City of Albuquerque

HUMAN RESOURCES

Background Investigation Waiver and Release Form

VOLUNTEER PROGRAMS

In connection with my application for consideration to be placed as a volunteer with the City of Albuquerque, I understand that investigative reports may be requested on me. Further, I understand that information may be requested concerning my motor vehicle registration history and criminal history from various states, along with other public records available.

I voluntarily and knowingly authorize any law enforcement agency, local or state agency, Federal agency; private business; military branch or the National Personnel Records Center to give records of information they may have concerning information requested as part of my background investigation. I voluntarily and knowingly unconditionally release any named or unnamed format from all liability resulting from the furnishing of this information.

I understand that a thorough and complete background investigation will be conducted to determine my fitness and desirability as a candidate for placement as a volunteer with the City of Albuquerque.

I will provide a list of every state I have lived in and all former names and aliases on this Authorization Form.

I hereby release from liability and agree to hold harmless; under any and all possible cause of legal action, including negligence, the City of Albuquerque, the Agency and any of its officers, agents or employees for any neglect or wrongful statements, acts, omissions made or recorded in the course of my background investigation.

Power to refuse, renew or revoke placement as a volunteer:
The City shall have jurisdiction over placement of volunteers within the City of Albuquerque and may refuse to grant or renew or may revoke placement to engage in participating or placement within the City of Albuquerque.

Any volunteer may be rejected for any reason, and no reason for the rejection need be given to a volunteer.

All volunteer information shall be kept safeguarded to prevent non-allowed disclosure, release, loss or misuse and to ensure that only authorized persons have access to such confidential information.

_____ _____
Applicant Signature Date

_____ _____
Parentôs Signature if under 18 Date

APPLICANT INFORMATION – Please complete ALL blanks

_____ _____ _____ _____-_____-_____
Last Name First Name Full Middle Name Social Security Number

_____
Maiden Name Other Names, Nicknames or Aliases used Date of Birth (Month/Day/Year)

_____ _____
Present Address Number/Street/Quadrant City State Zip Code How Long

_____ _____ _____ _____ _____
Previous Address (Within last 7 years) Number/Street/Quadrant City State Zip Code How Long

_____ _____ _____ Operator __ Commercial (CDL) __
Driver's License Number State Issued Expiration Date

City of Albuquerque Information:

Department: *Parks & Rec. / Open Space / Shooting Range Park*

Requested by: *David Sanchez, Shooting Range Manager* Job Title: *Shooting Range Park Volunteer*

City of Albuquerque Shooting Range Park
Volunteer Program

INFORMATION FORM

Date:_____

Name:_____

Address:_____

City:_____State:_____Zip Code:_____

Home #_____ Work #_____ Cell #_____

Email Address:_____

Emergency Contact:_____Relationship:_____

Address:_____Phone #_____

Which Volunteer Activities Are You Willing to Perform?

Target Repair	Yes___	No___
Range Maintenance	Yes___	No___
Rifle & Pistol Safety Aid	Yes___	No___
Trap & Skeet Safety Aid	Yes___	No___
Road Trash Pickup	Yes___	No___
Janitorial	Yes___	No___
Landscaping	Yes___	No___

Have You Volunteered Before? Yes___ No___

If yes, please describe you volunteer experience.

_____
_____
_____
_____

Please describe any specific qualifications, skills, experience, or education that applies to the volunteer activities that you would like to do.

_____
_____
_____
_____
_____
_____
_____

Are you able to perform the essential functions of the volunteer work activities with or without reasonable accommodations?

*The City of Albuquerque encourages participation in all programs and activities and does not discriminate on the basis of race, color, national origin, ancestry, gender, religion, age, or ability in employment or the provision of services, programs, or activities.

