

# ADMINISTRATIVE POLICY



14102\*\*

(2-18-16)

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## COMMUNITY SERVICE VOLUNTEERS

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- 14102.1 Purpose:  
To describe the Ventura County Fire Protection District's Community Service Volunteer Program (CSVP).
- 14102.2 Scope:  
This policy applies to all Fire District personnel and volunteers.
- 14102.3 Policy:
- 14102.3.1 Program Responsibilities:
    - 14102.3.1.1 Community Education:  
The Community Education Office oversees the CSVP.
    - 14102.3.1.2 Volunteer Coordinator:  
The Volunteer Coordinator manages the volunteer application process, matching volunteers' skills and interests with the needs of Fire District.
  - 14102.3.2 Sworn personnel:  
Volunteers shall not replace sworn personnel.
  - 14102.3.3 Minimum Age:  
Volunteer Program participants shall be a minimum of 16 years of age.
    - 14102.3.3.1 Minor Volunteer Supervision:  
Minor volunteers shall be directly supervised by an adult Fire District staff member. Exceptions to direct supervision by an adult Fire District staff member must be approved by the Bureau Manager.
- 14102.4 Procedure:
- 14102.4.1 Orientation:  
The Volunteer Coordinator will ensure that an orientation is provided to all new participants in the program. A general orientation may be waived at the

Volunteer Program Manager's discretion. This may occur, for example, if a volunteer is a former employee or is volunteering for a specific time-limited project.

14102.4.2 The Volunteer Coordinator arranges necessary training with appropriate staff and coordinates placement of volunteers with Fire District programs.

14102.4.3 Human Resources Section:

14102.4.3.1 DMV Records:

The Human Resources Section shall ensure DMV records are on file and will determine if the volunteer should be entered into the Pull Notice Program.

14102.4.3.2 Background Checks:

Background checks shall be completed prior to accepting prospective adult volunteers.

14102.4.4 Compensation:

The Fire District does not provide compensation for volunteer personnel.

14102.4.5 Conduct:

Volunteers shall abide by all County Rules and Regulations and Fire District Administrative Policies. Continued enrollment in the Volunteer Program shall be contingent upon proper behavior, good performance, and adequate participation.

14102.4.6 Attire:

Assigned volunteer attire shall include a Fire District-issued shirt, dark or khaki-colored long pants, and closed-toe shoes furnished by the volunteer. The attire shall be worn when assigned and in good condition.

14102.4.6.1 Fire District-Issued Shirt:

Volunteers will be provided a shirt that clearly distinguishes them as a Community Service Volunteer and does not resemble on-duty attire worn by safety personnel. Volunteers shall maintain the required attire in a neat and serviceable condition at all times.

14102.4.7 Identification Card (ID):

14102.4.7.1 Adult volunteers shall be provided a Fire District ID card and shall carry or wear the ID card while engaged in volunteer activities.

14102.4.7.1.2 ID cards shall be surrendered upon separation of the program.

### 14102.4.8 Work Assignments for Volunteers:

Community service volunteers are normally assigned work within Community Education. Volunteers may be assigned to other non-operational programs at the request of one of the Program Managers.

### 14102.4.9 Incident Support:

Volunteers may provide incident support where training has been provided, such as routine driving, deliveries, general clerical, and incident base functions.

#### 14102.4.9.1 Operational Limitation:

Volunteer assignments shall not be on the fireline or any other operational area where Personal Protective Equipment (PPE) is required.

#### 14102.4.9.2 Incident Support Responses:

Volunteers shall not report to the location of an incident unless directed to do so by their incident supervisor, such as the Logistics Chief, or Volunteer Coordinator.

### 14102.4.10 Service Hours Expectation:

Volunteers will participate in a Fire District volunteer activity at a minimum of once each three months to remain in the program. At no time shall a volunteer regularly work in excess of 20 hours per week.

14102.4.10.1 Hours shall be forwarded to the Volunteer Coordinator each month.

14102.4.10.2 Volunteer hours may include normal business hours as well as nights and weekends.

### 14102.4.11 Driving Fire District Vehicles:

Adult volunteers may drive Fire District vehicles on routine business or in support of an incident, when properly trained and licensed. When driving Fire District vehicles, volunteers shall comply with the following:

- Volunteers shall possess a valid California driver's license.
- Volunteers shall not drive or occupy any vehicle that is responding "Code."
- If the vehicle is equipped to respond "Code," an out-of-service sign shall be displayed on both sides of the vehicle.

14102.4.11.1 Minor volunteers may not drive Fire District vehicles.

4102.4.11.2 If a volunteer's driving record is not satisfactory to the Fire District, the Volunteer Coordinator may rescind a volunteer's permission to drive District vehicles.