

TONTO RIM SEARCH AND RESCUE SQUAD, INC.

(POLICIES AND PROCEDURES REVISED 4/12/11)

1. Applications

A. Each prospective member shall fill out an "Application For Membership" in its entirety; each prospective member shall have an existing member in good standing as a sponsor. Initial membership into Tonto Rim Search and Rescue Squad, Inc. (TRSAR) shall be as a "Reserve" member for a minimum of six months.

B. Potential applicants must attend at least one General meeting after which they must submit their application in person at the next consecutive meeting.

C. The Board shall question the prospective member in an effort to determine motive and eligibility, followed by questions from the general membership.

D. The Board will then turn over the application to the Personnel Committee for the purpose of screening the new applicant. In screening the new applicant, the Personnel Committee shall a.) Review the applicant's background and references, b) Interview the applicant, and c) Make a recommendation to the board regarding the applicants eligibility.

E. The prospective member's application shall be turned over to the Gila County Sheriff's Office (GCSO) for a background check. Only upon favorable findings by the GCSO will further action be taken.

F. At the next regularly scheduled meeting, the Board shall vote on whether or not to recommend the individual for consideration to the general membership; the general membership shall have the final vote.

G. If the applicant is recommended by a majority of the Board, and the applicant is present at the next general membership meeting, the applicant will be presented to the Squad members for approval or denial of membership. Such approval or denial will be by majority vote of the general membership.

H. Should the Board vote not to consider the individual for membership, a vote will not be put before the general membership; a verbal or written explanation, in confidentiality, will be provided to the individual by the Commander or Vice Commander.

I. Upon acceptance as a Reserve member by the general membership, the individual will be provided a squad call number, issued certain items of Squad property (official hat, official license plate, official insignias and patches, by-laws, policy and procedures, other administrative documents), and directed to report to the GCSO to be processed for an identification card. All issued items to be returned upon leaving TRSAR.

J. In the event of a previous member wishing to re-join the Squad, the following procedure will apply: 1) A complete application must be filled out and handed to a Board member at least two

weeks prior to a Board Meeting so as to be included in the Agenda for that meeting.; 2) The applicant must attend the Board meeting to be interviewed by the Board; 3) If the applicant resigned the Squad without written notice, applicant will be expected to give written reason why he/she resigned, and why the board should accept the re-application; 4) The Board shall determine by majority vote whether to forward the application on to the Personnel Committee for further screening and processing.

2. Annual Membership Dues

A. All active and reserve members will be assessed annual dues as specified by the bylaws in Article II, Section 4. Dues will be \$20.00 for active and reserve members, and \$10.00 for their spouses who are also members. As per the bylaws, dues are payable as of the January meeting and will be declared delinquent after the March meeting. New members voted to membership after the March meeting will be assessed dues on a prorated basis by quarter (i.e., Apr. 1--June 30 = \$15.00; July 1--Sept. 30 = \$10.00; Oct. 1--Dec. 31 = \$5.00). Members who fail to pay their dues will be suspended from membership as per the bylaws.

3. Uniforms

A. The Squad will provide members with an official "Deputy Sheriff" hat. Upon request he/she may be issued a Gila County Search and Rescue Official license plate and a Tonto Rim Rescue Squad patches. All other articles of clothing (i.e., T-shirts, jackets, jumpsuits), may be purchased by the member if desired.

B. The dress uniform for members shall be a long sleeve or short sleeve white shirt (patches optional) with a brown tie. Trousers/skirt shall be brown, or 'Levi' type blue or black.

C. Reserve members are to be issued an Official hat and Non official license plate, TRSAR patches and may purchase other "I Support" items of clothing.

4. Call-Out Procedures

A. A primary contact person for the GCSO to contact in the event of a Squad call-out will be a volunteer approved by the Squad Commander, active or reserve; additional back-up personnel and all Board members may also be identified as contact personnel. A list identifying these people and their phone numbers will be kept current and available to them and the GCSO.

B. Each contact person shall have a current copy of the qualifications list for the Squad. This list will determine who will be activated for a particular mission according to the needs of the GCSO for that mission.

