



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. MEMBERSHIP 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
- C. requirements)
- D. Must be eighteen (18) years of age or over.
- E. Must have a Gila County address.
- F. Must complete a TRSAR application, application process, and comply with the By-Laws, Policies, Federal, State and County laws.
- G. 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. MEMBERSHIP PROCEDURE:

- A. Any individual considered for TRSAR membership must complete the following requirements, be recommended by the Interview Committee, the Board, and be voted in by the General Membership.
- B. Applicants, need to attend two (2) consecutive TRSAR General meetings.
 - 1. Exemptions may apply to the two (2) consecutive meeting requirements 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.
- C. Applicants should review the TRSAR By-Laws and Policies on the TRSAR website.
- D. Applicants must sign the membership acknowledgement form and completely fill out the entire TRSAR and GCSO application package.
- E. 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.
 6. Completed Fingerprint Card. (Can do at the GCSO Office)
 7. Completed certificate from FEMA ICS-100 and FEMA ICS-700
 8. Any License, Certification, Training Certificates that could be pertinent and/or beneficial to the TRSAR mission and/or squad.
- F. Applicants will turn in the complete TRSAR and GCSO application, and all required documents to the TRSAR Membership Chair or Designee.
 - G. The Membership Chair or Designee will keep the TRSAR portion and give the GCSO portion and copies of documents to the GCSO for review, completion of a background check and approval of the applicant.
 - H. GCSO will notify the Membership Chair and applicants when the background check is completed, and the Sheriff has signed off on the application. Applicants can participate in training, squad functions and fund raisers while waiting, but cannot participate in missions.
 - I. 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.
 1. The Membership Chair or Designee will provide the interview committee with copies of the interview question, application and any documents.
 - J. The Membership Chair and interview committee will conduct the interview, and then give their recommendations to the TRSAR Board of Directors.
 - K. 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.
 - L. 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 a 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.
 - M. 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. **Active Status:** Members who have completed six (6) months 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:
 - a. Attend at least 24 official squad functions. Official squad functions are defined as:

- Community Events: ADOT Clean Up, Hash Knife, PS Fair, PSFR Bike Race Support, etc
 - Meetings: Board Meeting, General Meeting, etc
 - Missions
 - Trainings: Blood Borne Pathogens, BLS/CPR, WFA, navigation, tracking, K9, ropes, team trainings, etc
- b. Complete Blood Borne Pathogens training yearly (which is part of the 24 official squad functions).
 - c. Complete valid BLS / CPR certification every other year and WFA every other year (which is part of the 24 official squad functions).
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 board office or positions.
 6. Active members must pay dues (\$20 per year).
 7. Active members may request a leave of absence.
 - 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, support and/or to life.
 - a. Request should be in writing and presented to the board for approval.

B. Reserve Status: All new members (Except Support and/or Associate) 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:
 - a. Attend at least 12 official squad functions. Official squad functions are defined as:
 - Community Events: ADOT Clean Up, Hash Knife, PS Fair, PSFR Bike Race Support, etc.
 - Meetings: Board Meeting, General Meeting, etc.
 - Missions

- Trainings: Blood Borne Pathogens, BLS/CPR, WFA, navigation, tracking, K9, ropes, team trainings, etc.
 - b. Complete Blood Borne Pathogens training yearly (which is part of the 12 official squad functions).
 - c. Complete valid BLS / CPR certification every other year and WFA every other year (which is part of the 12 official squad functions).
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 a board office.
 9. Reserve members may request a leave of absence 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 after they have their probation period or have met the reserve members requirements. at that point.
 - a. Request should be in writing and presented to the board for approval.

C. **Associate Status:** 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 complete Section III Membership Procedures.
2. Associate members may participate in all missions, 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 select and approves.
 - b. The Associate 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 board office or positions.
7. Associate members do not pay dues.

8. Associate members may request a change in status, to reserve, or to active.
 - a. Request should be in writing and presented to the board for approval.

D. Support Status: Members that provide support service to TRSAR but do not or cannot meet the requirements of other member status.

1. Support members must complete Section III Membership Procedures.
2. Support members may participate in all squad social, general meetings or community event functions.
3. Support members cannot participate in missions or trainings.
4. Support 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.
5. Support members are not required to pay Squad dues.
6. The Board may authorize and approve training for Support members who are providing a specific service to the squad.
7. Support members may not vote, hold board office or position.
8. Support members may request to go Active, Reserve or Associate status.
 - a. Members must qualify and meet requirements for requested status change.
 - b. Request should be in writing and be approved by the board.

E. Life Status: Members that are awarded 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, requested Life status, 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. Life status request should be in writing or can be recommendation of a Board member.
 - c. Life status approved by the Board.
3. Life members may participate in all squad social, general meetings or community event functions.
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.
 - d. Pay dues.
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 board office or positions.
8. Life membership can be revoked at any time by a majority vote of the Board.
9. Life members may request to be returned to Active, Reserve, Associate, or Support status.
 - a. Members must qualify and meet requirements for requested status change.

b. Request should be in writing and be approved by the board.

F. **Honorary Status:** Members that are awarded honorary status by the majority vote of the Board for outstanding service.

An honorary member is a prestigious designation bestowed upon individuals who have made significant contributions to Tonto Rim Search & Rescue. The honorary title / membership is awarded to someone without them meeting the necessary qualifications of TRSAR membership.

1. To be eligible for Honorary membership an individual must have one of the following or similar as deemed appropriate by the Board:
 - a. Have an extraordinary connection or contribution to Tonto Rim Search & Rescue, such as multi-generational membership
 - b. Have demonstrated exceptional leadership, expertise, or dedication but do not meet the requirements of TRSAR squad membership
 - c. Have demonstrated a significant contribution to TRSAR either through financial or physical donations (in excess of \$25,000)
2. Honorary status must be approved by the Board.
3. Honorary members of TRSAR are not mission ready. They will not be listed on the squad roster and will not have a squad radio or license plate.
4. Honorary members of TRSAR are not required to attend official squad activities, trainings, or missions.

SECTION V: LEAVE OF ABSENCES

1. **Leave of Absence** is a request by an active or reserve member who will be away and not able to meet their status requirements for a short period of time. (A Maximum 6 months and minimum of 3 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 absence 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 the 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 the next Board meeting after receipt of the request.

1. Membership status changes can be the result of a member's request, or a Board member's request.

- a. Board member request can be for members failure to meet the requirements of their status, arrest, misconduct, or the death of the members.
2. A member's status change requires a major vote of the Board.
3. The member's status change will be announced at the next general meeting after approval.
4. The member must be notified of the status change.
 - a. If status change is for disciplinary action, or if member request is disapproved, the notification must be written or by email)
 - b. The member may file an appeal if status change was for disciplinary action or if member's request was 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 fundraiser 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 their conviction.
4. The member must be notified of the suspension in writing, by mail, and an email notice can also be sent.
5. The member has the right to appeal against 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 can 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 of a felony.
5. The member must be notified of the termination in writing by mail, and an email notice can also be sent.