


Florida Fish and Wildlife Conservation Commission
Internal Management Policies and Procedures (IMPP)

	TITLE Volunteers	IMPP 6.9
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REFERENCES:

AUTHORITY: CHAPTER 110, PART IV (XX. 110.501 – 110.504), FLORIDA STATUTES; 60L-33.006, FLORIDA ADMINISTRATIVE CODE; EXECUTIVE DIRECTOR

IMPP OWNER: VOLUNTEER COORDINATOR

POLICY

The Commission strongly supports and encourages the development, management and recognition of successful agency volunteer programs and encourages citizens to volunteer their services to support the Commission's mission.

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6.9.1 DEFINITIONS

- A.** Volunteer – Any person who, of his or her own free will, provides services or goods to the Commission with no expectation or obligation of monetary or material compensation from the Commission.
- B.** Adult – Any person 18 years of age or older.
- C.** Minor, Child or Children – Any person(s) under the age of 18 years.
- D.** Occasional Service Volunteer (OSV) – Any person who provides one-time or intermittent voluntary service for one-day events or workdays.
- E.** Regular Service Volunteer (RSV) – Any person who provides on-going or continuous voluntary service for any type of volunteer work, including continuous involvement in one-day events or workdays.
- F.** Commission Employee Volunteer (CEV) – Any Commission employee who freely and of his or her own accord provides services for a volunteer program not directly connected with his or her normal work.
- G.** Volunteer Work – Includes any or all of the following:
 - a. Activity - Short time frame (less than 2-day commitment).
 - b. Project - Fixed term, single or series of activities.
 - c. Program - Long-term, on-going commitment that can include activities and projects.
- H.** Volunteer Coordinator – A Commission employee responsible for managing any type of volunteer work.
- I.** Volunteer Workday Leader – A properly trained/qualified Commission volunteer, or employee from a partnering agency, responsible for managing volunteers during any type of volunteer work.
- J.** Volunteer Program Manager – A Commission employee responsible for strategic planning, development and coordination of volunteer opportunities for the agency; serving to enable coordinators and workday leaders to increase their success with volunteers.
- K.** Comprehensive Case Information System (CCIS) – An initiative of Florida’s Clerks of Court to view court case information across county and circuit lines. All 67 counties use CCIS to electronically record criminal, civil, juvenile, probate, traffic court records and wildlife violations in Florida. The system provides summons or warrant history for an applicant, the charge and the status of the charge. The Florida Association of Court Clerks and Comptrollers allows Commission use of the system for background screens on employees and volunteers.

- L. Specific to summer day camps and summer 24-hour camps, [s. 409.175 \(2\), F.S.](#):
 - a. Personnel - for the purposes of screening, includes owners, operators, employees and volunteers working in summer day camps or summer 24-hours camps providing care for children.
 - b. Screening - is defined as the act of assessing the background of “personnel” and includes Level 2 screening standards as stated in [s. 435.04, F.S.](#), which includes fingerprinting for statewide criminal history record checks through the Department of Law Enforcement, and national criminal history record checks through the Federal Bureau of Investigation.
 - c. Summer day camps - means recreational, educational, and other enrichment programs operated during summer vacations for children who are 5 years of age, on or before September 1, and older.
 - d. Summer 24-hour camps - means recreational, educational, and other enrichment programs operated on a 24-hour basis during summer vacations for children who are 5 years of age, on or before September 1, and older, that are not exclusively educational.

6.9.2 VOLUNTEER PROGRAM GUIDELINES

- A. Before deciding to appoint a volunteer who will be working at a place where children regularly congregate, that person’s name or other identifying information must be run and cleared against the national sexual predator/offender registry consistent with the requirements of [s. 943.04351, F.S.](#) This does not apply to those positions or appointments within the Commission for which a **state and national** criminal history record/background check is conducted.
- B. Criminal history record/background checks (hereinafter referred to as “background screens”) are required for volunteers as described in IMPP 6.9.7.
 - 1. *Level 1 and Level 2* are terms used in Florida law to convey the method of the background screen and the extent of the data searched. A Level 1 screen generally refers to a name-based check conducted only in the state of Florida. A Level 1 screen is required for any volunteer as described in IMPP 6.9.7 B. A Level 2 screen generally refers to a **state and national** fingerprint-based check and is required for any volunteer as described in IMPP 6.9.7 C.
 - 2. Volunteers who complete a fingerprint-based check are not subject to a separate sexual predator/offender registry check. With a Level 2 screen, the Commission is notified of any person(s) designated as sexual predators/offenders in Florida and in the national system.
- C. The Commission does not discriminate in volunteer selection or work assignments in accordance with all Federal and State employment laws. The Commission complies with the Americans with Disabilities Act.

