



King County Prosecuting
Attorney's Office
516 Third Ave – Rm W400
Seattle, WA 98104
(206) 477-1200

PAO VOLUNTEER APPLICATION

	POSITION APPLIED FOR	DATE OF APPLICATION
	<p style="text-align: center;"><u>Mission Statement</u></p> <p>The mission of the King County Prosecuting Attorney's Office is to do justice. We exercise the power given to us by the people with fairness and humility. We serve our diverse community, support victims and families, and hold individuals accountable. We develop innovative and collaborative solutions for King County and the State of Washington.</p>	DATE RANGE OF VOLUNTEER WORK
Date Received	HOW DID YOU LEARN OF THIS POSITION?	

LAST NAME	FIRST NAME	MIDDLE NAME	HOME TELEPHONE
			()
STREET ADDRESS	CITY	STATE	ZIP CODE
			DAY TELEPHONE
			()
E-MAIL	ARE YOU 18 YEARS OR OLDER?		<input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE YOU EVER BEEN EMPLOYED BY KING COUNTY?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DO YOU HAVE ANY RELATIVES EMPLOYED BY KING COUNTY?			<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, NAME AND RELATIONSHIP?			
Have you ever been convicted of a crime, pled guilty, or been released from prison within the past seven (7) years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE YOU EVER BEEN INVOLVED IN A LAWSUIT AGAINST KING COUNTY OR A COUNTY AGENCY, OR HAD ANY DEALINGS WITH THE KING COUNTY PROSECUTING ATTORNEY'S OFFICE? If yes, give details:			

EDUCATION						
<u>High School</u>		<u>Location (City/State)</u>		<u>Graduate/GED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University	Location (City/State)	Degree Conferred	Major	Credit Hours	Dates Attended	
					From	To
List (below) any vocational or on-the-job training you have completed which would be relevant to the volunteer position you are applying for.						
					From	To
					From	To
Other valid professional licenses and certifications you hold.	Type of license	Issuing State	Registration No.		Expiration Date	

EMPLOYMENT HISTORY					
From (Month & Year)	Present Position Title		Employer's Name		Telephone Number ()
To (Month & Year)	Employer's Street Address		City		State Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone ()
Hours Worked each Week	Starting Salary \$	Present or Last Day Salary \$	Reason For Leaving or Considering Change:		
Number of Employees Supervised by You:			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Primary Duties:					
From (Month & Year)	Title of Position You Held Before The Above		Employer's Name		Telephone Number ()
To (Month & Year)	Employer's Street Address		City		State Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone ()
Hours Worked each Week	Last Salary \$	Reason For Leaving or Considering Change:			
Number of Employees Supervised by You:					
Primary Duties:					

Reference Authorization: I authorize King County PAO to contact the following three professional references.

NAME	TITLE	ORGANIZATION	TELEPHONE
			()
			()
			()

Emergency Contact: Please list an emergency contact.

NAME	RELATIONSHIP	ORGANIZATION	TELEPHONE
			()
			()

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I give the King County Prosecuting Attorney's Office the right to investigate all references, and to secure additional information about me, including a criminal record check. I hereby release from liability King County Prosecuting Attorney's Office and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

SIGNATURE OF APPLICANT	DATE
X	

Volunteer Letter

Welcome to the King County Prosecuting Attorney's Office. The purpose of this letter is to confirm your volunteer position with our office. Our office hours are 8:30 am to 4:30 pm, Monday through Friday. You may discuss your specific schedule with your supervisor.

As a volunteer intern, you will be performing hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Thus, you will not receive compensation for your contribution. You will be required to sign and submit a waiver of liability which is included at the end of this letter.

The following items are important for you to know:

- You are ineligible for King County benefits.
- Either you or the county may terminate the volunteer position prior to the completion of the assignment without cause or prior notice.
- You do not attain any rights toward career service or regular employment.
- You are not represented by a labor union.
- You are ineligible for hire into a career service position unless you have competed in a formal selection process.
- You are ineligible for enrollment in the Public Employees' Retirement System (PERS).
- You must pass a criminal history check which will include being fingerprinted at the King County Courthouse.

Please understand that the provisions of this letter do not constitute an express agreement. If you have any questions about your volunteer position or any information in this letter, please contact me at 206/477-1204.

Sincerely,

Becky Gifford

Human Resources

I understand and accept the conditions of this internship.

Name

Date

VOLUNTEER INTERN WAIVER AND RELEASE

The undersigned, on behalf of themselves and their estate, hereby waives any right of recovery and releases King County, its officers, officials, employees and agents, from liability arising from any injury to undersigned, arising from or out of the undersigned's activities and participation in the volunteer position at King County

The undersigned further acknowledges and agrees that King County does not assume any responsibility whatsoever for any property of the undersigned and the undersigned shall not hold the county liable for any loss or damage to same. The undersigned hereby gives permission to be photographed and have their image used in King County publications.

