

Search and Rescue Research

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Overview

Sheriff Roberts asked that I look into various search and rescue programs around the state and provide recommendations on potential changes to the Clackamas County Sheriff's Office SAR program. Over the past couple of months, I talked with employees from the Multnomah County Sheriff's Office and the Deschutes County Sheriff's Office who run their SAR programs. Each of their programs have their similarities, but also have their differences to each other and to the Clackamas County Sheriff's Office, which I hope to accurately highlight in this document.

The Deschutes County Sheriff's Office SAR program, in my opinion, is the premier program in the state based upon the number of volunteers it has, the amount of equipment assigned to the program, and the amount of financial resources available to it. However, the Multnomah County Sheriff's Office also has a very robust volunteer program (probably the second largest in the state), but lacks the number of fulltime staff dedicated to operate it that Deschutes County does.

The one thing they have in common that Clackamas County Sheriff's Office does not, is that they each have their own volunteer group which is operated and managed exclusively by their respective sheriff's office. The volunteers in the groups are recruited, trained, and managed as though they were employees of the sheriff's office. They are bound by sheriff's office policies and procedures and general expectations of the sheriff's office. This provides each sheriff's office total control over the volunteer group.

Currently, the Clackamas County Sheriff's Office does not have its own volunteer group and relies primarily on four standalone volunteer groups (PNW, PMR, NORSAR, Mt. Wave) to execute SAR missions in Clackamas County. Unfortunately, because of each of these groups are their own distinct entities, separate and apart from the Sheriff's Office, there is little or no control of these groups by the Sheriff's Office except when on an actual search mission.

I've provided many options for the Clackamas County Sheriff's Office to consider when evaluating any changes to their Search and Rescue Program. The options are based upon the Deschutes and Multnomah County models. The options are geared toward providing the Sheriff's Office with as many resources as possible, but with a greater control over the volunteers it needs to successfully handle search and rescue missions in Clackamas County.

Deschutes County Sheriff's Office

Overview

The Deschutes County Sheriff's Office (DCSO) utilizes an all-volunteer SAR team which is entirely managed by the DCSO. Since the 1980's the DCSO has managed its own group of volunteers to conduct search and rescue missions in and around Deschutes County. Prior to forming their own volunteer group, the DCSO relied upon standalone volunteer groups like the CCSO currently does.

Today, the DCSO SAR volunteer group stands at 140 adult volunteers. Within this volunteer group they have individual units or teams, each specializing in their own skill set. They have medical, ground, mountain rescue, ATV, dive, swift water, snowmobile, ski, air operations, tracking, K9, horse, incident command and logistics teams.

The DCSO SAR volunteer group is supported by their own 501(c)(3) ([Deschutes County Search and Rescue Foundation](#)), which has its own board and operating bylaws.

DCSO SAR Management

The DCSO SAR volunteer group reports to and is managed by fulltime members of the Deschutes County Sheriff's Office. A lieutenant is the fulltime unit manager and he is supported by a halftime sergeant (the sergeant also oversees Emergency Management), four fulltime SAR deputies (coordinators), one fulltime support staff person and a halftime support staff person (also shared with Emergency Management).

The SAR lieutenant also manages the seasonal US Forest Service, Bureau of Land Management and Bureau of Reclamation patrol contracts.

The DCSO budget for SAR operations is roughly \$1.5M. About 60% of that is personnel costs and the remaining 40% is capital purchases, materials, and service.

The DCSO management of the SAR volunteers is greatly enhanced by the use of an off-the-shelf computer program called [D4H](#). Through this program the DCSO can track the amount and type of training each volunteer receives, schedule training, track all volunteer hours to explore all this program is capable of, but I could tell it was a very powerful program. The MCSO also uses this program and there is talk that OEM may start using the program as well.

Another off-the-shelf program the DCSO uses in their SAR program is "[I am responding.](#)" They use this program as a way to do their SAR callouts, track them and it also has the ability to produce other SAR

mission reports. I did not have much time to get to see it in action, I'm told that the DCSO uses the program to notify their volunteers of a particular SAR mission. When a volunteer receives a notification they can push a button stating they are en route or they are unavailable. The SAR coordinator is then able to see in the program how many volunteers are responding and how many are not. They can also select to notify just certain groups or individuals through the program. They find this very handy when the SAR mission only requires the response of just a certain team or group of individuals.

Vehicles

The DCSO SAR program has about 23 SUVs which are fully marked and outfitted patrol-type vehicles assigned exclusively to the program. They also have a number of snowmobiles and ATVs assigned to their fleet. The DCSO also has numerous enclosed trailers to haul their equipment and off road vehicles.

The SUVs are former patrol vehicles that were rotated out of normal patrol service and reassigned to SAR. The snowmobiles and ATVs were purchased either by the Foundation or the DCSO, or in some cases, a joint purchase between the two entities.

All of the vehicles are serviced by the DCSO shops and repairs are paid for by the DCSO.

DCSO SAR volunteers are permitted to operate the fully marked vehicles, although they are not allowed to run 'code' or make traffic stops. As part of the SAR academy training they are required to go through skid car training and are 'talked through' EVOC type training. DCSO volunteers that drive DCSO vehicles are required to meet Deschutes County driving standards and Deschutes County is notified anytime a volunteer receives a citation or is involved in a traffic crash.

Volunteers

As stated above, the DCSO SAR volunteer program is about 140 strong. The DCSO does an annual recruitment for new volunteers beginning in November and ending around January. The application and recruitment process is primarily handled by the Deschutes County Human Resources department. The DCSO receives about 70-80 applicants every year, however they only accept about 24. The applicants are subject to a background check, physical fitness hike, and an oral board as part of the selection process.

All accepted applicants are required to attend the basic SAR academy, which is held every April. The academy is generally completed in one month and is held three nights a week (3.5hrs each night) and then one overnight weekend outing. Once completed, the volunteer meets the OSSA minimum standards (although the DCSO does not issue OSSA SAR cards) and is ready for SAR missions.

While going through the academy each volunteer is assigned a mentor (a seasoned volunteer) to assist them while in the academy. Each mentor is assigned four or five new volunteers.

The academy is overseen by the DCSO fulltime SAR personnel, but 95% of the work involved in putting on the academy is handled by their volunteers.

Once a volunteer completes the academy they are required to pick a specialty team (medical, ground, dive, etc.) that they want to be part of. From that point on they are assigned to that team and receive training unique to that team's skillset.

Volunteers are issued DCSO ID cards and are given 24hr access to the DCSO SAR facility. They are also required to adhere to most all of the DCSO policies. In essence, they are treated as DCSO employees except that they are not paid.

SAR Foundation

As mentioned above, the volunteers are supported by a 501(c)(3) known as the Deschutes County Search and Rescue Foundation. They have their own board and operating bylaws. They have their own website, accept donations and conduct their own fundraisers. According to the DCSO they raise about \$100k per year. The Foundation purchases some equipment for the SAR program, helps pay for training of the volunteers, and partners with the DCSO on purchasing SAR vehicles. The DCSO and Foundation are currently exploring purchasing their own snow cat.

Multnomah County SAR

Overview

The Multnomah County Sheriff's Office (MCSO) is somewhat of a hybrid model when compared to the Clackamas County Sheriff's Office (CCSO) and the Deschutes County Sheriff's Office (DCSO).

Like the DCSO, the MCSO has its own group of volunteers which are essentially unpaid employees of the agency. The volunteers number about 100 about half of which are adults and the other half youth between 14 and 18 years of age. Originally, this group was Explorer Post 631 that did both law enforcement and SAR functions. In the early 2000s it changed from an Explorer Post to an exclusive volunteer 501(c)(3) group.

However, the MCSO still uses some of the same standalone volunteer groups the CCSO uses such as Portland Mountain Rescue (PMR), Pacific Northwest Search and Rescue (PNW), Mountain Wave, and North Oregon Regional Search and Rescue (NORSAR) to assist their group on SAR missions. According to the MCSO, the vast majority of their SAR missions are handled just with their own volunteer group.

MCSO SAR Management

The DCSO Search and Rescue Program is managed in a manner similar to the way the CCSO manages theirs. Eight (8) fulltime deputies serve as SAR coordinators as a collateral duty to their normal sheriff's office assignments. The fulltime Marine sergeant is also their fulltime SAR sergeant. Overall management of the program is handled by a lieutenant as a collateral assignment.

The MCSO SAR volunteer is governed by a Board which is comprised of the following individuals; the SAR sergeant from the MCSO, two MCSO deputies who are SAR coordinators, the MSCO SAR Head Advisor (volunteer), the MSCO Assistant Head Advisor (volunteer), the MCSO SAR President (volunteer) and a MSCO Member at Large (volunteer).

The overall operations of the MCSO SAR group and the Board are governed by a very detailed policy (attached). The policy outlines the structure, chain of command, call out procedures, and duties of each position within the group, etc.

There are a couple sections in their policy I feel are worth drawing specific attention to. First, there is a section devoted to disciplinary proceedings and sanctions. The section identifies how complaints against volunteers will be handled and investigated; it defines what constitutes a minor or major violation; defines major and minor insubordination and what types of sanctions may be imposed. The disciplinary process is handled by the Personnel Committee, which has the same members as the Board.

Another section of their policy worth highlighting is their social media policy. This policy clearly outlines what volunteers can and cannot do on social media with information obtained solely due to their work as a volunteer.

Like the DCSO, the MCSO utilizes the off-the shelf program [D4H](#) to track the amount and type of training each volunteer receives, schedule training, and track all volunteer hours.

Volunteers

As mentioned briefly above, the MCSO primarily utilizes their own 'homegrown' volunteer group for the majority of their searches (MCSO SAR). This group originally started out as an Explorer Post similar to the CCSO's Explorer/Cadet post that also assists patrol in law enforcement functions. Today, however, the MCSO's group is no longer an Explorer Post, it is solely a SAR group that now operates as a 501(c)(3) with management oversight provided by the MCSO.

The MCSO SAR volunteer group is comprised of approximately 100 volunteers (about half adults and half youth between 14 and 18 years of age). Each September the MCSO opens a recruitment for new volunteers. They accept approximately 50 new volunteers and send them to a nine month SAR academy administered by the MCSO and the MCSO SAR group. Volunteers are required to attend class one night a week and attend training sessions one weekend of every month during the academy. On average, only about 30 to 35 applicants successfully complete the academy and go on to be functioning members of the team. According to the MCSO there is quite a bit of turnover in this volunteer group because many of the members are youth who tend to move on to other interests after graduating high school and college. This is why they accept so many applicants every year.

The MCSO SAR volunteers are considered employees of the MCSO in that they are subject to background checks, issued MCSO ID cards, and expected to adhere to the policies of the MCSO. They are also permitted to drive MCSO vehicles, issued some equipment, and they have access to MCSO buildings.

SAR Foundation – 501(c)(3)

The MCSO volunteer group is organized under and supported by their own 501(c)(3) – Multnomah County Search and Rescue ([MCSOSAR](#)). As a 501(c)(3), the MCSO SAR group accepts donations and does fundraising to help raise money for equipment and other financial needs. The MCSO policy (attached) has a section devoted to who handles these funds, who can make purchases with the funds and how donations will be handled.

The MCSOSAR foundation also operates an informative website that has a page listing the SAR missions they have completed, a page dedicated to their command structure, a page on how to become a volunteer and a page on how to donate.

Options to Consider

Based upon my research I offer the following options for you to consider regarding potential changes to the Search and Rescue Program at the Clackamas County Sheriff's Office.

Formation of a Clackamas County SAR Board

Currently, the CCSO does not have any direct oversight of the standalone volunteer groups they use to conduct SAR missions. Each group is their own 501(c)(3) and the CCSO has no participation in their organization other than oversight provided on SAR missions and the issuance of SAR cards to their volunteers.

The CCSO should consider the formation of a board that has members from the CCSO, and each of the volunteer organizations. The board could provide broad and general oversight of all the SAR volunteer groups.

- The Board could be comprised of the following members
 - The CCSO SAR Lieutenant
 - The CCSO SAR Sergeant
 - Two CCSO SAR Coordinators
 - One member from each of the CCSO SAR volunteer groups (PNW, PMR, NORSAR, and Mt. Wave)
- The Board could adopt bylaws/policies similar to those used by the MCSO SAR Board which would guide the board's function, mission and goals.
- The formation of a board would bring all those involved in SAR in Clackamas County to the table and would foster collaboration and cooperation between the volunteer groups and the CCSO.
- A board would create an opportunity to set solid expectations and policies for each of the SAR groups and their volunteers. It would also create an opportunity to standardize how potential disciplinary matters are handled with volunteers who violate policy or fail to meet standards.
- A board could be the vehicle for standardization of the types of training provided to volunteers and establish standards for continued training of established volunteers.
- A board could also be the place where fundraising ideas are discussed. I've heard that these volunteer groups are sometimes in competition for fundraising, which creates unnecessary conflict amongst the groups. As a board they could discuss in advance the various fundraising opportunities each group is seeking before a conflict arises.

- This board could also debrief SAR missions occurring in Clackamas County, which would eliminate the need of some of the debriefs occurring at the Mt. Hood SAR Council

Creation of an Annual SAR Academy for New Volunteers

- Deschutes County Sheriff's Office and the Multnomah County Sheriff's Office each hold annual SAR academies for new volunteers to their respective SAR groups.
- An annual SAR academy would ensure that all new volunteers for all of the standalone volunteer groups receive a standardized baseline of SAR training and that they meet the minimum SAR standards required to receive a SAR card from the CCSO.
- The board listed above could oversee this academy and be responsible for ensuring it takes place annually. The board could establish minimum qualifications for new volunteers, approve the training curriculum for the academy and determine what constitutes successful completion of the academy.
- The academy could be run by members from the CCSO and established members from the volunteers groups. Having CCSO members working closely with members from the SAR groups on an annual academy will foster collaboration between the CCSO and the SAR groups at all levels.
- Hosting an annual academy would require an annual recruitment campaign for new volunteers. This would be an excellent opportunity for the CCSO and the SAR groups to highlight the importance of SAR in Clackamas County and the great work each group does.

Tighter Controls over the CCSO Volunteer Groups Responses Outside Clackamas County

- Currently, if another sheriff's office wants assistance from any of the CCSO volunteer groups, that sheriff's office contacts those groups directly and they respond. This leaves the CCSO in an awkward position because a SAR group that the CCSO issues SAR cards to are conducting a SAR mission in another counties without any oversight from the CCSO.
- My research shows that the CCSO is the only sheriff's office that allows this to occur. Every other sheriff's office I contacted requires that the requesting agency call them first to request the assistance of their volunteer group. The requesting agency does not contact the volunteer group directly.
- In addition to requiring an outside agency contact the CCSO, instead of the volunteer group directly, the CCSO should consider requiring a CCSO SAR coordinator to respond with the volunteer group on the outside agency assist. This would ensure that the volunteer group is meeting the expectations of the CCSO when not on a CCSO mission.
- Having a CCSO SAR Coordinator respond in these situations would also allow the CCSO SAR Coordinator to assign search tasks to the volunteers and make sure they are done correctly.
- Having a CCSO SAR Coordinator serve in this manner would require them to interact more with outside agencies on search missions, which certainly would enhance interagency cooperation and build on those existing relationships.
- *Cautionary point* – County Counsel suggests that doing this could open the County up for additional liability exposure for searches which occur outside Clackamas County

Utilizing the CCSO Cadets for SAR Missions

The Multnomah County Sheriff's Office and the Washington County Sheriff's Office have experienced great success with their own SAR cadet programs.

- Having a CCSO SAR cadet program would increase the number of volunteers available to the CCSO for SAR missions.
- It would be an opportunity for the CCSO to expose youth to another aspect of the CCSO that some of the public does not know is a statutory responsibility of the Clackamas County Sheriff (SAR).
- It would be an opportunity to mentor more youth in Clackamas County and get them more involved in public service.
- Having a CCSO SAR cadet program would allow the CCSO more oversight and control of a SAR volunteer group than what they currently have over the four existing volunteer groups in Clackamas County.
- Should the CCSO decide to form a SAR cadet program, they should consider adopting a policy manual similar to the one used by the MCSO to govern their SAR volunteer program. Their policy is very extensive and detailed.
- If a CCSO Cadet SAR group is formed, the CCSO should consider assigning vehicles to this group that will be driven only by volunteers that have met the County driving standards and who regularly attend EVOC type training.
- This Cadet SAR group could be established as a 501(c)(3), which would allow them to do fundraising events to raise money for individual SAR equipment. If establishing this group under a 501(c)(3) is not an option, the CCSO should consider providing much of the field equipment to the volunteers.
- Like the MCSO SAR program, a CCSO Cadet SAR program should also incorporate a large number of adult volunteers that will serve as advisors, mentors and leaders to the youth volunteers.
- If the CCSO establishes a Cadet SAR program, they should give strong consideration to assigning a sergeant on a fulltime basis to this program. Managing a large group of volunteers will require many, many hours each week from a fulltime CCSO employee. If this cannot be accomplished right away or at all, the CCSO should give consideration to making this a ½ time position for a sergeant. Based on my past experience, the CCSO Marine Sergeant may be able to devote half of their time to this assignment. The MCSO Marine Sergeant is also their head SAR coordinator.
- The Cadet SAR group could also be cross-trained to do evidence searches in criminal investigations which would assist CCSO detectives and the Clackamas County Major Crimes Team.

Entering into Memorandums of Understanding with PMR, PNW, Mt. Wave, and NORSAR

- This process is already underway according to County Counsel (see attached draft)

Create your own volunteer group like the DCSO

- The CCSO could establish its own robust volunteer group similar to that of the DCSO. However, this would require numerous personnel assigned to nothing but the SAR Program. The DCSO has six full time staff and two part time staff dedicated exclusively to their SAR program.
- The CCSO would have to run their own annual SAR academy similar to what the DCSO and MCSO do, which will require numerous man-hours of advertising, recruiting, backgrounds, training, etc.

- CCSO would have to provide a dedicated workspace for the volunteers, who undoubtedly would have to be very involved in running this program and not just responding to callouts (i.e. running the annual academy, developing and administering maintenance level training, tracking training and callout hours, etc.)
- CCSO would have to expand the number of vehicles assigned to the SAR program and could potentially use vehicles that would normally be sent to auction or assigned to the spare vehicle fleet.
- CCSO would have to work with the volunteer group on establishing a 501(c)(3) so that donations could be accepted and monies raised. It's doubtful the CCSO has enough funds in their current budget to provide the equipment necessary to run a large volunteer program without any assistance from the volunteer groups it currently uses.

Multnomah County Sheriff's Office Search and Rescue



Policy Manual

Multnomah County Sheriff's Office Search and Rescue is a registered not for profit organization sponsored by the Multnomah County Sheriff's Office. The policies outlined in this document are those intended to guide the day-to-day operation of the unit.

Proposals to change the Policy Manual must be presented to and approved by the MCSO SAR Board.

The Multnomah County Sheriff's Office Work Rules, Law Enforcement Branch Procedures Manual, Special Orders, and other directives will guide the unit in the event an issue arises that is not covered in this Policy Manual. The same directives will prevail over this Policy Manual in the event there is a conflict or contradiction between those directives and the contents of this manual.

Approved by MCSO SAR Head Advisor

_____ Date _____

Approved by Multnomah County Head SAR Coordinator

_____ Date _____

Approved by Multnomah County Sheriff or designee

_____ Date _____

Revised on October 7, 2018 by

- Sergeant Mark Herron**
- Head Advisor Ta Adams**
- Ast. Head Advisor Jake Keller**
- President Isabella Mounsey**
- Deputy Scott McDowell**
- Deputy Emily Bergey**

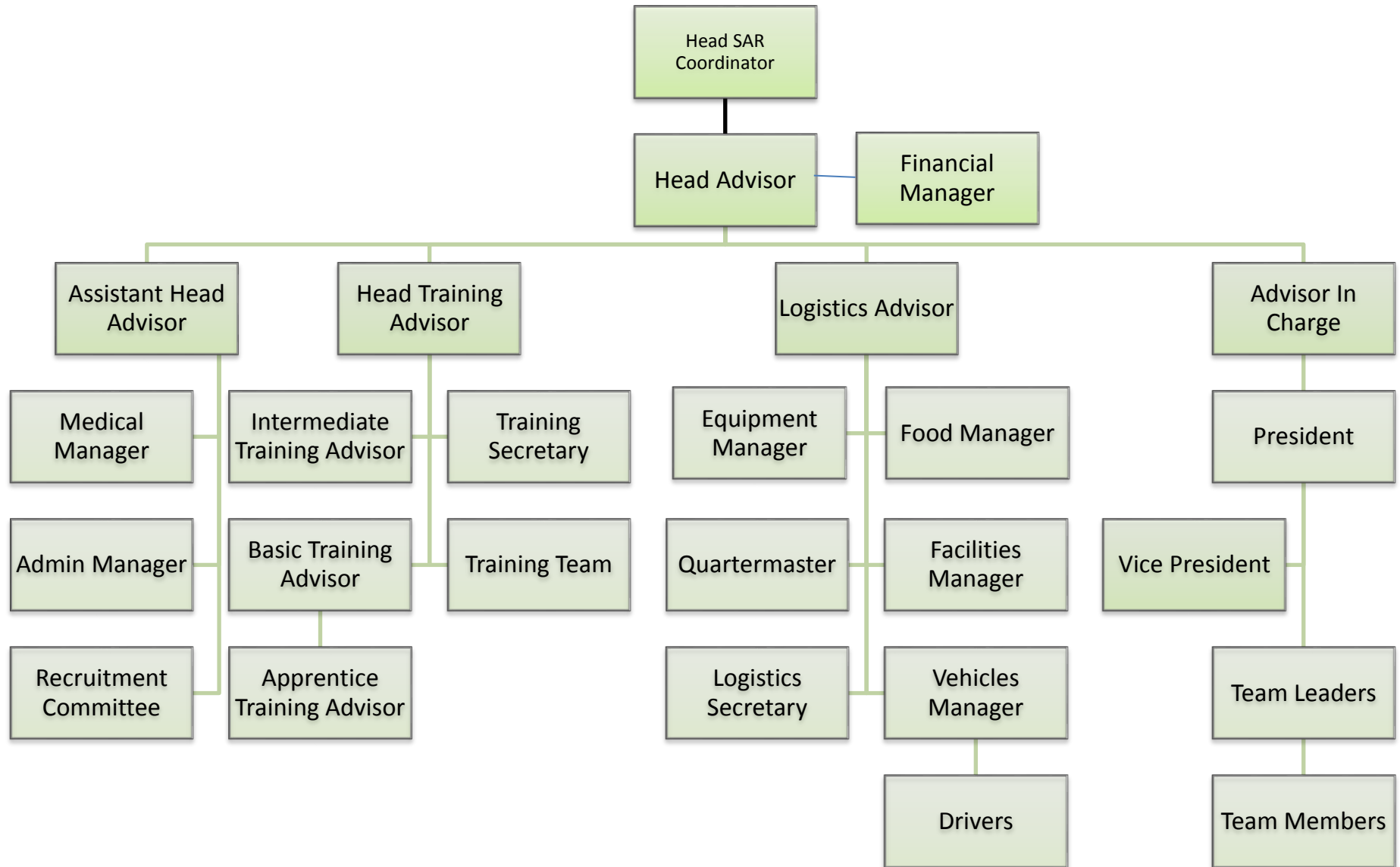
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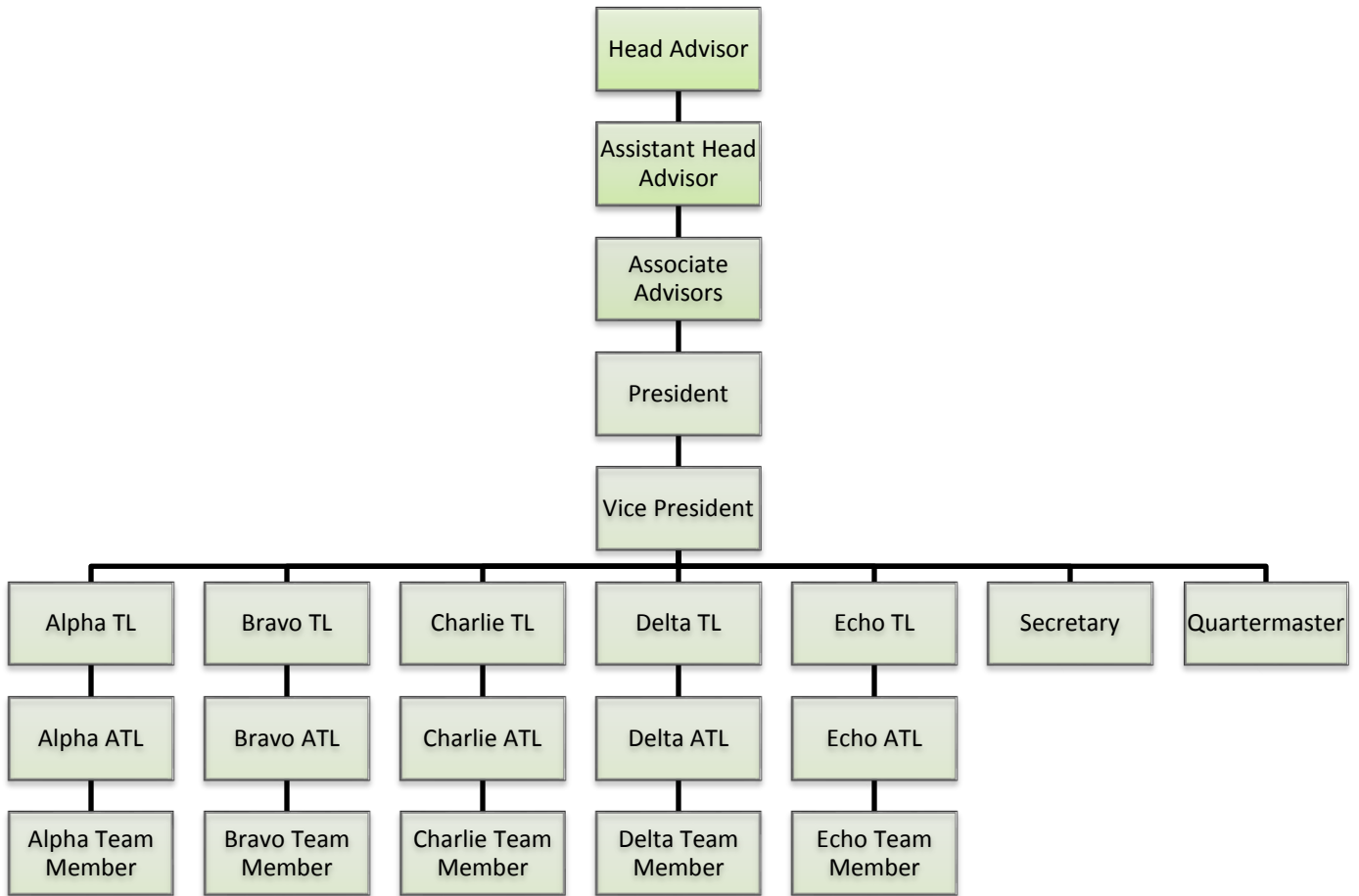
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MCSO SAR COMMAND MATRIX



