereby further acknowledge that I am not an employee of the Rio Linda Elverta Recreation and Park District, but that I am covered under the Agency's workers' compensation plan since the District has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the Rio Linda Elverta Recreation and Park District's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the Rio Linda Elverta Recreation and Park District, its employees, officers, agencies, other volunteers and officials.

Date: _____

Signature: _____

Print Name: _____

Parent or Guardian Signature (if minor):



IV.

Volunteer Application Template

PURPOSE

Allows the Rio Linda Elverta Recreation and Park District to collect relevant information regarding a volunteer who can be expected to have regular contact with District staff and/or the public.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

The Rio Linda Elverta Recreation and Park District should collect and maintain basic information regarding its regular volunteers.

Volunteer Application

INSTRUCTIONS: Thank you for your interest in volunteering for the Rio Linda Elverta Recreation and Park District. Please fill out the following form completely and legibly.

Name: _____

Address (No. & Street) Apt. # City State Zip: _____

Phone Number: _____ Email Address: _____

Have you previously submitted a volunteer application? Yes: ____ No: __ If yes, please give date: __

Do you have any friends or relatives employed with the District? Yes: ____ No: __

If yes, state name(s) and relationship: _____ Phone Number: _____

In case of emergency, please notify: _____ Phone Number: _____

Name Relationship to you: _____

Volunteer Interest

What program would like to volunteer for? _____

Use the space below to fully describe any job-related skills, knowledge, licenses or special training you possess which relate to the position you would like to volunteer: _____

Have you ever volunteered before? Yes: ____ No: _

If yes, please indicate with what agency or organization and in what capacity: _____

Availability

When are you able to volunteer? Days: _____ Evenings: _____ Weekends: ____

How many hours per week/month are you able to volunteer? _____

If you are interested in volunteering to be a coach, can you make a commitment to volunteer for at least one season? Yes: ____ No: ____ N/A: _____

Additional Information

Indicate any languages in which you are fluent: _____

Are you at least 18 years of age? Yes: _____ No: _____

Do you have a reliable means of transportation? Yes: _____ No: _____

How did you find out about our volunteer program? _____

References

List three references not related to you who have knowledge of your work and/or volunteer performance within the last three years.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Please Read and Initial Each Paragraph and Sign and Date Below

_____ I understand that as a volunteer for the Rio Linda Elverta Recreation and Park District, I am not now and will not become an employee of the Rio Linda Elverta Recreation and Park District and have no employment rights of any kind. I understand that my status as a volunteer may be terminated at any time for any reason.

_____ I hereby authorize the Rio Linda Elverta Recreation and Park District to contact my references regarding my suitability for a volunteer position.

_____ I understand that my position as a volunteer is contingent upon the completion of a background questionnaire as required by Section 11105.3 of the Penal Code.

_____ In the event of an emergency, volunteers are covered under the Rio Linda Elverta Recreation and Park District Workers' Compensation Plan Policy.

I have read, understand, and fully agree to the above:

Applicant's Signature: _____ Date: _____



V.

Volunteer Background Confidential Questionnaire Template

PURPOSE

For use when required to collect information for a lawful background check of a volunteer.

WHEN SHOULD IT APPLY?

All volunteers that have direct contact with and/or supervision of children.

WHY SHOULD IT APPLY?

Public Resources Code Section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. CAPRI requires the use of a preemployment, criminal background-screening questionnaire. Moreover, all employees and volunteers who work with minors to be fingerprinted and pass a background check through the State Department of Justice.