C. Report forms shall be kept on hand by all contact persons and one shall be filled out completely by the initial contact person or his/her delegate for each mission. Within 72 hours of the close of the mission, the report must be turned into the Mission Team Leader (MTL) or any

Board member. The MTL shall complete a Search and Rescue (SAR) summary of the mission within that same 72 hour period. He/She, or a Board member, shall, at the next regular business meeting submit this record verbally to the membership during the mission debrief. The Secretary shall keep a permanent file of these written reports.

D. The first person to receive a call from the GCSO activating the Squad or any portion thereof shall be termed the initial contact for call-out for that particular mission. He/She may delegate the call-out duties to other members who are willing to accept that responsibility, but, he/she remains responsible for all follow-up at close of mission.

E. The person conducting the call-out should periodically check with GCSO for a status update, either by continuous radio monitoring or by phone, but not to become a nuisance to the GCSO dispatcher.

F. If the call-out is for a standby status, the person conducting the call-out must recall all members contacted as the status changes. If the person conducting the call-out reaches answering machines, he/she must leave a message stating the date and time, and status of the mission. Follow-up messages must be made to keep current with changes in mission status.

G. All long distance calls by the person conducting the call-out to members for an actual mission or stand-by alert shall be reimbursed by the Squad, when the phone bills and proper documentation are submitted to the Board.

H. A training session for all contact persons, and other interested members, shall be held as needed. All contact persons must attend at least one such training.

5. Code Of Conduct

A. Each member shall conduct themselves during all Squad functions in such a manner that reflects favorably toward the members and the Squad.

B. No alcoholic beverages shall be consumed during any Squad meeting, training, or mission. A member having consumed alcohol prior to a mission shall decline responding to the mission initially; however, the member may respond to the mission at a later time, once he/she is no longer under the influence of alcohol, if the mission is still in an active status.

C. No member shall attend Squad business meetings in an apparent state of intoxication.

D. Any article of clothing or other device bearing the official TRSAR/Deputy Sheriff insignia and the official identification card shall be displayed only when performing duties in an official capacity as a Squad member, except the Official License Plate by Active members, as determined by the Board for activities other than official TRSAR missions. At no time shall any official device be used to gain personal favors, or be used to identify oneself as a law enforcement official unless officially engaged in TRSAR activities initiated by the GCSO.

E. Members shall comply with all traffic regulations as posted while engaged in official TRSAR activities, whether operating personal or Squad vehicles. Appropriate emergency devices may be

utilized when responding to a mission, provided a bonafide emergency exists as determined by GCSO.

F. Squad members are expected to display a cooperative and supportive attitude toward all personnel involved in official activities, regardless of agencies involved, and to respect the authority of those placed in those positions by competent authority.

G. No member shall carry a firearm during any Squad function.

H. Any member failing to comply with rules and regulations established by the Squad and the GCSO may be subject to expulsion from the Squad as outlined in the Squad BY-LAWS.

6. Member Participation/Review

A. All members are required to attend a Search And Rescue Academy within one year of being accepted as a member, per GCSO. Extensions may be granted on an individual basis at the Board's discretion.

B. All new members are subject to a probationary period of one year, during which time their membership in the Squad may be terminated without cause by a majority vote of the Board.

C. A member applying for active membership must have been a member of the Squad for at least six months. To be considered for active membership, the member must have attended at least six official Squad functions (i.e., meeting, training, mission, fund raiser, work party, etc.) during the previous six months.

D. Members wishing to remain on active status must attend at least three official Squad functions per quarter of the calendar year, as well as two training exercises per six months of the calendar year.

E. Members who wish to remain on reserve status must attend at least one official Squad function per quarter of the calendar year as well as one training exercise per six months of the calendar year. Reserve members who fail to meet these requirements may be dropped from the Squad by majority vote of the Board.