MCSO SAR CHAIN OF COMMAND



1.0 MISSION STATEMENT

Multnomah County Sheriff's Office Search and Rescue is a volunteer organization whose objective is to serve the community by searching for and rescuing lost or injured persons in wilderness or urban areas, assist with evacuations during emergencies, assisting law enforcement with evidence searches, and educating the public.

MCSO SAR supports young adults by fostering a sense of community service, developing self-confidence, self-reliance and leadership skills.

2.0 MULTNOMAH COUNTY SHERIFF'S OFFICE AFFILIATION

- A. MCSO SAR is sponsored by the Multnomah County Sheriff's Office. Under the MCSO Agency Manual, which guides the parent organization, all MCSO SAR members are considered members of MCSO.
- B. All members of MCSO SAR will adhere to the MCSO Agency Manual, applicable sections of the Law Enforcement Branch Operations Manual, and all applicable Special Orders, Directives, and all other applicable communications from the parent organization.

3.0 CODE OF CONDUCT AND SAFETY

- A. All members of MCSO SAR are required to conduct themselves in a professional manner, follow all established safety rules, policies, practices, and abide by MCSO SAR and MCSO Procedures, Policies, and Directives.
- B. This includes obeying all laws, being truthful at all times, carrying out all duties, tasks, and goals to the best of one's ability when assigned to them by a superior unless the member knows it to be unlawful, compromises safety, or violates their moral conscience.

3.1 SAFETY RULES, POLICIES AND PRACTICES

- A. All members of MCSO SAR must understand that although minimized through training and safety practices, outdoor activities (including search & rescue) by their very nature carry an element of inherent risk.
- B. All members must adhere to established safety rules, policies, and practices during all sanctioned activities. Members are highly encouraged to continue observing them on similar activities on their own time.
- C. Social Media

The purpose of this policy is to establish clear and consistent guidelines for member use of social media. MCSO SAR encourages responsible electronic communications for its members, both inside their work environment and in their personal lives. However, as MCSO SAR volunteers we often acquire confidential and/or privileged information that if publicly distributed would interfere or disrupt Sheriff's Office operations and/or investigations, or could cause the subject's family undue

distress. MCSO SAR volunteers also occupy a trusted position in the community and statements have the potential to conflict with the policies and performance of the Sheriff's Office.

This policy applies to forms of communications including, but not limited to, film, video, print media, public or private speech, use of all internet services, e-mail, file transfer, remote computer access, news services, social networking, social media, blogs, forums, and other file sharing sites.

- 1) Unless performed as part of their official job duties, a member shall not use County owned or issued electronic devices to actively engage in any form of social media or online gaming by posting, publishing or uploading information or media, manipulating personal accounts/profiles or using any type of electronic messaging not otherwise approved.
- 2) A member shall not use social media to disseminate information, documents, photographs, reports or any information obtained as a result of their official capacity, unless specifically authorized or inherent in their job description or duties. Examples include, but are not limited to intelligence, official procedures, crime scene photographs, mugshots, police reports, official correspondence in the form of memoranda and internal e-mails.
- 3) A member that uses their personal device to transmit any work related material, subjects the content of those communications to the public records laws.
- 4) A member that wishes to publish in social media and author the posting as a Multnomah County Sheriff's Office Search and Rescue Member, or in a manner that a casual inquirer could deduce the posting is from a Multnomah County Sheriff's Office Member, shall first submit the request to publish to the Head Advisor, or their appointee, through their chain of command.
- 5) Unless authorized in writing by the Sheriff, Undersheriff, or Chief Deputy, a member shall not intentionally publish or knowingly permit the publishing of any image on a social media site that includes the Sheriff's Office insignia, such as, but not limited to, the agency uniform, badges or emblems.
- 6) A member shall not publish or knowingly permit the publishing of any inappropriate image on a social media site that includes the MCSO SAR insignia, such as, but not limited to, the SAR uniform, patches or emblems.
- 7) With specific authorization from the Head SAR Coordinator, designated members may be allowed to perform work related social media publishing. These designated members are prohibited from:
 - a) Making personal attacks, using insults or using threatening language.
 - b) Making libelous and/or defamatory or false statements.
 - c) Plagiarizing material.
 - d) Sharing private, personal or confidential information.
 - e) Making comments unrelated to the content of the forum, and/or providing links to material not directly related to the discussion.
 - f) Posting commercial promotions or spam.
 - g) Posting information shared with County members and/or stakeholders that is in draft form or is pending publication.

- h) Including content in postings for which the County does not own the copyright or does not have legal permission to use.

4.0 ORGANIZATION

A. PURPOSE

This section defines the roles, responsibilities, duties, obligations, and expectation of each MCSO SAR member.

B. DEFINITIONS

- | | |
|---------------------------|--|
| 1. Chain of Command | Refer to Chain of Command Chart |
| 2. Officers and Staff | All advisors, President, Vice President, Secretary, Quartermaster, Team Leaders and Assistant Team Leaders |
| 3. MCSO SAR Command Staff | Head Advisor, Asst. Head Advisor, Head Training Advisor, and Logistics Advisor. |
| 4. MCSO Command Staff | The Sheriff, Law Enforcement (LE) Chief Deputy, LE Captain, LE Lieutenant and the Head SAR Coordinator of the Multnomah County Sheriff's Office |
| 5. Head SAR Coordinator | Enforcement Division Sergeant appointed by the Sheriff to be responsible for Search and Rescue activities within Multnomah County |
| 6. SAR Coordinator | Enforcement Division Deputy Appointed by the Head SAR Coordinator to supervise Search and Rescue activities in lieu of the Head SAR Coordinator |
| 7. MCSO SAR Board | Head MCSO SAR Coordinator, two MCSO SAR Coordinators, MCSO SAR Head Advisor, MCSO SAR Assistant Head Advisor(s), MCSO SAR President, MCSO SAR Member at large. The Board meets periodically and makes decisions that focus on MCSO SAR purposes set forth in its By-Laws, defines policy, makes financial decisions and long term outlook of the organization. |
| 8. Member at Large | Member of the Board that represents the general membership; must be certified, in unit for two years, appointed by Board, and over eighteen years old, serves a one year term. |
| 9. OSSA | Oregon State Sheriff's Association |
| 10. Uncertified | Probationary members of the unit that have not yet attained MCSO SAR and OSSA certification |

11. Certified	Certified as a Searcher or greater under the standards set forth by OSSA and MCSO SAR
12. Intermediate Certification	Successful completion of the coursework and demonstration of skills required by the MCSO SAR Intermediate Certification Program
13. With Cause	With identifiable reason or reasons
14. Good Standing	Affiliate with no outstanding disciplinary or fiscal obligations
15. Activity	Any training exercise, incident, mission, fundraising, recruiting, community education, meeting or other activity.
16. Sanctioned Activity	Any activity approved by the Head SAR Coordinator and the Head Advisor or their designee
17. Advisor	Advisors are members twenty-one years of age or older who provide supervision and direction, and conduct specialized training for members of MCSO SAR during sanctioned activities. The Advisor role is a privilege.
18. Associate Advisor	Any non-probationary Advisor that is not the Head Advisor or Assistant Head Advisor(s)
19. Member	Any individual within the unit authorized to demonstrate affiliation with MCSO SAR (not to be confused with voting member as defined in Bylaws)
20. General Membership	Members who are not Officers or Advisors
21. Mentors	Certified Members who motivate, encourage, and support teams in callouts, test grading, and general help for Team Leaders without taking over for them
22. Managers	Members who hold a Manager Position
23. Support Staff	People not seeking certification but fulfill a role in the Unit by assisting at base; Training Resources who assist in the field; instructors who teach classes; Committee members, or other similar positions determined by the Head Advisor.
23. Superior	Person higher in the chain of command
24. Advisor in Charge	Advisor designated to be in charge at an activity
25. Training Year	September 1 st to August 31 st of the following year

26. Personnel Committee	Head MCSO SAR Coordinator, two MCSO SAR Coordinators, MCSO SAR Head Advisor, MCSO SAR Assistant Head Advisor(s), MCSO SAR President, MCSO SAR Member at large. The Personnel Committee meets periodically and makes decisions that focus on Human Resource concerns, investigation of complaints, disciplinary proceedings, and discipline.
27. Operational	A term in D4H that designates a member as field ready.
28. Non-Operational	A term in D4H that designates a member as not field ready.
29. Retired	A term in D4H that designates a member who has separated from MCSO SAR.

4.1 ADVISORS

- A. Advisors are members twenty-one years of age or older who provide supervision, direction, and conduct specialized training for members of MCSO SAR during sanctioned activities.
- B. Because of the close working relationship with youth, Advisors are considered role models for all members.
- C. Advisors are required to participate in at least 200 hours' worth of activities per training year to retain Advisor status.
- D. Advisors must be capable of initiating a call out, determining need for specialized skills and notifying appropriate people, insuring proper unit equipment is obtained for missions, etc. as described in Section 11.
- E. Advisors should be knowledgeable and capable of assisting Coordinators with search planning in Multnomah County.
- F. Advisors should be proficient in all areas of basic SAR certification.
- G. Advisors should have extensive knowledge of policies and procedures.
- H. Advisors should be capable of coordinating MCSO SAR members during sanctioned activities.
- I. Additional duties may be added as deemed necessary by the Head Advisor.
- J. Additional duties may include sponsoring a probationary advisor including:
 - 1. Mentoring,
 - 2. Assist the Probationary Advisor in completing the Advisor Task Book,
 - 3. Oversee their progress and keep them on track,
 - 4. Familiarize the Probationary Advisor of Advisor responsibilities.

4.1.1 RESPONSIBILITIES OF THE ADVISORS

- A. The Advisors provide overall supervision and direction for MCSO SAR activities; act as a training resource based on MCSO SAR training, experiences and resources; act as counselors; advise in all matters; and are role models for the general membership.
- B. Advisors communicate the tasks to be completed to the ranking officer or member. Occasionally the role of the Advisor is not to provide direct supervision but monitor the task for safety and to ensure completion. During sanctioned activities Advisors shall be assigned to field teams unless otherwise designated by the SAR Coordinator and/or Advisor in Charge. Advisors must follow the direction of the Team Leader for the field team to which they are assigned.
- C. Advisors must be available for emergency call out, training meetings, training outings, and other activities. Advisors must also attend the Officer and Staff meetings in addition to any Advisor meetings and committee or subcommittee meetings which the Advisor serves on.
- D. At least one Advisor shall attempt to be present for any MCSO SAR activity.
- E. Advisors who fall below the minimum MCSO SAR Advisor attendance requirements (200 hours) in a given training year may be subject to return to general membership status. The Head Advisor shall determine the reasons for the deficiency and take appropriate action to include, 1) return the advisor to general membership status or 2) create an action plan to maintain their Advisor status.
 - 1. If a member, in good standing, falls out of Advisor status and wishes to be reinstated, the member must submit a letter to the Head Advisor and be approved by the majority vote of the Advisors present at the next meeting.
- F. Two or more Advisors can initiate proceedings against an Advisor to remove the individual from Advisor status returning him/her to general membership status by presenting evidence in writing to the Head Advisor. The Head Advisor shall review and document the allegations, take corrective action as needed and present the matter to the Advisors; and
 - 1. The Advisors shall review the issue and corrective action, if any, and may appeal it to the Head SAR Coordinator. The Head SAR Coordinator may present it to the MCSO SAR Board for appropriate action, or
 - 2. The Advisors shall review the issue and corrective action, if any, and recommend action to include, but not limited to, returning The Advisor to general membership status. The Advisor in question has the right to review the allegations leading to return to general membership status and present evidence to the Advisors prior to a vote. The Advisor in question may appeal it to the Head SAR Coordinator. The Head SAR Coordinator may present it to the MCSO SAR Board for appropriate action.

4.1.2 MCSO SAR COMMAND STAFF

- A. The MCSO SAR COMMAND STAFF consists of the Head Advisor, the Assistant Head Advisor, the Head Training Advisor and the Logistics Advisor. The MCSO SAR COMMAND STAFF should attempt

to make decisions by consensus, however when necessary they shall decide by vote, and in case of a tie, the tie breaking vote shall be made by the MCSO Head SAR Coordinator. The purpose of the MCSO SAR COMMAND STAFF is to:

1. Make immediate decisions for MCSO SAR usually pertaining to in the field personnel issues, but can include day to day decisions that need to be made in between Advisor Meetings and/or Board Meetings.
2. Supervise the training curriculum.
3. Review and approve requests for exceptions to the experience requirement to become a Probationary Advisor.
4. Review and approve requests for exceptions to the requirements of Officers.
5. Appoint replacement Officers for Officers that resign.
6. Restructure the Officers if positions need to be added/deleted or modified to meet the needs of the size of the membership.
7. Review violations of policy 8.0 ATTENDANCE AND PARTICIPATION presented by the Administrative Manager and 1) Approve acceptable exceptions, 2) Create a Letter of Requirement for future participation in MCSO SAR (include parents if youth), or 3) Present the violation to the Head Advisor.
8. Review and approve Leaves of Absence submitted under 8.4 LEAVE OF ABSENCE.

4.1.3 HEAD ADVISOR

- A. In addition to the responsibilities of an Associate Advisor, the Head Advisor is responsible for the overall operation and function of MCSO SAR including operations, planning, training, and ensuring proper supervision during sanctioned activities. The Head Advisor acts as the spokesperson and representative of MCSO SAR as required. Other duties include leadership, disciplinary proceedings (ie. HR-03 or HR-04), financial reviews, a training resource, making members aware of current events, and liaison for Head SAR Coordinator.
- B. In the event the Head Advisor is unavailable the Assistant Head Advisor will temporarily assume their duties and responsibilities. If the Assistant Head Advisor is not available a designated Associate Advisor will be appointed by the Head Advisor to act in their absence. In the event no Associate Advisor is designated, the role will default to the Head Training Advisor.
- C. The Head Advisor is selected by a majority vote of the members of the MCSO SAR Board, all MCSO SAR Coordinators, and all non-probationary Advisors. Letters of interest must be submitted to the Head SAR Coordinator and each interested candidate will have the opportunity to give an oral presentation to the voting members. The position will be voted on every 2 years on even years prior to the start of the next training cycle.

- D. In the event the Head Advisor is unable to fulfill their duties or resigns with less than half their term remaining, the MCSO SAR Board will appoint an eligible member to complete the term. If more than one half of the term is remaining an election will be held to fill the position. In either case, the Assistant Head Advisor will assume the responsibilities of the Head Advisor until the position is filled.
- E. To qualify for the position of Head Advisor the applicant must have been an Advisor in good standing for the previous two years, and have successfully filled a term in a Command Staff role. Exceptions may be approved by the MCSO SAR Board.
- F. The Head Advisor is a member of the MCSO SAR Board, Personnel Committee and MCSO SAR Command Staff.
- G. The Assistant Head Advisor, the Finance Manager, the Training Advisors, Safety Manager the Logistics Advisor all directly report to the Head Advisor.
- H. Responsible for Financial Transactions as listed in 12.6.

4.1.4 ASSISTANT HEAD ADVISOR(S)

- A. In the absence of the Head Advisor, an Assistant Head Advisor assumes all duties and responsibilities of that position as necessary to fulfill the activity requirements.
- B. The Assistant Head Advisor, is responsible for ensuring the Administrative Manager reviews new member applications for completeness. The Assistant Head Advisor shall review all new member applications for potential conflicts, i.e. pre-existing medical conditions, time constraints, etc.
- C. The Head Advisor may temporarily delegate any of his/her duties to the Assistant Head Advisor(s).
- D. To qualify for the position of Assistant Head Advisor the applicant must have been an Advisor in good standing for the previous two years and have successfully filled a term in a Command Staff role. Exceptions may be approved by the MCSO SAR Board.
- E. The Assistant Head Advisor is selected by a majority vote of the members of the MCSO SAR Board, All MCSO SAR Coordinators, and all non-probationary Advisors. Letters of interest must be submitted to the Head SAR Coordinator and each interested candidate will have the opportunity to give an oral presentation to the voting members. The position will be voted on every 2 years on odd years, prior to the start of the next training cycle.
- F. In the event the Assistant Head Advisor is unable to fulfill their duties or resigns with less than half their term remaining, the MCSO SAR Board will appoint a member to complete the term. If more than one half of the term is remaining an election will be held to fill the position. In either case, the Head Advisor will assume the responsibilities of the Assistant Head Advisor until the position is filled.
- G. The Medical Manager, the Recruiting Committee, the Safety Manager and the Administrative Manager report to the Assistant Head Advisor. The Assistant Head Advisor is also responsible for fundraising, grants, and recruiting. Some or all of these responsibilities may be delegated.

- H. The Assistant Head Advisor, in conjunction with the Head Advisor, is responsible for reviewing new member applications.
- I. The Assistant Head Advisor(s) is a member of the MCSO SAR Board. In the event there are two Assistant Head Advisors both may serve as a member on the MCSO SAR Board.
- J. The Assistant Head Advisor(s) is a member of the MCSO SAR Board, Personnel Committee and MCSO SAR Command Staff.

4.1.5 HEAD TRAINING ADVISOR

- A. To qualify for the position of Head Training Advisor the applicant must have been an Advisor in good standing for the previous two years, and have successfully filled a term as the Basic Training Advisor. Exceptions may be approved by the MCSO SAR Board. Letters of interest must be submitted to the Head Advisor and each interested candidate will have the opportunity to give an oral presentation to the voting members. Advisors will review and submit a recommendation(s) to the MCSO SAR Board. The MCSO SAR Board will appoint the Head Training Advisor. The position will be voted on every 2 years on even years.
- B. Responsibilities:
 - 1. Coordinates with Head Advisor, and other training advisors, in overseeing training curriculum, exercises, external resources, and determining training locations.
 - 2. Coordinates with the Basic Training Advisor to ensure all Basic Training meets or exceeds OSSA standards.
 - 3. Ensures that Training Resources maintain standards in their area(s) of expertise.
 - 4. Responsible for maintaining an overarching training schedule; resolving any scheduling conflicts between the Basic and Intermediate training programs; assisting the Basic and Intermediate Training Advisors to integrate training whenever possible.
 - 5. Coordinates with the MCSO SAR Command Staff during pre-exercise planning.
 - 6. Responsible for team assignments (Alpha, Bravo, Charlie, Delta). Should coordinate with the Basic and Intermediate Training Advisors and President/Vice President to ensure teams are balanced.
 - 7. Monitors and ensures certified members meet recertification requirements per Section 4.4.3.
 - 8. Coordinates with Head Advisor, and Head SAR Coordinator to update training curriculum.
 - 9. Responsible for appointing and supervising the: Intermediate, Basic and Apprentice Training Advisors.
 - 10. Additional duties may be added as deemed necessary by the Head Advisor.

4.1.6 LOGISTICS ADVISOR

- A. To qualify for the position of Logistics Advisor the applicant must have been an Advisor in good standing for the previous two years, and have successfully filled a term as a logistics manager. Exceptions may be approved by the MCSO SAR Board. Letters of interest must be submitted to the Head Advisor and each interested candidate will have the opportunity to give an oral presentation to the voting members. Advisors will review and submit a recommendation(s) to the MCSO SAR Board. The MCSO SAR Board will appoint the Logistics Advisor. The position will be voted on every 2 years on odd years.
- B. The Logistics Advisor reports to the Head Advisor.
- C. Responsible for supervising logistics managers including: Equipment Manager, Facilities Manager, Food Manager, and Vehicles Manager and is ultimately responsible for all equipment, facilities, food and vehicles.
- D. Responsible for maintaining adequate inventories of all MCSO and MCSO SAR related equipment issued for SAR related purposes. These reports will be due by August 1 of each year.
- E. Responsible for ensuring any requests for equipment are submitted in writing to the Head Advisor as needed.
- F. Responsible for ensuring the Training Advisors are able to acquire the needed equipment, facilities, etc. that is necessary to conduct training activities.
- G. Responsible for ensuring that all vehicles are being properly maintained, cleaned, and are ready for use at all times.
- H. May appoint assistants as needed.
- I. Additional duties may be added as deemed necessary by the Head Advisor.