Signature: _____ Date: _____

VOLUNTEER CONFIDENTIALITY AGREEMENT

I understand and agree that:

1. King County Prosecuting Attorney's Office (PAO) volunteers have access to records and information of a confidential nature. The records of the PAO, including electronic and paper files, contain confidential and personal information.
2. Volunteers shall treat all official department business and records as confidential and shall not discuss or impart information to any person who is not a member of the criminal justice system, Division of Child Support or County client and who the volunteer communicates with within the scope of his/her volunteer position without the permission of the PAO or as required by law.
3. Additionally, volunteers shall not disclose one another's address, telephone number, or information from personnel files to the public or to news media except with the consent of the concerned individual or as required by law.
4. Volunteers may not use any database (i.e. Prosecutor by Karpel (PBK), Support Enforcement Management System (SEMS) or *any* other databases that the volunteer has access to as a result of their employment with the PAO, including but not limited, to court databases, DOC, King County Jail, etc.) to access any information on: (a) self, friends, neighbors, relatives, or co-workers; or (b) any other person unless the purpose is directly associated with the scope of employment.
5. Violation of the rules of confidentiality may be reason for immediate termination. Unauthorized release of criminal history information constitutes a misdemeanor offense subject to criminal prosecution and civil action. The Division of Child Support records contain information from other government agencies; wrongful disclosure of that information may lead to civil and criminal penalties.
6. Confidential information obtained during employment must continue to remain confidential when employment ends.

I have read and understand the above and promise to abide with all the rules of confidentiality.

Signature

Date

Printed Name

PAO POLICY ON NONDISCRIMINATION, ANTI-HARASSMENT AND INAPPROPRIATE CONDUCT

The King County Prosecuting Attorney's Office (PAO) is committed to maintaining a respectful, productive, inclusive and equitable workplace. Therefore, all employees are expected to act with fairness, civility, integrity and to treat all coworkers equitably. Discrimination, harassment, retaliation, and other inappropriate conduct that undermines the integrity of the employment relationship are prohibited. All complaints of conduct inconsistent with these expectations, regardless of whether the conduct rises to the level of unlawful discrimination, harassment or retaliation will be investigated and substantiated complaints will result in prompt, corrective action, up to and including termination.

The PAO prohibits discrimination or harassment that is related to anyone's race, color, sex, age, creed, disability, marital status, national origin, religion, pregnancy, gender, gender identity or expression, genetic information, sexual orientation, veteran or military status, use of a service animal, and any other status protected by federal, state and local law. Additionally, the PAO prohibits retaliation of any kind against employees, who in good faith, report harassment, discrimination or retaliation, or assist in the investigation of such complaints.

DEFINITIONS

Discrimination occurs when an employer takes a discrete adverse employment action against an employee and the employee's protected status was a substantial factor in the employer's decision.

- **Disability Discrimination** occurs when the employer knows that an employee is unable to perform an essential function of the job due to a disability and fails to provide a reasonable accommodation that would enable the employee to perform the essential function.

Discrete Adverse Employment Action, in the case of discrimination, is an action that substantially affects the terms, conditions, or privileges of employment. It includes, but is not limited to, discipline, discharge, layoff and a failure to hire or promote.

- **In the case of retaliation**, it is an action that would discourage a reasonable employee from making a complaint or participating in a discrimination, harassment or retaliation investigation or proceeding.

Protected Status includes an employee's sex, age, creed, disability, marital status, national origin, race, color, religion, pregnancy, gender, gender identity or expression, genetic information, sexual orientation, veteran or military status, use of a service animal, and any other status protected by federal, state and local law.

Harassment is unwelcome conduct that can take many forms, including but not limited to, innuendoes, unwelcome compliments, suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, jokes, pranks, written materials, and offensive gestures or touching. It is illegal when:

- Enduring the conduct becomes a condition of continued employment; or
- The conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile or abusive.

Sexual Harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, displays of sexually oriented material, or other verbal or physical conduct of a sexual nature:

- Is explicitly or implicitly made a term or condition of employment;

- Is used as a basis for an employment decision; or
- Unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or otherwise offensive environment.

Both the victim and the harasser can be the same gender or gender identity.

Retaliation occurs when a supervisor or manager takes a discrete adverse employment action against an employee because the employee reported discrimination, harassment or retaliation or assisted in the investigation or proceeding of such complaints.

