

A. New Members

1. Application steps:

- a. Indicate interest by contacting an officer and/or attending a monthly meeting. Meetings are held at 6:30pm, every 2nd Monday at Custer County Search and Rescue (CCSAR) building at: 710 Rosita Ave, Westcliffe, CO.
- b. When the CCSAR Captain is satisfied that a potential applicant meets the needs of the organization, the applicant will be instructed to visit the CCSAR website and review the New Member section, including this Policy and Procedures Guidelines document, and submit a written application.
- c. The CCSAR Captain and Administrator will schedule an interview with the applicant. The Captain and Administrator will report their recommendation to Board of Directors (BOD) and get their approval/rejection of the applicant.
- d. If the membership is frozen by the Board, the applicant will be put on a waiting list to become a member.
- e. The Administrator will submit approved application to Sheriff's Office for a background check.
- f. Upon receiving a successful background check, the applicant will become a full member on probation, subject to a retention vote by general membership in 6 months.
- g. Prior to the vote for retention, a member on probation must complete a 6 month period of service with participation in a minimum of 3 missions.
- h. Member on probation must complete the end of chapter test in "Introduction to Search and Rescue" and 2 online courses: ICS 100 and NIMS 700 (training.fema.gov)
- i. Members on probation should complete Radio training via an "in-house" class or by using the power point Radio Training presentation on the CCSAR website if the class is not conveniently available.
- j. Members on probation must demonstrate proficiency with a handheld GPS unit using UTM coordinates. In-house GPS training is provided each spring.
- k. After the above trainings are completed, at the next monthly meeting, the board acting as an evaluative committee on each applicant will make a recommendation for acceptance or rejection for membership and the membership will vote for retention/rejection of the member on probation. Paper ballots should be used and 2/3rds of members present at the meeting must vote yes to retain the new member.
- l. Members on probation are expected to take an active part in CCSAR activities including searches, rescues, training exercises and fundraising.
- m. Members on probation are expected to attend all regular and special meetings of CCSAR. More than 2 consecutive unexcused absences may be subject to Board review and may result in termination of membership. Absences can be excused by the Captain or any member of the board, at his/her discretion, at any time up to the actual time of the meeting.

B. Mission Planning and Implementation

1. Missions are initiated and approved by the Sheriff. The CCSAR Incident Management Team (IMT) is notified of the need. A dispatch contact list is maintained by IMT. Other entities such as National Park or other county SAR IC may request assistance, initiating a mission.
2. All required IMT members will meet at the CCSAR building or discuss possible mission via phone to begin the planning phase.
3. The position of Incident Commander (IC) will be assigned by the Captain or designee from among those members that qualify. The IC will remain at Search Base or Field Ops to conduct his or her duties.
4. The IMT/IC will determine when the search will begin, looking at the urgency, weather, time and information. etc
5. The objective of the IMT is to improve the response and preparedness capabilities of search participants by implementing a comprehensive search and rescue plan which will be developed by the Captain, co-captains, and IC.
6. CCSAR team members will be contacted using the FFRS call out process, or be called by team leaders and/or captain. Not all members will be called out for all missions.
7. All mission participants shall take part in a debrief to be scheduled within 72 hours of mission completion. If necessary, the Captain may defer this debrief to the next monthly general membership meeting.
8. All mission participants must be members of CCSAR or other recognized agencies.

C. CCSAR Teams: Policies and Procedures.

1. General Policies and Procedures for all CCSAR members:
 - a. Be physically and mentally fit for the assigned position
 - b. Possess knowledge listed for new members (see A.)

Continue to take advantage of further trainings for all teams and for your specific team. This may include training for crime scene recognition, evidence recognition and protection and protection of human remains, technical rope skills, certification in Wilderness First Aid, or equivalent, CPR, protection from the elements and protection from exposure to bloodborne pathogens. Wilderness First Aid Training is required every 2 years for field team members and at least one time for base team members.
 - c. Participate in the annual Flight for Life Lift Ticket (FFL) training and/or Air Med Lift Ticket training. Only those with Lift Ticket will be allowed to fly in a FFL and/or Air Med helicopter.
 - d. Be prepared at time of call out with proper personal equipment and clothing for mission and conditions. (*see equipment list – provide link here when available*)
 - e. Wear approved SAR visible clothing. (be aware that SAR has fire resistant clothing for times that we support fire efforts. Do not wear synthetic clothing when on fire support mission)
 - f. Each member shall carry 800Mhz radios (1 for each member) and one VHF radio per team to maximize communication capabilities. In addition, each member should carry paper, pencil, radio call sign listings of CCSAR members and information regarding reporting parties and/or subjects if applicable.

