



OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

Table of Contents

I. Purpose.....	2
Program Goals.....	2
Program Actions.....	2
District Responsibilities	2
II. Procedures – How to Get Started.....	3
III. Rules and Conditions	4
IV. Terms of Agreement	5
V. Attachments	6
Att. 1- Volunteer Safety Guidelines.....	6
Att. 1- Continued.....	7
Att. 2- Release and Waiver of Liability	8
Att. 2- Continued.....	9
Att. 3- Volunteer Work Permit	10
Att. 4- Sign Template.....	11

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

I. Purpose

Program Goals:

The purpose of the Oceano Community Services District (District) Adopt-An-Alley Program has been developed with the intention of increasing community involvement to help address illegal dumping which has an ongoing impact on the health and safety and livability of the local community. The goals of the program include the following:

- Improving health and safety
- Increasing livability
- Increasing community involvement
- Increasing the value of the trash removal service, South County Sanitary Services, Inc. (SCSS)

Program Actions:

The program is designed to promote continual maintenance efforts. The following actions are required to successfully complete the program goals:

- Removing litter and bulk items
- Identifying graffiti to be removed
- Removing excessive vegetation
 - vegetation blocking vehicle/emergency response access
 - weeding isn't required, but is always appreciated

District Responsibilities:

Upon completion of the program requirements as listed in the Procedures and Rules and Conditions, the District will take the following actions:

- Providing trash bags and related small tools
- Coordinating with SCSS to remove bagged trash from individual litter removal efforts, and a roll-off dumpster if needed
- Supervising the items placed into the roll-off dumpster
- Providing safety materials

As a reminder, the District's Solid Waste Ordinance prohibits the accumulation of solid waste, rubble, and/or cast offs on developed and undeveloped (vacant) property.

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

II. Procedures – How to Get Started

1. Interested parties should appoint an Adopt-An-Alley Volunteer Coordinator (Coordinator) who represents the volunteer group.
2. Review and complete an Adopt-An-Alley application. Call the District to clarify any questions at 805-481-6730.
3. The Coordinator must attend a safety meeting, at the District, where the safety guidelines required by the District shall be explained, see Attachment 1.
4. The Coordinator must complete a Release and Waiver of Liability form, see Attachment 2, provided to the Coordinator at the safety meeting. Release and Waiver of Liability forms will be provided to the Coordinator for all other volunteers to complete.
5. A Volunteer Work Permit, see Attachment 3, shall be issued by the District once an application, safety meeting and Coordinator Waiver of Liability form have been completed.
6. Safety materials: vests, orange trash bags, trash removal sticks, and loop hoes shall be provided to the Coordinator.

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

III. Rules and Conditions

1. The District General Manager shall approve the length of the adopted alley. Only alleys designated by the District will serve as acceptable cleanup areas.
2. No children under the age of 16 may volunteer. An adult 18 years of age or older must serve as the Adopt-An-Alley Volunteer Coordinator.
3. All volunteers must agree to the Release and Waiver of Liability provided by the District, see Attachment 2.
4. The Volunteer Work Permit shall be issued for two years and is renewable, at the District's discretion. If the volunteer group fails to fulfill its commitment, the District shall revoke the permit.
5. Volunteer actions should only be completed in good weather and daylight hours.
6. At least two organized group clean-up efforts must occur annually.
7. Only litter/vegetation originating from the agreed upon alleyway shall be placed in the District provided orange trash bags. The orange trash bags shall be placed at the volunteer's curb side next to the volunteer's trash container to be removed on trash day.
8. For organized clean-up efforts, the District shall provide a roll-off dumpster when needed. A District employee must be present before any material can be discarded into the roll-off dumpster.
9. The District shall provide an Adopt-An-Alley Sign, 12" x 18", to be displayed at the entrance of the alley at no cost to the volunteer group. The volunteer group shall provide the artwork, logo, or company name design to be displayed at the entrance of the alleyway in accordance with the following guidelines: rectangular 12" X 18" sign, drawn to an accurate scale regarding the specific logo, artwork, or name. Must be provided as a high resolution digital file. The District has final approval over signage. No messages shall be promoted. See Attachment 4 for the sign template.
10. Failure to comply to the Rules and Conditions will lead to program removal (including artwork, logo, or name from alley entrance).

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

IV. Terms of Agreement

The authorized signature below ensures that the interested participant understands and agrees to the Rules and Conditions listed above. Failing to comply with the Rules and Conditions shall lead to removal from the Program.

