

5502.34 Disqualification for subversive activities - registration and oath required.

No person shall be employed or associated in any capacity in any position or agency established under sections 5502.21 to 5502.51 of the Revised Code who advocates or has advocated a change by force or violence in the constitutional form of the government of the United States or of this state or who has been convicted of or is under indictment or information charging any subversive act against the United States or this state. Each person who is appointed to serve in any position in emergency management or in an agency for emergency management, before entering upon the person's duties, shall register, in writing, the person's name, address, and any other necessary information pertaining to the person's qualifications and choice of type of service and shall take an oath before the executive director of the emergency management agency or local emergency management director or deputy director, or any other person authorized to administer oaths in this state, which oath shall be as follows:

"I,....., do solemnly swear (or affirm) that I will support and defend the constitution of the United States and the constitution of the state of Ohio, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the governor of the state of Ohio; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will 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 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 engaged in emergency management employment or activities, 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."

Effective Date: 09-29-1999

OATH REQUIRED OF ILLINOIS EMERGENCY MANAGEMENT AGENCY VOLUNTEER

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 Illinois Emergency Management Agency, 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.

Subscribed and sworn to before

me this _____ day of _____

2015.

Signature of IEMA Volunteer

Address

Authorized Witness

City State

City of Long Beach

Department of Health and Human Services



**VOLUNTEER
APPLICATION PACKET**



CITY OF LONG BEACH
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Volunteer Program Overview

Volunteers play an important role within the City of Long Beach volunteer duties range from helping in clinics to assisting at special events. Volunteers at the Department of Health and Human Services are valuable assets, and a crucial component in meeting our mission to provide public health and human services to the City of Long Beach.

Anyone wishing to become a volunteer with Long Beach Department of Health and Human Services will be required to complete the volunteer application forms and one or more interviews with Department staff. All volunteers must successfully complete a volunteer orientation session prior to being accepted as a volunteer with the Department. All volunteers must annually show proof of individual liability and automobile insurance (if applicable). If working in a clinical setting you must show proof of a recent tuberculosis skin test (or one will be provided, free of charge).

Volunteer categories. Minimum Time Requirements

- Adult volunteer (18 – years of age) – 10 hours per month
- Junior volunteer (14 to 17 years of age) – 8 hours per month

Volunteers who do not meet the minimum hourly requirements each month may be released from the volunteer program until such time as their personal schedule will allow them more time.

Volunteering Hours

Volunteering is available during the following hours:

- Monday – Friday from 8:00 am to 10:00 pm
- Saturday from 8:00 am to 4:00 pm

Record Keeping

All new volunteers will be required to attend accurate records of hours volunteered on a daily basis on forms provided by the Department. It is the responsibility of each volunteer to ensure that time record is given to the staff volunteer coordinator in charge on a monthly basis.

Medical Insurance

The City of Long Beach Department of Health and Human Services does not provide medical insurance or benefits to any of its volunteer workers. All volunteers must annually provide proof of individual liability, accident and automobile insurance coverage (as applicable) as a prerequisite to any involvement or participation in the volunteer program.



CITY OF LONG BEACH
DEPARTMENT OF HEALTH AND HUMAN SERVICES

VOLUNTEER APPLICATION

Social Security Number: _____

Driver's License Number: _____

Volunteer's Phone Number: _____

Name: _____

Home Address: _____

City: _____ Zip: _____

Please answer the following questions in order to best place you in a volunteer assignment:

Education Completed: _____

Credentials or Licenses (current or pending): _____

Currently a Student: Yes: No: If Yes, which school: _____

Concentration or Major: _____

Will you be receiving credit for your volunteer work? Yes: No:

If yes, required hours to complete: _____ Supervision required? Yes: No:

Instructor Placement Coordinator: _____ Telephone: _____

Available for volunteer service (Please indicate availability):

- | | |
|------------------------------------|----------------------------|
| <input type="checkbox"/> Monday | Hours: From _____ To _____ |
| <input type="checkbox"/> Tuesday | Hours: From _____ To _____ |
| <input type="checkbox"/> Wednesday | Hours: From _____ To _____ |
| <input type="checkbox"/> Thursday | Hours: From _____ To _____ |
| <input type="checkbox"/> Friday | Hours: From _____ To _____ |



Form C

CITY OF LONG BEACH
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Volunteer Waiver

I would like to volunteer my services to the City of Long Beach Department of Health and Human Services with no expectation of being paid any compensation for such services.

