



Iron County Search and Rescue

Member Handbook

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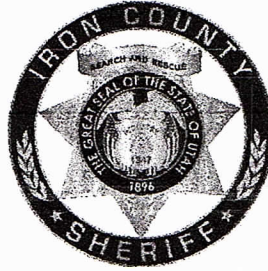
We are a non-profit, fully volunteered arm of the Iron County Sheriff's Office who donate our services and time for the exclusive commitment of helping anyone in need.

We're trained to handle crowd and traffic control along with medical training and hazardous material handling allowing us to assist in any emergency situation that may arise. We're the little known extension of law enforcement working in the background. We handle lost persons with the same expertise as evacuation of plane crashes.

Every member provides their own personal vehicle, uniforms, personal equipment and expense money to be able to help our neighbor. It would not be bragging to say we spend thousands of dollars and hundreds of hours away from families to provide services to the community. Each of us knows this when joining and are glad of the sacrifices we make for our fellow man. It is a service needed and provided for. We ask no personal gain except for a smile and 'thank you' of anyone we help.

We stand ready to provide these services at a moment's notice and remain always grateful for any assistance.

We are the members of Iron County Search and Rescue



SEARCH & RESCUE VOLUNTEER CHECKLIST

In order to be approved for volunteer service with Iron County, the following steps must be completed:

1. **Fill out Volunteer Application**
2. **Background Waiver**
3. **Review and sign position description**
4. **Fill out County Volunteer Application**
5. **Fleet Card Pin Application/Agreement**
6. **Receive policies and sign the acknowledgment sheet** for the following Iron County Personnel Policies:
 - Policy Section 30 – Vehicle
 - Policy Section 31 – Substance Abuse/Drug Testing
 - Policy Section 32 – Harassment/Sexual Harassment
 - Policy Section 43 – Volunteer Policy

*Signed policy acknowledgment sheet should be submitted with your application to the Human Resource Office.
7. **Provide a Copy of your Utah Driver's License** to be included in the packet
8. **If you do not have a current Utah Driver's License**, you must also sign and submit the Driving Waiver with your application. According to policy, you cannot drive any county vehicles if you do not have a valid Utah Driver's License in good standing or have a DUI conviction in the last 4 years or 2 or more tickets in the last year.
9. **Submit application to the Iron County Sheriff Office** along with any required acknowledgment sheets, waivers and documentation
10. Once your background check has been completed, and your application has been approved by the Sheriff, it will be submitted to the Human Resource office - **Contact the Human Resource Office @ (435) 477-8335 to Schedule your Drug Testing**, we are in the office Monday thru Friday from 8:00 a.m. to 5:00 p.m. with the exception of state and federal holidays.
(The Human Resource office is located in Cedar City – 82 N. 100 E. Suite 204)

Once all of the steps listed above have been **successfully completed** you will receive approval from the HR Office to participate with the Search and Rescue as a volunteer.

Iron County Sheriff Search and Rescue Membership Application



Name: _____ Date: ____/____/____

Home Address: _____ Phone: _____

Previous Address: _____

Work Address: _____ Phone: _____

Occupation: _____ Cell: _____

SSN: _____ DOB: ____/____/____ Email: _____

Height: _____ Weight: _____ Sex: M F Eyes: _____ Hair: _____

No Yes Any physical defects? _____

No Yes Convicted of any crime other than a traffic ticket? _____

No Yes Married? Spouse name: _____

Are you trained in CPR? Y N First Aid? Y N Rappelling? Y N Other: _____

Do you own a 4WD? Y N ATV? Y N Snowmobile? Y N Airplane? Y N

How long have you lived in Iron County, Utah? _____

What is your availability? _____

Write a brief history (Life) of yourself:

List any interests or hobbies: _____

Why do you want to join Search & Rescue? _____

I, _____ give permission to Iron County Sheriff's Office to conduct a criminal record background check. I believe the above information to be true and accurate.

(Applicant)

Turn this page into the Sheriff Office

Membership Questionnaire

1. Please list your reason(s) for wanting to become a member of Search & Rescue: _____

2. What special qualifications do you feel you have to offer the unit? _____

3. How often would you be available for call outs (honestly)? _____

4. As a volunteer you must be financially capable of purchasing uniforms, equipment and fuel aside from your vehicle and time. Can you afford this?

5. How would you rate yourself physically? Excellent Average Poor
6. How will your spouse/significant other and/or family support you as a member or the unit? _____

7. Have you talked to your employer about your potential relationship with Search & Rescue? Y N
8. How will your employer support you in the event of a search during work hours? _____

9. Have you ever been in a position where you were required to follow orders? If so, please explain:

10. During rescue operations, members often encounter broken bones, blood and death. How do you think you will handle this mentally? _____

11. Do you feel you are capable of rigorous training and exhausting search exercises? _____

12. Are you looking to become a law enforcement officer? Y N If so, where? _____
13. Have you ever been convicted of a felony, crime of dishonesty or crime involving turpitude? If so, please explain: _____

I, _____ certify I have answered all of the above questions honestly and I hereby give permission to the Iron County Sheriff's Office to conduct a background investigation on me for the purpose of becoming a member. I further agree I will have no recourse if I am not accepted as a member and I will not be entitled to any explanation as to the reason if not accepted.

Print Name

Signature

Date

Turn this page into the Sheriff Office

Right of Access Provider Waiver Iron County Sheriff's Office

Request to Obtain a Copy of My Utah Criminal History Record

I, the undersigned, am requesting a copy of my Utah Criminal History Record. I understand this record is protected by law (Utah Code Ann. §53- 10-108) and may only be released to me by this agency if I appear in person with valid photo identification. This agency is not authorized to retain a copy of this record without my expressed permission.

