

**Meeting Held Electronically**



**COMMITTEE OF THE WHOLE MEETING**  
**MONDAY, AUGUST 15, 2022**  
(Immediately following the Village Board Meeting)

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**AUDIENCE COMMENTS**

**TRUSTEE COMMENTS**

**DISCUSSION**

1. EMA Manual
2. Lateral Transfer of Police Officers Program

**EXECUTIVE SESSION**

1. Property Acquisition #1
2. Property Acquisition #2

**ADJOURN**

Initials: SB

# Memorandum

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To: Mayor Gaffino & Trustees

CC: Joseph DeLeo, Chief of Police

From: Scott Buziecki, Deputy Chief of Police/Emergency Management Coordinator

Date: August 15, 2022

Re: EMA Policy Manual

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## **Issue**

The North Aurora Emergency Management Agency (NAEMA) is in need of a comprehensive policy manual to provide volunteers with a standard of conduct and operating guidelines so that NAEMA members represent the Village in a professional manner.

## **Discussion**

Ordinance 21-01-04-04, which clarified the North Aurora Emergency Management Agency core functions and authorized the conversion of the current North Aurora Community Emergency Response Team program into the North Aurora Emergency Management Agency, was passed by the Village Board on January 4, 2021. Since that time, staff and volunteers have been focused on completing core training and developing a comprehensive policy document so that the conversion can proceed.

The draft North Aurora Emergency Management Policy Manual is similar to an employee manual and has the following sections:

- Purpose and Policy Statement
- Standards of Conduct and Performance
- Application and Probation
- Organization
- Minimum Participation Requirements
- Training Requirements
- Vehicle Operators Competency and Operation Guidelines
- Volunteer Service Awards Program
- Personal Appearance Standards
- Dress Code & Uniform Standards
- Supervisory Personnel
- Warning Lights and Audible Systems on Members Vehicles
- Communications Equipment
- Assignment of Village Property

The manual was presented and approved by the North Aurora Citizens Corps Council on June 6, 2022. Once the manual is approved, the conversion from CERT to EMA operations can proceed forward. The current CERT training class will still be offered as a public education program.

### **Conclusion**

Staff recommends the approval of the draft North Aurora Emergency Management Agency Policy Manual.



North Aurora Emergency Management Agency

Policy Manual

(DRAFT v1.2)

5/18/2022

Not for distribution outside of agency

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# Policy and Procedure Manual

## Receipt Acknowledgment

This *Policy Manual* is an important document intended to help you become acquainted with the Emergency Management Agency. This will serve as a guide to your service to the Village of North Aurora. Please read the following statements and sign below to indicate your receipt and acknowledgement of the manual.

- I understand that the policies, rules, procedures, and benefits described in the North Aurora Emergency Management Agency Policy Manual are subject to change at the discretion of the Emergency Management Coordinator, at any time.
- I further understand that my volunteer service may be dismissed at will, either by me or the Emergency Management Coordinator, regardless of the length of my service.
- I am aware that during the course of my volunteering confidential information may be made available to me and I understand that this confidential information may not be released at any time.
- I understand that the receipt of this manual marks the start of a six (6) month probation period and all tasks are to be completed in full by the end of probation.
- I understand that my signature below indicates that I have read and understand the above statements and I have received a copy of the North Aurora Emergency Management Agency Policy Manual.

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Volunteer Signature

Date

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Emergency Management Coordinator Signature

Date

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RECORD of CHANGES

<i>Date</i>	<i>Add / Delete / Modify</i>	<i>Section #</i>	<i>Description</i>



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## History

The North Aurora Emergency Services and Disaster Organization (ESDA) was created by ordinance (83-13) in 1983, but was never fully funded and completely operational.

The North Aurora Emergency Services Management Agency (NAESA) was created by ordinance in 1997 (Ord. 97-12) and an intergovernmental agreement was approved designating the North Aurora Fire Protection District to coordinate emergency management functions on behalf of the Village. The EMA coordinator was selected by the Village President after consultation with the Fire Chief.

In 2011, the Village selected a new emergency management coordinator from the police department and the North Aurora Community Emergency Response Team (CERT) was formed in 2014. Volunteers were recruited, trained, and worked at North Aurora Days that year and numerous planned events and emergency incidents thereafter. The team's roster and capabilities continued to grow to the point that the daily operations and monthly training of the team were volunteer-run with direction from the Coordinator and police supervisors. The team's daily activities had become more consistent with emergency management functions (traffic control, search & rescue, public sheltering, severe weather spotting) than CERT functions (i.e. disaster response).

In 2021, the Village Board approved an update to the Emergency Management Agency ordinance (97-12) which renamed the agency the North Aurora Emergency Management Agency (NAEMA) and designated that the emergency management coordinator would be chosen by the Village President after consultation with the Police Chief. The update also specified the Agency's functions:

- Traffic and crowd control
- Communications
- First Aid
- Severe Weather Monitoring & Spotting
- Ground Search & Rescue
- Public Sheltering
- Public Relations/Education
- Training and Exercises
- Emergency and Non-emergency assistance to other agencies

The full ordinance can be found in Chapter 2.48 of North Aurora Municipal Code. The CERT team remains as a public education program to teach the public what to do before, during, and after a disaster. CERT volunteers remain loosely connected with the NAEMA and serve as back up volunteers in the event of a disaster affecting the Village.

# 1 Purpose and Policy Statement

This document is the official statement of operational and personnel policy for the North Aurora Emergency Management Agency (EMA). Its intent is to provide agency members with a standard of conduct and operational guidelines while performing their duties as a member of the agency and representing the Village of North Aurora.

It is the responsibility of each EMA supervisor to administer these policies consistently and impartially. The policies in this manual are applicable to all persons who are sworn members of the North Aurora Emergency Management Agency.

This document does not constitute an expressed or implied contract and its provisions are not intended to be contractually binding. Each volunteer member has the right to end their association with the EMA at any time, for any reason and the EMA reserves this same right.

The EMA retains all managerial and administrative rights and prerogatives entrusted to it and conferred on members inherently and by law. These include, but are not limited to: the right to exercise judgment in establishing and administering policies, practices and procedures, and to make changes in them without notice; the right to take whatever action is necessary in the EMA's judgment to achieve Village goals; and the right to set the standards of productivity and services to be rendered, etc.

## *Policy Statement*

The Village of North Aurora, the North Aurora Police Department, and the North Aurora Emergency Management Agency are equal opportunity employers and do not discriminate with regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The above named organizations comply with applicable state and local laws governing non-discrimination in employment and this policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The continuing progress and vitality of the EMA requires that we utilize all available human resources to the fullest.

Every effort is made to fill vacancies by promoting qualified EMA members. All members are encouraged to inquire whenever they have an interest in applying for an available position.

## *Volunteer Scope of Authority*

Volunteer members of the EMA play a vital role in the Village's disaster response and recovery mission. As outlined in North Aurora Code section 2.48.021, "the duties of the North Aurora Emergency Management Agency include, but are not necessarily limited to:

- Participation in traffic and crowd control
- Communications
- First aid
- Severe weather monitoring and spotting

- Ground search and rescue
- Public sheltering
- Public relations/education activities
- Training and training exercises
- Emergency and non-emergency assistance to other agencies within and outside of the corporate limits of the Village of North Aurora, Kane County, Illinois.”

The EMA volunteer member's scope of authority is limited to the above authorized EMA activities as well as the following:

- Response to an agency callout for emergency or disaster assistance along with mutual aid requests;
- Participation in approved EMA work nights,
- Training
- Scheduled details
- Public education activities
- Other activities as authorized by the North Aurora Emergency Management Coordinator or the Chief of Police.

The use of Village issued equipment while participating in unauthorized activities is prohibited and liability and/or worker's compensation coverage will not be extended to volunteers engaged in unauthorized activities.

## 2 Standards of Conduct and Performance

It is the policy of the EMA to treat all members with fairness. In return, the EMA expects members to adhere to standards of conduct and performance that are established to enable all to work together to achieve the common mission.

Administration of such matters as excessive absence, lack of cooperation, boisterous behavior, and other minor offense should be handled through counseling. If these offenses continue after the member has been counseled twice, further disciplinary action shall be taken.

Supervisory counseling of members is designed to establish an equitable system of corrective action for members who do not adhere to these standards of conduct and/or to bring a member's performance to an acceptable level.

Each supervisor has the responsibility for counseling a volunteer member, administering corrective action when appropriate, and documenting the counseling or corrective action. Improper conduct, illegal acts, dishonesty, insubordination and other such offenses shall be cause for suspension and possible termination of membership.

