



Tonto Rim Search and Rescue (TRSAR) Membership policy, procedure and guideline

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SECTION I. POLICY:

The Tonto Rim Search and Rescue Squad is a volunteer organization whose members serve to support the Gila County Sheriff's Office (GCSO) in search and rescue incidents and related actions. This policy and procedures established the requirements, procedures in becoming a member. It outlines the duties and responsibilities of members categories classification and qualifications.

SECTION II. ELIGIBILITY:

- A. Membership is open to any full or part time resident of Gila County.
- B. Must have a valid Arizona Driver License, or meet the State exempt License requirements)
- C. Must be eighteen (18) years of age or over.
- D. Must have a Gila County address.
- E. Must complete a TRSAR application, application process, and comply with the By-Laws, Policies, Federal, State and County laws.
- F. Must submit and pass a background check completed by the GCSO.
 1. A felony conviction can be a disqualifier for membership in TRSAR.

SECTION III. PROCEDURE:

- A. Any individual considered for TRSAR Honorary status must complete items D, E, F, G, H, I, J, and be recommended by a Board member and voted in by the Board.
- B. All other individuals interested in become a TRSAR member must complete items C thru O.
- C. Applicants, need to attend two (2) consecutive TRSAR General meetings.
 1. Exemptions may apply to the two (2) consecutive meeting requirement under special circumstances, with Board Approval.
 2. Applicants can get the TRSAR Application Package at the first meeting or download it from the TRSAR Web site.
- D. Applicants should review the TRSAR By-Laws and Policies on the TRSAR Web site.
- E. Applicants must sign the membership acknowledgement form and completely fill out the entire application package will then get a TRSAR Application Package.
- F. Applicants must attach copies of the following documents:

1. Arizona Driver License.
 2. Social Security Card.
 3. Birth Certificate.
 4. High School Diploma or GED.
 5. Notarized GCSO Loyalty Oath. (Can do at the GCSO Office)
 6. Completed Finger Print Card. (Can do at the GCSO Office)
 7. Any License, Certification, Training Certificates that could be pertinent and/or beneficial to the TRSAR mission and/or squad.
- G. Applicants will meet with the TRSAR Membership Chair or Designee, to turn in the complete TRSAR application, and all required documents.
- H. The Membership Chair or Designee will review the application and all documents with the applicants, explain the process and answer questions the applicant may have.
- I. The Membership Chair or Designee will make copies of the TRSAR portion of the application and give the completed application and copies of documents to the GCSO for review, completion of a background check and approval of the Applicant.
- J. The GCSO will notify the Membership Chair and applicants when the background check is completed and the Sheriff has signed off on the application. (This step can take up to 60 days or more. (Applicants can participate training, squad functions and fund raisers while waiting, but cannot participate in missions.
- K. The Membership Chair or Designee will schedule the applicant's interview with the interview committee. (Interview committee is a minimum of three (3) TRSAR members) (Interviews are normally done before the monthly Board meeting in the squad building)
1. The Membership Chair or Designee will provide the interview committee copies of the interview question, application and any documents.
- L. The Membership Chair and interview committee will conduct the interview, and then give their recommendations to the TRSAR Board of Directors.
- M. The TRSAR Board will vote to accept and/or decline the interview committee recommendations.
1. If accepted, will take it to the next General membership for a vote by the general membership.
 2. If declined, will return application, document and interview question sheets to the Membership Chair or Designee to notify the applicant.
- N. The General membership vote to accept and/or decline the applicant for membership.
1. If declined, the Membership Chair or Designee will notify the applicant.
 2. If accepted the Board will assign a squad number and provide the applicant (new member) with squad hat, license plate, new member packet and assign a mentor.
 3. The TRSAR Commander or designee will administer the oath of office to the new member.
- O. The new member will then pay their dues and when notified will be responsible to obtain a GCSO identification card, and attend the next SAR training academy.