_____
_____
_____
_____
_____
_____
_____
_____

Volunteer Signature:_____Date:_____

City of Albuquerque Shooting Range Park Rules

General Shooting Range Rules

1. Keep all firearms pointed straight up or straight down range only.
2. Case and uncase firearms on the front shooting tables, facing straight down range.
3. Do not handle firearms behind firing line.
4. Treat all firearms as if they were loaded.
5. Absolutely no horseplay at anytime.
6. No rapid fire.
7. When shooting prone or kneeling, shoot in-between tables. The muzzle has to be on the other side of the concrete, the shooterôs entire body is on the concrete. Otherwise shoot in the notch in the table.
8. No one can draw and fire from a holster.
9. Only a sworn Police Officer may holster but, nobody can draw and fire.
10. Only targets approved by the Shooting Range Staff may be used.
11. If a Range Officer deems your gun, ammunition, or equipment are unsafe; you will have to remove that item from the range.
12. We reserve the right to refuse service if intoxicated, disregard for rules, or not complying with Range Officerôs instructions.
13. If you have a ñhang fireò; keep the firearm pointed down range and call for a Rangemaster.

Rules for Minors

1. A minor is a person who is 15 years old or younger.
2. A minor has to shoot with an adult present and the minor will shoot on the adultôs lane.
3. An adult will stand within arms length of the minor while handling a firearm.
4. The supervising adult has to concentrate on the minor if handling the firearm and CANNOT be reloading magazines, looking through a spotting scope, or shooting at another table.

Rules for Cease Fires

1. No gun handling.
2. No standing on the concrete or touching equipment on tables.
3. You cannot bring a gun from your vehicle or to your vehicle during a cease fire.

Rules for Muzzle Loaders

1. During cease fires, the muzzle loader must be empty of powder.
2. During cease fires, the muzzle loader must be racked on the back tables facing straight up.
3. Loading and cleaning cannot be done during cease fires.
4. The caps/primers stay on the front table and the powder and equipment must stay on the back tables.
5. All loading and cleaning are accomplished on the back tables.

Please Sign _____

CITY OF ALBUQUERQUE
PARKS AND RECREATION DEPARTMENT
OPEN SPACE DIVISION
SHOOTING RANGE PARK

VOLUNTEER PROGRAM MANUAL

The Shooting Range Park provides a safe and convenient location for citizens to enjoy the shooting sports and learn the skills of using firearms for recreation, personal protection, and hunting.

SHOOTING RANGE VOLUNTEERS

You are about to become an important member of our team here at the Shooting Range. As you become acquainted with our program, you will be making important contribution to visitor service, maintenance, as well as enhancing public stewardship. This manual provides general, but important information that will guide you as a Shooting Range Volunteer. You are encouraged to enhance your knowledge and future endeavors by building on this manual with material from subsequent trainings. Shooting Range Volunteers (SRVôs) act as additional ñeyes and earsò for Shooting Range Officers and Managers.

A. RESPONSIBILITIES

1. **Set a good example and use ethics.**
   a. Be familiar with and follow **Shooting Range Park Rules and Regulations**
   b. Know ethics and conduct.
   c. Always listen to Range Officer/Manager requests/commands.
   d. You are encouraged to carry with you the following items:
      1. Cell Phone
      2. 2-way radio
      3. Shooting Range Volunteer Badge
      4. Shooting Range Hat

2. **Encourage others to follow rules and regulations.**
   Volunteers have an active involvement in enforcing shooting range rules. In safe situations, educate the public on rules, regulations, and etiquette.

3. **Report ALL maintenance problems throughout the property both inside and out to The City of Albuquerque/ Shooting Range Manager, David Sanchez (505) 836-8785.** Maintenance problems include vandalism, facility damage, and plumbing (inside/out).

4. **Submit log sheets on a monthly basis.** Log sheets **MUST** be turned in on the 29th day of each month. No exceptions.

   a. It is a record of your volunteer contributions. It is how Open Space/Shooting Range Park tracks your activities and determines who is active and who is not. Without these records Open Space/Shooting Range Park cannot reward its volunteers for their efforts.
   b. They give us the big picture about what is happening on the range, such as visitor use, encounters, and maintenance needs.

