

Model SAR Team Organization Policy and Procedure



By

**The California State Sheriff's SAR
Coordinators**

&

**The California Governor's Office of
Emergency Services – Law Enforcement
Division**

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Background & Purpose

Pursuant to the California Government Code, Chapter 7 of Division 1 of Title 2, "The Emergency Services Act", the California Governor's Office of Emergency Services (CalOES), Law Enforcement Division manages and maintains the State of California Search and Rescue Mutual Aid Program. This includes the publication of plans and model documents pertaining to Search and Rescue Mutual Aid.

In order to refine the State's Search and Rescue Mutual Aid Program, the CalOES Law Enforcement Division assembled California's 58 County Sheriffs' Search and Rescue Coordinators, as well as all of California's State and Federal SAR Cooperators. This group of interested agencies is called the "State Sheriffs' Search and Rescue Coordinators". The main objective of this group is to collectively review and address statewide SAR issues to improve the effectiveness and efficiency of the State's SAR Mutual Aid Program.

One issue identified was the lack of a "Model SAR Team Organization Policy and Procedure" that Sheriff's Departments could use as a base for organizing their Search and Rescue Teams. This need was specifically for those teams that are affiliates of the Sheriff's Department, governed by an elected board, yet serve at the discretion of the Sheriff.

This collective effort of the State Sheriff's SAR Coordinators took many months of work to assemble and produce his suitable "Model" made available to any Sheriff's Office or SAR Team in need of such guidance. This "Model" document in no way establishes a state standard and is not intended as a standard. It is solely offered as a simple base plate or template tool for an agency to modify for their own use.

Thanks goes out to the Santa Barbara County Sheriff's Department for their Team Policy and Procedure document which served as the baseline for this Model. Thanks also goes to the Mono County Sheriff's Department for taking the lead and Chairing the committee to complete this document to the satisfaction of the State Sheriff's SAR Coordinators.

This model document was extensively reviewed and approved by the State Sheriff's SAR Coordinators at one of their quarterly sessions and is made available in editable "Word" format by CalOES Law Enforcement Division.

Introduction

The Sheriff's Department Search and Rescue Teams are structured as non-profit organizations working for and with the Sheriff's Department. The team may be governed by an elected Board, who serve at the direction of the Sheriff, typically through the Sheriff's designated "SAR Coordinator".

When responding to incidents, team trainings, and participating in any and all team sanctioned functions, the team functions as a unit of the sheriff's department, operating under the jurisdiction of the Sheriff. Team members are considered non-paid, at will civilian employees of the department.

§ 1 MISSION STATEMENT

§ 1.01 Purpose

The primary purpose of Sheriff's Department Search and Rescue Team is to provide a trained and equipped response unit for search and rescue emergencies for the Sheriff and provides an incident management capability, training programs, qualification and certification of personnel, publications management and supporting technology. The secondary purpose is to provide mutual aid to other counties and states in need of the SAR Team's search and rescue capabilities.

§ 1.02 Legal Jurisdiction

The Board of Supervisors of the County has designated the Sheriff's Department to "search and rescue persons who are lost or are in danger of their lives within or in the immediate vicinity of the county." §26614 California Government Code.

§ 1.03 Definition of a Search and Rescue

A Search and Rescue incident is defined as follows:

Search and Rescue (SAR), under authority of the county sheriff. Responsible for locating, accessing, stabilizing, and transporting victims in/from locations that are not reasonably accessible from roadways. May include water rescues (ocean, swift water, flood). SAR resources are generally designed to access victims utilizing equipment and personnel transported by foot or unconventional vehicles. SAR's strengths are in its ability to reach and operate in locations remote from vehicular access and in its members' personal self-sufficiency – even during prolonged operational periods in dangerous weather.

- (a) Inability to locate the victim of an accident or medical emergency;
- (b) A person who is missing because he is lost or may be lost;
- (c) Terrain or weather which requires the unique skills or equipment of SAR Team; and/or
- (d) As determined by the Sheriff.

