

City of Guadalupe

Guadalupe Safety Support Team (GSST)

4490 10th ST. Guadalupe, CA 93434
Phone: 805.343.2112 Fax: 805.343.1965

CODE OF ETHICS AND RESPONSIBILITIES

To work a specified number of hours each month, equivalent to at least eight hours on a mutually accepted schedule.

To become familiar with the department's policies and procedures, both written and verbal, set forth by the department as they affect GSST members.

To protect the confidentiality of all information related to the department.

To attend orientation and training sessions as scheduled, and to undertake continuing education when provided by the department, to maintain competence.

To respect the function of department personnel and contribute to a professional working relationship between personnel and GSST members.

To respect and accept the department's right to dismiss any "At Will Employee" GSST member.

To notify the GSST coordinator prior to resignation or request for leave of absence from the department's GSST program.

USE OF DEPARTMENT VEHICLES

1. Vehicle doors will be locked at all times when left unattended.
2. No member of the GSST shall use a department vehicle for any purpose other than official duties approved by the department.
3. Drivers shall have in their possession a valid California drivers license while operating department vehicles.
4. No GSST member shall allow any unauthorized person to operate or ride in a department vehicle.

5. Any traffic collision or other damage involving a city vehicle shall be immediately reported to the on duty watch commander.
6. GSST's personal vehicles are not to be used for official duties.
7. Members of the GSST shall operate department vehicles in a safe manner, obeying all traffic laws, including time limit parking, red zones, no parking and loading zones.

RESPONSIBILITY OF THE GSST MEMBER

A member of the GSST will, under the direction of a sworn police officer, "work" designated areas of the city, assisting public safety personnel. This activity will then be reported directly to the Santa Maria Dispatch Center

The GSST member must be willing to testify in court.

Additional responsibilities may arise as the program develops.

SELECTION PROCESS

The ideal candidate will be a mature individual with high moral character and a sincere interest in making Guadalupe a better place to live. The candidate must also have a good driving record and be free from substance abuse. The candidate must also pass a criminal history check.

Selection of candidates will be based on performance during a structured interview process. Successful candidates must then submit to a background investigation and criminal history check to verify the integrity and honesty of all applicants.

GUADALUPE PUBLIC SAFETY GUIDELINES FOR GSST MEMBERS

- Must be punctual and reliable.
- Must notify the coordinator as soon as possible if you are unable to keep your scheduled work periods.
- Will maintain a professional attitude.
- Must be courteous to all citizens and department personnel.

- If in doubt, shall contact a staff member before taking action.
- Must be honest and accurate in all reporting.
- Smoking is prohibited within all buildings and vehicles which are maintained by the city.
- No information will be released to anyone outside of this agency, in any form or manner, unless authorized by a supervisor.
- All GSST members must be fourteen years of age or over.
- All GSST members must be law abiding citizens.
- All GSST members must meet the requirements set forth by the Guadalupe Public Safety Department.
- GSST members will wear a form of identification which will clearly identify them as GSST members and Guadalupe Public Safety members.

GUADALUPE SAFETY SUPPORT TEAM PROGRAM (GSST)

*Must be completed prior to riding without a GSST partner

GSST MEMBER _____

GSST TRAINER _____

GSST/GSST TRAINER Initials

_____ Received a written overview of the GSST Program

_____ Understands commitment to program: time and participation.

_____ Familiar with important department phone numbers:
Station- 343-2112

_____ **VEHICLE:** Sign out procedures, pre-driving inspection of vehicle and equipment, no eating, drinking, or smoking in vehicles, vehicles shall be locked while unattended.

_____ **CELLULAR PHONE:** Use for reporting suspicious activity or an emergency. All calls are to be made to the station only.

_____ **FLASHLIGHTS AND SPOTLIGHTS:** Familiar with charging. Do not shine lights into occupied residences or moving vehicles.

_____ **STATION/PARKING LOT ACCESS**

_____ **TOUR OF FACILITIES**

_____ **ORGANIZATIONAL STRUCTURE EXPLAINED**

_____ **RADIO PROCEDURE:** Rules, codes, procedures/discipline.

_____ **TRAFFIC CONTROL PROCEDURES**