

ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY	
TITLE: Amateur Radio Emergency Service (ARES) Membership Policy	
APPROVAL SIGNATURE:	DATE: October 15, 2021
	POLICY NO.: 21-141 (supercedes 19-137)
	PROGRAM: ARES
NAME: Mark Riaboy	SECTION: Operations
TITLE: ARES Director	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 and 70 cm FM transceiver appropriate for ARES® operation.
- 2.4. Live or work in the City of Rowlett. ARES® leadership 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 ARES® leadership.
- 3.2. All applications will be reviewed within forty-five (45) days of receipt of the completed packet by the Membership Committee.

- 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) active ARES® members, which must include at least one (1) ARES® leadership member. Determinations of the Membership Committee are final and not subject to appeal.
- 3.5. Accepting or rejecting new ARES® members shall be reported to the applicant by ARES® leadership.
- 3.6. In the event an applicant is not accepted into membership, the applicant may not reapply 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 20 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 stated in section 4.11 below.
- 4.11. Meet annual renewal requirements as determined by the ARES® leadership. This shall include but not be limited to participation in a minimum of four monthly training nets or Skywarn activations per year and NWS Skywarn Basic Training at least once every 2 years.

- 4.12. Must complete the following online courses and submit a certificate of achievement for each course within 1 year of joining ARES®:
- a. FEMA IS-100.c – Introduction to Incident Command System
<https://training.fema.gov/is/courseoverview.aspx?code=is-100.c>
 - b. FEMA IS-200.c – Basic Incident Command System for Initial Response
<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>
 - c. FEMA IS-700.b – Introduction to National Incident Management System
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
 - d. FEMA IS-800.c – National Response Framework
<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>
 - e. ARRL EC-001 Intro to Emergency Communications
Pre-requisites FEMA IS-100 & FEMA IS-700 & ARRL membership
<https://www.arrl.org/online-course-registration> & register for course EC-001-S

5. MEMBERSHIP RENEWAL

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

- 5.1. ARES® leadership shall determine annual renewal and training requirements and post such at the beginning of each calendar year.
- 5.2. ARES® leadership 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 terminated 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.