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DEFINITIONS

Volunteer Department – Volunteer Manager and assigned Communications staff.

Volunteer Manager – Staff person in the Communications Department responsible for BREC’s overall volunteer management and recruitment.

Volunteer Coordinator – Staff person responsible for volunteer management and recruitment for a specific department.

Event / Program Supervisor – BREC staff responsible for oversight of a community/ special event or program and volunteers for that event or program.

Volunteer(s) – An individual or group who willingly offers their services without being paid.

Group Leader – Person who is the lead on coordinating volunteer opportunities for a group, organization, or company.

BREC Staff – Any BREC employee.

ABOUT VOLUNTEER BREC

Volunteers help to fulfill our mission by extending the ability of BREC to provide parks and recreational opportunities to the citizens of East Baton Rouge Parish. BREC strives to involve community volunteers in park beautifications, conservation, community events, athletics, special facilities and other recreational programming. Volunteers contribute greatly by improving the safety, aesthetics, and natural values of the parish’s parks. They are also vital to enriching and expanding recreation programs offered by BREC.

The purpose of this manual is to:

- provide overall guidance and direction to staff and volunteers
- establish standards of volunteer service for a formal volunteer program
- clarify responsibilities of both BREC and volunteers
- ensure volunteers are suitably oriented and trained and job duties are developed
- make clear these policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement
- expect all volunteers to adhere to any changes in policies set forth by BREC

Thank you for giving your time and talents to help others. We hope that you find volunteering with BREC to be a positive and rewarding experience.

Application and Selection

VOLUNTEER APPLICATION

To volunteer with BREC applicants must complete a volunteer application and consent form. The application is available online at brec.org/volunteer or at BREC's Administrative Building, 6201 Florida Blvd. Baton Rouge, LA 70806. Completed applications shall be sent to the Volunteer Manager at volunteer@brec.org for processing or to BREC's Administrative Building.

GENERAL VOLUNTEER PROCESS

- 1) Applications are made available at the Administrative Office, online at the brec.org/volunteer or by email from the Volunteer Manager or BREC staff member
- 2) Applicants must return completed forms to the Volunteer Manager or BREC staff member **at least four (4) weeks** prior to the volunteer opportunity
- 3) All completed consent/release forms and copies of acceptable identification are collected (social security number required)
- 4) Volunteer Department conducts background checks
 - Background check will be entered (between 1-3 days after receipt)
 - Background check will be in process (between 3-6 days)
 - Background check will be reviewed by the Volunteer Department (between 1-3 days after results are received)
 - Applicants that are cleared to volunteer will receive an email confirmation after results are reviewed
 - Applicants that **are not** cleared will be sent an email and letter of disqualification from the Volunteer Manager

GROUP VOLUNTEER PROCESS

- 1) Groups interested in completing a beautification project or Park Score Report Card should submit an inquiry via email to volunteer@brec.org or through the group sign-up form on brec.org/volunteer.
- 2) Volunteer Manager will review the request and coordinate a project based on BREC's strategic plan and maintenance needs for each park.
- 3) After a project is confirmed, the Volunteer Manager will send the volunteer group application to the group's leader for completion and it should be returned to the Volunteer Manager **at least two weeks** before the project.
- 4) On the day of the project, each person in the volunteer group must complete necessary waivers and consent forms before the start of the project.

VOLUNTEER OPPORTUNITIES

BREC utilizes volunteers in a variety of areas. Below are general/continuous opportunities that are available. To keep up to date on volunteer opportunities, sign up to receive the monthly Volunteer BREC e-newsletter at brec.org/volunteer and follow Volunteer BREC on Facebook.

- **Adaptive Recreation:** Volunteers assist with programs and events for persons with or without cognitive, physical, and/or developmental disabilities. Duties may include event set-up and breakdown, decorating, facilitation of games and activities, and survey distribution.
- **Adult/Senior Leisure:** Volunteers assist with facilitation of small and large group activities and assist with greeting members, socializing, and encouraging group participation.
- **Athletics:** Volunteers may serve as a coach or sports official for one or more of our youth sport leagues. All Coaches must be at least 18 years of age and must complete a National Federation of State High School Associations (NFHS) sportsmanship training and Concussion Training prior the start of their volunteer service. Proof of completion of training must be submitted with a completed volunteer application. Youth Sports Officials must be at least 21 years of age.
- **Baton Rouge Zoo:** Volunteer positions are available in the following areas: Administrative Offices, Animal Department, Education, Guest Services, Horticulture, and Special Events. Volunteers must be at least 13 years of age to qualify for Zoo Krewe. Volunteers must be at least 15 to volunteer at community events. Contact the Volunteer Coordinator at the Zoo for additional requirements.
- **Bluebonnet Swamp Nature Center:** Volunteers may assist with outdoor volunteer opportunities such as daily animal care, trail and brush clearing, and assisting with educational programs and camps. Volunteers interested in these activities will be trained and supervised by nature center staff.
- **Independence Botanical Gardens:** Volunteers are experienced horticulturists, garden experts and dedicated individuals who work in the planting and maintaining of the specialty gardens.
- **Community Events:** Volunteers assist with event registration, set-up and break-down, and activities at various community wide events.
- **Conservation:** Volunteers assist in a variety of capacities including but not limited to: programs and public outreach, special projects and events, invasive species removal, trail construction and maintenance, and citizen science. Volunteers must be at least 16 years of age (exceptions for youth with dedicated parent willing to co-volunteer) and

must complete a minimum of 20 hours of service a year towards BREC Conservation Projects.