Organization: _____

Position: _____

Alleyway Location(s): _____

Signature: _____ Date: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

V. Attachments

Att. 1- Volunteer Safety Guidelines

Volunteer work can be safely completed by integrating the following safety procedures:

- Volunteers acknowledge the District is not responsible for any bodily injuries, personal injuries, illnesses, death, or property damage which may result from volunteer actions.
- Volunteers recognize that they may be working in a potentially hazardous environment and must carefully follow all safety requirements.
- The minimum age to volunteer is 16.
- The minimum age to apply for a Volunteer Coordinator position is 18.
- Do not attempt to remove potentially hazardous materials. Needles, dead animals, suspicious packages, powders, chemicals, etc. are to be avoided. Notify the Public Works Department or the Sheriff's Department of the location of suspicious items or hazardous materials immediately by calling 911 or the Environmental Health Department at 781- 5544.
- Do not strain your back attempting to lift heavy items. Always lift with your legs when removing heavier items. Avoid the removal of bulk items that could lead to injury. Use common sense when assessing item weight.
- Volunteers must wear safety vests and gloves. Safety materials will be provided as well.
- Volunteer work shall only be completed at the time and location designated by the Volunteer Work Permit issued by the District.
- Volunteer Work is only to be done on public property. Volunteers should never enter or alter private property.
- Volunteers must be aware that work locations may contain loose footing, sand, gravel, and pot holes.

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 1- Continued

- Material shall only be loaded into a roll-off dumpster when a District employee is present.
- Parking is not allowed along any alley or any portion of a street that blocks access.

The authorized signature below ensures that the Volunteer Coordinator understands and agrees with the safety requirements and possible health and safety issues associated with volunteer actions.

Signature: _____ Date: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 2- Release and Waiver of Liability

IN CONSIDERATION OF THE VOLUNTEER BEING ABLE to serve as a volunteer for Oceano Community Services District ("Oceano") in any activity which would include but not be limited to participation in Oceano's Adopt- an-Alley program, or any other volunteer program created by Oceano for the maintenance, improvement, or work in or upon Oceano facilities, or any other related Oceano activity, the undersigned Volunteer and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

WAIVER AND RELEASE: Volunteer and/or guardian does hereby release and forever discharge and hold harmless Oceano, its elected officials, officers, employees, and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with Oceano. Volunteer and/or guardian understands and acknowledges that the execution of this Release discharges and will discharge Oceano from any liability or claim that the Volunteer and/or guardian may have against Oceano with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from Volunteer activities with Oceano. Volunteer and/or guardian further understand that Oceano assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death or damage. Volunteer and/or guardian agree to hold harmless and indemnify Oceano from any legal matter, lawsuit, or litigation arising from this volunteer relationship.

ASSUMPTION OF THE RISK: Volunteer and/or guardian recognizes and understands that the activities with Oceano shall include, but is not limited to, inherently hazardous activities such as working in a potentially dangerous environment, pulling weeds, picking up trash and debris along public paths, roads and streets, dealing with graffiti and damaged property, loading and unloading, and transportation to and from the volunteer work sites.

Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges Oceano from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with Oceano. All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.

SCOPE OF RELEASE: Volunteer and/or guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California. Volunteer and/or guardian agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 2- Continued

shall continue to be enforceable. Volunteer hereby grants and conveys to Oceano all right, title, and interest in any and all photographic images and/or video or audio recordings made by Oceano during the Volunteer's activities with Oceano, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. Volunteer hereby grants Oceano permission to use and publish any photograph, video, or other digital media reproduction ("photo") taken of Volunteer.

NO EMPLOYMENT: Volunteer and/or guardian understand that Oceano is not agreeing to employ said Volunteer, and that no employer/employee relationship exists between the parties. Volunteer and/or guardian understand this is the complete and only agreement between the parties.

IN WITNESS, WHEREOF, Volunteer warrants that he/she has read and understands this Release and Waiver of Liability and has executed with full knowledge and understanding of its contents.

Signature: _____

Date: _____

Date of Birth: _____

Phone: _____

If volunteer is a minor (under the age of 18), parent/guardian signature is required. If Volunteer is under the age of 18, reasonable supervision by an adult (person age 18 or over) is required.