§ 1.04 Search and Rescue Responses

The following types of emergencies are within the mission of SAR Team:

- (a) Management and field operations in the search for lost subjects;
- (b) Management and ground search for missing aircraft;
- (c) Tracking and locating Emergency Locator Transmitter signals;
- (d) Low-angle rope evacuations such as a vehicle over the side;
- (e) High-angle rope evacuations (cliff rescues);
- (f) Swiftwater river rescues;
- (g) Carry-outs on or off trail;

- (h) Backcountry access by foot, mountain bicycles, four-wheel drive, watercraft, aircraft, or quads for emergency response;
- (i) Mud or cliff slide rescues,
- (j) EMT (Emergency Medical Technician) / WEMT (Wilderness EMT) level medical responses for victims of the above incidents and for patients that are difficult to access due to terrain, weather, time of day or evacuation will be prolonged for more than two hours.

§ 1.05 Disaster Response

In the event of a local disaster, SAR Team is able to provide:

- (a) EMT level assistance;
- (b) WEMT level assistance in the event of delayed or prolonged transport,
- (c) Multi-casualty incident response in support of the local Emergency Medical System (EMS) provider or other health care providers;
- (d) Evacuation and transportation assistance; and/or
- (e) Incident Command System staffing.
- (f) Basic or Light US&R Capabilities

§ 1.06 Law Enforcement Support

These responses are determined on an incident-by-incident basis under the discretion of the Sheriff and or his designee.

- (a) Evidence search when manpower is needed or terrain requires skills unique to SAR Team;
- (b) Body recovery when a carryout, low angle or high angle evacuation is required; and/or
- (c) Support personnel for other Sheriff's Department special operations within the limitations of SAR Team's training.

§ 1.07 Limitations

The SAR Team is not trained or intended to be used for direct law enforcement duties or fire fighting.

§ 2 MEMBERSHIP

§ 2.01 General

- (a) SAR team member's may be paid and or unpaid volunteers from the community.
- (b) Each member shall meet the minimum standards and qualifications set forth in this policy.
- (c) SAR team members are at-will employees of the Sheriff's Department and serve at the discretion of the Sheriff.

§ 2.02 Applicant

An Applicant is someone involved with applying to the SAR Team for membership. An Applicant may attend team meetings as approved by the respective Training/Safety Officer. Applicant must be 18 years of age and either a U.S. citizen or eligible to work in the U.S.

(a) Application process:

- (1) Attend a SAR Team Recruitment Meeting to receive a SAR Team Application, or if appropriate, obtain an application in person from a SAR Team officer. Complete the application and return it to the Personnel Committee.
- (2) Attend a SAR Team interview.
- (3) SAR Team Application must be approved by Personnel Committee.
- (4) The Applicant must be cleared and approved of by the Sheriff, and or his designee.

§ 2.03 Probationary Member

Probationary Members are team members attending the SAR Academy.

(a) Qualification:

- (1) Successful completion of the Sheriff's Department background process.
- (2) Approval of the SAR Team Board.

(b) Requirements:

- (1) Attend the SAR Academy.
- (2) Attend team classroom training and meetings as required by policy.
- (3) Attend team field training with the approval of the Training Officer.

(c) Termination

- (1) A Probationary Member's membership on a SAR Team may be terminated at any time upon the recommendation of the Personnel Officer, and or the Training Officer, with the approval of the Board. The Sheriff and or his designee may terminate a probationary member at any point, during the training program with or without cause.
- (2) A Probationary Member shall have 30 days following the scheduled Academy test date to complete the SAR Team Academy Skills Checklist, personal equipment check, and be approved as a Trainee Member. The Training Officer may extend this requirement where a demonstrated need exists.

§ 2.04 Trainee Member

The Trainee Member is a responding member of the team. During the “training” period, the Trainee Member is expected to develop the skills, experience, and judgment to become a Regular Member.

(a) Qualifications

- (1) Completion of SAR Team Academy.
- (2) Recommendation of the Training Officer to be moved to Trainee Member.
- (3) Equipment as designated by the Personal Equipment List – Rescue.
- (4) Enrollment in a course leading to, or, current certification on file satisfying the medical requirement for a Regular Member.
- (5) Approval of the SAR Team Board of Directors.

(b) Requirements

- (1) Attend a minimum of nine (9) of the regularly scheduled team trainings per year.
- (2) Attend a minimum of six (6) team meetings per year. Meetings include: Monthly Team Meetings, Recruitment Meetings, Academy Training Sessions (with approval from the Academy Chair, a member acting as an instructor at the Academy qualifies to receive credit), Board Meetings, Committee Meetings/Ad Hoc Committee Meetings (must be a member of the committee or receive approval from the Committee Chair to qualify to receive credit) and or Public Relations events.
- (3) Qualify as a Regular Member within 18 months following approval as a Trainee Member.