- D.** The Commission applies State and Federal child labor laws to volunteer situations:
1. Minors, 15 years of age or younger, can volunteer as OSVs or RSVs if physically accompanied by a parent/guardian. Parent/legal guardian signature on the OSV Sign-Up Roster or [RSV Application](#) serves as consent. If the guardian accompanying the minor is not a legal guardian, then written permission from a legal guardian is required prior to volunteer service.
 2. Minors, 15 years of age or younger, can volunteer as OSVs or RSVs without parent/guardian supervision if physically accompanied by designated leaders as part of an organized group, including but not limited to clubs, school groups and troops (Boy Scouts of America and Girl Scouts of the USA). These groups are responsible for providing written confirmation that parent/legal guardian permission is secured through their organizations prior to volunteer service with the Commission.
 3. Minors, ages 16 and 17, can volunteer as OSVs or RSVs without parent/guardian supervision, but must have written permission from a parent/legal guardian prior to volunteer service. If registering as an RSV, the parent/legal guardian consents by signing the RSV application.
 4. Minors, under the age of 18 years, are not permitted to participate in hazardous activities, including, but not limited to, operating power-driven heavy equipment and machinery, climbing ladders and riding on ATVs. The Volunteer Coordinator or designee should refer to the [Volunteer-Intern Resource Guide](#) which summarizes guidelines for minors as well as adult volunteers and interns on the use of vehicles, watercraft and equipment. For further reference, hazardous occupations that are prohibited to minors are listed in [s. 450.061, F.S.](#)
- E.** Federal immigration law requires non-citizens be legally eligible to work in the United States before they can volunteer. Non-citizens should consult with their country's consulate, United States Citizenship and Immigration Services, or other appropriate authorities to determine suitable visas that allow volunteering when in the United States. The Commission is not obligated to sponsor (bring to the United States or petition for) a non-citizen to volunteer for the Commission in the state of Florida.
- F.** Employees, who are on Florida Retirement System pension plans, can volunteer as OSVs or RSVs, post retirement, with Florida Retirement System participating employers; however, employees must follow specific guidelines set forth by the [Division of Retirement, Florida Department of Management Services](#).

6.9.3 VOLUNTEER PROGRAM DEVELOPMENT

- A.** The prospective Volunteer Coordinator provides volunteer guidelines for all volunteer work, including one-day events and workdays, using the [Volunteer Program Development Form](#) (VPD).
- B.** Volunteer guidelines in the VPD form include, but are not limited to: logistics, tasks, hazards, qualifications, training/certification, uniform/attire, record-keeping and reporting methods, travel required or permitted, recognition plan and emergency procedures. An approved VPD form should indicate the type of Commission resources (e.g. vehicles, heavy machinery) volunteers are riding in and/or operating during the volunteer service.

- C. The Section Leader or above approves the VPD form by his or her signature before any volunteer service.
- D. Once the VPD form is approved, the designated Volunteer Coordinator or designee can begin recruiting and approving qualified volunteers.
- E. If there are changes to an existing VPD form, the form should be updated with the new guidelines and approved through a Section Leader's (or above) signature.
- F. A signed copy of the approved VPD form is sent to the Commission's Volunteer Program Manager.

6.9.4 OCCASIONAL SERVICE VOLUNTEERS (OSV)

- A. Each OSV must read and sign the [OSV Sign-Up Roster Form](#) before any volunteer service.
- B. The OSV Roster must include the following statements:
 - 1. "I understand, as a volunteer, I am not considered an employee of the Florida Fish and Wildlife Conservation Commission; therefore, I am not eligible for employee pay, benefits, rights or privileges as such. However, I understand, while performing volunteer work, I will be covered by state liability protection and worker's compensation in accordance with the provisions of [Section 768.28, Florida Statutes](#) and [Section 440.02, Florida Statutes](#). And, if I have any limitations which may prevent me from performing volunteer work, I will discuss these limitations with the Volunteer Coordinator or Volunteer Workday Leader before attempting work assignments to avoid personal injury."
 - 2. "I give permission to the Florida Fish and Wildlife Conservation Commission to use any photograph taken of me for Commission business. Parents/guardians and/or group leaders of minors consent to the Commission's use of a minor's photograph by signing the OSV Sign-Up Roster Form. Written permission is required from a legal guardian, if the guardian accompanying the minor is not a legal guardian. Group leaders are responsible for providing written confirmation that parent/legal guardian permission is secured through their organizations."