F. Members who wish to have their status changed should make such requests to the Board verbally or in writing.

G. Active members who do not maintain participation requirements may be changed to reserve status.

H. Active members may request a leave of absence of not more than six months and still retain full Active membership status. In the event of a Board member or Officer of the Squad electing to take a leave of absence from the Squad, the Board member or Officer will relinquish his/her position and the Board shall appoint a new person to fill the vacated position.

I. The Board may periodically review the participation, conduct, readiness, qualifications, and/or value to the Squad of any member, and recommend changes in membership status. Expulsion from the Squad based on such a review shall be enacted only after notice has been given to the member in question, and he/she is afforded the opportunity for a hearing.

J. Active members changing status to that of reserve are required to turn in items issued/purchased that would normally identify them as active members.

K. ALL MEMBERS are HIGHLY ENCOURAGED to participate in all official Squad functions.

7. Qualifications/Training Policies

A. Non-specialized training sessions for all Squad members shall normally be held once a month. Specialized training (i.e., Technical rope rescue, Swiftwater Rescue, etc.), shall be scheduled separately at the discretion of the Training Officer.

B. Squad members, active and reserves, are encouraged to attend training sessions, and to participate in actual TRSAR missions. Family members of Squad members may be authorized to attend some training sessions, such as CPR and First Aid, with the Board approval. No unauthorized persons shall participate in training or TRSAR missions that has inherent risk involved, and shall not be allowed to become a liability to the Squad, County, or State.

C. A mission number shall be obtained from the GCSO Coordinator for all training missions that have inherent risks involved.

D. Authorized guests from other SAR agencies may participate in Squad training and TRSAR missions, providing approval has been obtained from his/her appropriate authority.

E. Squad members shall not participate in training or SAR missions sponsored by other agencies, unless specific authorization is obtained from local appropriate authorities, unless it is understood by the member that Squad, County, and State liability is forfeited.

F. Activities performed by a Squad member, or guest, during a training session or SAR mission, shall be limited to the individual's qualifications/certifications, or be under supervision of a qualified instructor to obtain qualification/certification.

G. Certifications generally require specialized training by a certified instructor (i.e., CPR, First Aid, Technical Rope Rescue, etc.). Certifications often have inclusive dates of qualification. Members are responsible for maintaining certifications up-to-date.

H. Technical Rope Rescue team members require specialized and continued training. Technical Rope Rescue applicants must attend a twenty hour training course in basic technical rope rescue, taught by a certified rope instructor. At completion of such training, the applicant must demonstrate their knowledge and skill by successfully completing a written test and a practical examination in all skills taught in the class. All team members must be Squad members in good

standing, having demonstrated professionalism and commitment by participation in training and/or missions during his/her probationary period or as a reserve or active member. Technical Rose Rescue Team members must demonstrate continued proficiency to a certified rope instructor by successfully completing an annual skills checklist approved by a certified rope instructor.

Rope Certification Qualifications

- 1) A Squad member must attend a minimum of two rope training exercises within 6 months prior to the Rope Certification Class. This will give them a basic knowledge and show commitment.
- 2) A member must be able to descend the incline wall on the training platform at least three times and ascend once before descending the vertical wall. This will build confidence and/or show whether or not the individual is physically fit.
- 3) Once the Rope Certification Class has been successfully completed, the individual must attend three rope training exercises and/or missions in four months as an active participant to become a certified team member. This will further enforce the team skills.

I. Swiftwater Rescue Team members require specialized and continued training. To be a certified member of the Swiftwater Rescue Team, a squad member must successfully complete a swiftwater rescue course taught by a certified swiftwater instructor. Swiftwater Rescue Team members must attend at least one swiftwater training exercise, or mission, per year. Swiftwater Rescue Team members must demonstrate continued proficiency to a certified swiftwater instructor by successfully completing an annual skills checklist approved by a certified swiftwater instructor.

J. Mantracker Certification candidates shall have attended at least one classroom training and at least one field training prior to attempt at certification. Once certified, mantrackers must attend at least one classroom training per year and three field trainings, or missions, per year to maintain certification.

K. Formal training requiring a financial commitment may be funded by the Squad, in part or in full, providing it is in the best interest of the member and the Squad, and Board approval is obtained. The member requesting the training must personally address the Board with a full description of the course and all cost associated with the course.

