



Membership Policy

Issue Date: 11/12/2004

Procedure # 01-001

Last Update: 8/20/2008

Authorized by: Charles Coggins, Director

1. Purpose/Scope

The Leominster Office of Emergency Management (OEM) is an important part of the City's overall public safety efforts along with the Fire, Police, Public Works and Health Departments. We are a life safety property protection agency. As a result the City's Public Safety departments and the citizens of the community expect and rely on OEM to perform certain tasks in a proficient and effective manner. Our failure to do so will have a significant impact on the City's ability to mitigate against, prepare for, respond to and recover from a major emergency or disaster. There fore we must be organized, prepared and very well trained to conduct the tasks expected of us. This requires a commitment on part of each and every volunteer to train and respond in a timely manner.

This policy defines the minimum monthly requirements for membership regarding volunteer hours, basic training requirements and/or certifications, specific Unit training requirements and/or certifications, CORI background checks, and driver's license review.

2. Audience

All OEM personnel.

3. Definitions

ARES – Amateur Radio Emergency Service
CERT – Community Emergency Response Team
CORI – Criminal Offense Record Investigation
OEM – Office of Emergency Management
NIMS – National Incident Management System
MARS – Military Affiliate Radio System
RACES – Radio Amateur Civil Emergency Service
MEMA – Massachusetts Emergency Management Agency



4. Policy

4.1. Active Volunteer Hours

All Active Volunteers are required to volunteer a minimum of **4 hours** per month to the organization 2 hours of which **must be** served in your primary unit. All members are also required to participate in 3 planned events through out the year and our yearly exercise.

Note: If more than 4 hours are accumulated in any given month, those hours cannot be carried over to the next month.

4.1.1. Reporting Hours

The hours you volunteer must be reported. You must sign one of the logs located at the front desk or Break Room. You Unit Chief or Deputy Director will maintain an attendance log and the information will be placed in your file.

Volunteers who do not complete the required hours in any given month and have not discussed the reason for their absence with one of the Assistant Directors or their Unit Deputy Director, a courtesy call be made to the volunteer by their unit Deputy Director. If a volunteer does not complete the required hours for two consecutive months a letter will be sent to the volunteer inquiring into their absence. If the volunteer does not respond to the letter within 30 days the volunteer's membership will be revoked. Revoked memberships may be reinstated at the discretion of the Unit Deputy Director and the Director.

4.1.2. Accumulating Hours

Volunteer hours can be accumulated by:

- Attending an OEM Unit Monthly Meeting or a meeting directly related to your Unit responsibility (such as ARES, RACES, or MARS meetings or events/exercises) or representing OEM's interest at a meeting. A minimum of two hours will be earned for meeting attendance.
- Attending and successfully completing an approved "outside", on-line, or OEM-sponsored training class (travel time included).
- Volunteering at an outside planned event.



- Providing Unit support during an unplanned, emergency or disaster event.
- Volunteering hours for:
 - Special projects with OEM (such as work crews, cleanups, inventories, building maintenance, etc.).
 - Outside or on-site work on special projects for your Unit (research, computer work, equipment maintenance, etc.) which is approved by Unit Chief, Assistant Directors or Director.
- Participating in or attending drills and exercises.

4.2. Training

4.2.1. Required Department Basic Training

The following training is required for all OEM members:

- NIMS – National Incident Management System

The City has adopted the Homeland Security Presidential Declaration that requires all Federal, State and Local Governments to adopt the National Incident Management System (NIMS). Under this federal declaration in order to receive state and federal funds it is **required** for all Office of Emergency Management (OEM) Members to complete IS-100 and IS-700.

In addition, all Assistant and Deputy Directors must complete IS-800 and IS-200. These courses may be completed online. However, if Assistant and Deputy Directors intend to take other NIMS advanced courses they must attend a classroom IS-200 course.

- Advance CERT training program which includes:

Basic CERT, Blood Born Pathogen, Basic Radio Knowledge, Basic First Aid/CPR Certification or First Responder Certification and Hazmat Awareness all within 1 year of the date of your appointment.

* These requirements are subject to training courses scheduling.



4.2.2. Unit-specific Training

In addition to the basic training requirements, members must have the following unit-specific training: All training is open to all volunteers, even if it is not required in your Unit.

