



# Membership Policy Guide of Summit to Sound Search and Rescue, Inc.

## 1. Review

Once a year a committee comprised of unit members will review unit documents including bylaws, policies and all documents necessary for the day-to-day coordination of the unit's business. Any member of the unit may access all unit public records.

## 2. Membership

### 2.1. Eligibility and Application

Any member of the unit may give application forms to interested volunteers. The application form and accompanying letter must be submitted in person to a Board of Directors member. Received applications shall not be returned and become the property of the unit. An application form is at Appendix A.

Applicants between the ages of 14-17 (inclusive) must have parental/guardian approval and parental/guardian support. Parental support must be presented in writing with the application.

A Board of Directors member shall record on the application form that the application has received preliminary acceptance or has been denied at the first level of approval. After the Whatcom County Sheriff's Office background Check form has been submitted and the Whatcom County DEM has received an application for a Washington State Emergency Worker Card, the Board of Directors reviews the application, conducts an oral interview with the applicant, and accepts or denies membership.

If the application is denied, the Board of Directors shall record the reason on the application and notify the applicant in writing. If the application is accepted, the applicant is a probationary member for 6 months. The applicant will become a full member without further vote if no issues arise during probation. Probationary members will receive a permanent ID badge once they become a full member.

If the application has preliminary acceptance, a new personnel record shall be started and include the application. This record will include the original application once it has been returned to Summit to Sound Search and Rescue. If the applicant is denied, the application and a copy of the denial letter sent to the applicant shall be filed with other denied applications.

## **2.2. Dues and Roster**

Dues will be reviewed annually by the Board of Directors and recorded in the minutes of the meeting. The treasurer or designee shall collect any established dues from new members and from current unit members at the first regular meeting of the year, provide receipts, deposit monies in the unit account and record payments.

The treasurer shall report to the Board of Directors any member failing to pay the dues by the deadline defined in the bylaws. Any member who is in arrears shall have their membership terminated. Any member is welcome to approach the board of directors at a business meeting to discuss discrepancies before the deadline as outlined in the bylaws for special consideration.

The Training Officer or designee shall maintain a current list of members and personal information including contact information and state emergency worker card numbers. The Training Officer or designee shall provide copies of the roster to all members and local emergency managers. Information deemed private including Social Security Number, medical information and other personal information will not be a part of the roster. The roster will be available to all members through the WhatcomES.org website.

The rosters and callout lists are for search and rescue use only. No member will share phone numbers or member information without prior permission. No member will use email addresses for anything other than SAR communications without prior permission from the addressee.

## **2.3. Maintaining Membership**

This unit defines training as part of its mission: members must train to be the best and must meet training standards and expectations. Members may be assigned to positions within the unit for business and training purposes. Members are expected to meet the requirements of WAC 118.04.120 and the basic member qualifications defined in the "Qualification Level" section of these policies. Support members must meet basic safety standards and certifications approved by the majority of the Board of Directors.

All members, except support members, are expected to participate in meetings, training, and organizational activities. Members are expected to participate at a minimum of 60% for STS training activities and at a minimum of 75% aggregate participation for all STS meetings, training, and activities. Support members are expected to participate in 75% of general and Board of Directors meetings. Members are expected to participate in as many missions as they are available for.

A member failing to meet the required level of participation or training will meet with the Board of Directors to assess the sub-standard performance level. If sub-standard performance is ongoing without just cause, the member will be removed from the callout roster and membership will be terminated. When a member has just cause for missing the required

training participation level (e.g. shift work), special training sessions will be set up in an effort to accommodate the member's schedule. If the member misses the special sessions, the member will be removed from the callout roster and membership will be terminated.

All members must be actively involved in acquiring required skills and any additional skills, which further the unit's mission. These may include unit skills, qualifications in another group, unit positions or external certification.

Members are responsible for keeping track of their qualification expiration dates and for scheduling training in a timely manner to prevent qualification expiration.

