

## **5.03 CANCELLATION OF VOLUNTEER MEMBERSHIP**

### **5.03.1 Policy**

1. Volunteers registered with the Provincial Emergency Program (PEP) who do not conduct themselves in a professional manner during emergency response and training task duties will have their PEP registration rescinded.
2. Municipalities and regional districts may enrol volunteers to assist in their emergency operations at their discretion. It must be recognized that at times some of these volunteers may perform their duties in a manner which is unsatisfactory or unbecoming, or breach the standards for conduct and as such, the municipality, regional district or PEP may no longer wish the services of the person as a volunteer.

### **5.03.2 Conditions**

1. Volunteers are viewed by the public as agents of the municipality, regional district or the Province when involved in PEP activities, and shall act in an appropriate manner in accordance with these standards of conduct.
2. Volunteers shall:
  - a. not respond for duty while under the influence of alcohol or drugs;
  - b. obey all traffic laws when responding for duty, and while on duty;
  - c. conduct practice exercises, training and operations in accordance with PEP policies and procedures; when there is no written PEP standard, the standard of care shall be that of the related industry;
  - d. not represent themselves as agents of the province when dealing with the press or the media; and
  - e. not comment to the media on any operations they were involved in unless approved.

**5.03.3 Procedures**

***At the Municipal and Regional District Level***

1. If a volunteer commits an act which the Emergency Program Coordinator, PEP Air Zone Commander, ESS Director, Communications Coordinator or SAR Leader feels is unsatisfactory or unbecoming, that person will address the situation verbally with the volunteer and request the offence not be repeated.
2. If a repeat offence occurs, the Emergency Program Coordinator shall write to, and meet with, the volunteer advising of the concern and indicating further infractions could lead to termination of the volunteer's membership. A copy of this letter shall be sent to the PEP Regional Office.
3. If a repeat offence occurs, the Emergency Program Coordinator shall meet with the volunteer and advise the volunteer in writing of the problem and that the membership in their community's emergency program is no longer required. The Emergency Program Coordinator shall retrieve the PEP ID card and other PEP identification and forward it together with a copy of the letter to the PEP Regional Office for forwarding to PEP Headquarters. The volunteer's name shall be deleted from the volunteer registration files.

***At the Provincial Level***

4. If a volunteer commits an act which a Regional Manager, the ESS Coordinator (staff), PEP Air Coordinator (staff), SAR Coordinator (staff), Communications Officer or one of the Headquarters Managers (hereafter called Managers) feel is unsatisfactory; that person shall address the situation verbally with the volunteer and request the offence not be repeated.
5. If a repeat offence occurs, the Manager shall both prepare a letter to, and meet with, the volunteers to advise them of the offence and indicating further infractions could lead to termination of the volunteer's membership. A copy of this letter shall be sent to the Emergency Program Coordinator of the municipality or regional district the volunteer is enrolled in, and the Regional Manager.
6. If a further repeat offence occurs, the Manager shall both prepare a letter to, and meet with, the volunteer to terminate the volunteer's membership. The Regional Manager shall request return of the PEP ID card and all other PEP identification. A copy of the letter will be sent to the applicable Emergency Program Coordinator

and PEP Regional Manager and to PEP Headquarters. The volunteer's name shall be deleted from the volunteer registration file.

7. The Director of PEP, may, without notice, rescind or terminate any volunteer's registration with PEP for gross negligence or abuse of their position of trust.