

RACES of Dallas County, Texas and Participating RACES Entities Organization
and Procedures Manual

**Radio Amateur Civil Emergency Service of Dallas
County, Texas
and Participating Dallas County RACES Entities**

**ORGANIZATION
AND
PROCEDURES
MANUAL**

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Preface

RACES is an acronym for Radio Amateur Civil Emergency Service. RACES is provided for in Part 97, Sub-Part E, of the Federal Communications Commission Rules and Regulations governing the Amateur Radio Service and derives its existence from that document.

RACES is an all-volunteer organization serving agencies of government established to protect and preserve the welfare of citizens of Dallas County, Texas. RACES organizations exist solely at the pleasure, convenience, and discretion of these agencies.

The manual establishes the criteria to ensure the continued confidence of these agencies, to ensure public trust and to provide a document of reference for RACES officials, appointees and the public.

This manual institutes guidelines that will preserve the integrity of the organization, not to exclude any qualified candidate from participation in RACES.

The effective operation of any organization that consists entirely of people who volunteer their skills and personal equipment in the service of their communities depends entirely on the continued willingness of these same people to act and on their harmonious cooperation. In general, then, actions or threatened actions on the part of appointees or appointee candidates which endanger the effectiveness and harmony of the RACES organizations shall be grounds for revocation or denial of a RACES appointment by the originating RACES organization.

Throughout all RACES documents, the masculine reference is understood to apply to all personnel regardless of gender.

Purpose of RACES

1. Purpose of RACES

- 1.1. The RACES organizations exist to provide specialized communications and reporting supplements to their sponsoring agencies.
- 1.2. A very important part of the RACES mission is storm spotting and reporting of threatening weather to the sponsoring agencies and the National Weather Service so that the public may receive as much advance notice as possible of dangerous weather conditions.
- 1.3. In addition to the storm spotting part of the RACES mission, sponsoring agencies may activate their RACES organizations whenever the RACES specialized communications skills support the served agencies.

Organization of RACES

2. Organization of RACES

- 2.1. Dallas County RACES shall consist of a Radio Officer appointed by an appropriate County Official, such additional officers and assistants as the Dallas County Radio Officer may see fit to appoint, the other RACES organizations that may exist within the County, and possibly individuals who are not appointees to any other RACES organization. All appointees of member RACES organizations are automatically appointees of Dallas County RACES, except as qualified by the RACES Agreement above. The Dallas County Radio Officer shall coordinate RACES activities that affect more than one agency within the County as described in the Agreement above.
- 2.2. Each member RACES organization shall consist of a Radio Officer appointed by an appropriate official of the sponsoring agency. Each Radio Officer may appoint additional officers, assistants, and appointees in accordance with the general appointment criteria set forth in this document and with any particular criteria for that individual member's RACES appointments.
- 2.3. Each member RACES Radio Officer shall obtain an appointment letter from his sponsoring agency authorizing his position as Radio Officer and shall furnish a copy of this letter to the Dallas County RACES Council. In general, any letter from the sponsoring agency authorizing the existence of the member RACES organization and naming the person to serve as the Radio Officer for it is acceptable. A sample appointment letter is included as Section 8 of this document.
- 2.4. The Dallas County RACES Council, as defined in Section 3 of this manual, will formulate and provide guidelines for activities of Dallas County and participating RACES organizations.

Dallas County RACES Council

3. Dallas County RACES Council
 - 3.1. The Dallas County RACES Council shall act as the coordinating body for Dallas County RACES and shall consider and act upon those matters affecting the County organization as a whole. In all cases, however, each member organization and its served agency will have the final authority to accept or reject the Council's actions. In effect, the Council can recommend, but not require, that the member organizations comply with its recommendations.
 - 3.2. The RACES Council shall consist of the Dallas County Radio Officer, the Radio Officers of each of the member organizations, the Council Chairman and Council Secretary. The various member Radio Officers shall elect the Council Chairman and Council Secretary. The Council Chairman and Council Secretary may be, but is not required to be, one of the Radio Officers. The Council shall hold regular meetings at three-month intervals as determined by the Council and at other times as decided by the Council. The Dallas County Radio Officer or designated representative, each member Radio Officer or designated representative and not more than one additional person for each Radio Officer shall attend council meetings. The Council may invite other persons to appear when the information they may bring will be of value to the Council. In matters requiring a Council vote each Radio Officer, or, in the absence of the Radio Officer, their designated representative, the Council Chairman, and Council Secretary shall have one vote. Robert's Rules of Order shall govern Council proceedings. The various sponsoring agencies will be notified by their respective Radio Officers of all Council meetings and may send observers to the Council meetings if they so desire.
 - 3.3. Other served agencies and/or their RACES organizations may be invited to attend Dallas County RACES Council meetings as a nonvoting member.
 - 3.4. The Dallas County RACES Council Chairman and Council Secretary term of office and election requirements.
 - 3.4.1. The term of office shall be two years. The number of terms one may serve is not limited.
 - 3.4.2. The Council shall nominate the Council Chairman and Council Secretary.
 - 3.4.3. Nominations shall occur during the October council meeting immediately preceding the election in January.
 - 3.4.4. A simple majority of RACES Council members present is required for election.
 - 3.4.5. A simple majority vote shall appoint an interim Chairman or Secretary if the office is vacated prior to end of term.
 - 3.5. The Dallas County RACES Radio Officer, the Radio Officers of each member RACES organization, Council Chairman, the Council Secretary, or any individual RACES member shall not enter into any agreement,

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contract, or authorization of any type; nor sign any document as representing or on the behalf of the Dallas County RACES Council or the combined member RACES organizations.

