

Douglas County Search and Rescue

D C S A R Policies and Procedures

Revised 10/2016

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Authority

The following policies are established under the authority of Article XI of the By-Laws.

1. Administration

- a. Administration of the business affairs of DCSAR will be conducted by the President and the Board of Directors of DCSAR.
- b. Operations Leaders will conduct the administration of the duties of DCSAR during operational situations.
- c. A chain of command has been established within the Sheriff's Department and DCSAR (Attachment 1). This chain of command has been established to provide effective communications between members of DCSAR and the Sheriff. This chain of command will be followed by all persons involved in DCSAR. Only in rare instances will this chain of command be broken.

2. Conduct

- a. Conduct of DCSAR Personnel is dictated by the Policies and Procedures of the Douglas County Sheriff's Department.
- b. Rescue members and trainees shall conduct themselves in a manner that would be expected of a professional rescue unit. You are a representative of the Sheriff's Department. Always act in a professional manner.
- c. Treat all people in a courteous manner, even if you disagree with their viewpoint. This applies to:
 1. DCSAR personnel
 2. Sheriff's Department personnel
 3. Allied Agencies
 4. the general public
- d. Conduct all operations in a safe manner: **Safety is first!**
- e. There will be no illegal activity at any time
- f. There shall be no consumption of alcoholic beverages during a DCSAR operation, or while in a DCSAR uniform. No member will participate in a DCSAR operation, training, or meeting while impaired by alcohol or drugs.
- g. Each member shall be dedicated to the protection of public and private lands, and the conservation of natural resources. There should be no unauthorized trespass of lands, or destruction or abuse of public or private land or facilities.

h. Vehicle Operations

1. Operate vehicles in a safe manner for the conditions, on or off the roadway.
2. Operate at a speed whereby you can avoid driving hazards.
3. Operate at a safe distance.
4. Obey all traffic laws: we do not have the authority to break traffic laws unless directed by Sheriff personnel, Dispatch or Operations.
5. If while operating a Search and Rescue vehicle the vehicle is involved in an accident, however minor, the accident must be reported immediately to the Operations Leader (OL) or Team Leader (TL). The president and Sheriff Liaison need to be informed by the OL and an accident report filled out.
6. Personally operated vehicles (POV) will not be used while on a mission or assignment unless authorized by an Operations Leader.

i. Operation and Team Leaders

1. Treat all members with courtesy and respect.
2. In addition to gathering information, pass information down to the members.
3. Advise incoming resources of the status when the situation changes.
4. Remember: you are not above the others, just in charge at this time.

j. Members

1. Do as instructed unless it is unsafe to do so. If unsafe then advise other team members on scene and Command immediately.
2. Offer suggestions to the Operations Leader or team leader if the situation warrants.
3. In an operation, the final word rests with the Operation Leader, unless it results in an unsafe condition.
4. While on missions or DCSAR-related activities, conduct yourself in a professional manner. You represent the entire Search and Rescue Team and the Douglas County Sheriff's Department; your actions (and perceived actions) reflect on all.

k. Disciplinary Actions

- i. Complaints against members regarding violation of DCSAR Policies and Procedures will result in a disciplinary hearing before the DCSAR Board of Directors. If disciplinary action is deemed necessary, the Board of Directors will advise the Sheriff or his designee.
- ii. Violation of DCSAR Policy and Procedures is grounds for membership probation, suspension, or termination of the offending party. When on probation, a member of DCSAR is not permitted to perform any leadership duties that they would normally be entitled to perform (e.g., Operations, Team Leader or Board member).
- iii. Terminations procedures must be in accordance with DCSAR By-Laws, Article VII, Section 7 (j).

3. Dues

- a. Dues are not required from DCSAR members.

4. Equipment

- a. All members should own, if the unit does not issue, the equipment recommended on the Personal Equipment List (attachment 2). This equipment should be carried on all field trainings as well as DCSAR operations.
- b. Rescue members may be issued the safety equipment listed on Attachment 3. This equipment is to be maintained by the member to whom it is issued. This same member is accountable for the loss and/or destruction of the issued equipment at the discretion of Operations.
- c. Rescue packs, containing the necessary personal equipment, shall accompany a member any time he/she uses a DCSAR vehicle.
- d. Upon notification by Operations of a member's removal from the Operations Roster, the member shall return the Unit's equipment issued to him/her within one (1) week. Upon reinstatement to the Operations Roster, the member may be reissued Unit equipment.

