



VECHS WAIVER AGREEMENT AND STATEMENT

Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize **(enter Name of Qualified Entity) City Of Jacksonville – Office of Volunteer Services** to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity)

(Year of Request)

I have **OR** have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I do **OR** do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee ☐ Volunteer ☐ Contractor/Vendor ☐

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: City of Jacksonville – office of Volunteer Services

Address: Suite 120, City Hall 117 W. Duval Street Jacksonville, Florida 32202

Telephone: 904-630-1020 Fax: 904-630-8350

FDLE Assigned Qualified Entity Number: V16020004

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

COPY - SEND TO FDLE WITH FINGERPRINT CARD

Division: Military Affairs, Veterans, & Disabled Services Program: Disabled Parking Posse 630-4940 Position: Volunteer
Parking Enforcement Specialist

Disabled Parking Enforcement Auxiliary Specialists Code of Conduct

All auxiliary specialists must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

The Military Affairs, Veterans and Disabled Services Division, Recreation and Community Services Department, of the City of Jacksonville believes it important that all auxiliary specialists have clear advice and counsel available to assist them in performing their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these ends.

Primary Responsibilities of a Disabled Parking Enforcement Auxiliary Specialist

An auxiliary specialist acts as an official volunteer representative of government who is required and trusted to work within the law. The specialist's powers and duties are conferred by statute. The fundamental duties include serving the community and enforcing the laws pertaining to the utilization of disabled parking within Duval County, State of Florida.

Performance of the Duties of a Disabled Parking Enforcement Auxiliary Specialists

An auxiliary specialist shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Specialists will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, specialists will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

Discretion

An auxiliary specialist will use responsibly the discretion vested in his position and exercise it accordingly. The principle of reasonableness will guide the specialist's determinations, and the specialist will consider all surrounding circumstances in determining whether a citation should be written.

Consistent and wise use of discretion, based on professional competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice can sometimes be a more effective means of achieving a desired end.

Use of Force

An auxiliary specialist will never employ use of force or violence.

Confidentiality

Whatever an auxiliary specialist sees, hears or learns of that is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

Integrity

An auxiliary specialist will not engage in acts of corruption or bribery, nor will a specialist condone such acts by other specialists.

The public demands that the integrity of specialists will be above reproach. Auxiliary specialists must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in any governmental agency. Specialists will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the specialist to refrain from performing official responsibilities honestly and within the law.

Auxiliary specialists must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

Cooperation with Other Agencies

An auxiliary specialist will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

A specialist or agency may be one among many organizations that may provide enforcement services to a jurisdiction. It is imperative that a specialist assist colleagues fully and completely with respect and consideration at all times.

Personal-Professional Capabilities

Auxiliary specialists will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Private Life

Auxiliary specialists will behave in a manner that does not bring discredit to their agencies or themselves.

An auxiliary specialist's character and conduct must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The specialist's personal behavior must be beyond reproach. Please keep in mind you are taking on the responsibility to act as a representative of this Division and the City of Jacksonville.

I have read and understand the code of conduct and ethics as described above. I agree to accept and abide by these guidelines at all times.

Print Name

Signature

Date