[Last]	(First)	(Middle)	Date of Birth : ____/____/____ (Month) (Day) (Year)
Previously Used Name(s) (Maiden, Alias, etc.):			
Physical Address : _____ (City) (State) (Zip)			
Social Security#:		Driver License Number: _____	
		State: _____	
Phone #:		Reason for Request:	

Please Print Clearly:

Initials	Please Initial the Box which MOST applies:
	I wish to obtain a copy of my Utah Criminal History Record to take with me today. This agency may NOT retain a copy for any purpose.
	I authorize a release of my Utah Criminal History record, or any part thereof. By and to any duly authorized agent of this agency to accompany my employment, volunteer licensing, permit application. Or other expressed purpose approved by me today Any information discovered may be used to consider my suitability for the purpose of my application.

I understand these results are not verified by fingerprints and are only valid on the date printed on this record. If I wish to challenge the completeness or accuracy of this record, I must submit a completed *Application to Challenge Criminal History Records* with fingerprints directly to the Bureau of Criminal Identification (BCI) where I may be subject to additional fees (R722-900-6).

I understand this waiver may be kept on file at this agency for a period of at least three years and is subject to review by BCI Auditors, whether or not I choose to release my record to this agency today. I agree to indemnify and hold harmless BCI, this agency, elected officials, officers, employees, agents, and volunteers associated with this application process from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

A photocopy or electronic copy of this waiver is a valid representation of my original signature and is considered legal and binding just as the original writing of my signature.

Applicant Signature: _____ Date: _____

For Office Use ONLY:

Identification Verified: _____ Criminal History Completed By: _____ Date: _____
(Initial) (Signature)

BCI Revision IJ5. 2.4.Z016

Turn this page into the Sheriff Office



Search and Rescue Volunteer Job Description

CLASS TITLE: SEARCH & RESCUE VOL.	EFFECTIVE DATE: 12/01/2014
OFFICE: SHERIFF	GRADE: NON-PAID
DIVISION: PATROL	FLSA: VOLUNTEER
	REVISION DATE:

JOB SUMMARY

Under close initial direction until proficiency has been demonstrated, individuals classified as Search and Rescue Volunteer (S&R) will answer to and perform duties assigned under the Search and Rescue Commander and/or the Sheriff or his/her designee of the Iron County Sheriff's Office.

Search and Rescue members duties may include but is not limited to; special duty assignments such as parade or crowd control duties, parking vehicles, building maintenance duties, assisting in the locating or marking of abandoned vehicles, high angle rescues, locating airplane or other crash sights, searching for missing subjects, overdue hiker, to rescue a stranded hiker, to assist on a back country wildfire incident, to perform evacuation duty during disasters, assisting detectives by searching for evidence in homicide and other criminal cases or any number of calls in which Search and Rescue skills are needed. Search and Rescue members are prohibited from performing work that would normally be the exclusive responsibility of a regularly scheduled, full-time Sheriff's Office Staff without approval. The final authority governing all aspects of Search and Rescue is the Sheriff, or his/her designee.

JOB LOCATION AND EQUIPMENT UTILIZED

The Search and Rescue works in various office and outdoor settings, including time inside the Search and Rescue building/vehicles and also spent traveling in a police type vehicle. Work is performed in all weather conditions including extreme rain, wind, snow and heat. Work is often dangerous or under emergency circumstances requiring some physical activity and exertion. The outside working conditions include dirt, mud, snow, thick vegetation, water and streets.

Physical demands include standing, walking and sitting for extended periods of time, may be required to hear and distinguish between different sounds, use tools or equipment requiring a high degree of dexterity; work for sustained periods of time maintaining concentrated attention to detail; distinguish between colors, run, stoop, bend, crawl, climb ladders and steep inclines, carry and/or push, pull or otherwise move objects weighing up to 50 lbs. objects, taste, smell and any other physical movement in the performance of voluntary public safety duties.

The Volunteer may be required to use computers in the office, printers, FAX machine, 2-way radio, camera, animal capturing devices, copy machine and telephone. Some duties such as specifically approved assignments may be allowed to be conducted at the home of a volunteer but only through the approval of the Sheriff or his/her designee and only on a single basis only. Volunteer may also use All Terrain Vehicles (ATV's), Snowmobiles, chainsaws, winches and other related rescue equipment and vehicles. The Volunteer may also be required to use an Emergency Locator Transmitter (ELT) receiver when searching for downed aircraft.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Satisfactorily pass a screening process for the position of Search and Rescue Member position for the Iron County Sheriff's Office. Including but not limited to an oral interview, drug screening and a background check.
 2. The ability to perform the duties of this position must be readily demonstrated to the Search and Rescue Commander and/or his designee.
 3. Possession of a State of Utah Driver's License. (Inclusive to driving assignments only).
 4. A driving record free of violations which relate to ability to learn the awareness, responsiveness and skill necessary to drive Sheriff's Office vehicles safely. (Inclusive to driving assignments only).
 5. Possess and maintain a personal record free of any convictions or behavior related to moral turpitude.
 6. Ability to receive instructions from Sheriff's Office Staff in the performance of the volunteer's duties and responsibilities.
 7. Ability to read, interpret and properly apply laws applicable to law enforcement work.
 8. Must have good customer service skills in communications and relationships.
 9. Ability to express self clearly and concisely in speaking and writing and legibly in writing or printing.
 10. Ability to maintain composure and self-control under adverse conditions, e.g., public harassment, ridicule, critical injuries, and death.
 11. Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of citizens.
 12. Ability to establish and maintain effective working relationships with other employees.
 13. Ability to perform duties and maintain personal conduct, attitude and appearance that conform to strict policies, procedures, and discipline and within a "chain of command" management system.
 14. Ability to maintain a balanced perspective about life in general notwithstanding a continuous exposure to the criminal element of society.
 15. Ability to maintain and improve knowledge, technical skills, physical and mental fitness that meets or exceeds the mission of the department.
 16. Performing rescue operations under the direct supervision of a Rescue Squad Officer and providing periodic progress reports as needed.
 17. Applying appropriate Search and Rescue tactics and techniques such as rope rescue operations, confined space rescue, shoring and stabilization, breaching, trench rescue, heavy rigging, heavy lifting operations, victim packaging, and extrication.
 18. The safe and effective operation and routine field maintenance of rescue tools and equipment.
 19. The ability to adhering to all safety procedures.
 20. Accountability, maintenance, and minor repairs for all issued equipment.
- Under close supervision from a Patrol Division Deputy, performs entry level emergency medical services and law enforcement duties for Iron County.

