



Burnet County  
Office of Emergency Management  
Policy and Procedure

Directive  
Number

**C 306**

**Status of Burnet County Community Emergency  
Response Team (CERT) Volunteers**

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<i>Distribution:</i> County Judge Burnet County OEM CERT	<i>Written/Revised By:</i> <b>Jim Barho</b>	<i>Approved by:</i> _____ <i>Date:</i> _____
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**I. Purpose**

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The purpose of this policy is to define the status of Burnet County CERT volunteers as being either "Active" or "Inactive", and the process needed to become and maintain active status.

These definitions are necessary to determine which Burnet County CERT volunteers receive automatic annual Criminal Background Investigations (CBI's). CBI's are required for emergency volunteer assignments and activations.

**II. Definitions**

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**Active Burnet County CERT Member:** a Burnet County CERT member is considered to be active if they have graduated from Basic CERT classroom training, signed the Volunteer Acknowledgement form, fulfilled a required number of training and volunteer assignments, and have a current CBI.

**Inactive Burnet County CERT Member:** a Burnet County CERT member is considered to be inactive if they have graduated from Basic CERT training, but have not fulfilled the requirements to become active and/or do not have a current CBI.

**III. Procedure to Become an Initial Active Burnet County CERT Member**

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1. Trainees should submit a copy of their ICS 100 certificate indicating they have completed the on-line class, prior to beginning the Office of Emergency Management's (OEM) Basic CERT classroom training. Trainees can continue the CERT classroom training without the certificate, but cannot join and become an active Burnet County CERT member until they do so.
2. Trainees must complete the Basic CERT classroom training given through Burnet County OEM.

3. Graduates of OEM's Basic CERT training must "join" Burnet County CERT to become an Burnet County CERT member. Criminal Background Checks (CBI's) will only be conducted on those who join Burnet County CERT and commit to accomplishing the following in the 12 months following their graduation:
  - a. Read, sign, and agree to the guidelines set forth in the Burnet County CERT Volunteer Acknowledgement Form (see Appendix 1). A signed copy of the form will be placed in each member's file.
  - b. Complete ICS 200 and 700 on-line, and submit completion certificates to the Membership Officer within 12 months of completing Basic CERT classroom training.
  - c. Attend at least six of the membership meetings and/or be involved in at least six Burnet County CERT activities or advanced training opportunities (including ICS 200 and 700) offered each year. This requirement can be a combination of meetings, trainings, or volunteer activities, but must total at least six.
4. Graduates of the Basic CERT classroom training who join Burnet County CERT must successfully complete the CBI.
5. Once the background check is complete, the Burnet County CERT member will be issued a Burnet County CERT badge. The badge will be signed-for upon receiving. A photocopy of the badge will be placed in the member's file. If the Burnet County CERT member leaves town, does not complete the first year requirements, or for whatever reason decides to leave the Burnet County CERT program, they must return the badge to the Membership Officer.
6. If all of the requirements noted above are completed within the 12-month period following graduation from the initial class, the Burnet County CERT member will automatically have another CBI conducted and will remain active until terminated.
7. All Burnet County CERT members will receive an equipment back-pack after graduating from the Class. Once receiving a successful CBI, the new, *active* Burnet County CERT member will then receive a Burnet County CERT badge, hat, and t-shirt.

#### **IV. Maintaining Burnet County CERT Member *Active* Status after the 1<sup>st</sup> 12-Month Period**

In order to continue to remain an *active* Burnet County CERT member, and receive automatic CBI's each year, a Burnet County CERT member must complete the following requirements in each successive 12-month period:

- attend at least six of the membership meetings and/or be involved in at least six Burnet County CERT volunteer activities or advanced training classes offered each year. This requirement can be a combination of meetings, volunteer activities or classes, but must total at least six. More involvement by Burnet County CERT members is encouraged, but is not required to remain active.

#### **V. Active Burnet County CERT Volunteer Membership**

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**Emergency Activations:** Only *active* Burnet County CERT members may be requested to respond to an emergency, sheltering operation or disaster scene by OEM staff. A directed activation is initiated by a formal request made to OEM's Duty Officer or through the Burnet County Emergency Operation Center (EOC), if it has been activated. The OEM Duty Officer or designated EOC representative will contact the authorized OEM program staff who will initiate the Burnet County CERT team call-out procedure.

#### **VI. Inactive Burnet County CERT Volunteer Membership**

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Graduates of the Basic Burnet County CERT classroom training who choose not to join Burnet County CERT are considered *inactive* Burnet County CERT volunteers. Burnet County CERT graduates who decide not to join CERT and become an active member, still receive an equipment back-pack after graduating from the class.

Inactive volunteers may still receive newsletters, and attend Burnet County CERT meetings and volunteer for activities that do not require a current CBI. Inactive Burnet County CERT volunteers will not be activated by OEM for emergency activations when a CBI is required.

Inactive members may become active if they state their intention to become active to the Membership Officer, sign the Volunteer Acknowledgement form, complete all requirements for being an active member within the following 12-month period, and receive a successful CBI. Once completed, members will receive a badge, and an Burnet County CERT hat and t-shirt.

#### **VII. Transfer of CERT Members from Other CERT Programs**

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Burnet County CERT will consider accepting graduates from other CERT Programs if the individual submits an application to become a CERT member, provides a copy of their CERT certificate of completion, and their ICS 100 completion certificate to the Membership Officer. If they meet the criteria for being an *active* member in the following 12 month period, they will be eligible to receive a CBI, and if successful, a Burnet County CERT badge, t-shirt, and hat.