The standards of conduct and performance are communicated to the member in a variety of ways, including this Policy Manual, by discussion with a supervisor, and other reasonable means.

### 2.1 General Standards of Conduct and Performance

General standards of conduct and performance apply throughout the EMA. Violation and/or failure to adhere to these standards may result in disciplinary action, up to and including termination. These standards include, but are not necessarily limited to, the following:

**GENERAL** - It shall be the duty of every member of NAEMA to maintain a standard of conduct, which does not adversely reflect on the Village or this agency. No member shall use their position or affiliation with NAEMA to gain any personal favor.

**OBEDIENCE TO ORDERS** - Each member of the NAEMA shall obey and fully execute any lawful order given by a supervisor.

**OBEDIENCE TO UNLAWFUL ORDERS** - Obedience to an unlawful order is never a defense for an unlawful act and no member is required at any time to obey an order which is contrary to Village, State or Federal Law.

**IMPROPER ORDERS** - Members receiving orders they feel to be improper, unjust or contrary to NAEMA policies, must first obey the order. Upon obeying the order the member may then appeal the matter through the chain of command. If the member feels that by obeying the order their safety or the safety of others could be jeopardized, then the member may question the order and the safety issue with the supervisor. If the order is still given and the member feels that there continues to be a safety issue then the member may immediately contact the Coordinator to voice their concerns.

**MAINTENANCE OF NAEMA DOCUMENTS** - NAEMA members issued policy manuals or other documents are responsible for maintaining their copy of those documents and for inserting and deleting information as needed.

PERSONAL APPEARANCE - NAEMA members shall at all times, while on duty, be neat and professional in appearance and comply with all NAEMA policies on wearing the uniform, grooming and personal appearance.

SPEAKING ENGAGEMENTS, EXHIBITIONS ETC. - NAEMA members who are requested to make public appearances in connection with their NAEMA duties, or as a result of their association with NAEMA, shall first receive authorization from the Coordinator.

RELEASE OF INFORMATION / CONFIDENTIALITY OF RECORDS -It shall be the duty of all NAEMA members to safeguard confidential information. Members shall at all times protect the confidentiality of NAEMA records and not discuss, disclose or otherwise release information of a confidential nature, except when such disclosure is authorized by law. Any information accessible only to NAEMA personnel as a result of their membership shall be considered confidential unless otherwise defined by the Coordinator. Members also shall not take any pictures/video while at an incident scene without permission from the Coordinator.

COURTESY / COOPERATION - Members of the NAEMA shall perform their duties in a courteous, professional manner and cooperate with other members of the NAEMA, the public and other agencies and departments.

IMPARTIALITY - Members of the NAEMA shall perform their duties in a fair and impartial manner, without being influenced by race, color, gender, age, religion, life style or national origin.

EFFICIENCY - Members of the NAEMA shall perform their duties efficiently, without wasting time or resources.

COMPLETION OF REPORTS, RECORDS, ETC. - NAEMA members completing reports, records, etc. shall do so in an accurate, complete and timely manner, and include all necessary information therein. Reports shall be legible and grammatically correct.

MEDIA RELATIONS - No member of the NAEMA shall give information to any member of the media. All media inquiries are to be directed to the Coordinator, highest ranking police official on scene or the P.I.O. if the P.I.O. position is established.

POSSESSION OF A VALID DRIVER'S LICENSE - Members of the NAEMA shall be in possession of a valid Illinois driver's license at all times. Members shall have the appropriate class driver's license for driving Village vehicles. Any member whose driving privileges are suspended, revoked, or cancelled shall immediately notify the Coordinator.

POSSESSION OF INSURANCE - All members shall conform to Illinois law regarding minimum vehicle insurance.

## 2.2 Workplace Civility

Working to foster a civil workplace includes, but is not necessarily limited to, the following:

- Each member is to respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).
- Each member is to be courteous towards fellow members and the public. Disruptive, discourteous and/or insubordinate conduct will not be tolerated.
- Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behaviors will not be tolerated.

The North Aurora Emergency Management Agency prohibits acts of harassment or bullying. The agency has determined that a safe and civil environment is necessary for members to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a member's ability to positively contribute to the organization and the organization's ability to successfully operate.

Examples of bullying behavior may include but are not limited to:

- Spreading malicious rumors, gossip, or innuendo
- Excluding or isolating someone
- Intimidating a person
- Undermining or deliberately impeding a person's work
- Physically abusing or threatening abuse
- Removing area of responsibility without cause
- Constantly changing work guidelines
- Establishing impossible deadlines that will set up the individual to fail
- Withholding necessary information or purposefully giving the wrong information
- Making jokes that are obviously offensive by spoken word or email
- Intruding on a person's privacy by pestering, spying, or stalking
- Yelling or using profanity
- Tampering with a person's personal belongings or equipment

All North Aurora EMA members have a responsibility to stop bullying in the EMA workplace. Bystander support of bullying can encourage further bullying; therefore, the agency prohibits both active and passive support for acts of bullying.

Any EMA member who believes that they have experienced or witnessed bullying is encouraged to report the situation as soon as possible to the Coordinator.

The EMA prohibits reprisal or retaliation against a person who reports an act of bullying. The agency prohibits any person from falsely accusing another as a means of bullying. A members found to be in violation of this policy is subject to disciplinary action up to and including termination.



## 2.3 Consumption of Alcoholic Beverages

Under no circumstances are members to consume alcoholic beverages during incidents, activities, training, work sessions or while in the official EMA uniform or any part thereof.

A member shall not report for any incident, activity, detail, training, meeting, or work session if they have consumed alcoholic beverages within eight hours preceding the incident, activity, or session. The member shall also not participate in any EMA activity if the member's judgment is impaired by alcohol even if it has been more than 8 hours since consuming an alcoholic beverage.

Any member in violation of this policy will be immediately relieved of duty and placed on immediate suspension pending further investigation.

## 2.4 Use of prescription and over the counter medication

A member shall not report for any incident, activity, detail, training, meeting, or work session if the member's judgment is impaired by prescription or over the counter medication.

## 2.5 Sexual Harassment

It is the policy of the NAEMA that all members have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment. The courts have determined that sexual harassment is a form of discrimination under state and federal law.

Sexually harassing conduct, whether physical or verbal, committed by supervisory or non-supervisory personnel is strictly prohibited. This includes repeated offensive flirtations, advances, propositions, verbal abuse of a sexual nature, graphic verbal commentaries about an individual, and the display of sexually suggestive objects or pictures.

Members, who have complaints of sexual harassment shall report such conduct to the agency Coordinator or Chief of Police.

Members may also report incidents of sexual harassment to the Illinois Department of Human Rights or the Illinois Human Rights Commission.

## 2.6 Other Membership Affiliations

Members belonging to or wishing to join other organizations, which are related in nature to public safety functions, must obtain prior approval from the agency Coordinator. Each request will be carefully considered to ensure that a conflict of interest or conflict of duties would not occur which would impact NAEMA's routine or emergency functions. All NAEMA members must recognize loyalty and support to NAEMA as foremost. Such approval may be withdrawn when such other affiliation causes a direct conflict of interest.

## 2.7 Expenditure of Village Funds

For purchases of routine maintenance items up to \$50.00 members must get approval from a supervisor. All personnel wishing to make other purchases for NAEMA must first get three comparable price quotes in writing for the comparable item. These quotes must then be submitted to the Coordinator for approval. No member shall purchase any equipment or supplies over \$50.00 without the approval of the Coordinator.

## 2.8 Civilian Restrictions

Due to liability issues no civilian will be allowed to respond with any EMA volunteer member to a

callout or detail in the member's personal vehicle or meet an EMA volunteer member at the scene of an incident or detail unless approved by the OIC.

## 2.9 Smoking and Tobacco Use

Smoking and tobacco use will not be permitted in any Village building, within 15 feet of any building entrance or greater if properly posted, in any Village vehicle, while the member is engaged in any crime scene operation, or while engaged in any EMA activity while in public view.

## 2.10 Computer Usage

The need to share information between public safety agencies has never been more important. With this technology comes the ability to access sites of questionable content that could be the source for a hostile virus attack on a computer network.

It shall be the policy of this agency that any and all computers connected to a Village network shall only be used in conjunction with a members assigned job task. Surfing the web and downloading personal email will not be allowed.

Members are also instructed not to post any official statements or information on any social media sites, or use official logos in connection with any internet post.

