

KERR COUNTY SHERIFF'S OFFICE CERT PROGRAM POLICIES & PROCEDURES

MISSION AND PURPOSE

KERR COUNTY SHERIFF'S OFFICE CERT (Citizen's Emergency Response Team) is a volunteer group that will work to assist and support the Kerr County Sheriff's Office. The group consists of Kerr County citizens who have completed the 20 hour basic CERT training class and have met the below requirements. The group will also attend in-service training periodically to remain refreshed on the knowledge acquired during this training.

KERR COUNTY SHERIFF'S OFFICE CERT members may be activated to support emergency or disaster operations as directed by the Kerr County Sheriff or his designee. KERR COUNTY SHERIFF'S OFFICE CERT volunteers will be allowed to assist the Kerr County Sheriff's Office as a force multiplier of manpower during such instances as called upon for training exercises, community outreach, emergencies, man-made or natural disasters, light search and rescue, lost person search, debris clearance, scene security, logistical support, communication and administrative support or as needed by the Sheriff's Office.

I. Membership

A volunteer is an approved person who chooses to perform services for the KERR COUNTY SHERIFF'S OFFICE CERT program without compensation or expectations of compensation and who performs a task at the direction of and on behalf of the Kerr County Sheriff's Office. KERR COUNTY SHERIFF'S OFFICE CERT volunteers are not employees of the Kerr County Sheriff's Office.

A. Requirements

KERR COUNTY SHERIFF'S OFFICE CERT Members must be:

- Be at least 18 years of age.
- Approved by the Kerr County Sheriff
- Pass a Kerr County Sheriff's Office Criminal Background Check (part of the requirements of the KCSOCA).
- Successfully complete the 20 hour basic CERT training course offered through the Kerr County Sheriff's Office.
- Complete a 6 month probationary period. During the probationary period, the volunteer must:
 1. Complete the free FEMA online training for:
 - ICS-100.b - Introduction to Incident Command System
 - ICS-200.b - ICS for Single Resources and Initial Action Incidents
 - ICS-700.a - National Incident Management System (NIMS) An Introduction
 - ICS-800.b - National Response Framework, An Introduction

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2. Attend/participate in a minimum of 4 meetings/trainings/exercises/real world event

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B. Members

1. Active

- An Active member has successfully completed the standard 20 hour basic CERT training course.
- Is considered to be in good standing by team leadership and actively participating in 70% of team meetings, advanced and refresher training and planned events.
- All members will receive a KERR COUNTY SHERIFF'S OFFICE CERT response bag, shirt and credentials (Once the current supply is exhausted, CERT members will be required to purchase their own gear)

4. Inactive/On Leave

- Members may ask to be placed in an On Leave status for personal reasons at any time for a period of up to one (1) years.
- Members On Leave must return their issued KERR COUNTY SHERIFF'S OFFICE CERT response bag, shirt and credentials.
- Members On Leave may request to continue to receive notifications and other program messaging to keep them informed of program activities.
- Members who have asked to be placed On Leave can revert to active status upon consultation with the Sheriff or his designee.

C. Suspension/Removal/Resignation

- The Kerr County Sheriff retains the right to remove any volunteer from the KERR COUNTY SHERIFF'S OFFICE CERT program as he deems necessary for the best interest of the program.
- KERR COUNTY SHERIFF'S OFFICE CERT members agree to follow and abide by these Policies and Procedures and are subject to suspension or removal from membership for violation of the following while acting in the capacity of a KERR COUNTY SHERIFF'S OFFICE CERT volunteer:
 - KERR COUNTY SHERIFF'S OFFICE CERT members can be suspended from the CERT program for disciplinary and/or safety reasons as well as for the loss of credentials.
 - Flagrant and continued violation of KERR COUNTY SHERIFF'S OFFICE CERT Policies and Procedures
 - Flagrant and continued violation of basic CERT training