5. Finances

- a. The DCSAR Board of Directors shall approve all expenditures of funds from accounts in the name of DCSAR, prior to obligation.
- b. In an emergency, an Operations leader (or his designee) may obligate to expend funds without the prior approval of the Board of Directors. However, the Operations Leader, or his designee shall report the circumstances and the expense to the Board of Directors at the next Board Meeting.

- c. Receipts are required for all expenditures.
 - d. The Treasurer at the Board Meetings shall, by check reimburse (per receipts for monies expended since the last Board Meeting).
 - e. At the annual change of the Board of Directors a financial report shall be prepared by the past and present Treasurers and approved by the Board of Directors at the next Board Meeting.
 - f. All contracts must be approved by the Board of Directors. The Sheriff's Department Liaison will be notified of contracts through the agenda and minutes of the Board meetings.
- 6. Firearms**
- a. Firearms are prohibited during any DCSAR event
- 7. Law Enforcement**
- a. If it becomes necessary to exercise police authority to aid in the success of a mission, it shall be done by sworn personnel.
- 8. Operations**
- a. Operations of DCSAR during operational situations will be coordinated through the designated Operations Leader (OL). The Incident Commander will be the DCSO designee during operation situations. Operations Leaders will act as the Deputy Incident Commander.
 - b. Operations Leaders should be specifically trained members of DCSAR that have been accepted and trained in the operations of DCSAR events.
 - c. Field operations of DCSAR during emergency operations will be supervised by Team Leaders. They are designated by the Operations Leader or his/her overhead team as the operation dictates. Team Leaders will receive direction from Operations and will have the authority and responsibility of the directions and control of his/her assigned DCSAR team or teams.
 - d. DCSAR personnel should work no more than 12 hours continuously in any given 24-hour period. This time limit may be extended by the IC if required by incident circumstances.
 - e. DCSAR should conduct a debriefing of an operation or training as soon as possible/practical after the operation or training. The debriefing should include all pertinent personnel, DCSAR and others. The debriefing should be held at the operation site or another appropriate site.

- i. Debriefings should relay information pertaining to the mission only, i.e., what happened in the command post, in the field, where the subject was found, their condition, any safety issues etc.
 - ii. Critiques should relay what went good, bad, or OK. Along with that, suggestions on how to make it go better in the future. Each member that participated should have their uninterrupted turn during the critique to expand on their view of the mission.
 - iii. Debriefings and critiques should be conducted in a depersonalized way so as not to embarrass or shame anyone on the team. Debrief and critique team actions, not people.
- f. A trainee must be accompanied by a rescue member or be acting at the direction of a Team or Operations Leader during all DCSAR operations.
- g. A trainee may only operate a DCSAR vehicle when accompanied by a rescue member, or when approved by a Team or Operations Leader.
- h. The minimum team size for any DCSAR operation shall be two (2) members, unless directed otherwise by Operations Leader or designee.
- i. Until an Operation Leader responds to a call-out/mission (is present or available by radio or cell phone), the senior rescue member willing to assume the responsibility of Operations Leader is thereby appointed and continues to function as the Operation Leader until relieved.

9. Public Information/Publicity

- a. All information released to the public regarding DCSAR operations shall be cleared through the Sheriff or his designee.
- b. All publicity must be approved by the Board of Directors or Operations Leader before being passed on to Sheriff's Public Information Officer.

10. Safety

- a. The safety of the rescuer (DCSAR member) comes first in all DCSAR operations.

11. Training

- a. All formalized training should be submitted to, and approved by, the Training Committee
- b. The training session leader/instructor has the authority to refuse anyone's participation on the training due to poor physical condition or lack of equipment, and to permit participation, with an Operations Leader's approval, of non-unit personnel.