## 3 Application and Probation

### 3.1 Requirements for Membership Application

1. The prospective member must live within North Aurora or within 10 miles of the Village limits.
2. The applicant must be at least 21 years of age or at least 18 years of age with Coordinator approval.
3. The applicant must be a high school graduate or have a GED.
4. The applicant must have a valid Illinois Driver's License or have a valid license from another state and present an Illinois license within three months of application.
5. The applicant must have proof of vehicle insurance.
6. The prospective member must complete and submit an application for membership.
7. The applicant must submit to a fingerprint-based criminal history check to confirm identity.
8. The applicant must sign the Emergency Management Agency oath.

Once the applicant has submitted the application and signed the oath, the applicant will be placed on probation and may start the orientation process.

### 3.2 Criminal History Background Check

Because of the sensitive nature of certain EMA work functions, members of the EMA must be known to the community to be free of certain type of criminal history.

For the purpose of membership within the Emergency Management Agency, each applicant shall submit to a background investigation which shall consist of:

- Fingerprint-based criminal history check
- Driver's license abstract
- At least 2 reference checks. Additional references may be interviewed at the discretion of the background investigator.
- NAPD records check. If the applicant lives or lived outside of North Aurora during the past ten (10) years, a records check shall be conducted with the police department of every community and sheriff's department of every county in which the applicant has lived.

This investigation shall require the applicant to present themselves to the North Aurora Police Department and have their fingerprints taken at no cost to the applicant. The NAEMA Coordinator shall have final discretion, subject to oversight by the Chief of Police, as to whether an applicant will be accepted or rejected based on the findings of the background check. However:

*It shall be the policy of this organization that no person shall be awarded membership within the EMA if they have been convicted of any criminal offense against children, any hate crime, domestic battery, or any felony offense. In addition, any candidate with a conviction for a DUI/drug offense within the last 5 years or any other criminal conviction in the past 10 years is prohibited from membership.*

### 3.3 Reserved

### 3.4 Applicants with Disabilities

If during the application process it is learned that the applicant has a disability, the applicant will meet with the Coordinator to determine any limitations this may have on the applicant's ability to safely perform assigned duties.

It is the policy of this agency not to discriminate against any person with a disability or handicap. It must also be remembered that members of the Emergency Management Agency, by the nature of our mission, work during times of emergency and/or disaster, in dangerous situations.

Therefore, those persons applying for membership within NAEMA will be considered on an individual basis. The prospective member and the Coordinator will jointly evaluate the applicant's limitations and potential contributions and will reach a mutual agreement as to the duties the applicant can participate in while ensuring the safety of the members of the agency and also that of the applicant.

### 3.5 EMA Divisions

The Emergency Management Agency offers many opportunities for volunteer members. Members may participate in one or more of the agency's divisions. Each division has its own responsibilities, time commitments, and training requirements. The current divisions are:

- Field Services
- Search & Rescue
- Community Outreach
- Training

### 3.6 Probation Period - All Members

The applicant shall begin a 6 month probation period during which time the individual's interest, participation and dedication to EMA will be monitored. At this time, the probationary member may be assigned a unit number for identification. Each applicant shall complete the requirements below for all members and any additional requirements based on the division(s) they choose to participate with, during the 6 month probation period. If the applicant cannot complete all required training during the 6 month probation period, the Coordinator may extend the probation period by 3-6 months. If the applicant is still unable to complete the training the applicant will be removed from the program. Any extenuating circumstances as to why the applicant cannot complete the required training will be handled on a case by case basis and a waiver may be granted by the Coordinator. The following shall be required of all probationary members:

1. Complete orientation
2. EMA Policy Manual review
3. First Aid (or higher certification) and CPR
4. Disaster Preparedness class
5. Severe Weather Spotting
6. Damage Assessment
7. Traffic control
8. Communications

9. Blood Borne Pathogens class
10. Complete the following FEMA Independent Study classes:
  - a. IS-700 National incident management system (NIMS), An introduction
  - b. IS-100 Introduction to the Incident Command System
  - c. IS-200 ICS for single resources and initial incident actions

An applicant who is accepted into the NAEMA will be known as a “Specialist” or an “EMA Specialist.” A job description will be provided.

Additional training may be required based on the member participating in a specific division. Division specific training requirements are listed below. The Training Division will provide a log to each applicant to track their progress through probation.

### 3.6.1 Additional Probation Requirements - Field Services Division

Members that will be participating in the Field Services Division will have to complete additional basic training requirements based on the complexity of response activities they will perform. Applicants applying for the Field Services Division shall complete the following:

1. Complete the entire NAEMA orientation program including classes on:
  - a. Haz-Mat Awareness
  - b. *Vehicle and scene lighting operations*
  - c. *Drivers training Classroom*
  - d. *Power line Safety*
2. Qualify to drive the agency vehicle(s).
3. Complete the SARIO class

After the Field Services Division probationary member completes the orientation course, they must successfully demonstrate proficiency of all skills. If the probationary member cannot successfully demonstrate proficiency of the skills, they will be required to repeat the orientation course. After completing the orientation course for the second time, they will be required to successfully demonstrate proficiency of the skills. If the probationary member cannot successfully demonstrate proficiency of the skills for the second time, they will be removed from the program.

After the Training Division has cleared the probationary member for field duty, they will be set up in the agency notification system. At this time, the Field Services Division probationary member will be required to attend a minimum of six (6) details or calls (3 must be calls) before the end of probation. The Coordinator reserve the right to adjust the number of calls or details required based on the member's demonstrated capabilities.

Probationary members will not be allowed to respond to any hazardous materials calls, or calls outside North Aurora. A probationary member that responds to a call shall locate and contact a full member and that member shall advise the highest-ranking NAEMA supervisor at the call that the probationary member is on the scene. The supervisor shall determine if the probationary member is to remain with that member or the supervisor will assign the probationary member to another full member. At no time, shall the probationary member be allowed to participate without the supervision of a full member.

### 3.6.2 Additional Probation Requirements - Search and Rescue Division

Applicants applying for the search and rescue team shall complete the following:

1. SARIO class
2. Ground Search and Rescue class. (If this class is not offered during probation then attend at least two SAR trainings, classes, sessions, drills, etc. and then complete the GSAR class at the next opportunity).
3. Haz-Mat Awareness class

North Aurora EMA is a part of the Kane County Office of Emergency Management Search and Rescue team so our members will often work under the supervision of the KCOEM. As such, Search and Rescue probationary members shall not respond to any search and rescue mission outside of Kane County. A probationary member that responds to a search and rescue call shall report to staging and locate and advise the highest-ranking North Aurora EMA supervisor or Kane County OEM supervisor (if no NAEMA supervisor is available) at the call that the search and rescue probationary member is on the scene. The supervisor shall determine if the probationary member is to remain with that member or the supervisor will assign the probationary member to another full member. At no time shall the search and rescue probationary member be allowed to participate without the supervision of a full member.

Until the Training Division clears the Search and Rescue probationary member for field duty, they will not be allowed to respond to any calls.

### 3.6.3 Additional Probation Requirements – Community Outreach Division

Applicants applying for the Community Outreach Division will have requirements deemed appropriate by the Coordinator and based on the type of training and/or activities the member will be conducting.

### 3.6.4 Additional Probation Requirements – Training Division

Applicants applying for the Training Division will have requirements deemed appropriate by the Coordinator and based on the type of training the member will be conducting.

## 3.7 Oath

Each person who is chosen to serve in any capacity within NAEMA shall, before entering upon his or her duties, take an oath, in writing, before an individual authorized to administer oaths in the Village of North Aurora. This is required under state statute (20 ILCS 3305/20). Such oath is typically administered by the Village Clerk or Deputy Village Clerk and shall be filed with the Coordinator upon completion.

### **NO MEMBER IS ALLOWED TO OPERATE AS A VOLUNTEER UNTIL AN OATH HAS BEEN SECURED.**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of any political party or organization that advocates the overthrow of the government

of the United States or of this State by force or violence; and that during such time as I am affiliated with the Village of North Aurora, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.

### 3.8 Identification and Access

New members will be issued a photo identification card under the authority of the NAEMA. Identification cards remain the property of the Village and are to be returned upon separation.

New members will be issued a keyless entry card for the police department and Emergency Operations Center located at 200 S. Lincolnway.

New members will be provided access to the I Am Responding app.

### 3.9 Driving Village Vehicles While on Probation

No probationary member will be permitted to drive any agency vehicle except for drivers training purposes and a supervisor or FTO must be with the probationary member at all times. Probationary members and the supervisor or FTO must also have the appropriate class driver's license in order to drive each Village vehicle.