(c) Termination

- (1) A Trainee member may be terminated at any time upon the recommendation of the Personnel Officer, and or the Training Officer, with the approval of the Board. The Sheriff and or his designee may terminate a probationary member at any point, with or without cause.

§ 2.05 Regular Member – Rescue

(a) Qualifications

- (1) Trainee Member for a minimum of six months.
- (2) Recommendation of both the Training Officer and the Incident Commanders Committee to be moved to Regular Member.
- (3) Medical requirement:
 - (a) Current certification in CPR for the Healthcare Provider or CPR for the Professional Rescuer, and
 - (b) Current certification as an Emergency Medical Technician, or

(c) Current certification in Basic First Aid or a current certificate of completion for a First Aid Course of Instruction. The course must be a minimum of 4 hours in length and the card or certificate should specify an expiration date. If no expiration date is listed, then it is assumed that the expiration date will be one year from the date of course completion.

(d) Any team member who does not have current certificates or cards on file with the team will remain on active response status and shall be granted a one (1) month extension to obtain current certificates or cards showing compliance. Team members who fail to meet the medical requirements after the one-month extension will be placed on an Automatic Leave of Absence.

(5) Equipment as designated by the Personal Equipment List – Rescue.

(6) Approval of the SAR Team Board of Directors.

(b) Requirements

(1) Attend a minimum of nine (9) of the regularly scheduled team trainings per year.

(2) Attend a minimum of six (6) team meetings per year. Meetings include: Monthly Team Meetings, Recruitment Meetings, Academy Training Sessions (with approval from the Academy Chair, a member acting as an instructor at the Academy qualifies to receive credit), Board Meetings, Committee Meetings/Ad Hoc Committee Meetings (must be a member of the committee or receive approval from the Committee Chair to qualify to receive credit) and Public Relations events.

(3) Rescue members who do not meet the minimum attendance requirements for trainings, meetings and equipment nights will be placed in a non-operational status and shall not respond to incidents but will retain team issued equipment and may attend team trainings and meetings. Non-operational members will have until the January Board meeting to present a petition to the Board indicating reasons for the shortfall and their plan for future attendance. The petition may be submitted in writing or in person. Upon acceptance of the petition by the Board, the non-operational member will be returned to active status. Failure to successfully petition the Board by the January Board meeting shall be considered an implicit resignation from the team. The team member will have the following two (2) weeks to return all team and department issued equipment.

(c) Termination

(1) A Regular-Rescue member may be terminated at any time by the Sheriff and or his designee with or without cause.

§ 2.06 Regular Member – Support

Support Members are responding team members with special skills and experience that provide value in Command Staff assignments. At the discretion of the on-duty/acting Incident Commander, Support Members may be given limited field assignments.

(a) Qualifications

(1) Rescue Member for a minimum of one year

(2) Recommendation by the Incident Commanders Committee that the member possesses skills and experience of value to the team.

(3) Medical requirement:

- (a) Current certification in CPR for the Healthcare Provider or CPR for the Professional Rescuer, and
- (b) Current certification as an Emergency Medical Technician, or
- (c) Current certification in Basic First Aid or a current certificate of completion for a First Aid Course of Instruction. The course must be a minimum of 4 hours in length and the card or certificate should specify an expiration date. If no expiration date is listed, then it is assumed that the expiration date will be one year from the date of course completion.
- (d) Any team member who does not have current certificates or cards on file with the team will remain on active response status and shall be granted a one (1) month extension to obtain current certificates or cards showing compliance. Team members who fail to meet the medical requirements after the one-month extension will be placed on an Automatic Leave of Absence.

(5) Equipment as designated by the Personal Equipment List – Support

(6) Approval of the SAR Team Board of Directors.

