

# Springfield-Greene County Office of Emergency Management



## CERT Membership Requirements, Rules, and Regulations



### Purpose

The Community Emergency Response Teams (CERT) is a citizen volunteer program under the authority of the Springfield-Greene County Office of Emergency Management. The program utilizes volunteers to supplement and support overall emergency response and special event participation.

This policy guidance supports the following purposes:

- To outline basic membership requirements.
- To define restricted actions and behaviors.
- To outline corrective action and dissolution of membership procedures.

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#### Membership Requirements

CERT documents and certificates are handled by the OEM Administrative Manager and Administrative Assistant. CERT personnel documentation is considered confidential information and should only be accessed by approved personnel.

To become a member, Applicants are required to provide the following initial documentation via email or physical drop off to the OEM Administrative Assistant:

1. Completed CERT Membership Application
2. CERT Basic Course Certificate
3. Background Check Results
4. Signed Liability Waiver
5. IS-100, -200, -700, and -800 Certificates
6. Completed IRIS information form
7. Signed acknowledgement of receipt of Greene County CERT: Standard Operating Procedures; Membership Requirements, Rules; and Regulations; and Code of Conduct

Once all paperwork is submitted and approved by the CERT Program Manager, the file will be forwarded to the OEM Director for final approval or denial. Once the OEM Director has approved or denied the application file, an approval/denial letter to the CERT applicant. If approved, this approval letter will inform the applicant

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that they will need to schedule an appointment with the Administrative Assistant to complete additional paperwork and pick up issued equipment and identification.

CERT holds monthly meetings every 3<sup>rd</sup> Tuesday at 6:00 PM.

## **Membership Rules and Regulations**

Persons participating in the CERT Program agree to and will abide by the following rules and understand that members will be removed from or denied membership for violation of any of the following:

- Questionable background history.
- Conviction of a felony.
- Conduct unbecoming of a member or that reflects poorly on the program, the OEM, or Greene County.
- Any act of insubordination.
- Neglect of duty.
- Any flagrant violation of rules and guidelines governing the program.
- Failure to maintain required training.
- Carrying a firearm or weapon of any kind while participating in a program sponsored deployment to an incident, event, training, or exercise. This includes concealed carry permit holders.
- Under no circumstance are CERT members allowed to speak to the media in any capacity so as to appear to represent the CERT program or OEM, unless specifically assigned to do so by the OEM Director or Public Information Officer (PIO).
- CERT members are not to intentionally operate outside of the chain of command.
- Under no circumstances are CERT members to petition local, state, or federal government personnel & committees on behalf of Springfield-Greene County OEM or the CERT program, without prior approval of the OEM Director in writing. This includes the Greene County Commission.

## **Restricted Actions**

Many CERT members have skills beyond what is taught through the CERT program (e.g. medical and health professionals, heavy equipment operators, etc.). While these skills may be helpful during an emergency or disaster, and can be utilized in other programs, they are outside of the CERT scope-of-practice and are not authorized activities as a CERT volunteer.

Other unauthorized activities include:

- Possession or use of a firearm or other weapon.
  - Pocketknives with a blade smaller than 3 inches are allowed.
- Operation of any motor vehicle (private or government), other than a personal vehicle.
  - This includes CERT or OEM trailers.
- Inappropriate self-deployment.

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Members found working outside of their CERT mission or engaging in restricted activities or otherwise acting contrary to the code of conduct are subject to immediate removal and membership termination.

## **Corrective Action and Dissolution of Membership**

CERT members are always to abide by the above membership rules and regulations. Personnel who are unable to follow the rules and regulations are subject to corrective action up to and including termination.

- A coaching session to manage member education.
- A verbal corrective action will be given to manage behavior.
- A written corrective action to manage behavior. A notation in the personnel file explaining how rules were broken. The CERT Program Manager and/or OEM director, The CERT member will sign the corrective action will be obtained as acknowledgement of the rules being broken. The CERT Program Manager and/or OEM Director will sign the corrective action and a copy will be given to the CERT Member and placed in the member's file.
- Membership suspension for a period of time determined by the CERT Program Manager or OEM Director. Written notification will be provided to the CERT Member, signed by either the CERT Program Manager or OEM Director, and a copy will be placed in the member's file.
- Removal from the organization. Written notification of program removal will be provided by the CERT Program Manager and OEM Director and will provide directions for returning equipment to the OEM.

Depending on the severity of the action reported, these corrective actions may not occur in the order listed.