Exception: Community Emergency Response Team (CERT) members who were in good standing prior to May 1, 2022 who have successfully completed all required driver training and who possess the appropriate driver's license classification(s) are allowed to drive EMA vehicles without an FTO or supervisor.

### 3.10 Ending Probation

At the conclusion of the probationary period of six months, the Training Officer will review the applicant and their progress. If the probationary member has fulfilled all the requirements for membership in the division(s) they will participate in, the Training Officer will notify the Coordinator. The probationary member will be taken off probation and will be officially sworn in at the next monthly membership meeting.

In the event that a member has not made sufficient progress toward the requirements for membership, the Coordinator may increase the probation period in increments of three months.

### 3.11 Application of Former NAEMA Members

In the event a former member wishes to re-join NAEMA, that member shall be viewed as a new member when interpreting policies and benefits. Individuals that have been separated from the agency for more than 12 months must complete the new member orientation program.

## 4 Organization

The function of each division is identified below.

### 4.1 Field Service Division

The Field Service Division oversees all of the agency's response capabilities including maintaining the agency's vehicles, trailers, generators, and field equipment. *Common functions include traffic control, crowd control, severe weather spotting, scene lighting and community damage assessment.* The members of this division respond to emergency and non-emergency request for assistance from county and municipal agencies and departments. Request for assistance outside of North Aurora will be handled on a case by case basis and approved by the Coordinator or the Chief of Police.

Members of this division may also participate in public education events.

### 4.2 Search & Rescue Division

The Search & Rescue Division coordinates the agency's search & rescue team. Members of this division respond to search and rescue incidents in Kane County and IEMA Regions 3 and 4 and Winnebago, Ogle, and Lee Counties or as authorized by the Coordinator.

Members of this division may also participate in public education events.

### 4.3 Community Outreach Division

The Community Outreach Division oversees public preparedness education, including the Community Emergency Response Team (CERT) program and Disaster Preparedness classes for adults and children.

Members of this Division take a lead role in public education events.

### 4.4 Training Division

The Training Division provides the orientation training for all new members of the EMA and is responsible for the development of the agency's continuing education program provided to all EMA members. The Training Division also coordinates with Kane County OEM with regional training for county and municipal emergency management volunteers in the County



4.5 Organization Chart



## 5 Minimum Participation Requirements

### 5.1 General Participation

Members are expected to take part in as many activities, within the division(s) they are participating in, as their personal time allows. However, all members of NAEMA are required to volunteer a minimum of 40 hours per year on EMA activities. The 40 hours must be productive hours and cannot be just coming to the station or EOC to "hang out" or "socialize."

The Coordinator or supervisor will contact those members that fail to meet the minimum standards for participation and to see if there are any mitigating circumstances for the member's lack of participation.

In the event that there are no mitigating reasons for the member's lack of participation, the member will be counseled by the Coordinator or supervisor and encouraged to increase NAEMA participation within the next 120 days. If there is no improvement in the member's level of participation the Coordinator will ask the member to turn in any issued Village equipment and will either be placed on a personal leave or will be terminated. If at a later date the member is able to show that they now have the time available to maintain the minimum level of participation, they can be reinstated or reapply for membership.

In the event a member feels that the action of the Coordinator was unjust, the member may appeal to the Chief of Police, in writing, within 30 days. The Chief of Police will review the Coordinator's decision and render a written opinion within ten days of receiving the appeal.

### 5.2 Field Services Division

Field Services Division members shall respond to at least two UNPLANNED callouts and two PLANNED details per year (if possible) and attend at least six NAEMA training classes per year.

The Coordinator or a supervisor will contact those members that fail to meet the minimum standards for participation in the Field Services Division to see if there are any mitigating circumstances for the member's lack of participation. In the event that there are no mitigating reasons for the member's lack of participation, the member will be counseled by the Coordinator and encouraged to increase NAEMA participation within the next 120 days. If there is no improvement in the member's level of participation that member may be reassigned to another division.

The member will retain their EMA issued identification card as long as they are an EMA member.

Members who have not met the minimum Field Services Division participation threshold can petition the Coordinator for reinstatement to the Field Services Division following demonstration of their commitment to the overall agency mission and their ability to meet the minimum standards.

In the event a member feels that the action of the Coordinator was unjust, the member may appeal to the Chief of Police, in writing, within five days. The Chief of Police will review the Coordinator's decision and render a written opinion within ten days of receiving the appeal.

## 6 Training Requirements

Because training and education are the basis of any professional organization, the NAEMA supports the concepts of continuing education. To maintain a well-trained volunteer staff, yearly training requirements have been established to insure a minimum level of proficiency for all members. All members, regardless of which division they participate in, are encouraged to attend any training class offered by NAEMA. The training program for new members is covered in Section 3.

Volunteer members will be encouraged to take part in as many training classes as possible. Federal Emergency Management Agency (FEMA) and Illinois Emergency Management Agency (IEMA) courses in emergency management will be made available to those who wish to expand their formal educational background. The member must attend the classes without expense reimbursement from the Village.

The Training Division will conduct or arrange for training classes and refreshers for the general membership on a continual basis. The Training Division will consider any suggestions for specific training sessions.

All NAEMA members are required to maintain the following certifications:

1. CPR certification – every 2 years
2. First Aid or higher certification – every 2 years

The following training classes are required for all Field Service Division members:

1. Traffic Control (at least yearly, but encouraged to attend twice per year)
2. Basic weather spotter (every 2 years)
3. Damage Assessment (every 2 years)
4. Power line safety (every 2 years)
5. Natural gas safety (every 2 years)
6. HAZ-MAT Awareness (yearly)
7. Blood Borne Pathogens (yearly)

The following training classes are required for all Search and Rescue members:

1. Refresher class based on current level of certification within the Illinois Search and Rescue Council (ISARC)
2. Power line safety (every 2 years)
3. Natural gas safety (every 2 years)
4. HAZ-MAT Awareness (yearly)
5. Blood Borne Pathogens (yearly)

### 6.1 Minimum Yearly Training Requirements

To ensure a minimum uniform level of proficiency for all volunteer members, NAEMA requires members of the Field Services Division to attend a minimum of six training classes per year.

It is the responsibility of the Training Division to make sure that all the above training classes are available to members, as they are required. No member shall be held responsible if the Training Division is unable to schedule a particular class. The Training Division is also responsible for keeping track of all training records for members.

It shall be the obligation of the NAEMA Training Division to provide a minimum of 10 monthly training classes per year (typically on the third Tuesday of each month at 6:00 p.m.) It is understood that some of the classes will combine all categories of membership into one training session and additional training opportunities will be made available to members as they arise.

The NAEMA Training Division shall maintain a training calendar located in the NAEMA office and in the I Am Responding App. This calendar will display current and upcoming training for at least three months in advance.

The Training Division shall maintain a copy of all NAEMA training programs. Any member may view the overall training program with the Training Officer.

## 6.2 FEMA and IEMA Training

All members are encouraged to take part in the FEMA home study courses as well as the classes sponsored by the IEMA. For additional information on specific classes, contact the Training Division.

## 7 Vehicle Operators Competency and Operation Guidelines

Members must have a valid Illinois driver's license of the appropriate class depending on the Gross Vehicle Weight Rating (GVWR) as outlined later in the policy and proof of vehicle insurance in order to operate Village vehicles or personal vehicles on Village business. Copies of both documents must be submitted during January of each year.

NAEMA members shall observe the response guidelines and pertinent restrictions when responding to incidents and other requests for assistance. It shall be noted that the use of emergency warning devices is restricted to those vehicles recognized by the Coordinator as an official NAEMA vehicle. The NAEMA understands that some members are also members of other similar government agencies which do authorize emergency warning devices in their personal vehicles. In those cases, the member MAY NOT activate or use those emergency warning devices while on NAEMA business. The safe arrival of the vehicles and members at an incident scene is our top priority.

No probationary member will be allowed to drive any Village vehicle except for drivers training purposes and an EMA supervisor or FTO must be with the probationary member at all times. Probationary members must have the appropriate class driver's license (or permit) in order to drive each Village vehicle. The supervisor or FTO must also have the appropriate class driver's license in order to drive each Village vehicle.

### 7.1 NAEMA Policy for Driving Vehicles While on Village Business

A member who does not have a valid Illinois driver's license will not be allowed to drive a Village vehicle or a member's personal vehicle to or from an incident scene. The Coordinator will evaluate the loss of driving privileges and determine if additional action is required. A member's use of a vehicle for authorized Village business is a privilege, not a right. The NAEMA reserves the right to prohibit a member's use of a vehicle for authorized Village business in cases of repeat violations of this policy.