MINIMUM QUALIFICATIONS

Must be at least 21 years of age and able to work legally in the United States.

Have desire to help and serve the public.

Have excellent communication and people skills.

Must be willing to volunteer a minimum of **20 hours** each year.

Ability to physically and mentally perform tasks required for this job description.

Successfully pass a thorough records and background check.

Must possess a valid Utah Driver's License.

Must be in good physical condition with weight in proper proportion to height. Completion of a physical examination will be required. Citizen Volunteers who are physically disabled may be considered for specific assignment on a case by case basis. Search and Rescue members will be subjected to a physical agility test which must be successfully passed.

Vision must be 20/100 or better, correctable to 20/30 or better in each eye.

Good moral character, conviction of a felony or crimes of dishonesty is disqualifying.

Search and Rescue members must provide their own transportation to and from all Search and Rescue activities.

Search and Rescue members must have a permanent telephone.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position may require the driving of a motor vehicle which includes off highway vehicles; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations. Search and Rescue members may be required to attend and successfully complete Emergency Vehicle Operation Training [EVO] or an approved equivalent once every two years unless otherwise instructed.

Must successfully complete the First Responder Operations Level for Hazardous Materials

Knowledge of safety considerations during Search and Rescue operations, including the possibility and consequences of earthquake aftershocks and factors contributing to soil and structural instability.

Basic understanding of heavy equipment and rigging operations and capabilities.

Basic understanding in search unit strategy, tactics, techniques, and equipment.

Basic understanding of various building construction types and the associated collapse patterns of each type.

Proficient in rope rescue techniques if assigned or requested to assist the Ropes Rescue team.

If assigned to conduct confined space rescues; Proficient in confined space rescue techniques.

Proficient in shoring and stabilization techniques.

Use of specialized extrication equipment (per manufacturers' specifications).

Proficient in rescue strategy, tactics, and operations at collapse sites.

Proficient in Traffic Management techniques

WORKING CONDITIONS

Work is performed in a very noise place.

Work exposes incumbent to conditions such as fumes, noxious odors, dust, mists, gases, and poor ventilation.

Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery.

Work may exposes incumbent to contagious or infectious diseases or hazardous chemicals.

Work is performed for sustained periods outdoors and occasionally in extreme hot, cold or inclement weather.

Work requires the use of protective devices such as personal protective equipment, masks, goggles and gloves.

Work exposes incumbent to potentially hostile situations.

Work exposes incumbent to unknown dangerous conditions.

TRAINING

The Search and Rescue coordinates varied training for recruits throughout the Search and Rescue activities. Classroom or field instruction will cover many hours of orientation, first aid, search skills, rescue support, general field support, man tracking, survival, incident management, equipment and some related law enforcement subjects.

-
1. I _____ have reviewed and understand the above position description.
(Member)
 2. I agree all of the work I perform under this agreement will be non-compensatory; except for pre-approved compensation for actual expenses.
 3. I understand either Iron County or I may cancel this agreement at any time by notifying the other party.
 4. I give my permission for free use of my name, voice, and picture in any media coverage of my service.
 5. I hereby declare I am able to perform the duties as described in the Job Description.
 6. I understand, if I am injured or involved in an accident while acting in a voluntary capacity, I must report the injury to my supervisor within twenty four (24) hours and the County's worker's compensation carrier will only pay the actual and necessary medical expenses I incur in the treatment of an injury. Other expenses such as lost work time, equipment, clothing, etc. will not be covered.
 7. I understand I may be subject to a criminal record check or other background investigation or drug testing.
 8. I understand I must abide by Iron County's latest revision of the Code of Conduct & County policy on record in the HR office.

Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Rep Signature: _____ Date: _____

Turn this page into the Sheriff Office



IRON COUNTY AGREEMENT FOR VOLUNTEER SERVICES

SECTION ONE (TO BE COMPLETED BY VOLUNTEER)

Name:

Address:

Phone Numbers:

Emergency Contact Information: Phone
Numbers:
Address:

1. I have reviewed the Work Description and amount of time required.
2. I agree that all of the work that I perform under this agreement will be noncompensable; except for pre- approved compensation for **actual** expenses.
3. I understand that either the County or I may cancel this agreement at any time by notifying the other party.
4. I give my permission for free use of my name, voice and picture in any media coverage of my service.
5. I hereby declare that I am in able to perform the duties as described in the Work Description.
6. I understand that, if I am injured or involved in an accident while acting in a voluntary capacity, I must report the injury to my supervisor within twenty four (24) hours and the County's worker's compensation carrier will only pay the actual and necessary medical expenses I incur in the treatment of an injury. Other expenses such as lost work time, equipment, clothing, etc., will not be covered.
7. I understand I may be subject to a criminal record check or other background investigation or drug testing.
8. I understand that I must abide by Iron County's latest revision of the Code of Conduct & County policy on record in the HR office.

AGREEMENTS & APPROVALS:

I hereby volunteer my services, as described in the Work Description, to assist Iron County in its authorized work.

Volunteer Signature

Date

I am authorized to allow volunteer services of the individual above

Signature of Parent/Guardian if volunteer is under age 18

Date

As the supervisor, I understand that should an injury occur to an individual while in a volunteer status, a "First Report of Injury" form must be completed and submitted to the Human Resource Office within 24 hours of the injury.

Supervisor Signature

Date

Iron County accepts you as a volunteer and recognizes your rights under UCA 67-20 and authorizes you to work as a volunteer according to the attached Work Description.

