

# Santa Barbara County Search & Rescue, Inc.



## Policy

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®

**Member of the Mountain Rescue  
Association**

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## **§1 MISSION STATEMENT**

### **§1.01 PURPOSE**

The primary purpose of Santa Barbara County Search and Rescue (“SBCSAR”) is to provide a trained and equipped response unit for search and rescue emergencies for the County of Santa Barbara (“County”) 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 SBCSAR’s search and rescue capabilities.

### **§1.02 LEGAL JURISDICTION**

The Board of Supervisors of the County has designated the Santa Barbara County Sheriff’s Department (“SBSO”) 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.) As such, all activities of SBCSAR are subject to the authority and approval of the Sheriff, or his designee. SBSO's Policy and/or applicable County policy will supersede any SBCSAR Policy. Any inconsistency between SBCSAR Policy and/or applicable County policy, will be resolved by following the applicable County policy.

### §1.03 SBCSAR DEFINITIONS & COMMON TERMS

SBSO	Santa Barbara County Sheriff's Office
SBCSAR	Santa Barbara County Search & Rescue
SBCSAR officer	President, Vice President, Secretary, or Treasurer of the board of directors
IC	Incident Commander
IC Committee	Incident Commanders when meeting together become the Incident Commander Committee
Activities or Events	For the purposes of this Policy, any reference to "SBCSAR Activities" shall mean any SBCSAR function other than Trainings or Incidents. Where necessary, Trainings or Incidents will be specifically addressed.
Equipment	"SBCSAR Equipment" refers to all equipment owned by SBCSAR, issued or loaned to SBCSAR, or owned by the Sheriff's Department whether issued to a SBCSAR Member or in a SBCSAR Member's possession.
Search and Rescue Incident	(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 SBCSAR; and/or (d) As determined by the Sheriff.
CCW	Concealed Carry Weapons Permit
Approval by the Board of Directors	Conforming to majority vote unless as otherwise specified by the Board of Directors
Guidelines	Procedure, practice, or other information; not mandatory, however, whenever possible will be followed or used for support in decision making and process / procedure execution if not practical. The preferred practice unless otherwise deemed impractical.
Field Qualified	No hiking restriction.
Limited Field Qualified	At the discretion of the Incident Commander.

## **§1.04 SEARCH AND RESCUE RESPONSES**

The following types of emergencies are within the mission of SBCSAR:

- 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, appropriate off-highway means of conveyance including but not limited to: mountain bicycles, four-wheel drive, watercraft, aircraft, or quads for emergency response;
- i. Mud or cliff slide rescues,
- j. EMT (Emergency Medical Technician) 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, SBCSAR is able to provide:

- a. Multi-casualty incident response in support of the local Emergency Medical System (EMS) provider or other health care providers;
- b. Evacuation and transportation assistance; and/or
- c. Incident Command System staffing.

## **§1.06 LAW ENFORCEMENT SUPPORT**

These responses are determined on an incident-by-incident basis under the discretion of the Incident Commander and the SBCSAR's Incident Commander.

- a. Evidence search when manpower is needed or terrain requires skills unique to SBCSAR;
- 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 SBCSAR's training.

## **§1.07 LIMITATIONS**

The SBCSAR Team is not trained or intended to be used for direct law enforcement duties or firefighting.

## **§2 MEMBERSHIP**

### **§2.01 GENERAL**

- a. SBCSAR members shall be unpaid volunteers of the SBSO as described under Lexipol Policy 384 “Volunteer Program”. The SBSO may terminate a member’s participation in any SBCSAR operation and/or training exercise at anytime with or without cause, pursuant to Lexipol Policy 384.6.
- b. Each member shall meet the minimum standards and qualifications set forth in this policy.

### **§ 2.02 APPLICATION FOR MEMBERSHIP**

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

Application process:

- a. Attend a SBCSAR Recruitment Meeting to receive a SBCSAR Application, or if appropriate, obtain an application in person from a SBCSAR officer. Complete the application and return it to the Personnel Committee.
- b. Attend a SBCSAR interview.
- c. SBCSAR Application approved by Personnel Committee and subsequent submission to SBSO background check process.

### **§2.03 PROBATIONARY MEMBER**

Probationary Members are SBCSAR members attending the SAR Academy.