(b) Requirements

- (1) Attend a minimum of three (3) of the regularly scheduled team trainings per year.
- (2) Attend a minimum of six (6) team meetings per year. Meetings include: Monthly Team Meetings, Recruitment Meetings, Academy Training Sessions (with approval from the Academy Chair, a member acting as an instructor at the Academy qualifies to receive credit), Board Meetings, Committee Meetings/Ad Hoc Committee Meetings (must be a member of the committee or receive approval from the Committee Chair to qualify to receive credit) and Public Relations events.
- (3) Support members who do not complete the Support Member Skills Checklist will be placed in a non-operational status and shall not respond to incidents but will retain team issued equipment and may attend team trainings and meetings. Non-operational members will have until February 28 to complete the Checklist and have it approved by the Membership Committee. Upon approval of the Checklist by the Membership Committee, the non-operational member will be returned to active status. Failure to complete the Checklist and obtain approval from the Membership Committee by February 28 shall be considered an implicit resignation from the team. The team member will have the following two (2) weeks to return all team and department issued equipment.
- (4) Support members who do not meet the minimum attendance requirements for trainings, meetings and equipment nights will be placed in a non-operational status and shall not respond to incidents but will retain team issued equipment and may attend team trainings and meetings. Non-operational members will have until the January Board meeting to present a petition to the Board indicating reasons for the shortfall and their plan for future attendance. The petition may be submitted in writing or in person. Upon acceptance of the petition by the Board, the non-operational member will be returned to active status. Failure to successfully petition the Board by the January Board meeting shall be considered an implicit resignation from the team. The team member will have the following two (2) weeks to return all team and department issued equipment.

(c) Termination

A Trainee member may be terminated at any time by the Sheriff and or his designee with or without cause.

§ 2.07 Associate Member

Associate Members are non-responding team members that have a unique skill or qualification that benefits the team. Associate Members are not issued a pager, but at the discretion of the on-duty/acting Incident Commander Associate Members may be requested to respond to an incident.

(a) Qualifications

- (1) Completion of the SAR Team Application Process as listed in § 2.01 (a)
- (2) A recommendation by the Incident Commanders Committee that the member possesses skills and experience of value to the team.
- (3) Successful completion of the Sheriff's Department background process.
- (4) Medical requirement:
 - (a) Current certification in CPR for the Healthcare Provider or CPR for the Professional Rescuer, and
 - (b) Current certification as an Emergency Medical Technician, or
 - (c) Current certification in Basic First Aid or a current certificate of completion for a First Aid Course of Instruction. The course must be a minimum of 4 hours in length and the card or certificate should specify an expiration date. If no expiration date is listed, then it is assumed that the expiration date will be one year from the date of course completion.
 - (d) Any team member who does not have current certificates or cards on file with the team will remain on active response status and shall be granted a one (1) month extension to obtain current certificates or cards showing compliance. Team members who fail to meet the medical requirements after the one-month extension will be placed on an Automatic Leave of Absence.
- (5) Approval of the SAR Team Board of Directors.

(b) Requirements

- (1) Attend four (4) Monthly Team Meetings per year.
- (1) Associate members who do not meet the minimum attendance requirements for team meetings will be placed in a non-operational status and shall not respond to incidents but will retain team issued equipment and may attend team trainings and meetings. Non-operational members will have until the January Board meeting to present a petition to the Board indicating reasons for the shortfall and their plan for future attendance. The petition may be submitted in writing or in person. Upon acceptance of the petition by the Board, the non-operational member will be returned to active status. Failure to successfully petition the Board by the January Board meeting shall be considered an implicit resignation from the team. The team member will have the following two (2) weeks to return all team and department issued equipment.

(c) Termination

- (1) An Associate member may be terminated at any time by the Sheriff and or his designee with or without cause.

§ 2.08 Leave of Absence

(a) By request

- (1) A 3-month leave of absence may be requested by a team member requiring a leave for medical condition, family problem, or out of the area for work or education. If needed, a 3-month extension may be requested.
- (2) The request for a Leave of Absence or extension is made in writing, or in person, to the SAR Team Board of Directors and should specify a start and return date.
- (3) Training and meeting attendance will be prorated for the period of time the team member is on a "By Request" Leave of Absence.
- (4) Team members return at the same level as when the Leave of Absence began. A Leave of Absence that overlaps the end of the year does not excuse the team member from completing the Annual Member Evaluation.
- (5) A team member's failure to return by the ending date listed on the Leave of Absence, or extension, shall be considered an implicit resignation from the Team. The team member will have the following two (2) weeks to return all team and department issued equipment.

(b) Automatic.