- g. Provide hourly team welfare updates to Search Base whenever radio signal allows.
 - h. Use proper radio, radio channel and radio protocol. (attend yearly training and/or power point presentation can be reviewed) *(provide link here when available)*
 - i. On missions, SAR team member welfare and safety takes precedence. Stay safe, hydrated and nourished.
 - j. Stay within sight of assigned team members.
 - k. Stick to assigned area of responsibility.
 - l. Communicate with team leader any relevant issues that come up in the course of the mission.
 - m. Members shall operate in teams of at least 2 persons unless directed otherwise by appropriate leadership. Any new team member on a mission should always be paired with an experienced member.
 - n. Each team member has the right and responsibility to halt operations if their assigned role exceeds their training or capabilities, or due to any other observed safety concern.
 - o. Teams should not enter private property without prior approval.
2. ATV Team Policies and Procedures
- a. Do not carry more people than the machine was designed to carry.
 - b. Do not let anyone ride in the ATV cargo trailers.
 - c. Wear protective equipment – eye protection (driver) and helmet for all riders/drivers
 - d. Know your limits as a driver and the limits of the machine you are riding.
 - e. Show proficiency in operation of ATV vehicles with both wheels and tracks.
3. Technical Rope Rescue Team Policies and Procedures
- a. Each member shall maintain a 24-hour SAR pack equipped with all required technical gear.
 - b. Each member shall attend a minimum of 50% of Technical Rope Team (TRT) trainings unless granted a variance by TRT Team leadership.
 - c. Each member shall recognize their personal limitations and never agree to enter terrain, utilize equipment, or complete tasks that exceed their training/capabilities.
 - d. Helmets shall be worn whenever rockfall potential exists and whenever 3rd class terrain is encountered.
 - e. All rappels require a backup (Bachman, Kliemheist, Fireman’s belay, etc.)
 - f. A secondary belay rope shall be used for all raise and/or lower systems unless the team leader or safety officer determines that the system’s safety factor is suitable without a belay line.
 - g. All raise and/or lower systems shall have a backup system at all times (tandem prussic, dual mains etc.)
 - h. At least 2 qualified TRT members shall check all anchor and rigging components prior to loading any system.
 - i. All technical rope systems supporting a “live load” (i.e., living personnel) shall maintain a safety factor of 4:1.

4. Support Team policies and procedures
 - a. Support members may assist in non-emergency activities: e.g., fundraisers, administrative work or vehicle maintenance. They may also assist on missions in a limited capacity: e.g., call-outs, equipment check out, mission logistics, food prep or procurement.
5. Base Team policies and procedures
 - a. Base team members may perform any duties at mission base or field ops for which they qualify. This includes Incident Command related duties, radio communications, media contact etc.
 - b. Base team members should possess knowledge of the skill required of field search and rescue personnel but are not required to have the field-tested experience nor the physical capabilities of field qualified personnel

D. Medical Policy

Any medical issue that results in incapacitation (member unable to perform mission/training duties), whether due to injury or illness, must be reported to the CCSAR Captain or Administrator. The report can be submitted in writing or verbally, and should contain the following Information.

1. The nature of the illness or injury
2. If it is an injury, state whether it occurred while on a CCSAR mission, on the CCSAR property, or while on business for CCSAR.
3. For insurance purposes, if the injury involved a CCSAR vehicle, please provide a complete accident report describing the cause of the accident. State whether other vehicles were involved and whether the member or other persons involved in the accident were transported by ambulance to a medical facility. Describe the extent of the member's injuries and if immediate assistance is requested.
4. The CCSAR Captain or Administrator must insure that a Custer County workers compensation claim form is filed within 4 days of the event.
5. For any medical incident or an illness or injury, inform the CCSAR Captain as to how long the member is expected to be absent from active duty.
6. If a member reports for CCSAR duty with an apparent medical incapacity, it shall be the sole determination of the Captain whether that member should be excused from duty.
7. Once the report is received by the Captain or Administrator, the member will be placed on the FFSR availability status as unavailable.
8. Before returning to active duty with CCSAR, the member shall provide to the CCSAR BOD a release from the professional caregiver stating that in his or her professional judgement, the member is cleared to return to active participation of CCSAR duties. Such release must be provided to the satisfaction of the BOD before a member is returned to active status.
9. Active members on a Medical Leave of absence shall continue as possible medically to attend general and special membership meetings and training but shall not take the field during a mission.

