



Instructions to the Applicant

Applicant Name: _____

Thank you for your interest in becoming a member of the San Francisco Auxiliary Communications Service. In order to start the process of becoming a member, we require that you attend a minimum of three ACS general meetings, one training exercise/drill and serve as net control on an ACS net at least once before we will accept your application. Please note below when these prerequisites were met:

I attended ACS general meetings on the following dates:

I participated in an ACS drill/EOC activation on the following date:

I served as ACS net control on the following date:

A completed application packet consists of the following:

1. A completed and signed Auxiliary Communication Service Volunteer Application Form.
2. A photocopy of this form, with dates filled out.
3. An updated copy of your resume.
4. A copy of the completion certificate for FEMA IS-100.b.
5. A copy of the completion certificate for FEMA IS-200.b.
6. A copy of the completion certificate for FEMA IS-700.a.
7. A copy of the completion certificate for FEMA IS-800.b.
8. A copy of the signed Code of Conduct document.
9. A copy of the signed Disciplinary Procedures document.

Once you have submitted an application packet, the ACS Membership Lead will contact you to schedule an interview. Upon successful completion of the interview, we will forward your application to the ACS Coordinator for review. The ACS Coordinator will then contact you with instructions on how to complete the fingerprinting and background check process. If you pass the background check, the ACS coordinator will contact you with instructions to complete the Disaster Service Worker Registration Form and help to process an ID badge for you. *You are not considered to be an ACS member until you have received the ID badge.*



Volunteer Application Form



First Name:		Middle Name:		Last Name:	
Preferred Name:			Other Names Used:		
Date of Birth:	Height:	Weight:	Eye Color:	Hair Color:	
Home Street Address:			City:	State:	ZIP Code:
Work or Secondary Street Address:			City:	State:	ZIP Code:
Primary Email Address:			Secondary Email Address:		
Cell Number:	Home Number:		Work Number:		
FCC Callsign (enter "N/A" if none)	FCC License Class:		FCC License Expiration Date:		

Emergency Contact Name:		Emergency Contact Phone:		Emergency Contact Email:	
Emergency Contact Street Address:			City:	State:	ZIP Code:
Do you have any working condition restrictions? If so, explain:					

- Have you ever been arrested? Yes No
 Have you ever been convicted of any felony or misdemeanor? Yes No
 Have you ever been asked to leave a job (paid or volunteer)? Yes No

If you answered "yes" to any of the above questions, please explain on a separate page.

By signing below, I certify that the above is true and correct. I agree to submit to fingerprinting and a criminal background check, and I release the City and County of San Francisco and all its agencies and officers from any and all claims, actions, or causes of action, which may arise as a consequence of the review of my criminal history information. I understand that this application does not constitute a guarantee that I will be accepted as a volunteer, and that I or the Department of Emergency Management may terminate any established volunteer status at any time, by written notification. I agree that if I am accepted as a volunteer I will maintain current contact information with the Department of Emergency Management, participate in required training sessions and exercises, perform assigned tasks, and sign a California Disaster Service Worker Registration form. I acknowledge that if accepted as a volunteer, I may have access to confidential and/or classified materials or information, and I agree that I will not reveal, discuss, reproduce, or disseminate such information without the express written permission of the Department of Emergency Management.

 Signature

 Date



Code of Conduct

In order to maintain the high level of trust in our personnel required by our served agencies, all members of the San Francisco Auxiliary Communication Service (ACS) are expected to abide by the following Code of Conduct.

- ACS members must be deployed and assigned to work in an official capacity by the ACS Chief, ACS coordinator, or their designees. Members shall not self-deploy to any event, incident or emergency.
- Members are to only undertake activities that are within their physical, mental and emotional capabilities and within the scope of their training, and will not take risks that are likely to cause injury to themselves or others. Members have the right to refuse any deployment or assignment that makes them feel unsafe or unsuitable to serve at that post. Any injuries that occur during or as a result of an ACS activity must be reported immediately to their supervisor and the ACS Chief.
- Members who sign up for an event or assignment are expected to report as directed and be fully prepared to participate, including with appropriate equipment and apparel. Multiple last-minute cancellations or no-shows shall be grounds for disciplinary action.
- The chain of command is to be followed at all times. Members may not misrepresent themselves and their status within the organization. The ACS callsign (KK6SF) is to be used for official purposes only and with the explicit consent of the ACS Chief.
- No member shall use their membership in this program or their identification items to gain favors, preferential treatment, to influence others for any purpose other than emergency preparedness, or to gain access to facilities and equipment except as authorized by the ACS Chief or ACS Coordinator. Identification items are to be worn only during official ACS events and/or when authorized by the ACS Chief. Members should not wear apparel bearing logos associated with other organizations.
- Members may not accept or seek, on behalf of himself or any other person, corporation or entity, any financial advantage which may be offered as a result of the volunteer's affiliation with the ACS. Members may not utilize their ACS affiliation in connection with any partisan political or proselytizing activity. ACS and DEM equipment and facilities are to be used only for ACS activities.
- Members shall not disclose any confidential information that is available to them as a result of their affiliation with ACS to any person not authorized to receive such information.
- Use of any alcoholic beverages, illegal drugs, or other medications that may impair judgment while involved in ACS activities is strictly prohibited. Firearms are strictly prohibited at all ACS activities.
- Members must conduct themselves with professionalism, dignity and responsibility at all times and may not act in any manner that is contrary to the best interests of ACS, DEM or the City and County of San Francisco.
- In the event of an actual or an appearance of a conflict of interest, a member shall disclose such conflict to the ACS Chief and ACS Coordinator immediately upon becoming aware of it and shall refrain from participating in any discussion or decisions in connection with the matter.

