



**STANDARD
OPERATING
PROCEDURES**

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Revision History

Revision #	Date	Change	Author
1.1.1	01/07/2010	Grammatical Corrections	ADS
1.1	12/31/2009	Redesign	ADS
1.0	02/05/2009	Initial Design	JSN

1. Kent County SAR Team Information

1.1. Mission Statement

The mission of the Kent County Search and Rescue (KCSAR) team is to safely locate, assist, stabilize, missing persons of Kent County and surrounding communities.

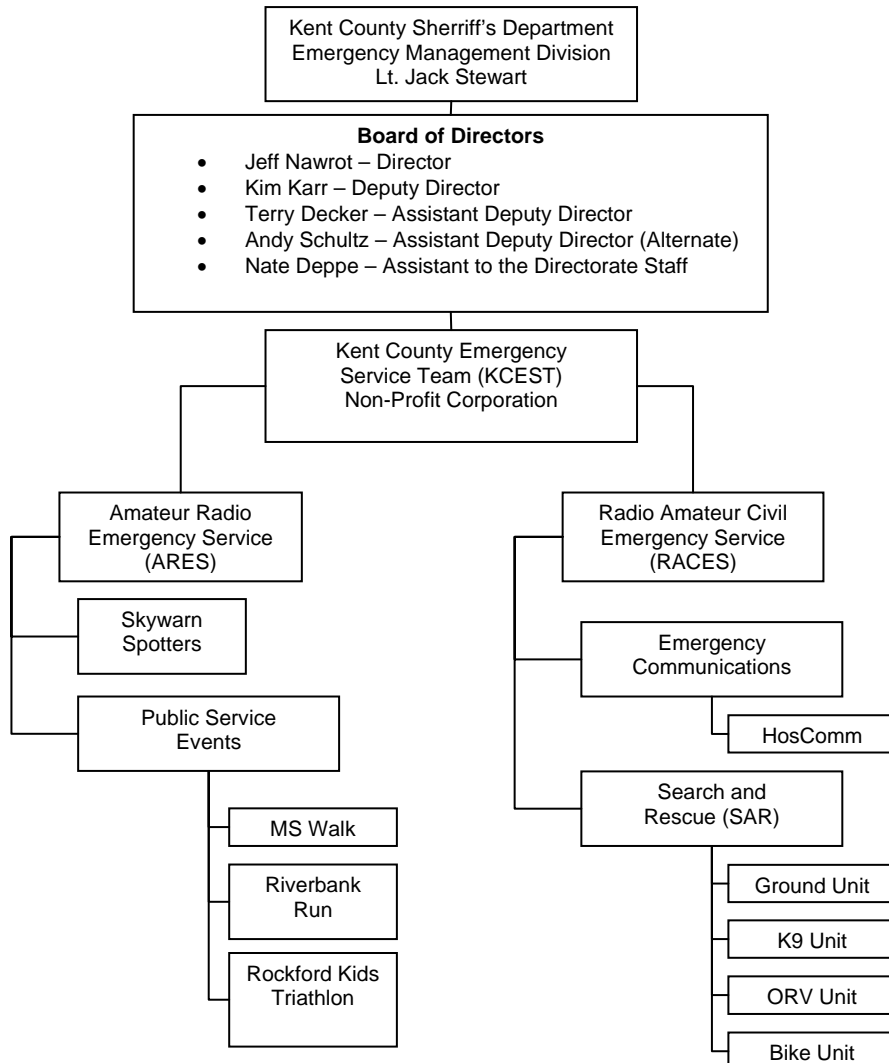
1.2. Purpose

The purpose of this document is to outline guidelines for the Kent County Search and Rescue Team (KCSAR) operations and training. The following Standard Operating Procedures (SOPs) are designed for the highest level of safety possible.

1.3. Who We Are

The Kent County Search and Rescue team is an all volunteer unit that serves Kent County and surrounding communities and is overseen by the Kent County Emergency Management Division (KCEMD).

1.4. Organization Structure



1.5. Leadership Structure (Chain of Command)

- Kent County Emergency Management Director
 - Appoints the Kent county Search and Rescue Director
- Kent County SAR Director
 - Appoints all Designees
 - Serves at the discretion of the County Emergency Manager
- Kent County SAR Directorate Appointees
 - Deputy Director
 - Assistant Deputy Director
 - Assistant Deputy Director (Alternate)
 - Assistant to the Directorate staff
- Kent County SAR Search Managers
- Kent County SAR Team Leader
- Kent County SAR Special Unit Coordinators (Order of Succession based on seniority)
- Kent County SAR Head Crew Leader
- Kent County SAR Crew Leaders (Order of Succession based on seniority)
- Kent County SAR Personnel (Order of Succession based on seniority)

1.6. Code of Conduct

- Abide by any and all, KCSAR, and KCEMD By-Laws, SOPs, rules, directives and/or direction by staff leadership.
- Be ready to respond to Searches 24 hours a day all year long.
- Due to the time commitment required to satisfy the organization's requirements, members are discouraged from entering into membership with other private emergency response organizations. Membership in umbrella groups or government organizations may be an exception to this policy and should be ruled upon by the membership board.
- Members shall not respond to an operation, training or any other agency sponsored event if under the influence of alcohol, illegal drugs, or prescribed medication that may negatively affect driving or search performance.
- Neither the organization's name nor logo may be used for any form of personal advertisement.
- No personal payment may be accepted for services performed under the organization's name or in connection with any of the organization's activities.
- Personal differences or animosity will not be evident when representing KCSAR or while working under the emergency management umbrella.
- Provide the highest level of service for the victim. Professionalism is required at all times. Members must advise incident command of any issue that may affect their ability to effectively participate in a search or training exercise.
- Teamwork and cooperation among members and with other on-scene personnel is expected.

2. Membership Requirements

2.1. Basic Requirements

- Acquire an FCC amateur radio license within 6 months of membership approval (Technician class as a minimum).
- Be a minimum of 18 years of age.

