



Allen Park & Melvindale, Michigan
Community Emergency Response Team

Application for Volunteer Participation

Name: _____
Last / Family First / Given Middle Initial

Are you 18 years or older: Yes No Date of Birth: ____ / ____ / ____
MM DD YYYY

Street Address: _____ City: _____ State: _____ Zip: _____

Please list phone numbers in order of preference for **emergency activations**, please indicate Home or Cell

Phone #: _____
Phone # 1 Phone # 2

Email: _____

For mobile phone users only. Please tell us who your service provider is:
 Verizon AT&T Sprint T-Mobile Other _____

Notification for non-activation (such as meeting reminders, special events, etc.) Text Email Both

Do you have a valid driver's license? Yes No Type: _____

EMERGENCY CONTACTS

Name: _____ Phone #: _____
 Address: _____ Relationship: _____

Name: _____ Phone #: _____
 Address: _____ Relationship: _____

EMPLOYMENT INFORMATION

Full-time Part-time Unemployed Retired Student

If retired or unemployed, provide information for most recent position

Current Employer: _____

Employer Address: _____
(Street) (City) (State) (Zip Code)

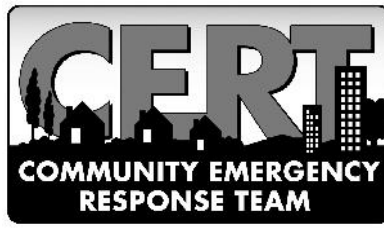
Employer Phone #: _____
(Area Code) (Phone #) (Name of Contact) (Ext. #)

Please tell us how you heard about the CERT program (check all that apply):

Seen at event Website *Police Officer *CERT member

City Office Friend Other _____

*Please provide the name of the person if you know it: _____



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BACKGROUND / SPECIAL SKILLS

These questions are for possible position assignments; They are not conditions of application approval. CERT is a culmination of all people, from all walks of life.

Prior Volunteer Experience: _____

Special Skills / Training: _____

Are you a licensed amateur radio operator? *Yes No *Call sign: _____ Class: _____

Are you a licensed: Medical Dr. DVM RN LPN EMT Paramedic
Firefighter Other _____

Do you have any other training or expertise you feel you could utilize as a CERT member, not already listed? Such as Boy or Girl scout leader, Civil Air Patrol (CAP), Hobbyist, etc. _____

In what capacity would you be interested in performing as a CERT member? _____

Fluent Languages (other than English):

Language 1 _____ Language 2 _____

Availability

Any day of the week Weekdays (Mon-Fri) Weekends (Sat-Sun)

On these days, I am typically available:

Anytime Daytime Hours 6am-6pm Nighttime 6pm-6am Other: _____

Have you ever been convicted of a misdemeanor or a felony? If so, please describe. Note convictions of any offense will not necessarily eliminate you from consideration as a CERT MEMBER _____



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Disclaimer / Background Check

I agree and understand that any work performed as a CERT member is provided on a voluntary basis, and that it does not constitute an employee-employer relationship with the City of Allen Park / Melvindale, AND THAT I SERVE AT THE DISCRETION OF THE Mayor of his/her Designee. If I am currently a City employee, I know that any volunteer work to be performed is outside of my regular job classification, and is separate from any paid work responsibility/compensation.

By signing below, I authorize investigation of all statements contained in the application and any supporting documents. I understand that a background check may be conducted, and release all parties from any liability arising from such investigation.

Signature of Applicant: _____ Date: _____

Please return, mail or drop off in person, this complete application to the following:

Allen Park / Other Residence:

Allen Park Police Department
16630 Southfield Rd. Suite 3100
Allen Park, Michigan 48101
Attn: Lieutenant Chris Egan
CERT Leader: Steve Randazzo

Melvindale residence ONLY:

Melvindale Police Department
3100 Oakwood Blvd.
Melvindale Michigan 48122
Attn: Corporal Rolando Hinojosa
CERT Leader: Gary Stover

OFFICE USE ONLY:

Date Received: _____ Interviewer Initials: _____
Interview Date: _____
Interview Time: _____
Orientation Date: _____
Orientation Time: _____

Shirt Size: (✓ needed size)

S	M	L	XL	2X <
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Coat Size: (✓ needed size)

S	M	L	XL	2X <
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Approvals

Team Lead _____
Coordinator _____

COC RECEIVED

¹ Date of Birth needed to complete background check. Social Security Number is NOT needed.



