



**SOUTH FAYETTE TOWNSHIP
ALLEGHENY COUNTY
RESOLUTION NO. 8 OF 2013**

WHEREAS, the Township wishes to promote Volunteer and Intern involvement within Township Government and effectively and efficiently place participants in meaningful service work which allows them to develop both personally and professionally while enhancing the quality of life and progressive development throughout the Township, and

WHEREAS, the Township wishes to encourage and obtain support from civic minded entities and individuals for the improvement and maintenance of the Township, and

WHEREAS, the Township wishes to adopt applicable guidelines for the Volunteer and Intern Program in Township Government, and

WHEREAS, the Township wishes to provide Interns a venue providing quality mentorship for introduction and training for successful career progression in their chosen discipline, and

WHEREAS, the Township wishes volunteer opportunities that will be beneficial to the individual and the Township operations, and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF SOUTH FAYETTE THAT

1. The Township of South Fayette hereby adopts the Volunteer and Intern Participation Guidelines and related documents (the "Guidelines") for the purpose of establishing a method for Volunteers and Interns to participate in Township government which are attached as Exhibit 'A.'
2. Participation by a Township of South Fayette Volunteer or Intern shall be by application and acceptance into the program, with each Volunteer or Intern agreeing to comply with the Guidelines.

This resolution has been approved by the Municipal Offices of the Township of South Fayette.


ADOPTED, this 13 day of November, 2013

Attest:



Ryan T. Eggleston
Township Manager

TOWNSHIP OF SOUTH FAYETTE

By: 

J. Deron Gabriel, President
S.F. Twp. Board of Commissioners

TOWNSHIP OF SOUTH FAYETTE VOLUNTEER AND INTERN PROGRAM
GUIDELINES

PURPOSE

The purpose of this program is to promote successful volunteer and internship opportunities within the Township of South Fayette for the mutual benefit of Township operations and the individual development of Volunteers and Interns.

PARTICIPATION REQUIREMENTS

Individuals wishing to participate in the Township of South Fayette's Volunteer and Intern Program must:

- ✓ Be at least 16 years of age;
- ✓ If the Volunteer or Intern is between the ages of 16 and 18, the minor agrees to receive the consent of his or her parent or guardian before he or she can apply as a Volunteer or Intern;
- ✓ Complete an official Township of South Fayette Volunteer or Intern Program application;
- ✓ The Volunteer or Intern agrees to submit to a background check for participation in the Program and will not have any:
 - Felony convictions
 - Outstanding warrants for arrest
- ✓ Be interviewed by the Volunteer and Intern Coordinator for a final decision regarding acceptance into the Volunteer and Intern Program;
- ✓ Agree to abide by State laws, ordinances of the Township of South Fayette, and the requirements of the guidelines for Volunteers and Interns;
- ✓ Not conduct business, obligate funds or resources in the name of the Township or any department of the Township;
- ✓ Not carry weapons while acting as a Volunteer or Intern;
- ✓ Be dependable;
- ✓ Communicate effectively;

- ✓ Conduct themselves in a professional manner and not use inappropriate language or engage in any behavior that may bring discredit to the Township or any department of the Township;
- ✓ Perform duties and responsibilities in an ethical manner;
- ✓ Refrain from derogatory comments or actions regarding age, sex, race, creed, ethnic origin, religion or any other attribute; and
- ✓ Wear appropriate attire depending upon the department the Volunteer or Intern is working under.

PROGRAM PROCEDURES

Scheduling of assignments:

All volunteers and interns accepted into the Township of South Fayette's Volunteer and Intern Program will be under the direct supervision of a specific Supervisor. Together, the supervisor and the volunteer will determine the assignment schedule.

RULES OF CONDUCT

The following list does not include all possible infractions that will be cause for removal from the Volunteer and Intern Program, but includes the most flagrant violations of misconduct.

- Commission of a felony or a misdemeanor;
- Reporting for duty under the influence or consuming alcohol while on duty;
- Reporting for duty or being on duty following the use of a "controlled substance" or any drug (whether legally prescribed or otherwise) where such use may impair the volunteer or intern's ability to perform assigned duties;
- Criminal, dishonest, disgraceful conduct which might be detrimental to the Township.
- Receipt or acceptance of reward, fee or gift from any person incidental to the performance of the Volunteer or Intern's duties;
- Offer or acceptance of a bribe;
- Unauthorized use of any badge, uniform, or township identification card for the purpose of personal gain;
- Offer or acceptance of a bribe;

- Engaging in political activities while on duty, when in uniform or in any manner prohibited by law;
- Improper release of confidential information;
- The willful and unauthorized destruction or damage of any Township record, book, paper, document, equipment or property.