- Complete full KCSAR application and be accepted by KCSAR leadership staff.
- Maintain a basic SAR pack as describe in section 2.3.
- Pass an initial criminal history check and then periodic checks as stated by the KCSAR SOPS guidelines/by–laws.
- Stay in physical shape to respond to incidents.
- Successfully complete a minimum of basic training prior to responding to actual event.
- Volunteer without any expectation, recognition or payment.

2.2. Member Types

2.2.1. Probationary Member

2.2.1.1. Definition

- Members who are within their six month probationary period.
- Members who have been sanctioned as a result of disciplinary action.
- This can be extended due to non compliance of membership requirements.

2.2.1.2. Requirements

- Complete basic training within 6 months of becoming a member.

2.2.2. Full Member

2.2.2.1. Definition

- Any member who lives within 60 minute response time to Kent County.
- Able to commit fully to the organization.
- Maintains a 65% or greater level of participation.
- Members who have met the membership requirements, completed their six month probationary period, and are in good standing.

2.2.2.2. Requirements

- Responds as available to call outs within Kent County.
- Updates Training Coordinator as classes are completed.
- Maintains an updated profile on VRM.
- Must participate in two mandatory meetings per year.
- Must participate in one mock practice search per year.

2.2.3. Associate Member

2.2.3.1. Definition

- The associate member status is a special status for members of KCSAR who either cannot commit fully to the organization due to being a member of an associated team.

2.2.3.2. Requirements

- Updates Training Coordinator as classes are completed.
- Maintains an updated profile on VRM.
- Member must participate in one mandatory meeting per year.
- Member must participate in one mock practice search per year.

- Maintains contact with leadership staff giving regular updates.
- Annually completes and returns the Associate Member Status Application form.
- Maintains a good standing with Associated team.
- Responds as available to call outs as requested by KCSAR.
- Maintains training level by participating in independent trainings or local trainings as time permits.
- Updates Operations level training once every three years.
- Members who live outside of the 60 minute response time requirement.
- Cannot make a full commit to the organization.
- Associate member status for those within 60 minute response area must be approved on case by case basis.

2.3. Leave of Absence

- Members can request a temporary leave of absence for personnel who demonstrate a particular need or hardship which will significantly impact their ability to maintain the expected attendance or training.
- Circumstances for which a leave of absence may be granted include, but are not necessarily limited to:
 - Death of an immediate family member
 - Serious injury or illness to the member or an immediate family member for which they are responsible for care
 - Marriage or divorce of the individual requesting leave
 - Unemployment
 - Disaster affecting the individual requesting leave when major property or financial damage is involved (i.e. house fire)
 - Maternity/birth of a new child
- Leave of absence may be granted by the Director for a period of at least two, but not to exceed six months. Periods of leave beyond six months are not usually granted but will be examined on a case by case basis. Under no circumstance shall there be a grant an 'indefinite' leave of absence.
- Volunteers requesting a leave of absence shall do so in writing.
- A previously granted leave of absence may be terminated early by the requesting individual, should their circumstances change to again permit them the time necessary to return to duty. The individual must notify the Director.
- While on leave of absence, personnel are prohibited from engaging in any agency business. This includes attending trainings / meetings, possessing agency identification or equipment, or otherwise representing themselves as a member of KCSAR. Issued equipment and identification shall be collected for the duration of the leave.
- High-demand equipment such as pagers, portable radios or other equipment may be reassigned during the leave. There is no guarantee that the individual will receive this equipment upon return.

2.4. Disciplinary Procedures

- KCSAR is an "at will" volunteer organization. At any time KCEMD and/or KCSAR leadership may terminate the membership of a team member without any cause or reason.
- Any formal reviews or disciplinary actions will be documented and placed on file.
- Members displaying unprofessional, criminal, or other inappropriate actions that may bring discredit to KCEMD and/or KCSAR while on or off duty may have their membership status reviewed to determine the appropriate disciplinary action.

- Examples of actions that would result in disciplinary action may include but is not limited to:
 - Disobeying an Order
 - Misrepresentation
 - Safety Violation
 - Self Deployment

2.4.1. Dismissal from an Event

- Personnel who have been dismissed from an event are to leave the area immediately. The dismissal of any team member will be reviewed after the event has concluded. Personnel refusing to leave an event will be referred to law enforcement officials.
- Anytime a team member has been dismissed from an event, the situation will be reviewed by KCSAR and/or KCEMD staff as soon as possible. The review will determine the member's status and any possible disciplinary actions.

2.4.2. Change in Member Status

- Members may be moved to an inactive or probationary status for disciplinary reasons, failure to complete required training requirements or failure to meet commitment levels.

2.4.3. Separation

2.4.3.1. Voluntary

- Voluntary separation from KCSAR may be granted at the request of the individual at any time and for any reason.
- The individual requesting separation shall inform the Director, Deputy Director, or their Unit leader, in writing, of their desire to separate from KCSAR.
- The senior agency official who authorizes the voluntary separation shall document the separation using a form prescribed by KCSAR for such purpose, and shall categorize the type of voluntary separation as follows:

2.4.3.1.1. *Honorable*

- Honorable voluntary separation is granted to those who are separating from KCSAR in good standing and with a good record of service.

2.4.3.1.2. *Less than Honorable*

- Less than Honorable voluntary separation is granted to those who are separating from KCSAR under duress, who are not in good standing, or who are choosing to quit because of anger, protest, dissatisfaction, or because they anticipate being involuntarily separated. Personnel discharged in this manner are not eligible for re-hire.

2.4.3.2. Involuntary

- Involuntary separation of an individual may be authorized for circumstances as specified in these regulations.
- The Director authorizes any and all involuntary separations and shall document the separation.

2.5. Grooming

The goal of the grooming policy is to outline the basics on grooming standards for members while responding to incidents. The goal of this document is also to outline how members should look during an incident response. Members should take care to look professional when responding to an incident as Served agencies.

2.5.1. Response

2.5.1.1. Activation

- Members should look as neat in appearance as possible when responding to calls.

2.5.1.2. Routine Event

- When coming to meetings, trainings or other events as members representing Kent County RACES / KCSAR. Members should allow for time to make themselves presentable.