- a. Qualifications:
  - i. Successful completion of the Sheriff’s Department background process.
  - ii. Approval of the SBCSAR Board of Directors.
- b. Requirements:
  - i. Attend the SBCSAR Academy.
  - ii. Attend SBCSAR classroom trainings and meetings as recommended and/or required by Training Officer.
  - iii. Attend SBCSAR field training with the approval of the Training Officer.
  - iv. Wear the uniform as specified in by the Training Officer.
  - v. A Probationary Member shall have 30 days following the scheduled Academy test date to complete the SBCSAR 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.



- c. Termination:
  - i. A Probationary Member's membership on SBCSAR may be terminated at any time upon the recommendation of the Personnel Officer, Training Officer, Sheriff's Department, or Incident Commander Committee with the approval of the Board.

## **§2.04 TRAINEE MEMBER**

- a. Qualifications:
  - i. Completion of SBCSAR Academy.
  - ii. Personal equipment check completed.
  - iii. Recommendation of the Training Officer and Incident Commander Committee to be moved to Trainee Member.
  - iv. Refer to section §2.11 for medical requirements by membership level. Approval of the SBCSAR Board of Directors.
  - v. Receipt of SBCSAR and SBSO issued equipment.
- b. Annual Member Evaluation - Trainee:
  - i. Each Trainee member shall complete a SBCSAR Rescue Member Skills Checklist. At the discretion of the Training Officer, the results of the Academy final can be used in lieu of this requirement provided the Academy final was completed no more than four (4) months prior to the Annual Team meeting in December.

## **§2.05 REGULAR MEMBER – RESCUE LEVEL**

- a. Qualifications:
  - i. Should be a Trainee Member for a minimum of six months.
  - ii. Recommendation of both the Training Officer and the IC Committee to be moved to Regular Member.
  - iii. Approval of the SBCSAR Board of Directors.

## **§2.07 REGULAR MEMBER – SUPPORT LEVEL**

Support Members are responding team members with special skills and experience that provide value in Command Staff assignments. It is not the intent of the team to recruit and train members for Support roles. This category is intended for former Rescue Members choosing to contribute to the Team in a restricted capacity. At the discretion of the on-duty/acting Incident Commander, Support Members may be given limited field assignments.

- a. Qualifications:
  - i. Rescue (or Field) Member for a minimum of one year
  - ii. Recommendation by the IC Committee that the member possesses skills and experience of value to the team.

- iii. Approval of the SBCSAR Board of Directors.

## **§2.08 ASSOCIATE MEMBER**

Associate Members are team members that have a unique skill or qualification that benefits the team. The on-duty Incident Commander may request Associate Members respond to an incident.

- a. Qualifications:
  - i. A recommendation by the IC Committee that the member possesses skills and experience of value to the team.

## **§2.09 LEAVE OF ABSENCE**

- a. By Request
  - i. A 3-month leave of absence may be requested by a team member. If needed, a 3-month extension may be requested.
  - ii. A member requesting a leave of absence for medical or injury reasons shall notify the SBSO Human Resources (SBSO HR) in writing per Lexipol Policy 1014. SBSO HR will notify the ICs (to the IC email group) of the expected date for return to service and any medical restrictions. IC's are responsible for ensuring members are not assigned, or allowed to participate in, team activities that violate the individual's medical restrictions.
  - iii. The request for a Leave of Absence or extension is made in writing, or in person, to the SBCSAR Board of Directors and shall specify an expected start date.
  - iv. Training and meeting attendance will be prorated for the period of time the team member is on a Leave of Absence.
  - v. 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.
  - vi. Upon completion of the Leave of Absence period, should the team member not resume regular participation in calls, team events, and training will be referred to the Board of Directors for suggested membership action.