6.9.5 REGULAR SERVICE VOLUNTEERS (RSV)

- A. Before any volunteer service, RSV applicants must read, complete and sign the [RSV Application](#) as well as read and sign the [RSV Agreement](#), acknowledging they understand and will abide by and uphold the Commission's volunteer agreement standards. These forms are returned to and signed by the Volunteer Coordinator. If a minor is registering as an RSV, the parent/legal guardian consents to these standards by signing both the RSV Application and Agreement.
- B. After review of the [RSV Application](#) and [RSV Agreement](#), the Volunteer Coordinator or designee may invite the participant to interview for placement within a volunteer program.
- C. The Reserve Officer, Hunter Safety and Youth Hunting Programs use a specialized application process due to the extensive background information required and other unique requirements of their programs.

6.9.6 COMMISSION EMPLOYEE VOLUNTEERS (CEV)

- A. In accordance with the Fair Labor Standards Act, employees who are compensated at time and one-half for hours worked over 40 (80 for sworn) in a workweek may not volunteer to perform activities that are similar to their current primary duties. Prior to volunteering with the Commission, this type of employee must contact the Director of Human Resources or designee who will determine whether the employee may volunteer as a CEV.
- B. CEV Applicants must read, complete and sign the [RSV Application](#), as well as receive written approval from their immediate supervisor or designee before any volunteer service. The [RSV Application](#) is returned to, and signed by, the Volunteer Coordinator. Volunteer policy language that applies to RSVs applies to CEVs, unless otherwise noted.
- C. CEVs are eligible for workers' compensation; however, the Division of Risk Management determines coverage, on a case by case basis, for an accident or injury.

6.9.7 BACKGROUND SCREEN GUIDELINES

- A. Based on [s. 110.1127, F.S.](#), volunteers must undergo background screening, as detailed below, using Level 1 ([s. 435.03, F.S.](#)) or Level 2 ([s. 435.04, F.S.](#)) screening standards, as a condition of volunteering or continued volunteering. The Commission designates, in IMPP 6.9.7 B, C and in 6.46.2 A, those positions that, based on position duties, require Level 1 and Level 2 Background Screens, respectively:
- B. Level 1 Background Screens are required for CEVs and RSVs (adults and minors) when:
 - 1. Working in areas where minors regularly congregate.
 - 2. Providing care to minors less than 15 hours per week.
- C. Level 2 Background Screens are required for CEVs and RSVs (adults and minors) when:
 - 1. Serving in a position of special trust or responsibility or sensitive location as described in IMPP 6.46.2 A.
 - 2. Providing care to children 15 or more hours per week.
 - 3. Working at a summer day camp or summer 24-hour camp, except those volunteers who:
 - i. Work on an intermittent basis for less than 10 hours per month, if a person who meets the screening requirement (Level 2) of [s. 409.175, F.S.](#) is always present and has the volunteer in his or her line of sight at all times; or
 - ii. Exempt human resources personnel, teachers or law enforcement in compliance with the requirements of [s. 409.1757, F.S.](#)
- D. Background screens (Level 1 and Level 2) are not required for CEVs and RSVs (adults and minors) beyond the criteria outlined in 6.9.7 B and C. Therefore, CEVs and RSVs who, for example, do not provide care to minors, can still volunteer when minors are present as long as personnel with the appropriate background clearance are present and maintain minors in their line of sight at all times. An example includes, but is not limited to, when adults and minors participate in a volunteer activity on a Wildlife Management Area and a Volunteer Coordinator and/or Volunteer Workday Leader, with a Level 2 background clearance, provides care to the minors participating in the activity.