2.5.2. Standards

2.5.2.1. Beards / Mustache

- If a member chooses to keep a beard that is perfectly acceptable.
- Members should take care to keep it in order and look presentable.
- The 3 day unshaven look is not an acceptable response during non-emergency operation.
- Members should have ample time to do basic grooming before responding to a call out or to a training mission.

2.5.2.2. Hair

- Hair should be neatly kept and looking presentable.
- Specific hair styles will not be addressed in this document but leadership reserves the right to discuss it with a member if they feel it is unacceptable.

2.5.2.3. Piercing, Tattoos and Body Modifications

- Ear piercings are the only type of piercings permitted.
- All other piercing must be removed during official team business.
- Excessive piercings are not allowed.
- Tattoos on the head or neck are not permitted.
- Excessive visible tattoos are not permitted.
- Body modifications are not permitted.

2.6. Attendance and Events

- All participants must sign in on the official sign-in sheet at training sessions and on search missions. The sign-in sheet is the official attendance record.
- The official register of events and locations shall be as reflected on the Google Calendar online. <http://www.kentcountysar.org/main/calendar>
- If a member cannot attend a training or meeting, then 24 hours advanced notification is required to be excused. Send an e-mail to attendance@kcvrm.net with the date of the event and a short reason for the absence.

- If an emergency occurs and advance notice is not possible then send an e–mail to attendance@kcvrm.net with the date of the event and a short reason for the absence within 48 hours after the event.
- Any members that do not send any notification will be marked as being absent from the event.
- Members are expected to maintain a 65% level of participation with the team.
- Members are expected to attend a minimum of 1 meeting per quarter.
- Members are expected to attend all mandatory meetings.
- Excessive absenteeism will result in having the member meet with the membership board to reevaluate their position within the team.

2.7. Physical Fitness Test

2.7.1. Purpose

- This policy shall identify the minimum physical fitness requirements for all members of the SAR Team. Physical fitness shall be demonstrated through completion of a physical fitness test (PFT) to ensure that SAR personnel possess and maintain the physical abilities necessary to perform SAR functions in an operational environment.
- The PFT shall be required annually for all SAR personnel based on their job titles / qualifications as specified in this policy. Successful completion of a PFT is required and mandatory. Failure to successfully complete a PFT may be cause for separation from the SAR Team.
- The Director reserves the right to require a special PFT to be completed by any individual based on major change in health status, upon return from suspension or leave of absence or for missing more than allowable periods of monthly training.

2.7.1.1. Work Classification Ratings

2.7.1.1.1. Light

- Light duties mainly involve office–type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals almost always can govern the extent and pace of their physical activity.
- Levels
 - SAR Search Manager
 - SAR Support
- Distance / Time
 - 1.0 Miles in 20 Minutes

2.7.1.1.2. Moderate

- Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods. Individuals usually set their own work pace.
- Levels
 - SAR Awareness
 - SAR Operations

- SAR Technician
- Distance / Time
 - 2.0 Miles in 40 Minutes

2.7.1.1.3. Arduous

- Duties involve field work requiring physical performance calling for above average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds. The pace of work is typically set by the emergency condition.
- Levels
 - SAR Crew Leader
 - SAR K9 Field Support
 - SAR K9 Handler
- Distance / Time
 - 3.0 Miles in 60 Minutes

2.7.2. Test Procedure

- The terrain used for the test shall be as consistent from test to test as possible. Terrain may include wooded areas, open fields, trails, or roads.
- The test route shall be clearly marked and labeled as needed and at every half mile increment. No map, compass, or navigation skills shall be required or necessary to complete the test.
- The test administrator shall appropriately brief and confirm the tests to be performed for each individual prior to the start of the test. A form shall be provided for such purpose, and shall serve as permanent official record of results.
- Personnel being tested shall report in appropriately specified uniform with their full complement of search gear and pack (if they have one). The pack shall be checked prior to the test to ensure that it meets the mandatory equipment standards specified by Agency policy. The pack must be carried throughout the entire test.
- Those not reporting with gear shall be provided gear from the Agency equipment cache totaling a load of approximately 15–20 lbs. The pack must be carried throughout the entire test.
- Running or jogging is not allowed. The test must be completed as a hike / walk with proper equipment and PPE under typical search conditions.
- The test shall be timed by the test administrator using a stopwatch and redundant backup. Timing begins on signal and concludes when the individual passes the appropriate finish marker. The course may involve multiple loops, laps, or double-backs along the same path.
- There will be no adjustments made for weather conditions (including temperature and humidity), terrain, elevation, altitude, or other factors.

2.8. Basic SAR Pack

Members will maintain a 24 hour readiness pack and should be able to sustain operations without outside assistance for up to 48 hours. It is recommended that SAR Packs be organized into modules. This will allow members to quickly customize and lighten their packs as the operation dictates.

2.8.1. Minimum Equipment

- See the attached gear list.

2.9. Group Pagers

- Group pagers are available for team members to purchase.
- The purchase cost of the pager is the responsibility of the team member.
- The approximate monthly cost is \$3. (The price shown is subject to change at any time)
- All payments or pager orders should be made through the group paging service coordinator.
- Group pagers must either be deprogrammed or resold back to the team upon a member leaving the team.
- The resell value of the pager back to the team will depend on the condition of the pager and fund availability.

2.10. Identification

2.10.1. Probationary Member

- Members will be issued a probationary ID within a reasonable amount of time after acceptance to the team.
- Issued ID will consist of 2 KCSAR Probationary IDs cards. One KCSAR ID is to be kept on the member at all times for identification. The other KCSAR ID is to be turned into the staging manager for accountability. All accountability IDs should be hung on a metal snap hook. They are available from local hardware stores for around \$2 - \$3.

2.10.2. Associate / Full Member

- Members will be issued full member ID after the probationary period has been completed.
- Member must have maintained a 65% participation level during their probationary period.
- Issued ID will consist of 1 RACES ID card, and 2 KCSAR IDs cards. The RACES and 1 KCSAR ID are to be kept on the member at all times for identification. The remaining KCSAR ID is to be turned into the staging manager for accountability. All accountability IDs should be hung on a metal snap hook. They are available from local hardware stores for about \$2.