**§2.10 MEMBER REQUIREMENTS**

Requirements	Trainee	Rescue	Support	Associate
Medical	(i) Current certification in American Heart Association Basic Life Support for Healthcare Professional or American Red Cross BLS/CPR for Healthcare or (ii) Current certification as an Emergency Medical Technician, 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 team meetings with the exception of public relations events where attendance must be approved by the Board of Directors. Non-operational members will have one (1) month from the date of their non-operational status to submit the required certificates and be returned to active status otherwise refer to disciplinary action below.			
Skills/Evaluation	Completion of SBCSAR Academy. Each Trainee member shall complete a SBCSAR Rescue Member Skills Checklist. At the discretion of the Training Officer, the results of the Academy final can be used in lieu of this requirement provided the Academy final was completed no more than four (4) months prior to the Annual Team meeting in December.	Each Rescue member shall complete a SBCSAR Rescue Member Skills Checklist.	Each Support member shall complete a SBCSAR Support Member Skills.	
Fitness	Follow the prescribed instructions for meeting the fitness requirement, as specified by the Training Officer, Incident Commander Committee and/or Board of Directors.			
Trainings	Attend a minimum of nine (9) of the regularly scheduled team trainings per year.		Attend a minimum of six (6) of the regularly scheduled team trainings per year.	
Meetings	Attend six 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.			Attend four (4) Monthly Team Meetings or scheduled team trainings per year.
Additional	Must achieve Regular Member status within 18 months following approval as a Trainee Member.		Rescue or Field Member for a minimum of one year	
Disciplinary Action	Failure to meet requirements would result in disciplinary action designated by the Board; up to and including termination.			

## **§2.11 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 ongoing 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 as required by HIPAA or applicable law. §3 Command Organization

## **§3 INCIDENT COMMANDER**

### **§3.01 INCIDENT COMMANDER**

The IC, under the supervision of the SAR coordinator, or higher SBSO authority, has the sole authority to control strategic and tactical aspects of SBCSAR involvement in any field operation. The IC may delegate any of his authority as appropriate. Nothing in this section shall be interpreted to give the IC the right to override or circumvent SBCSAR Policy or Procedures, or any applicable County policy.

- a. Qualification
  - i. Shall have successfully completed the CalOES Direction & Control of the Search Function Course
- b. Experience
  - i. Shall be a Regular member.
  - ii. Should have been an active Regular member for three (3) years.
  - iii. Should have participated in multi-organizational operations.
  - iv. Should have participated as an Apprentice IC for six-months
- c. Knowledge
  - i. Should have knowledge of SBCSAR resources and procedures
  - ii. Should have knowledge of resources and support agencies and knowledge of how to recruit and direct their services.
  - iii. Should have participated in an SBCSAR Incident Commander Training.
- d. Leadership Ability
  - i. Has demonstrated leadership in trainings, operations, field teams and/or committees.
  - ii. Has demonstrated good judgment.
- e. Selection Process
  - i. Qualified members may submit their names to the IC Committee for consideration.
  - ii. IC Committee shall recommend new ICs by a majority vote of all ICs to the SBSO SAR coordinator
  - iii. New ICs will be confirmed by the SBSO SAR coordinator.

### **§3.02 APPRENTICE INCIDENT COMMANDER**

- a. Experience
  - i. Shall be a Regular member.
  - ii. Should have been an active Regular member for two (2) years.

- iii. Should have participated in a multi-organization incident.
- b. Knowledge
  - i. Attend an SBCSAR Incident Commander training.
- c. Leadership Ability
  - i. Has demonstrated leadership in trainings, operations, field teams and/or committees.
  - ii. Has demonstrated good judgment.
  - a. Selection Process
    - i. Interested members may submit their names to the IC Committee for consideration.
    - ii. The IC Committee shall approve Apprentice ICs by a majority vote of all ICs.

## §4 UNIFORMS

### §4.01 UNIFORM CLASSES

a. The Class A uniform may be worn on all incidents, trainings, and public relation activities.

i. The Class A uniform shall consist of:

1. Button shirt with collar, orange in color, long sleeve.
2. Pants are green with style optional.
3. Hat(s) as purchased from SBCSAR.
4. Jacket(s) as issued.

b. The Class B uniform may be worn on all incidents and trainings.

i. The Class B uniform shall consist of:

1. SBCSAR T-shirt, blue in color, sleeve length optional.
2. Pants are green with style optional.
3. Hat(s) as purchased from SBCSAR.
4. Jacket(s) as issued.

### §4.02 PROTECTIVE CLOTHING

a. Technical Helmets:

- ii. Helmet color is white. Helmet insignia consists of “SEARCH & RESCUE” rocker insignias on the both sides of the helmet. For personnel certified as Emergency Medical Technicians, the round EMT sticker shall be placed in a conspicuous location on the helmet.
- iii. Helmet must be labeled as meeting ANSI Z89.1 or CE EN 12492.
- iv. Helmet must less than ten years old.

b. Swiftwater Helmets – Helmet color is white. Swiftwater helmets should be worn in a swiftwater incident. Helmet insignia shall be the same as the Technical Helmets. For personnel certified as Swiftwater Rescue Technicians, the Swiftwater Rescue Technician sticker shall be placed in a conspicuous location on the helmet.

c. Off-highway Helmets – DOT-approved off-highway helmet shall be worn when operating a motorcycle, side-by-side, quad, or other similar vehicle type.

d. Flight Suit - For personnel operating near or in an aircraft, a green Nomex flight suit with SBCSAR and SBSO patches. “SEARCH AND RESCUE” reflective lettering on the back is optional.