D. Member Requirements and Expectations

1. Participation requirements: 75% of monthly meetings, 50% applicable training, 50% of missions called out for, 50% of community work unless excused by the BOD. Seasonal/part timers requirements are prorated for residential time in county.
2. Active members are expected to attend all regular and special meetings of CCSAR. More than 2 consecutive unexcused absences may be subject to Board review and may result in termination of membership. Absences can be excused by the Captain or any member of the board, at his/her discretion, at any time up to the actual time of the meeting.
3. Any active member may ask for a leave of absence in writing. A leave of absence of not more than 6 months will be granted at the discretion of the Board. (See Medical Policy for medical leave of absence)
4. Seasonal members (members who are not year-round residents of Custer County)not able to attend certain training sessions (e.g., CPR) while away from the county, must find a class and pay for it on their own.
5. Observed behavior of use, possession, or being under the influence of any drug or alcohol is strictly prohibited at any CCSAR activity. (CCSAR reserves right to test a member for illicit drug use)
6. No personal pets are allowed on missions or training activities.
7. If any member should fail to perform in his/her duties as directed, or creates or causes conflict during a mission or general assembly of the unit, that member may be dismissed from the organization by action of the BOD. The member will have an opportunity to present defense on their own behalf to the BOD.
8. CCSAR accepts no responsibility for damage to, or loss of personal equipment in the performance of a mission or training exercise.
9. Conflict of Interest: In the event that a member has or will have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into a transaction with CCSAR, including but not limited to the following:
 - a. The sale, purchase, lease or rental of any property or other asset
 - b. Employment or rendition of services, personal or otherwise
 - c. The award of any grant, contract or subcontract
 - d. The investment or deposit of any funds of CCSAR

Such person will give notice of such interest or relationship to the BOD and will thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on CCSAR. Failure to notify the BOD of a conflict of interest can be subject to disciplinary action by the Board.

E. Building Maintenance and Security

1. Members are expected to participate in maintenance of the building. This includes routine cleaning, trash removal, light bulb replacement, cleaning the vehicle bays and attendance at periodic work days.
2. Maintenance needs should be brought to the attention of the BOD
3. The entry code for all doors will be changed annually to coincide with the calendar year, or any other time at the BOD's discretion. The code will be distributed to members at the first general meeting of a new year.
4. Only BOD members and those authorized by the BOD will have a key to the office and supply room.
5. A key log documenting key holders will be maintained in a file on the CCSAR computer.

F. Vehicle Policy

1. CCSAR vehicles can only be operated by full members who hold a non-qualified U.S. State driver's license and on official CCSAR business.
2. On departure from the SAR building, the navigator (team member in passenger seat) will contact Search Base to communicate vehicle ID, vehicle occupants and the vehicle's starting mileage.
3. Drivers must obey all traffic rules and drive in a prudent and reasonable manner at all times. Members are not authorized to operate a personal or CCSAR vehicle in an emergency response mode. The same rules apply to the operation of a member's private vehicle while enroute to the CCSAR building in response to a call-out.
4. Non-members are not permitted to ride in a CCSAR vehicle unless they are directly associated with an official CCSAR mission.
5. CCSAR members who have a moving traffic violation are suspended from driving CCSAR vehicles until the BOD reviews the case. Any member receiving a Class A violation will automatically lose their CCSAR vehicle driving privileges.
6. If a CCSAR vehicle is involved in an accident:
 - a. Medical care for any injury/s has priority.
 - b. Report accident to proper authorities immediately,
 - c. Report the accident to the IC or the Captain as soon as reasonably possible.
 - d. CCSAR's Administrator will contact the insurance company once all details of the accident are known.
7. New members will be trained/checked out on vehicles before they are assigned to operate one.
8. Vehicle Maintenance:
 - a. Vehicles will be maintained routinely by a CCSAR member assigned that responsibility.
 - b. The vehicle maintainer is authorized to spend up to \$100.00 on any one transaction to maintain a vehicle. Repairs over \$100.00 require a written estimate;, in some cases multiple estimates and BOD approval may be required.
 - c. Fuel levels and damage checks should be done immediately following a mission. (no more than 24hrs later)