Additionally, members are required to utilize Village-owned vehicles for EMA functions that require a vehicle. Members MAY use their personal vehicle to get to or from an incident scene, but may NEVER use their personal vehicle for traffic control. Upon arrival at the scene, personal vehicles must be legally parked and out of the flow of traffic

The Village cannot list rules to cover every situation. The NAEMA requires all members who drive a Village vehicle or a member's personal vehicle on authorized Village business to:

1. Abide by all traffic laws.
2. Heed all traffic signs and signals.
3. Practice defensive driving.
4. Abstain from smoking in all Village-owned vehicles.
5. Abstain from operating a vehicle while impaired by or under the influence of alcohol or consuming alcoholic beverages in proximate time to the member's reporting time. Abstain from consuming illegal drugs or prescription medicines that can impair driving ability.
6. Refrain from cell-phone use and texting while driving the vehicle. Pull over to the side of the road to send or receive telephone calls or text messages.
7. Refrain from carrying non-employee/non-member passengers in the vehicle, unless required.
6. Lock unattended vehicles at all times to prevent theft of Village and/or personal property.
7. Make sure that the vehicle is equipped with proof of insurance, current registration, and state inspection reports (if required).
10. Pay any tickets, fines or other penalties assessed against the member.
11. Refrain from establishing personal I-PASS accounts using the Village-owned vehicle.
12. Refrain from carrying a concealed firearm in the Village-owned or the member's personal vehicle while on Village business.

## 7.2 Vehicle Take-home Policy

Village-owned vehicles will not typically be taken home by volunteer members, except in rare cases. A volunteer member may take a Village vehicle home with authorization from the NAEMA Coordinator.

In all cases where a take-home vehicle is assigned, the vehicle will only be used for official Village business.

## 7.3 Reporting Accidents and Injuries

All accidents and injuries that occur while the member is on authorized Village business shall be immediately reported to the local police jurisdiction, the Coordinator or designee, and to the member's insurance company (if driving their personal vehicle).

## 7.4 Insurance Coverage

As stated in 7.1 above, members' personal vehicles MAY NOT be used for traffic control or other Village business, except for transportation to or from an incident scene. Members who use their own vehicle to get to or from an incident scene must have an automobile liability policy issued in amounts no less than the minimum amounts set for bodily injury or death and destruction of property under the 625 ILCS 5n -601 and 625 ILCS 5/7-203 of the Illinois Vehicle Code.

It is the responsibility of each member to maintain coverage as specified above and by driving a personal vehicle to or from an incident scene, it is presumed that coverage is in force. In Illinois,

insurance follows the vehicle as it is titled. Therefore, if an accident occurs when the member is driving their personal vehicle, the member's personal insurance coverage shall be primary coverage mandated by Illinois law.

## 7.5 Statements Regarding Accidents/litigation

In the event that any member is involved in a motor vehicle accident while on authorized Village business, the member may furnish such information as his name, address and the registration number of the vehicle, and may exhibit his/her driver's license upon request to any other person involved in the accident or to law enforcement officers. Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses. Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability. Except where as required by law, the Village requires that members do not give any written, verbal, or signed statement about liability at any time.

## 7.6 Operation of Emergency Vehicles

The Village recognizes that Illinois law authorizes Emergency Management vehicles to be driven with emergency lights & siren activated for response to an emergency. However, NAEMA members may not drive to or from an incident scene with emergency lights or siren activated, without the specific approval of a NAEMA supervisor or police officer. Even when authorized, NAEMA vehicles may not exceed the posted speed limit, drive into oncoming traffic, or proceed through intersections against a red light. At all times, NAEMA vehicles must be driven in a safe and professional manner.

## 7.7 Illinois driver's license classes for EMA vehicles

Members must have a valid Illinois driver's license of the appropriate class before driving a Village Vehicles for any purpose. Below is the driver's license classifications that apply to the EMA vehicles:

1. Class D - Single vehicle with a GVWR of less than 16,001 pounds. This will also allow you to pull a trailer with a vehicle in this category as long as the truck and trailer are under 26,000 pounds. NAEMA vehicle in this class include the Ford Crown Victoria & Ford Escape.
2. Class C - single vehicle with a GVWR of at least 16,001 pounds but less than 26,001 pounds. This will also allow you to pull a trailer with a vehicle in this category as long as the truck and trailer are under 26,000 pounds. The NAEMA has no vehicles in this category at this time.
3. Class A - Combination of vehicle with a Gross Combination Weight Rating (GCWR) of 26,001 or more pounds, providing the GVWR of the vehicle being towed is in excess of 10,000 pounds. The NAEMA has no vehicles in this category at this time.

## 7.8 Driver's Training Requirements

In order for volunteer members to operate Village vehicles, the training requirements listed below have been established to ensure all members have an understanding of laws, policy, and guidelines. This will also ensure that members have demonstrated an ability to operate the EMA vehicles proficiently before the member operates them during emergencies or details. The Drivers training program used by NAEMA was developed by the Office of the Illinois State Fire Marshal, entitled Fire Service Vehicle Operator and consist of classroom instruction, driver's obstacle course, and driver's road course. Each component must be successfully completed in order for the member to be qualified to drive a Village vehicle outside of training. The components are outlined below.

1. The classroom consists of the following topics.
  - a. Introduction to vehicle operations
  - b. Complexities of emergency response
  - c. Impacts of vehicle crashes
  - d. Personnel selection
  - e. Necessity of written Standard Operating Policies (SOP) and Standard Operating Guidelines (SOG)
  - f. Overview of legal aspects
  - g. Vehicle dynamics
  - h. Vehicle inspection and maintenance
  - i. Emergency vehicle operation/safety
  - j. Administrative overview
  - k. Identify the elements of training, program safety
  - l. EMA policy on driving
  
2. The obstacle course consists of the following maneuvers:
  - a. Straight lane pull down/back out with stopping exercise
  - b. Confined space turn around
  - c. Loading/alley dock
  - d. Serpentine (forward and reverse)
  - e. Lane change/alley offset
  - f. Parallel parking
  - g. Diminishing clearance
  
3. The road course covers both rural and urban driving in North Aurora and Kane County and will incorporate the following components:
  - a. Left and right turns
  - b. Straight road driving of 2 miles - minimum
  - c. Controlled intersection travel
  - d. Railroad crossing
  - e. Negotiation of left and right curve(Members may contact the Training Division for the exact course route)

A minimum amount of time must be devoted to driver training. However it is recognized that several EMA vehicles and trailers are very similar. With this in mind the EMA vehicles and trailers are grouped into similar categories. If a member completes training on a vehicle or trailer in a category then the member will be qualified on all the vehicles or trailers in that category. Members must complete the obstacle course and road course for each category. The chart below shows how the vehicles and trailers are grouped together.

<Trailer towing training & road course to be added.>



Category Name	Vehicles/Trailers in Category	Special Instructions
Passenger vehicles	Crown Victoria, Escape, & Explorer	
Small trailers*	Light tower trailer	May be towed by Crown Victoria and Explorer.
Mid-size Trailers*	Box trailer	May be towed by Explorer.
Large Trailer		May only be towed by full size pickup

\* Due to weight restrictions the light tower trailer may only be towed by the Crown Victoria or Explorer. The NAEMA does not currently have a vehicle capable of towing the large trailer. Because of that, when available and authorized by the Coordinator, a Village truck may be used. In the absence of that, the Coordinator may elect to have a police vehicle tow the box trailer or have a NAEMA member tow the box trailer with his/her personally owned truck.

### 7.9 Vehicle Operator Competency Documentation

The following procedure will be used to document a member's competency to operate a Village vehicle.

1. Upon completion of the drivers training outlined in section 7.8 of this policy, an EMA supervisor/FTO will verify the member's competency completing the approved Vehicle Operators Competency "Behind the Wheel" or "Obstacle Course" forms. Each vehicle or trailer will require a separate form to be completed. Each vehicle operations competency and trailer towing competency will be documented on a separate form.
2. Once the member has successfully demonstrated competency in operating the vehicle or towing the trailer the supervisor/FTO will sign-off on the Vehicle Operators Competency form and forward the original completed form to the training officer. Copies or faxes of said form will not be accepted by the Training Officer and whiteouts, scratch/scribble outs will not be allowed. Once the training officer has reviewed the submitted Vehicle Operators Competency form for completion and correctness the training officer will enter the information into the training database, counter sign the form and forward said form to the Training Division.
4. The completed Vehicle Operators Competency form will then be added to the member's permanent file.