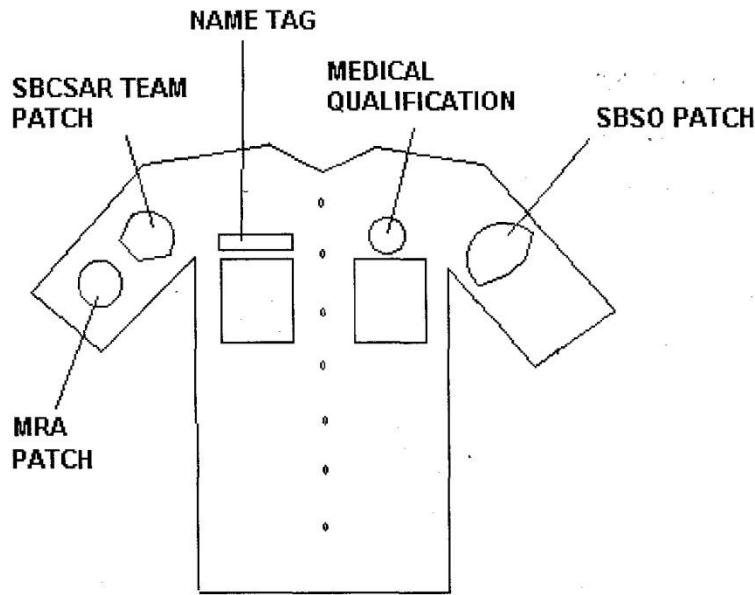
e. Fire and evacuation incidents - When fire retardant clothing is appropriate, the SBCSAR uniform shall be a Nomex yellow shirt and green pants or a Nomex flight suit, with all SBCSAR and SBSO patches appropriately placed on the shoulders.

- f. Boots – Mountaineering lug sole boots are the proper footwear for trainings and incidents. Special use footwear may also be appropriate in certain situations such as rock climbing, swiftwater incidents or winter conditions.
- g. Rain/Inclement Weather – For personnel operating during rain/inclement weather, rain pants (purchased by the individual member) black in color is an required addition to the standard Class B uniform.

#### **§4.03 INSIGNIA**

- a. The uniform shirt and mountain parka shall have the following insignia:
  - i. The Sheriff's Department Shoulder patch is located on the midline of the left sleeve, 3/4" from the shoulder seam.
  - ii. The SBCSAR patch is located on the midline of the right sleeve, 3/4" from the shoulder seam. This patch may also be worn on the rescue packs for identification purposes. Four of these patches will be issued to new team members when they have successfully passed the SBCSAR Academy and qualify as Trainee status.
  - iii. The Mountain Rescue Association Rescue patch is located on the midline of the right sleeve directly below the SBCSAR Patch. This patch is worn by Regular Members. Two of these patches will be issued when the team member first qualifies for Regular Member status.
  - iv. The Medical qualification insignia for team EMTs is the Emergency Medical Technician patch that has a yellow background with a blue star of life, blue trim and blue lettering spelling out Emergency Medical Technician. It is worn centered 1/4" above the top edge of the left pocket.
  - v. The name tag of the SBCSAR Member will have white letters on a medium blue background and will be centered 1/4" above the right pocket. The name tag shall have the member's first initial and last name.
- b. Swiftwater Rescue Technician insignia – Team members having active certification as Swiftwater Rescue Technicians may wear the appropriate certification patch or sticker on the following items:
  - i. Helmet – In a conspicuous location.
  - ii. Personal Floatation Device (PFD) – Conspicuously on the front for visibility and recognition.





#### **§4.04 SHERIFF'S IDENTIFICATION AND PATCH**

- a. The Sheriff's Department identification card and patches will be issued to the individual Member. They remain the property of the Sheriff Department and must be surrendered upon the demand of the SBCSAR Board of Directors or the Sheriff's Department. Lost or stolen Sheriff's identification or patch must be reported to the SBCSAR Personnel Committee Chair immediately.
- b. Sheriff's Department insignia may only be worn on the uniform as specified in SBCSAR policy.