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- Conduct unbecoming a member (includes, but not limited to; causing harm to others, continued insubordination, causing program reputation loss, unprofessional conduct)
- Failure to maintain confidentiality of privileged information (see *Section II-B-a-iv*)
- Being under the influence of drugs or alcohol during a training or activation
- Possession of a firearm during a training or activation, unless expressly authorized by the Kerr County Sheriff.
- **Identifying themselves as a Kerr County Sheriff employee, Kerr County employee or implying they hold any type of employed position with a government agency related to Disaster Recovery or Emergency Management Operations.**
- Team Coordinators, may request of the Sheriff, to have team members suspended should their behavior and/or actions cause a continued challenge to the team.
- If a suspension is for violation of KERR COUNTY SHERIFF'S OFFICE CERT Policies and Procedures or due to unsafe practices demonstrated by the member, the member shall attend a refresher course and/or other appropriate training during the suspension time period and prior to reinstatement as determined by the KERR COUNTY SHERIFF'S OFFICE CERT Program Coordinator(s) and Team Coordinator(s).
- The KERR COUNTY SHERIFF'S OFFICE CERT Program Coordinator(s) and Team Coordinator(s) may determine and put into place other (training and/or non-training) specific terms and criteria for reinstatement which must be honored and fulfilled by the member prior to reinstatement.
- If a member violates the terms of suspension or continues to act in a manner that is not in accordance with program Policies, Procedures and/or guidelines then the suspension can be made permanent and the member removed from the KERR COUNTY SHERIFF'S OFFICE CERT program.
- Any member may resign from the program if they so desire. They will be required to return their issued KERR COUNTY SHERIFF'S OFFICE CERT response bag, shirt and credentials.

The KERR COUNTY SHERIFF'S OFFICE CERT program is a professional volunteer program whose continued success and reputation is based on members being viewed as professional in their behavior and conduct. When acting as a KERR COUNTY SHERIFF'S OFFICE CERT volunteer, all members will address each other, community members, program partner staff, instructors and other partner agency personnel in a professional and respectful manner.

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E. Membership Identification

- All KERR COUNTY SHERIFF'S OFFICE CERT members must identify themselves using credentials issued by the Kerr County Sheriff's Office. Issued KERR COUNTY SHERIFF'S OFFICE CERT shirts will also be worn, but will not replace the use of issued credentials.
- At no time should any KERR COUNTY SHERIFF'S OFFICE CERT member imply or state that they are representing or employed by the Kerr County Sheriff's Office or Kerr County. Members should ensure that it is clear to the person they are addressing that they are a volunteer and are acting in a volunteer capacity.

II. Program Organization

1. The Kerr County Sheriff is the sponsor of the KERR COUNTY SHERIFF'S OFFICE CERT volunteers and retains final say as to any program or volunteer member issue.
2. The Kerr County Sheriff, or designee, will designate persons to team leadership positions and these positions will be recognized and accepted by all volunteer members.

B. Member Responsibilities/Duties

- i. All members are required to sign a Release of Liability
- ii. Are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving in the capacity of a volunteer, whether this information involves Kerr County Sheriff's Office Staff, other volunteers or other persons or involves overall Kerr County Sheriff's Office institutional business. Failure to maintain confidentiality could result in ending the volunteer's relationship with KERR COUNTY SHERIFF'S OFFICE CERT.
- iii. When responding to an incident team members shall wear and bring with them:
 1. Appropriate clothing for assignment
 2. CERT Helmet (if applicable for assignment)
 3. Green CERT ANSI 2 Reflective Vest (if applicable for assignment)
 4. CERT Credentials on a lanyard in plain sight
 5. KERR COUNTY SHERIFF'S OFFICE CERT response bag containing at a minimum: (if applicable for assignment)
 - a. Flashlight with working batteries
 - b. Leather palm work gloves
 - c. N-95 dust mask