- 3.5.1. Such matters must be brought before the Dallas County RACES Council.
- 3.5.2. A quorum must be present.
- 3.5.3. There must be an agreement of the Council by a simple majority vote.
- 3.5.4. The Council Chairman or designated representative may sign on behalf of the Council.

General Information

4. General Information

4.1. Appointment

- 4.1.1. Appointments to RACES are made by the RACES Radio Officer of the jurisdiction to which affiliation is sought or by an Appointment Review Panel for that jurisdiction.
- 4.1.2. Appointments to RACES are determined by the criteria set forth in Section 5, Criteria for RACES appointment, and Section 7, Criteria for Denial, Termination, or Non-Renewal of RACES Appointment.
- 4.1.3. The sponsoring agency has final authority to approve or countermand a recommendation of any appointment.

4.2. Appointment Review Panel

- 4.2.1. The Appointment Review Panel shall be a three-member panel consisting of officers of the RACES jurisdiction to which appointment is sought.
 - 4.2.1.1. Panel eligibility is defined as any appointed official, including, but not limited to, the RACES Radio Officer, Assistant Radio Officers, Net Control Stations, and Alternate Net Control Stations.
 - 4.2.1.2. The Appointment Review Panel may be comprised of any three officers as selected by the RACES Radio Officer.
- 4.2.2. The Appointment Review Panel shall be convened at the request of the RACES Radio Officer.
- 4.2.3. The Appointment Review Panel will convene to consider applications within forty-five days after submission of the required Application and any supporting documents to the RACES Radio Officer.
- 4.2.4. Notification to applicant of the decision of the Appointment Review Panel will be by U.S. Mail if the applicant has included a self-addressed, stamped envelope with his application, by telephone, electronic mail (email), or other appropriate notification, as soon as possible within a reasonable period.

4.3. Appeals

- 4.3.1. Appeals remain under the jurisdiction to which affiliation is sought or by an Appointment Review Panel for that jurisdiction.

4.4. Annual Review

- 4.4.1. The Radio Officer or his representative shall review appointees to RACES annually.
- 4.4.2. The annual review shall conduct during the first quarter of each calendar year and shall consider the period of January 1 through December 31 of the previous year.
- 4.4.3. The annual review shall consider the following:
 - 4.4.3.1. Conformance to RACES requirements as provided in Section 6 of this manual.
 - 4.4.3.2. Appointee conduct as discussed in Section 7 of this manual.

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4.4.3.3. Extenuating circumstances.

Criteria for RACES Appointment

5. Criteria for RACES Appointment
 - 5.1. Dual Appointments
 - 5.1.1. Multiple RACES appointments are discouraged without prior consent of all participating RACES organizations involved.
 - 5.2. Application
 - 5.2.1. The applicant must submit a completed, signed RACES application provided by the Radio Officer of the jurisdiction to which appointment is sought.
 - 5.2.2. The blank application form shall be provided upon request from the Radio Officer of the jurisdiction to which appointment is sought.
 - 5.2.3. The applicant must certify that the information contained in his application for appointment is true, correct, and complete to the best of his knowledge and is offered without intent of concealing any information that could have a bearing on his appointment.
 - 5.2.4. The applicant must include a stamped, self-addressed envelope containing appropriate first class postage with his application. This envelope shall be used to notify applicant of the decision regarding his application if provided.
 - 5.3. License
 - 5.3.1. The applicant must submit a copy of his valid FCC Amateur Radio License of Technician Class or higher with his application.
 - 5.4. RACES Hold Harmless Agreement
 - 5.4.1. The applicant must submit a signed statement of liability release, also known as a "Hold Harmless Agreement" to the Radio Officer with his application.
 - 5.4.2. The Radio Officer shall provide the blank "Hold Harmless Agreement" with the application.
 - 5.5. RACES Standard Agreement
 - 5.5.1. The applicant must submit a signed copy of the "RACES Standard Agreement" to the Radio Officer with his application.
 - 5.5.2. The Radio Officer shall provide the blank "RACES Standard Agreement" with the application.
 - 5.6. Residence
 - 5.6.1. The applicant must reside or physically be employed within the jurisdiction to which application is being made. The Radio Officer or the Appointment Review Panel may approve a waiver of this requirement.
 - 5.7. Age
 - 5.7.1. The applicant must have attained the age of eighteen years, or shall submit his completed application signed by a parent or legal guardian.
 - 5.8. Denial of Appointment
 - 5.8.1. The applicant's appointment may be denied for any one or more of the conditions stated in Section 7 of this manual.

