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**CROSSWALK**

**FOR**

**CITY/TOWN CITIZEN CORPS ANNEX**

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**DRAFT**

San Bernardino County Fire Department

Office of Emergency Services

June 30, 2003

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## CROSSWALK FOR CITY/TOWN CITIZENS CORPS PROGRAM ANNEX

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### INTRODUCTION

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#### PURPOSE

A quick reference for determining whether the Citizens Corps Program addresses the required elements. Jurisdictions may jeopardize eligibility for grant funding if they do not comply with the criteria set forth in this document.

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#### LIMITATIONS

Plans must reflect the needs of the jurisdiction, particularly in the areas that will likely impact them and their capabilities where it is recognized that jurisdictional differences will exist. This guide should be used in developing your programs.

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#### INSTRUCTIONS

Enter the reference (page number, paragraph, chapter section, etc.) or Not Applicable (N/A) in the space provided at the beginning of each item. Some of the elements described below may be documents separate from the primary Citizen Corps Program plan; if so, indicate placement in another document by (AD), and name of document.

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### PROGRAM ELEMENTS

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✓	#	Element Description
<input type="checkbox"/>	1.	<b>Table of Contents</b> Location of significant parts of plan by page number and subsection of the plan.
<input type="checkbox"/>	2.	<b>Introduction/Purpose/Scope</b> Supply a Introduction/Purpose/Scope that explains why the program was developed and how the plan is to be used.
<input type="checkbox"/>	3.	<b>Organizational Structure</b> Operational Area Flow Chart.
<input type="checkbox"/>	4.	<b>Letter of Approval</b> Dated Governing Body resolution.
<input type="checkbox"/>	5.	<b>Rational for the program</b> Authority for the program and its development.
<input type="checkbox"/>	6.	<b>Standardized Emergency Management System (SEMS) based Emergency Organization</b>
<input type="checkbox"/>	a.	Show the basic framework of SEMS.
<input type="checkbox"/>	b.	Show the SEMS five levels of organizations

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- 7. Mutual Aid**  
Supply a description of California's mutual aid system based upon the State's Master Mutual Aid Agreement.
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- 8. Citizen Corps Councils Affiliation**
- a. **Council Member Qualifications**  
Describe how your Citizen Corps Council will affiliate with a Public Safety Jurisdiction (law and/or fire agency).
  - b. **Citizen Corps Council Registration Process**  
Requires letter showing the make up of the Citizen Corps Council and resolution from the registrants governing body.
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- 9. Community Emergency Response Team (CERT)**
- a. **Eligibility Requirements for CERT**
  - b. **Training**
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- 10. Out Reach Program**  
Utilize existing brochures from FEMA, State OES, and GO SERV. Display in public places, newsletters and mailers.
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- 11. Identification Cards**  
The sponsoring jurisdiction will provide the CERT responder with a standardized identification card.
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