### 7.10 EMA Vehicle Response Guidelines

Prior to driving a vehicle, the emergency vehicle driver shall make a "circle of safety" around the vehicle to see that all equipment is secured, that all compartment doors are securely closed, and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicles and visually inspect all 4 sides before entering the vehicle. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

The emergency warning devices provided on the county owned vehicles shall be used only on the scene of the incident, or in the vicinity of the incident; unless a supervisor of NAEMA or a

police officer advises a member to use the lights while enroute to the incident or as outlined elsewhere in this policy.

#### 7.11.1 EMA Officer-In-Charge Responsibility

In the event that more than one vehicle is dispatched and/or responds to an incident, it shall be the responsibility of the Officer-In-Charge to assign members and vehicles to specific locations and tasks.

#### 7.11.2 Members Responsibility

All members must be aware of the need to protect our members and equipment. The judicious use of emergency response is mandatory. A hazard is posed not only to our agency personnel, but also to the public. It is expected that the proper use of emergency response will enhance the safety of agency personnel and the public.

Whenever possible the EMA vehicles should respond to calls with two members in the vehicle. It is understood that this will not always be possible.

The EMA requires all persons driving/riding in Village vehicles to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The vehicle driver shall verify that all personnel are properly seated and in seat belts before the vehicle is moved.

In addition, members may also be sitting in vehicles that are parked for the purpose of blocking a roadway at emergency scenes. In order to reduce the effects of a collision with a vehicle approaching the incident scene, it is highly recommended that members use vehicle restraints when they are inside a vehicle blocking a roadway at emergency scenes and details.

The EMA prohibits the riding on tail steps, sidesteps, running boards, or any other exposed position. Members are also prohibited from using seats in a vehicle while the vehicle is in motion that is not specifically designed for this purpose.

### 7.12 Backing EMA Vehicles

The NAEMA recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where the driver intends to go.

Whenever a vehicle needs to back-up, every attempt should be made to have another member assist as a spotter. If another member is not available, try to have someone else on the scene assist. It is understood that this will not always be possible especially upon returning to the station alone. If a spotter is not available, the driver shall exit the vehicle and visually inspect the area they intend to back up into for any hazards. The driver shall periodically perform this action the entire length of the backing maneuver.

The spotter shall be safely positioned so that the vehicle driver can see them at all times. If at any time the vehicle driver loses sight of the spotter, the driver shall stop immediately until the spotter makes himself / herself visible again. The spotter shall wear an approved traffic vest and use a flashlight/traffic wand in low light/night situations. The driver shall lower the driver's window to allow for communications between the driver and spotter or the spotter and driver shall have available a non-repeated radio channel to communicate.

### 7.13 Members using personal vehicles

When any member responds to the scene or the station for any call out in their personal vehicle, each member must strictly adhere to all applicable motor vehicle laws. The use of emergency lights/siren in personal vehicles is strictly prohibited while responding to calls. Personally owned vehicles are not provided with the same exemptions that are provided to the Village emergency vehicles. Upon arrival at the scene, personal vehicles must be legally parked and out of the flow of traffic. Members responding in their personal vehicle will not be permitted to violate any motor vehicle laws, including, but not limited to:

1. Speed Limits
2. Going through traffic control devices
3. Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their personal vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law.

### 7.14 Seatbelt use

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by the Village, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

Members are required to report any malfunction of seat/shoulder belts in Village vehicles, and to have this equipment repaired or replaced as soon as possible after its discovery in personal vehicles.

## 8 Volunteer Service Awards Program

Volunteers play a vital role in the services that are provided by the North Aurora Emergency Management Agency and as such it is important to recognize their achievements both as they build on their education in the field of emergency management and also as they excel by providing services to their community that are above and beyond the norm.

Volunteer Appreciation Certificate – This award is presented to each volunteer who met or exceeded the minimum annual volunteer commitment for the preceding calendar year (40 hrs.)

Presidents Volunteer Service Award – This award provides affirmation as to the volunteer's dedication to the emergency management mission by recognizing the amount of volunteer hours they provide to the community in a given year.

A Bronze award is given when a volunteer documents 100-249 hours. The Silver award is given for 250-499 hours, and the Gold award is issued when a volunteer logs 500+ hours.

Lifesaving Award – The Lifesaving Commendation Bar is awarded to a member of the EMA who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act.

Meritorious Service – The Meritorious Service Commendation Bar is awarded to a member of the EMA who performs a notable act of distinction in the performance of assigned duties and reflects the integrity and devotion shown by the recipient.

Illinois Professional Emergency Manager (IPEM) Certification – The IPEM Commendation Bar is awarded to a member of the EMA who has completed the requirements to obtain the IPEM certification as prescribed by the Illinois Emergency Management Agency.

IEMA PDS Award – The IEMA PDS Commendation Bar is awarded to a member of the EMA who has completed the Professional Development Series of educational requirements as delineated by the Illinois Emergency Management Agency.

Field Training Officer – The FTO Commendation Bar is awarded to a member of the EMA that has served as a mentor to probationary members of this agency.

US Military Service Award – The US Military Veteran Commendation Bar is awarded to a member of the EMA in recognition of honorable military service to this country.

## **9 Personal Appearance Standards**

### **9.1 Grooming Standards**

In order to project uniformity and neutrality toward the public and other members of the department, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this department. Unless otherwise stated and because deviations from these standards could present member safety issues, the following appearance standards shall apply to all members except where the Coordinator has granted exception.

### **9.2 Hair**

Hairstyles of all members shall be neat in appearance and not of an unconventional style or color.

For male members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail. Hair ornaments such as ribbons, bows etc., will not be worn. Pins, combs or barrettes similar in color to the individual's hair may be worn.

Members not in uniform may have longer hair as long as it is neatly groomed and does not interfere with the member's assigned duties.

Hairpieces must conform to the same standards as stipulated for natural hair.

### **9.3 Mustaches**

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

### **9.4 Sideburns**

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

### **9.5 Facial Hair**

Goatees and full beards are allowed but must be neatly groomed. Facial hair must not interfere with the safety of personnel or with special equipment.

Members that do not have a goatee or beard must be clean shaved when in uniform.

### **9.6 Fingernails**

Members may have fingernails that extend past the tip of the finger as long as they are neatly groomed and do not interfere with the performance of the member's duties.

Nail polish, if worn, will be applied tastefully and will be unobtrusive.

## 9.7 Jewelry and Accessories

No jewelry or personal ornaments shall be worn by members on any part of the uniform or equipment, except those authorized within this manual.

Jewelry, if worn around the neck, shall not be visible while in uniform.

Earrings shall not be worn while in uniform.

Bracelets shall not be worn in uniform, except medical alert bracelets.

Wedding ring(s), class ring, or other ring of tasteful design may be worn in uniform. A maximum of one ring/set may be worn on each hand.

Members not in uniform may wear visible jewelry as long as it does not interfere with the performance of the member's duties.

A wrist watch may be worn in uniform.

## 9.8 Tattoos

At no time while on-duty or representing North Aurora in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language.

## 9.9 Body Piercing or Alteration

Body piercing or alteration to any area of the body visible while in uniform or agency attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Coordinator. Such body alteration includes, but is not limited to:

- a. Tongue splitting or bifurcation.
- b. The complete or transdermal implantation of any material other than hair replacement.
- c. Abnormal shaping of the ears, eyes, nose or teeth.
- d. Branding or scarification.

## 9.10 Glasses and Contact Lenses

Sunglasses, if worn while on duty and in uniform, shall be black, navy blue, silver or gold tone frames. No neon or fluorescent colors will be allowed. Sunglasses shall not be mirrored.

Contact lenses, if worn, shall be of a natural occurring eye color. No costume style contact lenses shall be worn.

## 9.11 Makeup

Makeup will be limited to what is usual and customary for a business environment.

## 10 Dress Code & Uniform Standards

### 10.1 Appearance

Cleanliness, neatness and a uniform appearance reflects favorably on the agency and bolsters public confidence. Uniforms must be comprised of the appropriate components and should be clean and wrinkle-free.

Members are responsible to purchase and maintain their uniform within the guidelines as set forth in this policy. Complete and appropriate Field Services Division Class A or B uniforms are required for all members participating in uniformed details.

### 10.2 Miscellaneous

**Belts** - All uniform slacks shall provide for the use of a belt. Said belt shall be black in color, without design or with the basket weave design. Belts will have a plain buckle.

**Sock** - All classes of uniform shall consist of socks that are black in color, without design.

**Shoes** - All classes of uniform shall consist of shoes or boots that are black in color, without design and are clean and polished. The heels of said shoes should be no higher than one inch high. Shoes can be of an oxford or uniform style boot.