HR Director Signature

Date

Turn this page into the Sheriff Office

VOLUNTEER WORK DESCRIPTION

JOB TITLE: Search and Rescue Volunteer

WORK LOCATION: Varies

DESCRIPTION OF WORK TO BE COMPLETED (Describe duties and physical demands—use reverse side of form if necessary)

Under close initial direction until proficiency has been demonstrated, individuals classified as Search and Rescue Volunteer (S&R) will answer to and perform duties assigned under the Search and Rescue Commander and/or the Sheriff or his/her designee of the Iron County Sheriff's Office.

Search and Rescue members duties may include but is not limited to; special duty assignments such as parade or crowd control duties, parking vehicles, building maintenance duties, assisting in the locating or marking of abandoned vehicles, high angle rescues, locating airplane or other crash sights, searching for missing subjects, overdue hiker, to rescue a stranded hiker, to assist on a back country wildfire incident, to perform evacuation duty during disasters, assisting detectives by searching for evidence in homicide and other criminal cases or any number of calls in which Search and Rescue skills are needed. Search and Rescue members are prohibited from performing work that would normally be the exclusive responsibility of a regularly scheduled, full-time Sheriff's Office Staff without approval. The final authority governing all aspects of Search and Rescue is the Sheriff, or his/her designee.

TIME REQUIRED:

Hours per day (if applicable): N/A Days of the week (if applicable): Varies

Total time commitment (hours, days, weeks, or months): Varies



I, _____, acknowledge that I have been provided a copy of the following Iron County Personnel Policies:

Vehicle Policy (Section 30)

Substance Abuse Policy (Section 31)

Harassment Policy (Section 32)

Volunteer Policy (Section 43)

Signature

Date

Turn this page into the Sheriff Office



I, _____, acknowledge and understand that in accordance with Iron County Personnel Policy, Section 30 (Vehicle Policy), to be authorized to drive Iron County vehicles of any kind I must hold and maintain a valid Utah Driver's License with an acceptable driving record. I also understand that where I currently hold a driver's license from a state other than Utah, I am not authorized to drive any vehicles owned by Iron County.

By signing this form I acknowledge that I will not drive, for any purpose, county owned vehicles – this includes cars, trucks, atvs, snowmobiles, etc.

Signature

Date

Turn this page into the Sheriff Office



IRON COUNTY SHERIFF SEARCH AND RESCUE BY-LAWS

1 NAME AND PURPOSE:

- 1.1 The **NAME** of this organization shall be: IRON COUNTY SHERIFF SEARCH AND RESCUE and throughout this document may be referred to as "ICSSAR".
- 1.2 The **PURPOSE** of the organization shall be:

To serve the residents of Iron County, Utah by fulfilling the statutory obligations of the Sheriff to manage Search and Rescue services in the county, (UCA 17-22-2.1(p)). To provide the men and women constituting the membership with training in organized technical and general search and rescue (SAR) techniques. To serve as a specialized resource for urban and rural SAR missions. The ICSSAR shall maintain expertise in technical situations including swift water, back country, First Aid & CPR, Emergency Medical Services (EMS), Mounted Posse, and winter rescues. The ICSSAR will also be available as a backup unit for other SAR operations as needed by the Iron County Sheriff. To provide out-of-area SAR assistance to other agencies at the request of the Sheriff. Lastly, to furnish a medium of good fellowship.

2 MISSION CALLOUTS:

- 2.1. Requests for ICSSAR's assistance will be initiated and dispatched through the Iron County Sheriff's Office in accordance with the established dispatch protocol. The dispatch protocol will be determined by the Sheriff.

3. THE PRINCIPAL LOCATION:

- 3.1. The principal location of this unit shall be at the Iron County Sheriff Search and Rescue Building located at 1542 W Kitty Hawk Drive, Cedar City, Utah 84721.

4. USE OF PERSONAL VEHICLES:

- 4.1. Use of P.O.V. (Privately Owned Vehicles) shall comply with the policy and procedure manual.

5. MEMBERSHIP:

5.1. Application Requirements for Membership

- 5.1.1. Applicant must be a United States citizen.
- 5.1.2. Applicant must pass an approved background check.
- 5.1.3. Must be a minimum of 21 years of age upon Ridership approval, (18 years of age for Junior Ridership).
- 5.1.4. Must have and maintain a valid UT Drivers license to operate ICSSAR vehicles.
- 5.1.5. Jr. Rider must be 18 to 21 years of age and meet all other requirements.

5.2 Definitions of Membership

5.2.1 Regular member:

- 5.2.1.1 A member who has met all training requirements as listed in the member handbook, and has maintained all attendance requirements during probation period. Admission to Regular member status shall be by secret ballot vote of the members present at any regular scheduled meeting and the applicant shall receive not more than one negative ballot. Should an applicant receive more than one negative ballot, any member may request a second "Brotherly Love" vote and the same rules of voting shall apply.
- 5.2.1.2 Must have a complete Personal Pack per the current Ready Pack Inventory capable of sustaining the member for at least a 24-hour period.
- 5.2.1.3 Must have completed CPR training and First Aid training provided by ICSSAR or other sources.

5.2.2 Senior member:

- 5.2.2.1 A regular member with 10 years of service to the unit that desires to become a privileged member who does not have to meet attendance requirements for membership but must attend 50% of meetings to maintain possession of SAR issued equipment. A senior member has all rights of a regular member but does not count against the member charter.

5.2.3 Ridership:

- 5.2.3.1 A person having their completed application accepted, passed the Sheriff's background check, HR requirements, oral interview as well as attending 50% of the scheduled meetings in a 3-month consecutive time period and been voted upon by the membership.
- 5.2.3.2 A person must be a Rider for a minimum of 6 months to be eligible for regular membership status.

