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TIER II VOLUNTEER FINGERPRINTING NOTIFICATION

(To be completed by the volunteer's supervisor)

The City of Boise's Volunteer Regulation 2.01p requires some volunteers be fingerprinted based on the type of volunteer service they will be providing. Volunteers who require fingerprinting are known as Tier II volunteers. This form shall be completed by the department and sent to Human Resources (HR) notifying HR of the volunteer's Tier II status and requirement for fingerprinting.

Volunteer Name (Please print)

Volunteer Assignment

Please circle which of the following Tier II criteria this volunteer's service will include:

- A. Work with or around minor children or individuals with disabilities, but are not supervised by a City employee or are not working in the presence of the parent or adult guardian of the minor child or the individual with a disability.
- B. Work with or have access to confidential information, but are not supervised by a City employee.

My signature below certifies that I:

1. Provided the volunteer with a current City of Boise Volunteer Handbook.
2. Asked the volunteer to read and sign an Individual Volunteer Waiver to be retained by the department for two years.
3. Reviewed volunteer's duties with the volunteer and provided information necessary to perform those duties as well as information on parking, appropriate attire, and citywide regulations.
4. Provided personal protective equipment, when appropriate.
5. Provided the volunteer with a badge, t-shirt, hat or other apparel that identifies him or her as a City of Boise volunteer, when practical.
6. Request Human Resources perform a fingerprint check on the above referenced volunteer in accordance with the City's Volunteer Regulation 2.10p.

Supervisor Printed Name

Department

Supervisor Signature

Date