2.11. Uniforms

2.11.1. Purpose

The goal of uniform policy is to outline the requirements on what a uniform is and how members should dress for an incident response. Members should take care to look professional when responding to an incident as Served agencies. Uniforms should fit members comfortably without looking messy. Uniforms should be sized accordingly as to not be undersized or over exposing. The direction is to represent respect, order and class. All of which is represented with a properly fit uniform.

2.11.2. Prohibitions

- Any camouflage clothing or outerwear.
- Any clothing item with inappropriate graphic or logo.

- Being clothed in all black.
- Consumption of alcohol while in uniform apparel.
- Using any products that display the CERT logo or identifications.

2.11.3. Guidelines

- Uniforms must be kept neat and clean in appearance.
- Any uniform items that no longer fit appropriately should be considered for replacement.
- Any uniform item that does not match the standard safety green and black color scheme must have the item approved by the leadership staff.

2.11.4. Standards

- Probationary Members
 - Not allowed to purchase uniform items until completing probationary period.
- Full Members
 - Belt – Black – Recommend a Blackhawk second chance belt
 - Outerwear
 - Safety Green – Coat / Windbreaker
 - Acceptable Uses – Active Searches / Demonstrations / Field Training
 - Pants – Black – BDU / Cargo / Work Style
 - Shirts
 - Blue – T–Shirt
 - Acceptable Uses – Public Service Events / Meetings / Presentations
 - Blue – Polo
 - Acceptable Uses – Public Service Events / Meetings / Presentations
 - Safety Green – Long Sleeve T–Shirt / Polo / Sweatshirt / T–Shirt
 - Acceptable Uses – Active Searches / Demonstrations / Field Training
 - Vest
 - Safety Green
 - Acceptable Uses – Active Searches / Demonstrations / Field Training
- Instructors / Leadership Staff
 - Pants – Khaki – BDU / Cargo / Work Style
 - Polo – Black – SAR Logo – Embroidered
 - Acceptable Usage – Public Service Events / Meetings / Presentations

3. Application Procedures

3.1. Purpose

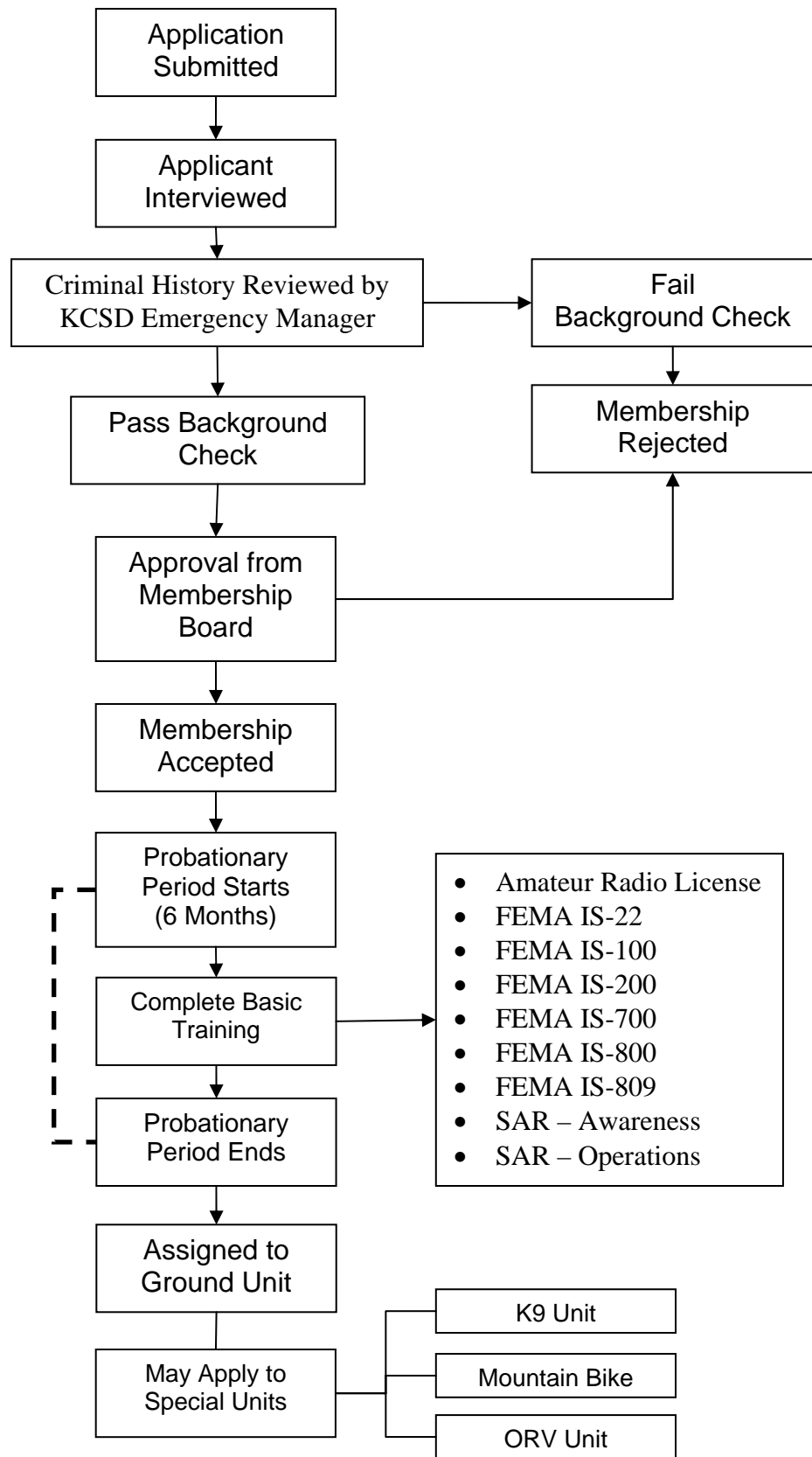
This procedure addresses from the time a person first expresses interest to join Kent County Search and Rescue (KCSAR) through the time a member completes probationary status. It defines when events should take place; when notifications should occur; and when member basic training should be offered. Furthermore, it addresses Probationary status which is intended to provide a period of time in which a newly appointed member may be trained to the minimum level necessary to provide beneficial service to KCSAR in their given role. The probation period provides both the new member and KCSAR an opportunity to determine if the member is suitable for continued membership with KCSAR, and if the responsibilities of membership are acceptable to the member.