5.2.4 Junior Ridership:

- 5.2.4.1 A person 18-21 years of age and having their completed application accepted, passed the Sheriff's background check, HR requirements, oral interview as well as attending 50% of the scheduled meetings in a 3 month consecutive time period and been voted upon by the membership, will be eligible for Jr. Rider status.
- 5.2.4.2 A Junior Rider will be eligible to be considered for regular Rider status once they are 21 years of age and completed all requirement as defined in section 5.2.4.1. The time accrued as a junior rider will count toward the 6-month minimum required, (if applicable), to become voted on as a full member, however, they must still be at least 21 years of age before being considered for advancement to full membership.

5.2.5 Special member:

- 5.2.5.1 A person with special services and qualifications to offer the unit.
- 5.2.5.2 Participation is limited to their area of expertise and must always be accompanied by a regular member.
- 5.2.5.3 Special Members will not be permitted to hold any office or vote.

5.3 Total membership shall be 35 regular members plus senior members and special members.

- 5.4 No one under the age of 21 is allowed to operate a county vehicle.
- 5.5 Any member may withdraw from the organization by submitting to the Commander, a written resignation. They must immediately return any items owned by this organization (Iron County). They must return all items with any markings used by ICSSAR, (i.e., badges, I.D. cards, shirts, polo's etc.). They must remove all vehicle markings, including but not limited to personalized call number license plates, within 60 days.
- 5.6 Membership may be terminated at the discretion of Officers and Liaison or the Iron County Sheriff.

6 RIDERSHIP/JUNIOR RIDERSHIP:

- 6.1 An application for membership shall be submitted to the Sheriff's Office, (see section 5.1).
- 6.2 Upon successful completion of the oral board and other requirements as described in section 5.2.3.1, the regular and senior membership will vote on the applicant's Rider/Junior Rider membership at a regular meeting. Rider membership is to be approved by majority present. The vote shall be by raise of hand.
- 6.3 Riders and Junior Riders will not be permitted to hold any office or vote.
- 6.4 To maintain eligibility, Riders/Junior Riders will be required to participate in fifty, (50%), percent of the non-paid community service/unit events per year, (If scheduled).
- 6.5 The Rider/New Member Sergeant shall be responsible for acquainting the, Riders and Junior Riders with SAR Operations, By-Laws, Policies and Procedures.

6.6 Ridership:

- 6.6.1 Riders are not allowed to respond to callouts outside of Iron County, however, they are allowed to attend trainings outside the County.
- 6.6.2 Riders must be accompanied by a regular member at all times during a callout.
- 6.6.3 Advancement to regular membership shall be approved by the regular and senior members by secret ballot at a regular scheduled meeting, taking into consideration the length of time as a Rider, (6 months minimum), participation in Search and Rescue operations, activities and completion of required training as defined in the Member Handbook.

6.7 Junior Ridership:

- 6.7.1 Junior Riders are not allowed to respond to callouts outside of Iron County, however, they are allowed to attend trainings outside the County.
- 6.7.2 Junior Riders must be accompanied by a regular member at all times during a callout.
- 6.7.3 Junior riders, (and anyone under the age of 21), are not allowed to operate County vehicles.
- 6.7.4 Once a Junior Rider reaches 21 years of age, an oral board review will be conducted to determine eligibility for advancement to regular Rider status and/or if the person has met all the requirements necessary to be considered for a vote to full membership.

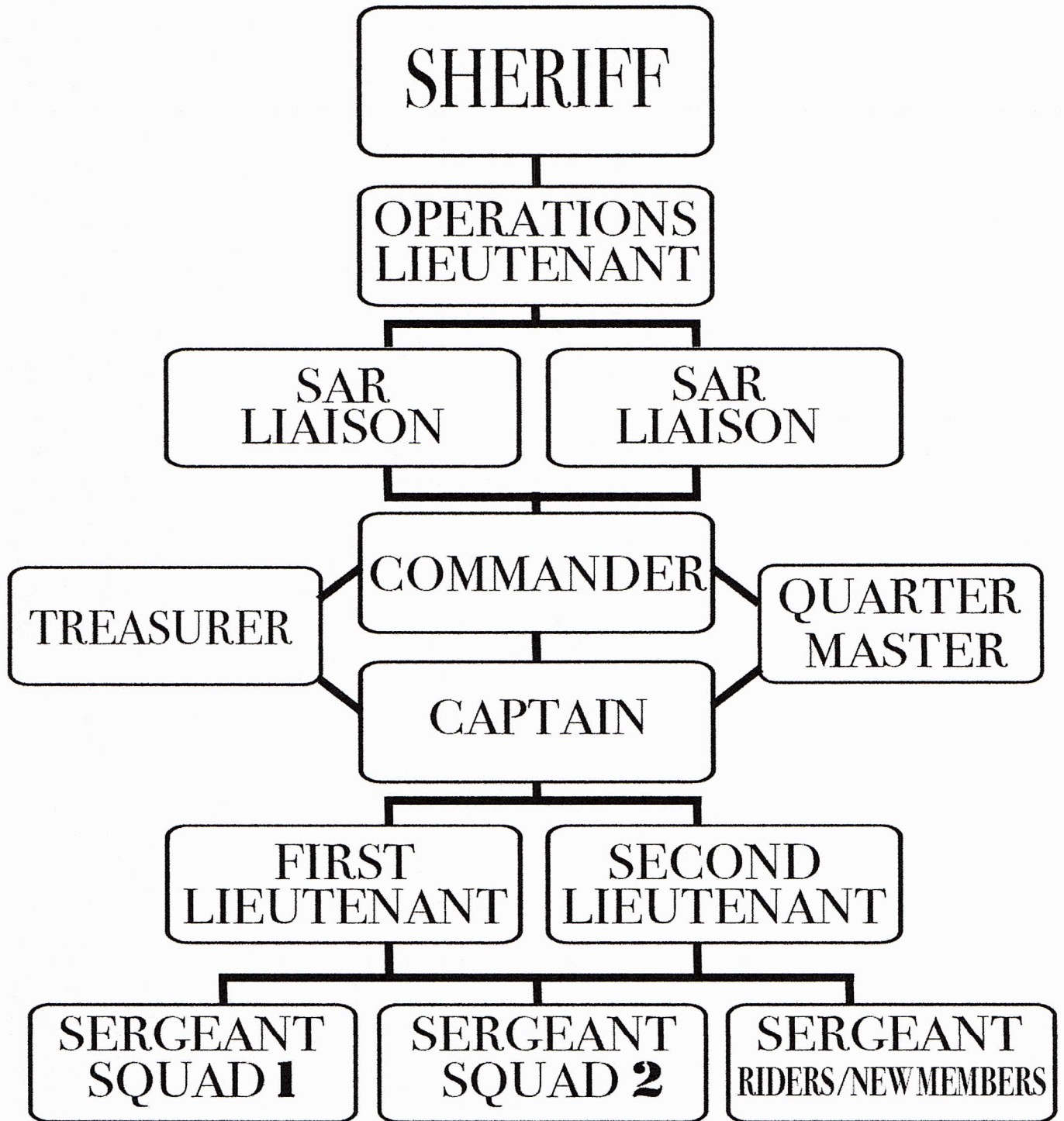
7 MEMBERSHIP STANDARDS:

- 7.1 After 3 unexcused absences from regular meetings within a 12-month period, a member will receive a letter of warning indicating that their membership status is in default. If a member receives two letters in one calendar year, the member will be required to meet

with a board consisting of the unit officers to communicate options of either taking a leave of absence or terminating membership.

- 7.2 A member will receive an excuse for an absence from a meeting, training, fundraiser, or other ICSSAR function if there is a conflict with employment or school schedules or when there is a medical emergency, a death in the family, or a family function - providing the member notifies their Sergeant prior to the absence.
- 7.3 To maintain membership, members, (not including special members), will be required to accumulate 20 hours of training activity annually.
- 7.4 To maintain membership, members (not including special and senior members) will be required to participate in fifty (50%) percent of the non-paid community service/unit events per year, (If scheduled).
- 7.5 In as much as identification of the Iron County Sheriff Search and Rescue members is fundamentally necessary to efficient search and rescue activities it is required that on all search and rescue missions, ALL MEMBERS wear identifiable clothing. The clothing shall be complete with applicable patches and badges.
- 7.6 All members will sign and have on file with the ICSSAR, the Iron County Volunteer Agreement, and all Iron County Personnel Policies.
- 7.7 Each member understands and agrees that the ICSSAR is governed by the Iron County Sheriff. All Search and Rescue efforts conducted inside and outside the boundaries of Iron County must be approved by the Elected Sheriff of Iron County or designee of the Sheriff. No member of the Search and Rescue shall purport themselves as an employee of Iron County, an employee of any other governmental or private entity within Iron County, a Deputy Sheriff or any other classification of Peace Officer at any time.
- 7.8 Each member agrees to conduct themselves in a professional and courteous manner when acting in an official Search and Rescue capacity and agrees to hold information pertaining to any Search and Rescue activity involvement as confidential such as victim information or information relating to Search and Rescue operations.
- 7.9 Each member shall understand and agree that the Iron County Sheriff Search and Rescue is a volunteer organization and that membership and participation in the Search and Rescue is on a volunteer basis. The government of Iron County shall provide workers compensation insurance in case of injury, and/or other benefits as needed to protect Search and Rescue members from lawsuits related to providing Search and Rescue services to citizens in need or other approved trainings and activities. No compensation or benefits are implied by being a member or participating in this Search and Rescue organization.
- 7.10 Each member will be responsible to update and keep current all personal information with the Command Staff, (i.e., phone number, email address, mailing address, etc.).

8 ICSSAR ORGANIZATIONAL FLOW CHART:



8.1. Officers:

- 8.1.1. The government of the Iron County Sheriff Search and Rescue shall be vested in the officers.
- 8.1.2. The officers shall consist of: 1 Commander, 1 Captain, 2 lieutenants, 3 Sergeants, 1 Treasurer, and 1 Quartermaster.
- 8.1.3. The Commander position shall be appointed by the Iron County Sheriff. All applicants for the Commander position shall submit an official Letter of Intent as well as an official resume to the Iron County Sheriff upon notification of vacant position.
- 8.1.4. All other officers shall be elected from the membership at the annual membership meeting as defined in Section 10.
- 8.1.5. To be eligible to run for office, the member shall have completed one year of service and shall have attended at least 75% of the year's meetings and 50% percent of the non-paid community service/unit events per year, (If scheduled), preceding the election.
- 8.1.6. To be eligible for the office of captain, a member must have served a full term of lessor office, (lieutenant or sergeant), and shall have attended at least 75% of the year's meetings and 50% of the non-paid community service/unit events per year, (If scheduled), preceding the election.

8.2. Officers Shall have the power to:

- 8.2.1. Provide for admission of new members.
- 8.2.2. Create and prescribe duties of committees and appoint the membership thereof.
- 8.2.3. Fill all vacancies in office until the next annual meeting of the membership.
- 8.2.4. Remove any officer from office for cause following a hearing before the officers and in accordance with policy and procedure manual.

9. ORGANIZATION DESCRIPTION AND DUTIES:

9.1 Sheriff (Elected Official):

- 9.1.1 The Sheriff represents the public safety within the confines of the County. The Sheriff is mandated by law as the responsible person tasked with management of Search and Rescue operations within the County.

9.2 Operations Lieutenant (Sheriff Lieutenant):

- 9.2.1 The Operations Lieutenant assists the Sheriff by oversight of the ICSSAR Liaisons. The Lieutenant provides budget analysis and equipment allocation to ICSSAR. In the absence of the Sheriff the Lieutenant will be tasked with the managements of Search and Rescue operations within the County.