4.1.7 ASSOCIATE ADVISORS

A. RESPONSIBILITIES

- 1. Advisors not holding a Command Staff position are Associate Advisors.
- 2. Associate Advisors are responsible for duties and responsibilities outlined in Section 4.1.1
- 3. Advisor positions should be filled by one or more Associate Advisors. If the occasion arises that a position is not filled, the Head Advisor or Assistant Head Advisor may step into the position until a replacement is appointed.
- 4. Additional duties may be added as deemed necessary by the Head Advisor.

B. POSITIONS

- 1. Intermediate Training Advisor
 - a. Intermediate Training Advisor will be appointed by the Head Training Advisor and with input from Advisors annually and may serve consecutive terms.

- b. Responsibilities
 - 1. Responsible for implementing the Intermediate Training Program.
 - 2. Member of the Training Team.
 - 3. Responsible for maintaining the Intermediate Training Program meeting and outing schedule; coordinating with the Basic Training Advisor to integrate Basic and Intermediate Training; and coordinating with the Head Training Advisor to resolve scheduling conflicts.
 - 4. Coordinates with the MCSO SAR Command Staff during pre-exercise planning.
 - 5. Additional duties may be added as deemed necessary by the Head Advisor.
 - 6. May appoint an Assistant as needed.
- 2. Basic Training Advisor
 - a. Basic Training Advisor will be appointed by the Head Training Advisor and with input from Advisors annually and may serve consecutive terms.
 - b. Responsibilities
 - 1. Responsible for implementing the Basic Training Program.
 - 2. Member of the Training Team.
 - 3. Coordinates with the Head Training Advisor to ensure all Basic Training meets or exceeds OSSA standards.
 - 4. Coordinates with the MCSO SAR Command Staff during pre-exercise planning.
 - 5. Responsible for maintaining a Basic Training meeting and outing schedule; coordinating with the Intermediate Training Advisor to integrate Basic and Intermediate Training; coordinating with the Head Training Advisor to resolve scheduling conflicts.
 - 6. Responsible for training the Apprentice Training Advisor to fulfill the roles and responsibilities of the Training Advisor.
 - 7. Prior to graduation the Basic Training Advisor will notify all uncertified members that have not met the certification requirements stating which skills they still need to demonstrate.
 - 8. The Basic Training Advisor must make time available to probationary members to develop written remediation plans.
 - 9. Additional duties may be added as deemed necessary by the Head Advisor.
- 3. Apprentice Training Advisor(s)

- a. Apprentice Training Advisor will be appointed by the Head Training Advisor and with input from Advisors annually and may serve consecutive terms.
- b. Responsibilities
 1. Responsible for learning the job of the Training Advisor and fulfilling any delegated tasks.
 2. Member of the Training Team.
 3. Additional duties may be added as deemed necessary by the Head Advisor.

4.1.8 REQUIREMENTS OF PROBATIONARY ADVISORS

- A. Certified members in good standing, over 21 years of age with 2 consecutive years of experience (minimum 1 year certified) with MCSO SAR wishing to become an Advisor must first obtain the sponsorship of a non-probationary Advisor. The sponsoring Advisor shall assist the candidate prior to and during the probationary period. Exceptions to the experience requirement may be made by the MCSO SAR Command Staff with MCSO SAR Board approval.
- B. Upon sponsorship the applicant must present the MCSO SAR Head Advisor with a written resume that includes the reasons why the person desires to become an Advisor. An oral interview may follow. Experience on the resume should include:
 1. Wilderness and backcountry
 2. SAR, specialized rescue, and emergency medicine
 3. Youth oriented programs
 4. Knowledge, skills and abilities that the applicant will bring with them that will benefit the function and training of the unit
- C. Applicant must have no criminal convictions, be of good standing and character within the unit, and may not hold membership in any group or enterprise that promotes, condones, or conducts unlawful activities.
- D. Applicants are allowed into the program and entered into a minimum twelve-month probationary period by a majority vote of all Advisors present during the vote.

During this period the applicant must:

1. Demonstrate the ability to work comfortably with others in the capacity of an Advisor in the areas of supervision, direction, training, guidance, and counseling of the membership.
2. Complete all assigned tasks satisfactorily and in a timely manner.
3. Maintain no less than the minimum attendance record as required for Advisors.

4. Applicants may assist in training or activities that MCSO SAR may be involved in, but the applicant will be under the direction of an Advisor during the probationary phase.
 5. Develop the knowledge, skills and abilities required of an Advisor as defined in Section 4.1 by working with the Advisors.
 6. Successfully complete the Probationary Advisor Task Book.
- E. At the end of the 12 month probationary period performance will be evaluated by all Advisors to confirm Advisor status or to extend the probationary period if determined necessary.
 - F. Probationary Advisors may be returned to general member status at any time for cause, including but not limited to: incompatibility, inability to work with youth, incomplete attendance, or unsatisfactory performance of the obligations listed in Section 4.1.1.C.
 1. Two or more Advisors must initiate the return to general membership status. The Probationary Advisor in question has the right to review the allegations and present evidence in their favor prior to a vote. The vote is by majority of a secret ballot of the Advisors.
 2. The Head SAR Coordinator and the Head Advisor shall notify the Probationary Advisor of the outcome of the vote.

4.2 OFFICERS

- A. The officers of MCSO SAR by order in the chain of command are President, Vice President, and Team Leaders, (Alpha through Delta,) and Assistant Team Leaders (Alpha through Delta), Secretary and Quartermaster. The officer in charge at a given MCSO SAR function shall be the ranking officer present unless otherwise specified by the Advisor in Charge.
- B. A list will be presented to the general membership by the Training Advisors of who has completed SAR training and certified. Eligibility is determined by attendance (meeting, outing, searches, and special activities) and knowledge test scores (90% or higher on the written state test and passing score on the practical exam). These criteria can be modified at the discretion of the MCSO SAR Command Staff. The list will be presented no later than a week before elections.
- C. Members interested in running for a position must submit a letter of interest to the Head Advisor by the Tuesday prior to elections.
- D. Officers, with the exceptions of ATL's, are elected into office by a majority vote of members present. In the event of a tie a run-off will be conducted and the person receiving the highest number of votes will determine the winner.
- E. Elections shall be held at least once a year, and no more than twice a year. The options for elections are: the end of the training year and before the new training year begins.
- F. Any member may withdraw from consideration for a position. Members not present may still run for office, only if they submit a letter to be read during elections.

- G. Certified members 18 and under at the time of elections that have the required time in service may serve as officers. At the discretion of the Head Advisor, members under 21 years of age that have the required time in service may hold elected positions.
- H. Only members qualified for the given office, in good standing and not under suspension or any other form of discipline, may be nominated for the office. The Head Advisor may waive the time in service qualification only when this requirement may prevent the offices from being filled.
- I. If an Officer resigns or is removed a qualified member appointed by the MCSO SAR Command Staff will fill any vacant position(s) until the next scheduled election.
- J. Officers may be removed from office by disciplinary action, resignation, or restructure by MCSO SAR Command Staff.
- K. All Officers must fulfill all obligations and responsibilities required of the general membership in addition to those required of their office. Officers are responsible for any duties or tasks assigned to them and must assure that they are completed or carried out promptly, correctly, and safely.
- L. All officers are expected to meet the attendance requirements of uncertified members because they are expected to lead uncertified members during training and activities and must be present to do so.
- M. All Officers should make every attempt possible to show up 5 minutes early to all planned activities.
- N. At least one officer shall attempt to be present for any MCSO SAR activity.
- O. Officers may hold multiple positions if deemed necessary by the Head Advisor.
- P. Additional duties may be added as deemed necessary by the Head Advisor.

4.2.1 PRESIDENT

- A. The President is responsible for all MCSO SAR activities in addition to any other duties outlined in this manual. The President must ensure that all responsibilities and duties assigned to MCSO SAR are completed promptly, correctly, and in a safe manner. The President oversees all Officers and the general membership, and is ultimately responsible for their actions. Other duties include running meetings, outing setup and takedown, assisting with teaching, and delegating tasks to other officers.
- B. A candidate for the position of President must be certified, a member of MCSO SAR for a minimum of two training years, held a prior office, and either has completed or will complete Leadership Training.
- C. During missions the President shall be assigned to a field team unless otherwise designated by the Advisor in charge. The President must follow the direction of the Team Leader for the field team to which they are assigned.
- D. The President shall serve on the MCSO SAR Board Additional duties may be added as deemed necessary by the Head Advisor.

4.2.2 VICE PRESIDENT

- A. The Vice President is responsible for all personnel matters including mediating member disputes and monitoring individuals training progress, in addition to any duties outlined in the policy manual. In the absence of the President, the Vice President assumes all of his/her duties and responsibilities.
- B. Vice President is responsible for reviewing attendance updates and communicating them to the President.
- C. In the event the general membership reaches over fifty active members and by a majority vote of the Officers and Staff, the office of Second Vice President may be established. The responsibilities and qualifications remain the same and the chain of command is altered to reflect the two positions.
- D. A candidate for the Office of Vice President must be certified, a member of MCSO SAR for a minimum of two training years, held a prior office or was an Assistant Team Leader, and either has completed or will complete Leadership Training.
- E. Additional duties may be added as deemed necessary by the President or Head Advisor.

4.2.3 TEAM LEADERS

- A. Team Leaders are responsible for the safe and efficient operation of their assigned team's training and the well-being of the members, in addition to any duties outlined in this manual. These duties include assisting in monitoring attendance and performance, notifying team members of MCSO SAR activities, and team obligations such as ensuring their team is in uniform, dealing with personal equipment problems, and pack inspections.
 - 1. Team Leaders are responsible for obtaining a general availability schedule from all of their team members.
 - 2. Attendance monitoring should be done on MCSO SAR Form TL-01 (available in Appendix).
 - a. Members who showed up late or left early.
 - b. If the member was absent and notified their TL prior to the absence.
 - c. If the member was absent and did not notify their TL prior to the absence.
 - d. If the member was present but did not sign in on the roster.
- B. Personnel problems and corrective actions should be initiated and documented on MCSO SAR Form HR-03 and submitted to the, President and Head / Assistant Head Advisor. Follow the disciplinary process outlined in Section 9.0.
- C. Newly elected Team Leaders are assigned to Teams based upon their respective number of votes. For example, the person with the highest number of votes becomes "Alpha Team Leader", the person with the next highest number of votes becomes "Bravo Team Leader", etc.

- D. A candidate must be certified, a member of MCSO SAR for a minimum of two training years and either has completed or will complete Leadership Training. Exceptions can be made at the discretion of the Head Advisor.
- E. See Section 11.3 - Chain of Notification, and Attendance Tracking (MCSO SAR Form TL-01) available in Appendix.
- F. Additional duties may be added as deemed necessary by the President or Head Advisor.

4.2.4 ASSISTANT TEAM LEADER

- A. The Assistant Team Leaders shall be appointed by the consensus, by the Advisors, President, Vice-President and Team Leaders present on the day of elections.
- B. The Assistant Team Leader is directly responsible to their respective Team Leader, and assist them in their duties as outlined in Section 4.2.3, in addition to the duties outlined in this manual. In the event a team exceeds fourteen members, a Second Assistant Team Leader may be assigned by the MCSO SAR Command Staff.
- C. In the absence of the Team Leader, the Assistant Team Leader will assume all the duties and responsibilities of the Team Leader.
- D. A member appointed for the position of Assistant Team Leader must be certified, a member of MCSO SAR for a minimum of one training year, and either has completed or will complete Leadership Training.
- E. Additional duties may be added as deemed necessary by the Team Leader or President.

4.2.5 SECRETARY

- A. Administrative Secretary
 - 1. Reports to the Administrative Manager.
 - 2. The Administrative Secretary is responsible for assisting the Administrative Manager with maintaining accurate and complete records of attendance, activities, annual member dues, annual paperwork, inputting/updating this information in D4H.
 - 3. Responsible for posting weekly announcements.
 - 4. At graduation time, the Administrative Secretary will assist the Head Advisor/Head SAR coordinator with finalizing certification and recertification documents, graduation certificates, and identification cards.
 - 5. Responsible for assisting the Administrative Manager with writing and submitting administrative letters to members as required. Letters may include attendance notifications, and elections.
 - 6. Works with the Training Secretary to maintain the MCSO SAR Scrap book, including pictures and newspaper articles.

B. Training Secretary

1. Reports to the Head Training Advisor and may be assigned to report to the Basic/Intermediate Training Advisors as needed.
2. Responsible for assisting the Training Advisors with copying, organizing, distributing and training paperwork.
3. Responsible for maintaining accurate and complete records of training meetings (including minutes, copies of handouts, notes on topics covered and who conducted the training (roles)).
4. Responsible for collecting training related announcements for the Administrative Secretary.
5. Responsible for assisting the Training Advisors with tracking training meeting/outing attendance and certification requirements.
6. At graduation time, the Training Secretary will assist the Training Advisor with ensuring all training and certification documents are completed and submitted to the Administrative Manager for administrative processing.
7. Responsible for assisting the Training Advisors with writing and submitting training-related letters to members, including notification of missing certification requirements, and remediation letters.
8. Works with the Administrative Secretary to ensure a photo album/scrapbook of the year's activities are completed and ready for presentation and graduation. Responsible for ensuring a slideshow of the years activities is completed for presentation at graduation.

C. Logistics Secretary

1. Reports to the Logistics Advisor.
 2. Responsible for ensuring Logistics information is updated in D4H including repairs, tasks and equipment usage.
 3. Responsible for ensuring appropriate forms and paperwork are available in the vehicles (mileage tracking logs, accident and injury forms).
 4. Responsible for taking minutes at Logistics meetings.
 5. Responsible for assisting Logistics Advisor to complete annual inventory paperwork, maintain the Master Equipment Inventory, maintain the equipment wish list and needs list.
- D. In the event elections are held twice a year, the office of Secretary may be held for an entire year starting in the election prior to summer break.
- E. The Secretaries may appoint assistants as needed with approval from the Head Advisor.
- F. Additional duties may be added as deemed necessary by the Head Advisor.

4.2.6 QUARTERMASTER

- A. The Quartermaster reports to the Logistics Advisor.
- B. The Quartermaster is responsible for the issue, return and maintenance of MCSO SAR equipment, in addition to any duties outlined in this manual. The Quartermaster shall report on equipment condition and any repair, replacement, or procurement needs to them.
- C. The Quartermaster will assist the Equipment Manager in maintaining adequate inventories of all MCSO SAR related equipment.
- D. A candidate for the position of Quartermaster must be certified; a member of MCSO SAR for a minimum of one training year, and either has completed or will complete Leadership Training.
- E. The Quartermaster may appoint assistants as needed with approval from the Logistics Advisor.
- F. Additional duties may be added as deemed necessary by the Logistics Advisor.

4.2.7 MANAGERS

A. RESPONSIBILITIES

- 1. The following Manager positions may be filled by one or more members. If the occasion arises that a position is not filled, the Advisor responsible for the position must assume the responsibilities of the position until a replacement can be appointed.
- 2. Manager positions will be appointed annually at the time of general elections by the Advisor responsible for the positions, and approved by the MCSO SAR Advisors. Letters of interest should be submitted to the Advisor responsible for the position.

B. POSITIONS

- 1. Facilities Manager
 - a. Reports to Logistics Advisor.
 - b. Responsible for buildings, including cleaning, maintenance and upkeep, laundry and garbage/recycling.
 - c. Responsible for upkeep of building grounds.
 - d. May appoint Assistant as needed.
 - e. Additional duties may be added as deemed necessary by Logistics Advisor.
- 2. Food Manager
 - a. Reports to Logistics Advisor.
 - b. Responsible for creating meal plans for outings.

- c. Responsible for creating a shopping list and coordinating with the Head Advisor or Assistant Head Advisor to purchase food for outings.
 - d. Prepares food for outings or special activities, or assigns meal planning and preparation to an appropriate designee.
 - e. Must have a current Food Handler's Card, and ensure any food prep assistants have a current Food Handler's Card.
 - f. May appoint Assistant as needed.
 - g. Additional duties may be added as deemed necessary by the Logistics Advisor.
3. Equipment Manager
- a. Reports to the Logistics Advisor.
 - b. Oversees all equipment inside buildings, vehicles, and trailers. Inventories are due annually by August 1 of each year. All inventory reports are to be submitted to the Logistics Advisor.
 - c. Completes all Equipment Request Forms for equipment or supplies needed, and forwards them to the Logistics Advisor.
 - d. Creates and ensures ongoing completion of rope equipment logs.
 - e. Ensures that all electronics including computers, printers, radios, GPS, etc., are functional unless delegated to a Committee by the MCSO SAR Board.
 - f. May appoint Assistant as needed.
 - g. Shall maintain the "SAR Lost and Found" bin. The SAR Lost and Found bin shall be purged and donated for the scholarships prior to the next training year.
 - h. Additional duties may be added as deemed necessary by the Logistics Advisor.
4. Vehicle Manager
- a. Reports to the Logistics Advisor.
 - b. Responsible for ensuring all vehicles are working properly, secured after us and prepared for redeployment, including trailers.
 - c. Responsible for making sure monthly checks and regular maintenance requests (oil, tires, etc.) are completed on the vehicles.
 - d. Responsible for working with Equipment Manager to complete vehicle equipment inventory.
 - e. Maintain the driver list with qualifications (ie. trailering, big trucks, vans, etc.)
5. Medical Manager

- a. Reports to the Assistant Head Advisor.
 - b. A member of the Medical Committee.
 - c. Responsible for developing and updating the content of medical related training, and coordinates with the Training Advisors on its implementation.
 - d. Responsible for the evaluation of any injuries or medical incident reports for the unit. Ensures doctor's notes including restrictions or limitations and final releases are copied to the Head SAR Coordinator and personnel file. Can restrict or deny activities to personnel based on medical conditions or injuries. Track status of members' medical conditions or injuries and communicate status to Vice President and Assistant Head Advisor.
 - e. Responsible for maintaining medical kits and supplies. Supplies to be ordered through the Logistics Advisor.
 - f. Submits an inventory report to the Logistics Advisor by August 1 annually.
 - g. Responsible for overseeing advanced medical certifications, notifying individuals about recertification requirements, and scheduling certification training for advanced medical personnel.
 - h. May appoint Assistant as needed.
 - i. Additional duties may be added as deemed necessary by the Assistant Head Advisor.
6. Financial Manager
- a. The Financial Manager Reports to the Head Advisor.
 - b. Responsible for financial records and investments.
 - c. Responsible for preparing a monthly report to the MCSO SAR Board to include income, expenditures, outstanding transactions, current balance, and solicitations for donations.
 - d. May appoint an Assistant as needed.
 - e. Responsible for preparing an annual budget.
 - f. The Financial Manager will maintain all records of funding, monetary donations, and solicitations for donations. All records will be reviewed monthly by the Head SAR Coordinator.
 - 1. All records will be made available for audit or review by:
 - i. Any member of the MCSO Command Staff.
 - ii. The MCSO Inspections Unit.
 - iii. The Head SAR Coordinator.

- iv. Any member of the MCSO SAR Board.
 - v. Any person appointed by the MCSO SAR Board to conduct a third party review of records.
- g. Additional duties may be added as deemed necessary by the Head Advisor.
7. Administrative Manager
- a. Reports to the Assistant Head Advisor.
 - b. Responsible for management of the Admin Secretary.
 - c. Responsible for updating d4h, including member records and rosters.
 - d. Responsible for reviewing applications for completeness.
 - e. Responsible for making sure the quarterly volunteer hours log is submitted to the Head SAR Coordinator (by Jan 1, April 1, July 1, Oct 1).
 - f. Responsible for the semi-annual review of all members' hours which will occur on February 1st and August 1st. A report will be generated and provided to the Assistant Head Advisor.
 - g. May appoint an Assistant as needed.
 - h. Additional duties may be added as deemed necessary by the Assistant Head Advisor.
 - i. Reporting will be conducted through the chain of command to the Administrative Manager, who will provide a monthly report to the Command Staff on the 1st of each month.
 - j. Responsible for reporting violations of 8.0 ATTENDANCE AND PARTICIPATION to the Command Staff.
8. Safety Manager
- a. The Safety Manager reports to the Assistant Head Advisor.
 - b. The Safety Manager shall ensure a Safety Officer is present at all MCSO SAR members at all activities.
 - 1. If no Safety Officer is appointed the responsibilities default to the Advisor in Charge
 - c. Coordinates with the Training Advisor in pre-activity planning to ensure all training missions are conducted in a safe manner.
 - d. Review all reported emergencies for any violation of the standing safety rules and policies, and recommend changes if necessary.
 - e. If any Member calls "SAEFTY" during an activity, the Safety Officer, SAR Coordinator and Advisor in Charge will be consulted, and the "SAFETY" lifted once the unsafe condition is corrected.

- f. Additional duties may be added as deemed necessary by the Assistant Head Advisor.

4.3 COMMITTEES

1. Training Team

1. The Training Team shall consist of the Head Training Advisor, Intermediate Training Advisor, Basic Training Advisor and Apprentice Training Advisor(s) and may include the Head Advisor or Assistant Head Advisor(s), a SAR Coordinator, President, and other Training Resources.

2. Responsibilities

- a. Assist the Training Advisors with maintaining an annual schedule.
- b. Assist the Training Advisors with implementing the training programs.
- c. Responsible for determining personal equipment that can be used, and maintaining a required personal equipment list with final the approval of the Head Training Advisor and Head Advisor.
- d. Assist in training.
- e. Assist in developing the overall training curriculum.
- f. Establish a Training Resource List and review it annually.
- g. Additional duties may be added as deemed necessary by the Head Advisor.

2. Medical - Janette

3. Recruiting – Ryan via Ta

4. Fundraising - Janette

5. Information Technology - Jake

6. Social Media - jake

7. Personnel - Janette

4.4 SUPPORT STAFF

- A. A Member of the general public who are not field-deployable that fulfill a support role. Some positions include: Cooks, SAR Subjects, Training Resources, CPA's, and others assigned by the MCSO SAR Board.

4.5 GENERAL MEMBERSHIP

The general membership is comprised of individuals fourteen (14) and older who are not Officers or Advisors. Members are critical in providing the necessary personnel for MCSO SAR activities.

In the spirit of MCSO SAR Mission statement to support and develop young adults and have a manageable number of members, it is the goal to maintain a ratio of 60% youth to 40% adult of the general membership with a total number of operational members of 90 people. The recruitment class size and makeup each fall will be determined by the current makeup of the group.

4.5.1 NEW MEMBER REQUIREMENTS

- A. Candidates under 18 must have the approval and support of their parent(s) or legal guardian prior to applying for membership.
- B. In the required initial membership applications a portion of the application will include a written statement as to why the candidate wishes to join and what they wish to contribute.
- C. A background check will be conducted as part of the standard application process. Candidates must pass a background check and cannot hold membership in any group that promotes, condones, or conducts unlawful activities.
- D. Once accepted into the program, candidates are placed on a probationary status and referred to as uncertified. During this period the candidate may be terminated from the program due to inability to perform required/assigned duties, incompatibility, inability to work with others, incomplete attendance, or certain criminal changes in the member's background.
- E. If a candidate enters the program already certified under OSSA standards the candidate must still undergo the basic training program and demonstrate the same skills as any other uncertified member.
- F. All scholarship and assigned equipment must be returned within 30 days of termination or resignation from MCSO SAR. Failure to comply with this timeline will be considered theft by MCSO.
- G. The probationary period ends when the candidate successfully completes the certification process.
- H. At the time of graduation, any probationary members that have not met the certification requirements will receive letters from the Basic Training Advisor stating which skills they need to demonstrate. The probationary member will have two months to complete the requirements or make arrangements through a written plan to complete the requirements. Members who fail to meet this requirement and wish to stay with the unit will remain in a probationary status and will be expected to complete all training with new members the following year.