**Hats** -The standard hat will be the navy blue baseball style cap with NORTH AURORA EMA embroidered on the front. For cold weather environments a plain black stocking hat may be worn.

**Equipment pouches** - Equipment pouches are optional. These pouches will be basket weave or plain in design, black in color, and match the design of the belt.

### 10.3 Class "A" Uniform

There is no class A uniform at this time.

### 10.3 Class "B" Uniform

**Shirts** -A light blue NAEMA polo shirt will be worn. The NAEMA full color logo will be embroidered on the left chest. The volunteers name will be embroidered on the right chest in dark navy block (Arial) letters with their first initial and full last name.

**Undershirts/Undergarment** - An undershirt or undergarment shall be worn under the polo shirt. If an undershirt is visible under the t-shirt, the undershirt shall be navy, light blue, or white in color.

**Slacks** – Dark navy blue cargo or tactical style pants worn with open pant legs (no drawstring or bloused pant legs).

**Jackets:** Bright yellow "bomber" or "parka" style with reflective strips and NORTH AURORA EMA on the back

Hats – Standard hat in 10.2

Footwear – Standard shoes in 10.2

#### 10.4 Class “C” Uniform

Shirts -A navy blue NAEMA t-shirt will be worn. The NAEMA logo will be screenprinted on the left chest. The back of the shirt will say “NORTH AURORA EMA”

Undershirts/Undergarment - An undershirt or undergarment may be worn under the t-shirt. If the undershirt is visible under the t-shirt, the undershirt shall be navy, light blue, or white in color.

Slacks – Same as Class B uniform

Jackets: Bright yellow “bomber” or “parka” style with reflective strips and NORTH AURORA EMA on the back

Hats – Standard hat in 10.2

Footwear - Same as Class A uniform. For Search & Rescue, boots must cover the ankle.



## 11 Supervisory Personnel

It is recognized that certain instances require a command authority to provide direction to the membership. Supervisors shall provide such authority. Supervisors will be in charge of the following but not limited to:

1. Disaster response
2. Emergency situations and call-outs
3. Uniformed incidents and/or details
4. Work sessions
5. Training sessions
6. Exercises

A supervisor is a member in charge of an activity who has the ability and the authority to make command decisions as necessary.

The Coordinator reserves the right to transfer a supervisor's responsibility at any activity, to another supervisor. This can be done for the purpose of training or if a supervisor takes an inappropriate action.

The following is the rank structure of supervisory personnel starting with the highest rank.

1. Coordinator
2. Lead Supervisor
3. Supervisor
4. Specialist In Charge (SIC) – i.e. acting supervisor

The Specialist-In-Charge (SIC) of a callout shall be the member of the NAEMA with the most experience at the call. Upon the arrival of a supervisor, the supervisor shall take over for the SIC. The EMA will then follow established ICS procedures.

### 11.1 General Supervisor Responsibilities

Responsibilities of Supervisors include:

- Development and maintenance of membership loyalty.
- Development of individual discipline and maintenance of agency morale.
- Overseeing and directing the individuals under their command to assure the proper performance of duties and adherence to established rules and regulations, orders, and policies of the NAEMA.
- Distribute appropriate assignments to volunteers based on skill of the individual and service needs.
- Ensuring safety of volunteers.
- Liaison between volunteers, Incident Command, and other agencies.
- Completing and submitting end of event paperwork.
- Completing and submitting any injury or equipment issue reports.
- Ensuring equipment and materials used are returned to a state of readiness after the event.
- Mentor volunteers during their probation period and beyond.
- Assurance that information is communicated up and down the chain of command.

- Assurance that facilities, equipment, supply, and material assigned to volunteers are correctly used and maintained.

## 11.2 Specific Responsibilities

In addition to the general and individual responsibilities of all NAEMA members, supervisors are specifically responsible for the following:

1. Supervisors shall, without delay, and when appropriate communicate orders to their subordinates.
2. Supervisors shall issue clear, concise orders to their subordinates and shall, through inspection, ensure their proper execution.
3. Supervisors shall not issue orders that are in conflict with the laws of the United States of America, the State of Illinois, or the policies, rules, or regulations of the EMA.
4. Supervisors, when issuing orders or giving direction, shall continually make every effort to maintain uniformity of the overall operation.
5. Supervisors shall ensure that their subordinates obey orders, observe rules and regulations, and adhere to EMA policies and procedures.
6. Supervisors shall exercise authority without bias or prejudice.
7. Supervisors may place a subordinate member in a temporary supervisory position.
8. A member, temporarily filling the position of a supervisor, is vested with all the authority and responsibility of that supervisor and, except in an emergency, the member shall not interfere with or countermand previous orders of the absent supervisor.
9. Supervisors shall require each member to perform assigned duties, lending assistance only when the member is incapable of performing the task at hand or the member needs assistance completing assigned task.
10. Supervisors shall routinely instruct their subordinates on the contents of the NAEMA rules and regulations, policies, and other NAEMA directives.
11. Supervisors shall routinely make such assignments as may be necessary to carry out the function of the NAEMA.
12. Supervisors shall report all serious problems or unusual occurrences to the Lead Supervisor or the Coordinator.
13. Supervisors shall respond to calls where members are involved in controversy or an accident.
14. Supervisors shall accord prompt recognition, respect, courtesy, sincerity, and attention to every citizen.
15. Supervisors shall take custody of and deliver to the NAEMA the identification, badge(s), and other issued equipment surrendered by those persons leaving the NAEMA.
16. Supervisors are responsible for the good of the order, conduct, and discipline of their subordinates.
17. Supervisors shall report, in writing, through the chain of command, infraction of rules, regulations, policies, procedures, general or special orders, or NAEMA directives in accordance with NAEMA policy.

18. Supervisors shall immediately relieve from duty members who commit serious or flagrant violations of NAEMA rules and regulations or policies and shall immediately notify the Coordinator.
19. Supervisors are responsible for maintaining the highest level of professionalism and cooperation within NAEMA.
20. Supervisors shall not ridicule rules, regulations, orders, and policies or staff decisions.
21. Supervisors shall not permit subordinates to ridicule rules, regulations, orders, and policies or staff decisions.
22. Supervisors shall exercise their authority with kindness, firmness, justice, and reason, with ultimate welfare of the NAEMA being their primary goal.
23. Supervisors shall not denigrate subordinate members who are performing their duties as required.
24. Supervisors shall not censure or reprimand a subordinate in the presence of others except if the Lead Supervisor or Coordinator has been requested to be present by either party.
25. Supervisors shall immediately identify and report to the Lead Supervisor or Coordinator any morale problems.
26. Supervisors shall take all necessary steps to dispel rumors and diminish gossip.
27. Supervisors shall recommend for recognition those members performing meritoriously in any incident.
28. Supervisors shall ensure through inspection that the NAEMA rules, regulations, and policies are adhered to by their subordinates.
29. Supervisors are responsible for the good order and sanitary conditions of the areas under the control of the NAEMA.
30. Supervisors are responsible for the proper care, and efficient use of the NAEMA property.
31. Supervisors are responsible for promoting strengths and correcting weaknesses in their subordinates through training, counseling, and constructive criticism as necessary.
32. Supervisors are responsible for those working under their supervision and must be aware of their status, either through direct / personal supervision, regular communication, or periodic status checks.

### 11.3 Appointment of Supervisory Personnel

The Coordinator shall determine when additional supervisory personnel are needed. Members shall be selected for promotion on the basis of their qualifications and participation without regard to race, color, gender, age, religion, life style, or national origin. Members appointed to these positions shall retain their position, contingent upon satisfactory performance and participation.

### 11.4 Requirements for Supervisors

NAEMA requires supervisory personnel to have additional training and commit more time to the organization than what is required by the general membership. It is expected that supervisors are familiar with all aspects of the NAEMA and are familiar with the Policies of NAEMA. It shall also be the responsibility of supervisory personnel to set the example concerning participation in the organization.

Below are specific requirements for each volunteer supervisory position. A member appointed to a supervisor position will need to meet the requirements for that position in addition to each

lower position. If a supervisor fails to fulfill these requirements their status as a supervisor will be evaluated by the Coordinator and reported to the Chief of Police. The Coordinator and Chief of Police will determine what action should be taken.

## 11.5 Supervisor

Members appointed to the position of Supervisor are expected to meet or exceed the following standards.

