



# OPERATION SENIOR CITIZEN PROTOCOLS

1. Request for assistance must be referred to Litter Abatement/Code Enforcement Officer for the City of Kingsville at 361-595-8093 and is limited to **one** request per site location.
2. Litter Abatement/Code Enforcement Officer fills out request form and sets an appointment with the requestor to visit the site for which assistance is being sought.
3. Litter Abatement/Code Enforcement Officer verifies that the requestor is over the age of 70, does not have any other family living in Kingsville or the immediate area that can assist them with the cleanup and that the requestor owns and resides at the property for which assistance is being requested. The requestor must sign the request form verifying the above information.
4. Litter Abatement/Code Enforcement Officer will assess the request for services and determine the number of volunteers, equipment and time will be necessary to complete the requested task.
5. If the request involves the removal of debris from the property, the Litter Abatement/Code Enforcement Officer shall survey the debris to ensure that the debris does not contain any hazardous material, concrete or tires. If there is, then the Litter Abatement/Code Enforcement Officer shall advise the requestor these items will not be removed by the volunteers. A notation shall be made on the form regarding the non allowed items.
6. Once the above steps are completed the request will be faxed to the Volunteer Coordinator and the Coordinator will assign a volunteer group to perform the cleanup. The Volunteer Coordinator will fill in the name of the volunteer organization, number of people assigned to the project, and the date and time agreed to perform the task. If the request requires the use of KKB equipment and/or debris removal, the coordinator will advise the volunteer organization of the location and procedure required to pickup the equipment. The Coordinator will provide the volunteer organization with a copy of the request and fax the completed copy to the Solid Waste Superintendent at 361-595-8099. If the request requires the removal of debris, the Solid Waste Superintendent will advise the volunteer group of the location of the landfill and the procedure that is required to properly handle the debris removal.
7. The volunteer organization will contact the requestor and advise the requestor of the date and approximate time the group will arrive.
8. A representative of KKB shall contact the local media to advise them of the date and time of the performance of the request. Photos will be taken by KKB of the volunteer organization and before and after site photos for future placement on the KKB website.
9. Upon completion of the requested cleanup, the volunteer organization shall obtain the signature of the requestor that the work has been completed and return the signed copy to the volunteer coordinator.



# OPERATION SENIOR CITIZEN

Date: \_\_\_\_\_

Requestor of Assistance: \_\_\_\_\_

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

Requestor Contact #: \_\_\_\_\_

Actual Location of Property: \_\_\_\_\_

Description of Assistance Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS SITE CONTAINS HAZARDOUS MATERIAL, CONCRETE, OR TIRES** \_\_\_\_\_

Necessary Equipment Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Volunteers Requested: \_\_\_\_\_ Estimated Hours of Work: \_\_\_\_\_

I, \_\_\_\_\_ do hereby swear and affirm that I have full authority and control of the property located at \_\_\_\_\_ to grant access and make all decision regarding the above reference property; I am over the age of 70; and, I have no other family members that live in Kingsville or the near proximity to assist me with the abatement of the above violations of the City of Kingsville Code of Ordinances. I hereby release and agree to hold harmless the City of Kingsville, its employees and agents, Keep Kingsville Beautiful and any volunteers that are involved in assisting with the abatement of the property above for any damage that may occur to my property during the abatement process. This release of liability and agreement given by me by \_\_\_\_\_ to the City of Kingsville, its employees and agents, Keep Kingsville Beautiful and any volunteers shall apply to any right of action that might accrue to myself, my heirs, and my personal representatives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Verification of Qualification: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Assigned to Provide Assistance : \_\_\_\_\_

Date of Performance: \_\_\_\_\_ Approximate Arrival Time: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification of Completion Signature: \_\_\_\_\_