Relationship: _____

Date: _____

Signature: _____

Phone: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 3- Volunteer Work Permit

Oceano Community Services District
Oceano Community Services District, 1655 Front St, Oceano, CA 93445
Phone: (805) 481-6730 Fax (805) 481-6863
Email: office@oceanocsd.org

PERMIT NO:	APPLICATION DATE:
VOLUNTEER SAFETY COORDINATOR:	PARTICIPATING VOLUNTEERS:
NEIGHBORHOOD:	ALLEY:
TO BE PERFORMED AS: VOLUNTEERS (Y/N)	COMMUNITY SERVICE (Y/N)
ESTIMATED STARTING DATE:	PERMIT EXPIRATION DATE:
THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE SAFETY AND PROGRAM GUIDELINES CREATED BY THE OCEANO COMMUNITY SERVICES DISTRICT. THIS PERMIT MAY BE REVOKED AT THE SOLE DISCRETION OF THE OCEANO COMMUNITY SERVICES DISTRICT AT ANY TIME.	

PRINTED NAME: _____

SIGNATURE: _____

POSITION: _____

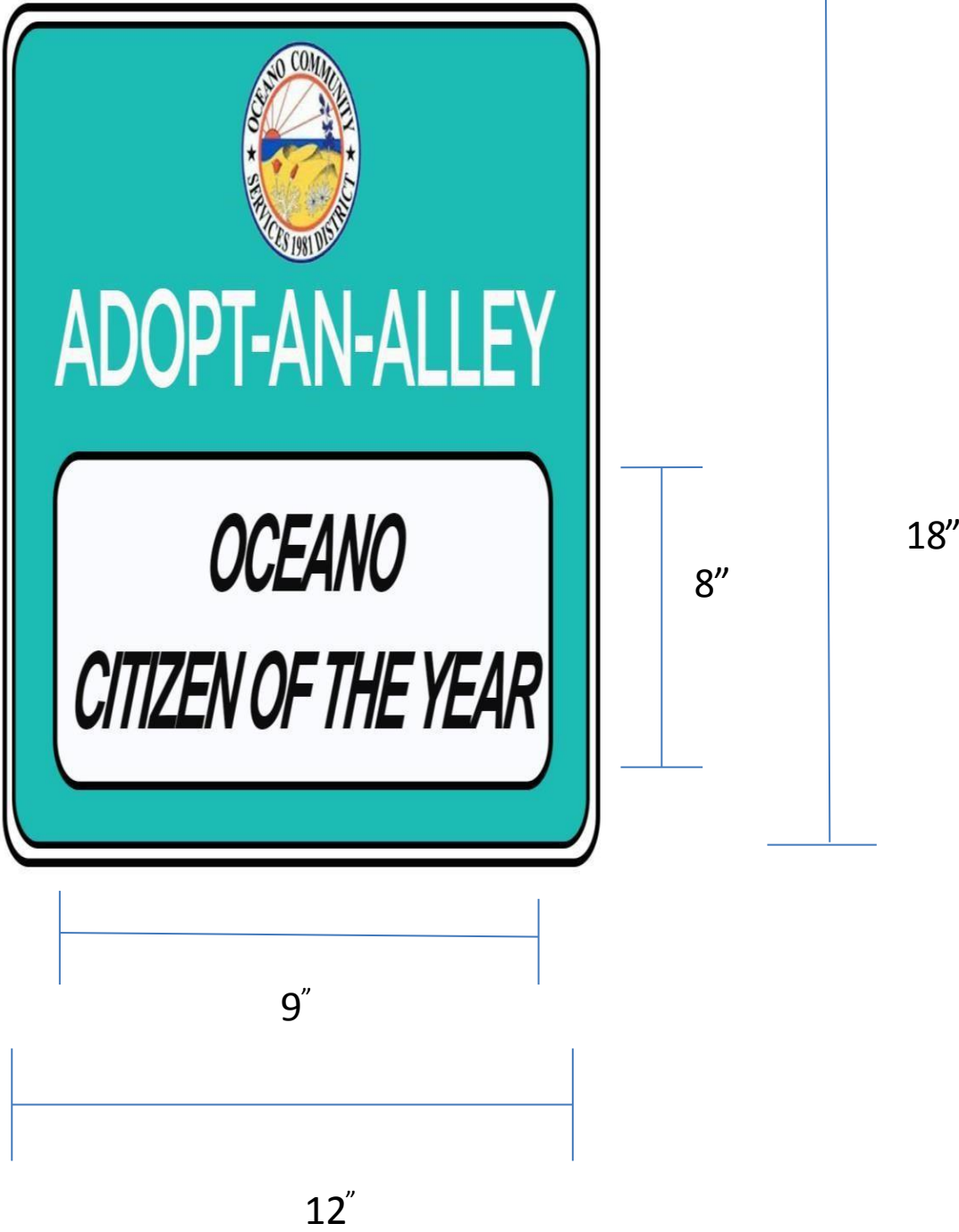
PHONE NUMBER: _____

EMAIL: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 4- Sign Template



***NOT DRAWN TO SCALE