1. Volunteer a minimum of 60 hours per year on EMA activities
2. Maintain a severe weather spotters certificate
3. Be a member of the NAEMA for a minimum of one year.
4. Demonstrate leadership ability.
5. Possesses a working knowledge of the operation of the EMA and the ICS system
6. Must complete the following FEMA Independent Study courses.
  - a. IS-394 Protecting Your Home or Small Business from Disaster (3.5 hrs)
  - b. IS-909 Community Preparedness: Implementing Simple Activities for Everyone (1 hr)
  - c. IS-2200 Basic Emergency Operations Center Functions (4 hrs)

## 11.6 Lead Supervisor

Members appointed to Lead Supervisor are expected to meet the standards for Supervisor and meet or exceed the following standards.

1. Be a member of the NAEMA for a minimum of two years.
2. Attend a minimum of twelve NAEMA training classes per year
3. Complete the Illinois Emergency Management Agency Professional Development Series (PDS) within two years.
4. Be familiar with all aspects of NAEMA.
5. Must be willing to provide training classes to the NAEMA as needed.
6. Must complete the following FEMA Independent Study courses.
  - a. IS-271 Anticipating hazardous weather & community risk
  - b. IS-15 Special Events Contingency Planning for Public Safety Agencies

To receive the Illinois PDS Certificate, the following courses must be completed:

### FEMA Independent Study Courses

- IS-120 An Introduction to Exercises
- IS-230 Fundamentals of Emergency Management
- IS-235 Emergency Planning
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communications
- IS-244 Developing and Managing Volunteers

### IEMA Classroom Training Courses

- Homeland Security Exercise and Evaluation Program (HSEEP) (16 hours)
- Principles of Emergency Management (8 hours)
- Emergency Planning Process (16 hours)
- Leadership in Today's World (8 hours)
- Effective Communication (8 hours)
- Volunteer and Donations Management (8 hours)

For more information on the Professional Development Series, go to [https://www2.illinois.gov/iema/Training/Pages/prof\\_dev.aspx](https://www2.illinois.gov/iema/Training/Pages/prof_dev.aspx)

## 11.7 Supervisory Personnel for Search and Rescue

Supervisors not trained to the Search and Rescue Management level shall not have authority over Search and Rescue operations or planning. Members, even if not a supervisor, trained to the Search and Rescue management level shall have authority over search and rescue operations and planning.

## **12 Warning Lights and Audible Warning Systems on Members Vehicles**

### **12.1 Policy Statement**

The essential job functions of the NAEMA require the periodic use of warning lights and audible warning systems. These devices are provided on Village-owned vehicles and members are prohibited from using such devices in their personally-owned vehicles while on Village business.

## 13 Communications Equipment

### 13.1 General Policy

Use of communications equipment shall be limited to current members of NAEMA, which utilizes two separate radio platforms:

1. Harris 800 mhz OpenSky radios—shared with North Aurora and Aurora Police (including Aurora Central dispatch)
2. VHF mobile and portable radios—includes Kane County OEM and regional interoperable frequencies

Persons owning their own portable radios are granted the use of the frequencies licensed by the Village of North Aurora. This authorization may be revoked at any time by the Coordinator thus terminating the authorization for the member to transmit on the frequencies.

Non-supervisory members are authorized to transmit on the following frequencies:

#### **Harris OpenSky (\* for emergencies only)**

AUPDCTW – Aurora Police Citywide\*  
NAPDCTW – North Aurora Police Citywide  
NAPDPVT – North Aurora Police Private (no dispatch access)  
NAPDINV – North Aurora Police Investigations  
NAPDTRF – North Aurora Police Traffic  
NAPDTC1 – North Aurora Police Tactical 1

#### **VHF Radios—Motorola & Baofeng (\* for emergencies only)**

NACITY – North Aurora Police (repeater)  
NALOCAL – North Aurora Police (no repeater—scene of incident)  
ESMARN – Emergency Management Mutual Aid  
IEMA V1 – Illinois Emergency Management Agency  
KANE OEM – Kane County Office of Emergency Management main  
OEM CH2 – Kane County Office of Emergency Management channel 2  
KLERN – Kane County Emergency Radio Network – interoperability  
VTACxxx – Statewide VHF interoperability  
VCALL10 – Statewide VHF Interoperability  
VTACxx – Statewide VHF Interoperability  
VSAR16 –

Supervisory members are authorized to transmit on the following frequencies (primaries shown in **bold**):

#### **Harris OpenSky Talkgroups**

AUPDCTW – Aurora Police Citywide  
**NAPDCTW – North Aurora Police Citywide**  
NAPDPVT – North Aurora Police Private (no dispatch access)  
NAPDINV – North Aurora Police Investigations  
NAPDTRF – North Aurora Police Traffic  
NAPDTC1 – North Aurora Police Tactical 1

## **VHF Talkgroups—Motorola & Baofeng radios**

### **NACITY – North Aurora Police (repeater)**

NALOCAL – North Aurora Police (no repeater—scene of incident)

ESMARN – Emergency Management Mutual Aid

IEMA V1 – Illinois Emergency Management Agency

KANEOEM – Kane County Office of Emergency Management main

OEM CH2 – Kane County Office of Emergency Management channel 2

KLERN – Kane County Emergency Radio Network – interoperability

VTACxxx – Statewide VHF interoperability

VCALL10 – Statewide VHF Interoperability

VTACxx – Statewide VHF Interoperability

VSAR16 –

Most operations will have talkgroup(s) designated. Follow supervisor instructions.

**NAPDCTW** and/or **NACITY** will be the primary frequencies used by all members for routine operations unless there is an imminent danger to life and property or if the situation requires more frequencies.



## **14 Assignment of Village Property**

It is the policy of NAEMA, when practical to provide equipment necessary for our operations. Title and ownership of said equipment shall remain with NAEMA. A supervisor responsible for said equipment will assign equipment to active members of NAEMA.

NAEMA will assign equipment to a member on a temporary basis when the best interest of NAEMA justifies it. A signed form stating that the equipment is issued from NAEMA will evidence all equipment assigned. All such equipment is subject to immediate return to NAEMA upon request of the Coordinator or Chief of Police. All NAEMA equipment shall be immediately surrendered upon resignation, discharge, release or separation from NAEMA for any reason.

### **14.1 Loss or Damage of Village Property**

Members are expected to take reasonable precautions to safeguard NAEMA property. The member will reimburse NAEMA for the loss or damage to NAEMA property in those instances where the member was negligent.

Any member using NAEMA equipment in their motor vehicle shall have proper vehicle insurance to cover the theft or loss of said equipment from the member's vehicle.

A member that loses or damages NAEMA property must make a written report of the incident and forward it to the Lead Supervisor within five days of the occurrence. Any member failing to make a written report shall be subject to disciplinary action.

The Lead Supervisor will investigate the circumstances surrounding the incident and issue a final statement on the disposition of the loss or damage. The statement will be forwarded to the Coordinator for concurrence.

If reimbursement is warranted, the Lead Supervisor and the member will work out a repayment plan.

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**INTEROFFICE MEMORANDUM**

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**TO:** NORTH AURORA VILLAGE BOARD  
**FROM:** JOSEPH DELEO, CHIEF OF POLICE  
**SUBJECT:** LATERAL TRANSFER OF POLICE OFFICERS  
**DATE:** AUGUST 4, 2022  
**CC:** STEVEN BOSCO, VILLAGE ADMINISTRATOR

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**Issue**

The chief of police is seeking a change to the way a lateral transfer police officer is placed on the current Village of North Aurora Police Officer pay scale.

**Discussion**

The North Aurora Police Department currently has a lateral transfer police officer program in place. This department was out in front of the problem of lack of academy spots in 2020 and initiated the later transfer police officer program. At that time, there wasn't as much competition as there is now due to area departments not having a lateral transfer program in place. Things have changed, as most departments accept lateral transfer police officers. Currently, a lateral transfer police officer can start no higher than step 4 (\$78,537). This starting salary is below some of the local agencies that we are in competition with for these officers. For example, the Geneva Police Department starts lateral transfer officers up to step 3, which is \$86,855. The Batavia Police Department starting salary is \$80,460 and officers max out at step 6 \$110,939. Batavia places lateral transfer officers up to step 6 based on their years of qualified previous experience. It would be a benefit to allow a change to the human resource manual that authorizes the village administrator to start a lateral transfer police officer anywhere within the current police officer pay scale depending on qualifications. The human resources manual currently does not allow for an immediate decision by the village administrator without board approval. This delay could cause this department to lose a qualified candidate. In making this change, this would allow this department to recruit well qualified and compete with surrounding communities.

**Conclusion**

Staff is looking for feedback on allowing lateral transfer program to be given a starting salary up to the top of the salary range without having to receive additional Village Board approval.