

# Volunteer Program Guideline



## I. Purpose

The purpose of the Volunteer Assistance Program Guideline is to establish the Volunteer Assistance Program within the City of Port St Lucie and provide guidelines for the selection, training and use of members of the Volunteer Assistance Program.

## II. Scope

This general guideline applies to all department personnel and all citizens serving as volunteers.

## III. Discussion

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

## IV. Selection

Each department will be responsible for the selection and training of candidates for the Volunteer Assistance Program. Candidates selected to enter the Volunteer Assistance Program will be considered part of the department's staff on a volunteer basis and be afforded the privileges of a paid employee in the routine day-to-day considerations within the department.

- A. Any interested person who wishes to volunteer must complete an application supplied by Human Resources for general departments and the Volunteer Section Administer for Police Department volunteers.
- B. A background investigation of all candidates applying will be conducted prior to any assignment to include:
  1. Drivers license
  2. Fingerprint check—Police Department applications only
  3. Criminal history check
  4. References—Police Department applications only
  5. Any volunteer that is to be assigned to "information sensitive" area (i.e., CID, Records, PSA, Recruiting, etc.) shall undergo a polygraph examination prior to the assignment.

## V. Training

- A. The Human Resources program coordinator matches the volunteer's skills and talents to the assignment, whenever possible.
- B. Candidates for the Volunteer Assistance Program will receive on-the-job training from the members of the division or department they are assigned to work with.
- C. Participants of the program can 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 and 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 members will comply with the work agreement provided to them by the department they are assigned to.
- C. Volunteers will be issued a yellow identification card, which will identify them as volunteers. This identification card will be worn at all times while volunteering.

**For more information, contact:**  
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(772) 344-4335