



Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

CIVILIAN VOLUNTEERS

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
46	June 10, 2020	July 21, 2008	All Members

References

Chapter 440, F.S., and Section 768.28, F.S.; IMPP 2.2 and 6.9; GO 27 and 61, CFA 2.09M and 13.01M

1 POLICY

- A** It is the policy of the Division to establish service opportunities for civilian volunteers in accordance with the Florida Fish and Wildlife Conservation Commission's Internal Management Policies and Procedures, applicable Florida Statutes and Florida Administrative Code.
- B** Civilian volunteers serving with the Division may assist Division members with any day-to-day duties except for any duties and responsibilities reserved solely for certified law enforcement officers.
- C** Civilian volunteers with the Division do not have any police powers and nothing in this General Order confers any such authority or grants police powers to civilian volunteers.
- D** It is the policy of the Division that volunteer members are given training concerning their duties and responsibilities for any role to which they are assigned.

2 RESPONSIBILITIES

A Regional Commander

- (1) The Regional Commander or designee(s) shall administer and manage the Division Volunteer Program for their region.
- (2) The Regional Commander or designee(s) is responsible for identifying suitable activities and assignments for civilian volunteers in their region that support the Division's mission and provide appropriate service opportunities.
- (3) The Regional Commander or designee(s) is responsible for delineating volunteer members' duties and responsibilities for any capacity in which they are utilized and to document the duties and responsibilities in a volunteer job description.

B Regional Captains (Area Captains)

- (1) Regional Captains or their designee(s) shall supervise and coordinate civilian volunteers in their assigned areas.
- (2) Regional Captains or their designee(s) shall be responsible for scheduling on-duty activities and keeping the regional chain-of-command informed.

- (3) Regional Captains or their designee(s) shall ensure that weekly activity summaries include civilian volunteer activities.
- (4) Regional Captains or their designee(s) shall ensure that civilian volunteers are given training concerning their duties and responsibilities for any role to which they are assigned and that each civilian volunteer has a completed and signed job description on file.
- (5) Regional Captains or their designee(s) are responsible for ensuring Division compliance with FWC IMPP 6.9, *Volunteers*.
- (6) Regional Captains or their designee(s) shall ensure that civilian volunteers comply with all applicable Division General Orders and the Commission's IMPPs.
- (7) Regional Captains or their designee(s) shall ensure that a current volunteer roster is maintained and that a current copy is available to the appropriate communications center.

C Civilian Volunteers

- (1) Civilian volunteers may assist Division members with any day-to-day duties except for any duties and responsibilities reserved solely for certified law enforcement officers.
- (2) Civilian volunteers shall comply with all applicable Division General Orders and the Commission's IMPPs, unless an exception is stated in this General Order.
- (3) Nothing herein shall be construed to authorize any member of the Division of Law Enforcement Civilian Volunteer Program to have any police powers.

3 PROCEDURES

A 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 Regular Service Volunteer (RSV) Application. The State of Florida Employment Application shall be marked with the word "VOLUNTEER" at the top of the application.
- (2) Any member of the Division of Law Enforcement is authorized to provide a State of Florida Employment Application and an RSV Volunteer Application upon request.
- (3) Division members may also refer persons interested in volunteering with the Florida Fish and Wildlife Conservation Commission to the Commission's Volunteer Program website at <http://myfwc.com/get-involved/volunteer/>.
- (4) All applicants must indicate the type of volunteer work (as defined by FWC IMPP 6.9, *Volunteers*) they are interested in on the State of Florida Employment Application.
- (5) The completed State of Florida Employment Application and RSV Volunteer Application shall be forwarded to the appropriate Regional Captain for review and processing.
 - (a) A background check will be conducted by the appropriate Regional Captain or designee in accordance with General Order 61 *Employee Background Investigations*, FWC IMPP 6.9, *Volunteers*, and as appropriate for the volunteer's duties and responsibilities within the Division of Law Enforcement.
 - (b) Upon completion of the background check and review of the application file, the Regional Captain shall forward the entire application package with a recommendation to the appropriate Regional Commander for final approval.
- (6) Any person wishing to become a volunteer with the Division of Law Enforcement must be at least 16 years old.

B Residence Requirements

- (1) Generally, 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 Regional Captain or designee who will ensure that a current roster is maintained.
- (4) Civilian volunteers will submit any telephone or address changes to the appropriate Regional Captain or designee.

C 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.

D Additional Benefits

- (1) Travel expenses, meals, mileage, transportation, and/or per diem may be approved as provided for in the IMPP 6.9, *Volunteers* and IMPP 2.2, *Travel Procedures*.
- (2) Volunteers shall be covered by state liability protection in accordance with section 768.28, Florida Statutes.
- (3) Division of Law Enforcement civilian volunteers may ride with sworn members on a case by case basis with supervisory approval.

E Resignation and Release of Civilian Volunteers

- (1) Civilian volunteers may resign at any time.
- (2) The resignation should be in writing and forwarded to the appropriate Regional Captain via the chain-of-command.
- (3) Resignation of a civilian volunteer in good standing after a minimum of two years of good service shall be acknowledged by a Certificate of Appreciation signed by the appropriate Regional Commander.
- (4) Civilian volunteers may be released at the discretion of the appropriate Regional Captain.

F Attire

- (1) Attire should be appropriate for the civilian volunteer's assignment.
- (2) Shirts with the FWC logo imprinted over the left shirt pocket may be purchased by the civilian volunteer. The shirts should have the word "Volunteer" under the FWC logo.
- (3) Civilian volunteers shall not wear attire that resembles a Division-issued uniform.

G 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 Commission representative.
- (2) Civilian volunteers shall review and abide by applicable Division General Orders, FWC IMPPs, and other policy and guidance documents on the FWC's websites.
- (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 General Order 27, *Internal Investigations and Discipline Process*.

H Supervision and Performance

- (1) Civilian volunteers must be under the supervision of a full-time Division member when performing volunteer duties.

- (2) Civilian volunteers shall assist Division full-time members in the performance of their assigned duties.

4 FORMS

FORM NUMBER	FORM TITLE
--	FWC Regular Service Volunteer Application
	This form can be requested from the FWC Office of Human Resources