L. All training and SAR mission participation by Squad members shall be documented in individual training records maintained by the Training Officer.

M. The Training Officer will perform an annual training program evaluation and make recommendations to the Board for training program changes and improvements.

8. Squad Equipment/Facilities

- A. Squad equipment is for use by Squad members only and is to be used exclusively for search and rescue missions or authorized training missions.
- B. It is the responsibility of the member using Squad equipment to inspect that equipment before and after use and to report any damage immediately to the Equipment Officer.
- C. Members using Squad equipment should do so only if qualified/certified in the particular area

for which the equipment is intended (i.e., rope, medical, etc.). The only exception is when on an authorized training mission.

D. An inventory and inspection of Squad rescue equipment shall be made annually by a Board appointed Equipment Officer. Assistance from other Squad members may be solicited if expertise is required (i.e., rope rescue, medical, etc.). Maintenance, repair, and disposition of equipment shall be accomplished as deemed appropriate by the Equipment Officer. Approval of the Board shall be obtained prior to disposition of any Squad rescue equipment, as well as prior to having repairs made requiring expenditure of Squad funds.

E. Squad rescue equipment shall not be loaned to other organizations or individuals. A member attending a joint training mission with another official Search and Rescue unit may check-out equipment required for that particular mission from the Equipment Officer. The member must be qualified/certified in the use of that equipment.

F. Squad vehicles shall not be loaned to other organizations or individuals. Vehicles shall be operated by designated Squad members only. The snow cat shall be operated by qualified Squad members only.

G. Select Squad equipment (i.e., grills, tables, chairs, steam table, etc.), may be loaned to other organizations with approval from the Board.

H. Training books may be checked-out from the library by Squad members at regularly scheduled meetings through the Vice-Commander for a period of thirty days. This period may be extended if the book is not in demand by another member, however; the book must be brought to the next scheduled meeting to request an extension.

I. The member shall be held responsible for the condition and safe guard of any books checked out. The member may be assessed replacement fees if a book is lost or abused excessively. Abuse of these policies may result in loss of the privilege to check out books in the future.

J. Squad facilities are to be used for official functions only; use for other than official Squad functions may be approved by the Board.

9. Mission Team Leaders

A Mission Team Leader (MTL) is a squad member qualified to assume leadership of TRSAR personnel during a mission.

Qualifications:

- 1) Volunteer willing to accept the responsibility of the position.
- 2) Active member with demonstrated active participation.
- 3) Currently certified in CPR and Basic First-Aid.
- 4) Graduate of a SAR Academy.
- 5) Active participant in Squad trainings, and able to assist certified trainers.

- 6) Active participant in special MTL trainings to be held periodically as necessary.
- 7) Deemed suitable as a leader of TRSAR personnel.

(Rope rescue qualification is desirable, but not mandatory.)

Selection:

The Board shall bear responsibility for approving and removing MTLs. The Board shall review the qualifications of those candidates who volunteer to serve as MTLs, and approve those deemed suitable for the position. The Board shall also make periodic reviews of the qualifications and performance of all MTLs, and determine the status of those who no longer meet all the requirements as set forth.

MTL Policies

- A. On actual missions, the first MTL on the scene will act as primary MTL and assume overall command of TRSAR personnel. The primary MTL will at all times work under the direction of, and in full cooperation with, GCSO Deputies on the scene. Other MTLs at the mission may be called upon to lead field squads or teams.
- B. All Squad personnel on the scene of a mission shall follow the leadership of any MTLs in command. No MTL shall usurp the authority of the primary MTL during a mission. In the event of poor judgment, dangerous actions, or incapacity of the primary MTL; two or more other MTLs or Board members can remove the primary MTL from command. This action may take place only in extreme circumstances and will require subsequent Board review to determine if disciplinary action is appropriate.
- C. The primary MTL may, at his or her discretion and at any time, relinquish command to another MTL willing to accept the responsibility.