Inappropriate Conduct is conduct that, while not rising to the level of unlawful discrimination or harassment, communicates a hostile, derogatory or negative message about persons based on protected status. Inappropriate conduct can be either verbal or nonverbal and includes slights, insults and other conduct that a reasonable person would find offensive.

Disability is a sensory, mental or physical impairment that: (1) is medically recognized or diagnosable; (2) exists as a record or history; or (3) is perceived by the employer to exist, whether or not it actually exists. A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, limits the ability to work generally or work at a particular job, or limits any other activity.

REPORTING PROCEDURES

Reporting Discrimination, Harassment, Retaliation or Inappropriate Conduct

If you believe that you have been the subject of inappropriate, discriminatory or harassing conduct in violation of this policy, or you have been subjected to retaliation for reporting such conduct, you should report the conduct to your supervisor, the Chief of Staff, your Division Chief or the Human Resources Director.

All information will be maintained on a confidential basis to the greatest extent possible.

However, such information is subject to disclosure under Washington's Public Records Act, RCW 42.56, and RCW 41.56, or for relevant litigation. Additionally, information may need to be disclosed to employees in order to carry out the purpose and intent of this policy.

If you feel that your complaint is not being adequately addressed by the managers listed above, please contact the Chief of Staff.

If you are concerned that you or another King County Employee have been subjected to treatment in violation of this policy and you want to have a confidential discussion about your concerns, please contact the Employee Assistance Program at 206-477-0632 or 206-477-0631, or Making Life Easier at 1-888-874-7290. These resources offer comprehensive programs and services that help King County employees, and their families, to be healthy and safe.

RESPONSIBILITIES

Responsibilities of All PAO Employees

All employees in the PAO shall be responsible for:

- Acting professionally and refraining from discriminatory, harassing, retaliatory or inappropriate conduct;
- Becoming familiar with the provisions of this policy, complying with all requirements of this policy, and cooperating with any inquiry under this policy; and
- Promptly reporting, as outlined above, any incident of discriminatory, harassing, retaliatory or inappropriate conduct that the employee experiences or observes. The PAO cannot correct discriminatory, harassing, retaliatory or inappropriate conduct if the conduct is not known.

Where an inquiry establishes that an employee engaged in discriminatory, harassing, retaliatory or inappropriate conduct, the employee will be subject to appropriate corrective action, up to and including termination. The corrective action issued will be proportionate to the severity of the misconduct.

Responsibilities of the Human Resources Director

The Human Resources Director shall be responsible for:

- Receiving allegations of discriminatory, harassing, retaliatory or inappropriate conduct;
- Promptly conducting or overseeing fair and impartial investigations into allegations of discriminatory, harassing, retaliatory or inappropriate conduct;
- Advising supervisors and managers on the provisions of interim relief to the complaining party pending the outcome of the investigation to ensure further misconduct does not occur;
- Communicating with the complaining party about the status of the investigation, the resolution of the investigation, and what actions will be taken, if applicable;
- Advising the relevant Division Chief and the Chief of Staff about allegations of discriminatory, harassing, retaliatory or inappropriate conduct and the resolution of those allegations under this policy;
- Documenting the allegations received and the steps taken to address them.

Responsibilities of Supervisors and Managers

All supervisors and managers shall be responsible for:

- Acting promptly and appropriately to prevent discrimination, harassment, retaliation or inappropriate conduct in the workplace;
- Reporting to the HR Director, as outlined above, any incident of discrimination, harassment, retaliation or inappropriate conduct that they witness or is otherwise brought to their attention;
- Receiving and handling allegations of discrimination, harassment, retaliation or inappropriate conduct promptly and appropriately, as outlined above;
- In consultation with the HR Director, providing interim relief to the person who complained about discrimination, harassment, retaliation or inappropriate conduct pending the outcome of the investigation to ensure that further misconduct does not occur; and
- In consultation with the HR Director, taking prompt and appropriate corrective and disciplinary action, up to and including termination, against employees who have engaged in discriminatory, harassing, retaliatory or inappropriate conduct or who have not carried out their responsibilities under this policy.

Responsibilities of Division Chiefs

All Division Chiefs shall be responsible for:

- Acting promptly and appropriately to prevent discrimination, harassment, retaliation or inappropriate conduct in the workplace;

- In consultation with the HR Director, insuring that interim relief is provided to the person who complained about discrimination, harassment, retaliation or inappropriate conduct pending the outcome of the investigation to ensure that further misconduct does not occur; and
- In consultation with the HR Director, taking prompt and appropriate corrective and disciplinary action, up to and including termination, against employees who have engaged in discriminatory, harassing, retaliatory or inappropriate conduct or who have not carried out their responsibilities under this policy.