SECTION IV: MEMBER CLASSIFICATION and REQUIREMENTS

- A. **Reserve Status:**, All new members (Except Honorary and/or Associated) and/or individuals who have not met the established requirements for active status, and any member who wishes to remain in reserve status.
1. New reserve members are on probation for one (1) year.
 2. New reserve members may request active status after completion of six (6) months on the squad and meeting the reserve requirements at that point.
 - a. Request should be in writing and presented to the board for approval.
 3. Reserve members must at a minimum attend;
 - a. One (1) official squad function per quarter (4 per year), and
 - b. One (1) training per quarter (4 per year), plus
 - c. One (1) squad fund raiser event per year.
 4. Reserve members shall maintain the training qualifications standards and requirements established by the Board.
 - a. Training shall be provided by the Squad, the Gila County Sheriff, or other such organization as the Board shall select.
 - b. The Reserve members shall bear all expenses for training not approved and/or authorized by the Board.
 5. Reserve members should possess and maintain the minimum standard equipment established by the board. And any equipment issued by the squad.
 - a. Reserve members shall bear all expenses for their personal equipment.
 6. Reserve members must comply with all established policies, procedures and safety standards of the squad and the GCSO.
 7. Reserve members must pay dues. (\$20 a year)
 8. Reserve members may not vote or hold office.
 9. Reserve members may request a leave of absences. (only after completion of their first (1st) six (6) months.)
 - a. The request must be in writing, presented to the Board for approval, and be no longer then six (6) months.
 10. Reserve members may request active status at any time, if they have met the reserve members requirements at that point.
 - a. Request must be in writing and presented to the board for approval.
- B. **Active Status:** Are members who have completed six (6) month of reserve status, have met the reserve requirement, have requested and been approved by the board for active status, and continue to meet the requirements of an active status member.
1. Active members must at a minimum attend:
 - a. Three (3) official squad functions per quarter, (12 per year) and
 - b. Two (2) training exercises per quarter, (8 per year) and
 - c. One (1) fund raiser event per year.
 2. Active members shall maintain the training qualifications standards and requirements established by the Board.

- a. Training shall be provided by the Squad, the Gila County Sheriff, or other such organization as the Board shall select.
- b. The Active members shall bear all expenses for training not approved and/or authorized by the Board.
- 3. Active members shall possess and maintain the minimum standard equipment established by the board. And any equipment issued by the squad.
 - a. Active members shall bear all expenses for their personal equipment.
- 4. Active members must comply with all established policies, procedures and safety standards of the squad and the GCSO.
- 5. Active members may vote and hold office.
- 6. Active members must pay dues. (\$20 per year)
- 7. Active members may request a leave of absences.
 - a. Request must be in writing, presented to the Board for approval, and cannot be longer than six (6) months, if more can be moved to reserved status for six (6) months with approval of the Board.
- 8. Active members may request a change in status, either back to reserve, to an associate, honorary and/or to life.
 - a. Request must be in writing and presented to the board for approval.

C. Associate Status: Are members who are members of another Gila Country Sheriff's Office organization, and/or another organization that supports TRSAR, but the individual cannot meet the requirements of the reserve or active status.

- 1. Associate members must request associate status in writing to the Board for approval. Must include an explanation for request.
- 2. Associate members may participate in all mission, training, social, and squad functions.
- 3. Associate members shall maintain the training qualifications standards and requirements established by the Board.
 - a. Training can be provided by the Squad, the Gila County Sheriff, or other such organization as the Board shall selects and approves.
 - b. The Active members shall bear all expenses for training not approved and/or authorized by the Board.
- 4. Associate members shall possess and maintain the minimum standard equipment established by the board. And any equipment issued by the squad.
 - a. Associate members shall bear all expenses for their personal equipment.
- 5. Associate members must comply with all established policies, procedures and safety standards of the squad and the GCSO.
- 6. Associate members may not vote or hold office.
- 7. Associate members do not pay dues.
- 8. Associate members may request a change in status, to reserve, or to active.
 - a. Request must be in writing and presented to the board for approval.

D. Honorary Status: Are members that the Board, by majority vote, may award an Honorary membership. It is for outstanding service to the squad or the community, it can also be awarded to individuals who are performing a service to the squad.