These services may include the following: _____

I, _____, hereby release the City of Long Beach, its board, commissions, their officers, agents and employees from any and all liability, demands or claims for loss or damage of any kind resulting from or in any manner arising out of any injury because of my service to the City of Long Beach.

Name (Print)

Date

Signature

Witness Signature



CITY OF LONG BEACH
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Oath of Confidentiality

The objective of confidentiality is to protect the rights of the Department of Health and Human Services clients against identification, exploitation, and embarrassment.

As a volunteer, you may be privy of information that is confidential in nature. Such information is not to be shared with your family, friends, or acquaintances. You will be required to maintain confidentiality of all information you may receive when you:

- Read a case record
- Converse with a client
- Recognize a client in a chart or in a program or clinic
- Discuss a case with other staff
- Overhear a conversation regarding a client

In some instances, you may not even speak with staff regarding a program client. (Please refer all questions to your immediate supervisor)

I _____, agree to abide to the following oath:

Volunteer Name

As a condition of my volunteer work with the City of Long Beach Department of Health and Human Services, I agree not to divulge any information, obtained in the course of such work to unauthorized persons and not to publish or otherwise make public any information (verbal or written) regarding persons who have received services from the City. I recognize that unauthorized release of confidential information may make me subject to a civil action under provisions of the California Welfare and Institutions Code and Federal Regulations.

Volunteer's Signature

Date

Signature of Witness

Date



**City of Long Beach
Department of Human Resources and Affirmative Action**

PERSONNEL POLICIES AND PROCEDURES

Subject: COMPUTER AND TECHNOLOGY SYSTEMS Effective: May 20, 2009
SECURITY POLICY

Number 1.11

I POLICY STATEMENT

The purpose of this policy is to guide the appropriate use of City-supplied computers and related equipment, networks, software, e-mail and Internet access by employees and contractors and to ensure City computer resources are secure and reliable while enhancing the productivity, efficiency and effectiveness of City operations. All files, including e-mails, are property of the City and are subject to audit and review even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy.

II PROCEDURES

A. Application

All current employees and contractors (hereafter "covered individuals") who have access to the City's computers and related systems and who work in departments and offices directly responsible to the City Manager are covered by this regulation. It is requested that elective offices and other independent offices, commissions, boards, and departments also comply with this regulation.

B. Conditions of Employment/Service

The following conditions of employment/service apply to all covered individuals in their use of computers and related equipment, e-mail and Internet access:

1. All City computers (including laptop/notebook computers) and related equipment are formal communication and analytic tools. They should be used for City business-related purposes in a professional and courteous manner. Any use of city computer equipment for personal purposes, including sending and receiving e-mails and Internet access, shall be limited, brief, and infrequent provided that the use does not directly or indirectly interfere with city computer systems, or services, burden the City with additional incremental cost, interfere with other City computer users employment or other obligations to the City, or reflect negatively on the City or its employees. Covered individuals shall not use

A. PERSONNEL POLICIES AND PROCEDURES

Form G

Subject: **COMPUTER AND TECHNOLOGY SYSTEMS SECURITY POLICY**

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- b. Covered individuals shall not access, take, copy or send Data or files that disclose sensitive, personal, confidential or proprietary information without appropriate authorization.
- c. Covered individuals shall not attempt to decode system or user passwords; or read, delete, copy or modify data without appropriate authorization; or attempt to gain unauthorized access to any City equipment, computers or technology system.
- d. Covered individuals shall not share passwords with anyone. Passwords shall not be revealed in e-mail messages or saved on files in any computer system. All passwords are to be treated as confidential City information.
- e. Covered individuals shall not use City computers and related equipment/systems to engage in non-City related social activities, individual charity sponsorships, political activities, employee association/union business, commercial use for profit, outside employment, or other activities outside of their job scope without appropriate authorization.
- f. Covered individuals shall not use City computers and related equipment, City e-mail or Internet access to create, send, forward, reply to, transmit store, display, copy, download, read, or print inappropriate material. This includes, but is not limited to, material that is: unlawful or illegal; obscene or pornographic; defamatory; threatening; offensive, or violates the City's discrimination or harassment policies, as well as jokes and chain letters.
- g. Covered individuals shall not use City computers and City provided Internet access to log on to personal e-mail accounts due to the potential of exposing the City's information systems and network to viruses, worms or other unauthorized programs.
- h. Covered individuals shall not download or install audio, video, or data files in City equipment for personal use, including but not limited to, photos, music and movies.