4.5.2 REQUIREMENTS FOR UNCERTIFIED MEMBERS

- A. All uncertified members must demonstrate proficiency in skills identified by OSSA and MCSO SAR training standards for certification as a searcher. To be considered for certification the candidate must:
 - 1. Have demonstrated and continue to demonstrate:
 - a. An ability to work as a member of a team.

- b. A good attitude and demeanor towards learning new skills, improving those already possessed, and working with others in using and demonstrating these skills under stressful and adverse conditions.
 - c. A willingness to work for the good of the unit and its membership, and to work beyond the minimum that is required.
 - 2. Complete the attendance requirements as outlined in Section 8.0
 - 3. Be in Good Standing.
- B. Training
- 1. All uncertified members are expected to be actively working towards certification.
 - 2. All missed material must be made up. It is up to the member that missed a training class or outing to work with their team leader to determine how to achieve this.

4.5.3 REQUIREMENTS FOR CERTIFIED MEMBERS

- A. Certified members must continually strive to improve their skill and abilities and be able to demonstrate their proficiency in them even under stressful and adverse conditions.
 - 1. Certified members must retake the written State and Navigation exams, and field test on Medical Assessment every other year on even years, and whenever the exams are revised.
 - 2. Certified members must retest on all field skills in 2015 and every 5 years thereafter.
 - 3. Certified members that fail to pass the written and field skills exams will be required to remediate on the training and pass the tests at the next time the exams are offered.
- B. Certified members are expected to act as role models for new members, pass on their knowledge and experience, and to take an active role in the training of uncertified members.
- C. Complete the attendance requirement as outlined in **Section 8.0**

4.5.4 GENERAL REQUIREMENTS FOR ALL MEMBERS

- A. All members must adhere to the policies in this manual.
- B. All members must demonstrate the ability to work as a member of a team, display a good attitude even under stressful or adverse conditions, and demonstrate a willingness to work beyond the minimum required.
- C. All members must be available for emergency call outs and attend activities.
- D. All members must attend any committee or subcommittee meetings which the member serves on.
- E. All members must bring all required personal equipment to every SAR function and be search-ready at all activities.

- F. All members must communicate their general availability to their Team Leader, or their immediate supervisor, and inform him/her of any extended absences.
- G. All members must respond to all call-outs. Members must respond to their Team Leader ASAP whether or not they can attend the activity and/or their availability for the next 24 hours.
- H. All members in High School must maintain a GPA of no less than a 2.0 to maintain membership, which will be monitored by their parent or legal guardian. Members in college are encouraged to maintain the same standard.
- I. All members must promptly, safely, and properly carry out and complete all tasks, duties, and responsibilities assigned to them. Members must obey the orders of any superior, unless the member knows it to be unlawful, immoral, or it would create an unreasonable risk to safety.
- J. All members must report any changes to their driving record, criminal record, arrests of themselves, immediate family members, or members of their household to the Head SAR Coordinator as soon as possible.
- K. Members are required to report in writing any known associations with individuals on parole or probation to the Head SAR Coordinator as soon as possible.
- L. Any member wishing to resign from the unit or from any position must inform their immediate supervisor in writing and complete an exit interview (HR-01).
- M. All issued MCSO patches and assigned equipment must be returned within 30 days of your termination or resignation from MCSO SAR. Failure to comply with this timeline will be considered theft by MCSO.

4.5.5 ALL MEMBERS ARE REQUIRED TO MAINTAIN THEIR INFORMATION AND STATUS CURRENT IN D4H.

4.5.6 MCSO SAR BOARD

- A. Members of the MCSO SAR BOARD include:
The Head MCSO SAR Coordinator, two MCSO SAR Coordinators, MCSO SAR Head Advisor, MCSO SAR Assistant Head Advisor(s), MCSO SAR President, and a MCSO SAR Member at large.
- B. Duties as defined in the MCSO SAR Bylaws, Article 4, Appendix G.

5.0 PERSONAL APPEARANCE

A. PURPOSE

To establish policies regarding uniforms and personal appearance.

B. DEFINITIONS

- 1. Certified Dress/Meeting Uniform Green polo (issued), black T-shirt (optional), solid-black pants, solid-black boots or tennis shoes (including black

shoe laces and soles), black socks, black belt, issued patches properly attached (OSSA Patch on right shoulder 2" below seam, MCSO Patch on left shoulder 2" below seam).

2. Uncertified Meeting Uniform Orange shirt (issued), solid-black pants, blue jeans (professional looking), belt, boots or tennis shoes.
3. Field Uniform Orange shirt (issued), black pants for winter, khaki pants or shorts for summer, black rain pants, boots, and boot socks.

C. GENERAL

1. MCSO SAR uniform represents affiliation with the unit and all it stands for. The way a uniform is worn and presented is a representation not only of the person wearing it, but also of the unit as a whole along with the sponsoring organizations. It is a direct reflection on the wearer's professionalism, personal pride and dedication.
2. Issued uniform items will not be worn outside of sanctioned activities.
3. The Equipment Manager will make every attempt to provide each member the opportunity to obtain uniform and personal equipment items through MCSO SAR at the lowest cost possible.
4. Any non-issued patches or clothing items worn during MCSO SAR functions are subject to the approval of the Head Advisor.
5. The appropriate uniform as defined at the beginning of the training year, or prior to each activity must be worn at all times during the sanctioned activity.
6. If a uniform is designated, persons not wearing the appropriate uniform may not be allowed to participate in MCSO SAR activities, or the attendance may not be counted.

5.2 PERSONAL APPEARANCE AND GROOMING

- A. All members will maintain a clean and professional appearance. Members will keep their hair clean, neatly trimmed and combed.
- B. Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this policy, naturally occurring color range does not include unique hair colors such as pink, blue or purple.
- C. Hair must be styled in such a manner so that it does not interfere with uniform components or any specialized equipment and will not interfere with member's safety or effectiveness.
- D. The Head Advisor may approve accommodations to this standard on a case-by-case basis dependent upon religious or medical needs and/or unit assignment.

5.2.1 SPECIFIC STANDARDS

- A. Mustaches, beards and goatees are allowed. Mustaches, beards and goatees must be kept neatly trimmed. Mustaches will not exceed the upper border of the lip. Beards and goatees will be closely cropped and will be professional in appearance.
- B. Members must wear clothing that ensures they are maintaining a professional appearance.

5.2.2 JEWELRY

- A. All members may wear jewelry that is moderate, clean, neat, and of a style that presents a professional appearance, is not offensive to others and is consistent with the type of assignment and duty performed.
- B. No jewelry shall be worn so that it interferes with the use of equipment or hinders the safety of any person.
- C. Visible face piercing are discouraged. Exceptions may be made by the Head SAR Coordinator and the Head Advisor. Clear studs may be utilized.

5.2.3 TATTOOS

Members having public contact will not have tattoos visible whenever possible.

5.2.4 PERSONAL HYGIENE

It is important to maintain appropriate personal hygiene throughout your assignment including clean teeth, breath and body odor.

6.0 EQUIPMENT

Purpose: To establish policies regarding personal, unit, and borrowed equipment.

6.1 PERSONAL EQUIPMENT

- A. Each member is required to maintain a minimum level of personal equipment to fulfill mission requirements, for survival purposes, and to allow for some level of personal comfort. A list of minimum equipment requirements will be provided annually.
- B. The types of equipment are recommended by the Training Team and approved by the Head Advisor to provide the most flexible, adaptable and cost effective alternatives currently available. MCSO SAR continually strives to keep personal cost to a minimum by purchasing some of this equipment in bulk and making it available for resale to members at cost or by obtaining the equipment through donation for distribution to the membership. When these alternatives are not available MCSO SAR attempts to find the lowest priced vendors of the items and makes this information available to all the members.
- C. It is the policy of the unit that no person who demonstrates a desire to participate and serve their community will be turned away for the lack of family or personal funds to purchase the required equipment. Through personal and unit equipment loans and donations from outside or internal sources (scholarship) MCSO SAR will continually strive to fulfill this need.
- D. Failure to bring all required equipment to MCSO SAR activities may result in the member not be allowed to participate in the activity and may be asked to leave.

6.2 MCSO SAR EQUIPMENT

A. TYPES AND DEFINITIONS

- 1. MCSO SAR maintains and generally has access to three main differing types of equipment:
 - a. Durable: Equipment that can be used more than once and has an expected service life of more than one year.
 - b. Expendable: Equipment that is designed for a “one time use only” or has an expected service life of less than one year.
 - c. MCSO Issued: Items solely owned and maintained by MCSO, primarily used by other units within the agency but loaned on an as needed basis to MCSO SAR.
- 2. This equipment is further defined as:
 - a. Individual: Equipment issued to one person such as hardhats, snowshoes, protective gloves, CPR mouth shields, and batteries.
 - b. Team: Equipment issued to two or more persons such as radios, water filters, flagging, string, and signal flares.

- c. Unit: Equipment utilized by the unit as a whole such as tents, vehicles, generators, and gasoline power tools.
- 3. All equipment is divided into broad Categories for inventory control purposes. Categories have an associated letter and include:
 - a. Vehicles and vehicle equipment (V)
 - b. Electronics (E)
 - c. Rescue (R)
 - d. Base (B)
 - e. Supplies (S)
 - f. Tools (T)
 - g. Training (X)
 - h. Personal (P)
- 4. Categories are further subdivided into kinds (i.e. helmets, radios, and computers) with an associated 3 digit number.

6.3 PROCUREMENT

A. PROCUREMENT

- 1. The Logistics Advisor is tasked with making recommendations to the Head Advisor for purchasing, prioritizing and selecting items based on:
 - a. The need for any given kind of equipment.
 - b. The immediacy of the need.
 - c. Determining the most cost-effective alternatives.

B. PROCUREMENT MECHANISMS

- 1. MCSO SAR obtains equipment through three mechanisms:
 - a. Requisition from MCSO.
 - 1. These are mainly equipment items required by necessity, rule, procedure, or law to ensure the safety and effective functioning level of the unit.
 - 2. These items are requested from MCSO on the Universal Equipment Order form.
 - 3. All requests will be reviewed by the Head Advisor, who will forward the request to the Head SAR Coordinator.

- b. MCSO SAR funds and member dues
 - 1. MCSO SAR funds are generally used to purchase required items not provided by MCSO such as shirts, field T-shirts, specific uniform equipment items; unit level expendables such as food, fuel, and training expenses including site user fees and training materials.
 - 2. MCSO SAR will initially bulk purchase uniforms and make all efforts to do so with other equipment items not readily available to members otherwise at a reasonable cost. Members will reimburse MCSO SAR for the cost of these items as they are distributed to them.

- c. Direct Donation
 - 1. High cost and durable team and unit level equipment that enhances the function and mission capabilities of the unit of the funds to purchase these items, including those donated for general use, specific use, or towards investments. Solicitations for these donations must adhere to the Policy Manual (see Chapter 12.0 Funding and Donation Solicitations) and all MCSO work rules, procedures, policies, and directives (located in the MCSO SAR Office).

6.3.2 GENERAL PROCUREMENT PROCEDURES

A. CONTINUOUS REPLENISHMENT SCHEDULE

1. The Logistics Advisor will identify expendable, perishable and otherwise regularly used items that are required by necessity, rule, procedure, or law to ensure the unit can function safely and effectively.
2. The items will be placed on a list that includes an estimated time frame between needed replenishment and minimum numbers in inventory to ensure a continuous and adequate supply.
3. When inventory is at or below the designated amount the Logistics Advisor will request replacement from Head SAR Coordinator or Head Advisor.
4. The Logistics Advisor will review this list annually. A copy of this list will be given to the Head Advisor and Head SAR Coordinator when updated.

B. PURCHASE/REQUISITION/DONATION SOLICITATION FOR ALL MCSO FUNDS.

1. Requests for use of MCSO funds or purchases shall be made in writing or in person including justification, to the Head Advisor.
2. If approved, the request will then be forwarded, in writing, to the Head SAR Coordinator for approval and purchase.

C. PURCHASE/REQUISITION/DONATION SOLICITATION FOR ALL MCSO SAR FUNDS.

1. All MCSO SAR funds will be maintained in accordance to the policy and procedures. As outlined in Chapter 12.0.
2. All MCSO SAR Funds will be kept separate from MCSO funds.
3. Request for use of MCSO SAR funds shall be submitted through the Head Advisor to the Board. The request should include the items and justification.
4. If approved, the Head SAR Coordinator or the Head Advisor will arrange for the purchase.

6.4 INVENTORY CONTROL

A. RECORDS

1. The Logistics Advisor will maintain, and at a minimum, make annual reports on:
 - a. New entries in the Master Equipment Inventory should include the following:
 1. Category Classification, i.e. clothing
 2. Kind Classification, i.e. shirt
 3. Type classification, i.e. short sleeve field

4. A detailed description of the item, i.e. brand / model / size
 5. Cost (purchase price) assigned to each item.
 6. Date the item was received.
 7. Funding source, i.e. County, SAR, Grant, Donation
 8. Owner, i.e. County, SAR, UASI
 9. Condition of the item when received.
 10. Ultimate disposition of the item.
- b. A continuously updated inventory of equipment currently assigned to and under the care and control of MCSO SAR.
 - c. An updated list of items on the regular replenishment list.

B. ENTRY OF ITEMS INTO INVENTORY

1. Unless otherwise specified items assigned to or under the control and care of MCSO SAR will be entered into the Master Equipment Inventory (D4H Equipment) and given an automatically generated Inventory Control Number and category, kind and type classification as follows:
 - a. If two or more individual pieces of equipment constitute a set that must be used together, the set will be issued one Inventory Control Number with the items further labeled by their unique usage (i.e. L and R for left and right). The individual piece will be referred to by its unique alphanumeric designation.
2. Except for MCSO owned equipment, when practical, items assigned an Inventory Control Number will have the number prominently marked on it. The number will be immediately preceded with MCSO SAR to differentiate the number from any other marking.
 - a. Where practical, durable items not owned by MCSO or used to identify MCSO SAR affiliation will be affixed with either a MCSO SAR sticker or patch.
 - b. Where practical, MCSO stickers will be affixed to any durable item owned by MCSO.
3. Once an Inventory Control Number is given, any further inventory reference will be by that number.
4. Items where individual inventory is not practical (for example: foods, beverages, and items on the regular replenishment schedule) will be counted in the inventory by whole or partial lot.
5. Vehicles will not be issued an Inventory Control Number but instead will be referred to by their County Shop Number.

C. INVENTORY REQUIRED

1. In order to maintain a current, continuously updated database of equipment assigned to and under the care and control of MCSO SAR, inventories will be conducted on the following regular schedules:
 - a. A detailed physical inventory of all equipment will be conducted annually. Reports will be due by August 1 of each year. The inventory will be counted and inspected with all levels and types of equipment, listing any:
 1. Damaged equipment in need of repair and the repairs needed.
 2. Equipment missing, destroyed, damaged beyond repair, or otherwise deemed “not of service value” and in need of replacement.
 3. Equipment needing replacement in the foreseeable future with an anticipated replacement date.
 - b. A monthly “spot check” inventory of expendable items to ensure the supply and that the anticipated replacement schedule is proper.
 - c. Following an activity, a spot check of items used to ensure their return and proper function.
2. Outside of the regular inventory schedules, inventories to varying levels of detail must be conducted when:
 - a. Called for by any member of the MCSO Command Staff, MCSO Inspections Unit, Head SAR Coordinator, or Head Advisor.
 - b. A donor requests a “spot check” for the item or items they donated or provided funds for.

D. REMOVAL OF ITEMS FROM INVENTORY

1. Except for MCSO Owned equipment on loan to MCSO SAR, equipment missing, destroyed, damaged beyond repair, or otherwise deemed “no longer of service value” and in need of replacement are subject to this procedure.
 - a. Missing or destroyed equipment is equipment that is of unknown disposition, or is totally ruined.
 - b. Equipment damaged beyond repair is damage from a single incident that would equal or exceed half of the items value to replace.
 - c. Equipment that is “no longer of service value”, obsolete, or at the end of its serviceable lifespan.
 - d. Any equipment falling under category (a) through (c) will immediately be brought to the attention of the Equipment Manager.

2. Any missing equipment will be considered part of the active inventory for one month after it is reported missing. If the item remains missing longer than a month, it will be removed from the active inventory list with the approval of the Logistics Advisor and Head Advisor. Those items with a value greater than \$200 can only be removed from the list by approval of the MCSO SAR Board.
3. When practical equipment that has failed in the course of its intended use shall have component parts of the damaged equipment recovered for inspection by the Safety Manager to determine cause. All parts ultimately will be turned over to the Equipment Manager for removal from the active inventory.
4. The Logistics Advisor will make the final determination if an item is damaged beyond repair. With the approval of the Head Advisor the item will be removed from the active inventory list when this determination is made.
5. The Logistics Advisor will determine if any of the recovered component parts from the damaged or destroyed equipment are safe for sale as salvage or for use as spare parts.
6. The following guidelines will be used to determine if an item is “no longer of service value” and needs to be removed from the active inventory.
 - a. For items under \$200 in value
 1. The Equipment Manager along with Logistics Advisor and Head Training Advisor, may make this determination with final approval by the Head Advisor.
 - b. For items over \$200 in value
 1. The MCSO SAR Board must agree by a majority vote
7. The Equipment Manger will make the appropriate entry into the Master Equipment Inventory to reflect why the equipment was removed from the active inventory and what the ultimate disposition was.
 - a. Sold or donated
 1. No item removed from inventory due to safety reasons will be sold, advertised for sale, or donated to another SAR unit/agency for its original intended purpose
 - b. Salvaged for spare parts
 - c. Disposed of in garbage/dump/recycle
8. No item will be sold or donated without the approval of the MCSO SAR Board.
 - a. Items may be donated only to other “not for profit” groups, SAR or outdoor interest groups and government agencies.

9. After approval, MCSO SAR Board will appoint a representative of MCSO SAR in the sale or donation of the item removed from the active inventory list.
 - a. A written receipt will be issued that includes:
 1. The buyer/receiving person, receiving organization/agency (if applicable), address, and phone number.
 2. What the item/component is, the fact it is used, and why it was removed from service with this unit.
 3. The item is sold/donated “as is”. There is no warranty, implied or otherwise, and neither MCSO SAR nor MCSO assumes any liability or responsibility for the item’s use or misuse.
 4. The sales price, “all sales are final”, and how the item was paid for.
 5. Date and time ownership was transferred.
10. All funds received from sales will be forwarded to the Head Advisor.
11. A copy of any receipt will be forwarded to the Logistics Advisor for inclusion of the information in the Master Equipment Inventory.

E. RETURN OF MCSO OWNED EQUIPMENT ASSIGNED TO MCSO SAR

1. Any MCSO owned equipment loaned to MCSO SAR with a fixed return date/time or condition will be promptly returned on the time/date specified or when the specified conditions for use are fulfilled.
2. Any MCSO owned equipment on indefinite loan to MCSO SAR will be immediately returned should the item be destroyed, damaged beyond repair, or found to be “no longer of service value”. If the item is reduced to component part(s), the part(s) will be returned immediately under the same conditions.
3. If a loaned item is missing, lost or damaged an explanation will be written to attach to the MCSO Report completed by the SAR Coordinator.
4. If a loaned item is damaged or destroyed, the incident will be reported per existing MCSO Procedures with a copy of any report sent to the Head SAR Coordinator.

6.5 VEHICLES

- A. Any vehicle operated by or for MCSO SAR shall, upon return
 1. Be cleaned of all trash and dirt, washed, and refueled.
 2. It will then be backed into its assigned parking space unless something is broken. If the vehicle needs repair it will be pulled in nose first signaling it is out of service. Even if it is out of service, all the above (washing, cleaning, and fueling) will still be done.

3. The Logistics Advisor will be notified immediately of any damage requiring repairs. The Logistics Advisor will in turn inform the, Vehicle Manager, Head Advisor and Head SAR Coordinator (or the on-call SAR Coordinator).
 4. The driver of each vehicle will fill out and complete the Vehicle Driver Log each time the vehicle leaves and returns to the MCSO parking lot and will record the mileage for the activity on the MCSO SAR Roster.
 5. The Law Enforcement Blue Emergency Lighting shall not be used unless under the direct order of a Law Enforcement Deputy.
 6. Any amber lighting installed on the Sheriff's Office vehicles may be used for hazards, lane closures, etc.
- B. The following is from MCSO Policy and Procedures, failure to comply can and will result in Disciplinary Actions from either MCSO or MCSO SAR.

10.02 (3) A member shall not operate a County vehicle unless the operator holds a valid operator's license for the type of vehicle operated and is otherwise authorized to operate the vehicle.

10.01 (6) A member is encouraged to always use a County vehicle when conducting County business; however, a member electing to use his/her privately owned vehicle to conduct County business, assumes all liability arising from such use. It is the responsibility of the member to check with his/her private insurer to see if his/her vehicle is covered for such use. Notwithstanding any provision of this chapter, it is expressly forbidden for any member to use his/her privately owned vehicle to conduct County business when said vehicle is uninsured.

10.05 (1) Before using a County vehicle, a member shall examine the vehicle and report damage or operational defects to the member's supervisor.

12.05 Reporting a Collision Involving a County Vehicle

(1) As used in this Section:

- (a) "Traffic crash" means a crash involving traffic on a public highway or upon premises open to the public that result in injury or death to any person, or damage to the property of any person.
- (b) "Collision incident" means damage resulting from contact with another vehicle or object, not occurring on a public highway or upon premises open to the public.
- (c) "Non-Collision incident" means all other damage to vehicle including damage of unknown origin or vandalism.

- (2) A member shall immediately report all traffic crashes, collision incidents, and non-collision incidents in which the member is involved to his/her immediate supervisor. The member's supervisor shall obtain a case file number for the crash or incident.
- (3) A member involved in a traffic crash shall submit a report stating the circumstances of the crash, but shall not conduct an investigation of his/her own crash.
- (4) All traffic crashes, regardless of severity shall be investigated. If a member is involved in a crash that occurs within the patrol jurisdiction of the Sheriff's Office, then an MCSO law enforcement supervisor or an officer designated by the supervisor shall investigate the crash. The on-duty MCSO law enforcement supervisor shall be contacted by the involved member of any traffic crash that occurs within Multnomah County. The law enforcement supervisor shall see that a patrol deputy or any other police officer they so designate shall respond immediately to the scene of the crash, conduct an investigation, and complete the appropriate reports. If the crash occurs outside Multnomah County the member's supervisor shall immediately contact the police agency of jurisdiction and request assistance and an investigating officer, and that copies of the report of that investigation be forwarded to this agency.

10.11 Police Radio to REMAIN ON at ALL Times; EXCEPTION for Bomb Threats

- (1) Except as provided below and unless otherwise authorized by a supervisor, a member operating a County vehicle equipped with a police radio remains on, set to the appropriate frequency, and adjusted so that the operator may hear radio transmissions. A member who has not been trained in the use of the police radio or who has not been assigned a personal radio call number, shall not be required to use the police radio.
- (2) Due to the possibility of a bomb being detonated by radio waves, members SHALL NOT TRANSMIT using their vehicle radio or portable radio when the member is in the area of a known bomb threat, including bomb threats reported at any correctional facility."