- (1) A team member placed on an "Automatic" Leave of Absence will be on a 3-month Leave of Absence.
- (2) Training and meeting attendance will not be prorated for the period of time the team member is on an "Automatic" Leave of Absence.
- (3) A team member may request to return from an "Automatic" Leave of Absence any time after the member again meets the membership requirements. The request is made in writing or in person to the SAR Team Board of Directors and must be approved by a majority vote of the SAR Team Board.
- (4) Team members return at the same level as when the Leave of Absence began.
- (5) Team members placed on "Automatic" Leave of Absence will turn in all team and department issued equipment.
- (6) A team member's failure to return by the ending date listed on the Leave of Absence shall be considered an implicit resignation from the Team.

§ 3.0 Sheriff's Identification and Patch

- (a) The Sheriff's Department identification card and patches will be issued to the individual Member upon admittance to Probationary status. They remain the property of the Sheriff Department and must be surrendered upon the demand of the SAR Team Board of Directors or the Sheriff's Department. Lost or stolen Sheriff's identification or patch must be reported to the SAR Team Quartermaster immediately.

§ 4 EQUIPMENT

§ 4.01 Equipment List

Each SAR Team Member shall have the equipment listed as required in the "SAR Team SOP Manual, Individual Equipment Requirements" when the member responds for an operation or attends a training.

§ 4.02 SAR Team and Sheriff's Dept. Keys

Any keys (whether issued or made by a SAR Team member) remain the property of SAR Team or the Sheriff's Department and shall be returned upon resignation or by request of SAR Team or Sheriff's Dept.

§ 4.03 Personal Equipment

Each SAR team member is expected to furnish the required personal equipment at his own expense except for that equipment that may be issued to the member. This equipment is to be kept in good repair and meet the minimum standards that are set forth by SAR Team.

§ 4.04 SAR Team Equipment

SAR Team-issued equipment remains the property of the Sheriff's Department Search and Rescue Team and shall be returned upon resignation or on demand.

§4.05 Lost or Damaged SAR Team Equipment

Lost or damaged SAR Team-issued equipment shall be reported immediately to the Equipment Officer for processing. Personnel are responsible for the maintenance and safekeeping of all SAR Team-issued equipment. Personnel are responsible for the cost of replacement or repair of SAR Team-issued equipment lost or damaged (routine maintenance excepted) when used outside of normal SAR Team operations or trainings. The SAR Team retains the right to have damaged equipment repaired or replaced at its sole option. Equipment shall be repaired at locations authorized by SAR Team.

§ 4.06 SAR Frequency

SAR Team's radio frequencies, as licensed by the FCC shall be used only for authorized SAR Team activities.

§ 5 OPERATIONAL POLICIES

§ 5.01 SAR Team Standards and Operating Procedures Manual

The standards and operating procedures for the SAR Team are recorded in the SAR Team SOP Manual and should be followed on all operations, trainings, and SAR Team activities. The SAR Team SOP Manual shall in no way conflict with the SAR Team's Bylaws and Policy. Each SAR Team Member is responsible for knowing and abiding by all contents of the SAR Team SOP Manual.

§ 5.02 Field Team

A Field Team consists of two or more field qualified team members one of whom must be a Regular Member – Rescue. Each field team will have a designated Field Team Leader. The Field Team Leader has the authority to direct his field team. The Field Team Leader may not delegate his authority. Nothing

in this section shall be interpreted to give the Field Team Leader the right to override or circumvent SAR Team Policy or Procedures.

§ 5.03 Helitac; Trainings and Operations

To be qualified for Helicopter Operations, Trainees and Regular Members should participate in a SAR Team Helitac ground training annually. Members not meeting this requirement shall not participate in or around helicopters during an operation or training with the exception of helicopter flight trainings.

§ 5.04 Ancillary Training

A minimum of three SAR Team Members is required for an Ancillary Training to qualify as a SAR Team authorized training. The Training Leader shall notify the Sheriff's SAR Coordinator of the Ancillary Training a minimum one day prior to the day the training is held.

§ 5.05 Approved Agencies

Personnel from an approved public or private agency may participate in the field during operations or trainings to the extent authorized by the Sheriff's Department SAR Coordinator. An approved public or private agency is one that has its own insurance coverage and which provides a valuable service to the SAR Team.

