

# HOMELAND SECURITY ADVISORY COUNCIL DIRECTIVE

## APPLICATION:

Each Homeland Security Advisory Council Member applicant must submit a signed Homeland Security Advisory Council Directive. The form shall be submitted to the Orange County Sheriff's Background Unit along with your Personal History Statement and supporting documents. The application process requires an in-depth background investigation, which consists of the following: a check of your driving record, DOJ & FBI fingerprint inquiry, references, current and former employers, and any documented contacts with law enforcement agencies. The approval or denial of any Homeland Security Advisory Council application is in the sole discretion of the Sheriff's Department.

## IDENTIFICATION CARDS:

Upon successful completion of the background investigation and approval of the application, the Homeland Security Advisory Council Member will be issued an Identification Card. The Community Council Member shall never state or imply he/she is an active member of the **DEPARTMENT'S SWORN PERSONNEL**. All Homeland Security Advisory Council Members identification cards or related business cards shall remain the property of the Orange County Sheriff's Department. The misuse or misrepresentation of the identification of the Homeland Security Advisory Council will be grounds for immediate termination of the Member's volunteer services, and all identification and business cards will be recalled by The Homeland Security Division Commander.

## INFORMATION SHARING:

Information will be shared with the Homeland Security Advisory Council with the expectation that it will be kept confidential. The Homeland Security Advisory Council shall only discuss or impart such information with authorized Department personnel. Homeland Security Advisory Council Members shall not make use of the Department's computer systems without the written authorization from The Homeland Security Division Commander.

## NOTIFICATIONS:

The Homeland Security Division Commander or his designee shall be informed of all issues related to, but not limited to Homeland Security Advisory Council business meetings, special events or noteworthy incidents.

If Homeland Security Advisory Council Member is detained as a potential suspect or arrested in a criminal matter, the Homeland Security Council Member is required to make immediate notification to The Homeland Security Division Commander.

## PUBLIC CONTACT:

Homeland Security Advisory Council Members are required to conduct themselves in a professional and businesslike manner. All contacts by the media regarding Department business shall be directed to the Office of the Sheriff, or the Sheriff Public Affairs Office.

**ACKNOWLEDGMENT OF VOLUNTEER STATUS**

I acknowledge and agree that, if approved as a Homeland Security Advisory Council Member, I serve as a volunteer of the Orange County Sheriff's Department, and I may be relieved of my volunteer. status and duties at any time and for any reason without the benefit of a hearing or other formality.

\_\_\_\_\_  
Homeland Security Advisory Council Applicant's Name (please print):

\_\_\_\_\_  
Homeland Security Advisory Council Applicant's Signature:

\_\_\_\_\_  
Date:

Referred by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_