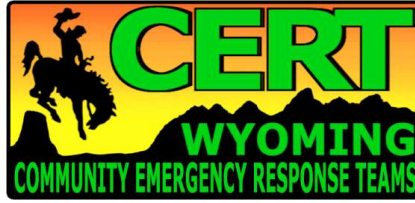


Attachment 2 – Code of Conduct



Laramie County CERT CODE OF CONDUCT

The Laramie County CERT program was inaugurated in March 1999. The continued success has been achieved due to the dedication and commitment of our members, who continually strive to be a resource to Laramie County communities.

You represent the CERT program to new volunteers, to the public, and to those to whom we render our services. It is important to portray a positive image.

ALL VIOLATIONS WILL BE THOROUGHLY INVESTIGATED. DURING THE INVESTIGATION PROCESS, INVOLVED VOLUNTEERS WILL BE TEMPORARILY SUSPENDED FROM ALL CERT ACTIVITIES, PENDING THE OUTCOME OF THE INVESTIGATION. SAID VOLUNTEERS WILL BE NOTIFIED AS TO THEIR STATUS WITH THE CERT PROGRAM BY THE CERT COMMANDER. PROGRESSIVE DISCIPLINE INCLUDES, BUT IS NOT LIMITED TO, DISMISSAL FROM THE CERT PROGRAM, COUNSELING, WRITTEN NOTICE, AND RESTRICTION OF INVOLVEMENT WITH THE LARAMIE COUNTY CERT PROGRAM TO CERT COMMUNITY MEETINGS, DIVISION TRAININGS AND REFRESHERS.

As a volunteer with the Laramie County CERT program, you are expected to comply with the following:

1. Dial 911 for all emergencies, first.
2. Know that you are trained to function as an extension of the emergency response to designated disasters, when such circumstances exist or when directed by emergency services officials. When disaster occurs, your first responsibility is to ensure your own safety and the safety of your family. After, you can respond to the designated meeting place to join with other CERT volunteers. You shall not respond to any type of incidents without the approval of the Laramie County Emergency Management Agency.
3. Do not self-deploy to local events (fires, accidents, etc.). Only the CERT Call-Out Teams that are requested by the Laramie County Emergency Management Agency (LCEMA) may respond. LCEMA ALERT Messages (email, Twitter, radio, etc.) are not official instructions or authorization to take action.
4. Stay within the scope of your training. You have been trained under the curriculum of FEMA's Community Emergency Response Team program. Confine your actions to those guidelines and stay within the scope of your training and certification.
5. Laramie County CERT team volunteers are provided with basic supplies, including a backpack upon the successful completion of the FEMA approved CERT training course.
 - a. Laramie County CERT team volunteers are responsible for replenishing their own supplies contained within their backpacks in the event items are lost, stolen, or used at home. Laramie County CERT will only replenish items after use during training or an emergency response.
 - b. Persons participating in the Laramie County CERT program agree to and understand that equipment and supplies provided to them for training and/or activation are the properties of the Laramie County Emergency Management Agency. (LCEMA)
 - c. Volunteers will use the equipment and supplies provided only for Laramie County CERT training sessions and/or activations.
 - d. Volunteers will maintain equipment and supplies in proper working condition.
 - e. Volunteers will report damaged equipment and supplies to the Laramie County Emergency Management Agency Coordinator or designee immediately.

- f. CERT Equipment and supplies, including ID badges and uniforms will be returned to the Laramie County Emergency Management Agency Coordinator when a member:
 - 1. Resigns from the Laramie County CERT program.
 - 2. Is physically unable to complete tasks.
 - 3. Is removed from volunteer roles for rule violations.
- 6. Confine your actions to your physical and resource limitations when responding as a member of CERT. Such limitations may be determined by, but not limited to, equipment available, physical abilities, knowledge, authority and hazards.
- 7. Conduct yourself with professionalism, dignity and pride, and act appropriately and responsibly at all times while assisting others.
- 8. Treat fellow team volunteers, visitors, other volunteer program participants, guests, and property with respect and courtesy.
- 9. Be sensitive to the diversity of team volunteers and those we assist.
- 10. Direct anyone who is looking for official statements from LARAMIE COUNTY CERT to the Laramie County Emergency Management Agency, 307-633-4336.
- 11. Respect the privacy of persons served by Laramie County CERT and hold, in confidence, all sensitive, private, and personal information.
- 12. Keep Laramie County CERT leadership informed of any progress, concerns, or problems with tasks which you have been assigned.
- 13. Partake of no alcohol while responding as CERT and do not report for duty while under the influence of alcohol or drugs. Smoking is prohibited during CERT events except on breaks.
- 14. You shall not authorize the use of, or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the Laramie County CERT program, without the approval of Laramie County Emergency Management Coordinator.
- 15. You shall not accept, or seek on behalf of any other person, any money or gifts offered as a result of your affiliation with the Laramie County CERT program.
- 16. You shall not use your participation in CERT to promote any partisan politics, religious matters or positions on any issue.
- 17. You shall avoid inappropriate conduct, both on- and off-duty, that would jeopardize program effectiveness. Such behavior includes, but is not limited to, the following:
 - a. Offensive or profane language or gestures
 - b. Public criticism of a CERT team member, its leaders or the CERT program
 - c. Jeopardizing another team member's safety.
- 18. You are prohibited from taking photos or the distribution of photos without the approval of LCEMA.
- 19. The use of a cell phone while driving during CERT activities is prohibited and should only be used during a CERT activity for emergency purposes. Taking photos or videos of scenes and activities is prohibited without the consent of LCEMA.

Laramie County CERT is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, age, disability, gender, color, religion, sexual orientation, geography, or group affiliations. Volunteers will adhere to these same standards in the course of their duties.

By executing this form, I certify that I have read the Laramie County CERT Code of Conduct in its entirety, understand all of its terms and have had any questions regarding this release or its effect answered. I understand that my submission of this form, whether mailed; or sent electronically via email or faxed, shall have the same force and effect as an original. I sign this release freely and voluntarily.

Signature: _____

Date: _____