- c. Trainees are responsible for completing the required trainee classes.
- d. Personnel will remain with the Unit during all training and operations unless excused and checked out by the session leader/instructor. Personnel leaving without permission will be deleted from the exercise and are subject to further discipline, including dismissal from the Unit.
- e. Tuition Reimbursement Guidelines
 - i. The class must be approved by the Training Committee.
 - ii. The attendee must be approved to attend the class by the Board of Directors. The member should begin the approval process by notifying the Vice President/Training Officer of their interest in a particular class.
 - iii. The attendee must complete the class's requirements and receive a certificate of completion.
 - iv. The attendee is eligible for reimbursement after remaining in the Unit as a rescue member in good standing for a minimum of one year after the class is completed AND teaching (or assisting to teach) a minimum of one class for the Unit on the subject of the class.
 - v. Maximum reimbursement per course will be determined by the Board of Directors.
- f. All trainees must comply with the Trainees proficiency requirements as outlined in the DCSAR Proficiency Standards before being promoted to a Rescue Member.
- g. New rescue members have one year to fully comply with the Rescue Member requirements set forth in the DCSAR Proficiency Standards. Failure to comply with these requirements in this time period is grounds for termination.
- h. Members that joined the unit prior to December 31, 1998 may, at the board's discretion, be declared exempt from some or all of the DCSAR Proficiency Standards if they have demonstrated a high level of operational competence in the unit for at least 10 years.
- i. Starting January 1, 2010, except when section 11(h) is applicable, all Rescue Members must be in compliance with the DCSAR Proficiency Standards as it relates to Rescue Members.
- j. Anyone wishing to return to Rescue Member status can do so providing they are compliant with all Trainee proficiency requirements outlined in the DCSAR Proficiency Standards document. Upon their reinstatement, they have 90 days to comply with all Rescue Member proficiency requirements set forth in the DCSAR Proficiency Standards document.

- k. Except where sections of this document would allow a greater amount of time, members will have 90 days to comply with requirements added to the DCSAR Proficiency Standards.

12. Uniforms

- a. Uniforms should be worn to all Unit operations.
- b. Uniforms may be worn to a non-unit function if the member is acting as a representative of the Unit.
- c. DCSAR uniforms, and/or patches and insignias shall not be worn by non-unit personnel or ex-members.
- d. Uniforms should be clean and in good condition at all times.
- e. The uniform of DCSAR will consist of the following items:
 - i. Shirt**
 1. An orange shirt will be the dress and operational shirt of DCSAR. This shirt may be substituted during cold weather operations with an orange, long-sleeved shirt approved by the Board of Directors. Additional shirts may be approved by the Board of Directors when requested. All shirts will be clearly marked with the appropriate insignia of DCSAR.
 - ii. Pants**
 1. Appropriate type pants/trousers shall be worn during DCSAR operations.
 - iii. Footwear**
 1. Boots are preferred.
 - iv. Patches**
 1. The patch of the Douglas County Sheriff's Office will be worn on the right shoulder of each garment, centered 1" below the shoulder seam. The patch of Douglas County Search and Rescue will be worn on each garment, centered 1/2" above the left pocket. An American flag will be worn on the left shoulder of each garment, centered 1" below the shoulder seam. Additional certification patches may be worn by qualified persons, centered above the right breast pocket above the name plate if worn. Other patches may be worn only if approved by the Board of Directors.
 - v. Name Plates**
 1. Cloth-type name plates, 3/4" in width, having a black background with white letters, centered 1/2" above the right breast pocket, may be worn (optional).
 - vi. Jacket**
 1. The DCSAR Unit jacket may be provided by DCSAR

vii. Hat

1. Orange or blue hats with the Unit insignia are preferred. Appropriate hats for an event or the weather conditions may be worn.

13. Attendance Requirements

- a. All regularly scheduled monthly training days and monthly training meetings are designated as required training.
- b. The Unit's required field training will be held on the second Thursday of the month and the following weekend. The training may be held on Saturday, Saturday night, Sunday, both days or as described in the training plan.
- c. DCSAR membership shall be notified at least 45 days in advance of the inclusion of Saturday and/or Saturday night in the training schedule.
- d. In order to maintain operational status, 30% participation in tone-outs, 50% participation in required monthly training meetings and 50% participation in required monthly training days is required semi-annually. Failure to do so can result in removal from the Operations Roster. In order to regain operational status, a member must attend two consecutive months of training within the following quarter. Any Member failing to regain operation roster status within the following quarter will be required to change their membership status. All other trainings are not considered required training and will not count towards training requirements.
- e. Each newly elected Board of Directors shall be responsible for preparing and publishing an Annual Training Calendar upon which "required" training and "required" meetings are designated. The newly appointed Training Committee shall prepare the Calendar (with support from the previous training committee). The Committee shall present their recommendations at the first meeting of the newly elected Board. The Calendar, with the "required" designations, shall be published and distributed at or before the first General Meeting after the elections.
- f. Reserve members must attend at least one (1) FIELD training and two (2) community events per year to maintain their status on the operations and membership rosters. Examples of community events are the Parade of Lights, Carson Valley Days Parade and the Edgewood Golf Tournament.
- g. Support members will remain on the Operations Roster and Membership Roster at the pleasure of the Board of Directors and Operation Leaders."
- h. Members who will not be able to attend DCSAR functions for a period of time, up to six months, may take a leave of absence. This must be communicated to the Secretary, who will notify the Board of Directors and Operations. Those members on a leave of absence will continue to be listed on the membership roster, but will be dropped from the operations roster. A confirmation letter will be sent by the Secretary to the member taking the leave of absence.