- E. OSVs (adults and minors) do not require background screening (Level 1 or Level 2) when volunteering with minors for a one-day event or workday as long as personnel with Level 2 background clearance are present and maintain the minors in their line of sight at all times.
- F. RSVs, OSVs and CEVs that participate in summer day camps and summer 24-hour camps must follow specific background screen guidelines set forth by the [Florida Department of Children and Families](#) (see [IMPP 6.9.10](#)).
- G. If there is reasonable suspicion that a volunteer failed to disclose a conviction on the volunteer application, a Division/Office (DO) Director or Chief of Staff may order the appropriate background screen upon the recommendation of a supervisor who is at least one level of supervision higher than the immediate supervisor of the volunteer in question (see [IMPP 6.46.7](#)).
- H. Independent contractors are, by definition, not employees or volunteers of the Commission. As such they do not meet the criteria requiring background screens pursuant to [s. 110.1127, \(2\)\(a\), F.S.](#) Similarly, independent contractors, in most cases, do not meet the definitions of owners, operators, employees or volunteers of summer day camps and summer 24-hour camps, and as such are not required to undergo a Level 2 Background Screen pursuant to [s. 409.175, F.S.](#) Finally, by definition, independent contractors are neither appointed nor employed by the Commission and, as such, do not meet the criteria of [s. 943.04351, F.S.](#), requiring a sexual predator/offender search.
- I. Prior convictions on background screen results are grounds to deny an individual acceptance into any volunteer work or as just cause for termination.

6.9.8 LEVEL 1 BACKGROUND SCREEN PROCESS

- A. The Volunteer Coordinator or designee completes the [Request for CCIS Background Check Form](#) and forwards to the Senior Personnel Manager in Human Resources or the Criminal Intelligence Analyst I in Law Enforcement or another authorized CCIS delegate as appointed. The authorized CCIS delegate sends the Volunteer Coordinator or designee a written summary of the background screen results. These results are retained in the volunteer's personnel file. However, due to the confidential nature of the information, the original CCIS results are retained by the Office of Human Resources. There is no fee associated with a CCIS screen.
- B. The Volunteer Coordinator or designee also completes a sexual predator/offender search ([s. 943.0431 F.S.](#)) through the [Dru Sjodin National Sex Offender Public Website](#). If the Sjodin website is not available, the coordinator or designee must complete a search through the [Florida Sexual Predator and Sexual Offender Registry](#) maintained by the Florida Department of Law Enforcement. These results are also retained in the volunteer's personnel file.

6.9.9 LEVEL 2 NON-SUMMER CAMP BACKGROUND SCREEN PROCESS

- A. Volunteers complete a fingerprint screen using the Commission's vendor, [DAON Trusted Identity Services](#), or another Commission approved vendor (see IMPP 6.46.5). Volunteers should follow the [Applicant User Guide](#) for fingerprint screen instructions retained by the Office of Human Resources.
- B. The Office of Human Resources sends the Volunteer Coordinator or designee a written summary of the fingerprint screen results. These results are retained in the volunteer's personnel file. However, due to the confidential nature of the information, the original fingerprint screen results are retained by the Office of Human Resources.
- C. The DO leading the volunteer service is responsible for the costs of the fingerprint screen through the Commission. However, screen costs may be shared among DOs.

6.9.10 LEVEL 2 SUMMER CAMP BACKGROUND SCREEN PROCESS

- A. Personnel, for the purposes of screening for summer day camps or summer 24-hour camps, includes owners, operators, employees and volunteers providing care for children.
- B. [Section 409.175 \(6\)\(k\), F.S.](#) requires the [Florida Department of Children and Families \(DCF\)](#) to ensure compliance with the screening requirements of [s. 409.175, F.S.](#) for personnel of summer day camps or summer 24-hour camps. Effective July 1, 2015, the Commission must use the [Background Clearinghouse Results Portal of Florida's Agency for Health Care Administration \(AHCA\)](#) to complete Level 2 Background Screens for all summer camp personnel.
- C. Personnel who work with children 10 or more hours per month must complete:
 - 1. A fingerprint screen (Level 2) processed through the [AHCA's Background Clearinghouse Results Portal](#).
 - i. Personnel complete a fingerprint screen using the Commission's vendor, [DAON Trusted Identity Services](#), or another Commission approved vendor (see [IMPP 6.46.5](#)). Personnel should follow the [AHCA Summer Camp Applicant User Guide](#) for fingerprint screen instructions retained by the Office of Human Resources.
 - ii. Approval of the fingerprint screen results must be received from DCF before any personnel can begin working. This approval is retained by the Commission (volunteer's personnel file); however, the original fingerprint screen results are retained by the DCF.
 - 2. An [Affidavit of Good Moral Character](#). The Affidavit must be completed along with the Level 2 screen. The Affidavit is not submitted to the DCF nor uploaded to the ACHA's Clearinghouse but is retained by the Commission (volunteer's personnel file).
- D. Personnel who work with children do not need a fingerprint screen (Level 2) if they assist on an intermittent basis for less than 10 hours per month and if a person who meets the screening requirement (Level 2) of [s. 409.175, F.S.](#) is always present and has the volunteer in his or her line of sight at all times.