## Appendix 1 – Tracking Implementation

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**Active Burnet County CERT Member:** a Burnet County CERT member is considered to be active if they:

- graduated from Basic CERT classroom training,
  - ‘joined’ Burnet County CERT by signing the Volunteer Acknowledgement form,
  - have a current successful Criminal Background Investigation (CBI), and
  - completed the required number of training and volunteer assignments.
1. To start the initial process to become an active Burnet County CERT member, individuals must first complete the Basic CERT classroom training given through Burnet County OEM.
    - **The Training Officer** will remind the Basic CERT Class participants that they must submit a copy of their FEMA/Emergency Management Institute ICS 100 certificate prior to their completion of the Basic CERT.
    - Copies of the ICS certificates will be turned into the **Membership Officer** who will verify the list prior to graduation of the class and enter names of the successful graduates along with the ICS certificates into the database.
    - Once members are identified as having completed the required training, and they have turned in their ICS 100 certificates, they will be issued a class completion certificate prepared by the CERT Board Secretary, during the graduation ceremony, which signifies that they completed the Basic CERT Training class.
  2. Graduates of the Burnet County Basic CERT class must “join” Burnet County CERT to become a Burnet County CERT member.
    - To join Burnet County CERT, class graduates will be required to read, sign, and agree to the guidelines set forth in the Burnet County CERT Volunteer Acknowledgement Form (Appendix 2). When the graduate receives their completion certificate, they also will be given a copy of the Burnet County CERT Volunteer Acknowledgement Form by the **Membership Officer**.
    - CBI’s will only be conducted on CERT graduates who join Burnet County CERT and commit to accomplishing the following in the 12 months following their graduation:
  3. To become active, Burnet County CERT graduates must successfully complete the CBI (The Criminal Background Investigation Policy for CERT).
  4. Lastly, CERT graduates must attend at least six of the membership meetings and/or be involved in at least six approved Burnet County CERT activities or advanced training opportunities (including ICS 200 and ICS 700) offered each year. This requirement can be a combination of meetings, trainings, or volunteer activities, but must total at least six.

- Burnet County CERT members must complete the Emergency Management Institute ICS 200 and ICS 700 classes on-line, and submit by email or at a membership meeting, copies of the completion certificates to the **Membership Officer** within 12 months of completing Basic CERT classroom training. The Membership Officer will file the certificates in each member's file and record the information in the database.
- Other meetings, volunteer activities and training will be tracked by the **Membership Officer** and will be obtained from the sign-in sheets at each event, by certificates that are turned in, etc. Burnet County CERT members should also be recording their time in the database.

If all of the requirements noted above are completed within the 12-month period following graduation from the initial class, the Burnet County CERT member will be eligible to have another CBI conducted and will remain an "active" member of Burnet County CERT.

Twice annually, generally after the completion of the basic CERT class, **The Membership Officer** will determine who has met the requirements to have another CBI conducted and will provide the list to the OEM CBI Coordinator, for processing.

**Appendix 2 - Volunteer Acknowledgement Form**

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**VOLUNTEER ACKNOWLEDGEMENT**

I \_\_\_\_\_, hereby consent to provide voluntary services to Burnet County Office of Emergency Management (OEM).

I understand that I must report at the time assigned or will notify the department designated representative in advance if I am unable to report to my assigned volunteer station. While at my assigned volunteer station, I will conduct myself in a professional manner and dress in my issued and required attire. I agree to be cooperative, courteous, reliable, and to obey all rules, follow given instructions and maintain strict confidentiality on all matters.

I understand that as a participant in the Burnet County CERT volunteer program, I am not a OEM employee and I am not entitled to any compensation or employment benefits. I am not covered by Worker's Compensation, retirement or leave accrual. I will not be reimbursed for parking or meals.

I understand that my volunteer participation does not guarantee future employment with OEM or any other Burnet County department.

I understand that I am not an agent of OEM, and will not make any commitment on behalf of OEM to third parties.

I understand that my service as a volunteer can be terminated at any time by me or by OEM.

I understand that I must comply with all security and initiative regulations and requirements as set forth in writing or explained orally.

I understand that I must immediately inform the appropriate OEM authority about a hazard that might result in harm to any individual or threaten the security of Burnet County.

I understand that I must inform Burnet County CERT Volunteer program staff:

- of any change of address or phone number; and/or
- if I am arrested.

I understand that criminal prosecution may result if any drugs, weapons, or contraband is on my person while working as a volunteer.

I have attended a training/orientation session regarding rules, volunteer duties, responsibilities and an overview of the Burnet County Office of Emergency Management.

I understand and agree that I will not:

- Give legal advice;
- Abuse or mistreat community members, staff or other volunteers ;
- Display gross misconduct or insubordination;
- Report to a CERT sponsored function under the influence of alcohol or drugs;
- Take property or misuse Burnet County or CERT equipment or materials;

I understand that I must comply with the rules and regulations of Burnet County and the Office of Emergency Management to the best of my ability. Failure to comply with rules and procedures of the initiative will be cause for forfeiture of any future access to or participation in this initiative and/or possible future employment with Burnet County.

I understand that this document is not a contract, either expressed or implied, and only constitutes an acknowledgement of my understanding of the nature of my services to OEM.

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Volunteer Signature / Date