#### **§4.05 SBCSAR INSIGNIA/MRA INSIGNIA; STICKERS**

- a. SBCSAR and MRA sticker if issued as team equipment to individual SBCSAR members having Regular Member status may display the SBCSAR and/or MRA Sticker as described herein.
- b. Appearance – SBCSAR stickers and MRA stickers should be properly maintained and professional in appearance so as to present a proper public image. (Stickers should be replaced when weather beaten.)
- c. Conduct – SBCSAR members who choose to display the SBCSAR sticker and/or MRA sticker on their personal vehicle must conduct themselves in a courteous and professional manner while operating a vehicle displaying the SBCSAR and/or MRA stickers.
- d. Surrender – SBCSAR stickers and/or MRA stickers must be surrendered upon the demand of the SBCSAR's Board of Directors or the Sheriff's Department.

#### **§4.06 JEWELRY**

- a. To comply with Sheriff's Department uniform standards and to maintain a professional appearance to the public and to other agencies, the following limitations apply to jewelry worn while in uniform.
  - i. One (1) wristwatch may be worn. The band shall be no wider than the widest point of the watch face.
  - ii. No more than two (2) rings may be worn. Rings and watchbands shall be designed in such a way

that they do not pose a danger to persons by the wearer.

- iii. A religious medallion may be worn on a thin, metal chain and must be concealed from view.
- iv. Ornamental wristbands and/or bracelets shall not be worn while in uniform.
- v. Only female uniformed personnel with pierced ears may wear post-type (stud) earrings. The earrings shall be silver or gold in color without decoration. Only one (1) earring may be worn, at any one time, in each ear. White or clear stones are optional without decoration. Earrings will be spherical in shape and worn in the lower section on the ear lobe.
- vi. Any jewelry that has a potential of harming the wearer or damaging equipment shall not be worn. Earrings that might puncture headsets shall not be worn.

#### **§4.07 OTHER UNIFORM**

- a. Appearance - Uniforms should be properly maintained and professional in appearance so as to present a proper public image. When interacting with command staff of other agencies, SBCSAR command staff should consider wearing the Class A uniform. The Incident Commander or Training Leader has the final authority for uniform appropriateness on incidents or trainings. All personnel involved in public relation programs should have a Class A uniform for these activities.
- b. Logo Wear – Polo shirts, T-shirts and jackets with the SBCSAR name or insignia that are not specified as uniform may be worn for meetings and social events as appropriate, but not on incidents or trainings. When worn, the team member should remember that the wearer still represents SBCSAR.

#### **§4.08 ALCOHOLIC BEVERAGES & DRUGS, SHERIFF'S INSIGNIA**

- a. Alcoholic beverages or drugs are not to be used by any SBCSAR Member during an incident, training, other SBCSAR activity, or while wearing clothing displaying any Santa Barbara County Sheriff's Department insignia. 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 incident.

## **§5 EQUIPMENT**

### **§5.01 EQUIPMENT LIST**

- a. Each SBCSAR Member shall have the equipment listed as required in the "SBCSAR Guidelines, Individual Equipment Requirements" when the member responds for an operation or attends a training.

### **§5.02 SBCSAR AND SBSO KEYS**

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

### **§5.03 PERSONAL EQUIPMENT**

- a. 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 SBCSAR. SBCSAR is not responsible for the damage or loss of personal equipment and shall not be liable for replacement.

### **§5.04 SBCSAR EQUIPMENT**

- a. SBCSAR-issued equipment remains the property of the SBCSAR and shall be returned upon resignation or on demand.

### **§5.05 SHERIFF'S DEPARTMENT EQUIPMENT**

- a. Equipment belonging to the Sheriff's Department that is issued to a SBCSAR Member remains the property of the department and shall be returned upon resignation or on demand.
- b. SBSO equipment may be issued with Board approval - to Trainee and Regular Members. Equipment shall be retained in a safe and protected location while SBCSAR Members are in the field. Members are liable for any and all damages to the equipment and its accessories as specified in §5.06.

### **§5.06 LOST OR DAMAGED SBCSAR EQUIPMENT**

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

### **§5.07 SAR FREQUENCY**

- a. SBCSAR's radio frequencies, as licensed by the FCC shall be used only for authorized SBCSAR activities.

## **§6 OPERATIONAL POLICIES**

### **§6.01 FIELD TEAM**

- a. A Field Team should consist of two or more members, with at least one Regular Member.