- **Extreme Sports:** Volunteers help set up and break down tents/tables for vendors, lead organized activities or games, assist in pickup of equipment and cleanup post events.
- **Farr Park Equestrian Center:** Volunteers assist with Hearts & Hooves Therapeutic Riding Program. Duties include setting up the arena with activities, side walking, leading the horses, and serving as an activities leader.
- **Golf:** Volunteers assist golf shop staff with all functions including, but not limited to: starter/marshal, golf cart staging, cleaning, minor repairs, etc. They may also work with course maintenance staff changing holes, moving tee markers, raking bunkers and other tasks as necessary. Service requirements will be monitored monthly. Golf volunteers are required to work 30 hours per month to remain in good standing.
- **Magnolia Mound:** Volunteers assist in the following capacities: educational, house and kitchen docents as well as gardeners.
- **Outdoor Recreation:** Volunteers will assist Outdoor Adventure staff with the set-up, take down, and delivery of programs related to kayaking, archery, bicycling, fishing, camping events and other outdoor activities. Activities typically occur outdoors in variable weather conditions and can be physically demanding.
- **Park Beautification:** Volunteers may participate in litter and debris removal, mulching, gardening/landscaping, tree plantings and maintenance, facility upgrades, planting annuals and perennials, trail maintenance, painting and playground rehabilitation.
- **Tennis:** Volunteers assist as court monitors for junior tournaments and assists with youth tennis camps. Volunteers must know the rules of tennis and how to play the game. Volunteers must be at least 14 years of age.

INTERVIEW PROCESS

Prior to being assigned to a position, volunteers (or group leader) may be interviewed to ascertain their suitability for and interest in that position for select opportunities. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by phone. Necessity of an interview prior to being assigned a position is determined by the Volunteer Manager or BREC Staff Member.

RECRUITMENT OF MINORS

Volunteers under the age of 18 must have the written consent of a parent or guardian prior to volunteering. Any volunteer ages 12 and younger must be accompanied by an adult (18 years or older) during their volunteer service. The volunteer positions assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

NON-DISCRIMINATION AND INCLUSION

Volunteers shall be recruited on a proactive basis, with the intent of broadening and expanding volunteer involvement in the community. Volunteers shall be recruited without regard to gender, age, race or other condition. BREC welcomes persons with cognitive and/or developmental disabilities to volunteer. Volunteer assignments will be assigned based on individual physical capacity. Supervision may be required for completion of specific tasks and will be determined by the Event or Program Supervisor.

ACCEPTANCE AND APPOINTMENT

No volunteer shall begin performance of any position until they are accepted for that position and have completed all necessary screening and paperwork. Volunteers who will be working regularly with children for any length of time will be required to complete a background screening.

GENERAL POLICIES AND PROCEDURES

As a Charter Member in the National Recreation and Park Association's Operation TLC² Program, BREC supports the recommended national guidelines for the credentialing of volunteers. As a result, all volunteers are subject to the guidelines set forth in the following Volunteer Credentialing Policy. The Credentialing Policy outlines the specifications for a comprehensive background check, the issuing of a photo identification card for volunteers, and the training of volunteers.

Volunteer Credentialing Policy

Our vision for promoting a safe, fun, and inclusive environment for recreational and leisure activities has been heightened by feedback from the public that BREC has received about a concern for safety. Considering these things, we have created the following policies regarding the credentialing of volunteers.

Background Checks:

Volunteers will be required to undergo a criminal background check prior to the beginning of the sport, season or activity in which they intend to become involved.

Who will be screened?

These volunteers include but are not limited to coaches, aides, and other individuals spending time with a vulnerable population (youth, elderly, disabled, etc.)

How often will background screenings be conducted?

Each year all new volunteers will be required to have a background check conducted prior to the beginning of the sport, season or activity in which they intend to become involved. *(For one-time special events, volunteers that are not screened will be required to complete liability waivers, show proof of ID at each event, and will be under direct supervision of BREC staff.)*

Volunteers who continue to participate will be required to have a background check conducted every two (2) calendar years. Volunteer coaches and officials are required to have a background check conducted once (1) every calendar year. In addition, BREC reserves the right to conduct random background checks of volunteers at any time prior to or during the sport, season or activity in which the volunteer is involved. Should an approved volunteer subsequently have any criminal charges brought against him/her that are listed in the detailed disqualifications list, during their term of service as a volunteer, they are required to immediately disclose the nature of the charges to the Volunteer Manager via email or a letter, and they may be disqualified until there is a resolution of the charges.

All volunteers will be required to sign a written consent form allowing BREC to order an individual criminal background check. All signed consent forms must be turned in to the Volunteer Manager no later than the designated due date. As stipulated by the volunteer application process, failure to provide a completed consent form by the deadline will automatically disqualify the volunteer from participation.

Background Screening and Handling of Information

BREC will be responsible for selecting a reporting agency or method to conduct the background checks. The Volunteer Department will administer the process of background checks. Any information received as a result of the screening process will be kept confidential and not disclosed to anyone outside of BREC. The Volunteer Manager is responsible for securing the results of the background checks in a safe and secure location and keeping them for 5 calendar years after the last year the volunteer ended their service with BREC as required by Louisiana State guidelines. If the background check includes any of the listed disqualifications, the BREC Volunteer Manager will receive notification from the reporting agency advising that the background check revealed a disqualifying offense. Upon receiving notification, the Volunteer Manager will disqualify the individual in accordance with these policies and the individual will not be allowed to volunteer with BREC. Disqualified individuals will receive written notification informing the individual of his/her disqualification.

Disqualifying Offenses:

A person will be disqualified and prohibited from serving as a volunteer for BREC if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a

withholding of guilt, or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

1. All sexual offenses, regardless of the amount of time since offense. Examples include, but are not limited to:

- Child molestation
- Rape
- Sexual assault
- Sexual battery
- Sodomy
- Prostitution
- Solicitation
- Indecent exposure

2. All felony offenses that constitute crimes against the person, regardless of the amount of time since offense. Examples include but are not limited to:

- Murder
- Manslaughter
- Aggravated assault
- Kidnapping
- Robbery
- Aggravated burglary

3. Any crimes involving children, regardless of the amount of time since the offense.

4. All felony offenses other than those against the person or sexual within the past 10 years. Examples include but are not limited to:

- Drug offenses
- Theft
- Embezzlement
- Fraud
- Child endangerment

5. All misdemeanors that constitute offenses against the person within the past 7 years. Examples include but are not limited to:

- Simple assault
- Battery
- Domestic violence
- Hit & run

6. All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Examples include but are not limited to:

- Driving under the influence

- Simple drug possession
- Drunk and disorderly
- Public intoxication
- Possession of drug paraphernalia.

7. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include but are not limited to:

- Contributing to the delinquency of a minor
- Providing alcohol to a minor
- Theft – if person is handling monies.

Pending Cases

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court may not be permitted to volunteer until the official adjudication of the case. Should any charges be uncovered or brought against the applicant during his/her time with BREC, the applicant shall be suspended until the charges have been cleared or dropped and he/she is reinstated by BREC. The Applicant is required to disclose to the Volunteer Manager charges that are brought during his/her time with BREC via email or a letter.

Nonwaiver

- Nothing in this policy shall be construed as a waiver or limitation of the discretion of BREC to disqualify an applicant for a volunteer position when, in the sole opinion of BREC, such is in the interests of BREC or its program participants.

ACCIDENTS AND INJURIES PROCEDURE

If a volunteer witnesses a citizen injury or a citizen approaches the volunteer for assistance, these guidelines should be followed:

- 1) If the injury is minor and the injured person requires a band-aid or ice pack direct him/her to the first aid station
- 2) If the injury is serious, immediately notify the onsite Emergency Medical Services (EMS) and a BREC staff member- call 911 if onsite EMS or a BREC staff member cannot be reached
- 3) Injury/Accident reporting- All injuries that occur while volunteering must be reported to a BREC staff member immediately and an injury/accident report should be filled out.

If a volunteer is injured during a scheduled shift these guidelines should be followed:

- 1) Volunteer reports injury/incident to their event/program supervisor
- 2) Determination if volunteer needs medical treatment will be made by event/program supervisor
 - a. If Yes, call 911 or release volunteer to seek medical treatment

- b. If No, allow volunteer to return to shift or release volunteer from their shift
 - c. If volunteer is a minor volunteer, notify parent or guardian
- 3) Injury/Accident reporting- All injuries that occur while volunteering must be reported to a BREC staff member immediately and an injury/accident report should be filled out.

BREC staff shall complete a BREC Accident Report (included in the Appendix) and turn the report into the Risk Management office.

LIABILITY

BREC and its sponsors assume that the volunteer is covered by personal liability insurance and that BREC, employees, or sponsors are not responsible for any liability arising out of volunteering at BREC.

BREC VEHICLE POLICY

Volunteers are not permitted to utilize and drive BREC vehicles unless otherwise authorized by BREC Staff. Volunteers may ride in a BREC vehicle with approved BREC staff to perform necessary duties.

CELL PHONE POLICY

Volunteers are not permitted to use cell phones while on duty unless for emergency purposes or in direct connection with their assigned duties.

SOCIAL MEDIA

Volunteers are subject to the policies and procedures found in BREC's Web & Social Media Policy (see appendix).

MEDIA VISITS

Occasionally news cameras, reporters and/or photographers will show up to BREC locations for a news story/article. All news teams and reporters must have authorization from the Communications Department to interview BREC staff, volunteers and/or BREC patrons.

If the media chooses a location to visit, they will notify the Communications Department first. The Communications Staff will then notify the appropriate supervisor of a site. If the media shows up at your location and you have not been notified, please contact your direct supervisor immediately so that the appropriate Communication staff person can be contacted as soon as possible.

PHOTO RELEASE

Volunteers are subject to the policies and procedures found in BREC's Photographer Release (see appendix).

GUIDELINES FOR VOLUNTEER CONDUCT

Acceptance of a volunteer assignment carries with it an understanding that the assignment is offered pending final clearances. By accepting a volunteer assignment, you also agree to the following terms and conditions:

SUBSTANCE ABUSE

- Substance abuse is strictly prohibited at all BREC facilities and during the management of any BREC programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with BREC will be turned in to the police department and prosecuted to the fullest extent of the law. BREC volunteers are not allowed to drink alcohol or smoke at any BREC facilities while volunteering. BREC volunteers are not allowed to serve while under the influence of alcohol and/or any other substances.

INAPPROPRIATE BEHAVIOR

- All volunteers are strictly prohibited from any behavior that could be construed as inappropriate, including but not limited to physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching or mannerisms).

NOTICE OF CRIMINAL PROCEEDINGS

- Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify the Volunteer Manager immediately. Failure to give prompt and proper notice may constitute grounds for removal from service.

GOOD SPORTSMANSHIP

- Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all BREC programs and relieved of all volunteer coaching duties. Examples of bad sportsmanship include ridiculing of officials, opposing teams or coaches, and use of profanity.

COMMUNITY RELATIONS

- Volunteers will display a positive image of BREC at all times. All interactions with BREC staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.

RULES AND ROSTERS

- Volunteers will be expected to follow all rules set forth by BREC, including but not limited to deadlines for required paperwork and rosters, timelines and attendance at mandatory meetings and clinics. Failure to follow these rules may result in the coach and/or team being denied participation in the BREC league.

CONFLICT OF INTEREST

- Conflicts of interest between public service of the volunteer and personal gain (including political, financial and business) must be avoided at all times.

BREC REPRESENTATION

- Prior to any action or statement which might significantly affect or obligate BREC, volunteers must seek prior consultation and approval from BREC's Volunteer Department. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of BREC as specifically indicated within their job descriptions and only to the extent of such written specifications.

DRESS CODE

- As representatives of BREC, volunteers, like staff, are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteer Manager or Event /Program Supervisor will provide any further specifications required.