- E. Personnel who require a fingerprint screen (Level 2) are re-screened at no more than five-year intervals following the completion of the initial screening. However, personnel with a 90-day or more break in service must be re-screened following that break in service. An [Affidavit of Good Moral Character](#) must be completed along with any Level 2 re-screen.
- F. Personnel do not require a re-fingerprint screen along with an [Affidavit of Good Moral Character](#), if they meet the qualifications of [s. 409.1757, F.S.](#), and if, under the penalty of perjury, attest to the requirements of that section. Such personnel (e.g. human resource, teachers and law enforcement) must complete an Affidavit of Eligibility & Compliance ([s. 409.1757, F.S.](#)). The Affidavit is not submitted to the DCF, nor uploaded to the ACHA's Clearinghouse, but is retained by the Commission (volunteer's personnel file).
- G. The DO leading the volunteer service is responsible for the costs of the fingerprint screen through the DCF. However, screen costs may be shared among DOs.

6.9.11 HUMAN RESOURCES TRAINING

- A. RSVs, who remain active volunteers, are required to review the FWC Human Resources Annual Online Learning and the FWC Public Records Training courses on an annual basis, similar to Commission employees.
 - 1. If RSVs have access to the Commission's network, they may access the courses on an FWC platform.
 - 2. If RSVs do not have access to the Commission's network, the Volunteer Coordinator or designee provides each RSV with a written copy of the [courses](#) provided by the Office of Human Resources.
- B. OSVs are not required to complete any human resources online training.

6.9.12 USE OF TECHNOLOGY

- A. RSVs can have access to the Commission's network as tools for volunteer service, including, but not limited to, Internet and E-mail. The Volunteer Coordinator or designee approves a RSV's access to the network by indicating this need on the RSV Application.
 - 1. The form to acquire a user account for an RSV is located at [New/Modify Employee](#).
 - 2. Once the RSV completes volunteer service and becomes an inactive volunteer, the Volunteer Coordinator or designee promptly completes the [Departed User Form](#) (see [IMPP 3.7](#)).
- B. RSVs who have access to the Commission's network must complete the FWC Information Technology Security Awareness Training. RSVs can access the course at [FWC Learning](#). RSVs who remain active volunteers and continue to have access to the Commission's network, are required to complete the course on an annual basis, similar to Commission employees.

- C. If a non-Commission owned device (e.g. volunteer's personal computer) is used for Commission business, the Volunteer Coordinator or designee must receive written authorization from the Chief Information Officer or designee prior to connecting to any Commission information technology resource (see [IMPP 3.7](#)). The coordinator or designee should ensure any business on a non-Commission device is being saved through Commission servers or other approved Commission hardware (e.g. external hard drive). The coordinator or designee should also educate RSVs about the Commission's public records requirements before the use of a non-Commission owned device prior to any volunteer service (see [IMPP 1.7](#)).
- D. RSVs using Commission e-mail will communicate only with Commission employees, Commission volunteers and interns, as well as government entities, private sector program affiliates and only for official state business. The Volunteer Coordinator or designee should be copied on any e-mails by RSVs involving Commission business (see [IMPP 3.7](#)).
- E. Any unauthorized computer use may result in the termination of a volunteer.