9.3 Search and Rescue Liaison (Sheriff Deputy):

- 9.3.1 The Deputies who are designated and authorized by the Sheriff to manage Search and Rescue as well as communicate directives and concerns between the Sheriff and Search and Rescue. These Deputies coordinate Search and Rescue activities between Sheriff's Office Staff and Search and Rescue volunteers. The Liaisons report to the Sheriff and Lieutenant.

9.4 **Commander** (Appointed by the Sheriff):

9.4.1 The Commander is appointed by the Sheriff, Lieutenant and Liaison's to manage the administrative affairs of Search and Rescue. This individual oversees the readiness of personnel including training and equipment. The Commander may delegate responsibilities to others on the Officer board or ICSSAR members. This person is qualified to function as incident Commander during missions. This position reports to the Liaison's, Lieutenant, and Sheriff.

9.4.2 **Additional duties of the Commander:**

9.4.2.1 Preside at all meetings.

9.4.2.2 Be present at all emergencies to direct Search and Rescue activities or they may delegate this authority to another officer in order of rank.

9.4.2.3 Present a report of the affairs of the organization to the members at the annual membership meeting as defined in Section 10.

9.4.2.4 Have the power to appropriate and expend money from the treasury not to exceed \$100.00.

9.4.2.5 Appoint a Treasurer.

9.4.2.6 Appoint a Communications Officer, who will handle all licensing and maintaining the radio equipment in proper working order.

9.5 **Captain** (Elected by SAR members):

9.5.1 The Captain shall be a member of ICSSAR elected by majority members. This person assists the Commander as requested and serve as Secretary during meetings to keep a complete and accurate account of all proceedings during the meetings.

9.5.2 The Captain will replace the Commander in the Commander's absence, at which time the Captain shall appoint a temporary Secretary.

9.5.3 The Captain reports to the Commander.

9.6 **ICSSAR First Lieutenant** (Elected by SAR members):

9.6.1 The First Lieutenant shall be a member of ICSSAR elected by majority members. This person coordinates training and mission readiness for the general membership. Training is offered in the bi-monthly unit meetings and as deemed appropriate outside of the bi-monthly meetings. The First Lieutenant reports to the Captain and Commander.

9.7 **ICSSAR Second Lieutenant** (Elected by SAR members):

9.7.1 The Second Lieutenant shall be a member of ICSSAR elected by majority members. This person will be the Logistics Officer who will be responsible to complete and maintain inventory of County owned SAR equipment. This person oversees the readiness of the equipment and issues equipment to personnel as needed for missions. The Second Lieutenant reports to the Captain and Commander.

9.8 **Sergeants** (Elected by SAR members):

9.8.1 First and Second Squad Sergeants shall be members of ICSSAR elected by majority members. Sergeants will be the primary point of contact for general members within his/her assigned squad. Sergeants are responsible for the safety, accountability and well-being of all members while deployed in the field. While deployed in the field, the

Sergeants maintain communications (when possible) with the Incident Commander (IC). He/she is also responsible to complete post mission After Action Reports with members.

- 9.8.2 The Rider/New Applicant Sergeant shall be a member of ICSSAR elected by majority members. This person will be the primary point of contact for Riders, Junior Riders and New Applicants and will be responsible for training, safety, accountability and well-being while deployed in the field. While deployed in the field, they will maintain communications with the IC and is responsible to complete post mission After Action Reports.

9.9 Treasurer (Appointed by Commander):

- 9.9.1 The Treasurer shall handle all receipts, disbursements and funds of the organization. Provide an annual financial report to the membership at the annual membership meeting as defined in Section 10. A Standard audit shall be performed at the end of each calendar year.
- 9.9.2 The Treasurer, and either the Commander or Captain shall sign the checks.
- 9.9.3 The officers shall have the power to appropriate and expend money from the treasury not to exceed \$250.00 without the approval of the members providing however 4 of 7 officers approve such expenditure.

9.10 Quartermaster (Elected by SAR members):

- 9.10.1 The Quartermaster shall be a member of ICSSAR elected by majority members. The Quartermaster is responsible for the issued personnel equipment for ICSSAR members. This person is also charged with maintaining the ICSSAR building supplies and cleanliness. This includes special event supplies and equipment. The Quartermaster reports to the Captain and Commander

9.11 Specialized Team Leaders (STL's):

- 9.11.1 Because of the special interest, training or talent, a member may be designated as Specialized Team Leader (STL). These disciplines may include but are not limited to: Swift Water Team, Snowmobile Team, ICSSAR Posse, and K9 Team. The STL's are responsible for maintaining specialized equipment, coordinating team training and documenting training. All reported training must be submitted to the First Lieutenant. The STL's are responsible for the safety, accountability and well-being of their team. STL's report to First Lieutenant, Captain and Commander.
- 9.12. It shall be required that a report of inventory be made by the officers at the close of each calendar year and said inventory be submitted to the new officers and the membership at the first meeting in January.

10. MEETINGS:

- 10.1. Regular meetings shall be held on the first (1st) and third (3rd) Monday of each month.
- 10.2. The annual membership meeting shall be held on the third (3rd) Monday of November of each year at which time elections of new officers shall take place.
- 10.3. Newly elected officers shall take command of the unit the first day of January of the following year.
- 10.4. A special meeting of the officers or the membership may be called at the discretion of the Commander.

- 10.5. A change in the date of a regular or an annual meeting may be made by the officers, providing the members are given at least one week notice prior to the fixed date.
- 10.6. Fifty-one percent of the membership shall constitute a quorum for the membership or special meetings.
- 10.7. It is recommended that Robert's rules of order be followed in all proceedings of said meetings.
- 10.8. These by-laws shall be reviewed by the membership at the first regular meeting in January.

