



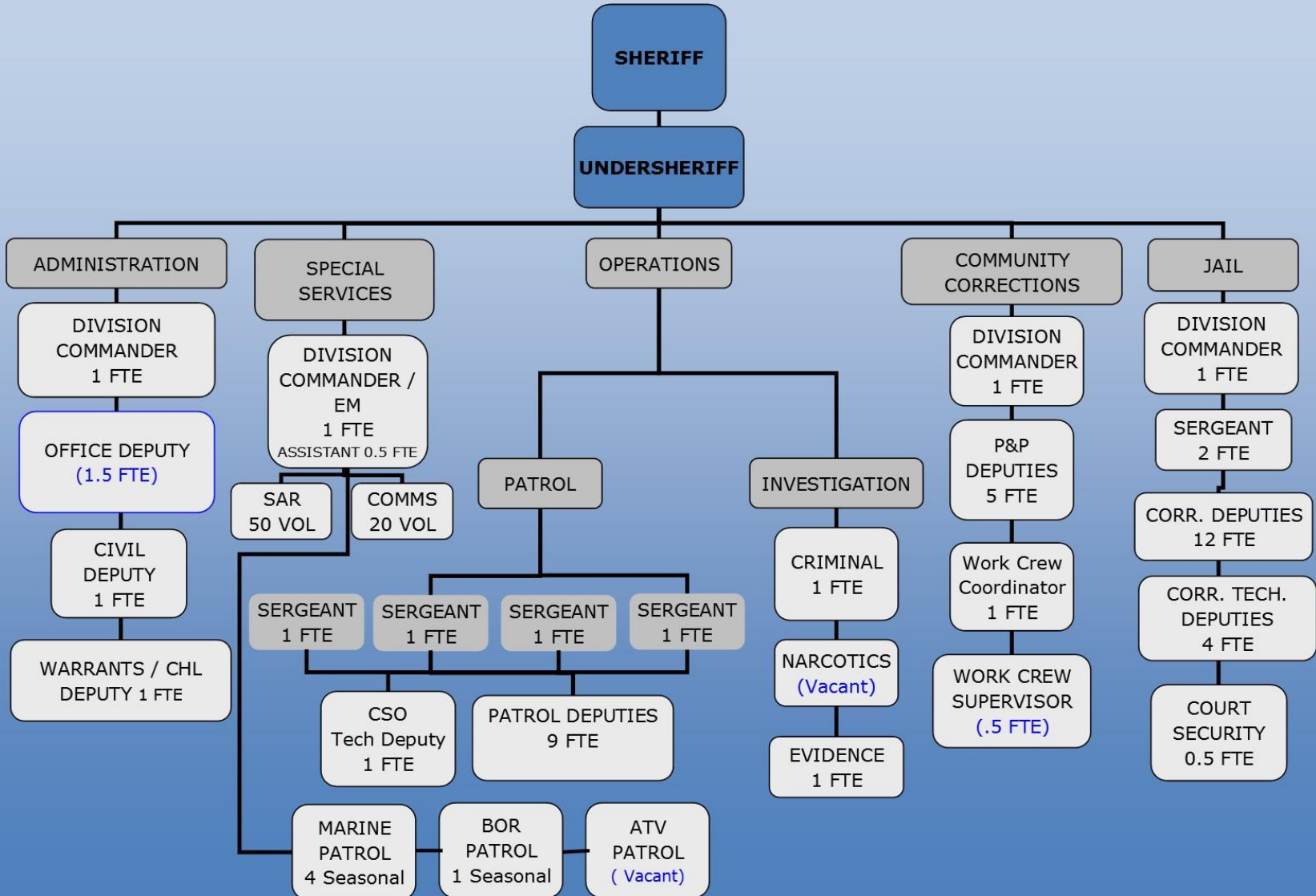
Special Services Division

Sheriff's Office SAR Policy & Procedures

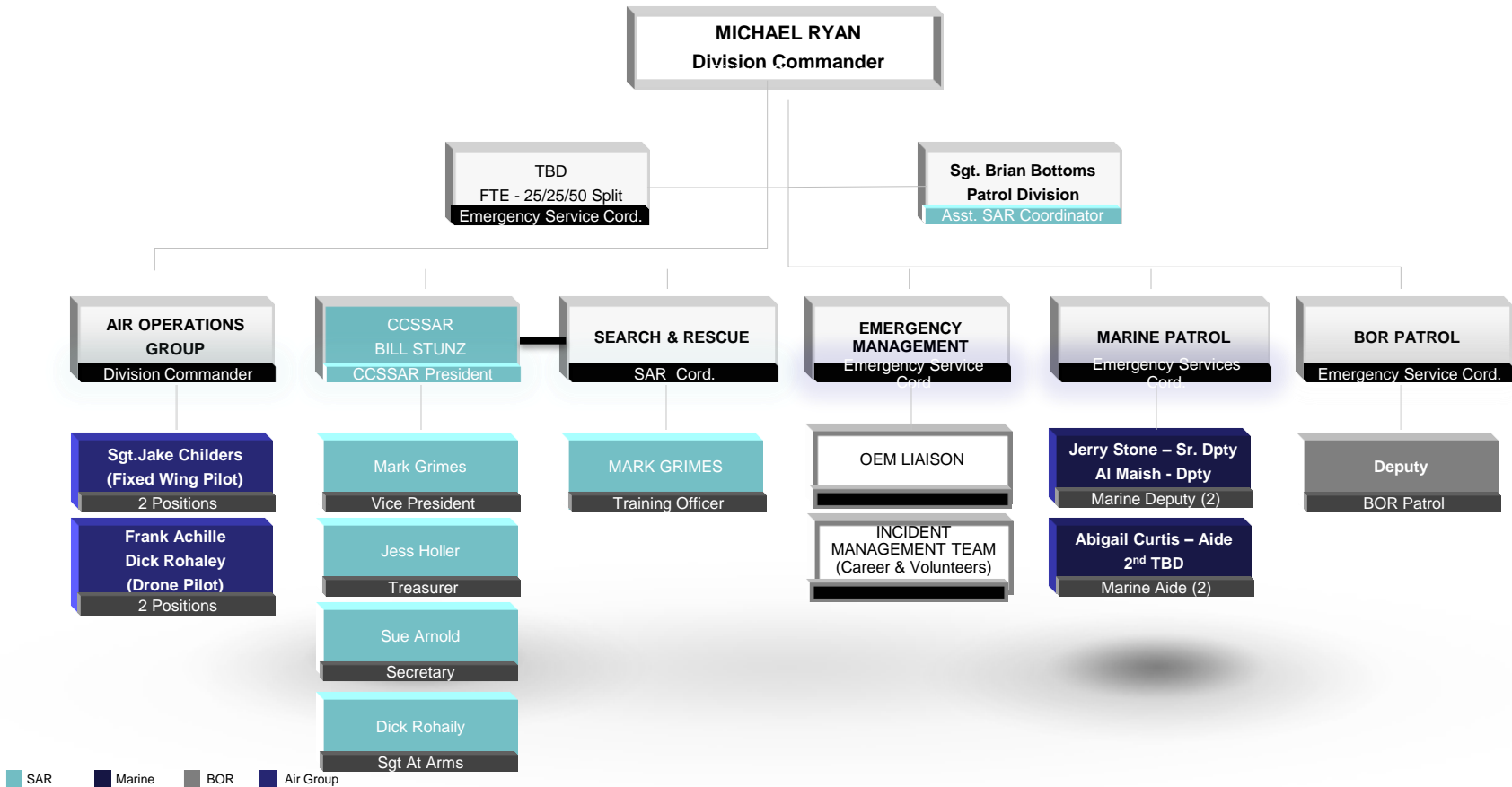
2019

Special Service Division

CROOK COUNTY SHERIFFS OFFICE



Special Services Division



POLICY

- Search and Rescue personnel are bound to the Crook County Sheriff's Office Policies. While some of these policies only apply to certain division within the office. It is your responsibility to be familiar with the policies of the Sheriff's Office.
- <http://ccssar.org/portal.htm>

Login: Username = Trained

Password = Dedicated

Scroll down to **Corporation Documents** / **CCSO Policy**

Pertinent policy is highlighted in Yellow

SAR Plan Summary

- The plan is issued pursuant to ORS 404.120 and is in accordance with ORS 404.105 thru ORS 404.130.
- http://ccssar.org/Members/Documents_Feb_2016/SAR%20Plan%202016.pdf

DEFINITIONS



Search and Rescue

- Is defined as the acts of searching for, rescuing or recovering any person who is lost, injured or deceased. (ORS 404.215(a))
- “**Search**” suggests a person is overdue or missing from their intended location.
- “**Rescue**” signifies a situation where a known person, in a known location is in specific danger and where the assistance of others is necessary to prevent injury or death.