Volunteer Background Confidential Questionnaire

Applicant's First, Middle, and Last Name (PRINT): _____

Applicant's ID Number (California ID or Drivers' License): _____

Applicant's Social Security Number: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Section 5164 of the Public Resources Code of the State of California prohibits the Rio Linda Elverta Recreation and Park District Name from hiring a person for employment at, or hiring a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code. Section 5164 also authorizes the Rio Linda Elverta Recreation and Park District to screen any such prospective employee or volunteer for his or her criminal background. In light of your interest in being hired by the Rio Linda Elverta Recreation and Park District for employment at, or being hired as a volunteer to perform services at, any of its parks, playgrounds or recreational centers used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, and in order to give effect to Section 5164 of the Public Resources Code of the State of California, please answer the following supplemental questions:

Please Note: Having a conviction record may not necessarily prevent volunteering. The nature of the conviction and length of time which has passed since the conviction will be taken into consideration, along with the current Rio Linda Elverta Recreation and Park District policies.

1. Have you ever been convicted of violation or attempted violation of any of the statutes specified in Public Resources Code Section 5164 (copy attached), including conviction for violation or attempted violation of an offense committed outside the State of California, if the offense would have been a crime as defined in the statutes referred to if committed in California? This question does not refer to a misdemeanor conviction as defined in Part B of Attachment A (copy attached), unless you have three or more misdemeanor convictions, a felony conviction, or were incarcerated for any of those crimes listed within the preceding ten (10) year period.

Yes: _____ No: _____

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

2. Are you willing to be fingerprinted in order that the Rio Linda Elverta Recreation and Park District may screen you for a criminal background?

Yes: _____ No: _____

3. Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping, robbery or carjacking? Yes: _____ No: _____

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

4. Are you currently released on bail or on your own recognizance for any crime?
Yes: _____ No: _____

If your answer is **Yes**, please describe the crime(s) of which you were convicted, the date upon which you were convicted and the jurisdiction in which you were convicted:

Background Investigation Agreement and Declaration

I authorize the Rio Linda Elverta Recreation and Park District to perform a thorough background investigation on all matters related to my suitability for volunteering including online background checking, and to run a fingerprint background check to screen for criminal background. I authorize investigation of all statements contained in my volunteer application. I authorize the Rio Linda Elverta Recreation and Park District to secure information about my background and experience with former employers, current employers, education institutions and any relevant agencies, and authorize those parties to provide information to the Rio Linda Elverta Recreation and Park District concerning my background and experience. I release the Rio Linda Elverta Recreation and Park District and all parties providing information to the Rio Linda Elverta Recreation and Park District about my background and experience from any liability whatsoever arising therefrom.

I, (Print Name) _____, in seeking to be a volunteer by the Rio Linda Elverta Recreation and Park District to perform services at, any park, playground or recreational center used by the Rio Linda Elverta Recreation and Park District for recreational purposes, in a position having supervisory or disciplinary authority over any minor, hereby declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed at:

(City) _____, California on (Date) _____

I acknowledge and agree that should any of my answers to the foregoing questions be subsequently determined to be false and not true, the Rio Linda Elverta Recreation and Park District can immediately terminate my employment by it or cease allowing me to perform voluntary services, without notice. I hereby agree to indemnify and hold harmless the Rio Linda Elverta Recreation and Park District, its directors, agents and employees, from any and all claims, causes of action, suits, actions, damages, losses or liability arising out of termination of my volunteer services rendered to the Rio Linda Elverta Recreation and Park District which may occur should any of my

answers to the foregoing questions be subsequently determined to be false and not true and/or untrue.

Applicant's Signature: _____ Date: _____

Rio Linda Elverta Recreation and Park District's Signature: _____
_____ Date: _____

ATTACHMENT A

PROHIBITED OFFENSES UNDER CALIFORNIA PENAL CODE

Part A

A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

220 Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem)

261 Rape

261.5 Unlawful sexual intercourse with a female under age 18

262 Rape of spouse

264.1 Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force

266 Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses

266c Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear

266h(b) Pimping a minor

266i Pandering a minor

266j Procurement of child under age 16 for lewd or lascivious acts

267 Abduction of person under 18 for purposes of prostitution

269 Aggravated sexual assault of a child

272 Causing, encouraging, or contributing to the delinquency of persons under 18 years

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

273.d Corporal punishment or injury of a child

273.5 Corporal injury of spouse or cohabitant of opposite sex

285 Incest

286 Sodomy

286.5 Sexually assaulting an animal

288.5 Continuous sexual abuse of a child

288 Lewd or lascivious acts with child under 14

288a Unlawful oral copulation

288.2 Harmful matter sent with intent of seduction of minor (FELONY ONLY)

289 Genital or anal penetration with a foreign object

311.1 Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor.