- EMS Unit – prior to participating in a scheduled or unscheduled event, members must have current certification in the following:
 - First Responder Certification
 - CPR Certification
 - AED Certification

Note: Uncertified members are considered 'observers' until the certifications are completed, and their participation at events is limited and must be under the direction of the EMS Deputy Director.

- **Rescue Support Unit** – members must complete the following training:
 - Water Pump
 - Cribbing
 - Generator Training
 - Chain Saw Training.

Note: Untrained members are considered 'observers' until the training is completed, and their participation at events is limited and must be under the direction of the Rescue Unit Assistant Director.

- **Underwater Recovery (Dive) Team** – members are required to have the following certification or training:
 - Divers must have Basic Scuba Diver Certification prior to membership.
 - Public Safety Certification.
 - Boat Handlers and other support personnel do not have to hold dive certification but they must have other capabilities and training designated by the Unit Deputy Director.
- **Rehab Unit** – members must complete the following training:
 - Basic Sanitation & Food Handling training



- Other training as designated by the Unit Assistant Director.
- ReHab Truck Training
- ReHab Drivers Training (limited to volunteers who have past truck driving experience or know how to drive a standard shift)
- **Auxiliary Police** – members must completed the following training:
 - Mass. Criminal Justice Training Council Intermittent/Part-time Police Academy “Police 50” weapon qualification and annual re-qualification
 - First Responder Medical Training
 - Other training as identified by the Leominster Police Chief, Director or Unit Deputy Director.
- **Communication Unit** – members must complete the following training:
 - Public Safety Dispatch Training
 - EOC Operations
 - Call Handling/Message Management
 - Other training as identified by the Unit Deputy Director.
 - ARES, RACES and MARS Radio operators must be properly licensed.

4.3. Cori Checks

CORI (Criminal Offense Record Investigation) background checks will be conducted on all members before they are appointed and once every 2 years or as requested by the Director for the following reasons:

- Safety - OEM members work closely with the public
- Compliance with Federal mandates - OEM receives Federal dollars for grants

4.4. Drivers License Review

A valid Drivers License is required to operate any OEM or City owned vehicle.



Copies of a members Driver's License will be maintained in the members personnel file. A periodic Drivers License record review will be conducted by the Leominster Police Department on all members who hold a Driver's License.

5. Responsibilities

5.1. Members

Members shall:

- Report any personal issue (such as illness, work, family problem, etc.) that would prevent them from volunteering four hours in any given month to their Unit Chief or Deputy Director. (Exact details not required)
- Report vacation time as soon as possible to your Unit Chief or Deputy Director.
- Shall attend all Basic and Unit specific training required for their Unit(s).
- Not perform any work that they physically cannot perform or has been recommended by their physician.
- Report all accidents, motor vehicle or personal while volunteering their time.
- Maintain and record their volunteer hours on designated "in house" log sheets, and monitor, convey hours and verify with the Unit Deputy or Assistant Director that they are achieving their minimum of four hours for any given month.
- Verify the acceptance of hours with the Unit Deputy or Assistant Director if there is any question as to whether an outside activity or special project is acceptable as a source of volunteer hours prior to participating in the event or activity.
- Understand that their membership will be revoked if the minimum of four volunteer hours is not completed for two consecutive months.

5.2. Unit Deputy Director or Assistant Directors

Unit Deputy Director or Assistant Directors shall:

- Maintain and record volunteer hours for each member of their respective Unit and provide that information to the Assistant Director of Operations.



- The Assistant Director of Operations will submit a monthly report of the hours volunteered by each volunteer member of the Department to the Department Administrative Assistant.
- Be available to discuss or provide records of volunteer hours with members.
- Use discretion in granting exceptions to the hours volunteered by any member.
- Provide or coordinate training classes at various times to accommodate members.

5.3. Director

Director shall:

- Upon request the Director will send a warning letter to the volunteer advising him or her that they have not met their minimally required monthly hours for two consecutive months.
- After the 30 day notice indicated in the warning letter with no response by the volunteer the Director shall send a letter informing the member that his/her volunteer membership with the Department has been revoked.
- Monitor the availability of training and coordinate and/or schedule training classes on a regular basis.
- Treat all CORI check information as personal and confidential information and will store the information in a secure separate location, away from Personnel Record, to insure that such information will not be shared with anyone who does not have a need to know.
- Ensure that each volunteer has the appropriate PPE (Personal Protection Equipment) and safety vest (uniform) supplied to them.

5.4. References

None.