

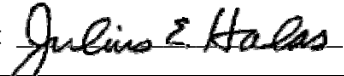


**Department of Financial Services
Bureau of Fire and Arson Investigations
STANDARD OPERATING PROCEDURE**

	Title:		Policy #
	CIVILIAN VOLUNTEER PROGRAM		2.5.7
	Amends:	Rescinds:	Effective Date:
N/A	N/A	08/05/2009	
Review Date:	Review Date:	Review Date:	
Approved:  Chief John Corbett  Director Julius Halas			

I. Purpose

To establish the methods by which the Bureau of Fire and Arson Investigations (Bureau) Civilian Volunteer Program will be administered.

II. Policy

It is the policy of the Bureau to establish service opportunities for civilian volunteers in accordance with the Department of Financial Services, Administrative Policy and Procedures and applicable Florida Statutes.

III. Authority

Chapter 110, Part IV, Florida Statutes
Chapter 768.1355, Florida Statutes
Chapter 440, Florida Statutes
Department of Financial Services Administrative Policy and Procedure 5-10

IV. Definitions

- A. Civilian Volunteer – Any person who is not law enforcement certified, and of his own free will, provides goods or services to any state department or agency with no monetary or material compensation.
- B. Employment Application – The official State of Florida Employment Application.

V. Procedures

- A. Civilian volunteers serving with the Bureau may assist members with any day-to-day duties except for any duties and responsibilities reserved solely for certified law enforcement officers (CFA 6.01M) (CFA 6.02).
- B. Civilian volunteers do not have any police powers and nothing in this directive confers any such authority or grants police powers to civilian volunteers. (CFA 6.01M)

- C. The Civilian Volunteer Program will be managed by a coordinator designated by the Bureau Chief, who will be responsible for the oversight of the program. The Civilian Volunteer Program Coordinator is responsible for delineating volunteer members' duties and responsibilities and to document the responsibilities in a volunteer job description.
- D. Civilian Volunteer Program Application Process and Selection Criteria
1. All persons interested in being a civilian volunteer must complete a State of Florida Employment Application and a DFS-C2-642 Volunteer Letter of Agreement. The State of Florida Employment Application shall be marked with the word "VOLUNTEER" at the top of the application.
 2. Any member of the Bureau may provide a copy of a [State of Florida Employment Application](#) and [Volunteer Letter of Agreement \(DFS-C2-642\)](#) to an interested applicant.
 3. The completed State of Florida Employment Application and Volunteer Letter of Agreement shall be forwarded to the appropriate captain for review and processing. The captain will submit a recommendation, in writing, to the Civilian Volunteer Program Coordinator.
 4. A background check will be coordinated by the Civilian Volunteer Program Coordinator, and at a minimum, will contain the following:
 - a. Criminal history;
 - b. Local records check; and
 - c. Fingerprints.
 5. Upon completion of the background check and review of the application file, the Civilian Volunteer Program Coordinator shall present the completed package to the appropriate major for approval.
 6. Any person wishing to become a volunteer with the Bureau must be at least 18 years old.
- E. Captains or his or her designee(s) shall supervise and coordinate civilian volunteers assigned to their area and are responsible for the following activities:
1. Scheduling on-duty activities;
 2. Including civilian volunteer activities on activity summaries;
 3. Based on assignment, and volunteer job description, ensuring that civilian volunteers are provided appropriate training;
 4. Issuance of appropriate written directives; and
 5. Maintaining a current volunteer roster and providing a current copy to the appropriate communications center.

- F. Residence Requirements
1. A civilian volunteer shall reside within the region where they volunteer their services.
 2. When a civilian volunteer changes places of residence from one region to another, they will officially transfer.
 3. Civilian volunteers will provide their telephone number and address to the appropriate captain or designee who will ensure that a current roster is maintained.
- G. Civilian volunteers shall be covered under the provisions applicable to volunteer workers as defined in Florida's Workers' Compensation Law, Chapter 440, Florida Statutes. Coverage is for medical payments only and does not include disability, life insurance or temporary wage benefits.
- H. Travel expenses, meals, mileage, transportation, and per diem may be approved as provided for in the Department of Financial Services Travel Manual.
- I. Volunteers shall be covered by state liability protection in accordance with Section 768.1355, Florida Statutes.
- J. Civilian volunteers may resign at any time. The resignation should be in writing and forwarded to the appropriate captain via the chain-of-command.
- K. Attire should be appropriate for the civilian volunteer's assignment. Shirts with the State Fire Marshal logo imprinted over the left shirt pocket may be worn. Civilian volunteers shall not wear attire that resembles a sworn member's bureau-issued uniform, and shall not wear any attire that identifies the volunteer as "police" or "law enforcement".
- L. Civilian volunteers will be issued an identification card, specifically identifying his or her status as a civilian volunteer of the Bureau.
- M. Civilian volunteers may ride and respond with sworn members, as assigned by the appropriate captain.
- N. The volunteers will be expected to follow the same chain of command protocol, as do other members of the Bureau.
- O. Conduct and Discipline
1. All civilian volunteers shall conduct themselves on-duty and off-duty in a manner that will not subject them to arrest or any other conduct unbecoming a Bureau representative.
 2. Civilian volunteers shall review and abide by applicable Standard Operating Procedures, Department of Financial Services Administrative Policies and Procedures (AP&P) and other written directives, as applicable.

3. A formal complaint against a civilian volunteer will be investigated in the same manner as a complaint against a full-time member and in accordance with AP&P 6-01.

VI. Index

Conduct
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VII. Forms

State of Florida Employment Application
Florida Department of Financial Services Volunteer Letter of Agreement (DFS-C2-642)