5. **Ethics and conduct. Prohibited conduct that will be cause for immediate termination from Shooting Range Volunteer Program:**
   1. **Use of intoxicating beverages or narcotic drugs on volunteer time.**
   2. **Sexual harassment.**
   3. **Discourtesy to a member of the public.**
   4. **Misconduct to Shooting Range Officers or/and any personnel.**

B. GENERAL USE RULES

The rules and regulations in this manual have been adopted by our ambitious program to protect the ranges visitors, staff, and volunteers such as yourselves. If these rules and regulations are followed the use and enjoyment of the Shooting Range Park will be fun for everyone!

Public Property
Do not remove, alter, or damage any sign, barrier, fence, gate or structure. Individuals responsible will be required to pay for damages.

Do not post any notices or signs without the permission of Shooting Range Officers/Manager.

Use toilets properly. Unsanitary behavior and litter thrown into toilet vaults or bowls only increases maintenance costs, which are passed on to the visitor through increased fees or taxes.

Public Behavior

All pets must be restrained on a leash no longer than eight (8) feet. Owners of unleashed dogs are subject to a $65.00 fine per dog. The owner of a dog that chases wildlife is subject to a $300.00 fine per dog. Always be courteous when in use of all ranges.

C. Customer Service for Participants

As a volunteer for the Shooting Range Park, you will encounter wonderful people and challenging people; in either case, these individuals should be treated with the same courtesy and respect. Follow these guidelines to assure that everyone you encounter enjoys a professional experience with you.

1. **How would YOU want to be treated?** Greet people you encounter. If you see that a visitor wants to talk to you be receptive and introduce yourself, identify who you represent, use a friendly tone and make good eye contact. Be respectful, however they behave.

2. **Be aware of your posture.** Try to stand next to the person facing the subject of interest rather than face-to-face. Side by side puts you on equal ground rather than putting you in a position of authority.

3. **Don't assume visitors know the rules.** If you encounter someone breaking a rule, respectfully inform them on why sticking to the rules keeps everyone safe on the range.

4. **Be accurate.** Take time to make sure the visitor understands what youôre saying. If you donôt know the answer to a question, encourage them to contact the Shooting Range Manager.

5. **If a visitor is defensive or defiant WALK AWAY!!!** Do not engage in the situation. Let Shooting Range Officers/Manager determine the best course of action.

6. **Medical Emergency on the Park.** In the event you observe a shooting injury or any other medical emergency, these are the steps you take:

    1. Call 911 to report emergency

    2. Immediately report incident to Shooting Range Staff / Management

Please Sign:_____

CITY SHOOTING RANGE PARK VOLUNTEER WORKSHEET

Volunteer #	Name:	Month/Yr:

DATE	LOCATION	TIME STARTED	TOTAL TIME (hr)	Target Repair	Maintenance	Safety Aid	Trap and Skeet	Trash Pick-up	Janitorial	Landscaping	Open & Close Gates
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
MONTHLY TOTALS =											

City Of Albuquerque
Parks and Recreation Department
Open Space Division
Shooting Range Volunteer Program

WAIVER OF LIABILITY

As a volunteer participation in the City of Albuquerque Shooting Range Park Volunteer Program, I will conduct myself in a professional manner and adhere to the regulations and policies in the Shooting Range Volunteer Manual. I will strive to set a good example on the Ranges and encourage other users to follow Shooting Range rules and regulations. I am bound to report problems and violations to Shooting Range Officers.

If I am to utilize a City vehicle, it will be my responsibility to maintain it.

I will absolve the City of Albuquerque, Parks and Recreation Department, Open Space Division, Shooting Range Park of any and all responsibilities for my well being and for any accidents and/or injuries I may suffer in the course of my volunteer work with the Shooting Range Volunteer Program. I have read and understand the rules and regulations for the Shooting Range properties.

_____

Volunteerôs printed full name

_____

Signature of Volunteer Date

_____

Signature of Witness (Shooting Range Official) Date