§ 5.06 Non-approved Agencies, Guests

Guests and/or personnel from non-approved public or private agencies may be allowed in the base camp area or on trainings if their presence will be a benefit to the SAR Team and only if their presence has been approved by the SAR Coordinator.

§ 5.07 Injuries

SAR Team members are eligible for workman's compensation while performing assigned duties or undergoing authorized training activities. Coverage starts when members are notified to respond and lasts until they are able to return to their home or work, so long as no route deviations are made for personal reasons.

- (a) Any injuries to SAR Team personnel will be reported as soon as possible to the Sheriff's Department SAR Coordinator.
- (b) All injuries to SAR Team personnel will be reported within 24 hours.
- (c) Injuries occurring during a SAR Team activity are reported to the Sheriff SAR Coordinator using the Injury Report Form, SAR Team ICS 226 Form.
- (d) The Sheriff SAR Coordinators will be responsible for writing the report for personnel requiring treatment beyond basic first aid for submittal to the Risk Management department of the Sheriff Department.

§ 5.08 SAR Team Activities, Defined.

For the purposes of this Policy, any reference to "SAR Team Activities" shall mean any SAR Team function other than Trainings or Incidents. Where necessary, Trainings or Incidents will be specifically addressed.

§ 5.09 SAR Team Equipment, Defined

SAR Team equipment refers to all equipment owned by the Sheriff's Department, issued or loaned to the SAR Team, or owned by the Sheriff's Department whether issued to a SAR Team Member or in a SAR Team Member's possession.

§ 5.10 Notification of Fitness to Respond

- (a) It is the responsibility of each team member to monitor his or her own level of fitness and notify the Incident Commander when the team member does not feel capable of accepting a particular field assignment or performing a specific task or function because of a current or on going health condition.
- (b) This policy does not require disclosure of any specific health condition or any information that would normally be considered private or confidential. It does require notification of any restrictions or limiting factors that would affect the ability to perform in the field or cause an unsafe situation for any team member.
- (c) Any private or confidential information that may be disclosed to the Incident Commander will be protected to the best of the Incident Commander's ability.

§ 5.11 SAR Team Vehicle Operation

- (a) SAR Team vehicle operation applies to all vehicles owned by the Sheriff's Department (Team vehicles) and personally owned vehicles (POV's) used on authorized Team functions.
- (b) Regular members are authorized to drive Team vehicles during all authorized Team functions including administrative meetings, service/repair work, trainings and operations.
- (c) Trainee members are authorized to drive Team vehicles only under the direct supervision of a Regular member. Exceptions may be authorized in the following situations if safety is not compromised:
 - (1) For incidents: by the Incident Commander (IC)
 - (2) For trainings: by the Training Officer, Training Co-Chair or Team member presenting the training
 - (3) For service/repair work: by the Equipment Officer
- (d) SAR Team is not responsible for any damage to POV's.
- (e) If Team vehicles are used outside of scheduled Team trainings, meetings or incidents (i.e., maintenance, public relations, administrative meetings, etc.) the on-duty IC should be notified as to the nature and location of use.

§ 6 ELECTIONS

§ 6.01 Board of Directors ("Board")

The SAR Team's Board will be elected as set forth in the Bylaws. It is the purpose of this section to provide nomination and election procedures for this election.

- (a) At least thirty (30) days prior to the election, the Presiding Officer will open nominations from the floor and when completed, will close the nominations.
- (b) The Secretary shall be responsible for sending notice to the Members not less than ten (10) days prior to the election stating the Members who have been nominated for the Board.

- (c) Election for the Board shall be by closed ballot and the Directors shall be elected by the affirmative vote of the majority of the Members represented and voting at a duly held meeting at which a quorum is present.

§ 7 GRIEVANCES AND COMPLAINTS

§ 7.01 Conduct Unbecoming to a SAR Team Member

The Board may take such action as provided § 7.04 "Grievances, Timely Action, Review" that they deem appropriate for the situation for conduct that is unacceptable or unbecoming of a Member of the SAR Team. Such conduct could include, but is not limited to: willful violation of SAR Team Policy and Bylaws; disregard for the safety of SAR Team Members; misuse or reckless destruction of SAR Team equipment; misappropriation of SAR Team funds; dishonesty or making false statements to the SAR Team officers, Board, or the Sheriff's Department; misuse or use for personal advantage of the SAR Team name; making representations on behalf of the SAR Team when lacking the authority to do so; and/or impersonating a law enforcement officer or expressing law enforcement authority without the proper authorization.