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- d. Vented clear chemical safety goggles
 - e. Latex gloves
 - f. First aid kit
 - g. Paper, Pen/Pencil
- 6. Appropriate trousers and footwear for the weather and the environment. NO OPEN TOE FOOTWEAR SHOULD EVER BE WORN.
- 7. Any additional equipment designated and approved by the Program Coordinator(s) and Team Coordinator(s)
- iv. Team Coordinators are responsible for ensure that all team members conform to the above requirements for incident deployment before the individual is deployed to the staging area.
- v. Members are expected to maintain accurate records for the time they have volunteered, meetings attending and training completed. Copies of all records are to be given to Team Coordinators who are responsible for turning in copies to the KERR COUNTY SHERIFF'S OFFICE CERT Volunteer Coordinator.
- vi. The safety of KERR COUNTY SHERIFF'S OFFICE CERT members is extremely important to the KERR COUNTY SHERIFF'S OFFICE CERT program and the Kerr County Sheriff's Office. Safety measures by the volunteer must be observed at all times. Volunteers who are injured or who are involved in an accident during their volunteer assignments must report the accident immediately to their Team Coordinator. Kerr County does not pay or give reimbursement for any type of injuries sustained while on volunteer assignments.
- vii. Members shall have a clear and complete description of the duties and responsibilities of the assignment and have a complete understanding of the scope of the tasks to be performed. It is the member's responsibility to ask clarifying questions and obtain additional instructions.
- viii. All information that is gathered in the scope of the volunteers duties are strictly confidential and will not be discussed outside the KERR COUNTY SHERIFF'S OFFICE CERT program and the Kerr County Sheriff's Office.
- ix. Members shall maintain an up to date and current Volunteer Information and Interest questionnaire on file with the KERR COUNTY SHERIFF'S OFFICE CERT Volunteer Coordinator.
- x. If a member has any physical limitations, or is under the care of a physician for a health condition, the member needs to make these limitations known to the Program Coordinator(s) and Team Coordinator(s) so that appropriate assignments can be made. No member will receive an assignment that requires more than can be physically given. Any member who, after acceptance and assignment to a KERR COUNTY SHERIFF'S OFFICE CERT team, enters a course of treatment which might adversely affect the

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performance of their volunteer duties should consult with the Program Coordinator and Volunteer Coordinator.

- xi. No alcohol is to be used by members while on duty or within the 8 hours prior to reporting for duty. No use of drugs, other than prescription medications or over the counter drugs (ie. Aspirin, etc.), may be used at any time during Active Membership. Prescriptions that may cause drowsiness or prevent driving should prevent a volunteer from responding to an event.
- xii. Members are **NOT** allowed to carry firearms as part of their service with the KERR COUNTY SHERIFF'S OFFICE CERT program or as a volunteer with the Kerr County Sheriff's Office, even if they have a license to carry, unless expressly authorized by the Sheriff.
- xiii. In no case, shall members bill, charge or be compensated in any form or manner for any professional services rendered during deployment or while on duty as a volunteer with the KERR COUNTY SHERIFF'S OFFICE CERT program.
- xiv. Members are expected to maintain skills and knowledge through continued involvement in their Team and the KERR COUNTY SHERIFF'S OFFICE CERT program. As such members are encouraged to attend at least 70% of all KERR COUNTY SHERIFF'S OFFICE CERT program activities. Members who receive an excused absence from an activity, shall not have that absence count against them towards fulfillment of the 70% attendance. To receive an excused absence from an activity member must notify 1) Team Coordinator for Team activities and 2) KERR COUNTY SHERIFF'S OFFICE CERT Program Coordinator or Volunteer Coordinator for KERR COUNTY SHERIFF'S OFFICE CERT Program activities at least 24 hours prior to the activity.
- xv. The KERR COUNTY SHERIFF'S OFFICE CERT Program, in conjunction with the Kerr County Sheriff's Office, will not tolerate violence of any kind on or around any physical premises, during deployments, during planned events, during meetings and training sessions or in and around the general public. All members are expected to treat other members, Kerr County Sheriff's Office staff, and members of the general public as human beings with respect and dignity. Any incident or violation should be reported promptly to your Team Coordinator, Volunteer Coordinator or Program Coordinator. If none of these individuals are readily available, a report to a Kerr County Sheriff's Deputy or Kerrville Police should be made. Reported incidents are subject to investigation and corrective actions.
- xvi. Any member who does not comply with policies may be subject to discipline, suspension or removal.

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APPENDICES/FORMS

Prospective Member Interest Questionnaire
Background Check Notification
Hold Harmless/Release of Liability Form
 Exposure to Hazardous Materials
 Exposure to Infectious Disease
Code of Conduct Agreement
Use of Image/Likeness
Confidentiality & Security of Privileged Information