I, _____, acknowledge that I have carefully read this document and will abide by this Code of Conduct. I understand that failing to abide by these rules may result in disciplinary action, including the termination of all affiliation with the Auxiliary Communications Service.

Signature

Date



Disciplinary Procedures

The status of every ACS member is contingent on reasonable standards of personal conduct and job performance, and following all ACS rules and procedures. Failure to meet such standards shall be grounds for disciplinary action. Penalties for a given violation shall be decided on a case-by-case basis, taking into consideration the nature of the offense, the number of occurrences, the circumstances surrounding the offense, and the consequences of the offense. Penalties shall be determined by the ACS Chief, in consultation with the ACS Leadership Team.

Disciplinary action may include the following:

Verbal Warning:

The ACS chief shall speak with the member about the infraction and provide a verbal warning that if corrective action is not taken, further disciplinary action may occur. The member may continue to participate in ACS activities.

Written Reprimand:

An official letter describing the offense and remediation required will be sent to the member. A copy will be placed into the member's permanent file. The member may continue to participate in ACS activities at the discretion of the ACS Chief.

Probation:

An official letter describing the offense and remediation required will be sent to the member. A copy will be placed into the member's permanent file. The member may participate in ACS activities only with the permission of the ACS chief and under direct supervision. Assignments and facilities access may be limited.

Suspension:

There shall be a temporary loss of all ACS privileges. An official letter describing the offense and remediation required will be sent to the member. A copy will be placed into the member's permanent file. All ACS items (ID cards, keys, codes, apparel, equipment, etc.) must be returned to the ACS Membership Lead. The individual may not participate in any ACS events or activities (including meetings) for the duration of the suspension.

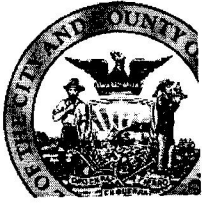
Expulsion:

The individual will no longer be affiliated with ACS. An official letter describing the offense and terminating the relationship of the member with ACS will be sent to the member. A copy will be placed into the member's permanent file. All ACS items (ID cards, keys, codes, apparel, equipment, etc.) must be returned to the ACS Membership Lead. The individual may not participate in any ACS events or activities (including meetings) and will not be permitted to re-join the organization.

I, _____, acknowledge that I have read this document and understand that failing to abide by the rules and procedures of the organization may result in disciplinary action as described in this document.

Signature

Date



Edwin Lee
Mayor

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1011 Turk Street, San Francisco, CA 94102

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Phone: (415) 558-3800 Fax: (415) 558-3843

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Anne Kronenberg
Executive Director

**Live Scan Disqualifiers for DEM
ACS Volunteers**

The Department of Emergency Management, Division of Emergency Services, Deputy Director, or his/her designee, shall deny or revoke an Auxiliary Communications Service (ACS) volunteer from application/service if any of the following apply to the applicant/volunteer:

- ❖ Has committed any sexually related offense specified under Section 290 of the Penal Code.
- ❖ Has been convicted of murder, attempted murder, or murder for hire.
- ❖ Has been convicted of two (2) or more felonies.
- ❖ Is on parole or probation for any felony.
- ❖ Has been convicted and released from incarceration for said offense during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter.
- ❖ Has been convicted and released from incarceration for said offense during the preceding ten (10) years for any offense punishable as a felony.
- ❖ Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to the use, sale, possession, or transportation of narcotics or addictive or dangerous drugs.
- ❖ Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to force, threat, violence, or intimidation.
- ❖ Has been convicted within the preceding five (5) years of any theft related misdemeanor.

The Deputy Director, or his/her designee, may deny or revoke an Auxiliary Communications Service (ACS) volunteer from application/service if any of the following apply to the applicant/volunteer:

- ❖ Has committed any act involving fraud or intentional dishonesty for personal gain within the preceding seven (7) years.
- ❖ Is required to register pursuant to Section 11590 of the Health and Safety Code.

The Deputy Director, or his/her designee, will prohibit an Auxiliary Communications Service (ACS) volunteer from performing ACS services as a Department of Emergency Management volunteer if any of the following apply to the volunteer:

- ❖ Has been arrested for any crime that has not been adjudicated by the court system.
- ❖ Who has an outstanding arrest warrant.

The Deputy Director, or his/her designee, reserves the right to review any issue, outside of the above listed issues, on a case by case basis. The Deputy Director retains the final decision-making authority.