10 Mission Support Leader

The Mission Support Leader (MSL) is a Squad member who will assume responsibility for organizing, coordinating, and directing other TRSAR mission support personnel to provide support services and material as necessary during a mission. In an actual mission, the MSL shall work under the direction of and in full cooperation with the TRSAR primary Mission Team Leader. Although the TRSAR primary Mission Team Leader on the scene bears overall responsibility for Squad members during a mission, a variety of support responsibilities may be delegated by the Mission Team Leader to the MSL, such as:

- 1) Organization of transportation for TRSAR personnel.
- 2) Obtaining and preparation of foods.
- 3) Etc.

11. Committees - Duties and Responsibilities

Personnel Committee

The Personnel Committee shall consist of at least three, and no more than five active members appointed by the Commander with the approval by the Board. The Chairman of the Committee shall be an Officer appointed by the Commander

The committee shall serve for the fiscal year as prescribed by in the By-Laws.

The purpose of the Personnel Committee is to screen new applicants. In screening new applicants, the Personnel Committee shall: a) Review all new applicants' background and references; b) Interview each applicant individually; and c) make recommendations regarding each applicant to the Board.

12. Reimbursements

General Expenses:

A. All expenditures made on behalf of the squad must be approved by the Board before payment, except those expenditures that are routine in nature (i.e., utility bills, replacement of first aid supplies, purchase of fuel for squad vehicles, purchase of normal maintenance items for squad vehicles, etc.).

B. In order to receive reimbursement for expenditures made on behalf of the squad, a member must present the treasurer with a receipt from the point of purchase showing 1) the date of the purchase, 2) the amount of purchase, and 3) the item or purpose of the purchase. This receipt must be signed by the member seeking reimbursement.

Telephone Expenses:

A Long distance telephone calls made on behalf of the squad will be reimbursed if they were made for a mission call out, or if they are approved by the Board. To receive payment for reimbursable long distance telephone charges, a member must submit written documentation showing: 1) the names of the persons called, 2) the date of the calls, and 3) either the mission number, or a brief description of the mission (for call outs), or the purpose of the call (for other reimbursable calls). This documentation should be accompanied by a copy of the appropriate phone bill showing the calls. All documentation should be signed by the member seeking reimbursement.

Vehicle Expenses:

A. The squad does not reimburse members for fuel used by their vehicles during missions, but the GCSO usually makes some provision for this reimbursement. In most cases, the GCSO allows mission participants to charge gasoline at any of the three area Texaco stations (two in Payson, one in Pine). At the time of the charge, a form supplied to each station by the GCSO must be filled out by the driver. For some missions the GCSO procedures may differ, so it is the responsibility of

each driver to find out the correct procedures at the end of each mission and comply with them. Two guidelines usually apply: 1) the vehicle's fuel tank should be full (at the squad member's expense) prior to starting the mission; 2) the total number of miles driven for the mission should be noted when refueling. In no case should a squad member seek reimbursement for more fuel than was used for the mission.

B. The Squad does not reimburse members for damage to their personal vehicles or equipment during a mission. Reimbursement for these damages may be made by state officials after an analysis has been conducted regarding the factors that contributed to the damage. These factors may include the condition of the vehicle at the time the damage occurred and the judgment of the operator. In all cases, members are advised to carry adequate insurance coverage and operate all vehicles and equipment in a careful and prudent manner during missions.

13. Budget Review (Annual)

A. No later than the regular February meeting each year, the treasurer for the prior year shall present to the Board an annual financial report reviewing the Squad's fiscal activities for the prior year. This report should provide an overview of the Squad's total income and expenditures broken down by appropriate "category" (i.e., donations, dues, fund-raiser proceeds, repairs, utilities, capital purchases, etc.).

B. Prior to the regular March meeting, the Board shall hold a special Board meeting to review the treasurer's annual report and set budgetary goals and priorities for the current year.

14. Exceptions

Exceptions to the policies and procedures as stated above may be approved by a majority vote of the Board.

15. Amendments

Updated 4/14/2012

Gail Hewlett #581

TRSAR Secretary