

The City of Raleigh, Parks, Recreation and Cultural Resources Department welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the Americans with Disabilities Act and providing reasonable accommodations to facilitate participation in our programs. The City of Raleigh recognizes that individuals with disabilities may require the support of a Personal Assistant in order to fully access and participate in PRCR programs.

As used herein, a Personal Assistant is an individual designated by an individual with a disability or the participant's parent/guardian to provide specialized support, supervision and/or assistance to the participant during a PRCR program. A Personal Assistant can be a family member, care giver, service provider, or other individual able and qualified to provide needed support to a PRCR participant with a disability. PRCR staff will work with the participant and/or their parent/guardian to determine the level of support, if any, which is necessary and appropriate to reasonably accommodate participation in a particular PRCR program.

The PRCR recognizes the vital role that Personal Assistants play in the positive and successful experiences of the individual(s) they serve. The information contained herein is intended to provide guidance to enhance the experience of all parties interested in the participant including the personal assistant, family members, PRCR, and the personal assistant's agency (if applicable). The PRCR also collects information from and about Personal Assistants for the safety of the PRCR, the personal assistant and all participants.

Expectations for all persons working with PRCR programs:

- Remain with the participant(s) during program hours.
- Assist the participant(s) and engage in all program activities.
- Be responsible for the care of participant(s). This includes assistance with and/or teaching skills (i.e. health, nutrition, hygiene, sportsmanship, social skills, recreational activities, etc.), adequate supervision for safety, and providing a healthy environment for all participants.
- Utilize positive behavior management techniques to address behavior issues for the participant(s).
- Promote inclusion of the participant(s) in all activities.
- Positively interact with all program participants, staff and parent/guardian. Be a contributing member of the partnership by giving and accepting constructive feedback.
- Adhere to PRCR policies and guidelines regarding dress code, cell phone use, etc.

Expectations for Personal Assistants in PRCR programs:

- Provide specialized services such as intensive behavior support (safety, management systems, etc.), medical/personal care (i.e. catheterization, medication administration, toileting, feeding, etc.), physical assistance (mobility devices, safety, transfers, etc.), and/or special assistance with effective communication to the individual participant. Personal Assistants should not provide these supports for other participants in the program.
- Assist the participant(s) and engage in all program activities (including active games, art projects, swimming, hiking, field trip activities, etc.).
- Be responsible for the care of participant(s). This includes assistance with and/or teaching skills (i.e. health, nutrition, hygiene, sportsmanship, social skills, recreational activities, etc.), adequate supervision for safety, and providing a healthy environment for all participants.
- Follow the guidance of PRCR staff for behavior management. Requests for a personal assistant to provide behavior management techniques not utilized by PRCR staff will be addressed on a case by case basis with the Specialized Recreation and Inclusion Services Program Director, and the personal assistant may be required to show proof of training, certification and/or authorization to perform the

behavior management technique(s). Personal Assistants should not provide behavior management to other participants in the program.

- Utilize positive behavior management techniques to address behavior issues for the participant(s).
- Remain with and assist the participant during transport to off-site activities. Note: the Personal Assistant may be responsible for transporting themselves to off-site activities if space on provided transportation is not available.
- Remain with the participant(s) at all times during program hours and assist with engaging the participant in all program activities.
- Positively and appropriately interact with all program participants, staff and parent/guardian. Be a contributing member of the partnership by giving and accepting constructive feedback.
- Adhere to PRCR policies and guidelines regarding dress code, cell phone use, etc.
 - a. Personal Assistant's must wear appropriate length shorts (not cutoffs or baggy pants), and closed-toed, athletic shoes. Excessively loose (ex: baggy pants) or tight (ex: leggings or yoga) pants or shirts with spaghetti straps, cutoff or jogging shorts, or revealing clothing are not permitted. Clothing and hats that displays drugs, alcohol, tobacco, sexual, gang or religious references are not permitted. Personal Assistants must wear swim wear that provides full coverage, such as one piece suits, board shorts and shirts while working with program participants. Males should wear appropriate length swim shorts (brief style swim suits are not permitted). Avoid wearing light colored swim wear that could become see-through. Sandals, Crocs® or flip-flops may be worn for water activities only. Length of fingernails and type of jewelry should not interfere with job tasks or pose safety hazard.
 - b. Personal Assistants are expected to wear a PRCR issued badge, to identify themselves as approved, to other participants, staff, parents, community members, etc., at all time while working in a PRCR program.
 - c. Personal Assistants are asked not to use electronic devices during work hours with PRCR programs (ie: personal cell phones, laptops, Mp3 players, gaming devices, etc.). Personal Assistants are asked to only access their personal cell phones and electronic devices outside close proximity of participants. Personal conversations during the program are not permitted. Personal Assistants should communicate with camp staff if needing to step away for a short period – extensive time away from the participant/program is not appropriate. Inappropriate reading material (ie: electronic (e.g. Kindle) or hard copy materials) should not be brought during program hours. Personal Assistants should not allow participants to use their personal electronic devices and should secure all personal items. PRCR is not responsible for damage to staff's electronic device or personal items.

