

VOLUNTEER HANDBOOK



Florida Forest Service



Welcome to the

Florida Forest Service Volunteer Program

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Florida Forest Service

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Statewide Volunteer Coordinator
850/681-5884

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Volunteer Program

Introduction

The mission of the Florida Forest Service is to protect Florida and its people from the dangers of wildland fire and manage the forest resources through a stewardship ethic to assure they are available for future generations. Our core program areas are: Wildfire Prevention, Detection and Suppression, State Land Management, and Forestry Technical Assistance.

The Florida Forest Service consists of more than 1250 dedicated employees with the mission to protect and manage the forest resources of Florida, ensuring that they are available for future generations.

Wildfire prevention and suppression are key components in our efforts to protect homeowners from the threat of damage in a natural, fire-dependent environment. We are dedicated to training individuals to meet these goals.

In addition to managing over one million acres of state forests for multiple uses including timber, recreation and wildlife habitat, we also provide services to landowners throughout the state with technical information and grant programs.



STATE FOREST SYSTEM

The Florida Forest Service has guided the operation of state forests for 75 years. It is our primary mission, while managing these lands, to protect and maintain the biological diversity of the many ecosystems found in and around the state forests while integrating public use of the resources.

Through sound forest management practices, the Florida Forest Service is able to maintain the integrity of the forest environment while providing for the state's future natural resource needs. There are currently 35 state forests that total over 1,058,000 acres.



BUREAUS

The Florida Forest Service consists of four bureaus:

Field Operations:

The Florida Forest Service has divided the state into 15 field units, with our State Office located in Tallahassee, FL. The Forest Service's forestry programs are implemented by its Field Operations staff within these field units. The field units are grouped into four regions, each under a Deputy Chief of field operations. The multi-functional workforce of personnel and equipment provides a more responsive and comprehensive approach to land management and wildfire control statewide.

Forest Management

Administers programs such as Forest Stewardship, Tree City USA, Silviculture Best Management Practices, and Florida Endangered and Threatened Plant Conservation. Oversees management of the state forest system in Florida, coordinates acquisition of new state forests and produces pine seedlings at its Andrews Nursery.

Forest Protection

Administers programs including Firewise Communities, Wildfire Mitigation Teams, Cooperative Fire Assistance, as well as providing the fire danger rating system. Provides technical assistance with prescribed burning, and leads in wildfire suppression.

Forest Logistics and Support Services

Helps the Florida Forest Service accomplish its mission by planning the direction and providing the support tools required for quality public service. Planning includes strategic, operational, and long range efforts to achieve desired goals. Support in the form of providing facilities, vehicles and heavy equipment, and information technology that meets our performance needs are provided.

VOLUNTEER PROGRAM OVERVIEW

The volunteer program originated from the campground host program initiated on Blackwater and Withlacoochee State Forests in 1983.

The first volunteer program policy was written in 1988 and the first official volunteer in the new program was a retired Forest Ranger.

The most important benefit to volunteering is the immeasurable satisfaction derived from being a member of one of Florida's finest conservation, wildfire suppression and emergency response teams.

As a member of the Florida Forest Service's volunteer team you may work in either a rural or urban area or work in an office or in the forest. We have several volunteer service areas to choose from.

Volunteers assist in programs and activities, such as:

- Wildfire prevention
- Detection and suppression
- Technical assistance
- Land management
- Site hosts
- Administrative assistance
- Educational & interpretive programs

Today all 15 districts recruit volunteers for a variety of programs. Each district has a volunteer coordinator and one at the state office.

Volunteer Coordinators assist volunteers with:

- Application process
- Rights and responsibilities
- Basic information regarding the division
- Retaining monthly time logs
- Coordination with supervisors

Supervisors assist volunteers with:

- Reviewing duties
- Setting schedules
- Training
- Reporting time
- Evaluation
- Recognition



VOLUNTEER TYPES

There are two types of volunteers in the program:

Regular-Service Volunteer is a person engaged in specific voluntary service activities on an ongoing or continuous basis. An individual volunteer application is completed for each regular service volunteer. Their hours of service are recorded and may be used for work experience when completing applications for employment. If the regular service volunteer is a group, then the leader of the group will complete the application.

Occasional-Service Volunteer is a person who offers to provide a one-time or occasional voluntary service. Hours are recorded under an event or group roster by the group or the Florida Forest Service. An application is not required.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Volunteers have the right to:

- Be treated with respect
- A workplace free of harassment
- A workplace free of hostile conditions
- Safe working conditions
- A suitable assignment in line with skills
- Qualified supervision
- Training

Volunteers have the responsibility to:

- Represent the Service with integrity
- Accept guidance from supervisor
- Understand the duties undertaken
- Be reliable and punctual
- Report all accidents/incidents immediately

While performing volunteer services you may not:

- Use state-owned property for personal use
- Fight or use derogatory language
- Sexually harass or threaten anyone
- Violate laws
- Consume intoxicating beverages
- Possess or use any illegal drugs
- Disclose confidential information

Volunteer Program

WORKERS' COMPENSATION PROCEDURES

Safety of all our employees is the Forest Forest Service's (FFS) primary goal. However, in the event of an accident/injury on-the-job, our mission then is for the employee (includes volunteers) to receive prompt medical treatment, ensure proper benefits are received and help the employee recover and return to work as early as possible.

