

<b>TO:</b>	CAL-MAT Members
<b>FROM:</b>	Craig Johnson DMS Division Chief
<b>DATE:</b>	July 22, 2020



<b>Revision/Version:</b> Revised 7/22/20	<b>Replaces:</b> Various
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**SUBJECT:** California Medical Assistance Team (CAL-MAT) Code of Conduct

**PURPOSE:** Establish parameters of conduct for members when deployed.

#### **Summary and New information**

- Describes acceptable and unacceptable behavior of CAL-MAT members when deployed, in uniform, or otherwise representing the CAL-MAT Program or the State of California.

#### **Background:**

Serving on CAL-MAT carries great responsibility and demands professionalism at all times. This Code of Conduct sets forth the minimum expectations of behavior for CAL-MAT members.

#### **Policy/Procedure**

1. When activated by EMSA to deploy to a mission supported by CAL MAT, you are a temporary State employee hired under at-will status subject to applicable state collective bargaining agreements.
2. As a CAL-MAT member, you represent the State of California.
  - a. Appropriate behavior, on and off shift, is expected of all members.
3. If activated, notify your Unit Leader.
4. While deployed, wearing of the CAL-MAT uniform is required. The uniform includes:
  - a. ID badge.
  - b. CAL-MAT T-shirt (tucked in).
  - c. Khaki 5.11 pants.
  - d. Black or khaki belt.
  - e. Black or tan boots (steel or composite toe are preferred) – Not supplied; this is an individual purchase item.
  - f. Sports-type shoes may be authorized for certain missions, as deemed appropriate by EMSA and the Team Leader.
  - g. EMSA cap (optional, depending on assignment and supply levels).
  - h. Exceptions will be granted when uniforms (or uniform items) are not available for distribution. We request khaki colored pants and navy tee shirt with black or tan boots.

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5. No disclosure of deployment location or mission specifics is allowed without EMSA approval. Immediate family members should be provided with general contact information.
6. No social media posts related to your deployment are allowed unless approved by the on-site Team Leader.
7. No photos may be released unless approved by the on-site Team Leader.
8. If taking photos of yourself, NO patients are allowed to appear in the photos, remove your ID badge, ensure pictures are tasteful and represent you and CAL-MAT favorably.
9. All questions from the media or requests for interviews should be referred to the MST or your Team Leader.
10. If this is your first deployment, let your Team Leader know.
11. Follow the Chain of Command while deployed; know the organizational structure of your particular deployment. CAL-MAT utilizes the Incident Command System (ICS); members should be familiar with ICS 100, 200, and 700.
12. Do not take a clinical assignment outside of the scope of practice allowed by your license or certification.
13. Professional license standards apply, but specific waivers and emergency orders may allow modified scope of practice or regulatory exemptions.
14. Treat all members on the mission with professionalism and respect. Report any difficulties with other personnel to your supervisor.
15. State and legal standards apply for workplace discrimination and harassment based on protected characteristics such as race, ethnicity, and sexual orientation.
16. All members work as a collaborative team to provide the best possible medical care given the situation and resources available.
17. Inappropriate, offensive, or profane language, is not allowed.
18. Members must be honest and not cheat or steal under any circumstances. These situations will not be tolerated and will lead to immediate demobilization.
19. CAL-MAT members may be asked to perform tasks not directly related to their mission assignment, such as:
  - a. Assisting with the set-up and tear down of the CAL-MAT Base of Operations (bring work gloves).
20. If you become injured or ill, report it immediately to the site Team Leader - **DO NOT** work if you are sick or injured. Notify your Unit Leader as soon as practicably possible.
21. Know and use the Buddy System at all times.
22. Do not leave the Base of Operations (BoO) unless granted permission by the Incident Commander and/or Team Leader.
23. Deployed staff shall not leave the worksite without supervisor approval. When leaving, let your Team Leader, or designee, know where you are going, when you will be back, and who authorized your departure.

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24. Have self-awareness of your surroundings. Do not go into restricted areas unless specifically approved to do so by the appropriate authorities and Team Leader.
25. Prescription medications or any other substances that alter judgment or ability to function while working are prohibited at all times.
26. The use of State vehicles shall provide for the transportation needs required by employees in the performance of their duties. The use of a State vehicle for other than State business is prohibited. An employee shall not operate a State vehicle except as authorized by EMSA and in compliance with the California Code of Regulations, Title 2, Section 599.800.
27. Smoking and vaping shall occur only in areas designated by the Team Lead and Safety Officer.
28. Alcohol:
  - a. Alcohol consumption is prohibited within 12 hours of a scheduled shift.
  - b. Alcohol purchase and consumption are prohibited while in uniform and/or in a marked vehicle.
  - c. Driving a state-owned or state rented vehicle after having consumed any amount of alcohol is cause for demobilization and removal from the program.
  - d. Arriving on shift with evidence of alcohol consumption warrants disciplinary action, potential demobilization, and removal from the program.
  - e. Alcohol consumption **is not permitted** on Fire Base Camp missions or other deployments requiring members to reside at the CAL-MAT Base of Operations.
29. Off Duty: It is the expectation that members will get enough rest and sleep during their time off to perform their duties and responsibilities safely while on shift. To ensure effective shift turnover and operations, day staff should not be at the Base of Operations (BoO) during the hours of 10 PM to 5 AM. Respectively, it is the expectation night shift should not be at the BoO from 10 AM to 5 PM. Exceptions may be made for specific circumstances and mission requirements.
30. Staff shall adhere to all EMSA leadership approved incident-specific policies and directives as determined by the MST Director or Team Leader.

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Printed Name

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Signature

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Date