1. Honorary members may participate in all squad social functions, or fund raisers.
2. Honorary members cannot participate in missions or trainings.
3. Honorary members are not required to:
 - a. Maintain training standards.
 - b. Maintain the minimum standard equipment established by the Board.
 - c. Maintain a minimum participation in the squad.
4. The Board may authorize and approve training for Honorary members who are providing a specific service to the squad.
5. Honorary members may not vote, hold office, and do not pay dues.
6. Honorary membership can be revoked at any time by a majority vote of the Board.
7. Honorary members may request to go Active, Reserve or Associate status.

E. Life Status: Are Active and/or members that were awarded the life status by the majority vote of the Board for outstanding service.

1. All TRSAR Squad members are eligible for Life membership upon meeting the eligibility requirement, requesting Life status, or at the request of a Board member and approval of the Board.
2. To be eligible for Life membership the member must:
 - a. Have served in an exemplary and deserving manner for ten (10) years.
 - b. Request status in writing or recommendation of a Board member.
 - c. Life status approved by the Board.
3. Life members may participate in all squad social functions or fund raisers.
4. Life members cannot participate in missions and/or trainings..
5. Life members are not required to:
 - a. Maintain training standards.
 - b. Maintain minimum standard equipment established by the Board.
 - c. Maintain a minimum participation in the squad.
6. The Board may authorize and approve training for Life members who are providing a specific service to the squad.
7. Life members may not vote, hold office, and are not required to pay dues.
8. Life membership can be revoked at any time by a majority vote of the Board.
9. A Life member may request being returned to Active or Reserve status.

SECTION V: LEAVE OF ABSENCES

- A. A Leave of Absences is a request by a member who will be away and not able to meet squad requirements for a short period of time. (Maximum 6 months)
1. A Leave of Absent request will be reviewed by the Board and approval or disapproved in a timely manner. (A timely manner is normally no later than next Board meeting after receipt of written request)
 - a. A leave of absences can be considered and acted upon without a written request if the individual is hospitalized.

2. A Leave of Absences will be approved and/or disapproved by a majority vote of the Board.
 - a. Member must be notified of approval or disapproval (written or email)
 - b. The member may file an appeal if request is disapproved. (See Complaint and Grievance Policy)

SECTION VI: STATUS CHANGES, SUSPENSION and TERMINATION

- A. Status Changes:** All status changes will be reviewed for approval or disapproval in a timely manner. (normally no later than next Board meeting after receipt of written request)
1. Membership status changes can be the result of a member's request, the member's failure to meet squad requirement of current status, or a Board member's request to change a member's status.
 2. A members status change requires a majorly vote of the Board.
 3. The members status change will be announced at the next general meeting, after change is approved.
 4. Member must be notified if status change is disapproved. (Written / email)
 - a. The member may file an appeal if request is disapproved. (See Complaint and Grievance Policy)
- B. Suspension:** A temporary suspension is the removal of a member from the call out list. A Suspension is removal of the member from the call out list, and/or making them unauthorized to attend missions, and/or trainings, and/or social functions, and/or fund raiser for a specific length of time.
1. There are no permanent suspensions. There must be a specific length of time established when being placed on suspension.
 2. A suspension can be requested by the Commander and/or any Board member for a member's violation of policy, safety issues, failure to follow commands during a mission, placing other members in danger, violation of a County, State or Federal laws.
 3. Members will be placed on suspension after being arrested and will remain until after a their conviction.
 4. The member must be notified of the suspension in writing, by mail, and a email notice can also be sent.
 5. The member has the right to appeal the suspension. (See Complaint and Grievances Policy)
- C. Termination:** There are two (2) types of termination.
1. Voluntary termination, which is at the request of the member.
 - a. The member is free to reapply at a later date.
 2. Forced termination, this is a termination where a member is removed from the squad permanently by the Board.
 - a. The member is not allowed to reapply for membership.

- b. The member has the right to appeal the termination, (See the Complaint and Grievance Policy)
3. A termination can be requested by the Commander and/or any Board member for a member's violation of policy, safety issues, failure to follow commands during a mission, placing other members in danger, violation of a County, State or Federal laws.
4. A Member will be terminated upon their conviction a felony.
5. The member must be notified of the termination in writing by mail, and a email notice can also be sent.