SAFETY

Volunteers are responsible for their own safety as well as the safety of those around them and should at all times:

- Exercise maximum care and good judgment to prevent accidents and injuries
- Seek first aid for all injuries and report incidents to BREC staff immediately, regardless of how minor
- Report unsafe conditions, equipment, or practices to BREC staff immediately
- Use safety equipment provided by BREC at all times
- Observe all safety rules and regulations
- Notify BREC staff before beginning work, of any medication they are taking that may cause drowsiness or other side effects that are likely to lead to injury to themselves and/or their co-workers

CANCELLATIONS/CLOSURES

- The Communications Department will maintain constant communication with law enforcement officials and provide the public with basic information about an emergency or threatened emergency via the news media, brec.org and social media.

TRAINING

- All volunteers must attend and participate in any required training through BREC. The Volunteer Manager will advise volunteers of any required training after the volunteer has been approved through the application process. Failure to complete required training is grounds for removal from service. Additional training may be required as needed to ensure the safety and success of our programs. The Volunteer Manager will keep track of all recorded training hours, but it is the responsibility of the volunteer to complete the actual training and therefore keep his or her credentials current with BREC.

DISMISSAL

- If a volunteer is disqualified from service, he/she will receive written notification along with a copy of the background screening report upon request. The volunteer has a right to file a grievance with the Volunteer Department if they wish to challenge the disqualification.
- No volunteer will be terminated until the volunteer has had an opportunity to discuss the reason for possible dismissal with the Event or Program Supervisor. Prior to dismissal of a volunteer, staff should seek assistance from their supervisor and the Volunteer Manager. Before any decision is made, a thorough investigation of the circumstances will be conducted.
- Possible grounds for dismissal may include but are not limited to the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of clients or co-workers, failure to abide by BREC policies and procedures, excessive tardiness or absences, and failure to satisfactorily perform assigned duties.

BREC accepts the service of volunteers with the understanding that such is at the discretion of the department. Volunteers agree that the department may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with BREC. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

GRIEVANCE PROCEDURE

Any person who is disqualified from service can file for a grievance. The grievance will be submitted to BREC's internal legal counsel for a ruling. The volunteer will be notified of the ruling within **30 days**.

Volunteers should report all other grievances promptly to his or her immediate supervisor. BREC will make all efforts to resolve grievances quickly, justly, and confidentially.

RETENTION

RETENTION

Retaining a positive and motivated volunteer is vital to BREC's success. High volunteer retention reduces expenses and has a positive effect on the quality of BREC's programs. Implementing a

volunteer retention program is an effective way of making sure key volunteers return and maintain high job performance and productivity. BREC will strive to:

- Place volunteers in roles that will fulfill their interests
- Provide volunteer opportunities that will create ownership in the programs
- Provide clear communication
- Keep volunteer positions fun and interesting
- Ensure volunteers are shown respect and BREC staff understand their participation is voluntary
- Show volunteers appreciation
- Celebrate volunteer achievements
- Provide opportunities for progression of responsibility. A growing sense of place in our organization can add to empowerment, ownership, ambassadorship and long-term retention.
- Provide opportunities for feedback through surveys
- Provide opportunities for volunteers and staff to interact for the purpose of training, team-building and ownership

VOLUNTEER MANAGEMENT AND EVALUTIONS

MAINTENANCE OF RECORDS

Each volunteer who is accepted to a position with the department must have a supervisor who is responsible for direct management of that volunteer. The supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer. Staff supervising volunteers are responsible for maintaining regular communication with the Volunteer Department on the status of volunteers and are responsible for the timely provision of all necessary paperwork to the Volunteer Department.

A database will be maintained on each volunteer with BREC, including necessary demographics, dates and hours of service, duties performed, and evaluation and follow up. All volunteer records will remain on file in the Volunteer Department for five (5) years and after that time sent to BREC archives. The Volunteer Department should be informed immediately of any substantial change in the work or status of a volunteer and must be consulted in advance before any corrective action is taken.

Volunteer personal information shall be afforded the same confidentiality as staff personnel records and records shall be kept on file as stated in BREC's record retention policy.

EVALUATIONS

Long-term volunteers may receive periodic evaluations to review their work. The evaluation is utilized to review the performance of the volunteer, to suggest any changes in work style, to seek suggestions from the volunteer, to convey appreciation to the volunteer, and to ascertain interest of the volunteer in continuing to serve in that position. Evaluations should include both an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected. A written record should be kept on each evaluation session.

VOLUNTEER SCHEDULES

Volunteers are expected to perform their duties on a regular schedule and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their staff supervisor as far in advance as possible so that alternative arrangements may be made. In the event of inclement weather, projects or events may be cancelled or rescheduled at the convenience of BREC. Volunteers will be notified by the Volunteer Manager or Event Supervisor if an event is cancelled.

WORKSITE

An appropriate worksite shall be established prior to the enrollment of any volunteer. BREC will provide necessary facilities, equipment, and materials to enable the volunteer to effectively perform their duties and projects.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves BREC. Failure to maintain confidentiality may result in termination of the volunteer's relationship with BREC.

VOLUNTEER HOURS

VOLUNTEER HOURS

It is the responsibility of the volunteer and his/her supervisor to submit volunteer hours after each scheduled shift/event/program using the volunteer software. Time will be approved *bi-weekly* by the volunteer's supervisor. All hours must be submitted and approved no later than **10 days** after the end of the calendar year to be qualified for the tax incentive. (See Volunteer Software User Guide for more information on tracking hours)

COURT APPOINTED COMMUNITY SERVICE HOURS

BREC accepts persons seeking to complete court ordered community service hours under the following guidelines:

- Must be 18 years or older

- Must complete a volunteer application, background screening, and agree to the terms in the volunteer manual
- Must submit court documentation at the time of application

BREC **will not** accept persons who have been convicted of the following offenses:

- Any offense against children
- Any sexually based offense
- Violent offenses such as battery or assault
- Larceny, burglary
- Domestic Violence

Acceptance is at the discretion of the Volunteer Department. Submit all requests at least **six (6) weeks** prior to the date hours are due to be completed. Volunteers will be assigned to select opportunities under direct staff supervision. Opportunities are limited and there is no guarantee that BREC will be able to accommodate the request.