Employees are responsible for:

Reporting all (even if no medical care is requested) work-related injuries/illness to their immediate supervisor who in turn shall contact, effective January 1, 2014, AmeriSys at (800) 455-2079. If the immediate supervisor is unavailable, then advise the unit manager or local OIC.

Reporting any changes in their work status to their Supervisor and Field Unit Workers' Compensation Liaison.

Injuries requiring no medical attention:

1. Report the injury to AmeriSys (1-800-455-2079) as well as to your immediate supervisor.
2. Supervisor completes Report of Lost Day Injury and Incident Review Form (DACS #01038) and submits it to the FFS Workers' Compensation Coordinator, Sandy Coker, within forty eight hours. Fax Number is 850/681-5804. Copies will be made and distributed as required.

An injury/illness that is not an emergency, however medical attention is required:

1. When medical attention is required, contact AmeriSys (1-800-455-2079). AmeriSys will set up an appointment with an approved medical provider and provide to the employee information necessary for treatment.
2. All paperwork given to an employee by a physician must be given to the District Workers' Compensation Liaison.

For medical emergencies:

1. In a medical emergency, transport the injured employee to the nearest medical facility or call 911, then call AmeriSys (1-800-455-2079) to report the injury.
2. If the employee is admitted to the hospital, the supervisor should contact the Field Unit Workers' Compensation Liaison, who will then contact the FFS Workers' Compensation Coordinator.

Florida Forest Service, Workers' Compensation Contact Numbers:

AmeriSys: 1-800-455-2079
FFS WC Coordinator: Sandy Coker, 850-681-5819
DOACS WC Coordinator:
Donna Honcell, 850-681-7061
Pharmacy/Rx Questions: 1-800-455-2079

If an employee has any questions or problems regarding their worker's compensation injury, contact the Field Unit Workers' Compensation Liaison or the FFS Workers' Compensation Coordinator.

Timekeeping

Volunteers record the number of hours served on the Volunteer Monthly Time Log (FDACS-11282 5/14). The appropriate code for duties performed are to be utilized in conjunction with the hours served for that duty. Multiple duty codes may be utilized for one day of volunteer service.

Once completed for the calendar month, the form is signed by the volunteer and turned into their supervisor. The supervisor will review the log and turn it into the district volunteer coordinator. The district volunteer coordinator will input the hours into the Florida Forest Service's VOLT program, utilized for tracking volunteer hours and duties.

Please refer to the log on the next page.



Florida Department of Agriculture and Consumer Services
Florida Forest Service

VOLUNTEER MONTHLY TIME LOG

110.501 - 110.504, F.S.

ADAM H. PUTNAM
COMMISSIONER

Name: _____
Month: _____ Year: _____
Unit: _____

Day	Hours	Code	Hours	Code	Hours	Code	Total	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total Number of Hours for the Month								

Volunteer's Signature

Supervisor's Signature

	Codes
10	Fire Prevention
11	Fire Detection
12	Fire Fighting
13	Burning Assistance (Other than Rx)
14	Prescribed Burning (Rx)
15	Smoke Complaints
16	Wildfire Hazard Mitigation (Other than Rx)
17	RCFP and FEPP Programs
18	Emergency Incident Response (Not Wildfires)
30	Training Received (Fire)
31	Training Given (Fire)
32	Training Received (Land)
33	Training Given (Land)
34	Administration & Support (Fire)
35	Administration (Land): State Office
36	Administration (Land): Regions
37	Administration (Land): Field Units
40	Facility Maintenance (Fire)
41	Facility Construction (Fire)
42	Facility Maintenance (Land)
43	Facility Construction (Land)
44	Equip./Rolling Stock (Fire) Maintenance
45	Equip./Rolling Stock (Fire) Purchase
46	Equip./Rolling Stock (Land) Maintenance
47	Equip./Rolling Stock (Land) Purchase
60	Aviation Maintenance
61	Training Center Operations
62	Seedling Production & Distribution Program
64	Inmate Supervision
80	Endangered & Threatened Species
81	Exotic Species Control
82	Historical & Archeological Resources
83	Land Acquisition
84	Land Management Planning
85	Land Management Reviews
86	Misc. (other) lands activities
87	Pests and Disease
88	Referrals to Consultants
89	Rec-Visitor Svcs: Information & Education
90	Rec-Visitor Svcs: Operations Support
91	Road Repair and Construction
92	Timber Management Activities
93	Water Management Activities (hydrology)

