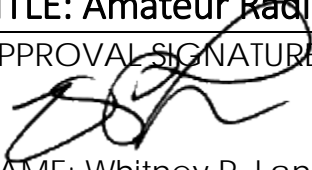


ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY	
TITLE: Amateur Radio Emergency Service (ARES) Membership Policy	
APPROVAL SIGNATURE: 	DATE: January 12, 2019
NAME: Whitney P. Laning	POLICY NO.: 19-137
TITLE: RCCC President	PROGRAM : ARES
	SECTION: Operations
	PAGES: 3

1. INTRODUCTION

- 1.1. The Amateur Radio Emergency Service (ARES®) is a field organization of the American Radio Relay League (ARRL). It is composed of FCC licensed amateur radio operators who are trained emergency communicators, volunteering their personal time, skill and equipment, to serve in the public interest. The Rowlett ARES® group is focused on providing service to Rowlett, Texas and the surrounding area. Amateur Radio operators living within or near Rowlett, Texas are eligible for participation in Rowlett ARES®.
- 1.2. This policy supplements the Rowlett ARES Emergency Plan.

2. MEMBERSHIP REQUIREMENTS

In addition to RCCC membership requirements, ARES members must meet the following minimum criteria:

- 2.1. FCC Amateur Radio Operator license.
- 2.2. Valid driver's license and reliable transportation.
- 2.3. 2 meter FM transceiver appropriate for ARES operation.
- 2.4. Live or work in the City of Rowlett. (Senior Radio Officer (SRO) or delegate may waive this requirement)
- 2.5. Sign a RCCC waiver and Non-Disclosure agreement as a condition of membership.
- 2.6. Demonstrate a willingness to prepare for and participate in an emergency communications event.
- 2.7. Demonstrate a willingness to learn skills, knowledge and equipment to operate effectively as an ARES member.

3. MEMBERSHIP APPLICATION PROCESS

- 3.1. All applicants must complete an application form or other documents as required by the SRO.
- 3.2. All applications will be reviewed within forty-five (45) days of receipt of the completed packet by the Membership Committee.

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- 3.3. The Membership Committee shall conduct a criminal background check on all applicants. Findings should be in line with RCCC policy.
- 3.4. After successful passage of criminal background check, the Membership Committee shall schedule and conduct a panel interview with the applicant to determine their suitability for the program. Panel interviews shall be conducted by not less than three (3) senior ARES members including at least the SRO or Assistant Radio Officer (ARO). Determinations of the Membership Committee are final and not subject to appeal.
- 3.5. Findings of the Membership Committee shall be approved by the SRO, and then reported to the applicant.
- 3.6. In the event an applicant is not accepted into membership, the applicant may not apply for a period of two years from the interview date.
- 3.7. All new members shall serve a minimum six (6) month probationary period.

4. MEMBER EXPECTATIONS

Rowlett ARES members are expected to:

- 4.1. Report for duty as requested within 15 minutes of an activation call.
- 4.2. Adhere to all FCC rules and regulations.
- 4.3. Conduct themselves in a matter befitting public safety communications.
- 4.4. Demonstrate excellent operating procedures at all times.
- 4.5. Maintain radio equipment in good working order and know basic functions of their equipment.
- 4.6. Maintain an acceptable level of readiness, including go kits, battery packs, etc.
- 4.7. Comply with instructions of authorities, command and program leadership.
- 4.8. Wear appropriate program clothing, ID cards, etc. and present a professional appearance whenever on duty.
- 4.9. Prioritize responses for Rowlett activations. As a best practice, members are strongly discouraged from membership in more than one ARES organization so as to avoid conflicts during activations.
- 4.10. Attend meetings, trainings and drills as required by the ARES Emergency Plan.
- 4.11. Meet annual renewal requirements as determined by the ARES Emergency Plan.

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5. MEMBERSHIP RENEWAL

ARES Membership is a one-year term and must be renewed annually.

- 5.1. The SRO and ARES leadership shall determine annual renewal and training requirements and post such at the beginning of each calendar year.
- 5.2. The SRO shall determine if criteria for annual renewal has been met for each member and make notifications in December for the same calendar year.

6. TERMINATION

Membership in Rowlett ARES may be termination for the following:

- 6.1. At the members request.
- 6.2. Failure to achieve criteria for annual renewal.
- 6.3. Violation of RCCC policy, rules or provisions.
- 6.4. Conduct that is contrary to ARES mission, harmful to the RCCC or any Affiliated Program, or illegal in any form.
- 6.5. Failure to finish probationary requirements or meet expectations.
- 6.6. Other reasons as determined by RCCC or ARES leadership.