BREC has the right to terminate the volunteer assignment at any time if the volunteer's performance is deemed unsatisfactory or for any reason in the best interest of the agency.

VOLUNTEER BENEFITS

TAX INCENTIVE

A State Law passed in 2007 provides for a \$500 deduction from taxable income per year for volunteers who complete 30 or more hours of service in a calendar year. To receive this benefit, volunteers must complete Ethics Training and provide certificate of completion to the Volunteer Manager, be registered with BREC as an official volunteer, and have submitted hours properly in a timely fashion as explained in this manual. A link to complete Ethics training will be provided via email once background screening results are received and the applicant is cleared to volunteer. In February of each year, the Volunteer Department will send tax letters to all volunteers meeting these requirements.

FACILITY PRIVILEGES

Current volunteers who complete a minimum of 10 hours per month and continue to volunteer the minimum hours will be eligible to receive discounts on a month to month basis.

- Volunteers approved in this policy may participate at BREC facilities for ten percent (10%) of the current rate established by the BREC Commission. Verification of group membership will be required.
- Volunteers shall have limited participation times, meaning that the time of access is limited by availability of the facility with the public and full paying customers given priority in access to all facilities.

- Volunteers are encouraged to participate at different BREC facilities throughout East Baton Rouge Parish.
- The access privilege and discounts end immediately upon termination of service.

More information on these privileges can be found by contacting your immediate supervisor or the Volunteer Manager.

Questions? Contact BREC's Volunteer Department

volunteer@brec.org

225-272-9200 Ext. 446

Appendix

Volunteer Application

Youth Sports Application

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BREC VOLUNTEER APPLICATION + CONSENT FORM



RECREATION & PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE

PERSONAL INFORMATION

APPLICANT'S FULL NAME (PRINTED) _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

HOME PHONE NUMBER _____ CELL PHONE NUMBER _____

EMAIL ADDRESS _____

APPLICANT'S PHYSICAL ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE) _____

CITY _____ STATE _____ ZIP _____

VOLUNTEER SCREENING GUIDELINES A person will be prohibited from serving as a volunteer for BREC if the person has been found guilty of the following crimes. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, expungement, or dismissal.

- All sexual offenses, regardless of the amount of time since offense. Examples include, but are not limited to: Child molestation, Rape, Sexual assault, Sexual battery, Sodomy, Prostitution, Solicitation, Indecent exposure
- All felony offenses that constitute crimes against the person, regardless of the amount of time since offense. Examples include but are not limited to: Murder, Manslaughter, Aggravated assault, Kidnapping, Robbery, Aggravated burglary
- Any crimes involving children, regardless of the amount of time since the offense.
- All felony offenses other than those against the person or sexual within the past 10 years. Examples include but are not limited to: Drug offenses, Theft, Embezzlement, Fraud, Child endangerment
- All misdemeanor that constitute offenses against the person within the past 7 years. Examples include but are not limited to: Simple assault, Battery, Domestic violence, Hit & run
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Examples include but are not limited to: Driving under the influence, Simple drug possession, Drunk and disorderly, Public intoxication, Possession of drug paraphernalia.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include but are not limited to: Contributing to the delinquency of a minor, providing alcohol to a minor, Theft – if person is handling monies.

BACKGROUND CHECK CONSENT

I authorize and give consent for BREC to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Current address verification

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

BREC OFFICE USE ONLY - TO BE COMPLETED BY BREC STAFF SUPERVISING VOLUNTEER

FACILITY/PROGRAM _____ VOLUNTEER POSITION _____

SUPERVISOR'S NAME _____ SUPERVISOR'S PHONE NUMBER _____

BREC VOLUNTEER APPLICATION + CONSENT FORM

PHOTO RELEASE WAIVER

During BREC events, a photographer will often be on the premises taking photos of the Volunteers. Pictures will be used in marketing brochures, program guides, advertising, etc. By signing this waiver, I permit myself to be photographed for the above- stated purposes.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

ASSUMPTION OF RISK: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Volunteer is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Volunteer's participation in the Event.

INDEMNIFICATION AND HOLD HARMLESS: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD BREC, its commissioners, employees, and agents, HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Volunteer's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

RELEASE AND WAIVER: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the Recreation & Park Commission for the Parish of East Baton Rouge (BREC) and its commissioners employees, and agents from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Volunteer's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

ACKNOWLEDGEMENT OF UNDERSTANDING

I am at least 18 years of age and otherwise legally competent to sign this agreement. This waiver/release shall be effective and binding upon me and upon my assigns, heirs, representatives, guardians and administrators. If under the age of 18, this waiver/release is signed by a parent/guardian of the minor, and the undersigned waive any and all claims, and agree to indemnify and hold harmless BREC and its agents in the event of any injury to the undersigned or minor Volunteer.

VOLUNTEER SIGNATURE: _____ DATE: _____

MINORS UNDER 18 YEARS OF AGE

TO BE READ AND SIGNED BY PARENT/GUARDIAN OF MINOR: I hereby represent that I am the parent/guardian of the minor whose name appears above. I am familiar with and consent and agree to the terms and provisions set forth in this waiver/release, on behalf of myself and said minor.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____ PHONE NUMBER: _____

PLEASE RETURN VOLUNTEER APPLICATIONS TO:
VOLUNTEER@BREC.ORG or 6201 FLORIDA BLVD. BATON ROUGE, LA 70809 Attn: Volunteer Manager

FOR ANY QUESTIONS:  225-272-9200 EXT 446



YOUTH SPORTS COACH APPLICATION FORM



RECREATION & PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE

PERSONAL INFORMATION (PLEASE PRINT)

APPLICANT'S FULL NAME _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

HOME PHONE NUMBER _____ CELL PHONE NUMBER _____

WORK PHONE NUMBER _____ EMAIL ADDRESS _____

APPLICANT'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEAM INFORMATION

TEAM NAME _____ LEAGUE/AGE DIVISION _____

ARE YOU THE HEAD COACH? YES NO, NAME OF HEAD COACH _____

LIABILITY WAIVER/PHOTO RELEASE I understand that there is an element of risk involved in activities of this nature and that BREC assumes that I am covered by personal liability insurance. By signing this wavier my permission is granted to BREC personnel to provide basic first aid and to secure emergency medical services if needed.