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<http://www.apmcert.org>



Code of Conduct

ALLEN PARK / MELVINDALE



The Allen Park / Melvindale CERT program has been achieved due to the dedication and commitment of our members and support staff, who continually strive to be a resource to our CERT Team

You represent the CERT program to new members, to the public, and to those to whom we render our services. It is important to portray a positive image. As a volunteer with the Allen Park / Melvindale CERT program, you are expected to comply with the following:

1. Dial 911 for all emergencies, first.
2. Know you are not a Firefighter / EMT or Police Officer. You are trained to function as an extension of Allen Park / Melvindale First response teams to catastrophic disasters, Parades, Outings etc. 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 your CERT Headquarters to join with other CERT members. You shall not respond to any large incidents.
3. Do not self-deploy to local events (fires, accidents, etc). Only the CERT Call-Out Teams that are requested by the CERT Commander / Team Leader(s) may respond. ALERT Messages (Social Media - 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. When Responding to Disasters bring or wear your personal safety equipment: helmet, vest, dust mask, goggles, gloves (rubber/latex and leather), sturdy shoes, long pants, flashlight (with extra batteries), bottled water, non-perishable food, and a set of the CERT forms. Bring any other items you feel appropriate. Absolutely no shorts, sandals or open-toed shoes are allowed on Call outs – this is for your safety and the safety of others– Other Sanctioned CERT activities will be addressed on an as needed bases. Please remember you are representing Allen Park / Melvindale CERT, Yourself and your Team Members appearance and professionalism is expected.
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.



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7. Conduct yourself with professionalism, dignity and pride, and act appropriately and responsibly at all times while assisting others or with other team members.
8. Treat fellow team members, visitors, other volunteer program participants, guests, and property with respect and courtesy.
9. Be sensitive to the diversity of team members and those we assist.
10. Direct anyone who is looking for official statements from Allen Park / Melvindale CERT to the Allen Park /Melvindale CERT Commander(s) unless otherwise directed.
11. Respect the privacy of persons served by Allen Park /Melvindale CERT and hold, in confidence, all sensitive, private, and personal information.
12. Keep Allen Park /Melvindale 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.
14. You are forbidden to carry guns, knives, sticks or other weapons (You can have multipurpose tools, pliers, screwdrivers, wrenches, etc.). You have been trained for immediate disaster response and there is no need, place or legal authorization for you to carry or use any of the above. To do so will jeopardize your own safety and the continued existence of the Allen Park / Melvindale CERT program.
15. You should not authorize the use of, or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the Allen Park /Melvindale CERT program, without the approval of the Allen Park /Melvindale CERT Commander(s).
16. 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 Allen Park /Melvindale CERT program.
17. You shall not use your participation in CERT to promote any partisan politics, religious matters or positions on any issue.



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18. 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.

Allen Park / Melvindale 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.

ALL VIOLATIONS WILL BE THOROUGHLY INVESTIGATED. DURING THE INVESTIGATION PROCESS, INVOLVED MEMBERS WILL BE TEMPORARILY SUSPENDED FROM ALL CERT ACTIVITIES, PENDING THE OUTCOME OF THE INVESTIGATION. SAID MEMBERS WILL BE NOTIFIED AS TO THEIR STATUS WITH THE CERT PROGRAM BY THE CERT COMMANDER OR OTHER CERT LEADERSHIP. PROGRESSIVE DISCIPLINE INCLUDES, BUT IS NOT LIMITED TO, COUNSELING, WRITTEN NOTICE AND RESTRICTION OF INVOLVEMENT WITH THE CERT PROGRAM COMMANDER AND REFRESHER TRAINING.

Signature

Date

Print Name