



## COLORADO

Division of Homeland Security  
& Emergency Management

Department of Public Safety

# Volunteer Service Agreement and Code of Ethics State of Colorado Auxiliary Communications Unit

I, \_\_\_\_\_, agree to volunteer my services to the Division of Homeland Security and Emergency Management (DHSEM), as a member of their Auxiliary Emergency Communications Unit (AuxComm), a statutorily created volunteer unit of the Office of Emergency Management within Division of Homeland Security and Emergency Management.

I acknowledge that there is no salary or other compensation with this position, except as provided by Part 8 of Article 33.5 of Title 24 C.R.S., and that as a volunteer I am not considered to be an employee of the State of Colorado except for the purposes of Article 10 of Title 24 and Part 8 of Article 33.5 of that same Title. I may elect to leave the AuxComm Unit at any time, and I understand that the DHSEM may elect to end my services as an AuxComm volunteer.

I acknowledge that I will follow all applicable DHSEM policies and procedures related to my service in the AuxComm Unit.

As a volunteer, I work under the supervision and direction of applicable State of Colorado staff or their official delegates through the Colorado ARES® Section Emergency Coordinator or their designee.

As an AuxComm volunteer, I am governed by Title 24-33.5-705.5, 802, 806,824, and 827 that provide for the creation of the volunteer until within the DHSEM as well the roles, responsibilities and legal protections provided by law.

## Volunteer Code of Ethics

I agree to:

- Conduct myself in a professional manner; maintaining high standards of integrity and honesty.
- Treat all members of the public, employees, and other volunteers with respect and courtesy.
- Avoid any activity that could be seen as a conflict of interest, such as accepting gifts or favors from individuals or businesses that could be seen to be an attempt to influence a DHSEM decision.
- Respect confidential information that is available to me as a result of my volunteer work with DHSEM, and refrain from using it for personal gain or for personal, non-business-related reasons. I agree to bring any violation of this confidentiality to the Colorado ARES® Section Emergency Coordinator or the DHSEM/OEM Communications Manager.
- Promptly raise questions and concerns regarding possible violations of State policy or local, State or Federal law with the Colorado ARES® Section Emergency Coordinator or the DHSME/OEM Communications Manager.
- Reinforce the DHSEM commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment.
- Refrain from making any statements to news media in the course of my volunteer duties, particularly as related to incidents, deployments, exercises, or other DHSEM business; without the express authorization of the DHSEM Public Information Officer (PIO), or the PIO responsible for the exercise or incident.

I understand that I may be released from my volunteer position with the AuxComm Unit for not adhering to the above Code of Ethics.

I, the undersigned, certify that the information stated in this agreement is true, complete and correct to the best of my knowledge and belief, and is made in good faith. Any false statements made by me may be used as a basis of rejection for this Agreement or termination of AuxComm Unit volunteer services.

This Agreement shall remain in effect until terminated in writing by either party.

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Signature

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Date