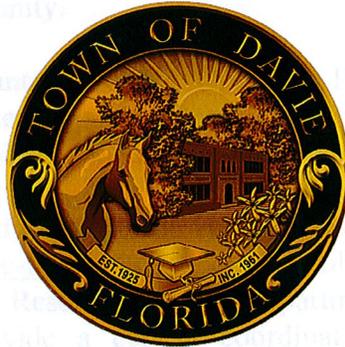


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**VOLUNTEERS AND VOLUNTEER SUPERVISOR PROGRAM
SOP #21-017**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	September 19, 2012	Human Resources	Initial Release

APPROVALS:

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Author

Scott Beach

Town Administrator

9/24/12

Date

9-24-12

Date

1-1. POLICY.

The mission of the Town of Davie is enhanced by the active participation of citizens of the community. To this end, the Town of Davie encourages the involvement of volunteers at all levels of the organization and within all appropriate programs and activities. Town of Davie staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

The Town of Davie's Volunteer Program Operating Procedure provides overall guidance and direction to management, staff, and volunteers. These procedures will ensure the productive utilization of volunteers which requires a planned and organized effort.

All Volunteers should be directed to the Human Resources Department or the Town of Davie website, www.davie-fl.gov to fill out a Volunteer Application, which is then submitted to the Human Resources (HR) Department Volunteer Coordinator to be processed. This will provide a central coordinating point for effective volunteer management within the Town of Davie.

1-2. SCOPE.

This operating procedure applies to all short-term, long-term and court-ordered volunteers as well as those employees who retain and supervise them.

1-3. REFERENCES.

- a. Chapter 440, Florida Statutes (F.S.)
- b. Public Risk Insurance Agency insurance policies and binders.

1-4. DEFINITIONS.

- a. Court-Ordered Volunteer. Court-ordered volunteers provide community service work generally through the Special Events and Cultural Arts Department.

1-5. PROCEDURE.

- a. Volunteer Program Process
 - 1. All Volunteers should be directed to the Human Resources Department or the Town of Davie website, www.davie-fl.gov to fill out a Volunteer Application, which is then submitted to the Human Resources (HR) Department Volunteer Coordinator to be processed.
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2. All volunteers will be screened and interviewed. The key purpose of a thorough screening of applicants is prevention and/or reduction of liability.
 3. All questions regarding the status of the volunteer's application or approval should be directed to the HR Volunteer Coordinator.
 4. Volunteer applications are logged on a volunteer spreadsheet to track the status of the volunteer application.
 5. Volunteer applicants, (including court-ordered volunteers), are contacted by the HR Volunteer Coordinator and given information to be fingerprinted. Certain volunteers may need to go through an interview process depending on the volunteer position but all volunteers are fingerprinted.
 6. Background checks will be reviewed by Human Resources. If background results are not favorable, the applicant will be contacted by the HR Volunteer Coordinator.
 7. Once background results are favorable, the Department is contacted and forwarded a copy of the volunteer application. Volunteers are clear to start volunteering.
 8. Each person who begins volunteering with the Town of Davie goes through an orientation process, prior to or on their first day, to include at least the following topics:
 - Town of Davie Strategic Plan Overview
 - Welcome Tour and Introduction to Department Staff
 - Describe the role expected of the volunteer
 - Policy Overview
 - Confidentiality
 - Human Resources
 - Ethics
 - Equal Employment Opportunities (EEO)
 - Health Insurance Portability and Accountability Act (HIPAA)
 - Safety/Workers' Compensation
 - Computer Security
 - Dress Code
 - Town of Davie identification badge will be given to volunteers by the HR Volunteer Coordinator and must be worn at all times
- b. Volunteer's hours must be tracked by each department on the Volunteer Program Sign-In Sheet and sent to the HR Volunteer Coordinator on a bi-weekly basis (same dates as payroll).
 - c. Minors must be given regular 15-minute breaks at minimum of every 4 hours.
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- d. Volunteers may be recognized at the SPIRIT Award Ceremony.