During our league events, a photographer will often be on BREC premises taking photos of the participants. Pictures will be used in marketing brochures, program guides, advertising, etc. By signing this wavier, I permit myself to be photographed for the above-stated purposes.

SIGNATURE: _____ DATE: _____

BACKGROUND CHECK CONSENT

I authorize and give consent for BREC to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

SIGNATURE: _____ DATE: _____

POLICY RECEIPT ACKNOWLEDGEMENT

I have received and read BREC's Volunteer Credentialing Policy and agree to abide by the policy guidelines as a condition of my volunteer status at BREC. I understand that if I have questions, at any time, regarding the Volunteer Credentialing Policy, I will consult with BREC's Volunteer Coordinator.

Please read the attached policy carefully to ensure that you understand the policy before signing this document.

SIGNATURE: _____ DATE: _____

BREC OFFICE USE ONLY

RECEIVED / / ENTERED / / BADGE Y N LEAGUE _____

FILE # _____ ECORD SSCI TSS

BREC VOLUNTEER GROUP APPLICATION

RECREATION & PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE

Thank you for taking the time to complete this application. We appreciate your generous offer to share your time and talents with our community, and look forward to working with you. Please type or print clearly.

GROUP NAME OR ORGANIZATION: _____

PRIMARY CONTACT NAME: _____

PRIMARY CONTACT ADDRESS: _____

PRIMARY CONTACT PHONE: _____ EMAIL: _____

SECONDARY CONTACT NAME: _____

SECONDARY CONTACT PHONE: _____ EMAIL: _____

Why are you interested in volunteering with BREC?

What areas are you interested in volunteering?

Name and date of Special Event for which you are volunteering:

Has anyone volunteering with your group ever been guilty of a felony? YES / NO

If YES, please explain including name of individual:

Has anyone volunteering with your group ever been a BREC volunteer before? YES / NO

If YES, please list name(s) in the space provided.

Please list any information you consider pertinent to your group's interest in volunteering, including professional affiliations, strengths, and certifications (CPR, First Aid, EMT, etc.).

I understand the Recreation & Park Commission (BREC), employees, & sponsors assume that the volunteer is covered by personal liability insurance and that BREC, employees, or sponsors are not responsible for any liability arising out of volunteering at BREC Special Events. I grant BREC the right to use our pictures in any audio/visual productions, articles, or press releases.

PRIMARY CONTACT SIGNATURE: _____ DATE: _____

Please fill out the information on this sheet and have each participant fill out and sign the group volunteer registration sheet. To submit completed paperwork or if you have any questions, contact BREC Volunteer Manager at the information listed below.

WE LOOK FORWARD TO HAVING YOUR GROUP VOLUNTEER WITH US!



Web and Social Media Policy

Overview

With the rapid growth and application of social media, BREC recognizes the need to have procedures and policies ensuring employees who use social media either as part of their job, or in a personal capacity, have guidance regarding the agency's expectations where social media engagement is about BREC, its programs and services, its people, or other governmental organizations.

It is the goal of the Communications Department to assist BREC employees in using all tools at their disposal for engaging with and informing the community of all programs, events, classes, public meetings, and other activities.

Through coordination with various departments, the Communications Department will oversee a cohesive and positive effort to utilize BREC websites and assorted social media outlets to communicate in a more direct manner with members of the community.

This policy sets forth the appropriate and acceptable manners of web and social media use and participation by BREC employees. Its purpose is to define proper practices in disseminating information through web-based channels. This policy shall be divided into the following three sections:

- I. Employee Activity on Non-BREC Websites and Social Media Outlets
- II. Official BREC Websites and Social Media Outlets
- III. Acknowledgement and Consent

Additional procedures and guidelines (Web & Social Media Guidebook) will be provided to any BREC employees involved in managing BREC websites and social media outlets.

Definitions

Social Media Outlets – online communication channels and tools that allow and/or facilitate various means of interaction, communication, and information sharing. Examples of these sites include but are not limited to:

- Social Network Sites – Facebook, Instagram, Pinterest, Google+
- Professional Networking Sites – LinkedIn, Groupsie, Plaxo
- Blogs – Blogger, SquareSpace
- Microblogs – Twitter, Tumblr, Snap Chat
- Video Streaming and Media Repositories – YouTube, Flickr
- Podcasts
- Message Boards and Other Community Forums
- Websites

I. Employee Activity on Non-BREC Websites and Social Media Outlets

1.0 General Provisions

- 1.1 The Recreation and Park Commission for the Parish of East Baton Rouge (BREC) takes no position on an employee's decision to participate in social media. However, it is the right and duty of BREC to protect itself from unauthorized disclosure of information.
- 1.2 Use of social media while working is covered by the IT policy on the use Social Networking Websites
- 1.3 BREC respects the right of employees to use social media outlets and does not wish to discourage employees from self-publishing and self-expression. BREC encourages employees to share, retweet, forward, etc. approved, BREC-produced content on social media outlets to further promote BREC programming, events, and activities to the community. Employees are expected to follow the guidelines and procedures set forth in this policy to provide a clear line between you as a private citizen/individual and you as an employee of BREC.

