



City of Hemet Community Development Code Compliance Division Volunteer Program



The City of Hemet is proud to announce the launch of the Volunteer Program in the Code Compliance Division. Through this program, residents work together with the City to preserve and improve residential neighborhoods and make Hemet a better place to live and work.

Since volunteers are the foundation of this program, concerned citizens will help protect the quality of life in Hemet by assisting our code enforcement efforts and helping to be our "eyes and ears" in the field, or assist with necessary administration tasks in the office. In this way we can better address the needs of all residents and help alleviate blighted conditions in the community.

Review the following information to see if you would be interested in volunteering and in what capacity.

Please help us keep our community beautiful by serving as a volunteer.

Thank you for your help!

Todd F. Morris, Code Compliance Manager
City of Hemet

Program Benefits

As a Code Compliance volunteer you will benefit from a sense of pride and accomplishment that comes from participating in a program that keeps Hemet beautiful! Most importantly, our community will benefit from your efforts. Neighborhood preservation is a key factor in protecting home values and enhancing the quality of life in Hemet.

Program Description

Code Compliance Volunteers may assist the Department in two areas: 1) Administrative tasks performed in the City Hall offices, or 2) Field observations with a partner assigned to a City Volunteer vehicle. Volunteers are encouraged to identify their preferences, and are welcome to change assignments when requested.

Administrative Office Volunteers will work at a computer desk at the Hemet City Hall, in the Community Development Department. The Code Compliance Division generates considerable notices to property owners and maintains various databases regarding rental properties, foreclosed or boarded-up properties and other information needed to assist the officers in their cases. A knowledge and familiarity with computers is necessary for most administrative office volunteer tasks. Hours and days are flexible, but we request a minimum time commitment of 3-4 hours at a session, at least two times per month.

As a Field Operations volunteer, you will help us protect the value of homes/commercial properties and quality of life by patrolling neighborhoods throughout the week. Field volunteers will work in pairs and be assigned to a city volunteer vehicle. You will not be required to get out of the vehicle or make contact with residents or businesses. Your primary function will be to observe, take photos as needed and report the information to officers. You will not be asked to inspect your own neighborhood. Examples of tasks for Field Volunteers include the following:

- Identify boarded-up or abandoned properties
- Locate unpermitted yard sales
- Identify vehicles parked on lawn areas
- Report Graffiti
- Report inoperable vehicles stored within public view
- Report lack of landscaping or property maintenance and overgrown weeds
- Provide informational materials to the public, as requested
- Other incidents of community blight

General Provisions

Nothing in this program shall be deemed to create a contract between the volunteer and the City of Hemet. Both the volunteer and the City of Hemet have the right to terminate the volunteer's association with the City of Hemet at any time, for any reason, with or without cause. The City of Hemet will not provide any medical, health, accident or worker's compensation benefits for any volunteer.

Volunteer Qualifications & Job Requirements

Volunteers donate a minimum of four hours per month. Work schedules are flexible and based upon your availability. No specific job experience is required. Generally, you will be assigned field work with a partner.

Applicants will undergo fingerprinting and provide a printout of their DMV record. There is no financial expense on your part. A Volunteer City vehicle and necessary supplies will be provided by the City. Volunteers are expected to arrive at the work site on time and dressed appropriately to begin work

How to Become A Volunteer

- Obtain an application online at www.cityofhemet.org or by calling (951)765-2339.
- Return the completed application, a DMV printout of your driving record and a photocopy of your California driver's license to our Code Compliance Division.
- Applicants whose interests match needed skills and who qualify through the records check will be invited to a personal interview. This allows both the Division and the applicant an opportunity to become better acquainted and match needs, skills, and job requirements.

- All volunteers will undergo a training course. Once this is completed you will then play an important role in creating and maintaining a beautiful Hemet!

If you have any additional questions or would like additional information regarding the Code Compliance Volunteer Program, please call the Code Compliance Division at (951)765-2339.

Thank you for your consideration in becoming a Code Compliance volunteer for the City of Hemet. We need your assistance, both you and the community will benefit from your services as a volunteer.



City of Hemet
 Community Development Department
 445 E. Florida Avenue • Hemet, CA 92543 • (951) 765-2339



CODE COMPLIANCE DIVISION VOLUNTEER APPLICATION

PERSONAL DATA (Type or Print)			
Name: (Last, First, Middle)		Date of Birth	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Street Address		City, State, Zip	
How Long At This Address?	Driver's License#	Email	
Home Phone ()	Cell Phone ()	Other ()	

DMV RECORD
Please provide a copy of your driving record.
PREFERENCES – Please indicate your preference as a Code Compliance Volunteer:
<input type="checkbox"/> I would prefer to assist with administrative tasks in the office.
<input type="checkbox"/> I would prefer to assist with observations in the field via a Code Volunteer Vehicle.
<input type="checkbox"/> No preference.
Please note the number of hours you would be willing to volunteer.
Hours per week: _____ or Hours per month: _____ I prefer: <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> No Preference

CRIMINAL HISTORY <i>(Please Explain any "YES" answers – Attach an additional page if needed)</i>
Have you had any moving violations in the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony offense other than traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently the subject of a criminal investigation by a law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
I am willing to have my fingerprints taken. <input type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY CONTACT			
Name: (Last, First Middle)		Relationship	
Street Address	City, State, Zip	Home Phone ()	Business / Cell Phone ()

MEDICAL INFORMATION <i>(Please Explain any "YES" answers – Attach an additional page if needed)</i>
Do you have any physical restriction, or currently taking any medication, which may impair your ability to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION OF APPLICANT
<p>I certify that the information shown is true, complete, and correct to the best of my knowledge, and authorization is given to the City of Hemet to investigate all matters contained therein. Any false statement or intentional misrepresentation will be cause for disqualification or immediate dismissal from the Code Compliance Volunteer Program at any time during my placement.</p>
<p style="text-align: center;"> </p> <p style="text-align: center;"> Applicant Signature Printed Name Date </p>