C. Vehicles operated by or for MCSO SAR are primarily in three categories:

1. MCSO Issued

- a. Vehicles in this category are primarily multi-passenger vehicles assigned to MCSO SAR or maintained and issued by the MCSO Equipment Unit.
- b. Only sworn MCSO personnel may operate Patrol 4X4 vehicles, standard patrol cars, or other vehicles having emergency blue lights and outfitted and primarily used for patrol. Such vehicles may be used on a case by case basis for a number of support duties as long as there is no effect on the needs of patrol and only with the SAR Coordinator's approval.
- c. At their discretion, MCSO may assign vehicles to MCSO SAR for the unit's use.
- d. All maintenance and fuel expenses are through and under the control of MCSO.

2. Personal vehicles

- a. Vehicles in this category are solely owned by individuals.
 - b. All registration, insurance, fuel and maintenance expenses are the responsibility of the owner of the vehicle.
 - c. Vehicles may not be equipped with law enforcement (blue or red) emergency lighting. Amber lighting is authorized however, they shall not be used while responding to any SAR event. An appropriate use of amber lights would include hazard identification, lane closures, etc.
 - d. Specific MCSO SAR insignia (magnets, stickers, etc.) is authorized for certified members and must be purchased through MCSO SAR.
 - e. MCSO insignia (i.e. the badge/star) is prohibited.
 - f. Damage / crashes shall be reported per State of Oregon guidelines to the Head SAR Coordinator.
3. MCSO SAR Purchased or Acquired
- a. This category includes vehicles not obtained by MCSO but usually through donation and/or fundraising.
 - 1. All MCSO SAR vehicles normally used for missions will be equipped with “E” or Exempt Oregon license plates through MCSO. Vehicles must be registered to Multnomah County in order for the vehicles to be “E” plated. The Logistics Advisor will make arrangements in writing for the temporary transfer of the title of such vehicles to Multnomah County that includes the terms for the vehicle title return to MCSO SAR.
 - 2. All fuel and all or part of the maintenance expenses and requirements are through and under the control of MCSO. The Logistics Advisor will make arrangements with the MCSO Equipment Unit as to the division of maintenance responsibility.
 - 3. All registration, insurance, fuel and maintenance expenses and requirements of MCSO SAR vehicles not “E” plated will be the responsibility of MCSO SAR.

6.6 RECORD KEEPING

- A. The Logistics Advisor will maintain all records regarding equipment procurement, inventory control, equipment maintenance, and vehicles.
- B. All records will be made available for audit or review by:
 - 1. Any member of the MCSO Command Staff.
 - 2. The MCSO Inspections Unit.
 - 3. The Head SAR Coordinator.
 - 4. Any member of the MCSO SAR Board.

5. Any person appointed by the MCSO SAR Board to conduct a third party review of records.

7.0 TRAINING OUTINGS AND ACTIVITIES

Purpose: To provide guidelines for expected member behavior on trainings, outings and during all MCSO SAR activities.

7.1 TOBACCO

MCSO is a smoke and tobacco free work environment to include MCSO owned property and vehicles. Smokers should make every effort to keep the smoke away from the members/public. Permission must be obtained from the Team Leader and the Advisor in Charge to step away from the group. Sanctioned activities should not be interrupted. Chewing tobacco applies to this also. All tobacco laws and MCSO Policies apply.

7.2 SLEEPING/GENDER

Unmarried males and females may not sleep in close quarters whenever possible. When it cannot be prevented the males and females will be separated by as much space as possible. Minors may not sleep in same area as adults unless there are multiples of minors and adults. Only legally partnered couples will be allowed to sleep in the same quarters. Anyone found in violation of this policy will be disciplined, up to and including immediate termination.

7.3 YOUTH/ADULT PROTECTION POLICIES

MCSO SAR promotes the mentoring of youth by adults while participating in sanctioned activities. Due to the nature of the minor/adult associations, every effort must be made by all parties to ensure the highest level of professionalism and appropriateness. Adult members shall not engage in any communications and/or participate in any unsanctioned activity involving MCSO SAR youth without the express consent and oversight of that youth's parent or guardian. Anyone found in violation of this policy will be disciplined, up to and including immediate termination.

During sanctioned MCSO SAR activities:

- A. There must be no one-on-one contact between youth and adults. Exceptions may need to be made on missions when personnel is limited.
- B. Whenever possible there must be a minimum of two adults on all activities involving youth.
- C. Coed overnight activities require male and female supervisory adult members, both of whom must be a minimum of 18 years of age.

7.4 DOGS

Only authorized dogs are allowed at sanctioned activities. All dogs require approval in advance by the SAR Coordinator in charge.

7.5 GUESTS AT SANCTIONED ACTIVITIES

Guests wishing to attend activities and who are not part of the SAR team must be pre-approved by Head SAR Coordinator and pass a background check.

7.6 DRIVERS

- A. Members who are over 21 years of age, possess a valid driver's license, and have a good driving record may be authorized to operate vehicles owned, maintained, or licensed by MCSO. Exceptions may be made only under emergency circumstances and must be authorized by a designated SAR Coordinator.
 - 1. Drivers of all MCSO vehicles must adhere to all applicable laws, rules, regulations, and MCSO directives regarding the operation of such vehicles.
 - 2. If an EVOC and/or defensive driving course are provided by Multnomah County, Advisors shall make every diligent effort to attend.
 - 3. The Head SAR Coordinator will review the driving record of all qualified drivers annually.

7.7 HARASSMENT

To ensure consistency with current best practices between MCSO SAR and MCSO, MCSO SAR's Policy on Harassment is adopted, verbatim from MCSO Agency Manual Chapter 6 Harassment, Discrimination, and Inappropriate or Abusive Workplace Behavior. Anyone found in violation of this policy will be disciplined, up to and including immediate termination.

7.8 BULLYING

MCSO SAR considers bullying unacceptable and will not tolerate it under any circumstances. This policy shall apply to all members, regardless of his or her status. Anyone found in violation of this policy will be disciplined, up to and including immediate termination.

7.8.1 BULLYING DEFINED

Persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates a member, whether verbal, physical or otherwise, at the place of work and/or in the course of service.

MCSO SAR will protect anyone who reports bullying conduct from retaliation or reprisal.

MCSO SAR considers the following types of behavior to constitute workplace bullying. Please note, this list is not meant to be exhaustive and is only offered by way of example:

- A. Staring, glaring or other nonverbal demonstrations of hostility;
- B. Exclusion or social isolation;
- C. Excessive monitoring or micro-managing;
- D. Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- E. Being held to a different standard;

- F. Consistent ignoring or interrupting of a member in front of others;
- G. Personal attacks (angry outbursts, excessive profanity, or name-calling);
- H. Stalking;
- I. Unwelcome touching or unconsented-to touching;
- J. Invasion of another's person's personal space,
- K. Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- L. Conduct that a reasonable person would find hostile, offensive, and unrelated to legitimate business interests.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying.

7.9 MANDATORY REPORTING

Any member who witnesses a violation of Section 7.2, 7.3, 7.7 or 7.8 shall immediately report the violation to any Team Leader, Advisor or Coordinator. Should a team leader or advisor receive the complaint, they will report it immediately to the on duty coordinator. Members who witness the violation and fail to report it are subject to disciplinary action.

8.0 ATTENDANCE AND PARTICIPATION

A. PURPOSE

In order to fulfill mission and training obligations, members of MCSO SAR are required to maintain a minimum level of attendance as explained in this section. Persons failing to maintain these standards will be subject to discipline under Section 9.0 and/or termination from MCSO SAR. A monthly attendance report will be generated and provided to the Command Staff.

B. REQUIREMENTS FOR UNCERTIFIED MEMBERS TO OBTAIN CERTIFICATION

1. Minimum attendance requirements to certify:
 - a. Must attend 6 of 8 training outings.
 - b. Cannot miss more than 4 training meetings.
 - c. Members who do not meet these criteria will be reviewed by the Command Staff and are subject to discipline up to termination. Pre-approved absences will be taken into consideration upon review.
2. Exceptions
 - a. Members who join late in the training year (that have already missed 4 or more meetings) are allowed to miss no more than 2 additional meetings after they join.
 - b. New Members cannot join after December 1st. Exceptions can be made with the approval of the Head Training Advisor, Head Advisor and Head SAR Coordinator.
 - c. See Section 4.4.2 Requirements for Uncertified Members.
3. Uncertified members missing a training outing or meeting are responsible for the materials and skills missed, and will be expected to demonstrate proficiency to the Basic Training Advisor or their designee on the next training exercise.

C. Attendance and participation matrix

Minimum Participation Matrix					
	Searcher Type	Outings	Meetings	Approx Hours	Approx Searches
Certifying Year		-2	-4	275	N/A
1 yr Basic Maint.	III	-3	-15	200	20%
2 yrs Basic Maint.	III	-4	-15	175	20%
3 yrs + Basic Maint.	III	-5	-20	150	20%
Intermediate Cert.	II	-1	-3	225	20%
Intermediate Maint.	II	-3	-15	150	25%
Officer	III or II	-2	-4	275	30%
Advisor	III or II	-3	-15	200	20%
*Exceptions to these requirements can be reviewed on a case by case basis and are only approved by the Command Staff					

D. REQUIREMENTS FOR ALL MEMBERS

1. It is the responsibility of every member to inform their immediate superior of their availability for activities as soon as possible.
2. Members are expected to update their availability status on Decisions for Heroes (D4H) for all pre-planned activities.
3. Members are expected to participate, by being engaged with the training (learning or coaching), and deploying on teams in the field. Members who do not participate may be asked to leave.
4. Notification of showing up late, leaving early, or using a personal vehicle, needs to be approved by the Advisor in Charge prior to the activity. Members who drive on their own are not covered by County insurance; see Section 6.5 Vehicles.
5. Members are expected to sign in at all MCSO SAR Sanctioned activities. Hours referenced above are tabulated from sign in rosters and entered in D4h.
6. Failure to obtain or maintain your hours may result in discipline, loss or withholding of certification(s), and/or termination.

8.1 SPECIAL TRAINING OPPORTUNITIES

- A. Special training opportunities are occasionally made available to MCSO SAR. In such cases a sign up list will be made available prior to the activity. Some activities need to be paid for, or arrangements made in advance. If a member signs up, it is expected the member will attend the entire activity and participate fully.

- B. If a member is unable to attend due to unexpected circumstances the member must immediately notify the Advisor in Charge. The member will make every effort to locate a replacement to fill the slot, and notify the Advisor in Charge of the change.
- C. If the training requires advanced payment taken from MCSO or MCSO SAR funds, and the member does not find a replacement, or simply does not show up, the member will be required to reimburse MCSO or MCSO SAR for the cost.
- D. Some sponsored training may require the member to train members of MCSO SAR in the subject matter. Should the member fail to fulfill this requirement, as determined by the MCSO SAR Board prior to sponsorship, the member shall reimburse MCSO or MCSO SAR the full cost or a fraction there of.

8.2 EMERGENCY CALL OUT

- A. All members are expected to be available for emergency call out. Members are to arrive at the assigned staging area by or prior to the time given for assembly. Late arrivals should notify their superior and may be left behind.
- B. SAR Coordinators rely on the number of personnel promised in the initial call out. If this promise is not fulfilled it may hamper or jeopardize a Search and Rescue operation. If the Officer/Advisor in charge is told by a member that they will be going and that member fails to respond to the staging area and no valid excuse is provided in a timely manner, the member will be subject to disciplinary action.
- C. If the member has a valid reason for being unavailable during the initial call out, the member will make every effort to be available for a secondary callout, should one become necessary.
- D. All members must reply to all call outs. Members must reply to their Team Leader as soon as possible, whether or not they are able to attend the activity.

8.3 SPECIAL ACTIVITIES

- A. Prior to MCSO SAR participation in activities, a sign up list will be made available. If after signing up the member is unable to attend or participate, the member must immediately notify the Advisor in Charge with this information and find a replacement.
- B. Failure to appear without a valid excuse or failure to rescind the commitment in a timely manner will be considered a violation and subject to disciplinary action.

8.4 LEAVE OF ABSENCE

- A. A leave of absence allows a certified member to maintain their membership with MCSO SAR in a non-operational status for no more than one year. Certified members whose leave exceeds one year will forfeit their membership with MCSO SAR and will be required to undergo a returning member process upon their return. The returning member process will be determined on a case by case basis by the MCSO SAR Command Staff.

- B. If a member is unable to attend MCSO SAR activities beyond the allowed absences, yet wishes to maintain their affiliation, the member may request to be placed on a leave of absence in writing. The request will include the reason, the period of time for the leave, and the time and date they will return. Requests should be submitted to the Head Advisor.
- C. All requests for a leave of absence must have the approval of the MCSO SAR Command Staff who will notify the Head SAR Coordinator.
- D. If a member on a leave of absence participates in training or attends a class related to SAR, they can submit proof of the training to the Head Advisor for approval. Proof of training must be submitted by August 31. If the member can document 30 hours of annual training (per training year) per O SSA requirements, they may maintain their certified status.
- E. The Admin Secretary will maintain the non-operational roster.

8.5 RESIGNATION

- A. At any time any person affiliated with MCSO SAR may resign for any reason. Resignations are preferred in writing. Prior to or immediately after resignation, all MCSO SAR and MCSO equipment, MCSO uniform patches, MCSO identification, MCSO key fobs, and uniform accessories belonging to MCSO SAR/MCSO must be turned into the Logistics Advisor. Retention of any of these items following resignation or termination may be considered theft.
- B. Any member holding a position should provide two-week's notice prior to resignation.
- C. It is recommended that an exit interview (HR-01) should be completed in writing or in person.

9.0 DISCIPLINARY PROCEEDINGS AND SANCTIONS

A. PURPOSE

Any activities that MCSO SAR participates in or conducts, carry serious consequences if not performed or conducted properly. This section provides consistent policy and procedure regarding deviations from required and expected behaviors, performance, and the consequences of such actions or lack thereof.

B. DEFINITIONS

1. **Limitation:** Restricted from participating in specific MCSO SAR activities.
2. **Suspension:** Fully restricted from participation in all MCSO SAR functions, and required to turn over all items under the provisions of Section 8.5 for a specified period of time.
3. **Termination:** Terminated from all affiliation with MCSO SAR. Persons terminated from MCSO SAR are required to comply with the provisions of Section 8.5, with the exception of submitting a letter of resignation.
4. **Insubordination:** Willfully disregarding the orders of a superior, or willfully refusing to submit to their authority.
5. **Weapon:** Any firearm or weapon as described in Oregon Revised Statutes 166.210, and 166.240; and devices designed to deliver incapacitating or pain delivering electric shocks, commonly known as but limited to “stun guns” or “Tasers”; or devices or systems designed to deliver chemical irritants, commonly known as but not limited to, “pepper mace”, “CS”, “mace”, or “tear gas”.
6. **Crime or Criminal:** Any prohibited behavior or activity considered a Felony or Misdemeanor in any Local, State or Federal jurisdiction, or their juvenile equivalents. For purposes of this definition, crime includes any weapons, alcohol related, or drug charges which may be classified as an infraction or violation.
7. **Criminal Organization:** Any organization, group, or “gang” identified as condoning, promoting, facilitating, or being directly involved in criminal activities.
8. **Minor Violation:** A violation of the policies, procedures, rules, or code of conduct regarding behavior, language, including minor insubordination, uniform, attendance, etc., which does not constitute a safety risk, or compromise a mission or activity; any act that may bring discredit to MCSO SAR.
9. **Major Violation:** A violation of the policies, procedures, rules, or code of conduct which could/did constitute a safety risk, compromise a mission or activity, or constitutes a violation of the law, including insubordination, or repeated minor violations.
10. **Willful:** With conscious thought.
11. **Affiliate:** Any member.

12. Complaint: Allegation of a violation or prohibited behavior or activity.

C. GENERAL

1. Complaints will be investigated, actions taken, or the case closed within thirty days of the notification to the Head Advisor or the Assistant Head Advisor. Complaints shall be initiated and documented on MCSO SAR Form HR-03 (available in Appendix) and submitted to the, Head MCSO SAR Coordinator and the Head / Assistant Head Advisor. If the investigation and processing takes longer, the Head Advisor or Assistant Head Advisor will notify the subject of the investigation. Complaints may be initiated by any member or MCSO SAR Coordinator.
2. Minor Violations must be reported, and an investigation initiated no more than sixty days from the time the violation was reported. Major violations must be reported, and an investigation initiated no more than one year from the time the violation was reported. Exceptions may be requested in writing to and granted by the Head SAR Coordinator. In such cases the Head SAR Coordinator will notify the Head Advisor of such action and all pertinent details to initiate an investigation.
3. Any member accused of a violation, or directly impacted by the violation, will not be allowed to sit on any board appointed to hear the complaint, or vote on the final outcome of the complaint.
4. Violations that may constitute a violation of the law or a violation of the policies and procedures of MCSO and the MCSO Law Enforcement Branch may be investigated by the Head SAR Coordinator or an authorized MCSO Deputy Sheriff.

9.1 MINOR VIOLATIONS

- A. Minor violations of the policies, procedures, rules, or code of conduct by members may be handled informally, unless the member requests formal proceedings.
1. Informal proceedings against a member may be conducted by at least one Officer or Advisor and may result in a verbal only counseling; or may be documented on MCSO SAR Form (HR-03). Effort shall be made to ensure members do not receive multiple verbal counseling on a similar type of complaint.
 2. Informal proceedings against an Advisor may be conducted by at least one Advisor and a member of the SAR Command Staff. Informal proceedings against an SAR Command Staff will be conducted by another SAR Command Staff member and the Head SAR Coordinator.
 3. Persons conducting informal proceedings will take into consideration the violation itself, the severity, mitigating circumstances, and an explanation from the member for their behavior when determining the non-substantiation or substantiation of the alleged behavior.
 4. In the event of a substantiation of the alleged behavior the people conducting the proceeding will take into account all mitigating circumstances and the severity of the violation when determining a sanction.

- B. Sanctions allowable for informal proceedings are determined by Head Advisor. Such sanctions must be approved by and may be appealed to the Head SAR Coordinator.
- C. The Assistant Head Advisor will maintain records of minor violations in the member's personnel file.
- D. The 4th documented minor violation of the same nature, will be considered a Major Violation and handled in accordance with 9.2 Major Violations.

9.2 MAJOR VIOLATIONS

- A. In all cases listed in this section, formal disciplinary proceedings will be initiated immediately. Any member may initiate the complaint process. The initial complaint will be forwarded by a written report on the incident or activity to be forwarded to the proper investigating party.
- B. Based on the severity of the alleged violation of behavior, MCSO SAR Command Staff or the Head SAR Coordinator has the option of placing the accused member on suspended status until the matter is resolved.
 - 1. If the alleged incident occurred while MCSO SAR was in the field, the Head Advisor, Advisor in Charge or a SAR Coordinator may ask the member to leave.

9.3 VIOLATION OF MCSO OR LAW ENFORCEMENT POLICIES

Any member who violates any MCSO Agency or Law Enforcement Branch policy or procedure may be subject to formal disciplinary action, not only through MCSO SAR, but also through MCSO Law Enforcement. All such allegations will be forwarded to The Head SAR Coordinator.

9.4 INSUBORDINATION

- A. Defined:
 - 1. Major: Willfully disregarding the orders of a superior when such willful disregard or refusal compromises the safety of the individual or others and compromises, or places in jeopardy, the successful completion of a mission.
 - 2. Minor: A lesser level of insubordination is willful disregard of orders, policies, procedures, or established safety rules of MCSO SAR.
- B. If the insubordination is severe and occurs in the field, the individual will be placed on suspended status, removed from the field immediately, and required to leave.
- C. In all cases of insubordination a complaint will be initiated.

9.5 CRIMINAL ACTIVITY, CRIMINAL CONVICTIONS, OR CITATIONS

- A. Any member of MCSO SAR is required to notify the Head SAR Coordinator and the Head Advisor as soon as possible if they are arrested, accused of a crime, or issued a citation (other than parking citations). Failure to do so will result in initiation of a complaint.

- B. Individuals who are required to report may also be placed on an indefinite suspended status, pending the outcome of their criminal charges and termination proceedings.
- C. Any member is required to notify the Head SAR Coordinator and the Head Advisor as soon as possible of if any person in the member's immediate family or household is arrested.

9.6 TRUTHFULNESS

All MCSO SAR members are required and expected to be truthful in all dealings with MCSO SAR. Failure to do so in oral or written records will result in an immediate initiation of a complaint. Any sustained finding of untruthfulness will result in disciplinary action which may include immediate termination from MCSO SAR.

9.7 FAILURE TO FULFILL OBLIGATIONS/PERFORM DUTIES

A member will be subject to an immediate initiation of a formal complaint if they fail to perform their duty in such a manner that may compromise the safety of themselves or others, fail to perform their duty in such a manner that it compromises the successful completion of a mission, disregard training requirements, or disregard financial requirements.

9.8 FORMAL DISCIPLINARY PROCEEDINGS

Major violations, formal complaints, or when requested by a member alleged to have committed a minor violation will be resolved through formal disciplinary proceedings. All formal proceedings, investigations and all pertinent records are confidential. Any proceeding may be deferred to an investigation and corrective action imposed by MCSO.

9.8.1 PROCEEDINGS

- A. Once a complaint has been received in writing, the member named in the complaint will be informed of the allegations. An investigation into the allegations by the Assistant Head Advisor, Head Advisor, or Head SAR Coordinator will be initiated. All complaints where the person named is the Head Advisor will be investigated by the Head SAR Coordinator with all appropriate documentation forwarded to the Head SAR Coordinator.
- B. When the investigation is completed, a written report will be prepared. The person named in the complaint will have the opportunity to examine the report.
- C. The Personnel Committee will meet to make a determination on the complaint. The person named in the complaint will be given the opportunity to be present to review statements by witnesses and evidence against them, and to present witnesses and evidence on their behalf. No inference will be made if the person named in the complaint chooses not to be present, or elects to present their case in writing.
- D. When all the evidence is heard and presented, the Personnel Committee will deliberate on the matter in private, without the person named in the complaint or others present and document the incident on Personnel Committee Action Form (HR-04).

- E. The final sustained determination in a case that may result in termination or any formal discipline will be by majority vote of the Personnel Committee.
- F. The Personnel Committee will inform the MCSO SAR Board of the determination of any formal complaint.
- G. Investigations performed by MCSO Law Enforcement for violations of MCSO Policy or criminal actions will be exempt from this process.

9.8.2 DETERMINATIONS

- A. UNFOUNDED: The complaint was found to be without merit. No record of the complaint will be kept.
- B. NOT SUSTAINED: The complaint was found not to have enough evidence to sustain it, or sufficient mitigating circumstances were found to justify the alleged behavior, action, or lack thereof by the person named in the complaint. No record of the complaint will be kept.
- C. SUSTAINED: Sufficient evidence was found to sustain the complaint. At the conclusion of the determination and imposition of the sanction, the record of the major violation complaint (HR-04) will be sealed and kept for five years by the Head SAR Coordinator. The record will not be opened or contents revealed except at the request of the person named in the complaint, by court order, the Head SAR Advisor, Head SAR Coordinator or by a member of the MCSO Command Staff. For sustained minor violations, see Section 9.1.

9.8.3 SANCTIONS

- A. If a complaint is sustained, the Personnel Committee will then immediately deliberate on an appropriate sanction for the violation. When deliberating, the Committee will take into consideration:
 - 1. The offense(s) and its severity.
 - 2. When the offense occurred, and under what circumstances.
 - 3. The overall record of the member.
- B. The following sanctions may be imposed:
 - 1. Community Service: Hours donated to MCSO SAR without receiving hours credited to total donated hours. Maximum allowable up to 30 hours.
 - 2. Limitations: Limited from participating in one or more specific types of activities of MCSO SAR. A specific time period or goal of meeting a certain condition or conditions may be imposed that once met, would lift the limitation.
 - 3. Suspension: Restricted from any participation in any MCSO SAR activity. All MCSO SAR/MCSO owned equipment, MCSO patches, MCSO SAR Identification, and other documentation showing

affiliation with MCSO SAR or MCSO will be immediately turned in to the Logistics Advisor during the suspension period for safekeeping, and will be returned at the end of the suspension period.