### **§6.02 HELITAC; TRAININGS AND OPERATIONS**

- a. To be qualified for Helicopter Operations, Trainees and Regular Members shall participate in a SBCSAR 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.

### **§6.03 ANCILLARY TRAINING**

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

### **§6.04 APPROVED AGENCIES**

- a. Personnel from an approved public or private agency may participate in the field during operations or trainings to the extent authorized by the Incident Commander or Training Leader. An approved public or private agency is one that has its own insurance coverage and which provides a valuable service to SBCSAR.

### **§6.05 NON-APPROVED AGENCIES, GUESTS**

- a. 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 SBCSAR and only if their presence has been approved by the Incident Commander or the assigned Training Leader.

### **§6.06 INJURIES**

- a. SBCSAR members are eligible for county 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.
- b. Any injuries to SBSAR personnel will be reported as soon as possible to the Incident Commander or Training Officer of the mission or training.
- c. All injuries to SBSAR personnel will be reported within 18 hours of injury and as quickly as practicable.
- d. The SBSO 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.

### **§6.07 SBCSAR VEHICLE OPERATION**

- a. SBCSAR vehicle operation applies to all vehicles owned by SBCSAR and the Sheriff's Office (Team vehicles) and personally owned vehicles (POV) used on authorized Team events.
- b. Regular members are authorized to drive Team vehicles during all authorized Team events including

administrative meetings, service/repair work, trainings and operations. Team members will comply with the County of Santa Barbara Employee Use of County Vehicles, with particular emphasis on Section 7, which states:

- i. A vehicle owned or maintained for the use of service of the County shall not be used for any purpose other than county business by a County official or employee. All passengers in County vehicles must also be engaged in the conduct of official business.
- c. All use of Team vehicles for other than routine meeting, incidents, in-county training, public relations events, or service as mentioned in this section will require the approval of the SAR coordinator by email, memo, or phone call prior to the use of the vehicle.
- d. 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:
  - i. For incidents: by the Incident Commander (IC)
  - ii. For trainings: by the Training Officer, Training Co-Chair or Team member presenting the training
  - iii. For service, repair or administrative work: by the Quartermaster.
- e. Probationary members are not allowed to drive Team vehicles.
- f. SBCSAR is not responsible for any damage to POV.
- g. If Team vehicles are used outside of incidents, scheduled trainings, maintenance or scheduled meetings (i.e. members wishing to take vehicles or specialized equipment out for the day, for practice, patrol, etc.) then on-duty IC and the Quartermaster must be notified as to the nature and location of use. For all vehicles traveling out of county, the personnel will obtain approval to travel out of county and notify the on-duty IC when departing and when returned.

## **§6.08 ASSOCIATE MEMBER TRAVEL REIMBURSEMENT POLICY**

- a. Associate members that are requested to respond to an incident by the on-duty/acting Incident Commander may be reimbursed for travel in their POVs at the rate as stated per United States Internal Revenue Service policy.
- b. This request should be submitted either in writing or electronic format to the BOD within 1-month of the incident and include the following:
  - i. Name of incident
  - ii. Date of incident
  - iii. Point of origin
  - iv. Total mileage
- c. This policy only refers to Associate Members that are dog handlers and fulfill the qualifications for Associate Members listed in §2.08.

## **§6.09 CODE 3 DRIVER REQUIREMENTS**

- a. To operate a team vehicle Code 3, team members must meet the following requirements:
  - i. Be: A current team Incident Commander, or (ii) A Regular Member with three (3) years minimum experience as a Regular Member
  - ii. Attended and successfully completed an initial P.O.S.T. Certified basic training class in Emergency Vehicle Operations (EVOC). This is the same training that Santa Barbara County Sheriff's deputies in the academy are required to attend, minus the pursuit portions of the training. Training shall include Code 3 Vehicle Operations Policies and Procedures that are specific to the Santa Barbara County Sheriff's Department, to include recurrent training every two (2) years.
  - iii. Must be approved by the Incidents Commander Committee on an annual basis.