311.2 Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor

311.3 Depicting by film, photograph, videotape, etc., sexual conduct by a person under 14

311.4 Employment of a minor to perform prohibited acts

311.10 Advertising for sale or distribution of materials depicting a person under age 18 engaging in or simulating sexual conduct

311.11 Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct

314 Lewd or obscene conduct, indecent exposure, obscene exhibition

647a Engaging in or lewd or dissolute conduct in a public place or in any place open to the public

647d Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act

647.6 Annoying or molesting a child under 18

This section also includes anyone committed as a mentally disordered sex offender under the Welfare and Institutions Code.

Part B

A recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been convicted of any felony or misdemeanor specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 (if a deadly or dangerous weapon was used, as provided in subsection (b) of Section 12022), Section 217.1 or Section 236 of the Penal Code, any offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any offense specified in subdivision (c) of Section 667.5 of the Penal Code within ten years of the date of the employer's request.

If the conviction for any specified felony is over ten (10) years old, then a recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been incarcerated for the offense within ten (10) years of the date of the request.

No record of a misdemeanor conviction will be transmitted, unless the person has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or misdemeanor and felony convictions, or has been incarcerated for any violation in this section within the preceding ten (10) years.

207 – 210 (+ 12022) Kidnapping

211 (+12022) Robbery

215 (+12022) Carjacking

Section 207-210, 211 and 215 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.

217.1 Assault on public official

236 False imprisonment

237 False imprisonment

240 Assault

241.1 Assault upon custodial officer

241.2 Assault on school property

241.3 Assault against transportation personnel or passenger

241.4 Assault on peace officer of school district

241.7 Assault against jurors

242 Battery

243.1 Battery against custodial officer in performance of duties

243.2 Battery on school property

243.3 Battery against transportation personnel or passenger

243.4 Sexual battery

243.5 Assault or battery on school property

243.6 Assault or battery on process server

243.7 Battery against jurors

244 Assault with caustic chemicals

244.5 Assault with stun gun or laser

245 Assault with deadly weapon or force likely to produce great bodily injury

244.2 Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger

245.3 Assault with deadly weapon or force likely to produce great bodily injury on custodial officer

246 Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper

247 Shooting at unoccupied aircraft or motor vehicle

247.7 Discharge of laser at aircraft

667.5 Sentencing enhancements for various crimes of violence

Public Resource Code 5164

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

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

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

(C) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

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

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.



VI.

Risk Management Checklist -- Volunteers

PURPOSE

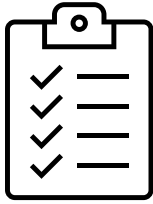
To verify certain risk management items have been addressed when dealing with volunteers.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

Assist the Rio Linda Elverta Recreation and Park District in verifying certain risk management issues are addressed.



Volunteer Check List

Rio Linda Elverta Recreation & Park District

Volunteer Name: _____

- Volunteer Application Signed
- Volunteer Waiver & Release Signed
- Job Training Completed
- Background Questionnaire Completed (if necessary)
- Fingerprint & Background Cleared (if necessary)
- Mandatory Reporter Training Completed (if necessary)
- Sexual Harassment Prevention Training Completed (if necessary)



VII.

Mandatory Reporter Training Information

PURPOSE

To provide volunteers that have direct contact with and/or supervision of children with training as to identifying and reporting child abuse and neglect.

WHEN SHOULD IT APPLY?

The Rio Linda Elverta Recreation and Park District is required to have all regular volunteers who are 18 years of age or older that have direct contact with and/or supervision of children for more than 16 hours per month or 32 hours per year undergo this training.

WHY SHOULD IT APPLY?

