

# LANCASTER EYES & EARS PROGRAM

## Lancaster Eyes and Ears Program (LEEP)

The City of Lancaster Code Compliance Division is seeking volunteers to join the Lancaster Eyes and Ears program (LEEP)

The LEEP program will primarily perform duties in the field identifying code violations for code officers to perform further investigation. The program is intended to have volunteers aid city staff in improving and preserving the quality of life in our community. These volunteers will help act as the "eyes and ears" in residential and commercial neighborhoods to staff code compliance officers. Citizens are key to identifying potentially serious problems.

### Essential duties and responsibilities:

Patrol assigned areas to identify code violations such as:

- Excessive accumulation of trash and debris;
- Parking of vehicles, boats, trailers on unimproved surfaces;
- High grass and overgrown weeds/vegetation;
- Junk vehicles;
- Illegal dumping and litter; and
- Illegal placement of signs

LEEP volunteers will be asked to take photos of the identified violation and submit with the address to the code compliance division. The volunteers would only be able to provide limited information to property owners and residents concerning the correction of violations, bulk trash pickup procedures, and adhere to the expectation of privacy and personal safety.

### Qualifications:

Volunteers are requested to volunteer a minimum of 4 hours per week. Work schedules are flexible based on your availability but are limited to daytime hours. Volunteers must possess a Texas class "C" driver's license, successfully complete a background check and drug test, reside in the City of Lancaster.

### Training:

The basic training includes, reviewing the relevant municipal code sections, criteria for determining if the conditions and known facts constitute an actual violation and how to work cooperatively with people to avoid confrontation and be a good ambassador for the city. The overall goal is to target, the problem not the people.

Training will include a total of five, 2 hour sessions with code officers to educate volunteers on different code violations that may occur in the field. The training session will include 1 hour inside and 1 hour in the field with a code officer. Volunteers will be trained on what violations are and what they may look like in the field as well as procedures of reporting to code office.

### Benefits:

- Knowledge that you are helping to promote City Council's goal of a Healthy, Safe and Vibrant Community.
- Knowledge that you are benefitting your neighbors with questions about code compliance matters.

### How to Join:

- Contact the City of Lancaster Code Compliance Division located at 700 E. Main Street, or by phone at 972-218-1200, or by e-mail at [sgilbert@lancaster-tx.com](mailto:sgilbert@lancaster-tx.com)
- Complete a City of Lancaster Volunteer Application
- Complete the City of Lancaster Civic Leadership Academy and/or Public Safety Academy



# VOLUNTEER APPLICATION

## APPLICANT INFORMATION:

\_\_\_\_\_  
Name (First, Middle Last)

\_\_\_\_\_  
Maiden Name

\_\_\_\_\_  
Alias Names

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Apt. #:

Gender: **Male** **Female**  
Circle One

\_\_\_\_\_  
City

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Previous Address 1

\_\_\_\_\_  
City/County/State

\_\_\_\_\_  
Dates of Occupancy

\_\_\_\_\_  
Previous Address 2

\_\_\_\_\_  
City/County/State

\_\_\_\_\_  
Dates of Occupancy

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Driver's License # State

## SKILLS/EXPERIENCE:

\_\_\_\_\_  
Employment Experience:

### Education Level:

- High School Student  
 High School Diploma/GED  
 College Student  
 College Degree

### Volunteer Availability (Check all that apply):

- Weekdays  Evenings  
 Saturdays  Sundays

### Skills & Interests (Check all that apply):

- Typing/Word Processing  
 Data Processing/Spreadsheets  
 Research  
 Filing/Sorting Materials  
 Answering Phones  
 Administrative Tasks  
 Customer Service  
 Planting/Gardening  
 General Outdoor Projects  
 Clean Up/Park Beautification  
 Children's Programs  
 Senior Citizen Programs  
 Animal Service Programs  
 Special Events  
 Lancaster Eyes and Ears Program  
 Other: \_\_\_\_\_

## WAIVER/RELEASE OF INFORMATION:

I, \_\_\_\_\_, do understand and agree to the following:

- I am not entitled to compensation for performance of my duties as a volunteer, nor any employee benefits, nor am I covered by any workers' compensation. My liability coverage only covers official volunteer duties.
- The offer to volunteer employment and consideration of continued volunteer employment is contingent upon acceptable review of information including but not limited to consumer credit history, criminal

conviction history, driving record and other such reports that may exhibit information on my work habits, performance, education and experience, along with reason for termination of employment from previous employers where such information exists.

- I knowingly and voluntarily authorize and consent to allow the City of Lancaster to request information from various Federal, State and other such agencies which maintain records concerning and relating to records that may contain my driving history, criminal history, credit history, civil history and other experiences. I hereby authorize without reservation any party or agency contacted by the City of Lancaster, as a condition of volunteer employment, to furnish the listed information on this application and to release and hold harmless all parties involved from any liability and responsibility for doing so. This authorization and consent shall be valid in its original, faxed or copy form.
- I hereby agree to indemnify, defend and hold harmless the City of Lancaster, including its agents, employees or representatives, from any and all claims or causes of action, including any claims or causes of action resulting from the negligence or liability of the City of Lancaster, including its agents, employees or representatives, including, but not limited to, property damage, bodily injury or death arising out of or in any way connected to my participation in the City of Lancaster Volunteer Program.
- I knowingly and voluntarily authorize and consent to allow the City of Lancaster to utilize my image or likeness for promotional purposes, both electronically and in print.
- I certify that all information I have provided is true and correct.

*Parent/guardian must authorize permission for background check on minor.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date