3.2. Guidelines

- KCSAR shall receive applications all year long. Taking new applicants as time and resources allow for the proper guidance and training of these new members.
- If applicants are denied membership, they are not allowed to be at trainings, call outs or any other sanctioned events.
- KCSAR shall perform interviews and background checks to assure the character of applicants meets the agencies requirements. Applicants shall receive notification of acceptance or denial.
- It is the policy of KCSAR to place all newly appointed members on a probationary status for a period of at least six months. Basic training requirements shall be the sole focus of the probationary member.
- KCSAR shall provide times to handle interviews as needed. Interviews should take approximately one hour each person.
- After three attempts to interview a prospective member with no success this member's application will be reviewed for possible rejection
- Probationary members are not allowed to respond to calls until completing their probation period.
- This rule may be overridden by the on-scene directorate staff. All actions of probationary member who have not completed basic training will be documented
- The member committee shall meet with the member at the conclusion of the six month probationary period, to determine whether probation shall be terminated or extended. The Director or Deputy Director may, at their discretion, extend the probationary period if it is deemed to be in the best interest of the agency.
- As with any level of volunteer membership in KCSAR, membership status may be terminated by the Director at any time, with or without reason, notice, or recourse.

3.3. Process

4.



Training

4.1. Documentation

- All members must maintain a training log, which may be requested for review.
- Leadership shall maintain personnel files in safe location. These records shall not be accessed by any person other than people authorized by the KCEMD or KCSAR leadership.
- KCSAR shall accept ground search and rescue certifications from KCSAR, National Association of Search and Rescue (NASAR), and Will County, IL Search and Rescue.
- Personnel shall provide leadership staff with copies of any current certifications as well as keeping emergency information current.
- Regular trainings shall take place a minimum of one time per month with occasional response drills (scheduled and real time) as well as special training activities.

4.2. Basic Training Requirements

These requirements must be completed within a member's probationary period. All required training shall be coordinated through the team. Any member wishing to attend alternative training to meet a requirement must have the approval of the Director prior to enrollment. Failure to complete the requisite training within the probationary period due to required coursework being unavailable to the member shall not necessarily require extension of the probationary period. Such circumstances shall be subject to the discretion of the Director.

- FEMA IS-22
- FEMA IS-100
- FEMA IS-200
- FEMA IS-700
- FEMA IS-800
- FEMA IS-809
- Complete both a Kent County SAR Awareness and Operation level courses.
- Obtain an Amateur Radio License (Minimum of a Technician Level or Higher).
- Obtain a text messaging device (cell phone or pager).

4.3. Levels

- Awareness
- Operations
- Technician
- Crew Leader
- Search Manager
- Other levels may be added as required or as needs arise.
- See the attached training levels handout for the specific items needed for the various levels.

5. Callout Procedures

5.1. Activation

5.1.1. Procedure

- The leadership staff shall be notified by KCSD via Voice Pager on behalf of any public safety organization with the pertinent activation information.
- Leadership staff shall determine the type of response appropriate.

- Private requests for assistance shall be directed to proper law enforcement agency.
- Due to safety concerns the team will not deploy for criminal searches or for violent suicidal people.
- We will consider activation to provide technical or communication support for law enforcement agencies.
- Members will then be notified via group pager or text messages as the situation unfolds.

5.1.2. Notification / Response Types

5.1.2.1. Informational Message

- On occasion key team personnel may receive notifications of an informational purpose only.
- These informational messages may not have any follow up messages as the situation may resolve itself before any action is needed.
- Any personnel who receive an information messages is encouraged to monitor the primary repeater for a potential activation.
- Do not contact the on-call coordinator unless requested to do so.

5.1.2.2. Stand-by

- This is a notification that means that there is a potential for a search operation.
- Members should take this time to prepare themselves for an operation. Things like getting uniform items ready to go, making sure any and all ID cards are packed, preparing any needed equipment, checking electronics for properly charged batteries, eating a quick meal, using the restroom and making sure adequate drinking water is packed are all good examples of preparation to do during a stand-by.
- Members should **NOT** respond or start heading towards the potential search area until requested to do so.

5.1.2.3. K-9 Response

- This notification means that law enforcement have requested a K9 response only.
- Leadership staff, any required equipment, and the appropriate K-9 search teams shall respond to scene.
- All others should **NOT** respond or start heading towards the potential search area until requested to do so.
- It is very possible that this type of response will be upgraded to a full activation.

5.1.2.4. Limited Activation

- This notification means that law enforcement have requested a limited SAR response only.
- Leadership staff, equipment, appropriate K-9 search teams, and key requested personnel shall respond to scene.
- All others should **NOT** respond or start heading towards the potential search area until requested to do so.
- It is very possible that this type of response will be upgraded to a full activation.

5.1.2.5. Full Response:

- All available leadership, personnel, K-9, and equipment shall respond to staging area and report to the staging manager.

5.1.2.6. Cancellation:

- The operation is over and all personnel can return to their normal duties.

5.2. Response

5.2.1. Guidelines

- All members reserve the right to refuse to search due to safety concerns.
- All personnel shall drive in a safe manner being aware of road and weather conditions. Personnel shall obey all traffic laws and shall not violate any provision of the Michigan Motor Vehicle Code.
- Any member receiving an infraction from any law enforcement agency shall be solely responsible for any and all fines and/or punishment.
- Any member receiving an infraction shall notify the Leadership staff as soon as possible for review and possible disciplinary action. Failure to do so may also result in disciplinary action.
- Avoid if at all possible asking the net control operator for directions to a scene. This traffic ties up the repeater for a length of time that may be needed for higher priority traffic. Directions to a scene should be looked up in advance.
- Members should notify leadership staff if they will be unavailable for response for more than 12 hours.
- No personnel shall drive in emergency mode (lights and/or siren).
- Personnel should check into net control only when they are ready to respond.
- Personnel shall not respond or report to the missing person's Place Last Seen (PLS) or Incident Command Post (ICP) unless directed to by Incident Command, Leadership Staff or the Search Manager.