- i. The Unit Secretary will notify any rescue, trainee, support, or reserve member, in writing, when their status with the Unit has changed.
- j. If a member misses training due to attendance of a DCSAR-related class or function, the member must notify the Secretary to be excused.
- k. The Board will review member's participation quarterly.
- l. The Board will consider in its review the member's overall contribution to the Team (attendance of meetings, fundraising events, committee participation, etc.) as well as attendance of missions and trainings.
- m. The Board will make a recommendation and the member will be contacted (either by phone and letter) in a timely manner.
- n. Members are encouraged to address the Board at any time to discuss their attendance and ways to improve their contribution to the Team.

14. Advanced Training Coordinators

- a. Advanced training coordinators (ATCs) may be appointed by the Training Committee with approval of the Board of Directors for leadership in specialty areas. These areas include, but are not limited to, swift water, medical, technical rope systems, overhead, man tracking, canine search, incident command and search theory, air resources, and Nordic.
- b. ATCs are responsible for coordinating advanced training and continuing education for the Unit in their specialty area. In addition, they will identify equipment needs or advise of maintenance needed on existing equipment. They will coordinate their activities with existing committees (e.g., Training, Logistics, Overhead, Operations, or Finance) regarding proper equipment deployment and training issues.
- c. The Training Committee's selection criteria will include:
 - i. Applicant's current level of expertise within the specialty.
 - ii. Applicant's ability to conduct in-house certification training.
 - iii. Past history of commitment to the Unit.
 - iv. Quality of the written one-year plan.
- d. Appointments to the ATC position are continuous until revoked by the Training Committee with approval of the Board of Directors.

15. Awards and Recognition

The purpose of the Awards and Recognitions policy is to provide Awards for actions above and beyond the expectations of the regular investment of time and performance of service given by individual members to the Search and Rescue Unit. Recognitions are given at set intervals of time as both a thank you for a member's efforts but also for other members to be able to recognize the more senior members of the unit. In addition, a recognition board will hang in the office to honor those grant donors who have enriched the unit. Another board will list the names and year of the member who was recognized as Member of the Year by the Sheriff's Office.

a. AWARDS:

Awards will be given out at the end of the calendar year at the annual Christmas party, with the exception of the Member of the Year award. Members are nominated by their fellow rescue members. Nominations will be vetted by the Awards Committee and proffered to the Board of Directors for final approval. Members of Command and Board of Directors are not eligible for Awards without a 2/3 vote of the membership. All others need only a majority of votes.

Nominations will be accepted in September and voted on at the Annual Business Meeting in October.

The Member of the Year award will be presented to the member at the Annual County Recognition Dinner usually held in May. His or her name will be added to the Member of the Year plaque to be displayed in the DCSSAR office.

In order to be considered for an award or recognition the Rescue Member needs to adhere to the recommended attendance percentages for both training and incidents.

b. MEMBER OF THE YEAR:

Given to the member who has provided consistent, excellent service to the public or his/her fellow members, has performed an act of courage or bravery beyond that which is expected or has created and donated a service to Search and Rescue that benefits the unit as a whole.

c. EDUCATOR OF THE YEAR:

Given to the member who has provided training to the members in both formal and informal settings. This member has organized and led field trainings, has organized formal classroom training and has made him or herself available to all members for ongoing one-on-one mentoring.

d. LEADER OF THE YEAR:

Given to the Team Leader or Operations Leader who has consistently shown excellent leadership during operations, training, administrative duties and civic events. This

leader makes him or her readily available to members of the team and can be counted on to provide sound judgment throughout all events insuring the safety of all members.

e. **TRAINING WHEELS AWARD:**

Given to the member, who through a temporary lapse of judgment has committed an act that has all members shaking their head in disbelief. This award is carried during all trainings. The member will carry this award until it is earned by another member.

