



April 22, 2025

To: Prospective Pierce County Emergency Workers
From: Pierce County Emergency Management Department
Re: Pierce County Emergency Worker Policy

Welcome to the Pierce County Emergency Worker Program. The emergency worker program is a volunteer-oriented program established and governed by RCW 38.52 as well as the Washington Administrative Code (WAC) 118-04 and administered by the local jurisdiction.

Our emergency workers provide valuable services to our communities through their training, knowledge, skills and dedication. They are often placed in situations that require good judgment and high levels of responsibility and are considered extensions of our staff during emergencies or disasters. Below are the steps to our process. Thank you for your interest in becoming a valued Pierce County volunteer.

PROCESS

1. The Emergency Worker applicant completes the Washington State Emergency Worker Registration Card (Form EMD-024) and application certification.
2. Applicant returns all pages of the registration and attaches a copy of his/her valid driver's license, identification card and/or military identification card.
3. Applications are returned to the membership coordinator for the team they are interested in.
4. The team membership coordinator will return the application paperwork to Pierce County Department of Emergency Management (PC DEM).
5. Applicants will need to turn in certifications showing successful completion of the NIMS ICS 100, ICS 200, ICS 700 and ICS 800 courses before an emergency worker identification card or number will be issued. These courses can be taken online at: <https://training.fema.gov/is/crslist.aspx>
6. Information provided during registration may be used by the Pierce County Sheriff's Department to conduct criminal history and driving record background checks. The information found during this background investigation will be used to determine the suitability for issue of a Washington State Emergency Worker Identification Card. The background check may take up to six weeks to complete.
7. Once all paperwork is approved and the background check is completed and approved, PC DEM staff will issue an ID card which will be sent to the team membership coordinator.
8. If an applicant is not approved to volunteer (unsatisfactory background check), the applicant and the team membership coordinator will be sent a letter informing them of the application denial.
9. ID cards will expire every three (3) years, at which point each member will need to complete a renewal application and have an updated background check. The same emergency worker identification number will be re-issued upon successful results.

Pierce County Emergency Management Application, Emergency Worker Guidelines

This document outlines basic responsibilities of emergency workers in Pierce County. It does not replace specific procedures nor is it intended to include all situations or circumstances.

PROGRAM ACCEPTANCE AND CONTINUATION

1. Criminal/Driver's License background checks will be done on all applicants (new and renewals).
2. Emergency workers may be dismissed, and their ID Card revoked at any time, if their actions violate laws or negatively impact the integrity of the Pierce County Emergency Worker Program.
3. If an Emergency Worker Identification Card expires and is not renewed within thirty days, the volunteer will be removed from the roster and their ID card marked as inactive. Volunteers with an expired card will not be afforded protection and reimbursement as described under RCW 38.52 and WAC 118-04-080.

EMERGENCY WORKER REQUIREMENTS

1. All members will read the following which contains information on the emergency worker/SAR program:
 - o RCW 38.52: <https://apps.leg.wa.gov/RCW/default.aspx?cite=38.52>
 - o WAC 118.04: <https://apps.leg.wa.gov/wac/default.aspx?cite=118-04>
2. All members will follow the guidelines established in WAC 118-04, RCW 38.52 and by Pierce County Emergency Management and/or the Pierce County Sheriff's Department.
3. All emergency workers will be associated with a recognized unit that reports to Pierce County Emergency Management.
4. All members will be in adequate physical condition to carry out the emergency worker assignment given to them.
5. Members are not addicted to the use of intoxicating liquors, narcotics, nor use any controlled substances. Members will also not carry any of these substances to events, searches, or trainings.
6. Members will not have in their possession any concealed weapon while engaged in emergency worker activities unless authorized by the Law Enforcement Incident Commander.
7. Members will not have been convicted of a felony nor misdemeanor involving moral turpitude.
8. Members understand that Final determination for issuance of a Washington State Emergency Worker Identification Card will be at the discretion of the Director of Emergency Management or designee or the Pierce County Sheriff's Department or designee and may withdraw or suspend the identification card and number at any time.
9. Members must successfully complete the FEMA NIMS Courses: IS-100, IS-200, IS-700, IS-800 and will provide a copy of the certificates with their Emergency Worker Application.

ACKNOWLEDGEMENT

I, _____, acknowledge that I have read the information included in this guidelines document. I grant Pierce County Emergency Management permission to conduct criminal history and driving record background checks using the information included on the application. I understand that my participation in this program is contingent on satisfactory results of the background check.

Signed: _____ Date: _____

Signed: _____ Date: _____

(Parent or guardian of applicant if under 18 years of age)