6.9.13 USE OF OTHER RESOURCES

- A. The Volunteer Coordinator or designee will ensure volunteers understand their duties, responsibilities and hazards associated with any volunteer work. The coordinator or designee must also orient volunteers in the use of Commission vehicles, watercraft (motorized and non-motorized) and/or equipment (e.g. power and non-power tools) before actual use.
- B. The Volunteer Coordinator or designee assigns work to a volunteer and assures any required training, certifications and/or licenses, applicable to a Commission employee, have been fulfilled based on the requirements of the volunteer service. Vehicles, watercraft and/or equipment that have training requirements (e.g. trailers, swamp buggies and chainsaws) are reviewed in IMPP 5.3. Volunteer participation in activities such as prescribed burning and scuba diving also require training and certification, as required of Commission employees.
- C. The Volunteer Coordinator or designee should refer to the [Volunteer-Intern Resource Guide](#) which summarizes guidelines for minors as well as adult volunteers and interns on the use of vehicles, watercraft and equipment. For further reference, hazardous occupations that are prohibited to minors are listed in [s. 450.061, F.S.](#)
- D. RSVs (adults and minors) may ride in Commission vehicles and/or watercraft while engaged in Commission activities, **if the guidelines for adults and minors are met as referenced in the [Volunteer-Intern Resource Guide](#)**. If properly trained, certified and/or licensed, RSVs may also operate Commission vehicles, watercraft and/or equipment, **if the guidelines for adults and minors are met as referenced in the [resource guide](#)**.
 1. The Volunteer Coordinator or designee must obtain a copy of the driver's license before allowing adult RSVs to operate Commission vehicles. RSVs must have a valid, current driver's license issued in his or her name that is in good standing from the state or country of residence from which it is issued.
 2. See [IMPP 5.3](#) for guidelines on the use of Commission vehicles, vessels, equipment and aircraft.

- E. OSVs (adults and minors) may ride in Commission vehicles and/or watercraft while engaged in Commission activities, **if the guidelines for adults and minors are met as referenced in the [Volunteer-Intern Resource Guide](#)**. OSVs (adults and minors) are not permitted to operate Commission vehicles and/or motorized watercraft; however, if properly trained, certified and/or licensed, OSVs may operate equipment and non-motorized watercraft, **if the guidelines for adults and minors are met as referenced in the [resource guide](#)**.
- F. Volunteers (adults and minors) are not permitted to operate Commission aircraft. However, adult-aged RSVs may be permitted to ride in Commission aircraft to serve as observers (e.g. aerial wildlife surveys) if properly trained and/or certified to serve as observers within the guidelines of the volunteer work. The Volunteer Coordinator or designee must clearly define the volunteer observer's duties on the [Volunteer Program Development Form](#) and obtain approval from the DO Director (not a designee) and the Division of Law Enforcement's Aircraft Administrator (not a designee) prior to each flight (see [IMPP 5.3.5](#)).
- G. Other necessary resources (e.g. office space, computer and key code access) should be provided to a volunteer when it is in the best interest of the state. The immediate supervisor of the Volunteer Coordinator may approve (written) use of such resources.
- H. Volunteers are permitted to use their personal vehicles, watercraft and/or equipment, not drones or aircraft, for Commission volunteer work. Volunteers may need to sign a waiver of liability prior to volunteer service.
- I. Volunteers can donate resources (e.g. lumber for constructing bird boxes) for volunteer work. A material donor is defined as a class of volunteer, [s. 110.501 \(4\), F.S.](#); however, a material donor is not required to be a Commission volunteer to donate resources for volunteer service.

6.9.14 UNIFORMS

- A. Uniforms are considered perquisites and issued to volunteers when it is in the best interest of the state due to the exceptional or unique requirements of their volunteer service (see [IMPP 6.19](#)). The immediate supervisor of the Volunteer Coordinator should approve (written) the purchase of uniforms.
- B. The standard uniform is a Volunteer T-shirt with the Commission logo purchased through a state contracted vendor. Other uniform items include, but are not limited to, hats with the Commission logo also purchased through a state contracted vendor. Uniforms should distinguish volunteers from Commission employees (an example is to include volunteer on the apparel).
- C. The DO leading the volunteer service is responsible for the costs of the uniforms. However, uniform costs may be shared among DOs.
- D. Volunteers can purchase their own Commission approved uniform items if the vendor allows this type of purchase at the Commission rate (e.g. [RESPECT](#) allows Commission volunteers to purchase a Volunteer T-shirt at the Commission rate). The Volunteer Coordinator or designee should ensure that only active volunteers purchase Commission approved uniform items with the intent to use such items during volunteer service. The vendor should receive approval (written) from the Volunteer Coordinator or designee to confirm the purchase is for Commission volunteers.