4. Last Chance Agreement (LCA): An agreement proposed by the Personnel Committee to the member for acceptance. The LCA will not be utilized unless the member would be terminated if the LCA is refused by the member. The LCA will include: the involved member's name, the member's violation, the result of the investigation and the terms of the LCA, i.e. length of time, conditions, etc.
5. Termination: All affiliation and participation with MCSO SAR will cease. All MCSO SAR/MCSO owned equipment, MCSO patches, MCSO SAR Identification, and other documentation showing affiliation with MCSO SAR or MCSO will be immediately turned in to the Logistics Advisor. Failure to do so may result in criminal charges.
6. Other: Additional requirements may be attached to sanctions (1) through (4). These include, but are not limited to:
 - a. Loss or suspension of appointed or elected office.
 - b. Loss or suspension of membership.
 - c. Required to issue a written and/or oral apology to the offended party or parties.

9.8.4 NOTIFICATION

Unless otherwise requested, the member named in a sustained complaint will be notified of the results in writing via the Personnel Committee Action Form (HR-04) by the Head Advisor and/or the Head SAR Coordinator.

9.8.5 APPEALS

All appeals to the outcome of any formal disciplinary proceeding will be made in writing to the Head SAR Coordinator within thirty days of notification.

- A. Minor Violations: the finding by the MCSO SAR Personnel Committee is final and not appealable.
- B. Major Violations are appealable through the Head SAR Coordinator to MCSO Manager in charge of Search and Rescue. They will review the work of the MCSO SAR Personnel Committee, the written response by the member and make any appropriate inquiries.
 1. Findings: The MCSO SAR Manager may agree or disagree with the Personnel Committee findings. If they agree with the original findings, they are accepted and imposed without further appeal. If they disagree, they must articulate why and give recommendations for the Personnel Committee to review. The Personnel Committee shall review and agree or disagree with the recommendations. If they disagree, the Manager shall meet with the SAR Personnel Committee members and agree upon the appropriate sanction.

- C. Major Violations finding for termination are appealable through the Head SAR Coordinator to the 5 person SAR Termination Review Committee. Consisting of the MCSO SAR Manager who chairs it, a SAR Coordinator, a SAR Command Staff member, a SAR Advisor and the SAR Vice-President (all of whom who were not part of the sanctioning MCSO SAR Personnel Committee). They will review the work of the MCSO SAR Personnel Committee, the written response by the member and make any appropriate inquires.
1. Findings: The SAR Termination Review Committee may agree or disagree with the Personnel Committee findings. If they agree, the original findings are accepted and imposed without further appeal. If they disagree, they must articulate why and give recommendations for the Personnel Committee to review. The Personnel Committee shall review and agree or disagree with the recommendations. If they disagree, the Manager shall meet with the SAR Personnel Committee members and agree upon the appropriate sanction.

All decisions reached through this appeal process are final and not appealable.

9.8.6 REINSTATEMENT

Former members will be eligible to reapply for membership at the discretion of the Personnel Committee.

10.0 ILLNESS AND INJURIES

A. PURPOSE

SAR activities carry an inherent element of danger and risk. Through extensive supervised training and adherence to safety rules this element of danger and risk can be minimized but never eliminated. This policy is to provide a coherent and uniform policy to deal with accidents, illness, and injuries that may occur during MCSO SAR activities.

B. DEFINITIONS

1. Minor: A person under the age of eighteen.
2. Emergency: Only for the purposes of this section, emergency means illness or injury to a member of MCSO SAR.

10.1 EMERGENCY NOTIFICATION

- A. At the start of each training year, every person affiliated with MCSO SAR will provide a current medical record and health history form, which includes emergency contacts and permission to authorize treatment.
- B. For minors, the medical record and health history form will be signed by their parent(s) or guardian(s) and will allow the SAR Coordinator, Head Advisor, Advisor in Charge, or adult designee to authorize medical treatment in case of illness or injury should the parent(s) or guardian(s) be unavailable to authorize such treatment. The parent(s) or guardian(s) may decline such authorization.
- C. The Admin Secretary will file originals in member's personnel files and photocopies will be maintained in a current file housed in a portable file drawer or folder.
- D. The portable drawer or folder will be taken with MCSO SAR on any activity and returned after the activity is over.

10.2 CONFIDENTIALITY

All information contained in Membership Records, the Medical Record and Health History is considered strictly confidential. Any unauthorized release of this information is considered a violation of MCSO Agency rules.

10.3 EMERGENCY SITUATIONS – LIFE THREATENING

- A. If a life threatening or serious emergency occurs during an MCSO SAR activity all members are expected to render the appropriate aid, facilitate the treatment of the person by person(s) trained in advanced care, and facilitate transport to an appropriate medical facility.
- B. In the event the emergency involves a minor, prior to using the permission slip, the Head SAR Coordinator, the SAR Coordinator, Advisor in Charge or adult designee will make every effort to

contact the person(s) emergency contacts to obtain approval for treatment. Under no circumstances will this effort delay treatment.

- C. In the event a member is injured and such injury requires medical attention, the Head SAR Coordinator or SAR Coordinator will be notified immediately.

10.4 EMERGENCY SITUATIONS – NON LIFE THREATENING

In cases where a non-life threatening emergency occurs to a minor, and where a delay will not aggravate the condition, every effort will be made to contact the person(s) on the emergency contacts. Once contacted, arrangements will be made with the parent(s) or guardian(s) for the minor to be picked up or transported to a medical facility.

10.5 REPORTING OF EMERGENCY SITUATIONS

- A. The SAR Coordinator in charge of the activity where the emergency occurred will prepare all appropriate forms (such as an 801, Risk / Analysis Form). If the Head Advisor was not present the Advisor in Charge will contact the SAR Coordinator and the Head Advisor as soon as possible after treatment is secured.
- B. The forms shall be completed no later than 24 hours after the emergency occurred.

10.6 FIT FOR DUTY

- A. All members need to be fit for duty, meaning they are physically able and mentally capable to participate in all functions they are responsible for.
- B. All members must complete the Medical History Form annually and update it with any changes within 30 days of the change.
- C. If an injury or illness prevents full participation, the MCSO SAR Medical Release Form (HR-02), including limitations, must be submitted to the Head Advisor prior to being allowed to participate. The MCSO SAR Medical Release Form may be required under the following circumstances:
 - 1. A member advises they are unable to perform the basic functions of a SAR member,
 - 2. The Head SAR Coordinator or Head Advisor have a documented incident(s) where a member has not been able to perform the basic functions of a SAR member, or
 - 3. The member seeks professional medical attention related to an injury sustained during an MCSO SAR sanctioned activity.
- D. Depending on the nature of the illness or injury, the member may still be able to participate in a limited capacity, as determined by their MCSO SAR Medical Release Form.
- E. Before returning to full participation, the injured member must submit the MCSO SAR Medical Release Form, including accommodations, to the Head Advisor stating the member is released for full participation.

11.0 MISSIONS AND CALL OUTS

A. PURPOSE

Search and rescue and community service are the primary function of MCSO SAR. This policy establishes a uniform policy for initiating and carrying out any emergency call out for such operations.

B. DEFINITIONS

1. SAR Coordinator: Deputy designated on a rotational basis as the Sheriff's Office contact person for requests for assistance from MCSO SAR.
2. On-Call Advisor: Advisor designated on a rotational basis as the team's contact person for requests for assistance from MCSO SAR.
3. Chain of Notification: The series of person(s) contacted to establish notification to members in the event of an emergency call out.
4. Reporting Time: The time designated for all members responding to a call out to be present by or before at the staging area designated.
5. Staging Area: Location all members responding to a call out are to report to before or by the reporting time.

11.1 AVAILABILITY NOTIFICATION

- A. All members of MCSO SAR must be able to respond to the designated staging area, equipped, dressed, and otherwise prepared for immediate deployment on the mission, within one hour of the notification. All attempts will be made to make the call out with as much lead time as possible.
- B. All members of MCSO SAR will keep their status current within D4H.

11.2 INITIAL NOTIFICATION

- A. MCSO is the only entity that can authorize MCSO SAR to participate in a mission.
- B. Missions occurring in Multnomah County:
 1. The on-call SAR Coordinator will contact the on-call Advisor with the request, and as much available information regarding the nature and type of mission, the general location of the mission, weather conditions, and any special mission requirements.
 2. The on-call Advisor will evaluate the request, and initiate a call out of MCSO SAR personnel.
- C. Other Law Enforcement Agencies may request the assistance of MCSO SAR by:
 1. Contacting the on-call SAR Coordinator or Head SAR Coordinator for approval. The SAR Coordinator will contact the on-call Advisor with the mission information, requesting agency, and contact person information.

2. The Advisor receiving the call will obtain all available details and type of mission, the general location of the mission, weather conditions, and any special mission requirements.
3. After evaluating the request the Advisor receiving the call will initiate a call out of MCSO SAR personnel.

11.3 CHAIN OF NOTIFICATION

- A. After accepting a mission, the on-call SAR Coordinator will initiate a call out of MCSO SAR personnel as follows:
 1. The SAR Coordinator will notify the on-call Advisor, who will initiate the MCSO SAR call out. The message will relate as much of the information regarding the incident, the reporting time, and the staging area available. If the urgency of the situation dictates, the on-call Advisor may notify members directly.
 2. Members will respond to Team Leaders by phone or text. Team Leaders will call those that have not responded to relay the information to them, and to find out their availability to respond. Members who are not available for the initial call out shall advise their team leader when they are available within the next 24 hours.
 3. After contacting their teams, the Team Leader will contact the on-call Advisor or President directly with the number of personnel responding from their teams.
 4. The President will forward the number of personnel to the on-call Advisor.
 5. The on-call Advisor will forward the number of personnel to the SAR Coordinator in charge of the activity.
 6. The SAR Coordinator will then forward to the requesting party the number of personnel responding.

11.3.1 ADDITIONAL RESPONSIBILITIES OF THE ON-CALL ADVISOR

- A. If the Advisor on-call is unavailable for contact for a prolonged period of time, that Advisor will contact another Advisor to take their place for the designated time period. The Advisor taking over will contact the on-call SAR Coordinator to advise them of the change.
- B. On a mission call out, unless specified otherwise, the Advisor on-call will become the Advisor in Charge of the mission. If the Advisor on-call is unable to respond to the mission, a responding Advisor will be designated in charge.
- C. The Advisor on-call will notify additional Advisors as necessary for support purposes and specialized skills needed.
- D. The Advisor in Charge will attempt to arrive earlier than the given reporting time to secure transport vehicles, and ensure that the proper MCSO SAR unit equipment for the mission is pulled.
- E. The SAR Coordinator will have ultimate authority over all Search and Rescue scenes.

11.4 MISSION CONSTRAINTS

- A. Missions may be declined with cause, such as personnel issues and extreme, unsafe weather conditions.
- B. Members showing up later than the given reporting time may be left behind. Those reporting unprepared or improperly dressed may be sent home unless able to remedy the deficiencies immediately.
- C. Not all members may be notified of a SAR mission due to the need for specialized skills or abilities; or the mission only requires a few members to complete.
- D. MCSO SAR may choose not to respond to a call for assistance if there are no SAR Coordinators or Advisors available to accompany members to the mission.
- E. Personal vehicles are highly discouraged from being driven to the mission site. Only the Advisor in Charge may authorize this.
- F. The driver assumes all liability. If the driver is a minor, no other minors may ride with them, exceptions approved on a case by case basis by the Advisor in Charge. MCSO SAR Policy 7.3 Youth / Adult Protection Policy also applies.

11.5 SECONDARY CALL OUT

- A. In some situations, more members may be needed than responded to the initial call out. A secondary call out may be necessary for more personnel. Members not responding to the initial call out are expected to make themselves available for the secondary call out. Members who are not available for the initial call out shall advise their team leader when they are available within the next 24 hours.
- B. The SAR Coordinator at the scene will notify the designated on-call Advisor to initiate the secondary call out. The procedures will be the same as the initial call out.

11.6 SPECIAL CALL OUT

- A. In some situations, only Advisors and members who have demonstrated proficiency in certain skills or abilities may be called for certain missions. These missions may present extraordinary hazards, physical barriers, and/or time constraints requiring those specialized skills or abilities to overcome.
- B. The requesting agency, the Head SAR Coordinator, the SAR Coordinator, Advisor in Charge, and/or Head Advisor will make this determination.

12.0 FINANCIAL

- A. MCSO sponsors and supports the operations of MCSO SAR by providing vehicles, some equipment needs, a meeting location, and storage location.
- B. MCSO SAR operational funds are obtained through:
 - 1. Annual member dues which shall be set each August/September and based on the projected operational costs for the next 12 months.
 - a. A schedule for when member dues shall be paid will be provided in the annual paperwork issued to members each September. The only exceptions to this schedule will be through a written payment plan. Failure to pay dues in a timely manner will result in disciplinary action and may result in termination.
 - 2. Donations of funds for general use or specific purpose.
 - 3. Investments of donated funds or unused member dues.
 - 4. Fundraising efforts of the group.
 - 5. Application for potential Grant opportunities.

12.1 DONATION SOLICITATIONS FOR MCSO SAR

- A. It is policy of MCSO SAR to strictly adhere to all Multnomah County rules and directives regarding fundraising and donation solicitations. Donation solicitations on behalf of MCSO SAR are for funding equipment needs, training, services, and necessities to maintain a functional program.
- B. Unless already authorized before as an open and allowable solicitation method or activity by the Head SAR Coordinator, or prior to any attempt at a specific or general solicitation for donation:
 - 1. A detailed description of the method or activity will be submitted to the Head SAR Coordinator for approval.
 - 2. Any specific or general donation solicitation correspondence will be on MCSO SAR letterhead, use MCSO SAR imprinted envelopes, and use MCSO SAR funds for postage, or through an MCSO SAR email address. Individuals signing such correspondence will sign with their MCSO SAR affiliation rather than any direct affiliation they may have with MCSO.

12.2 DISTRIBUTION OF MCSO SAR FUNDS

- A. Persons Authorized to Distribute Funds.
 - 1. The MCSO SAR Command Staff may write checks or otherwise draw upon MCSO SAR funds or investments. There will only be three people authorized at any one time to write checks, and two signatures must be on each check.

2. The Financial Manager shall make a written report on the financial status of the unit at each regularly scheduled MCSO SAR Board meeting.
3. A reconciliation and all backing material will be presented to the Head SAR Coordinator monthly.
4. Credit cards will never be authorized for MCSO SAR.
5. Unless otherwise specified, funds will not be released for personal reimbursement or payment of any purchases not authorized in advance by the MCSO SAR Board.
6. All MCSO SAR funding accounts may be audited by the Multnomah County Sheriff's Office Fiscal Unit at their request.

B. General Purpose Distribution of Funds

All funds distributed from the MCSO SAR account will be pre-authorized by the MCSO SAR Board unless an emergency exists. See Section 12.4 Emergency Purchases.

C. Investments

Generally unused operational funds at the end of an operational year may be placed in investments for future use or when operational needs exceed available funds. Investments will be reviewed annually by the MCSO SAR Board.

12.3 DISTRIBUTION OF SPECIFIC PURPOSE DONATIONS

- A. From time to time MCSO SAR receives monetary donations from members of the public asking that the monies be used for a specific purpose, such as for equipment for those unable to afford it or for training in a specific SAR related field of study. It is the policy of this unit that all effort will be made to honor these requests so long as they are lawful and comply with MCSO Policies and MCSO SAR policies.
- B. Separate records regarding the disposition of these funds will be maintained. When these funds are otherwise absorbed into the overall operational funds the records will reflect this action.
- C. A "Thank-You" Letter will be sent out for all donations.

12.4 EMERGENCY PURCHASES

- A. Emergency purchases may occur only during missions, times of natural disaster, or similar instances where time is of the essence and where failure to immediately act on a purchase may jeopardize the successful outcome of the mission or the safety of members.
- B. No less than two Advisors may act upon an emergency use of MCSO SAR funds to purchase any single item or service of no greater value than \$500. Whenever possible, prior approval of Head Advisor or Assistant Head Advisor is required.

- C. Any emergency purchase must be accompanied by a written justification at the next regularly scheduled MCSO SAR Board meeting. The Advisors responsible for the emergency expenditure may not be reimbursed or may be billed for the expenditure if it is deemed not justified.
- D. All receipts or other records of emergency purchases must be immediately forwarded to the Financial Manager for review.

12.5 EXEMPT PURCHASES

- A. Regular estimated and anticipated purchase of food, fuel and equipment items are exempt from the regular procurement process so long as they remain within the budgeted costs.
- B. Purchases or acquisitions of \$500 or less of food and beverages to sustain the unit members during any individual training or mission above those already estimated are not part of the standard procurement process.
- C. All records of such transactions will be forwarded to the Financial Manager as soon as practical.

12.6 FINANCIAL TRANSACTIONS

- A. The Head Advisor, the Assistant Head Advisor or their designee, is responsible for:
 - 1. Collecting all monies,
 - a. The counting of donations from activities shall be conducted by 2 people assigned by the Head Advisor or Assistant Head Advisor.
 - 2. Providing receipts,
 - 3. Recording transactions,
 - 4. Making bank deposits, and
 - a. Bank deposits should be made as timely as possible, at least monthly.
 - 5. Refunds are considered on a case by case basis.

13.0 CARRYING A CONCEALED HANDGUN

- A. Any authorized certified member in good standing, may carry a handgun concealed on their person while on a MCSO SAR sanctioned activity. At no time shall a member carry a concealed handgun at another County's mission.
- B. If an authorized certified member chooses to carry a concealed handgun on a MCSO SAR sanctioned activity they must abide by the following conditions:
 - 1. The member must obtain, and maintain, a concealed handgun permit.
 - 2. A copy of the Concealed Handgun Permit must be submitted to the Head SAR Coordinator prior to carrying any handgun concealed.
 - 3. When carrying a concealed handgun on a MCSO sanctioned activity, the individual must notify the Head Advisor (or Advisor in Charge if the Head Advisor is not present) and the SAR Coordinator in charge prior to departing the Sheriff's Office.
 - 4. The individual must maintain control of the handgun, day and night, while participating in the activity.
 - 5. The individual is restricted from displaying the handgun at any time during the activity.
 - 6. The individual is restricted from discussing with other members of MCSO SAR, other than the Head Advisor (or Advisor in Charge if the Head Advisor is not present), SAR Coordinator or Head SAR Coordinator, that they are carrying a concealed handgun.
 - 7. All individuals that carry a concealed handgun must abide by the State Laws regarding concealed weapons in the state they obtained their permit (e.g. crossing state lines).
 - 8. All individuals who choose to carry a concealed handgun must read and sign a copy of this policy prior to any concealed carry of a handgun.
- C. The Head SAR Coordinator will maintain a current list of members who are authorized to carry concealed, verify its status annually and provide it to the Head Advisor.

I agree I have read and understand this policy.

Signature

Date

APPENDIX

Forms contained in this appendix are the official MCSO SAR forms to be used by members for documentation purposes. Forms include:

- A. Attendance Tracking (MCSO SAR Form TL-01)
- B. Exit Interview Form (MCSO SAR Form HR-01)
- C. Medical Release Form (MCSO SAR Form HR-02)
- D. Warning Form (MCSO SAR Form HR-03)
- E. Personnel Committee Action Form (MCSO SAR Form HR-04)
- F. MCSO SAR By-Laws

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P = Present L = Late E = Left Early N = Notified TL Prior to absence X = Did not notify TL prior to absence		Quit	Date Quit																				
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Team Member																							
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APPENDIX – B - Exit Interview

Member Information			
Member Name		Contact Ph#	
Termination Date		Position/Title	
Team		Team Leader	

Reason for Termination			
Involuntary		Voluntary	
	Policy Violation		Personal Reasons
	Attendance		Relocating
	Other:		Other:

Questionnaire

What is your primary reason for leaving? If multiple, please specify.

Would you consider returning to volunteer for MCSOSAR in the future?

What did you find most satisfying about your work with MCSO SAR?

What did you find most frustrating about your work with MCSO SAR?

Were there any MCSO SAR procedures or policies that made your work more difficult?

Would you recommend MCSO SAR to a colleague or friend as a good place to volunteer?

Is there anything that MCSO SAR or your Team Leader could have done to prevent you from leaving?

Do you have any suggestions for how MCSO SAR can improve satisfaction for volunteers?

Comments

Member Comments

Interviewer Comments

Has all borrowed/issued equipment been returned? Yes No

MCSO SAR ID Returned? Yes No

Is this member eligible to return? Yes No

Other _____

Member's Signature _____ Date _____

Interviewer's Signature _____ Date _____

APPENDIX – D – Warning Notice

Member Information			
Member Name		Contact Ph#	
Date		Position/Title	
Team		Team Leader	

Type of Warning		
<input type="checkbox"/> 1 st Warning	<input type="checkbox"/> 2 nd Warning	<input type="checkbox"/> Final Warning

Type of Offense		
<input type="checkbox"/> Tardiness/Leaving Early	<input type="checkbox"/> Absences	<input type="checkbox"/> Policy Violation
<input type="checkbox"/> Poor Work Performance	<input type="checkbox"/> Violation of Safety Rules	
<input type="checkbox"/> Other:		

Description of Infraction:

Action/Improvement Plan:

Consequences of Future Infractions:

Warning Receipt Acknowledgement

By signing this form, you confirm that you understand the information in the warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Member Signature

Date

Team Leader Signature

Date

Head Advisor/Asst. Head Advisor Signature

Date

APPENDIX – E – PERSONNEL COMMITTEE ACTION FORM

MEMBER INFORMATION			
Member Name		Contact Ph#	
Date		Position/Title	
Team		Team Leader	

TYPES OF OFFENSE(S)		
POLICY MANUAL CHAPTER #	DESCRIPTION	MAJOR OR MINOR

OFFENSE HISTORY		
POLICY MANUAL CHAPTER #	DESCRIPTION	DISPOSTION

DESCRIPTION OF INCIDENT(S): <input type="checkbox"/> ADDITIONAL PAGES?	

DETERMINATION	<input type="checkbox"/> UNFOUNDED	<input type="checkbox"/> NOT SUSTAINED	<input type="checkbox"/> SUSTAINED
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SANCTION(S)	DESCRIPTION	TIME PERIOD
COMMUNITY SERVICE		
LIMITATIONS		
SUSPENSION		
LAST CHANCE AGREEMENT		
TERMINATION		
OTHER		

SANCTION RECEIPT ACKNOWLEDGEMENT

By signing this form, you confirm that you understand the information in the sanction. You also confirm that you and your manager have discussed the sanction and a plan for improvement. Signing this form does not necessarily indicate that you agree with this sanction.

Member Signature
Date

Head Advisor/Asst. Head Advisor Signature
Date

Head SAR Coordinator Signature
Date

SAR President Signature
Date

Deschutes County Sheriff's Office Policies



Policy Title: Search and Rescue Activities	
Effective Date: March 1, 2019	Policy Number: Section 1
Review Date: March 1, 2021	Pages: 2
Lt. Bryan Husband, Special Services Coordinator	

I. Purpose

The following policies and procedures are a companion to the Deschutes County Search and Rescue plan. The purpose is to establish policies and procedures for the Deschutes County Sheriff's Office Search and Rescue (DCSOSAR) function within the Special Services division.