## **§6.10 CONCEALED WEAPONS DURING SAR FUNCTIONS**

- a. To carry a concealed weapon during SAR functions, team members must meet the following requirements:
  - i. Three (3) years as an active team member at Field or Rescue level, or an Incident Commander. (Probationary and Trainee time will not count towards the 3 years minimum). Team members granted CCW permits will need to maintain Field or Rescue level status.
  - ii. Interested team members shall forward their request to the IC Committee.
  - iii. The IC Committee will confirm eligibility and forward to SBSO SAR coordinators who will initiate the process.
  - iv. Team members shall be responsible for any associated cost.
  - v. Team members shall follow the application process as set forth by the SBSO.
  - vi. Qualifying team members shall complete a PC 832 Firearms Class.
  - vii. Authorized CCW holders shall attend SBSO quarterly qualification.
- b. Team members shall follow all applicable requirements of the California Penal Code.
- c. Team members shall follow all applicable requirements of the SBSO Policy Manual.
- d. Sworn (active) peace officers who are also team members are exempt from these requirements.
- e. The authorization to carry concealed is issued by the Sheriff to the individual team member. The Sheriff (or designee) may at any time issue orders that supersede this policy.

## **§7 DUES, ASSESSMENTS, AND FEES**

### **§7.01 DUES**

- a. All members shall pay Dues to SBCSAR, Inc. in the amount of \$25.00 on an annual basis. Dues are payable by February 1 of each year. Funds raised from the dues will be accounted for separately from other funds and are reserved for assisting with Team social activities such as recognizing birthdays, sympathy cards or other appropriate socially related items as determined by the President.

### **§7.02 ASSESSMENTS**

- a. Special Assessments may be levied on all Members by a vote of two-thirds (2/3) of the Membership pursuant to Section 5034. Notice of such proposed Assessments shall be sent by electronic mail to all Members at least thirty (30) days prior to the date for action on the proposed Assessment. Notice shall include the reason for the Assessment, the amount proposed and the date due.

### **§7.03 ACADEMY FEES**

- a. Applicants shall pay an academy fee as determined by the Training Committee, which is non-refundable, and shall be due prior to the Search and Rescue Academy to cover books, binders and other required materials for the course.

## §8 ELECTIONS

### §8.01 BOARD OF DIRECTORS

- a. The SBCSAR'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.
  - i. 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.
  - ii. 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.
  - iii. 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.



## **§9 GRIEVANCES AND COMPLAINTS**

### **§9.01 CONDUCT UNBECOMING TO A SBCSAR MEMBER**

- a. The Board may take such action as provided §9.04 "Grievances, Timely Action, Review" that they deem appropriate for the situation for conduct that is unacceptable or unbecoming of a Member of the Santa Barbara County Search and Rescue. Such conduct could include, but is not limited to: willful violation of SBCSAR Policy and Bylaws; disregard for the safety of SBCSAR Members; misuse or reckless destruction of SBCSAR equipment; misappropriation of SBCSAR funds; dishonesty or making false statements to the SBCSAR officers or Board; misuse or use for personal advantage of the SBCSAR name; making representations on behalf of the SBCSAR when lacking the authority to do so; and/or impersonating a law enforcement officer or expressing law enforcement authority without the proper authorization or generally not complying with Lexipol 340, Conduct.

### **§9.02 GRIEVANCES**

- a. All matters regarding SBCSAR Bylaws, Policy, procedures, personnel or any Committee problems will first be referred to the Board, if possible, prior to being presented at any meeting of the Members.

### **§9.03 GRIEVANCES, REGULAR MEETINGS**

- a. Pursuant to §9.03, SBCSAR and/or SBSO matters and grievances presented at a General Meeting of the Members will be discussed with only SBCSAR Members and SBSO Personnel present.

### **§9.04 GRIEVANCES, TIMELY ACTION, REVIEW**

- a. The Board must take responsible and appropriate action regarding matters of disciplinary action. Acknowledgement of receipt of grievance will be made within 72 hours of delivery. Deviations from SBCSAR 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 SBCSAR member's infraction. Action may include the following:
  - i. Verbal reprimand;
  - ii. Written reprimand;
  - iii. Change of level of Membership;
  - iv. Suspension for a specific period of time; and/or
- b. Dismissal from SBCSAR

## **§10 PURCHASING POLICY**

### **§10.01 GENERAL**

- a. The following reimbursement process applies to purchases made by the team or by team members with the expectation of reimbursement by the team
- b. The following information will be documented. The original form will be sent to the Accounting email distribution list with any receipts or invoices attached. A copy of the form will be turned in to the Quartermaster for equipment and supplies.
  - i. Date
  - ii. Item to be purchased
  - iii. Vendor
  - iv. Approved cost estimate
  - v. Person who executed the purchase
  - vi. Date purchase completed
  - vii. Actual Price

### **§10.02 BOARD APPROVED PURCHASES**

- a. The Board of Directors must approve purchases of equipment, supplies, or services over \$100.