5.2.2. Procedures

- During any operation a net control operator will be established on the primary repeater.
- Members should check in with the net control operator when they are en route to the scene.
- A check in should consist of call sign, call sign phonetically, first name, and their estimated time of arrival.
- Here is an example: This is N8JSN, November Eight Juliet Sierra November, Jeff and I will arrive at approximately 8:45 PM.

5.3. On Scene

5.3.1. Guidelines

- Abide by any law enforcement official on scene.
- Amber lights may be authorized for on scene use only on a case by case basis by the Search Manager for protection of SAR team members during an active search.
- Personnel shall at all times ensure scene security. Personnel shall request law enforcement if unauthorized people do not leave the area when directed.
- Personnel shall follow the directions of the Incident Command, Search Manager, and Safety Officer all times. At no time will "free lancing" be allowed. ANY personnel not complying with ICS structure and procedures may be asked to leave scene.

- Personnel shall immediately notify their Team Leader who shall notify the Search Manager of any ailment that affects them and their duties during an operation.
- Personnel shall inform the Leadership staff, the Search Manager, and/or the Safety Officer immediately if any injury occurs during operation. Personnel are responsible for any and all treatment needed from resulting injury sustained during an operation.
- Personnel shall not at any time enter private residences unless accompanied by a law enforcement officer. If a residence is entered, personnel shall report it to the net control station.
- Personnel are not to carry a firearm while working an incident, if leadership identifies a member with a firearm they will be asked to lock it in a vehicle. The only exception is for duly sworn officers who are within their jurisdiction.
- Safety is our number one concern with any search operation.
- Smoking is not permitted while in the field. Smoking is only allowed at the staging area in a discreet manner.
- The staging manager shall maintain a check-in list and an assignment list for accountability of personnel during an operation.

5.3.2. Check In Procedures

- All personnel should check in with the staging manager when they are ready for deployment.
- Members will turn in their accountability tag to the staging manager and sign in on the check in sheet.
- Members will then wait for team assignments in the staging area.

5.3.3. Team Assignments

- Ground Teams should be numbered sequentially 1–999. As team's are brought back to staging and reassigned they will be assigned a new team number.
- Ground Team (no more than six team members) usually comprised of one team leader and up to four team members, but no more than five team members.
- K9 Teams should be named by the K9 that is assigned to that team, i.e. Team Jed or Team Tucker.
- K9 Team (no more than four team members): canine, handler, flanker and a communicator.
- No team shall deploy without the being requested to do so.
- Teams that self-deploy will be dismissed from the scene and possibly referred to law enforcement.
- The team will be assigned a specific search type to conduct. The type of search will be determined by the Search Manager and communicated to the Staging manager who shall assign a team to execute the search.
- The types of searches used by Kent County Search and Rescue personnel are:
 - Confinement
 - Hasty (Type 1)
 - Loose Grid (Type 2)
 - Tight Grid (Type 3)
 - Evidence Search

5.3.4. Team Departure / Return

- The team leader shall notify Net Control and the staging manager anytime the team is deployed to or returns from the field.
- This allows for an accurate accountability of personnel and timestamps for the radio log.
- All team leaders shall complete form 525A (Crew Assignment Debriefing) after completing an assignment.

5.3.5. Clue / Evidence Location Procedures

- Personnel shall notify their Team Leader when they locate evidence or possible evidence.
- The team leader should be the only person to approach the evidence to confirm the find.
- The team leader will then notify the Search Manager or Net Control of evidence or possible evidence.
- The Search Manager will then notify Law Enforcement and follow their direction in the handling of evidence or possible evidence.
- The team reporting the evidence shall pass on the following information:
 - Type and location of evidence or possible evidence
 - Name and team of person locating item
 - Time located
 - GPS Coordinates (if available)
 - Also above information shall be noted on KCSAR clue log sheet along with team's name and person making the find
- Evidence or possible evidence area shall be marked with 3 wraps of flagging tape and avoided by personnel. This will not be done prior to receiving the approval of Law Enforcement.

5.3.6. Subject Location Procedures

5.3.6.1. Live Subject

- The team leader should immediately take control of the scene and all personnel.
- The team leader or their designee is the only person authorized to communicate with Net Control.
- The team leader should radio back to Net Control advising they have a find and to standby for victim status and location.
- Medically trained personnel should assess the victim's status and give a report to the team leader for transmission back to Net Control.
- Any team member not involved in stabilizing the victim should acquire GPS coordinates, flag an area to the nearest trail or access point and set up a small base of operations to work from.
- When subject is in good condition report that subject has been located, in good condition, and give the location.
- When subject is in need of medical attention report that subject has been located and needs medical attention, give location and basic description of their current medical condition so NCS can advise medical personnel.

5.3.6.2. Deceased Subject

- The team leader should immediately take control of the scene and all personnel.
- The team leader shall secure the scene making sure that NOTHING is touched, moved or disturbed.
- The team leader or their designee should be the only person to approach the victim to confirm the find and assess their status.
- The team leader should consider if radio communications is the best means to report the situation. Consider calling NCS or search manager on a phone. If radio communication is used be discreet and request law enforcement and give location.
- For example, "Team one with Priority traffic. I have located the subject and request law enforcement behind the barn at 123 Pine Island Dr."
- All persons should back off from location to protect scene as best as possible

5.3.7. Documentation

- Leadership staff shall store documentation in a safe location for review, training, or court proceedings.
- When the search is complete the last search manager will compile a report documenting the actions of the operation.
- During an operation the radio operator assigned to net control should be completing a radio log.
- This can be done on form 536 if available, if not any written log will be acceptable. The log should contain date, time, unit designation / call sign and the traffic being reported.

