

## Application Process

A City Volunteer Application is required and may be obtained online at [www.YourRialto.com](http://www.YourRialto.com) or by contacting the Community Compliance Manager for a copy. Resumes may be attached to the City application, but will not be accepted in lieu of a completed City application. Applications must be filled out completely and must clearly show that the minimum qualifications are met.

Submit the application to the Community Compliance Manager by email or mail.

## Selection Process

1. Those applicants who meet the minimum qualifications and appear to be the best qualified will be selected as candidates for an interview with the Community Compliance Manager and Senior Code Enforcement Officer.
2. Should a qualified individual with disabilities need reasonable accommodation.
3. If selected, the application paperwork will be submitted to Human Resources and a Live Scan fingerprinting will be scheduled.

How can  
I help?

### Code Enforcement Division

**Justin Edson**

Community Compliance Manager

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# VOLUNTEER PROGRAM

Code Enforcement Division



**EQUAL OPPORTUNITY EMPLOYER:** The City of Rialto does not discriminate on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, or disability. Equal employment opportunity will apply to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations and rehires.

## Our Mission

The City of Rialto's Code Enforcement Division receives thousands of calls for service each year on property maintenance issues ranging from aesthetics to health and safety violations. The goal of Code Enforcement is to gain compliance through education and communication about property violations.

Code Enforcement addresses property maintenance concerns that can affect property values, safety, and the overall appearance of the neighborhood. These issues can be on residential or commercial properties. Code Enforcement Volunteers are valuable team members who help contribute to the Division goals.

*Working Together to Enhance Our Community*

## Program Description

Are you interested in helping your community? Do you have an interest in the Code Enforcement profession? Volunteers assist the Code Enforcement Division with various issues citywide. As a volunteer, you will help with the following:

- Field & office activities
- Advertisements/signs on the public right of way
- Trash containers in public view
- Reporting graffiti
- Reporting abandoned shopping carts
- Assist Code Enforcement Officers with information on cases
- Attend City events and community meetings to help connect with residents

## Qualifications & Requirements

Volunteers donate between four and sixteen hours per month and are needed primarily throughout the week. Work schedules are flexible and are based on the availability of a minimum of two volunteers per city vehicle.

All volunteers must possess the following:

- High School Diploma or Equivalency
- A valid California Driver's License

No specific job experience is required. An interest in the Code Enforcement profession and CACEO certifications are desirable.

Sixteen hours of field training is provided prior to assuming any field duties. Volunteers will work with an assigned partner.

There are no financial expenses on your part. A marked City vehicle, City shirts, and necessary supplies will be provided by the City of Rialto in order for you to accomplish your tasks.



**How can  
I help?**

