


<b>SUBJECT</b> <b>USE OF VOLUNTEERS</b>	<b>POLICY NUMBER</b> <b>5.18</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> To establish department policy and procedures for use of volunteers.		

**I. AUTHORITY**

Chapter 110, Part IV, Florida Statutes, Volunteers  
 Chapter 440, Florida Statutes, Workers' Compensation  
 Section 768.28, Florida Statutes, Risk Management

**II. DEFINITIONS**

- A. Volunteer- Any person who provides goods or services to the Department with no monetary or material compensation.
- B. Volunteer Services Agreement- An agreement (form HSMV 91083) stating the nature of the volunteer service and an acknowledgment by the Department that the volunteer is covered by State liability protection in accordance with Section 768.28, F.S. and Workers' Compensation in accordance with Chapter 440, F.S.
- C. Reserve/Auxiliary Officer – A former full-time member of the Florida Highway Patrol who is certified as a law enforcement officer and is appointed to work less than 40 hours per week without compensation, and who is vested with authority to bear arms and make arrests and who primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic or highway laws of the State.

**III. POLICY**

It is the policy of the Department of Highway Safety and Motor Vehicles to promote the use of volunteers to perform needed services.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 05/01/1985
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STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

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Volunteer service is recognized as work experience. The Department will assure equal opportunity to persons seeking to volunteer their services. The Department will assure diversity among its volunteers, providing equal access for persons desiring to enhance their knowledge, skills and abilities.

**IV. PROCEDURES**

Volunteers may be used in any area of the Department as long as their presence or assigned duties are not in violation of Florida Statutes, certification or licensure requirements, or department rules and policies.

The volunteer offering services will provide a State of Florida Employment Application. Volunteers are subject to a reference check and a fingerprint check will be conducted once they begin service with the Department.

The volunteer and division manager will complete the Volunteer Services Agreement form on the date service begins (this does not apply to Florida Highway Patrol Auxiliary and Reserve volunteers). This form and the volunteer's employment application will be maintained by the division in which the volunteer serves.

Volunteers will be supervised by department members. (Florida Highway Patrol (FHP) Auxiliary and Reserve volunteers will be supervised in accordance with FHP policies.) Each quarter, the number of volunteer hours worked during that quarter will be reported by the appropriate division representative to the Bureau of Personnel Services.