



GENERAL GUIDELINE
CITY OF PORT ST. LUCIE
VOLUNTEER PROGRAM

(Effective 06-15-12)

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I. PURPOSE

The purpose of this general guideline is to establish the existence of the City of Port St. Lucie Volunteer Program and to provide guidance pertaining to the selection, training and use of members of the City of Port St. Lucie Volunteer Program.

II. SCOPE

This general guideline applies to all department personnel, with the exception of the Port St. Lucie Police Department, and all citizens serving as volunteers, with the exception of Port St. Lucie Police Department volunteers.

III. DISCUSSION

The Port St. Lucie Volunteer Program recognizes the talents and skills of the residents of the City of Port St. Lucie and utilizes those talents and skills by recruiting citizens from the community to work in diverse capacities within various city departments on a volunteer basis.

IV. SELECTION

The City of Port St. Lucie Volunteer Specialist, with assistance from the various department Volunteer Coordinators, will be responsible for the selection of the volunteer candidates for the City of Port St. Lucie Volunteer Program. Training will be provided by, or designated by, the appropriate department Volunteer Coordinator. Approved volunteer candidates will be considered part of the department's staff on a volunteer basis, and will be afforded the privileges of a paid employee in the routine day-to-day considerations within the department they are assisting.

- A. Any interested person who wishes to volunteer must complete an application supplied on-line or by the Volunteer Specialist.
- B. A background check of all candidates applying will be conducted prior to approval and assignment, and may include any or all of the following:
 - Driver's license check
 - Photo I.D.
 - Fingerprint check
 - Criminal history check
 - References
 - Copy of birth certificate
 - Proof of citizenship
 - Proof of residency
 - Social Security number

V. TRAINING

- A. The Volunteer Specialist matches the volunteers' skills and talents to the assignment, whenever possible.
- B. Candidates of the City of Port St. Lucie volunteer Program will receive on-the-job training from the Volunteer Coordinator or appropriate staff members of the division they are assigned to work with.
- C. Volunteers may be utilized to complete clerical, administrative, or technical tasks as their abilities allow and will only be limited in performing functions that are regulated by state statute or union contract.

VI. CODE OF CONDUCT

- A. All volunteers shall abide by the city's Rules and Regulations as they pertain to conduct of regular employees.
- B. "Volunteer Handbook" provides guidelines and expectations for volunteers and a copy shall be provided to each participant.
- C. Volunteer members will comply with the work agreement as provided to them by the department.
- D. Volunteers can be terminated at any time without the right of a grievance procedure.

VII. UNIFORMS

- A. Volunteers will be provided a badge which will identify them as a City of Port St. Lucie volunteer. This identification badge must be worn at all times while volunteering services.
- b. Various departments may issue and require volunteers to wear a uniform identifying them as volunteers.

VIII. SUPERVISORY RESPONSIBILITY

- A. The assignment and supervision of the volunteers will be determined by the Volunteer Specialist in conjunction with the Volunteer Coordinator.
- B. Any department Volunteer Coordinator requiring the services of a volunteer will coordinate the assignment of the volunteer through the Volunteer Specialist.
- C. All records of volunteer hours will be verified by the Volunteer Coordinator or a staff member that has been designated by the Volunteer Coordinator. Records of volunteer hours shall be submitted to the Volunteer Specialist on a quarterly basis or as requested.
- D. Volunteers may require close supervision in areas of confidentiality and therefore, it is the requesting Volunteer Coordinators responsibility to ensure department procedures are followed at all times.