Process & Requirements to participate in PRCR programs as a participant's Personal Assistant:

- Complete the attached information and waiver forms. (Information and waiver forms must be filled out for each program.) ***A valid email address for the Personal Assistant must be included.**
- Consent to and be cleared through a standard PRCR background investigation that is conducted for all staff and volunteers. (Background investigation must be completed annually.)
- After submitting the attached information and completed forms, the Personal Assistant will receive an email with a link to complete additional information for a background investigation to occur.
*The Personal Assistant must use this secured link to complete the Background Investigation.
- Personal Assistants and families will be notified when approved.
*Personal Assistants may not participate in PRCR programs until receiving approval.

It may take up to two weeks to process an application for a Personal Assistant; please plan accordingly.

To submit information, or for questions or more information about PRCR's Personal Assistant program please contact:

Raleigh Parks, Recreation and Cultural Resources Department
Specialized Recreation and Inclusion Services Program Director

Phone (919) 996-6835

City of Raleigh Parks, Recreation and Cultural Resources - Personal Assistant Information Form

Personal Assistant Name: _____
Last First Middle Initial Age

Address: _____

City: _____ State: _____ Zip: _____

Phone (home): _____ (cell): _____

Email: _____

In case of emergency, notify: _____

Relationship: _____ Phone: _____

(Personal Assistants younger than 18 must have a parent/guardian signature and be pre-approved by the Specialized Recreation and Inclusion Services Program Director. All Personal Assistants must also complete the attached Release & Indemnity Form and complete the Background Investigation.)

Agency or Group Personal Assistant is Employed by (if applicable): _____

Agency Supervisor (if applicable): _____ Supervisor Phone Number: _____

Name of Participant(s) you serve: _____

Name of Program you will be assisting the Participant in: _____

Please sign below when you have read and understand all statements.

I certify that the statements provided on this information form are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.

I understand that the Raleigh Parks, Recreation and Cultural Resources Department reserves the right to screen personal assistants, and the Department will not accept as a personal assistant anyone who would jeopardize any aspect of service or the safety of PRCR customers and staff.

I understand that Raleigh Parks, Recreation and Cultural Resources Department may contact my Agency or Group to verify my employment or affiliation, or to discuss any concerns regarding performance or negligence of duties while working as a Personal Assistant.

I have read and agree to adhere to the Expectations for Personal Assistants while working in Raleigh Parks, Recreation and Cultural Resources programs.

I will also not abuse or disclose any information, materials, or hardware I may use or obtain while working as a Personal Assistant.

Personal Assistant Signature: _____ Date: _____

Participant's (Parent/Guardian) Signature: _____ Date: _____

Relationship to Participant: _____

PRCR SRIS Director Signature: _____ Date: _____

Non-Discrimination Policy – The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with either the Director of the Raleigh Parks and Recreation or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240

RELEASE, COVENANT NOT TO SUE, AND INDEMNITY AGREEMENT

I wish to assist with one or more of the Special Events or Recreation Classes provided through Raleigh's Parks and Recreation Department to facilitate the event for my enjoyment, and so that my family and other citizens can participate. I agree that class or event access provides a benefit to me and to my family and is adequate consideration for this agreement. I understand that assisting in this activity involves risk of injury. These risks include inclement weather or excessive heat, falling debris, accidents while traveling or from vehicles traveling to or from the event or parking at it, injuries from equipment problems or failures, proximity to vehicles or equipment (including those producing debris or dust), contact with and actions of event participants, event staff or other volunteers, slips/trips/falls, musculoskeletal injuries, harm from contact with sharp objects or tools, contact with chemicals or irritants, exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to assist in this activity despite the risks.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with assistance in this activity. I also agree for myself and for any child assisting to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the City staff and other supervisors of the activity.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from the activity. If I am allowing a child to assist in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is assisting, and I release, waive, and discharge any legal rights that I may assert on behalf of the child assisting in this activity. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from assisting in this activity.

I understand that the City of Raleigh provides no insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

Pictures or video may be taken of volunteer for use in program publicity.

Please check, if you do not concur

Name of Personal Assistant: _____

Signature of Personal Assistant: _____

(or of parent/legal guardian if Personal Assistant is under 18)

Printed Name of Parent/Legal Guardian (if under 18): _____

Address of Personal Assistant: _____

Email Address of Personal Assistant: _____

Date signed: _____

TO BE COMPLETED BY SRIS PROGRAM DIRECTOR

Supervisor Name: _____ Phone: _____

Email: _____

% of Time Personal Assistant unsupervised by FT PRCR staff: _____

% of Time Personal Assistant in contact with minors: _____