



LAFD CERT



Los Angeles Fire Department Volunteer Applicant Acknowledgment of City of Los Angeles Policies

Sexual Harassment Discrimination:

The policy of the City of Los Angeles is to promote and maintain a working environment free of sexual harassment, intimidation, and coercion. Sexual harassment is a form of sex discrimination and is a violation of official City policy and Federal and State law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Source Document: Sexual Harassment Discrimination Complaint Procedure

Zero Tolerance for Hazing: Hazing is a form of harassment, a violation of official City policy and subject to investigation. Hazing activities are defined as any action taken or situation created in the workplace, which causes or is likely to cause, bodily danger or physical harm, personal degradation or disgrace resulting in physical or mental harm to others. Management will investigate all allegations of hazing.

Source Document: Executive Directive No. 8

Discrimination-Free Workplace:

The City of Los Angeles does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, creed, ancestry, or medical condition. The City recognizes that all employees and non-employees are responsible to **NOT** engage in any discriminatory actions, language, or images. Any form of discrimination is strictly prohibited.

Source Document: City of Los Angeles Discrimination Free Workplace Policy

Drug-Free Workplace:

In accordance with the Federal Drug-Free Workplace Act of 1988, the City of Los Angeles is committed to providing a drug-free workplace for its employees. Thus, the use of drugs in the workplace or reporting to work under the influence is strictly prohibited.

Source Document: City of Los Angeles Handbook for City Employees

*Los Angeles Fire Department
Homeland Security Division
CERT Unit
201 N. Figueroa Street, Suite 1225
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Non-Smoking Policy:

The City has adopted smoking ordinances regulating places of employment and designating facilities in City buildings as non-smoking areas. For reasons of safety, public relations, and other concerns, smoking is prohibited in all City-owned or leased buildings and in City vehicles.

Source Document: City of Los Angeles Handbook for City Employees

Computing Policies and Electronic Access Guidelines:

The City has installed equipment such as computers and advanced technological systems such as electronic mail for use to conduct its official business. There is no expectation of personal privacy in the use of the Internet and e-mail. The Internet should be used for City-related business only, accessing inappropriate sites is strictly prohibited.

Source Document: LAFD Computing Policies and Electronic Access Guidelines

Capturing or Releasing Audio or Visual Media While On-Duty:

While on duty, Department members are prohibited from capturing audio and/or visual media of emergency operations without the prior expressed written approval of the Fire Chief. This includes, but is not limited to, using recording equipment to capture or transmit audio sounds or to record any type of visual images. This policy also applies to audio or visual media obtained while off duty if, 1) it was captured in an area where the Fire Department has restricted access to the general public and/or, 2) the member used his/her status as an LAFD employee to obtain the audio or visual media.

Source Document: Los Angeles Fire Department Special Notice, Planning Section

Health Insurance Portability and Accountability Act (HIPAA):

Each patient evaluated, treated, and/or transported by the Department is entitled to his or her privacy. Unauthorized access and sharing of Protected Health Information (PHI) is strictly prohibited. The posting of any PHI on any type of blog, the internet, or any social network is strictly prohibited and constitutes a violation of the privacy rights of a patient.

Source Document: Los Angeles Fire Department Departmental Bulletin No.12-01

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Safety:

The City is committed to providing a safe work environment. As a volunteer, you are expected to work safely, comply with policies and procedures, follow safety guidelines, and report any safety hazards.

Source Document: City of Los Angeles Handbook for City Employees

Volunteer Insurance Summary: (Detach and keep attached copy for your records)

The City of Los Angeles currently provides limited medical coverage for volunteers who are properly enrolled through the Volunteer Corps in the Mayor's Office. This specialty coverage applies only if the volunteer has no other insurance, or in excess of any other insurance available to him/her.

Source Document: Volunteer Insurance Policy Summary

Policy Violation Reporting:

A Volunteer who observes or is involved in a violation of any of the above referenced policies is encouraged to notify any of the following individuals; a supervisor, Program Coordinator, or LAFD Volunteer Coordinator. The LAFD Volunteer Coordinator may be contacted through the LAFD Personnel Services Section at (213) 978-3777.

Electronic copies of City of Los Angeles source documents, referenced in this Acknowledgement, can be obtained by contacting Gary Hill, LAFD Volunteer Coordinator at Gary.Hill@lacity.org

Acknowledgement Signature:

My signature below acknowledges that I have read and understand the above listed policies. As a citizen volunteer with the Los Angeles Fire Department, I agree to abide by the above referenced policies. I understand that any volunteer who violates the City's policies will be prohibited from continuing in a volunteer capacity.

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**Los Angeles Fire Department Volunteer
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Print Name:

LAFD Volunteer Program:

Volunteer Signature

Date:

If under 18 years of age, must have Parent or Guardian consent

Parent/Guardian signature of consent

Date:

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