2.0 Guidelines

- 2.1 Only authorized employees are permitted to speak on behalf of BREC. Employees are personally responsible for their commentary and online activity. Employees can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by *any* offended party, including BREC. Employees are not permitted to use social media outlets to harass, threaten, discriminate against, or disparage any BREC employees or organizations in direct relation to their position at BREC.
- 2.2 Honor the privacy rights of BREC employees by seeking their permission before writing about or displaying internal company happenings that might be considered to be a breach of their privacy and confidentiality. Employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that foster a hostile work environment.
- 2.3 Employees must not publicly discuss other employees or any work-related matters that may be confidential. Employees are expected to protect the privacy of BREC and its employees and are prohibited from disclosing personal employee and non-employee information or any other proprietary and nonpublic information to which employees have access. Examples of such information include social security numbers and personal contact information (home address, telephone number, personal email). All social media and other public online communications are subject to the Ambassadorship policy found in the Human Resources Administrative Manual.
- 2.4 If you chose to publicly identify yourself as a BREC employee, it is with the understanding that some may view you as a spokesperson for BREC. As such, caution is urged when expressing personal views on the internet. BREC encourages the inclusion of a statement informing viewers that the opinions expressed are not those of BREC or any related entity. Note that use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by BREC and can result in disciplinary action up to and including termination.

- 2.5 All BREC-generated materials, including logos and trademarks, may not be used without the explicit permission of the agency. Any permitted use is subject to all BREC policies, procedures, and guidelines.
- 2.6 Use of BREC-owned equipment, including computers, licenses software, or other electronic equipment, to conduct personal use of social media outlets is not permitted.
- 2.7 Any BREC employee contacted by any media or press about any information or opinions expressed online related to BREC is required to inform the Communications Department before responding. If contact does not pertain to any matter concerning BREC or the employee's affiliation with BREC, notification of the Communications Department is not required but is strongly encouraged.
- 2.8 Employees are cautioned that they should have no expectation of privacy while using the internet. Posts can be reviewed by anyone, including BREC. BREC reserves the right to monitor comments or discussions about BREC, its employees, and the industry, posted by anyone, including employees and non-employees.
- 2.9 Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized social media use.
- 2.10 BREC reserves the right to monitor, review, or block content on company social sites that violate BREC web and social media rules or guidelines.
- 2.11 Commissioned Instructors are subject to all terms of this policy. Commissioned Instructors are permitted to promote their programs or any other BREC programs via their personal websites or social media accounts but with the understanding that BREC is in no way liable for the content of the post. It is also vital that Commissioned Instructors do not represent themselves as a spokesperson for BREC or imply that use of BREC facilities for programs serves as an endorsement by BREC. Any BREC-created materials, marketing or otherwise, may not be altered in any way for use by Commissioned Instructors.

Questions related to this policy or personal use of websites and social media outlets can be directed to the Webmaster & Social Media Manager or your supervisor.

II. Official BREC Websites and Social Media Outlets

1.0 General Provisions

- 1.1 The goal of authorized social media use is to become engaged in the community conversation and promote web-based sharing of ideas and exchange of information. Authorized use of social media should convey information about BREC programs and services, promote and raise awareness of BREC's brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity that directly impacts BREC, and discuss BREC activities and events.
- 1.2 When engaging the public through BREC websites or social media outlets, BREC must ensure that use of these communications maintains our brand identity, integrity, and reputation while minimizing potential legal risks, whether used internally or externally.

2.0 Creation of BREC Webpages and Social Media Sites

- 2.1 To create additional webpages or sites on social media outlets that would benefit the community of any program, the director over said program should contact the Communications Department to discuss the addition. Additional sites require time to appropriately set up the fan page and build the network. The Communications Department has the resources to correctly set up the page if it benefits BREC. Requests for new pages or sites will be discussed with the Communications staff and reviewed for final approval. The Communications Department reserves the right to approve or deny any requests for additional pages or sites. If denied, employees will be provided with an explanation.
- 2.2 The Communications Department will create the new page or site. The staff requesting the webpage or site will provide profile information.
- 2.3 The director of the requesting department will be responsible for submitting a list of intended authorized users. There will be two categories of authorized users:
 - Administrators – complete and total access to the page
 - Contributors – limited and/or modified access to the page

Final selection of Administrators and Contributors will be based on necessity according to job functions, accessibility, writing ability (grammar and spelling) and knowledge/training in the use of applicable software and/or technology. New or additional Administrators and Contributors must be approved by the Communications Department to ensure all avenues of accessibility are accounted for.

- 2.4 Authorized users are required to employ complex passwords for all BREC accounts. This is to ensure prevention of unauthorized access to BREC accounts. Complex passwords meet the following requirements:
 1. At least 8 characters long
 2. 1 capital letter
 3. 1 lowercase letter
 4. 1 number
 5. 1 symbol (ex: ! \$ &)

- 2.5 Communications will maintain a list of all authorized users. When an authorized user leaves BREC, whether terminated or otherwise, it is the responsibility of the employee's supervisor to notify the Communications Department so that access to BREC sites may be revoked.
- 2.6 The Webmaster & Social Media Manager will serve as one of the Administrators on all sites and will work with departmental staff members to manage the webpages or sites.

3.0 Content and Use of BREC Accounts

Any published content is persistent in the public domain. BREC is responsible for all content published by authorized users. When speaking on behalf of BREC, it should be assumed that all communications are in the public domain and available for publishing and discussion in all forms of media.

- 3.1 The Webmaster & Social Media Manager will work with departmental staff to manage the respective webpages and social media accounts. A web and social media calendar will be created and maintained by the Webmaster & Social Media Manager. Departmental staff will be responsible for providing information and details about content intended for web and social media use. More information can be found in the Web and Social Media Guidebook.
- 3.2 Only authorized employees can prepare and modify content for BREC's websites and social media pages. Content must be relevant, add value and meet specified goals and purposes of the agency. If uncertain of any information, material or conversation, discuss the content with the Webmaster and Social Media Manager.
- 3.3 Any copyrighted information or material where written approval for use has not been obtained in advance cannot be posted on BREC sites. This includes photographs that BREC has not directly obtained through licenses or agreement to photography policy.
- 3.4 For BREC events and programs where registration is required, the registration form contains a section stating that there may be a photographer and/or videographer at the event or program and those materials may be used for marketing purposes. This disclaimer allows BREC use of any of the collected content. If the event does not require registration, the photographer and/or videographer will display a sign informing attendees or participants that a photographer and/or videographer is present at the event/program. The sign will be placed at the entrance, in plain sight, and as attendees/participants pass this sign, they are giving implied consent to the content collected.
- 3.5 Administrators are allowed to use BREC social media accounts to like or follow individuals or organizations *that are in the interest of BREC*. Liking or following another account does not constitute an endorsement and the utmost discretion should be utilized when considering an account to follow or like.
- 3.6 Any fliers or other marketing materials posted on BREC websites or social media outlets must have been created by and/or approved by the Communications Department. Materials created by the Communications Department should not be altered unless explicit permission is given by a Graphic Designer, Assistant Director of Communications, or Director Communications.