II. Policy

The provisions of ORS 404.110 establish the Sheriff's Office as the agency of primary jurisdiction for Search and Rescue (SAR) activities within Deschutes County. Ultimate responsibility resides with the Sheriff. It is the function of this policy to provide a measured response of trained personnel and available resources in an effort to prevent, minimize, respond to or recover from an emergency.

If any part of the DCSOSAR policies and procedures are found to be in conflict with the policies and procedures of the Deschutes County Sheriff's Office, the Sheriff's Office Policies and Procedures take precedence.

III. Primary Function

The DCSOSAR principle functions and duties are to respond to search and rescue missions, assist emergency service agencies and provide support during community events as requested and approved by the Special Services Coordinator (SSC).

IV. County Volunteers

Prior to becoming a volunteer in DCSOSAR, all candidates must complete a Deschutes County Volunteer Application, and successfully pass a background check to include drug and alcohol screening. The county insurance coverage is explained in the County Volunteer Application.

1. Response to Search and Rescue Missions

- a. The SAR primary responsibility is to respond to search and rescue missions as required by ORS 404.110.

Deschutes County Sheriff's Office Policies

- b. ORS 404.200 (2) defines "Search and Rescue activities" as searching for, rescuing or recovering any person who is missing, injured or deceased; and training to perform the above listed activities.
 - "Search" suggests a person is overdue or missing from their intended location.
 - "Rescue" signifies a situation where a known person in a known location is in specific danger and where the assistance of others is necessary to prevent injury or further injury or death.
 - The Sheriff's Office may respond to a situation when a person is overdue or missing from their intended location; a person is in a specific location in specific danger; and when the assistance of others is necessary to prevent injury, further injury or death.
- c. In conducting Search and/or Rescue missions, the Incident Command System (ICS) will be followed.
- d. The SSC or other Sheriff Office designee will have direct overall authority for any mission.

2. Assistance to Emergency Services Agencies

- a. At the discretion of the Sheriff, DCSOSAR may provide assistance to other emergency service agencies, within the context of ORS 404.110.
- b. ORS 401.025 (2) defines "Emergency Service Agency" as an organization within a local government that performs essential services for the public's benefit before, during or after an emergency, such as law enforcement, fire control, health, medical and sanitation services, public works and engineering, public information and communications.
- c. ORS 401.025 (1) defines "Emergency" as a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but is not limited to: fire, explosion, flood, severe weather, landslides or mud slides, drought, earthquake, volcanic eruption, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous materials as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war; and a rapid influx of individuals from outside the state, a rapid migration of individuals from one part of this state to another or a rapid displacement of individuals if the influx, migration or displacement results from the type of event or circumstance listed above.
- d. Emergency assistance provided by DCSOSAR personnel may include manning road blocks, evacuating citizens and residents from endangered areas, supporting emergency communications, securing an accident or crime scene, conducting an evidence search, or other operations as directed by the Sheriff, Operations Division Captain or SSC.

3. Community Event Support

At the discretion of the SSC, DCSOSAR may provide support during community events such as parades, benefits and special functions. This support may include traffic control, parade participation with DCSOSAR vehicles, or other services.

Deschutes County Sheriff's Office Policies



Policy Title: Search and Rescue Activities	
Effective Date: March 1, 2019	Policy Number: Section 2
Review Date: March 1, 2019	Pages: 7
Lt. Bryan Husband, Special Services Coordinator	

I. Purpose

The following policies and procedures are a companion to the Deschutes County Search and Rescue plan. The purpose is to establish policies and procedures for the Deschutes County Sheriff's Office Search and Rescue (DCSOSAR) function within the Special Services division.

II. Policy

The provisions of ORS 404.110 establish the Sheriff's Office as the agency of primary jurisdiction for Search and Rescue (SAR) activities within Deschutes County. Ultimate responsibility resides with the Sheriff. It is the function of this policy to provide a measured response of trained personnel and available resources in an effort to prevent, minimize, respond to or recover from an emergency.

If any part of the DCSOSAR policies and procedures are found to be in conflict with the policies and procedures of the Deschutes County Sheriff's Office, the Sheriff's Office Policies and Procedures take precedence.

1. Organization and Chain of Command

- The Sheriff has responsibility for DCSOSAR operations and has designated a Special Services Coordinator (SSC); also known on a statewide level as a SAR Coordinator. This designee is responsible for overseeing the SAR operation on the Sheriff's behalf, performing the duties required by ORS 404.100-135 and coordinating the SAR function. SAR operations may be conducted by trained SAR volunteers under the supervision and direction of the SSC or designee.
- The SSC will assume the role of the Incident Commander (IC) in all Special Services operations. The SSC may delegate responsibilities to an Assistant SAR Coordinator. (This role shall be filled by a sworn member of the DCSO.)
- The Assistant SAR Coordinator may assume the function of the SAR Coordinator in the absence of the primary SAR Coordinator.
- The IC shall be Sheriff's Office Personnel during all active operations.
- The duty IC will receive the initial request for SAR activation and upon review of the request will determine the appropriate response.
- The SSC may appoint SAR volunteers, who have received additional training in the incident management of SAR operations, to the position of Operations Section Chief, Planning Section Chief and Logistics Sections Chief.

Deschutes County Sheriff's Office Policies

- Section Chief's, at the direction of the Incident Commander, will assist in the organization and planning of the operation.
- The Chain of Command with the SAR function shall be as follows from highest to lowest:
 - The Sheriff
 - The Undersheriff
 - The Investigations Captain
 - The Special Services Coordinator
 - The Assistant SAR Coordinator or Deputies designated by SSC and/or the Sheriff.
 - Operation Section Chief
 - SAR Field Team Leaders (FTLs)
 - Individual SAR volunteer personnel

2. Core Values

All members of DCSOSAR are committed to the core values of the DCSO:

Servant Leadership - A leader, who selflessly serves others by example, works to provide necessary resources and assists others to develop their skills and abilities.

Respect – We display humility while treating others with fairness and dignity.

Discretion – Sheriff's Office employees are expected to enforce the spirit of the law, and all are expected to be flexible in finding solutions to problems and to use common sense, good judgment and compassion; keeping in mind what is the best outcome for the community.

Loyalty – We display loyalty to the Sheriff's Office, each other, the community and trust that each member supports and is dedicated to the Mission and Values of the Sheriff's Office.

Sense of Humor – We recognize that humor, employed in a timely and appropriate manner, is vital to the wellbeing of our agency and its members.

Integrity – We value honesty and high ethical standards. We will do what is right in difficult situations, despite pressure to do otherwise.

Teamwork – We are a team, with each member pulling a share of the load and working to achieve team goals.

Quality Service – We recognize that the citizens are our customers and although we cannot please everyone we are committed to excellence and we will do our best to provide unbiased quality service.

Professionalism – We are committed to the highest level of competence and professional conduct.

3. Special Services Coordinator

The duties of the SSC are set out in the Deschutes County SAR Plan that recommends he/she be State and County SAR certified, plus any additional duties assigned to him/her by the Sheriff or Investigations Captain.

4. Incident Commanders

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ICs shall be paid employees. Selection and assignment of ICs shall be at the SSC's discretion. During a SAR mission, the IC has responsibility for managing the overall mission while reporting to the Sheriff, Investigative Captain, the SSC or their designee.

5. Section Chief's:

During SAR missions, volunteers acting in the capacity of Operation/Planning Section Chief's may be responsible for assisting the IC with the organization and planning of missions. Section Chief's upon approval of the recommended Incident Action Plan shall execute those plans with the assistance of the Incident Management Team (IMT) to their logical conclusions.

6. SAR Field Team Leaders:

FTLs are SAR volunteers reporting either directly to the IC or to the IMT. SAR teams shall be comprised of a minimum of two people, with each team having a FTL designated by the IC or Operations Section Chief.

The FTL's key responsibilities are:

- a) Assure team safety
- b) Assure that assigned tasks are within the capability and training of the team members
- c) Accomplish the assigned tasks insofar as they can be performed without compromising a. and b. above.
- d) Insure all required documentation is completed.

7. Team Coordinators (TCs)

TCs can be elected by team members or appointed by the SSC. They have the responsibility to develop the annual business plan, complete budget requests, training objectives, asset inventory and other administrative responsibilities for the team. Assistant Team Coordinators (ATCs) will act in the capacity of the TC in the TC's absence and assist with the administrative responsibilities of the TC. Refer to SAR Policy Section 4 for details.

8. Volunteer SAR Members

DCSOSAR volunteers are considered to be a DCSO volunteer employees.

Classifications of volunteers shall be as follows:

a) General

General SAR members shall meet a minimum of all standards set by the SSC for General SAR volunteers. Those standards will be equally applied to all SAR volunteers. They include but are not limited to attendance, training, and mission participation plus fitness and medical standards. During active service, a member may request restricted duty or a leave of absence for a variety of reasons. The member will remain a SAR volunteer during that period of time.

• Leave of Absence (LOA)

A member in good standing may request a LOA of up to 6 months. Such LOAs may be granted by the SSC on a case-by-case basis. It shall be the member's responsibility at the end of the 6 months (or earlier if appropriate) to contact the SSC and request reinstatement to the active roster.

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b) Special Resources

An individual that possesses a special skill set that would be of benefit to the SAR organization, as determined by the SSC, may be brought in as a Special Resource. Individuals considered for this role must submit a SAR application, undergo a background check, and participate in a pre-selection interview. The appropriate TC should participate in the interview and selection process and identify specific training requirements specific to their skill set, which may include a pack test, before the individual may be used as a Special Resource. Once approved, the individual must attend at least one General Meeting or one mission per year, and participate in training sessions as determined by the responsible TC. Current First Aid/CPR certification is required for field deployment.

9. Membership Requirements

General Requirements

- Prospective volunteers in all categories must make application in writing and complete the selection process as determined by the SSC. Applicants in all categories must meet the following pre-qualifications:
 - Be at least 21 years of age
 - Possess US citizenship
 - No applicant will be refused membership due to race, color, sex, religion, age or national origin.
 - Successfully complete a DCSO volunteer background review to include a Criminal History Check and Department of Motor Vehicle check.
 - Pass a Deschutes County volunteer Drug Screening Test
 - Complete the established requirements for Oregon State Certification in SAR within an agreed time frame.
 - State Certification requirements will fulfill the minimum requirements of OSSA for State Certification. The SSC may impose more stringent requirements.
 - Completion of a timed Pack Test, conducted annually, will determine what team(s) a volunteer is eligible to deploy with on missions.
 - Complete a one (1) year probationary period for all new SAR volunteers.
 - Exceptions may be made by the SSC.

Pack Test/Requirements:

There are currently 2 different packs tests that will determine the team(s) a member is qualified to participate on.

Type I MRU Pack Test

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- Misery Ridge Trail - 4 miles 2000 elevation gain with pack weight of %25 of body weight up to 40lbs in 2 hours or less. Required for MRU Support level and Rescue Leads. Optional for MRU Trainee Level members. This test also fulfills the level 1 General SAR pack test.

General SAR Pack Test

- Mt Washington trail – Slightly over 5 miles with about 500 feet elevation gain with a pack weight of 25 lbs.
 - Level 1 - 90 minutes or less - FTLs, MRU trainee level and below, Swift water, Winter and Horse Teams
 - Level 2 - 100 minutes or less - General Field, Medical, Tracking, K-9 and ATV Teams.
 - Level 3 - 110 Minutes or less - Support, IMT, Logistics & Communications Teams.

Pack Test Timing

- Beginning in 2019, existing members will have the option of timing themselves using the Avenza app. Each member's individual tracks, will be sent via email to a SAR deputy, which will document the date, the track, the distance and the duration. The gpx file needed for the 2 pack test routes for Avenza, can be located in the DCSOSAR Docs and Files folder in their respective folders; General SAR and MRU.
- The General SAR pack test conducted during the application process for new members will be group timed.

Medical:

Obtain medical certification to include but not limited to:

- First-Aid & CPR
- The time frame to complete First-Aid & CPR certification is 90 days from admission into SAR.
- Maintain current First-Aid or above and CPR certifications.
- Upon expiration, members have 90 days to recertify before their volunteer status may be terminated.
- Exceptions to this may be made by the SSC upon the recommendation of the Medical Committee.

Vehicle Operations

- Complete the required SKID Car class within the first two years after becoming a DCSOSAR member as specified by the SSC if driving any Sheriff's Office vehicle. After completion of the first SKID car training, it is recommended again every third year.
- Maintain a valid Oregon driver's license.
- Provide proof of valid vehicle insurances as required per Deschutes County Policy

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- Follow provisions of Oregon law ORS 820.300-320, Exemptions from traffic laws and illegal operation of emergency vehicle or ambulance.
- Participate in the Emergency Vehicle Operation classroom training (Code 3 driving). This classroom training is required before being authorized for responding Code 3 on a mission.
- Specific/individual authorization is granted only by the SSC or designee.
- Exceptions can be made by the SSC.

Minimum Hourly & Mission Participation

- 100 hours per calendar year, which shall include a minimum of 30 hours of training. The remainder can be a combination of missions, training, public education and administrative functions.
- 6 mission responses per calendar year-
- Responding by phone, with the IaR app or in person with availability upon the request for a mission will constitute a mission. If the SAR member is not deployed to the field or is stood down, the SAR member will be credited with a minimum of 1 hour of time.
- Many opportunities exist for hours including missions, trainings, meetings, public events, etc., but the emphasis for judging a member's current status is directly related to the number of missions.
- Exceptions may be made by the SSC.

10. SAR Volunteer Responsibilities

A SAR volunteer's primary responsibility is to respond to, and participate in, operational SAR missions; and to participate in the training necessary to allow such participation in a safe and effective manner.

Additionally, all SAR volunteers are responsible for:

- Only accepting assignments for which they are qualified, trained and capable of performing.
- Following the direction of those in charge, following the ICS chain of command, and performing to the best of one's ability:
- Operating in a safe manner and ensuring the safety of self and others, including, but not limited to:
 - Not responding to any mission or SAR event if they have consumed any alcohol or drugs that could impair a person's ability to safely function or when an odor of an intoxicating beverage is on their breath or person.
 - The use of medical or recreational marijuana by all Sheriff's Office members is prohibited due to the immediate action and critical nature of the job duties members are routinely required to perform.
- Not using their status as a SAR volunteer to gain special privileges or personal monetary gain, or misrepresenting their authority, position, or volunteer status.
- Safeguarding SAR resources.
- Assuring all SAR vehicles and facilities are non-smoking.

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- Knowing and following the DCSOSAR policies
- Documentation:
 - Completing required documentation including; sign in sheets, blue vehicle reports, accident reports, etc.;
- Personal Records:
 - Assuring their personal records are up to date in Sheriff's Office files including but not limited to: training certifications, medical certification, and contact information

11. Firearms/Weapons

- The carrying of firearms or weapons by SAR volunteers while on a mission is prohibited, except SAR packs may contain knives. Knives that are part of the SAR pack shall be kept out of sight to the extent practical.
- Members of the Horse Team who have passed the DCSO firearms qualification may carry firearms while searching with a horse.

12. SAR Clothing

- Volunteers are to follow the SAR clothing guidelines when representing the Sheriff's Office.
- Volunteers are to carry Sheriff's Office volunteer identification while on missions or other approved activities.
- Wear DCSOSAR basic yellow color schemes. Clothing purchased/issued from the SAR Closet, or clothing closely resembling this, is acceptable, to include Search and Rescue labeled Gray long sleeves shirts, Orange Arc'teryx jackets and issued Red FTL ball caps.
- Clothing shall always fit the requirements of the particular mission, i.e., winter missions, conducting fire evacuation, riding in a helicopter, etc.
- Patches purchased from or awarded by DCSOSAR or patches which indicate accreditation or certification levels from recognized SAR organizations are the only patches which will be worn on outer garments, or jackets, while on missions or while representing the Sheriff's Office.

13. Termination of Volunteer Status

Termination, expulsion, or suspension of a SAR volunteer shall be completed according to these policies and procedures. The SSC has the authority to recommend appropriate action in any case.

- A SAR volunteer may voluntarily resign from DCSOSAR through submitting a letter of resignation by mail or email.
- A person, who has voluntarily left SAR in good standing, may be considered for reinstatement upon presenting a letter to the SSC outlining the reasons they believe reinstatement should be considered. The decision to reinstate or not lies entirely with the Sheriff's Office.
- Volunteers may be placed on suspension at the discretion of the SSC.
- If a SAR volunteer is placed on suspension they will be notified in writing the reason for the suspension. The notification will include a course of action and an approximate time line for the determination of the member's status.

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- Volunteers who are terminated from DCSOSAR have the right to appeal the decision to the DCSO Investigations Captain.
- All decisions of the Investigations Captain in reference to the appeal are final.
- Exit Interviews may be conducted by the SSC or designee upon the termination/resignation of a SAR volunteer.

14. Medical Advisor

It is the policy of the DCSO to retain a board certified physician as a Medical Advisor to DCSOSAR. The Medical Advisor will have a non-paid contract with the Sheriff's Office to be renewed annually.

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Policy Title: Search and Rescue Activities	
Effective Date: March 1, 2019	Policy Number: Section 3
Review Date: March 1, 2021	Pages: 4
Lt. Bryan Husband, Special Services Coordinator	

I. Purpose

The following policies and procedures are a companion to the Deschutes County Search and Rescue plan. The purpose is to establish policies and procedures for the Deschutes County Sheriff's Office Search and Rescue (DCSOSAR) function within the Special Services division.

II. Policy

The provisions of ORS 404.110 establish the Sheriff's Office as the agency of primary jurisdiction for Search and Rescue (SAR) activities within Deschutes County. Ultimate responsibility resides with the Sheriff. It is the function of this policy to provide a measured response of trained personnel and available resources in an effort to prevent, minimize, respond to or recover from an emergency.

If any part of the DCSOSAR policies and procedures are found to be in conflict with the policies and procedures of the Deschutes County Sheriff's Office, the Sheriff's Office Policies and Procedures take precedence.

Search and Rescue activities require different types of resources dependent upon the needs of the mission. These missions are consistently evolving and require initial and continued evaluation.

III. Mission Procedures

Mission Response:

- Incident Commanders (IC's) have the responsibility of determining the initial type and quantity of resources needed to accomplish any given mission. This decision can be made with the assistance of Operation/Planning Section Chief's with consideration given to complexity of the specific mission.
- SAR missions may be staffed with resources that are on hand and readily available at SAR Head Quarters (Station 10-04) for such things as trainings or meetings. Additionally, resources that are assembled, field ready and already attending an event in progress, such as training away from 10-04, may be diverted for mission use.
- If the mission requires resources that are not readily available or are technical in nature, an IamResponding (IaR) message will be sent to the DCSOSAR membership or specialty team(s).

Resource Requests:

1. The message(s) will describe the type of technical expertise that is required, the general location, the number of personnel needed, if applicable, and a brief description of the type of mission.

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2. Mission Participation:

- For the purpose of this document, an Operational Mission is defined to be a SAR operation requiring deployment of specialized technical knowledge, equipment and training unique to the SAR function that is conducted in the outdoors environment. There are three levels at which SAR members can participate in Operational Missions.
- A member's participation level is determined by the member's level of training and the judgment of the IC and or the Operations Section Chief and Field Team Leader (FTL)
- These levels are:
 - Provide non-technical support to a technical operation. This level of participation is open to all members. The IC/Operations/Planning Section Chief will make task assignments that, in their judgment, can be performed without compromising the safety of the SAR team or the subject(s).
 - Participate in a technical operation. This level of participation is open to all members who have successfully been signed-off as demonstrating the technical proficiencies pertinent to the mission and have the required personal equipment. The IC/Operations/Planning Section Chief will make task assignments that, in their judgment, can be performed without compromising the safety of the SAR team or the subject(s).
 - Lead a technical operation as a FTL. This level of participation is open to members who have achieved DCSOSAR FTL certification.

Mission Call-Out:

SAR seeks a measured response to all search and rescue situations. SAR's response to search and rescue situations must not be delayed unnecessarily. However, delays may result because of inadequate information or an insufficient time lapse between an individual's expected return time and the time the person was reported missing. A delayed response may also occur when it is necessary to protect the safety of search and rescue personnel or to safeguard County resources.

When a known, life-threatening situation exists and a rescue must be initiated, prompt action will be taken utilizing any available resources to conduct the rescue.

Mission Call-Out Procedures:

At all times a SAR Incident Commander (IC) will be available for mission deployment.

- Upon receiving a call for service that may involve SAR, including requests for mutual aid from agencies outside Deschutes County, 911 will contact the on duty IC or Special Services Coordinator. (SSC)
- ***Note: Mutual aid requests must be approved by the Division Commander and the Sheriff prior to deployment.**
- The IC shall notify the SSC, the Investigations Captain and or the Sheriff about the mission and keep them briefed on the progress of the mission.
- The IC's initial assessment of the mission's nature and complexity will determine if an Incident Management Team (IMT) is needed for the specific mission.
- Technical mission responses should include an IMT capable of expanding with the mission. This process should always include an Operations and Planning Section Chief if one or both are available.
- The IC and or Operations/Planning Section Chief will complete an Urgency Determination Matrix as soon as possible.

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- The IC and or Planning Section Chief will be the initial IMT assigned to develop the Incident Action Plan for the specific mission.
- The IC and or Operations Section Chief will determine the need for additional resources to support the IMT.
- The IC and or Operations/Planning Section Chief will determine the appropriate quantity of resources needed to deploy to the scene and will send a resource request via the laR message system.
- Additional resources will be requested by laR or individual phone calls. This will be completed by the IC and/or by an IMT member.
- As soon as is practical and ideally prior to deployment of resources to the field, an Oregon Emergency Management (OEM) mission number and a County Mission number will be obtained and assigned.
- Upon receiving notification of a mission SAR volunteers will indicate they are available by responding via the laR system. laR in return will show each member's estimated time of arrival (ETA) to station 10-04.
- ****Note, if clarifying questions should arise, members will call the IC or IMT member who sent the message. Questions will be limited to mission pertinent information ****
- Under special circumstances, volunteers may call and request permission to drive their personally owned vehicle (POV) directly to the mission location. Requests to POV shall only be approved by the IC or their designee.

Additional Resource Requests:

- If insufficient resources were obtained after sending the first laR message, the IC may send additional messages until adequate resources are secured for the specific mission.
- Volunteers should recognize that such additional messages translate into urgency and sparse resource availability for various reasons. In these cases, volunteers are asked to reconsider reasons for not responding.

SAR Member Response to SAR or Field Locations:

- Responding members shall obey all traffic laws while responding to 10-04 or another location, remembering that their status as a SAR volunteer does not grant them special privileges or the right to drive in an over aggressive or careless manner.

Information for SAR Members Arriving at 10-04:

- As volunteers arrive at 10-04, the IC or Operations Section Chief will disseminate mission information by briefing or posting, mission pertinent information as soon as possible such as updated mission information, weather conditions, teams and vehicle assignments.

Volunteer's arrival at 10-04:

- Upon arriving, SAR volunteers shall sign in on the mission roster and note their arrival in the laR app and check in with the Logistics liaison.
- SAR volunteers responding as a field resource will not congregate in the Command area/WAR ROOM unless assigned a task in that area or they need to communicate mission critical information.

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- While waiting for an assignment, SAR volunteers will remain available and in the general staging area to assist with deployment preparations such as equipment and vehicle check out, loading of gear, staging of vehicles, etc.

Prior to teams deploying into the field, the IC, Operations Chief shall conduct a detailed assignment briefing, distribute maps and /or other pertinent information. The FTL of each team will ensure individual member's of the team is qualified, prepared, able and will review SAR GAR with the team.