11. MEETING ATTENDANCE:

- 11.1. Regular Members, Riders and Junior Riders are expected to attend all meetings.
- 11.2. Senior members must attend at least fifty percent (50%) of all meetings.
- 11.3. An excuse for non-attendance for "all members" due to employment or school schedule conflicts, medical or family emergencies or a family function, etc., may be made by calling the assigned Sergeant or Lieutenant prior to the scheduled meeting time.
- 11.4. If a "senior" member cannot meet the required attendance requirements the member will be placed on administrative leave and will forfeit all rights and privileges.
- 11.5. Special Members are not required to attend any meetings.
- 11.6. Any regular and senior member may take a leave of absence.
- 11.7. A leave of absence may be taken for a period of one-year maximum.
- 11.8. When a member takes a leave of absence, all property belonging to this organization must be returned.

12. AMENDMENTS:

- 12.1. Suggested amendments or changes to these by-laws must be submitted in writing to the commander outlining which section is being addressed by the first meeting in Feb. These suggested changes may be submitted at any time prior to the first meeting in Feb. The commander may seat a committee to review the suggested changes. The officer committee will review the suggested changes and submit them to the Commander and Sheriff for review and comment. Any comments from either will be incorporated into the suggested changes and presented to the membership during the 2nd meeting in Feb.
- 12.2. These by-laws may be amended or changed by a majority vote of a quorum of members present at the first meeting in March and will take effect immediately, pursuant to the approval of the Iron County Sheriff.
- 12.3. In the case of any safety issue or legal mandate that arises, these by-laws may be amended at any time.

**IRON COUNTY SHERIFF SEARCH AND RESCUE
BY-LAWS ACKNOWLEDGEMENT**

NOTE: Once you have **read** and **understood** the information that is presented in the attached document titled **“IRON COUNTY SHERIFF SEARCH AND RESCUE BY-LAWS”**, sign and date this form where indicated below and remove this form from the document package. Return this signed and dated form to the ICSSAR Command Staff and keep the rest of the information for your reference.

By signing below, I _____,
(Print name)

Acknowledge that I have read and understand the information outlined within the document titled **“Iron County Sheriff Search and Rescue By-Laws”**, current as of 09/20/2021, and hereby agree with, and will adhere to, the information which it contains.

Signature: _____ Date: _____

Acknowledgement of receipt:

ICSSAR Command Staff Representative:

Print name: _____ Office: _____

Signature: _____ Date: _____

Iron County Sheriff:

Signature: _____ Date: _____

Iron Co. Search and Rescue Quick Response Pack

Radio

Whistle

Phone

Phone charging bank

Water / power aid 'lots'

Water filter

Headlamp & flashlight / batteries

Batteries

Emergency blanket

Power bars / granola bars / energy bars

Trauma Kit

Combat Action Tourniquet

Small first aid kit / latex gloves

Sam Splint

Gloves

Quik Clot Gauze

Jacket

Hyfin Vent Chest Seal

Personal whips

Israel Bandage

Back brace (for the old guys)

Personal stuff (meds, Advil, Tylenol)

Polyurethane socks for Kanarraville

Tip Top Search and Rescue 24 Hour Pack Equipment List

1. Clothing - Dress in Layers!

2. Socks - At Least One Extra Pair

*Wool, Synthetic, or a Blend

3. Gaiters (seasonal)

4. Long Underwear - Tops and Bottoms

*Wool or Synthetic

5. Rain Pants (seasonal)

6. Top Layers

- a. Shirt - Wool or synthetic
- b. Jacket - Wool or Synthetic
- c. Vest - Down or Synthetic
- d. Parka or Shell - Windproof and Waterproof

7. Hats

- a. Beanie
- b. Brimmed Hat

8. Gloves - At least two pairs

- b. Light pair for Summer
- c. Insulated pair for winter
- d. Mittens (seasonal)
- e. Leather if working with ropes

9. Eye Protection

- a. One Pair of Sunglasses or Other

10. Communications

- a. Radio / Harness / Spare Battery
- b. Whistle
- c. Marking Ribbon
- d. Waterproof Tablet and Pen

11. Fire Starter - 3 Methods

- a. Waterproof Matches
- b. Lighter
- c. Magnesium Sparking Device
- d. Petroleum Jelly Coated Cotton Balls
- e. Acetone and Gun Powder Mix

12. Water - Minimum of 32 Ounces

- a. Purification Device (optional)

13. Food - 24 Hr Minimum

- a. MRE
- b. High Energy Foods
- c. Cook Stove, Spoon, Cup (Optional)

14. Navigation

- a. Compass
- b. Maps
- c. GPS

15. Lighting - 2 Sources With Extra Batteries

- a. Headlamps
- b. Flashlight
- c. Penlight

16. Tools - Single Handed Operation is Best

- a. Knife
- b. Leatherman Tool
- c. Beacon / Probe / Shovel (Seasonal)

17. Shelter - Adequate for Bad Weather

****Choose what works best for you****

- a. Bivy Sack (Ideal)
- b. Ultra Light Sleeping Bag (Ideal)
- c. Space Blanket
- d. Tarp
- e. Foam Pad

18. Miscellaneous

- a. Rope (50'+ of 7mm or larger)
- b. Large Plastic Bag
- c. Personal Meds
- d. Duct Tape
- e. Sunscreen and Lip Balm
- f. Toilet Paper
- g. Insect Repellent
- h. Extra Non-Latex Exam Gloves
- i. Trama Kit
- j. Personal First Aid Kit

****Please remember to keep your pack up to date and ready to go at all times. Some gear is of course seasonal.**

New Member Check Sheet

Name _____

Task

Date

Signature

Purpose, Scope, Mutual Aid

Into to Search & Rescue

Legal Considerations

Personal Readiness

Communications

Orientation & Navigation

Tracking

Rope Operations

Air Operations

First aid, CPR, Patient Care

Hazmat Awareness

Crime Scene Awareness

Nims Compliance

Vehicle Backup

Atv Motoring

Pack Check

List of Responding

Attendance