

APPENDIX G: RECRUITMENT GUIDELINES

CERT Recruit Screening Procedures

This is meant to inform the team leadership of the process determined by NYC CERT for recruiting and screening CERT applicants. It is meant to be used in conjunction with the NYC CERT Interested Participant Screening Form.

A NYC CERT team should be comprised of members who live in that community district.

There are two ways that the recruit will be known to the team chief. The same protocol should be followed for both:

- 1.) The recruit and the chief may know each other previously. Either the chief identifies the individual and speaks with them about the CERT program, or the individual is interested in the program and approaches the chief about joining his or her team.
- 2.) Individuals contact OEM about joining their district's CERT team. OEM will take down their contact information, send it to the appropriate team chief, and ask the chief to establish communication with the recruit. It is important that individuals interested in training to be a NYC CERT member talk to their local team chief.

The process for screening a recruit:

- 1.) The team chief is made aware of a recruit.
- 2.) Team chief will e-mail / call the recruit.
- 3.) Team chief sets up a time to meet, either at a team meeting or elsewhere.
- 4.) Chief notifies CERT program staff within two weeks of being made aware of the recruit whether or not the recruit is approved.
 - a. If approved, send in the Screening Form for the recruit (see below).
 - b. If not approved, notify CERT program staff of decision and reasons behind the decision.

If approved the recruit should attend all team meetings until he or she can go through the 10-week training, as well as attend planned events.

Remember: CERT participants **CANNOT** deploy with the team until they have successfully completed the 10-week training.

The recruit should understand the minimum commitments for being an active, credentialed NYC CERT member as well as an active member of the chief's specific team. He or she must understand the CERT roles during responses, planned events, and disaster preparedness presentations.

If a Team Chief disapproves a recruit, the chief should have a legitimate justification for the disapproval and present it to OEM staff. Recruits have the right to appeal this decision to OEM. OEM will review appeals and decide whether a recruit will be allowed to join his or her local team. This decision will be relayed to both the recruit and the team chief. .

While the screening process is at the discretion of the team chief, it must be kept reasonable. If recruits are hard to maintain, the approval process may be too severe.

It is also highly recommended that the team chief designate a deputy team chief or other trusted team member to serve as recruitment chair. This can be a time-consuming process, and for the sake of timeliness it is advisable to delegate the responsibility.

Interested Participant Forms can be **mailed** to:

NYC Office of Emergency Management
c/o CERT Program
165 Cadman Plaza East
Brooklyn, NY 11201

Forms can be **faxed** to:

(718) 246-6022
Attn: CERT Program

Forms can be **e-mailed** to:

cert@oem.nyc.gov