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5.9. Legal Considerations

- 5.9.1. The applicant must abide by and uphold all federal, state, county, and local laws.
 - 5.9.2. The applicant must give consent to research of his background, which may include driving records, criminal activity records, FCC records, ARRL Official Observer records, and any other records available as public information.
- 5.10. Probation
- 5.10.1. A new appointee shall serve for a period of one year in a probationary status.

RACES Requirements

6. RACES Requirements

6.1. Conduct

- 6.1.1. An appointee must conduct himself on and off the air in a manner demonstrating he holds in high regard “The Amateur’s Code” as it appears in the application form.
- 6.1.2. An appointee must use proper care and caution in the operation of his radio equipment and vehicle so as not to expose the public to undue harm while he is participating in RACES functions.

6.2. Preparedness

- 6.2.1. An appointee must maintain a high level of preparedness for emergency activity, including but not limited to maintaining his radio equipment in good condition.

6.3. Skywarn

- 6.3.1. An appointee shall have attended an approved SKYWARN TRAINING SCHOOL within one year of the date of his appointment and maintain storm spotter certification by attending at least one approved SKYWARN TRAINING SCHOOL every twenty-four months thereafter.
- 6.3.2. After his RACES appointment, the appointee shall not participate in SKYWARN nets before attending a SKYWARN SCHOOL or maintaining the requirements of section 6.3.1.

6.4. Participation

- 6.4.1. An appointee should participate in all RACES emergency nets unless hindered by employment or other priority commitment. Monitoring a net operation even when no radio transmission is required satisfies this requirement.
- 6.4.2. An appointee must participate in the minimum number of RACES training activities each year as specified by the Radio Officer of the jurisdiction to which the appointment is made.

6.5. Current Information

- 6.5.1. An appointee must provide and maintain correct roster information on file with the Radio Officer.

6.6. General

- 6.6.1. An appointee should obey instructions of duly authorized public officials with regard to RACES activities so long as, in the opinion of the appointee, using prudent judgment, said instructions will not place the appointee in a position of unreasonable compromised safety.

Criteria for Denial, Termination, or Non-renewal of appointment

7. Criteria for Denial, Termination, or Non-renewal of appointment

7.1. General

RACES appointees are required to maintain the standards set forth in this manual. In addition, an application for a RACES appointment may be denied, an existing RACES appointment may be terminated at any time, or an existing RACES appointment may not be renewed upon completion of the annual review discussed in section 4, for any one or more of the following conditions:

- 7.1.1. Deliberate or willful falsification of information transmitted during a RACES emergency or weather net; or
- 7.1.2. Conviction of a felony offense or of theft at any level; or
- 7.1.3. Suspension or revocation of Texas Driver License; or
- 7.1.4. Suspension or revocation of Amateur Radio License; or
- 7.1.5. Failure to renew Amateur Radio License; or
- 7.1.6. Making unauthorized "official" statements to the press or other officials; or
- 7.1.7. Unauthorized use of RACES credentials; or
- 7.1.8. Failure to comply with instructions or request of any duly authorized public official during a RACES activity; or
- 7.1.9. Flagrant disregard of the Amateur's Code; or
- 7.1.10. Failure to participate in the minimum number of RACES training activities during the year; or
- 7.1.11. Use of any alcoholic beverage during a RACES activity; or
- 7.1.12. Use of marijuana or any controlled substance except under a doctor's prescription; or
- 7.1.13. Failure to abide by federal, state, county, or local laws during a RACES activity; or
- 7.1.14. Disregard for public safety as demonstrated by reckless or careless driving or other actions which could endanger public welfare; or
- 7.1.15. Failure to maintain required residency or employment criteria; or
- 7.1.16. The theft or unauthorized conversion of property, whether public or private, to the appointee's private use.

Sample RACES Radio Officer Appointment Letter

CITY
OF
ANYWHERE
TEXAS

DATE

John Doe
W5ABC
123 Main Street
Anywhere, Texas 75000

Sample

Subject: Radio Amateur Civil Emergency Service (RACES)

Dear Mr. Doe:

This letter confirms your appointment as RACES Radio Officer for the City of Anywhere as provided for in Part 97, Sub-part E of the Federal Communication Commission Rules and Regulations governing the Amateur Radio Service. In this capacity you are to report directly to me or to my designated representative. Your responsibility is to represent the City on all RACES matters, including but not limited to representing the City of Anywhere on the Dallas County RACES Council. Your appointment is in effect until revoked by me or my successor.

Sincerely yours,

Theodore Boss
Director, Office of Emergency Management

Revision History

Date	Revision	Description
August 1987	Rev 0	
August 1991	Rev 1	
April 1996	Rev 2	
July 2008	Rev 3	Removed appeals process to originating organization, set election and term of service for Council Chairman and Secretary. Secretary is now voting member. The council must approve contracts.
September 2008	Rev 3.1	Added header and footer to pages. -gdg