Emergency

- Includes any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss; and includes, but is not limited to fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous materials as defined in ORS 466.605, contamination, disturbance, riot, terrorism or war.

- **“Assistance”** is any support provided by search and rescue personnel to an emergency service agency, which may include manning roadblocks, evacuating people from an endangered area, supporting emergency communications, securing an accident or crime scene or conducting an evidence search.

Community Service

- Is any support or service provided by search and rescue personnel during community events such as parades, races, Rodeos, Fairs and benefits. This support may include traffic control, communication or other services as approved by the SAR Coordinator, Division Commander, Undersheriff or Sheriff.

Emergency Service Worker

- Means an individual whom under the direction of an emergency management operation performs emergency services. The emergency service worker may be a registered volunteer with the county who volunteers to serve without compensation.
- All emergency service workers will hereafter in this plan be referred to as “**volunteer**” personnel

PROCEDURES

Search and Rescue Call-Out

Office Call-Out Policy

- http://ccssar.org/Members/Policy_Manual_SAR%20387_20131203.pdf

Call-Out Terminology

When used for search and rescue activities, the following words have specific meaning:

- **ACTIVATE:** Respond immediately.
- **STANDBY:** Prepare for activation, maintain a condition of readiness. The maximum standby period is four hours.
- **DELAYED RESPONSE:** A response that occurs at a scheduled time following initial activation.
- **NOTIFY:** Advise people about the search and rescue activity, but do not request their response.

URGENCY RATING

- The urgency with which a response is required.
- Determined using a system that considers the subject's condition, level of preparation and knowledge, weather conditions and potential hazard of the area where the subject is lost.

RESPONSIBILITIES AND DUTIES

Sheriff's Office Employees

Sheriff

- The Sheriff by state statute has the responsibility for Search and Rescue within Crook County as the SAR Director.
- He has delegated Undersheriff James Savage as the SAR Director.
- The Sheriff has designated The Special Services Division Commander, and a Search and Rescue Coordinator to implement and maintain the Search and Rescue Program.

Investigating Deputy (First Deputy on Scene)

In the case of a search and rescue mission, the investigating Deputy's primary responsibilities will include:

- Making direct contact with complainant, witnesses, and others to obtain preliminary information pertaining to a case.
- A Missing/Injured Person/Hunter Information sheet will be completed and given to the SAR Coordinator upon arrival at the scene or as soon as possible thereafter;

- Responding to mission site to provide initial search effort and continuing investigation until arrival of search and rescue personnel;
- Restricting access to mission site to protect integrity of search area (ORS 404.115);
- Making public relations contacts with family and friends of lost person;
- Completing all required reports pertaining to initial investigation.

SAR Coordinator

The duties of the Division Commander will include:

- Assuming role of Incident Commander or appointing another qualified individual to act as the same;
- Ensuring that ICS staff and SAR coordinator are performing their duties in a competent, diligent, and safe manner; and are operating within context of the Incident Command System;

SAR Coordinator cont.

- Ensuring that search and rescue mission is operating according to approved county policies and procedures;
- Completing all required reports pertaining to Search and Rescue Mission;
- Recommending disciplinary action for search and rescue volunteer personnel;

SAR Coordinator cont.

- Ensuring that Critical Incident Stress debriefings are available for all personnel, to be administered by a qualified professional.

Special Service

Division Commander

- Reviewing annually the Search and Rescue Plan
- Developing and implementing search and rescue program policies, procedures, and standards
- Assisting in the preparation of search and rescue memorandums of understating, letters of agreement, service contracts, wilderness area agreements, and mutual aid agreements

Division Commander cont.

- Overseeing search and rescue missions and activities
- Reviewing and approving all required reports pertaining to Search and Rescue missions
- Authorizing any Sheriff/Patrol Supervisor approved expenditures of money, use of county property during and incident

Emergency Manager cont.