5.3.8. Media Relations

- At no time should any personnel speak with media representatives.
- All requests should be directed to Incident Commander or the Public Information Officer.
- Personnel should consider themselves on camera any time media is present.
- Personnel should not engage in any behavior or activity on scene that could be seen in a negative light.
 - Example: Not making jokes or horsing around at staging.

5.4. End of Operations

- All information regarding the circumstances of an operation must be kept confidential.
- All personnel will check out with the staging manager when leaving an operation.
- The manager will have the member sign out of the check in list and return any accountability tags.
- All personnel shall make all effort to attend any debriefings or Critical Incident Stress Debriefing (CISD) meetings.
- Personnel shall ensure all equipment used is cleaned, repaired, and returned to its proper location. If this cannot be done then notify the Search Manager or a member of the leadership staff as to the status of the equipment.

5.5. Misc Guidelines

5.5.1. Medical Care

- Personnel shall be annually trained in the following:
 - First Aid
 - Adult / Child/ Infant CPR
- Copies of these certifications should be submitted to be attached to the member's training record.
- Personnel shall not provide any medical care outside their scope of training or license.
- Personnel shall wear proper personal protective equipment and body substance isolation when any medical treatment is being provided.
- Personnel are encouraged to attend education for and become licensed in higher levels of emergency medical service care.

5.5.2. Communications

- All personnel shall use any and all proper communication procedures including proper transmissions and language and phrases as well as properly stating the FCC call sign after each transmission.
- Members who are acting as communications support for a K9 team will only report canine status and canine behavior information after the handlers specifies what to report. The

communication person will not report the information based on what the behavior appears to be. For example, if the net control station asks if a bloodhound team is on a track, the communications support person will ask the handler before reporting back instead of just reporting what the dog appears to be doing. This standard also applies when speaking to law enforcement officers, or others that may be involved with the search.

- Team leaders or their designee will be the only person of a team that communicates with the net control station, search manager, operations manager, incident command, or law enforcement officers.
- The search manager or net control operator shall assign frequencies used for each the operation.
- When communicating be aware that media and others are listening. Being considerate to the content and using discretion are important. Although radio communications is the primary method of communicating, using telephones and/or messengers can be used when sensitive information must be reported.

5.5.3. Flagging Tape

- 1 Wrap – Flank
- 2 Wraps – Boundary
- 3 Wraps – Evidence or Hazard

5.5.4. Whistle commands should be used as follows:

- 1 Blast – Stop
- 2 Blasts – Go
- 3 or more blasts – Emergency

5.5.5. GPS Usage

- GPS should be used whenever possible to track a team's search activities. KCGSAR uses WGS84 map datum and the decimal degrees format (hddd.ddddd°). If your GPS is not capable of this format you should sign one out from the truck if available or advise NCS if it is of a different format when reporting.
- The recommended manufacturer for GPS purchase would be Garmin. Many individuals have these units and can be very helpful in learning the device. They are also compatible with the mapping tools used by the team.
- Recommended GPS Features
 - A high sensitively receiver which is very good when in wooded areas will high levels of canopy coverage.
 - IPX7 level waterproofing for the varied weathered conditions we see.
 - Large display for easy reading
 - External memory for loading of all map resources and additional data storage
 - USB connectivity for easy compatibility with computer hardware.
 - GPS units should be capable of NEMA out
 - North American Datum: NAD27CONUS
 - World Geodetic System: WGS84

6. Units

6.1. Basic Requirements

- All members must complete their probationary period and training.
- Be a Full member with KCSAR.

- Be in good standing with regard to attendance and qualification requirements of the team.
- Have attended at least 65% of SAR training sessions over the preceding six months.
- Must maintain membership in Ground Unit as well as special unit assignment.
- The member must submit a request in writing to the unit leader of the unit, outlining their desire and intent to join the unit and how they can benefit the specific unit.
- The leader of the special unit shall assess the member's request for unit membership, utilizing whatever means available to them, and determine their suitability based on the following guidelines:
 - Knowledge, skills, and abilities applicable to the unit and its missions
 - Available space and manpower needs of the unit
 - Ability of the member to devote the time necessary special unit membership
 - Ability of the member to balance the needs of the unit and regular life
- The special unit leader shall make a decision to accept or decline the member, and inform the membership board of the decision.
- If a member is accepted, the special unit leader shall notify the director / designee of the appointment, so that cross-designation of the member as a special unit member takes place. Such designation will be kept on record in the personnel database.
- Unless otherwise specified within this policy, the member is subject to the chain of command for each unit, and shall work through the appropriate unit leader and official in charge of the particular duty to which they are assigned at the given time.
- The Unit leader of the Special Unit shall be considered the Special Unit member's immediate supervisor, unless responsibility for supervision of the member is delegated to another unit official by the Unit leader.
- Nothing in this policy limits the rights of the member to resign from any of their unit assignments at any time, nor does it limit the right to terminate a member from any unit assignment at any time, provided that such resignation or termination is executed in accordance with policy.

6.2. K9 Unit

Members who are trained in Ground Search and Rescue that specialize in canine search and rescue techniques.

6.2.1. Prerequisites to Specialization

Members who desire to specialize as a K9 Handler must first fulfill the following prerequisites. All prerequisites must be fulfilled before a dog is permitted to attend K9 Unit training sessions.

- Member must possess the appropriate level of physical and cognitive fitness to be capable of performing SAR operations by meeting the physical fitness standard set forth in the personal fitness requirements.
- The individual member must own a dog suitable for SAR, which meets the prerequisites set forth in Section 4 of this part.
- Member must meet with the K9 Unit Leader and discuss the goals, expectations, and requirements of the K9 Unit, and receive a favorable recommendation.
- Member must be approved for participation in the K9 Unit by the Deputy Director and K-9 Unit Leader.
- Member must be qualified as a Field Support Specialist as defined in the training requirements
- In the case of associate members, who are members of associated teams, they must also seek and receive the written permission of their parent organization in order to participate in SAR K9 Unit activities.