§ 7.02 Alcoholic Beverages & Drugs, Sheriff's Insignia

Alcoholic beverages or drugs are not to be used by any SAR Team Member during an incident, training or other SAR Team activity. Alcoholic beverages or drugs are not to be transported in any vehicle displaying the Sheriff's insignia unless directed by a representative of the Sheriff's Department as evidence/clues associated with an operation.

§ 7.03 Grievances

All matters regarding SAR Team Bylaws, Policy, procedures, personnel or any Committee problems will first be referred to the Board and the Sheriff's Department SAR Coordinator.

§ 7.04 Grievances, Timely Action, Review

The Board with approval from the Sheriff's Department SAR Coordinator must take responsible, appropriate and timely action regarding matters of disciplinary action. Deviations from SAR Team Policy may be acceptable, providing good leadership judgment has been exercised and can be demonstrated. In matters of discipline, the Board may take action after a thorough review of the events and circumstances involving a SAR Team member's infraction with the Sheriff's Department SAR Coordinator. Action may include the following:

- (a) Verbal reprimand;
- (b) Written reprimand;
- (c) Change of level of Membership;
- (d) Suspension for a specific period of time; and/or
dismissal from the SAR Team.

§ 8 Authority

§ 8.01 Appointment/Dismissal

Final authority for appointment and dismissal of any participant in SAR, lies solely with the Sheriff or his designee.

§ 9 PURCHASING POLICY

§ 9.01 General

- (a) The Purchasing Policy applies to purchases made by the team or by team members with the expectation of reimbursement by the team
- (b) A Purchase Requisition Form will be completed for each purchase and signed by the Sheriff's Department SAR Coordinator. The following information will be documented. The original form will be turned in to the Treasurer with any receipts or invoices attached. A copy of the form will be turned in to the Equipment Officer for equipment and supplies.

- (1) Date
- (2) Item to be purchased
- (3) Vendor
- (4) Approved cost estimate
- (5) Person who will make the purchase
- (6) Date purchase completed
- (7) Actual Price

§ 9.02 Board Approved Purchases

- (a) The Board and Sheriff's Department SAR Coordinator must approve purchases of equipment, supplies, or services over \$100.
- (b) Purchases of capital equipment or services over \$1,000 must have three bids.
 - (1) The lowest bid that meets the purchase specification must be accepted.
 - (2) Sole source exceptions must be documented.

§ 9.03 Officer Approved Purchases

The appropriate team officer may approve purchases under \$100:

- (a) Equipment Officer for equipment, supplies or services relating to team vehicles and equipment.
- (b) Training Officer for equipment, supplies, or services necessary to conduct scheduled team training.
- (c) Incident Commander for equipment, supplies, or services necessary to a specific incident.
- (d) Personnel Officer for equipment, supplies, or services necessary for conducting recruitment of new members.

§ 9.04 Emergency Provision

The team President or in his absence, the Vice-President, along with the Sheriff's Department SAR Coordinator's approval, may authorize a purchase in excess of the amounts listed above if in his judgment delaying action until the next Board meeting would compromise the team's mission, safety or result in damage to equipment or facilities.

§ 10 MISCELLANEOUS

§ 10.01 Proposed Policy, Reviewed

All proposed policy changes, including but not limited to deletions, additions and revisions, must be submitted to the Sheriff's Department SAR Coordinator for approval.

§ 10.02 Board of Directors Action by Electronic Mail

The Board may vote on motions outside of Board meetings using electronic mail with the following procedure.

- (a) The motion will be submitted to the team membership by electronic mail to provide adequate notice.
- (b) Include the explanation of why the motion should not wait until the next Board meeting. Any team member wishing to discuss the motion at a Board meeting may contact any Board Member.
- (c) All Board Members must vote in the affirmative for the motion to pass. Votes shall be submitted to the team President and Secretary by electronic mail. If affirmative votes are received from each Board Member within five days after the motion was mailed, the motion passes and the Secretary will read the motion into the minutes of the next Board meeting.
- (d) If affirmative votes are not received from all Board Members within five days, the motion will be tabled until the next Board meeting.