



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