



# VOLUNTEER EXPERIENCE

Employer	Work Dates (From/To)	Work Performed
Street Address	City / State	Zip
Immediate Supervisor		

Employer	Work Dates (From/To)	Work Performed
Street Address	City / State	Zip
Immediate Supervisor		

<b>Education</b> ( <i>check highest level completed</i> ) <input type="checkbox"/> Elementary <input type="checkbox"/> High school <input type="checkbox"/> Technical School				
<input type="checkbox"/> Some College	<input type="checkbox"/> College	<input type="checkbox"/> Graduate	<input type="checkbox"/> Professional Training	<input type="checkbox"/> Other _____

Extra-Curricular Activities and Honors Received:

\_\_\_\_\_

Please list specialized skills, training or apprenticeships:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal References:

Name

Daytime Phone #

Relationship

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**In Case of Emergency Please Notify:**

Name

Relationship

Phone Number

Address

City/State

Zip



**ACKNOWLEDGMENT STATEMENT  
FOR  
ST JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS  
VOLUNTEER SOCIAL SECURITY USE**

In compliance with Florida Statute 119.071 (5) 1-4, St Johns County, Board of County Commissioners collects your Social Security Number for one or more of the following purposes:

- Identification and Verification
- Credit Worthiness (if applicable)
- Data Collection
- Background Investigations

My signature represents that I have read and understand the content of this document.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Witness to Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# ST. JOHNS COUNTY, FLORIDA

## Board of County Commissioners

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PERSONNEL SERVICES DEPARTMENT 4075 Lewis Speedway  
St. Augustine, Florida 32084

PHONE: (904)209-0635  
FAX: (904) 209-0636

### **VOLUNTARY AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I hereby understand and acknowledge that as an applicant for a volunteer position with St. Johns County Florida, I may be subjected to background investigations including: criminal history, character references, prior employment; education, motor vehicle report, credit check, drug test and/or physician examinations.

I further understand that these investigations are required or allowed under law and may be initiated following review of the application and prior to acceptance as a St Johns county volunteer.

I acknowledge that if these background investigations reveal unfavorable results, these findings could result in an inability to volunteer.

Are there any criminal offenses for which you were convicted, plead guilty to or had adjudication withheld in the past ten years? \_\_\_\_Yes \_\_\_\_No. If yes, give dates and explain on the back of this form. A conviction will not necessarily disqualify you from employment.

Full Name: \_\_\_\_\_

Other Names or SSN used: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

SSN# \_\_\_\_\_ DOB: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Volunteer applicants under the age of 18 need not complete this form*

**Note: Application will not be considered if this form is incomplete and/or not signed.  
Return completed form to Personnel Services Department**



# St Johns County Volunteer Expectations

IF ACCEPTED AS A ST JOHNS COUNTY VOLUNTEER:

1. I shall hold as absolutely confidential all information that I may obtain directly or indirectly while serving as a St Johns County volunteer.
2. I will donate my services to St Johns County without contemplation of compensation or future employment and give my service for humanitarian and charitable purposes.
3. I shall not sell or attempt to sell goods or services, request contributions or solicit persons to sign or distribute political petitions on County premises.
4. I will be punctual and conscientious, conduct myself with dignity, courtesy and consideration of others, and will endeavor to maintain a professional appearance and deliver quality service.
5. I will attempt to resolve any problems related to my volunteer activities with my supervisor and, if unsuccessful, attempt to resolve any such problems with another member of management.
6. I will uphold the professional conduct and standards of St Johns County at all times while interacting with patrons/customers, other County staff and volunteers.
7. I understand that St Johns County may release me as a volunteer at anytime.
8. I understand that St Johns County assumes no responsibility for any contact, visits or services provided by me that are beyond the scope of responsibilities defined by my specific work assignment.

**I have read and understand the Volunteer Expectations as stated above and agree to adhere to them while serving as a St Johns County volunteer**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Signature if under Age 18

\_\_\_\_\_  
Date

***Parent/Guardian must sign in the presence of St Johns County staff***

\_\_\_\_\_  
St Johns County Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
St Johns County Staff Printed Name



## **St. Johns County Board of County Commissioners Policies and Acknowledgement Statement**

I do hereby certify that I have received the St. Johns County Volunteer Application for Service policy, Harassment policy, and Computer Use policy and have read and understand the content of each.

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(Name - print)

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(Signature)

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(Date)

#### **415.1 Volunteer Application for Service Policy**

Volunteer policies are established with the objective that all volunteers have a positive and productive work climate and that both employees and volunteers understand specific working procedures, and to insure the integrity of the work environment for employees and volunteers. The policies herein will not be construed as creating any contractual rights, rights in equity, property rights, or any other rights of interest whatsoever.

#### **415.2 Scope**

All St. Johns County departments reporting to the County Administrator

#### **415.3 Policy**

Under the Fair Labor Standards Act, the term employee does not include any individual who volunteers to perform services for a governmental agency. An employee of the County cannot volunteer to perform the same type of service for which the employee is paid. If the volunteer work is considered the same, then the employee must be compensated for all hours worked and this would include overtime for any hours worked over forty (40).

A volunteer is a person who gives time or expertise to St. Johns County departments, their staff and clients with no compensation for service. The person may be donating time or expertise or may be in a service-learning project for school. The person may volunteer on a day-to-day basis or as a one-time-only project volunteer. Additionally, a person may provide funds, materials, or opportunities as a material donor without receiving monetary or material compensation. 501c3 organizations in contractual relationships with the County shall not be considered volunteers for the purposes of this Code.

County employees are not permitted to volunteer in any County department or office without prior approval from his/her Department Head, verification from the Personnel Services Department that the activity complies with FLSA requirements, and the appropriate leave slips are approved.

Children under the age of 14 are not permitted to volunteer with St Johns County unless they are supervised by a parent or guardian while in the conduct of their volunteer service. Persons volunteering who are under the age of 18 shall be closely supervised by a department staff member while the minor volunteer is in the conduct of his/her duties.

No volunteer shall have access to County owned or controlled buildings unless under the direct supervision of a paid County employee when any of the following conditions exist:

- 1.the volunteer would have access to the County's communications, computer or information management systems
- 2.the volunteer would have access to any personnel files, employee records, medical records, or other sensitive documents
- 3.the volunteer would have access to any paid employee work areas

When any of the above conditions exist, the paid County employee supervising the volunteer(s) must be on the premises and in direct contact with the volunteer(s).

#### **415.4 Documentation Process**

All potential volunteers shall complete a [Volunteer Application for Service](#) (Exhibit J) located on the Internet, or available from the Personnel Services Department. Applicants must agree to appropriate reference checks. Records shall be updated annually and reviewed for accuracy by the Department designee assigned to such task. These records shall include name, phone number, job assignment, screening records, policy acceptance documents, dates of service, and hours contributed.

### **415.5 Criminal Background Checks**

Criminal Background checks are required for all persons seeking to volunteer with St. Johns County. Any prospective volunteer, who has been convicted of a felony criminal offense against persons, property, or an offense of moral turpitude, shall be disqualified from volunteering in any capacity with St. Johns County, not withstanding:

- 1.The criminal charges resulted in a non-conviction, such as probation, deferred adjudication, or deferred disposition; or
- 2.The criminal conviction was subsequently expunged from the applicant's records as a result of appropriate legal proceedings.

Criminal charges which were subsequently dropped and the applicant was never prosecuted for the crime may be the basis for ineligibility. Any volunteer determined to be eligible for participation and is later arrested/convicted of a crime is required to immediately notify his/her assigned Departmental Supervisor. The volunteer will be immediately removed from their position until the case is adjudicated. Failure on the part of the volunteer to notify his/her Departmental Supervisor of arrests/convictions that occur after their initial application to become a volunteer for St. Johns County will result in his/her being removed and declared ineligible to participate with any St. Johns County department, including any youth sports organization in St. Johns County, for a minimum of five (5) years beginning on the date the failure to notify was discovered.

### **415.6 Training/Orientation**

Each department has the responsibility of providing current and timely training to all volunteers. Included should be an orientation of expectations and responsibilities, County policies, as well as an introduction to staff and a facility tour. Volunteers are to adhere to the same policies as County employees and if policies are not followed the volunteer will not be permitted to return. This Volunteer Application for Service Policy must be included with every department's volunteer policy. Departments may have additional volunteer requirements and policies, however when in conflict this document supersedes all departmental policies.

### **415.7 Recognition**

Recognition is an important component of the County's commitment to citizen's participation in its operations. Volunteers should be recognized for their efforts, for fulfillment of their commitment, and quality of their work. Volunteerism will be recognized during National Volunteer Week by the Board of County Commissioners. Departments may also recognize their volunteers individually. Individual groups classified as 501c3 shall not be included in Board of County Commissioners sponsored functions. They may, however be recognized in any manner the Board of County Commissioners deems appropriate.

### **415.8 Insurance**

Volunteers must sign a waiver, releasing/absolving St. Johns County from any, and all, claims arising from their involvement in County volunteer programs. At its discretion or in compliance with State and Federal law St. Johns County may offer the following protections to volunteers:

#### **415.8.1 Liability claims**

The County's Liability Coverage may be extended to volunteers to protect and defend them if sued for an action taken while conducting County business within the scope of their volunteer responsibilities. Volunteers may be covered for claims made against them individually or as part of a joint claim.

#### **415.8.2 Auto Liability Claims**

Liability claims arising from accidents involving the use of a volunteer's private vehicle while conducting County business under normal circumstances. The primary insurance coverage will be through the volunteer's personal automobile insurance policy.

415.8.3 On the Job Injuries

Workers Compensation insurance for volunteers injured while conducting County business will be provide.

## **405.15 Computer Use Policy**

Any employee using a St. Johns County computer is considered a user, and is obliged to comply with all rules set forth in this Policy. The Computer systems are for conducting County business and to be used by authorized users only. Upon receipt of these policies and procedures the Policy Acknowledgement form (Exhibit D) must be completed by every user and returned to the Personnel Services office.

### 405.15.1 Computer User Rights and Responsibilities

405.15.1.1 Anyone using a system expressly consents to having his/her activities, on the system/network, monitored and recorded. If such monitoring or recordings of use reveals possible evidence of criminal activity or violation of these policies and procedures, that information will be forwarded to the appropriate authorities and/or Supervisors.

405.15.1.2 No unauthorized attempts to gain privileged access, or access to any account not belonging to you on any County-owned computer system will be allowed. This responsibility exists regardless of the security mechanisms that are in place.

405.15.1.3 No use of a St. Johns County computer system as a staging ground to attempt to gain access to impair, upload, post, email, otherwise transmit, or post links to any material that contains software viruses, worms, Trojan horses, time bombs, trap doors or any other computer code, files or programs or repetitive requests for information designed to interrupt, destroy or limit the functionality of any County computer software or hardware, telecommunications equipment, or County data or to diminish the quality of, interfere with the performance of, or impair the functionality of any other computer system inside or outside of the County's network that you are not expressly authorized to use is permitted.

405.15.1.4 Any person that suspects or has knowledge of Any person that suspects or has knowledge of any malicious computer code, files or programs including but not limited to computer viruses, Trojans, robots, time bombs, trapdoors, backdoors, worms or spyware on a St. Johns County computer system is responsible for informing the Information Systems Department.

405.15.1.5 Any person that suspects or has knowledge of any security violation and/or computer breach on a St. Johns County computer system is responsible for informing the Information Systems Department.

405.15.1.6 Authorized users are responsible for all use and control of their accounts within their ability, including but not limited to choosing and protecting passwords, delegate access and for file maintenance.

405.15.1.7 Authorized users are not permitted to intentionally modify files that are not their responsibility, without permission from the owner of the file, regardless of the file's system permission.

405.15.1.8 Disclosure or transmission of St. Johns County propriety information, including but not limited to hardware, network configuration, security specifics or software products, by any means without the express authorization by the County Administrator or his/her designee is prohibited.

405.15.1.9 All digital data, such as files, records, and emails on county systems not considered personal and are subject to Chapter 119, Florida Statutes, Public Records Law. To meet Florida Statute 119 requirement, all email on county systems are journalized and available to the public. Also, to meet this requirement only approved email services methods are to be used.

### 405.15.2 Internet Access from home

Only authorized full time telecommuting employees may be compensated at 100% for Internet access fees when agreed with department head, when said access is utilized to perform their employment duties from non-county premises.

All other authorized telecommuting employees may be considered for partial reimbursement for their Internet access fees as agreed upon with department head at a maximum of 50%. The department head will decide and authorize which employees are eligible for telecommuting and related compensation. These decisions shall be made fairly and equitably using skill and work related factors.

#### 405.15.3 Hardware and Software

405.15.3.1 Authorization for purchase of software or hardware will not be approved until reviewed by the Information Systems Department and/or Constitutional Officer or his/her designee.

405.15.3.2 Personal software is not allowed to be loaded on County-owned Computers.

405.15.3.3 Non County-owned computer hardware is not permitted to be connected to or interfaced with County computers or equipment unless reviewed & approved by the Information Systems Department and a St. Johns County Waiver of Liability Policy (Exhibit I) is signed by the owner.

405.15.3.4 All authorized software obtained from other sources is required to be reviewed, tested, and have an approved anti-virus application scan be performed on said software by the Information Systems Department and or Constitutional Officer or his/her designee prior to installation.

405.15.3.5 Personal work is not permitted on County-owned computers except correspondence and postings to the County Message Board.

405.15.3.6 Copyrighted, licensed and County-owned software is not permitted to be copied, except in the case of performing a system backup.

405.15.3.7 Software is not permitted to be installed or downloaded on County-owned computers without proper authorization. This includes downloading from a network, including the Internet.

#### 405.15.4 Data Backup

Computer systems with a deemed Backup Device, will forward a weekly backup to the Information Systems Department for off-site storage.

## **406.1 Harassment Policy**

St. Johns County expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Improper interference with the ability of St. Johns County employees to perform their expected job duties is not tolerated.

### **406.1.1 Sexual Harassment**

With respect to sexual harassment, St. Johns County prohibits the following:

406.1.1.1 Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or
- offensive working environment.

406.1.1.2 Offensive comments, jokes, innuendos, and other sexually oriented statements.

406.1.2 Any employee that feels he/she has been harassed should follow the procedure for filing a complaint outlined in Section 406.

## **406.2 Filing of Complaints**

Misunderstandings or conflicts can arise in any organization. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you, as an individual or St. Johns County, the following procedure has been described here for bringing your complaint to management's attention.

### **406.2.1 Procedure**

406.2.1.1 Discussing the problem with your immediate supervisor is encouraged as a first step. If however, you do not believe a discussion with your supervisor is appropriate; you may proceed directly to the next step.

406.2.1.2 If your problem is not resolved after discussion with your supervisor or if you feel discussion with your supervisor is inappropriate, you are encouraged to request a meeting with your department head. In an effort to resolve the problem, your department head will consider the facts, conduct an investigation, and may also review the matter with a member of our personnel department. You will normally receive a response regarding your problem within five working days of meeting with your department head.

406.2.1.3 If you are not satisfied with your department head's decision and wish to pursue the problem or complaint further, you may prepare a written summary of your concerns and request that the matter be reviewed by the Personnel Services Director. The Personnel Services Director will discuss the situation with the County Administrator if necessary.

406.2.2 St. Johns County does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, as preventing, limiting, or delaying the County from taking disciplinary action against any individual, up to and including termination, in circumstances where disciplinary action is considered appropriate. The Personnel Director in coordination with the Administrator will advise the individual of his/her decision within a reasonable time. The decision of the County Administrator shall be final. If the County determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

406.2.3 The County prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the County determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.