### **2.3.1. Qualification Levels:**

The following training levels encompass the qualifications outlined in WAC 118.04.120 and the Washington State SARVAC Core Competencies.

- Trainee: Member is restricted from responding to missions, but may attend and participate in training.
- Base Camp Responder: Responder who operates in base and has a SAR function.
- Limited Field SAR Responder: A responder who regularly leaves base for operations, but remains on a road, in vehicle or at a checkpoint on a road.
- Field Qualified SAR Responder: A responder who is fully certified to general field operations.
- Team Lead (TL): Current Field Qualified SAR Responder, who is also responsible for leading a search team.
- Operations Chief (OC): Responsible for managing the search operations.

Specific classes that apply to each training level are outlined in Appendix C.

Specialty group requirements may include more extensive and detailed qualification to meet specialty needs. Those requirements are outlined in each group's SOPs.

Members who are not qualified for specific Search & Rescue duties shall not be assigned to such duties, unless specifically directed by the IC or OC acting as the IC representative and then only when the member will be under the direct supervision and control of personnel who are qualified for that specific assignment.

All volunteers must wear clothing appropriate to their assigned task. Clothing must be appropriate to terrain, location, weather, and mission objectives.

Clothing or badge should clearly identify the person wearing it as a Search & Rescue volunteer.

### **2.3.2. Volunteer Hours**

Each member is required to turn in his or her volunteer hours to the designated officer monthly.

### **2.3.3. External Certifications**

It is the responsibility of the member to file with the training officer copies of current certification of skills, licenses, or permits obtained outside the training purview of search and rescue.

## **2.4. Termination of Membership**

When a member leaves Summit to Sound, all unit owned equipment & Issued ID must be returned within 30 days.

The unit will notify DEM of the member's termination from the unit.

After leaving Summit to Sound, retained logos may be kept for nostalgia, but not for public display.

## **2.5. Leave of Absence**

Members who intend to be unavailable for missions, trainings and meetings for an extended duration must submit a letter requesting a leave of absence. The letter will be submitted to the secretary or designee and approved or denied by the board. The board's decision will be recorded and filed in the personnel file.

A leave of absence will not be extended to members for more than one year.

A member returning from a leave of absence must attend a Business meeting or month membership meeting and present a letter to an officer asking for reinstatement.

Members on leave of absence are not allowed to respond to missions or attend training, and are not required to attend meetings. They will be removed from callout system for the duration of their leave of absence.

## 2.6. Membership Meetings

The general membership shall meet at least 10 months of the year to conduct unit business including debriefings and training.

Additional training opportunities will be provided outside the general membership meetings.

Guests may attend up to two meetings without applying for membership. The Executive Board may make exceptions on a case-by-case basis. Guests may be asked to step out during certain personnel and mission discussions

## 2.7. Equipment

### 2.7.1. Personal Equipment:

Members are expected to outfit themselves with personally owned equipment and consumables. This equipment shall be the sole responsibility of the member and must include these 11 essentials as appropriate for your specialty group:

- Skin protection (sun & bug)
- Light source
- Fire starter
- Food (minimum 24 hours)
- First Aid Kit
- Whistle
- Insulation (extra clothing)
- Shelter
- Navigation supplies (map & compass minimum)
- Knife (or hatchet)
- Water (minimum 24 hours)

Members are expected to respond to callouts and training with equipment appropriate for the mission, climate, terrain, and skill level.

Members must have a phone, pager, or device able to receive phone messages.

Additional equipment requirements and recommendations are outlined in the group SOGs.

### 2.7.2. Unit Issued Equipment

A unit shirt with logo and neck wallet will be issued when members pass the probationary period and are base camp qualified.

Any unit equipment issued to a specialty group will be the responsibility of the specialty group leader in coordination with the equipment officer.