- Recommending disciplinary action for search and rescue volunteer personnel
- Ensuring that appropriate briefings and debriefings occur for each incident
- Ensuring that Critical Incident Stress debriefings are available for SAR personnel, to be administered by a qualified professional
- Calling OEM and obtaining an incident number;

VOLUNTEER SAR Coordinator(s)

In the case of a search and rescue mission the responsibilities of SAR Coordinator will include:

- Assuming assigned role and appointing mission command staff and assigning their responsibilities;
- Overseeing the assignment of volunteer personnel, including ensuring that each person has been trained and is capable of performing the assigned job;

VOLUNTEERSAR

Coordinator(s) cont.

- Completing a fact sheet for each search and rescue incident which contains the incident number assigned by OEM as required by ORS 404.110 (3);
- Completing all other required reports pertaining to search incident to include an exit search report with any found individuals capable of an interview;
- Implementing search and rescue procedures that are within county policy, and protect safety of emergency service workers;

VOLUNTEERSAR

Coordinator(s) cont.

- Determining location and layout of base camp;
- Wearing appropriate identification at all times during an incident; and,

SAR Certification

To become SAR certified an individual must:

- Attend and pass a training course presented by the Search and Rescue
- This training meets the search and rescue criteria for certification set forth by the Oregon State Sheriff's Association (OSSA).
- To obtain state certification, an individual must successfully complete a series of performance skill objective tests administered during the course of training.
- An individual must also obtain a minimum score of 70% on a written test administered at the conclusion of required training. The training includes:

Oregon State minimum search and rescue certification standards

- RADIO COMMUNICATION
- MAP AND COMPASS
- SEARCH TECHNIQUES AND STRATEGY
- CRIME SCENE SECURITY
- OUTDOOR SURVIVAL
- INCIDENT COMMAND SYSTEM
- TRACKING

- AIRCRAFT SAFETY AND VICTIM RESCUE
- SEARCH DOG ORIENTATION
- HYPOTHERMIA RECOGNITION
- BLOOD BORN PATHOGEN AWARENESS
- POLICY
- HORSE AWARENESS
- BASIC 1ST AID/CPR AND MAINTAIN CERT
- COMPLETE AT LEAST 60 HOURS OF “APPROVED TRAINING TO ACHIEVE CERTIFICATION

“Approved training”

Will be defined as:

- Any training directly related to search and rescue and accepted as such by the Sheriff, SAR Coordinator, Division Commander.
- A training outline including a training objective will be submitted to the SAR Training Officer and SAR Coordinator and approved prior to the training being conducted.

SAR Re-certification

To maintain OSSA/Crook County SAR certification, volunteer personnel must annually:

1. Have training records submitted to the SAR Coordinator by the 10th of every month for tracking.
2. Complete the re-certification core curriculum consisting of:
 - Map and Compass (8 hrs)
 - Survival Skills (8 hrs)
 - Maintain First Aid and CPR certification – Complete 4 hour re-certification if necessary
 - Policy and Safety Review (2 hrs)

3. Complete 16 hours of additional “approved training” (see approved training above)

INSURANCE AND LIABILITY PROVISIONS FOR VOLUNTEER PERSONNEL

The County will provide coverage for Workman's Compensation (this is the same coverage for all county employees) Coverage is only provided during the time that you are officially "On Duty" in an "Activated" Capacity such as missions, training or other authorized.

Medical Insurance

Volunteer personnel may apply for and may receive benefits as provided in (ORS 404.215) for an injury that:

- Was sustained while performing an emergency service activity or resulted from an emergency service activity;
- Was or was not the result of negligence by the volunteer;
- Was not caused intoxication of the volunteer; and,
- Was not intentionally self-inflicted.

If a volunteer sustains an injury, benefits are paid by the county in accordance with the workers' compensation laws of the state (ORS 404.215), except that:

- If the injury results in temporary partial disability, no benefits accrue to the injured volunteer on account of lost wages due to such disability;
- Costs of rehabilitation services to disabled volunteer personnel are paid from funds specifically appropriated for this purpose by the State Office of Emergency Management;

- **Any volunteer who fails to register on the roster for the event associated with an injury is ineligible for insurance benefits.**
- **Make sure you sign in!**

Volunteer Liability

- During the existence of an emergency, a volunteer in any emergency services activity, while complying with ORS 404 or any rule promulgated under those sections, shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, or damage or loss of property, as a result of that activity

- Volunteer personnel in carrying out, complying with or attempting to comply with any order or rule issued under ORS 404 or any local ordinance, have the same degree of responsibility for their action and enjoy the same immunities as officers and employees of the state and its local governments performing similar work.



**Time for
Questions**