f. **RECOGNITIONS:**

- ii. **SERVICE PINS:** Earned at end of the second year, fifth year and every five years thereafter. To be worn on hats, jackets or vests.
 - iii. **SERVICE PATCH:** Earned at end of the second year, fifth year and every five years thereafter. It is a rocker arm style addition to the Douglas County Search and Rescue patch. To be worn on jackets or vests.
 - iv. **PATCHES PROVIDED BY TRAINING OUTSIDE DCSSAR:** These patches are usually indicators of CPR, WFA, TRACKER, NASAR SAR TECH, and other technical training completed by the member. To be worn on the jacket or vest.
- g. **RETIREMENT PLAQUE:** Given to retiring members with 5 or more years of service.
- h. **CERTIFICATE OF APPRECIATION:** Given to spouses of members who are retiring with 5 or more years of service.
- i. **DONOR PLAQUE:** The donor plaque will be displayed in the DCSSAR office and will list the names of individuals or organizations who have provided grants to the unit.
- j. **MEMBER OF THE YEAR PLAQUE:** This plaque will be displayed in the DCSSAR office and will list the name of the individual and the year he/she received the award.



**Douglas County Sheriff's Office, Douglas County Search and Rescue
Business and Affairs Chain of Command**

Sheriff Administrative Officers

Liaison

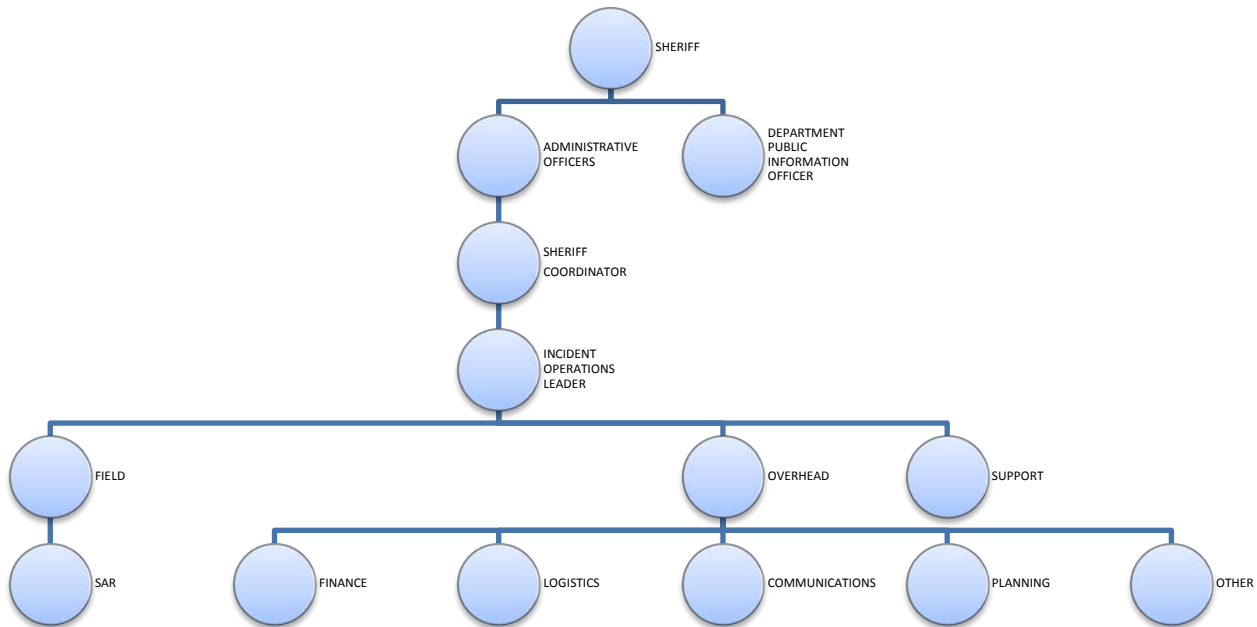
President

Search and Rescue Board of Directors

Search and Rescue Committees

Search and Rescue General Membership

Douglas County Sheriff's Office
Douglas County Search and Rescue
Incident Command System



Attachment 3

Personal Equipment List

NASAR SARTECH II MINIMUM PERSONAL EQUIPMENT LIST

The following equipment is commonly compiled to form what is referred to as a "24-hour ready pack". Such a pack holds those items that will assist the holder in functioning safely, effectively, and efficiently during a DCSAR incident. Some items may be carried on a belt, in pockets, or strapped to the person. This is the minimum equipment is recommended to be carried on all missions in non-urban or wilderness areas.