### **§10.03 OFFICER APPROVED PURCHASES**

- a. The appropriate team officer may approve purchases under \$100:
  - i. Quartermaster for equipment, supplies or services relating to team vehicles and equipment.
  - ii. Training Officer for equipment, supplies, or services necessary to conduct scheduled team training.
  - iii. Incident Commander for equipment, supplies, or services necessary to a specific incident.
  - iv. Personnel Officer for equipment, supplies, or services necessary for conducting recruitment of new members.

### **§10.04 EMERGENCY PROVISION**

- a. The team President or in his absence, the Vice-President 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.

## **§10.05 EQUIPMENT DISPOSITION**

- a. The Board of Directors must approve sell or transfer of team equipment, or supplies. All property and equipment purchased with team funds, including grants and gifts, or donated to the team is deemed to be property of SBCSAR. Team property may not be sold, traded-in, salvaged, scrapped or donated without approval from the Board of Directors.
  - i. The following information will be documented. The original form will be sent to the Accounting email distribution list with any receipts or invoices attached. A copy of the form will be turned in to the Quartermaster for equipment and supplies.
    1. Date
    2. Item sold (including description, part number and/or serial number)
    3. Recipient
    4. Approved cost estimate
    5. Person who executed the sale
    6. Date sale completed
    7. Actual Price
    8. Release of liability form (if applicable)
- b. Appropriate committee chair may otherwise dispose of without prior approval from the Board of Directors. Disposals shall be completed with all proper local, county, state and federal applicable laws.
- c. Departments are prohibited from gifting or selling surplus materials directly to faculty, staff, students and other individuals. Disposal of surplus property originally procured with federal grant or contract funds or special purchase program shall be in accordance with the terms of the grant or contract.

## **§11 MISCELLANEOUS**

### **§11.01 PROPOSED POLICY, REVIEWED**

- a. All proposed policy changes, including but not limited to deletions, additions and revisions, must be submitted to the Policy Committee to be reviewed for clarity, brevity and consistency with existing policy and shall be modified to conform with these concepts while attempting to adhere to the original intent of the proposed change. Any proposed changes shall then be submitted for approval of the General Membership or the Board of Directors.

### **§11.02 CAPTIONS**

- a. The section captions in this policy are for convenience only and shall not in any way limit or be deemed to construe or interpret the terms and provisions hereof.

### **§11.03 GENDER, NUMBER**

- a. Whenever the context so requires, the masculine includes the feminine and/or neuter, and the singular includes the plural.

### **§11.04 BOARD OF DIRECTORS ACTION BY ELECTRONIC MAIL**

- a. The Board of Directors may vote on motions outside of Board meetings using electronic mail with the following procedure.
  - i. The motion will be submitted to the team membership by electronic mail to provide adequate notice.
  - ii. 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 Director.
  - iii. All Directors 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 Director 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.
  - iv. If affirmative votes are not received from all Directors within five days, the motion will be tabled until the next Board meeting.

### **§11.05 SOCIAL MEDIA POLICY**

- a. Administrators:
  - i. Incident Commanders, PIO, and PR Committee members are solely authorized to update SBCSAR social media sites.
  - ii. All posts require sign-off by at least one Incident Commander.
- b. Content:
  - i. All SBCSAR press releases will be posted to social media sites.
  - ii. Photos and video from trainings, events, and callouts will be edited by the PR Committee and

- posted as appropriate.
- iii. Any photo or video from an SBCSAR callout shall not include any identifying information about a subject or subjects.
  - iv. Details and descriptions of missing Project Lifesaver clients or other missing at-risk persons will be posted in real-time to allow public assist as determined to be appropriate by the Duty IC or SBSO.
  - v. Details of public events such as recruitment meetings and special events will be posted as appropriate without approval of an Incident Commander or PIO.
  - vi. Content by MRA, NASAR, or other SAR teams may be reposted without approval of an Incident Commander or PIO.

c. Limitations:

- i. With the exception of missing at-risk persons, no posts will occur during an incident.
- ii. No posts pertaining to body recoveries or crime scenes will occur at any time, without exception.

**§12 REVISION HISTORY**

Revision	Date	Description
0	12/4/19	Adopted by SBCSAR Board with effective date of 1/1/2020.