The IC will decide what parts of the Incident Command System are appropriate for the specific mission and implement them accordingly.

Response Codes:

- Code 1 is the default response code for all missions.
- In the event the IC determines a higher response level is needed and/or justified due to the nature of the mission, then a Code 3 response (emergency lights and siren) may be authorized by the IC.
- Not all responding SAR vehicles may need to respond Code III. The IC will determine which responding SAR vehicles are authorized to respond Code 3.
- SAR Volunteers will follow Sheriff's Office procedures when responding Code 3.
- In the event the IC receives information that raises or lowers the response level, they will immediately advise responding units via radio or cell phone.
- ***REMINDER: Though a Code 3 response may be authorized, the operator of the vehicle assumes full responsibility for the decision to operate at that level.***

Mission Completion

Upon completion of the mission or if SAR units are stood down after activation, all involved SAR volunteers will be advised by radio, cell phone or the IaR message system.

Demobilization of Vehicles and Equipment

- The navigator of each unit shall complete the SAR Vehicle Report (blue sheet) in entirety, noting any equipment problems, vehicle damage or repairs needed.
- Vehicle damage or repairs that are needed should be listed on the equipment status board and verbally reported to and or emailed to the IC or a staff member.
- Vehicles with problems that render them unfit or unsafe for mission use will be parked head in and the keys will be given to the IC or placed in the SAR in box.
- Blue Sheets are to be given to the IC or designee for inclusion in the mission packet.

Prior to departing 10-04, SAR volunteers are responsible for leaving all vehicles and equipment in a "mission ready" status. This includes, but is not limited to:

- Ensuring all vehicles are fueled and cleaned inside and out.
- Inspecting and returning all equipment used to its place of storage, or placed out of service (notify the IC or a staff member).
- Replacing low batteries and any expended supplies or materials in first aid kits, etc.
- If equipment is wet and needs to be left out to dry, make a plan for re-packing, then notify the IC or a staff member when the equipment will be put away and who the point of contact is.
- ***NOTE: Procedures for demobilization of vehicles and equipment will be adhered to when demobilizing after a mission or a training exercise.***

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Policy Title: Search and Rescue Activities	
Effective Date: March 1, 2019	Policy Number: Section 4
Review Date: March 1, 2021	Pages: 3
Lt. Bryan Husband, Special Services Coordinator	

I. Purpose

The following policies and procedures are a companion to the Deschutes County Search and Rescue plan. The purpose is to establish policies and procedures for the Deschutes County Sheriff's Office Search and Rescue (DCSOSAR) function within the Special Services division.

II. Policy

The provisions of ORS 404.110 establish the Sheriff's Office as the agency of primary jurisdiction for Search and Rescue (SAR) activities within Deschutes County. Ultimate responsibility resides with the Sheriff. It is the function of this policy to provide a measured response of trained personnel and available resources in an effort to prevent, minimize, respond to or recover from an emergency.

If any part of the DCSOSAR policies and procedures are found to be in conflict with the policies and procedures of the Deschutes County Sheriff's Office, the Sheriff's Office Policies and Procedures take precedence.

The following specialty teams are recognized by SAR:

- Incident Management Team
- Medical
- Mountain Rescue
- Swift Water
- Dive
- K9
- Snowmobile
- Tracking
- ATV
- Horse
- Logistics

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- MIST
- Ski
- Air Ops

Team Organization and Development:

- a. All SAR teams must be approved by the Special Services Coordinator (SSC) prior to implementation.
- b. SAR teams at a minimum will have a Team Coordinator (TC).
- c. SAR teams submit an annual Budget.
- d. SAR teams submit annual training objectives and goals.
- e. SAR teams annually will update their team roster and competency levels.
- f. SAR Teams will submit an annual inventory of all team assets NLT Jan 30th of each calendar year.
- g. All SAR members are recognized upon completion of the DCSOSAR Academy to have basic competencies as defined by OSSA standards.
- h. All SAR members are required to participate on General SAR plus one specialty SAR team.
- i. SAR members must participate in the "required" minimum training established by the Team Coordinator and approved by the SSC SAR Training Deputy in order to be recognized as an "active" team member.

Team Coordinator:

- a. TCs are recognized as the "Administrative" leader of the team.
- b. TCs can be elected by team members or appointed by the SSC.
- c. The TC position will be determined by the end of each calendar year in order to facilitate the budget and business plan preparation.
- d. The TC position may be held for a 2-year period. It is recommended the TC position rotates after a 2-year period.
- e. TCs will facilitate or complete the annual budget request, training objectives, asset inventory and other documentation as needed.
- f. TCs are encouraged to establish an Assistant Team Coordinator (ATC) in order to facilitate an orderly plan of succession.
- g. TCs may develop a leadership structure that is consistent with ICS protocols.

Assistant Team Coordinators:

- a. ATCs may be selected by the TC or by a vote of the team.
- b. ATCs will act in the capacity of the TC if the TC is absent.
- c. ATCs should assist in the development of the team budget, goals and objectives.

General SAR:

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General SAR is recognized as the core of all SAR units and encompasses all ground search assets. SAR members are encouraged to be active in all General SAR trainings that are held monthly, in addition to any other teams that they may have an interest and correlating skill in.

However, it is recommended that members do not extend themselves beyond two teams due to potential conflicts in scheduling and training requirements.

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Policy Title: Search and Rescue Activities	
Effective Date: March 1, 2019	Policy Number: Section 5
Review Date: March 1, 2019	Pages: 4
Lt. Bryan Husband, Special Services Coordinator	

I. Purpose

The following policies and procedures are a companion to the Deschutes County Search and Rescue plan. The purpose is to establish policies and procedures for the Deschutes County Sheriff's Office Search and Rescue (DCSOSAR) function within the Special Services division.

II. Policy

The provisions of ORS 404.110 establish the Sheriff's Office as the agency of primary jurisdiction for Search and Rescue (SAR) activities within Deschutes County. Ultimate responsibility resides with the Sheriff. It is the function of this policy to provide a measured response of trained personnel and available resources in an effort to prevent, minimize, respond to or recover from an emergency.

If any part of the DCSOSAR policies and procedures are found to be in conflict with the policies and procedures of the Deschutes County Sheriff's Office, the Sheriff's Office Policies and Procedures take precedence.

All members who express an interest are welcome to participate in any specialty area, as long as they demonstrate proficiency to do so. However, it is recommended they limit themselves to no more than two (2) specialty teams due to potential conflicts with other scheduled trainings and attendance requirements. Training opportunities shall be made available to new members seeking to participate in areas where they currently do not have adequate skills. Some skills may require training from outside sources at the member's personal expense.

Training Calendar

Training shall be categorized into the following; levels and types:

Levels:

- Trainee - Snowmobile; Not deployable on missions yet
- Beginner - New to skill with very little experience, requires mentoring to participate. ATV not deployable on missions. Snowmobile is deployable
- Intermediate - Knowledge of the skill, able to fully participate.
- Advanced - Capable of leading skilled teams and teach skill to others.
- Master/Expert - Mastery of all team skills and able to teach them to others.

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Type of delivery:

Classroom - Lecture or book based

Lab - Hands-on and simulated in controlled indoor/outdoor environment

Practical - Scenario based in controlled realistic environment

Specialized - Professional outside resources.

Records of members' skill levels and training participation shall be documented in D4H; **Personnel & Training, Equipment Management, and Incident Reporting**

Training:

- a. Organizational training objectives will be developed with the input of the Team Coordinators.
- b. These goals will be established in conjunction with the Long Range Business Plan and the Annual Budget.
- c. Training at the team level will be completed in accordance with established goals and objectives approved by the SSC.
- d. Each recognized SAR specialty team should establish and identify in writing, required skills and competencies a team member must possess to be a member.
- e. When available, existing competency requirements from recognized State or National Agencies will be utilized such as OSSA and OEM standards 2012. **Current year?**
- f. Additional training and or certification may be required by the TCs upon approval of the SSC.
- g. All training competencies and or requirements will be posted on the DCSOSAR Google Group site and D4H.
- h. All training competencies and or requirements will be maintained in written form by the SSC and readily accessible.
- i. Competency requirements may be modified as needed to meet local conditions with the approval of the SSC.
- j. All training requirements and or competencies are subject to the approval of the SSC.
- k. All requests for specialized training requiring professional outside resources shall be, to the extent possible, outlined in the Annual Business Plan, identified during the preparation of the Annual Budget and submitted to the responsible TC and SSC for approval. Budget requests shall include the cost of the course and an estimate of travel expenses, including lodging if necessary. Reimbursement of travel expenses is not guaranteed and will be on a case-by-case basis. Where approved, reimbursement will be based on published GSA per diem rates.
- l. The costs for specialized training (excluding travel costs) that are not included in the Annual Budget may be funded by the SAR Foundation following approval by the responsible TC and the SSC.
- m. Individuals receiving reimbursement for Specialized Training shall commit to teaching the subject matter to other volunteer SAR members upon completion of the course.
- n. The participation of any non-SAR personnel in SAR training exercises requires the prior approval of the SSC. ~~SAR Training Deputy~~. Non-SAR personnel participating in such training exercises shall be documented under Guests on the DCSOSAR Sign-In Sheet.

D4H Entries (Pre-plan)

- a. D4H entries are required for all trainings and public events prior to them occurring.

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- b. When the exercises/events occur in the field where DCSOSAR equipment and or vehicles are deployed, an OEM State training number or Event number for the month shall be attached to the D4H entry. This is to be added by the SAR Deputy
- c. The D4H exercise/event, with the completed (pre-plan) will be submitted by the SAR volunteer responsible for training or events a minimum of 72 hours prior to the start of the training or event.
Pre-plan
 - 1. **Who** is leading the training and who is responsible for other pertinent positions (i.e. Medic, Safety, Air Traffic Control, etc.)
 - 2. **What** is planned for the training - what stations, activities, skills to be emphasized/taught, etc.
 - 3. **When, Where, How** the members are getting into/ out of the field, emergency/contingency plans, etc.)
- d. The D4H entry will auto populate in the D4H Calendar.
- e. After completion of the D4H entry, a SAR Deputy working prior to the exercise will add "APRVD" in the title of the exercise/event.
- f. If there are any additions or corrections to be made to the D4H entry prior to being approved, the SAR Deputy will advise the TC or designee via an email.
- g. Approval is required prior to any training or events departing 10-04.
- h. After the training/event is concluded, the D4H entry is updated by the SAR volunteer who will then add "RFA" to the title line.
- i. SAR Deputy finalizes information, prints out the D4H report and Equipment List for Office Assistant to file.

At conclusion of each month, a master list of Exercises and Public Events from D4H will be printed out and placed in a single mission packet for the given month along with the OEM Google Sheet. The range of mission numbers will be listed on the packet label.

Mission Packets:

- a. Mission packets for Incidents only will contain at a minimum:
 - 1) State Training Number
 - 2) County Training Number
 - 3) D4H Report
 - 4) SAR Roster
 - 5) Vehicle Blue sheets
 - 6) After action report
- b. Mission Packets will be reviewed for accuracy by the applicable SAR Deputy prior to approval in D4H. The SSC will have final approval authority prior to submission to the Office Manager.
- c. Missions that have more than one operational period will use the same State OEM number, but each operational period will have a new county number

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- d. Related training sessions held on consecutive days require only one County Mission number and one State training number for the week the training commenced. There will be an individual D4H exercise created on each day reflecting the same county and state number, the title of which will note day 1, 2 and 3 accordingly.
- e. Mission Packets should be submitted for review NO LATER than 7 days after completion of that day's training.

Deschutes County Sheriff's Office Policies



Policy Title: Search and Rescue Activities	
Effective Date: March 1, 2019	Policy Number: Section 6
Review Date: March 1, 2019	Pages: 2
Lt. Bryan Husband, Special Services Coordinator	

I. Purpose

The following policies and procedures are a companion to the Deschutes County Search and Rescue plan. The purpose is to establish policies and procedures for the Deschutes County Sheriff's Office Search and Rescue (DCSOSAR) function within the Special Services division.

II. Policy

The provisions of ORS 404.110 establish the Sheriff's Office as the agency of primary jurisdiction for Search and Rescue (SAR) activities within Deschutes County. Ultimate responsibility resides with the Sheriff. It is the function of this policy to provide a measured response of trained personnel and available resources in an effort to prevent, minimize, respond to or recover from an emergency.

If any part of the DCSOSAR policies and procedures are found to be in conflict with the policies and procedures of the Deschutes County Sheriff's Office, the Sheriff's Office Policies and Procedures take precedence.

SAR EQUIPMENT:

- A. All SAR Volunteers shall safe guard and properly use all equipment and supplies.
- B. SAR Volunteers shall only operate or utilize equipment that they have been properly trained to use.
- C. Equipment will not deploy from 10-04 or any location until a State or County Mission number has been obtained.
- D. Only mission related equipment that is needed and approved will be utilized for missions or training.
- E. Equipment will be examined prior to departure for missions or training to insure that it is operating properly.
- F. Equipment will be inspected upon return from training and or missions and will be made mission ready.
- G. Mission ready is described as cleaned, fueled, operational, and replenished as needed.
- H. All damaged, unsafe, or nonoperational equipment will be documented on a "blue" sheet. The IC, SAR Deputy, or designee will be notified before the leaving station 10-04.
- I. Damage to vehicles and or loss/damage to equipment "may" require an "Accident Review Board" be convened as determined by the Special Services Coordinator (SSC).

Deschutes County Sheriff's Office Policies

- J. An Accident Review Board will consist of one uniformed Deputy, one SAR Volunteer and the SSC.
- K. A SAR Volunteer may request that the review be completed by the SSC based upon the written report.

Deschutes County Search and Rescue Foundation

SAR FOUNDATION BY-LAWS 11 February 2013

BY-LAWS
OF
DESCHUTES COUNTY SEARCH AND RESCUE FOUNDATION

ARTICLE I: NAME AND PURPOSE OF SAR FOUNDATION

SECTION 1: NAME

- A. The name of the non-profit is DESCHUTES COUNTY SEARCH AND RESCUE FOUNDATION (SAR Foundation). The Foundation will conduct business as “SAR Foundation”.
- B. Previous names include Deschutes County Sheriff’s Search and Rescue Unit (1974-2005) and Deschutes County Search and Rescue, Incorporated (2006-2011)

SECTION 2: PURPOSE

The SAR Foundation is organized and shall be operated exclusively for charitable purposes. The mission of the SAR Foundation is to increase resources, raise funds, and promote public awareness in support of search and rescue volunteer activities conducted by the Deschutes County Sheriff’s Office.

SECTION 3: 501 (c) (3) SAR FOUNDATION

Deschutes County Search and Rescue Foundation is a non-profit and non-political corporation that operates under the terms set forth by the U.S. Postal Service and the Internal Revenue Service.

Notwithstanding any other provision of these articles, the SAR Foundation shall not carry on any other activities not permitted to be carried on (a) by a foundation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a foundation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

SECTION 4: MEMBERSHIP

By virtue of their Oregon State Search and Rescue Certification, training hours, and mission participation, all volunteer members of Deschutes County Sheriff’s Office Search and Rescue are automatically members of the SAR Foundation.

ARTICLE II: GOVERNMENT

SECTION 1: BOARD OF DIRECTORS

- A. The SAR Foundation shall be administered by a Board of Directors made up of 7

members elected by the members of SARF. The primary purpose of the Board is the general management of the affairs of the foundation. The Board will consist of three (3) officers—President, Secretary, and Treasurer and four (4) Directors.

- B. The term of office for all Board of Directors shall be for three (3) years. Board members completing their term may request extension of their term. Term extensions will be approved by the Board of Directors. Each year the SAR Foundation members will elect Board members to fill any board vacancies.
 - a. Nominees for Board of Directors may be SAR members or members of the community.
 - b. Mid-term vacancies on the Board created for any reason will be filled by vote of the Board of Directors for the period of time remaining of the Director who left the Board.
 - c. Each January during the first meeting of the year, the Board members will select one person to fill each of the officer positions—President, Secretary, Treasurer.
- C. If a vacancy occurs in the office of President, Secretary, or Treasurer, it will be filled for the remainder of the term by nomination and vote of the Directors from the Board of Directors.
- D. Board of Director nominations will take place each Nov with voting in Dec of each year. The term will begin 1 January of the new year. Voting will accomplished by secret ballot. All SAR members will be given the opportunity to vote, electronic notification and voting are acceptable.
- E. Removal from the Board. In the event a Director is non-productive, disruptive to the board process, or not fulfilling their duties, the other Directors can vote to remove that individual. Removal of a Director requires a majority vote of the other Directors.

SECTION 2: BOARD OF DIRECTORS VOTING

Each member of the Board of Directors is entitled to one (1) vote.

- a. Issues may be brought forth, considered and voted upon using any available means if agreed to by a majority of the Board. Voting may take place via email, in person, by phone, or at meetings. All issues and votes will be recorded in the SAR Foundation meeting minutes.
- b. Board members may submit their vote in writing prior to an upcoming meeting if they know they will be absent. This absentee vote will only be issue specific and must be submitted to the Secretary before the start of the meeting.

SECTION 3: DUTIES AND POWERS OF OFFICERS

- A. It shall be the duty of the Board of Directors to manage the affairs of the SAR Foundation. It shall also be the duty of the Board to set all administrative policies and procedures of the SAR Foundation. The Board has the power to establish a fund raising program for specific needs. The Board shall vote on all motions placed before it.

Within the Board:

- a. The President shall be the executive officer of the SAR Foundation and shall preside at all meetings. Except as otherwise provided herein, he/she may call special meetings for the purpose of conducting business as needed; appoint committees; have general supervision authority over all business matters pertaining to the SAR Foundation; shall see that these By-Laws are enforced; shall act as the official representative at all official functions and hearings concerning the SAR Foundation; and shall sign all agreements and correspondence.
- b. The Secretary shall keep the Minutes of all meetings; prepare correspondence; maintain accurate records of member's addresses and phone numbers; keep an accurate SARF roster up to date; establish and maintain a permanent filing system and depository of SAR Foundation records.
- c. The Treasurer shall receive, disburse, and account for all funds of the SAR Foundation. He/she shall establish a bank account in the name of the SAR Foundation and shall become bonded in an amount determined by the Board. He/she shall render a financial report at each Board meeting which shall become part of the Minutes of that meeting.

SECTION 4: DUTIES AND POWERS OF BOARD MEMBERS

- A. The Board of Directors shall have general charge and management of the affairs and funds of the SAR Foundation.
- B. The Board of Directors shall have full power, and it shall be the Board's duty to carry out the purposes of the SAR Foundation according to its Articles of Incorporation and Bylaws.
- C. The Board may make rules for the conduct of the members and may make rules that seem necessary or expedient for operation of the SAR Foundation.
- D. The Board of Directors may appoint Special Resource personnel and/or committees as it deems necessary; it may vote the expenditure of money as it deems necessary or advisable.

SECTION 5: PARLIAMENTARY AUTHORITY

- A. The intent of rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SAR Foundation in all cases to which they are applicable and in which they are not inconsistent with rules of governing SAR personnel.
- B. Copies of the Articles of Incorporation, Bylaws, minutes, or any special rules of order shall be made available to any SAR Foundation member who requests them.

ARTICLE III: MEETINGS

SECTION 1: BOARD OF DIRECTORS

The Board of Directors shall hold a regularly scheduled meeting to conduct the business affairs of the SAR Foundation. At a minimum, meetings will be held quarterly. Special meetings of the Board may be called by the President.

- a. A majority of the Directors must be present at any meeting to constitute a quorum for that

meeting.

- b. Minutes will be recorded and published for each meeting within 14 days. Minutes will be formally approved at the next SAR Foundation meeting.

SECTION 2: MEETING LOCATIONS

All Board of Director meetings shall be held in Deschutes County, Oregon.

SECTION 3: MEMBER ATTENDANCE

SAR Foundation members may attend SAR Foundation meetings at any time. At the discretion of the Board President, discussion of sensitive topics may be limited to the Board of Directors.

ARTICLE IV: MEMBERSHIP

SECTION 1: VOLUNTEER MEMBERS

- A. All Deschutes County Sheriff's Search and Rescue volunteers who have completed the required training are members of the SAR Foundation. This includes all SAR Special Resource members.
- B. Termination, expulsion, or suspension of a member shall be accomplished in accordance with and rules outlined by the Deschutes County Sheriff's Office Search and Rescue policies and procedures. The SAR Foundation will not make determination of who is a SAR member, the SAR Special Services Coordinator maintains the current member roster. Information on current SAR membership is obtained from the SAR Secretary/Administrative Assistant.

ARTICLE V: FINANCIAL

SECTION 1: DEPOSITORY BANK

The funds of the SAR Foundation shall be deposited in a Bend branch of any established bank into a SAR Foundation account.

SECTION 2: AUTHORIZED SIGNATURES

The three (3) SAR Foundation Officer's are authorized to co-sign checks and other documents to draw money from a SAR Foundation bank account. At least two (2) signatures are required on each check for each transaction over \$500 and only the signature of one officer for transactions \$500 or less.

SECTION 3: YEARLY BUDGET

- A. On a yearly basis by 1 Jul, the Board will approve a budget for the fiscal year (1 Jul to 30 June to match the Sheriff Office budget cycle). Transactions within the budget only need

Board approval as agreed by the Board.

ARTICLE VI: COMPENSATION OF BOARD MEMBERS

SECTION 1: COMPENSATION

Neither the Officers, Directors shall receive any salary or compensation for services rendered to the SAR Foundation.

ARTICLE VII: NOTICES

SECTION 1: NOTICES

All notices to members, if mailed (electronically or physically), shall be mailed to their addresses as they appear on the books of the SAR Foundation, and such mailing constitutes presumptive evidence of notification. Email and page notices, whether individually sent or to the group will be considered to be proper notice. The SAR Foundation will update members addresses annually.

ARTICLE VIII: AMENDMENTS

SECTION 1: AMENDMENTS

These by-laws, except where specified, may be amended by a majority vote of the SAR Foundation members. Proposed amendments will be presented at a SAR meeting but will be voted on electronically to give each member an opportunity to vote.

ARTICLE IX: INDEMNIFICATION

To the fullest extent permitted under the Oregon Nonprofit Corporation Act, as amended, the SAR Foundation shall indemnify any director or officer who is made party to a proceeding because the individual is, or was, SAR Foundation director or officer.

ARTICLE X: DISSOLUTION

SECTION 1: DISSOLUTION

The SAR Foundation may only be dissolved by the following steps:

- a. Written notice to each registered member thirty (30) days prior to a special meeting set for said purpose.

- b. Two-thirds (2/3) or better of the SAR Foundation membership must be present and/or vote.
- c. A simple majority vote by those present shall decide. Vote shall be by written ballot (electronic acceptable).

SECTION 2: DISPOSITION OF ASSETS

- A. All SAR Foundation owned assets including property and money shall be given to another search and rescue foundation/entity or to the any government agency for use in search and rescue only.
- A. It shall be decided by a vote of the members how the property is to be disposed of.
- A. No members of the SAR Foundation or other persons shall receive any of the Foundation assets.

I hereby certify that the foregoing by-laws were duly voted on and approved by a simple majority of the SAR Foundation membership. Subsequently they were adopted at a SAR Foundation meeting on the 27 day of February 2013 .

Name: Ann Grediagin

Signature: _____ Date 27 Feb 2013
Deschutes County Search and Rescue Foundation President

Amendments (voted on and approved by SAR Foundation members):

- 1. 5 March 2013: Article II, Section B: **Delete:** "Term extensions will be approved by the Board of Directors." **Add:** "Term extensions will be approved by vote of the SAR Membership."