Consequences of Non-Compliance

Any employee, manager, supervisor, the HR Director, the Chief of Staff or any Division Chief is found to have failed to properly carry out the responsibilities outlined above, shall be subject to appropriate corrective action, up to and including termination.

ADDITIONAL RESOURCES & AVENUES FOR REPORTING AVAILABLE TO EMPLOYEES

King County Civil Rights Program, Office of Equity and Social Justice,
<https://kingcounty.gov/elected/executive/equity-social-justice/civil-rights.aspx>

- The enforcement unit of the Civil Rights Program investigates and resolves complaints of discrimination, provides education and offers technical assistance. They work as impartial fact-finders and do not represent any party.

Washington State Human Rights Commission, <https://www.hum.wa.gov/>

U.S. Equal Employment Opportunity Commission, <https://www.eeoc.gov/>

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the PAO Policy on Nondiscrimination, Anti-Harassment and Inappropriate Conduct. I understand that the policy prohibits discrimination, harassment, inappropriate conduct and retaliation on the basis of race, color, sex, age, creed, disability, marital status, national origin, religion, pregnancy, gender, gender identity or expression, genetic information, sexual orientation, veteran or military status, use of a service animal, and any other status protected by federal, state and local law, and provides a complaint process to resolve such allegations.

I agree that I have received and understand the PAO Policy on Nondiscrimination, Anti-Harassment and Inappropriate Conduct.

Printed Name: _____

Signature: _____

Date: _____

**KING COUNTY PROSECUTING ATTORNEY'S OFFICE
CRIMINAL HISTORY CHECK**

The King County Prosecuting Attorney's Office is entrusted and charged with the statutory responsibility for, among other things, prosecuting criminal violations. Employees of the office engage in highly sensitive work, the nature of which requires that they work closely with a variety of law enforcement agencies. Therefore, the interest of the employer is particularly great in employing law-abiding personnel whose conduct, both on and off duty, reflects favorably on the office.

It is the policy of the King County Prosecuting Attorney's Office not to hire employees who have been convicted of a felony or a misdemeanor involving moral turpitude unless, in the discretion of the Prosecuting Attorney, there are circumstances that mitigate against disqualification. We also take into consideration charges that have been filed even if there is no conviction. Some of the factors that we consider when reviewing charges or misdemeanor convictions are the date of occurrence (i.e., how long ago), crimes involving dishonesty, drug use or violence. The following information is needed to conduct a criminal history check:

Have you ever been convicted OR charged with a felony or a misdemeanor other than minor traffic offenses?

☐ Yes

☐ No

Please note that all arrests, jail bookings, deferred prosecutions and stipulated orders will show on your record. Please use the back of this form or a separate sheet of paper to explain anything you would like us to consider.

NAME: _____

(Last, First, Middle)

DATE OF BIRTH: _____

_____/_____/_____
Month / Day / Year

ANY OTHER NAMES USED: _____

MAILING ADDRESS: _____

Number and Street, City, State Zip

SEX: _____

RACE (Optional) -This is helpful when conducting checks. If we are unable to run a complete criminal history you may be required to give this information before we can extend a final offer.) _____

I, _____, certify that I have read the above and understand that a criminal history check will be conducted. I certify that the above information is true and correct.

Signature

Date

**INTERNAL USE ONLY
RETURN COMPLETED FORM TO HUMAN RESOURCES OFFICE**

DATE REQUESTED: _____

**POSITION / DIVISION FOR WHICH EMPLOYEE IS
ASSIGNED:** _____

CHECK CONDUCTED ON: _____ **BY:** _____

☐ OAC / DISCIS

☐ PROMIS

☐ NCIC

☐ WASIS

☐ JJWEB

NOTES: _____

Copies of Criminal History Attached: ☐ Yes ☐ No

All staff members, including paid and unpaid, must notify the Human Resources Office of any outside employment during the term of their employment due to restrictions regarding possible conflict of interest. Please complete this Consent for Outside Compensation form and return with this application if you are currently employed. If you become employed at any time during your internship with this office, you will need to complete one of these forms.

CONSENT FORM--OUTSIDE COMPENSATION (Volunteers)

Name:_____

Date:_____

Division assigned to:_____

Nature of proposed compensated outside employment/service:

Estimated Total Hours (or Hours per Week):_____

Approved:

Heidi Parkington-Thal, Human Resources Director

_____ **Date of Approval**

Please mail to:

Heidi Parkington-Thal
Human Resources Director
King County Prosecuting Attorney's Office
W400 King County Courthouse
516 - 3rd Avenue
Seattle, WA 98104