6.9.15 BENEFITS

- A. Transportation (mileage) is the only allowable travel expense that can be reimbursed to volunteers, in accordance with [s. 110.504, F.S.](#) (see [IMPP 2.2](#)).
- B. Meals may be furnished without charge to RSVs, provided the scheduled assignment extends over an established meal period, and to OSVs, at the discretion of the DO Director or designee ([s. 110.504, F.S.](#)).
- C. **In case of an emergency**, lodging, if available, may be furnished temporarily at no charge to RSVs ([s. 110.504, F.S.](#)).
- D. A volunteer is not the same as an authorized person ([s. 112.061, \(2\)\(e\), F.S.](#)) and cannot be approved as such by the Commission's Executive Director for reimbursement of travel expenses.
- E. Other benefits provided to volunteers are workers' compensation ([s. 440.02, F.S.](#)) and state liability ([s. 768.28](#)), as outlined in [s. 110.504 F.S.](#) Disability, life insurance, and temporary wage benefits are not provided as benefits to volunteers.
 - 1. If an injury occurs to a volunteer while performing authorized work, the Volunteer Coordinator or designee must report the injury to the state contracted provider.
 - 2. The Volunteer Coordinator or designee should also report the injury and outcome of the injury to his or her immediate supervisor as well as the Office of Human Resources.

6.9.16 RECORDS

- A. The Volunteer Coordinator or designee must maintain a personnel file for his or her volunteer(s) with **ALL** required documentation, including, but not limited to background screen results, summer camp compliance, licenses and certifications, in accordance with the required retention schedule (see [IMPP 1.7](#) and the [General Records Schedule GS1-SL for State and Local Government Agencies](#)).
- B. The Volunteer Coordinator or designee is responsible for entering his or her volunteer data, including hours worked, into the [Commission's Volunteer Management System](#), on at least a quarterly basis, to keep the system current for reporting on volunteer-related activities.

6.9.17 RECOGNITION

- A. The Volunteer Coordinator or designee should ensure that his or her volunteers are recognized for their service. When appropriate, recognition will include an appreciation certificate and other allowable awards as described in the [Volunteer Program Development Form](#) and in [s. 110.503 \(5\), F.S.](#)
- B. Each DO is responsible for awarding their volunteers under the following guidelines:
 - 1. Awards for hourly contributions, with a token of appreciation at incremental levels. An example includes, but is not limited to, hourly awards given at the 300, 500 and 1,000 levels. However, rewards beyond 1,000 hours are bestowed as deemed appropriate by the DO Director or designee.

2. Awards for qualitative contributions that highlight the impact of the volunteer’s service to the activity, project, program and/or the agency’s mission (e.g. volunteer takes on a workday leader role or becomes an ambassador for the agency, positively influencing support for a conservation objective within the community).
- C. Each fiscal year, DOs may incur allowable expenditures, not to exceed \$100 plus applicable taxes per volunteer for tokens of recognition, to honor, reward, or encourage volunteers for their service.
1. Framed certificates, plaques and pins are approved tangible awards and may not cost more than \$100 each plus applicable taxes. Other tangible awards (e.g. books, multi-tools) may not cost more than \$20 per item but can be purchased in bulk. The DO Director or designee approves in writing, the purchase of certificates, plaques and pins as well as awards in excess of \$20 (see [IMPP 1.10](#)).
 2. Non-tangible items, with a cost equivalent not to exceed \$100 per volunteer (e.g. a reduced or no fee opportunity at the shooting range for every 30 hours of volunteer service on the range, festival volunteers attending festival education programs for free), may also be awarded to honor, reward, or encourage volunteers for their service, if the Commission does not incur direct costs and there is no violation of statute where fees are established.
- D. Appreciation can also include recognition at events, public meetings, publications or in written formats (e.g. social media and newsletters).

6.9.18 TERMINATION

- A. A volunteer may be released from service at the discretion of the volunteer coordinator at any time.
- B. This is in addition to any separation authorities provided for by the Division of Law Enforcement General Order which may have additional authorities or different procedures for the release of a volunteer of their Division.

FORMS

FORM NUMBER	FORM TITLE
N/A	N/A

Approved: **Jennifer Fitzwater**
Eric Sutton, Executive Director or Designee

Date: **April 9, 2020**

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