On September 16, 2021, the Governor approved AB 506 and requires an administrator, employee, or regular volunteer of a youth service organization to complete child abuse and neglect reporting training and would require an administrator, employee, or regular volunteer of a youth service organization to undergo a background check.

The law was amended on November 18, 2021. Section 1, Chapter 2.9 (commencing with Section 18975) was added to Division 8 of the Business and Professions Code.

Penal Code Section 11165.7(g) provides as follows: "Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect."

Training for Mandated Reporters

[Online Child Abuse Mandated Reporter Training](#)

Mandated reporter training is funded by the Office of Child Abuse Prevention. The training defines the various requirements of the California Child Abuse and Neglect Reporting Act and also offers specialized training for various occupational groups. The training is free and can be taken at your own pace. At the end of the training, you will receive a certificate of completion issued by the California Department of Social Services (CDSS) that you may share with your employer, if required to do so.

Reporting Guidelines and Procedures for Mandated Reporters

[Child Abuse or Neglect Identification and Reporting Guidelines](#)

Information for school personnel and those who work in our children's schools to be able to identify signs of suspected cases of child abuse and/or child neglect and to have the tools to know how to make a report to the proper authorities is described here.

[California "Penal Code" Section 11165.7](#)

The definition of "mandated reporter" and which personnel are designated mandated reporters is included in this Section.

[Suspected Child Abuse Report Department of Justice Form SS8572 with instructions](#)

Included in this form are internal procedures, response times, and helpful hints on completing the Child Abuse Report form.

[Reporting Tip Sheet](#) (PDF)

The document describes tips on California Mandated Reporting, laws, what must be reported, and how to file a report alleging child abuse or neglect.

Child Abuse Prevention Posters

[Abused Person vs. Non-Abused Person \(English\)](#) (PDF)

[Available Translations of Abused Person vs. Non-Abused Person](#)

[We Stand With You \(English\)](#) (PDF)

[Available Translations of We Stand With You](#)

[The Scariest Things Don't Always Hide in Our Closets \(English\)](#) (PDF)

[Available Translations of The Scariest Things Don't Always Hide in Our Closets](#)

[Hands are For Holding and Helping, not Hitting \(English\)](#) (PDF)

[Available Translations of Hands are For Holding and Helping](#)

[Abuse is More Than Meets the Eye \(English\)](#) (PDF)

[Available Translations of Abuse is More Than Meets the Eye](#)

[Help Me Please \(English\)](#) (PDF)

[Available Translations of Help Me Please](#)

Source: <https://www.cde.ca.gov/ls/ss/ap/>



VIII.

Sexual Harassment Prevention Training Information

PURPOSE

To provide volunteers with training as to sexual harassment prevention training pursuant to California law.

WHEN SHOULD IT APPLY?

Best utilized when volunteer service is ongoing or longer term.

WHY SHOULD IT APPLY?

California law requires all employers of 5 or more employees to provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and 2 hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years. Although not explicitly required under the law, CAPRI believes it to be a best practice that regular ongoing volunteers receive sexual harassment prevention training.

Sexual Harassment Prevention Training

SB 1343 requires that all employers of 5 or more employees provide 1 hour of sexual harassment and abusive conduct prevention training to non-managerial employees and 2 hours of sexual harassment and abusive conduct prevention training to managerial employees once every two years. Existing law requires the training to include harassment based on gender identity, gender expression, and sexual orientation and to include practical examples of such harassment and to be provided by trainers or educators with knowledge and expertise in those areas. The bill also requires the District to produce and post both training courses to its website, which employers may utilize instead of hiring a trainer.

An employer is required to train its California-based employees so long as it employs 5 or more employees anywhere, even if they do not work at the same location and even if not all of them work or reside in California.

Note→ although not explicitly required under the law, CAPRI believes it is a best practice that regular long-term volunteers receive sexual harassment prevention training.

Training Opportunities:

<https://www.dfeh.ca.gov/shpt/>

<https://www.targetolutions.com/> (Free with CAPRI Membership)