6.2.2. Canine Prerequisites

- Dog must be of a breed and temperament appropriate for SAR.
- Dog must possess the appropriate physical agility, strength, and endurance to be suitable for SAR.
- Dogs may become trainees at an age agreeable to the handler and K9 Unit Leader, but must be at least 18 months of age at time of qualification.
- Dog must have up-to-date vaccinations and preventive treatments specified below, in addition to a general clean bill of health from a licensed veterinarian.
- The member shall be responsible for furnishing current immunization and health records to the K9 Unit Leader.
 - Rabies
 - Distemper
 - Parvovirus
 - Heartworm
 - Bordetella
- Dog must demonstrate competence in basic obedience skills. The handler may use the command terminology of their choosing to communicate with the dog. Basic obedience skills shall at a minimum consist of sit, stay, come, and lay down.
- The K9 Unit Leader shall be responsible for verifying and certifying that all canine prerequisites are met by the candidate dog.

6.2.3. Requirements for Qualification

- There is no time limit for completing all program requirements. However, all required certifications must be valid at the time of qualification.
- The handler must be a qualified Canine Support Specialist in good standing.
- The handler must attend a minimum of 75% of K9 Unit trainings in the six months preceding qualification. This is in addition to SAR required monthly training sessions.
- The handler must have participated in a minimum of two actual SAR responses while functioning as a GSAR crew member or crew leader.
- The dog and handler must successfully complete an approved Canine Good Citizen course sponsored by the A.K.C. or similar organization recognized by Kent County Search and Rescue.
- The dog and handler must successfully complete a minimum of two canine training seminars conducted by recognized canine training groups, and approved by Kent County
- Demonstrate competency by passing a Canine Standards Evaluation, conducted by an approved evaluator from a Kent County SAR or an approved K9 organization.
- Operational KCSAR K-9 Unit dogs shall pass an evaluation in at least one of the following areas of specialty, as defined by FEMA/NIMS:
 - Disaster Response
 - Cadaver Air Scent
 - Water Air Scent
 - Wilderness Air Scent
 - Wilderness/Urban Tracking/Trailing

6.2.4. Documentation

- The K9 Training Coordinator is responsible for recording the progress of the member as requirements are demonstrated and completed.
- It is the Member's responsibility to supply valid copies of all pertinent certifications, certificates, or training logs to the K9 Training Coordinator for verification and recording, upon request.

- Training credit for this specialization without supporting documentation may be awarded at the sole discretion of the K9 Unit Leader. Proficiency testing or other methods of evaluation may be required in these instances.

6.2.5. Recognition

Members who successfully complete the requirements set forth in this policy will hold the title of “SAR K9 Specialist.” Canines that successfully complete the requirements set forth in this policy will be issued KCSAR identification.

6.2.6. Search Qualification

Only canines that are fully qualified under the standards outlined in this policy shall be deployed on actual KCSAR missions. Exceptions to this policy shall be made by a consensus of the SAR Director, Search Manager and K9 Unit Leader on a case by case basis, as the situation warrants.

6.2.7. Ongoing Qualification and Certification

- The member is responsible for completing refresher training necessary to maintain required certifications, as outlined in this policy, on an ongoing basis.
- The member is responsible for participating in at least 65% of organized K9 Unit training sessions, as specified by the K9 Training Coordinator, within a rolling six month period.
- The member is responsible for maintaining an ongoing “good standing” in the SAR Division.
- Ongoing physical fitness of the member and dog must be maintained to the satisfaction of the unit and pursuant to unit regulations.
- Current health and immunization status of the dog must be on file with the K9 Unit Leader.
- The member shall complete a requalification review of current certifications, continuing education, and practical skills review, as specified by unit policy.

6.2.8. Field Support Specialists

General Field Support Responsibilities: The Field Support Specialist’s first responsibility is to the handler and the safety of the team. The Field Support Specialist should point out any potential hazards or concerns. They are responsible for navigation and radio communications in most cases. The Field Support Specialist will carry all necessary supplies and any additional items the handler requires.

The Field Support Specialist is responsible to ensure that the assigned sector is covered completely. The Field Support Specialist is also responsible for knowing where the team is at any given time and has the ability to get the team back to base or an assigned meeting area. The Field Support Specialist should follow the handler’s lead in all cases except those where a danger may be present or to keep the team in their assigned area. The Field Support Specialist should spend enough time with each dog in the unit in order to become at least somewhat familiar with each dog’s method and level of indication. As with all things, a Field Support Specialist needs to use common sense. The Field Support Specialist is responsible for noting and advising IC of any unusual items along the route (e.g. fresh candy wrappers, a pair of glasses). These items should not be touched or retrieved, but their location should be documented. IC may decide to deploy a trailing dog to the item.

6.3. *Bike Unit*

Members who are trained in GSAR and specialize in urban, rural and rough terrain bicycle searches.

6.3.1. Prerequisites to Specialization

- Member must possess the appropriate level of physical and cognitive fitness to be capable of performing SAR operations by meeting the physical fitness standard set forth in the personal fitness requirements.
- The individual member must own a well maintained bicycle suitable to the search terrain in which it will be used. The three general types of bikes are hybrid, road and mountain.
- Member must meet with the Bike Unit Leader and discuss the goals, expectations, and requirements of the Bike Unit, and receive a favorable recommendation.
- Member must be approved for participation in the Bike Unit by the Director.

6.3.2. Bike Team Minimum Equipment List

In additional items specified in the SAR minimum equipment list, the following items are required during bike searches:

- | | |
|--|-----------------------------------|
| ▪ Helmet | ▪ Cell phone, |
| ▪ Gloves | ▪ Bike mounted water bottle |
| ▪ Eye protection | ▪ Basic bike tool, |
| ▪ Long pants | ▪ Flat tire repair kit/tools/pump |
| ▪ Long sleeves | ▪ Map and / or GPS |
| ▪ Over the ankle boot or other protective footwear | ▪ First aid kit |
| ▪ Appropriate weather gear for conditions | ▪ Front bike light |
| | ▪ Red rear light. |

7. Kent County SAR SOP Receipt

I _____ (print) have received a copy of and understand the KCSAR Standard Operating Procedures. I also understand as a member of the KCSAR team, I must abide by these standards to be a member in good standing.

Call Sign (print)

Signature

Date

Witness (print)

Witness (signature)