



Equipment Use by Volunteers



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Volunteers may use state property in the performance of their volunteer assignment with permission and instruction from their OPRD MU or division. Volunteers are not permitted to use state property for personal use, unless explicitly given permission by management.

OPRD MU or division managers may give permission for volunteers to use their own personal equipment during volunteer service when the equipment has been approved by the manager and the volunteers have signed a volunteer service agreement and/or Adopt-a-Park Agreement.

[Equipment Checkout Form](#): It is optional to use this form if volunteers will be given park property to use for the duration of their service that they will need to return: keys, tools, etc.



Driving Vehicles as Part of Volunteer Service

Volunteers may only operate utility vehicles and/or vehicles that require a Class C license as part of their volunteer assignment.

To operate [State vehicles](#) or [utility vehicles](#) as part of volunteer service, volunteers must:

- Possess a valid driver license.
- Be 18 years of age or older.
- Have a valid and approved driving record check on file.
- Have a valid Volunteer Service Agreement on file.
- Complete all required safety training for vehicle use.

A specific training module on Utility Vehicles is included a part of the required safety training for host assignments.

To operate a volunteer's personal vehicle as part of volunteer service:

- All the volunteer requirements for operating state vehicles must be met.
- OPRD MUs and divisions must follow the permission requirements in [FIN.060.000 Department Travel Policy](#), including OPRD unit permission for personal vehicle use in advance of driving.

When is Driving a Personal Vehicle Included in Volunteer Service?

The short answer is that it is up to the manager of a management unit or division to determine if driving a personal vehicle should be a part of a volunteer's assigned tasks.

In general, if volunteer service requires the use of a volunteer's personal vehicle, they should be reimbursed for the travel related to volunteer service, and the time spent during travel should be included in their recorded volunteer hours.

If a volunteer's service location is not at the same place where they are residing, OPRD staff need to be clear in identifying when that volunteer's service begins.



Personal Use of OPRD Computers and Internet by Volunteers

Volunteer park hosts provide volunteer service over an extended period of time. It is reasonable to expect that in order to recruit and retain volunteers, park host volunteers may need to use OPRD computers and internet for personal use. Reasonable use of OPRD computers and internet is directed by [IS.020.000 Acceptable Use of Information Assets Policy](#).

Use of OPRD Internet by Volunteers

As stated in IS.020.000: "Incidental personal use of OPRD guest wireless is acceptable as allowed under this policy. Personal use of the guest network must be incidental and must not impair OPRD business."

It's important that volunteers who use OPRD internet for incidental personal use, use the internet appropriately. It is a state provided resource, and as such the websites volunteers visit, and online programs they utilize with their personal devices, are held to a higher ethical standard and to not be a misuse of resources; the same standard for OPRD employees.

For any use of OPRD networks:

- "Audio and/or video streaming for personal use via the Internet, including radio stations, television shows, videos, or any other content which provides a continuous feed through the Internet is not allowed on OPRD systems."
- "Use shall not include playing games, whether Internet, personal, or those included with approved software applications. State systems may not be used for hosting or operating personal Web pages or for non-business-related postings to Internet groups, chat rooms, Web pages, or list serves."

Use of OPRD Computers by Volunteers

If a park has a general computer that is available for staff and volunteer use, volunteers may use the computer during times as specified appropriate by a park and when the computer is not needed for OPRD related work or volunteer assignments. Volunteers will need to utilize a generic volunteer account to sign onto an OPRD computer that hotline may set up for a park. This one account is used by all volunteers anytime they need to log onto the computer. The volunteer guest login limits computer access to volunteers so they will not have access to OPRD drives, OPRIS, or other sensitive files.

In addition to the policy statements on OPRD internet systems use, from IS.020.000, while using OPRD computers or equipment:

- "Non-approved software shall not be downloaded or installed from the Internet or other external sources."
- "State information systems shall not be used for personal solicitation. For example, systems shall not be used to lobby, solicit, recruit, sell, or persuade for or against commercial ventures, products, religious, political causes or outside organizations."

How to Create a Generic Volunteer Login for a Park Computer

Submit a Helpdesk request through the support portal: <https://opr.freshservice.com/support/home>.