4.0 Public Users

- 4.1 All BREC webpages and social media sites are subject to Louisiana State open record laws. Any content maintained in this format that is related to BREC business, including a list of subscribers and posted communication, is public record. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- 4.2 BREC reserves the right to remove content and/or block users that violate the Terms of Use (see Appendix A) of agency webpages and social media outlets. Such violations include but are not limited to harassment, advertising that is unrelated to BREC, and spamming.

III. Acknowledgement and Consent

Employees are required to sign the Web and Social Media Policy Acknowledgement and Consent Form (Appendix B) as documentation that they received, read, understood, and agreed to comply with BREC's Web and Social Media Policy, and any other related policy required by the agency. This document will be kept on file in the Human Resources Department.

BREC strongly urges employees to report any violations, including possible or perceived violations, to supervisors, managers, or Human Resources. Violations include failure to adhere to any of the terms set forth in this policy.

BREC investigates and responds to all reports of violations of this policy and other related policies. Violation of BREC's Web and Social Media Policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any posts. BREC reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Web and Social Media Terms of Use

Please keep your comments clean and appropriate. Inappropriate comments are subject to deletion by the administrator of the account. If you do not comply with the posting guidelines stated below, an administrator will remove your posted content. If you post inappropriate content a second time, you will be blocked from posting in the future.

BREC websites and social media accounts are not monitored at all times so please DO NOT use these outlets to report emergency situations or time-sensitive issues.

Guidelines

1. BREC does not allow graphic, obscene, or explicit comments or submissions, nor does BREC allow comments that are abusive, threatening, hateful or intended to defame anyone or any organization or comments that suggest or encourage illegal activity.
2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation will not be tolerated.
3. Content posted by persons whose public account features (profile picture, username, email address, etc.) contains any of the aforementioned prohibited conduct will not be tolerated.
4. BREC does not allow solicitations or advertisements. This includes promotion or endorsement of any financial, commercial, or non-governmental agency. Similarly, BREC does not allow attempts to defame or defraud any person or financial, commercial or governmental agency.
5. BREC does not allow information intended to compromise the safety or security of the public or public systems.
6. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
7. All comments are subject to public records law.
8. The appearance of external links on this site does not constitute official endorsement on behalf of BREC.
9. In accordance with various international, federal, state, and local laws, the online user will make every attempt to protect copyright or other intellectual property rights. Credit must be attributed to author or creator of any original written work or image.
10. BREC does not act in place of or in the absence of a parent or guardian. BREC is not responsible for enforcing restriction which a parent or guardian may place on a minor's use of the internet.

Volunteer Photographer Release

I, hereby grant permission to the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) to reproduce any portion of the photo images that have been taken by me during BREC events, programs, and other related occasions during which I served as a volunteer. By serving as a volunteer photographer, I submit all photos taken during my volunteer hours to be used by BREC and authorize BREC and authorized parties to reproduce, distribute, display, and create derivative works of the photos submitted in connection with and promotion of BREC in any media now and hereafter known.

Upon agreeing to serve as a volunteer photographer, I agree to the following terms:

I retain the rights to my photos; however, by serving as a volunteer photographer, I grant BREC and authorized parties a royalty-free, perpetual, non-exclusive license to publicly display, distribute, reproduce, and create derivative works of the photos taken during my volunteer work in whole or in part, in any media now existing or late developed, for any BREC purpose, including but not limited to advertising, and promotion of BREC. Any photograph reproduced will include a photographer credit as feasible. BREC will not be required to pay any additional consideration or seek any additional approval in connection with such uses.

Name
(print)

Signature

Date

Volunteer Coordinator
(print)

Signature

Date

VOLUNTEER DISQUALIFYING OFFENSES:

- 1. ALL SEXUAL OFFENSES, REGARDLESS OF THE AMOUNT OF TIME SINCE OFFENSE. EXAMPLE INCLUDE BUT ARE NOT LIMITED TO:**
 - a. Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
- 2. ALL FELONY OFFENSES THAT CONSTITUTE CRIMES AGAINST THE PERSON, REGARDLESS OF THE AMOUNT OF TIME SINCE OFFENSE. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO:**
 - a. Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
- 3. ANY CRIMES INVOLVING CHILDREN, REGARDLESS OF AMOUNT OF TIME SINCE THE OFFENSE.**
- 4. ALL FELONY OFFENSES OTHER THAN THOSE AGAINST THE PERSON OR SEXUAL WITHIN THE PAST 10 YEARS. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO:**
 - a. Drug offenses, theft, embezzlement, fraud, child endangerment.
- 5. ALL MISDEMEANOR THAT CONSTITUTE OFFENSES AGAINST THE PERSON WITHIN THE PAST 7 YEARS. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO:**
 - a. Simple assault, battery, domestic violence, hit & run.
- 6. ALL MISDEMEANOR DRUG & ALCOHOL OFFENSES WITHIN THE PAST 5 YEARS OR MULTIPLE OFFENSES IN THE PAST 10 YEARS. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO:**
 - a. Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.
- 7. ANY OTHER MISDEMEANOR WITHIN THE PAST 5 YEARS THAT WOULD BE CONSIDERED A POTENTIAL DANGER TO CHILDREN OR IS DIRECTLY RELATED TO THE FUNCTIONS OF THAT VOLUNTEER. EXAMPLES INCLUDE BUT ARE NOT LIMITED TO:**
 - a. Contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies.