EVERY ITEM ON THIS LIST MUST BE PRESENT FOR THE CANDIDATE TO PASS THE PACK CHECK STATION OF THE SARTECH II AND THE NEVADA WILDERNESS TECHNICIAN SKILLS EXAMINATION. THERE ARE NO EXCEPTIONS.

Personal First Aid and Survival Kit

- | | |
|----------------------------------------------|----------------------------------------------|
| 1 - Plastic bag, zip lock, qt. size, for kit | 8 - Matches in a waterproof container |
| 4 - Acetaminophen or aspirin tablets | 1 - Moleskin |
| 4 - Antacid tablets | 1 - Chemical Light Stick |
| 2 - Antiseptic cleansing pads | 1 - Roller gauze bandage |
| 1 - Antiseptic ointment | 2 - Safety pins, large |
| 6 - Band aids, various sizes | 1 - Splinter forceps, tweezers |
| 1 - Candle, long burning/ Survival Type | 1 - Space blanket or space type sleeping bag |
| 2 - Cotton swabs, non-sterile | 1 - 1 oz. container of hand sanitizer |
| 1 - Duct tape, 5-10 ft. | 1 - Whistle |
| 1 - Leaf bag, large | |

(Non-urban) Personal SAR Equipment

- | | |
|----------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1 - Pack, 2,400 cubic inch (minimum) | 1 - Measuring device, 18 in. minimum |
| 4 - Bags, various sizes, zip locked | 1 - Metal cup or pot |
| 1 - Bandanna, handkerchief | 1 - Mirror, signal |
| 1 - Cap or other headgear | 1 - Nylon twine or small rope, 50 feet |
| 2 - Carabiners, locking gate (F1956 compliant min) | 1 - Pad and pencil |
| 1 - Clothes bag, waterproof | 2 - Prusik cords (6mm – 8mm; 6 ft. length) |
| 1 - Clothing, adequate for climate (worn) | 1 - Rainwear jacket and pants, durable/ breathable |
| 1 - Clothing, extra set, suitable for climate | 1 - DCSAR personal picture identification |
| 1 - Compass, orienteering type | 1 - Shelter Material, 8x10 plastic or coated nylon |
| 1 - Flagging tape, roll | 2 - Extra leaf bags |
| 1 - Flashlight or headlamp w/extra batteries and bulb (bulb if applicable) | 1 - Socks, extra pair |
| 1 - Extra Flashlight or headlamp w/extra batteries and bulb (bulb if applicable) | 1 - Sunscreen lotion |
| 1 - Footwear, sturdy, adequate for climate | 1 - Food, minimum 1 days' worth |
| 1 - Gloves, durable, season dependent | 1 - Toilet Paper |
| 1 - Eye protection, clear | 1 - Tracking stick, 42" long |
| 1 - Insect repellent | 1 - Watch |
| 1 - Knife, multi-tool type or Swiss army type | 2 - Water separate containers, at least 1-liter size each |
| 1 - Lip balm, with sunscreen | 1 - Webbing, 1" tubular – 25' length |
| | 8 - Wire ties, plastic, self-locking |
| | 1 - Foam (Sleeping Pad) |

Attachment 4**Unit Issued Equipment**

All equipment is considered the responsibility of the person to whom it is issued. The equipment will be replaced at the cost of the Unit/Department only if it is found to have been damaged, destroyed, or used up due to DCSAR operations. It will not be replaced if it is found that the equipment was misused or neglected by the DCSAR member to whom it was issued.

- Unit hand held radio
- Unit shirt
- Safety protective helmet
- Safety vest

Attachment 5**Trainee II Checklist**

ITEM #	TOPIC
1.	Intro to SAR
2.	Equipment Orientation, Radio Operation
3.	Navigation 1, Identify position on map, Use of GPS
4.	Basic First Aid, Med Bags
5.	Intro to Swift water/Floods/Mines
6.	Evidence/Criminal Events
7.	Infectious Disease/Critical Incident Stress
8.	Pack Check
9.	4wd Off-road Driving
10.	Deployment Procedures, Limitations of Trainees
11.	CPR certified
12.	ICS 100, 200, & 700 Classes
13.	DCSAR Shirt
14.	NASAR Book