



CITY OF CARSON VOLUNTEER REQUIREMENTS

- ✓ City of Carson Volunteers should be added to the shared drive City of Carson Volunteer File Shared Drive/Permanent/City of Carson Volunteers/HR Volunteer Tracking
- ✓ Completed Volunteer Application/Agreement
Link provided by Sponsoring Department; Electronic Application Form submitted to Human Resources Department via NeoGov system
- ✓ LiveScan (DOJ/Fingerprints)
Conducted in Human Resources Department by appointment only
- ✓ Drug Test/TB Test
Required form and confirmation of appointment provided by Carson Human Resources Department; when applicable, TB Test required when volunteering with children
The City of Carson is committed to maintaining a drug-free workplace as stated in our Drug-Free Policy, IIPP and Safety Guidelines. Drug testing remains an important part of the hiring and employment process. It is often the best preventive measure in helping ensure the safety of our City and employees. Drug use can increase the risk of an accident, so maintaining a drug-free workplace is important for company safety.
- ✓ Harassment & Discrimination Policy Review and Acknowledgement
[Human Resources Forms \(carson.ca.us\)](https://www.carson.ca.us/human-resources/forms)
- ✓ COVID-19 IIPP Training (Electronic) and Acknowledgement and COVID-19 Clearance
[Human Resources Forms \(carson.ca.us\)](https://www.carson.ca.us/human-resources/forms) (go to bottom of page under Volunteer Clearance Packet and click on IIPP Supplement Training Videos (16 min. video)
[Human Resources Forms \(carson.ca.us\)](https://www.carson.ca.us/human-resources/forms) (go to bottom of page under Volunteer Clearance Packet and click on COVID-19 Symptom Self-Screening QR Code
- ✓ Mandated Reporter Overview and Acknowledgement –While Volunteers are not mandated to report, the City is ensuring that volunteers have knowledge of the law when working with children.
*External location – [Human Resources Forms \(carson.ca.us\)](https://www.carson.ca.us/human-resources/forms)
Internal location - [Human Resources Forms \(Intranet\)](#)*

Human Resources Staff Contacts for Volunteer

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