C. Violation of Policy

Covered individuals who violate this policy may have their computer and technology system usage and access, and related privileges, revoked or

A. PERSONNEL POLICIES AND PROCEDURES

Form G

Subject: **COMPUTER AND TECHNOLOGY SYSTEMS SECURITY POLICY**

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G. REFERENCES

Administrative Regulation 8-30 – Use of City Computer and Related Equipment and Use of E-mail and Internet Administrative Regulation 8-29 – Network Password Policy

H. APPENDICES / FORMS

City Controller, E-mail and Internet Use Policy Statement and Conditions of Employment/Service Form

H. The following are restricted activities under this policy.

1. The City prohibits unauthorized copying, transfer, or reproduction of City owned software. Loading of privately owned software, or non-City software, must be approved in advanced by authorized personnel.
2. Covered individuals shall not access, take, copy or send data or files that disclose sensitive, personal, confidential or proprietary information without appropriate authorization.
3. Covered individuals shall not attempt to decode system or user passwords; or read, delete, copy or modify data without appropriate authorization; or attempt to gain unauthorized access to any City equipment, computers or technology system.
4. Covered individuals shall not share passwords with anyone. Passwords shall not be revealed in e-mail messages or saved on files in any computer system. All passwords are to be treated as confidential City information.
5. Covered individuals shall not use City computers and related equipment/systems to engage in non-City related charitable or social activities, political activities, employee association/union business, commercial use for profit, outside employment, or other activities outside of their job scope without appropriate authorization.
6. Covered individuals shall not use City computers and related equipment, City e-mail or Internet access to create, send, forward, reply to, transmit store, display, copy, download, read, or print inappropriate material. This includes, but is not limited to, material that is: unlawful or illegal; obscene or pornographic; defamatory; threatening; offensive; or violates the City's discrimination or harassment policies, as well as jokes and chain letters. If an employee inadvertently goes to an inappropriate website, it is highly encouraged to inform his/her supervisor of the incident.
7. Covered individuals shall not use City computers and City provided Internet access to log on to personal e-mail accounts due to the potential of exposing the City's information systems and network to viruses, worms or other unauthorized programs.
8. Covered individuals shall not download or install audio, video, or data files on City equipment for personal use, including but not limited to photos, music, and movies.

My signature on this document indicates that I have received and read the City Computer, E-mail and Internet Use Policy Statement and Conditions of Employment/Service and that I will abide by this policy and conditions of employment. Any attempt to violate this policy may result in having my computer use and access, and related privileges, revoked or suspended, and may be subject to progressive disciplinary action, up to and including termination. Violations of local, state, and federal laws carry additional penalties.

Employee Name (printed) Signature Date

Original: Personnel File or Contractor's Service Agreement
Copy: Covered Individual



**STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY
OFFICE OF THE COMMISSIONER**



**AMENDED ADVISORY BULLETIN 2007-4
Issued November 2, 2007, amended February 8, 2008**

**RE: ADMINISTRATION OF LOYALTY OATH TO CIVIL PREPAREDNESS
FORCE MEMBERS**

State law requires each person who is appointed to serve in a civil preparedness organization to take an annual oath before a local civil preparedness officer or officers empowered by the Commissioner of the Department of Emergency Management and Homeland Security (DEMHS) to enlist volunteers. In order to fulfill this requirement, the Commissioner of DEMHS has designated the following DEMHS officials and employees to be able to administer the oath to local emergency management directors (EMDs):

- Commissioner
- Deputy Commissioner
- Director of Emergency Management and Homeland Security
- Legal Advisor
- Emergency Management Planning Supervisor assigned to Operations
- Regional Coordinators

The local EMDs will then be authorized to administer the oath to local volunteers for purposes of Title 28. **If the EMD is not available to administer this oath, then the Town or City Clerk is empowered by the Commissioner of DEMHS to administer the oath. The Clerk must maintain a roster of civil preparedness force members sworn in for purposes of Title 28, and provide the roster to the EMD. The local EMD is required by statute to provide to DEMHS a roster of sworn civil preparedness force members on or before the fifteenth of August each year.**

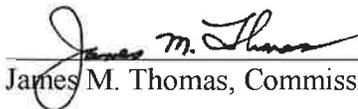
The current language of the oath is as follows:

“I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Connecticut, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; 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.”

Statutory authority:

- Connecticut General Statutes Title 28, §28-12, as amended by Public Act No. 07-173, section 4, effective October 1, 2007.

Issued by Order of the Commissioner of the Department of Emergency Management and Homeland Security:


James M. Thomas, Commissioner

February 8, 2008
Date

**25 SIGOURNEY STREET, 6TH FLOOR, HARTFORD, CT 06106-5042
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

