



POLICY AND PROCEDURE

SUBJECT: VOLUNTEER POLICY

DATE: AUGUST 13, 2014

NUMBER: HR -14-001

POLICY STATEMENT

The City of Riviera Beach recognizes and supports the use of volunteers to assist the City's government in providing services and programs.

PURPOSE OF THE POLICY

The City's volunteer policy applies to all persons who perform voluntary service for the City. This policy formalizes the City's volunteer program, establishes standards of volunteer service and provides the City, through its various departments, with the necessary supervision and control over provision of such voluntary services. All volunteers are expected to abide by City's policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility and drug and alcohol use.

DEFINITIONS

City volunteers are uncompensated individuals who perform services directly related to the business of the City for the benefit of the City and the individual, to support the humanitarian, charitable or public service activities of the City, or to gain experience in specific areas.

AUTHORITY

The administration of volunteers and a volunteer program is the responsibility of the department for which the volunteer works. Departments are responsible for creating their specific department procedures to coordinate their volunteer program and to meet the expectations outlined in this policy.

APPLICABILITY

There are three (3) types of volunteers identified in this policy who shall all be referred to as volunteers:

- A. General Volunteer: Defined as one who is not assigned to specialized assignments and does not require licensing or certification. Placement of these volunteers will require a background check, drug test and verifying reference. Youth volunteers are accepted at the age of 14 with parental consent.
- B. Public Safety Volunteer: Defined as one who performs services to law enforcement and public safety. Placement of volunteers requires law enforcement background screening similar to law enforcement personnel.



POLICY AND PROCEDURE

SUBJECT: VOLUNTEER POLICY

- C. Internal Volunteer: Defined as one who is currently an employee of the City and is volunteering for a job distinctly different from the employee's regular classification. Current employees are not permitted to perform voluntary services for which are the same as or similar to, the duties for which they are paid to perform.

PROCEDURE

Potential volunteers will be required to submit a written application form provided by the Human Resources Department. Submission of an application shall not be construed as, nor implied as, acceptance of any individual into the volunteer program. Applications for volunteer services that will have exposure to children must complete the Florida Department of Children's Affidavit of Good Moral Character. The Human Resources Department will notify departments of volunteers' status for service. Policy and Procedures regulating volunteer duties must be discussed with the volunteer by departments. Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of services, supervision, necessary forms such as accident reporting, dress code, etc. Volunteers will also receive Code of Ethics Training and safety training as appropriate. Volunteers serve at the pleasure of the City and can be terminated without notice. Attached below are the documents referred to in this policy:

1. Florida Department of Children's Affidavit of Good Moral Character
2. Volunteer Application
3. Volunteer Service Agreement
4. Minor Volunteer Waiver and Release Form

Departmental Sponsor:

HUMAN RESOURCES DEPT.

Policy Review Date:

August 2017

References:

N/A

Departments Affected:

ALL EMPLOYEES

Approved By:

