

County of Monroe

The Florida Keys



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Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

OFFICE of the COUNTY ADMINISTRATOR
Key West, Florida

MONROE COUNTY ADMINISTRATIVE INSTRUCTION 4715.5

Date: April 25, 2022
Subject: Professional Volunteer in County Service
Reference: (A) Chapter 110 Florida Statutes
Enclosure: (1) Monroe County Volunteer Application Form
Effective Date: Immediately

(1) **Background:** There are most probably many people residing in Monroe County possessing specialized skills and expertise who could be motivated to make voluntary contributions of their time and energies for the public good. It is therefore incumbent upon the County Administration to establish plans and procedures to develop meaningful opportunities for volunteers to participate in Monroe County programs and activities.

(2) **Purpose:** To establish a program for the identification, recruitment, training and utilization of volunteer to assist in programs and projects falling within the purview of the County Administrator.

(3) **Cancellation:** This instruction is to remain continuously in effect unless specifically revised or canceled.

(4) **Instructions:**

A. Enclosure (1) is to be utilized for identifying and recording all prospective Monroe County Civic Volunteer Corps members.

(5) **Action:**

- A. All employees are requested to actively recruit prospective private citizens for the Civic Volunteer Corps.
- B. Enclosure (1) is to be completed for all identified volunteers and maintained by the participating departments.
- C. Volunteers may be subject to background checks and DL Checks.
- D. Department Heads shall notify Human Resources to conduct a search of registration information regarding sexual predators and sexual offenders before placing the individual in a position to volunteer at a park, playground, day care center, or other place where children regularly congregate to comply with Florida Statute 943.04351.
- E. Monroe County is a Drug-Free Workplace and volunteers are subject to the Monroe County Drug-Free Workplace Policy and Work rules.

- F. It is anticipated that volunteers will usually provide for their own transportation and per diem expenses. However, there may be circumstances where this would have a negative impact upon the volunteer's capability to give of their personal services to the County.
- G. Departments currently utilizing volunteers are Airports, County Libraries, Nutrition Services, and Extension Services in various capacities.

Every Department utilizing the services of volunteers is to solicit prior approval from the County Administrator/Assistant County Administrator to provide such incidental reimbursement, as necessary, consistent with the provision of Florida Statutes 110.504 and the Monroe County Code, including transportation costs, lodging, and subsistence, as the department deems necessary to assist volunteers in performing their functions.



Roman Gastesi,
County Administrator

Distribution: List VI
Originator: DHR
Review: 4/25/25

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The Florida Keys



MONROE COUNTY VOLUNTEER APPLICATION FORM

Applicant Information

Name: _____ Date: _____

Address/city/state/zip: _____

Home phone: _____ Cell phone: _____

Email: _____ SSN: _____

Your social security number is requested for the purpose of payroll eligibility verification, processing employment benefits, applicant and employee background checks, and income reporting and will be used solely for those purposes.

Volunteer Assignment

Volunteer position: _____ County Department: _____

Location: _____ Days/Hours Available: _____

Are any accommodations needed in arranging your assignment? (If so, state what accommodations are requested.) _____

Have you volunteered with Monroe County before? If so, in which department, dates? _____

Drug-free Workplace Agreement

VOLUNTEERS MAY BE SUBJECT TO BACKGROUND CHECKS. MONROE COUNTY IS A DRUG-FREE WORKPLACE AND VOLUNTEERS ARE SUBJECT TO THE MONROE COUNTY DRUG-FREE WORKPLACE POLICY AND RULES OF WORK. BY SIGNING BELOW, THE APPLICANT CERTIFIES THAT THE APPLICANT HAS RECEIVED A COPY OF THE DRUG-FREE WORKPLACE POLICY AND WILL ABIDE BY THE POLICY.

Signature

Date

Transportation

Do you have transportation? Yes No

Will you be driving as part of your volunteer assignment? Yes No

Driver's license# _____ Expiration: _____

Insurance Company: _____ Policy# _____

INSURANCE AGREEMENT

I _____ understand that if I use my personal auto in my volunteer service, I will arrange to keep in effect automobile insurance equal to the minimum limits required by the State of Florida. I also understand that any accident medical coverage supplied to me will be in excess of any available Medicare or group health insurance program in force.

Signature

Date

EMERGENCY CONTACT

Name: _____

Relationship to volunteer: _____

Address/city/state/zip: _____

Home phone: _____ Cell phone: _____

I designate _____ as my beneficiary for any accidental death benefits available to me.

Relationship to beneficiary: _____

Address/city/state/zip: _____

Home phone: _____ Cell phone: _____

Volunteer Status Agreement

I, _____ understand and acknowledge that I am giving my time, skills and services as a volunteer and I am not an employee, official or representative of the Monroe County Board of County Commissioners. I further acknowledge that I may not be entitled to any stipend, compensation, benefits or other rights applicable to Monroe County employees. I understand that the County can terminate my status as a volunteer at any time for any reason. Acting as a volunteer does not create an expectation of future employment.

Signature

Witness

Date

Date

Background Checks (for Department)

DEPARTMENT HEADS SHALL NOTIFY HUMAN RESOURCES TO CONDUCT A SEARCH OF REGISTRATION INFORMATION THROUGH THE DRU SJODIN NATIONAL SEXUAL OFFENDER PUBLIC WEBSITE MAINTAINED BY THE UNITED STATES DEPARTMENT OF JUSTICE BEFORE PLACING THE INDIVIDUAL IN A POSITION TO VOLUNTEER AT A PARK, PLAYGROUND, DAY CARE CENTER OR OTHER PLACE WHERE CHILDREN REGULARLY CONGREGATE TO COMPLY WITH FLORIDA STATUTE 943.04351.

DEPARTMENT HEADS SHALL ALSO NOTIFY HUMAN RESOURCES IF ANY ADDITIONAL BACKGROUND CHECKS MAY BE NEEDED, E.G., LEVEL II SCREENING FOR VOLUNTEERS IN AHCA REGULATED FACILITIES, F.S. 408.809(4).