## 2.8. Member Behavior and Responsibilities

Members are expected to foster an atmosphere of positive cooperation and support and maintain professional behavior. It is in the best interest of the unit to have members who are courteous, thoughtful, alert to danger and respectful of other persons and property. Search and Rescue is a team activity and members are expected to be able to work with others in a positive team environment. Members are expected to:

- Bring before the membership any condition affecting the safety of a member or of any activity
- Take the pledge on safety: "Any time any thing is wrong any where, all will know about it"
- Conduct themselves so their actions are a positive reflection on Summit to Sound.

Harassment, bullying, or hazing in any form will not be tolerated. A charge of harassment, bullying, or hazing requires documentation or witness by another STS member and will be brought before the STS Board. If the Board substantiates the accusation, the member accused will be subject to the Quality Consistency Plan (Appendix B)

Charges of harassment, bullying, or hazing and of victimization (e.g. "Everyone is picking on me." "I'm being singled out." etc.) without documentation or witness are forms of harassment and will not be tolerated. Members acting in this manner will be subject to the Quality Consistency Plan (Appendix B)

STS will also not tolerate undocumented or unwitnessed personal attacks (e.g. You're a liar. No one trusts you. etc.) and dramatic negative statements about the organization (e.g. Some members are putting the organization in danger. No one can complain without being bullied out of the organization. etc.). Members committing any such acts will be subject to the Quality Consistency Plan (Appendix B).

Members are expected to follow the chain of command. For example, take suggestions, issues, complaints, etc. to your group leader first. If not satisfied then to a unit officer. If still not satisfied, the STS Board is the next step. The top of the chain is the SAR Council. Complaints beyond your group leader must be submitted in writing.

Members not acting in the best interest of the unit shall be subject to the Quality Consistency Plan. (Appendix B)

### **2.9. Multi Jurisdiction DEM Card Holders**

Members holding DEM cards from multiple jurisdictions shall honor DEM restrictions issued by one jurisdiction in all jurisdictions.

When responding to a mutual aid involving home jurisdiction, members must sign in with the unit from their home jurisdiction.

### **2.10. Logos**

The Board will determine the appropriate vendors for logo purchase.

Logos will not be displayed by non-members or probationary members.

If financially feasible, the unit may buy items with unit logos from members leaving the organization, for resale to current or new members.

The Board of Directors will determine the amount offered based on condition.

### **2.11. Documentation Retention**

All documentation shall be retained for 7 years.

## **3. Specialty Group Leaders**

Specialty groups consists of DOGS, Mounted (Equine), Swiftwater, All Terrain Vehicle (ATV), Ground, Emergency Medical Services (EMS) and Communications.

The Group Leader is responsible for coordinating the training of a specialty group through the training officer and for keeping members in compliance with both group and unit requirements.

### **3.1.1. Position Duties:**

- Attends STS general and Board of Directors meetings
- Coordinates with the training officer on DEM training mission numbers
- Aligns training sessions with the training officer to assure all safety and tactical aspects of all group operations meet STS Bylaws Section 1.3 and Summit to Sound Search & Rescue safety guidelines
- Keeps sign in sheets and turn them over to the Training Officer
- Assists group members to set training goals and attain them

- Reports to and is accountable to the training officer
- Votes in the Board of Directors meetings
- Establishes equipment and skill level requirements for specialty group
- Schedules training for specialty group
- Finds qualified instructors for special training
- Assists new members with all documentation and policies and forms
- Maintains records of unit members and qualification level and will submit them as requested to the Training Officer and Board.

### **3.1.2. Skills and Qualifications:**

The Group Leader must have Field level of training. Familiarity with various search techniques and search management adds to the officer's effectiveness. The Group Leader should have a strong background in the group's specialty. The Group Leader must be capable of working in a collaborative manner with the members of the group as well as other members of STS.

## **4. Finances**

The treasurer will transfer money between the checking and savings account, to keep a balance in the checking account to cover day to day operational expenses.

Donations specified for a specific group or project will be held in reserve.

Money held in reserve for a specific group or project shall be spent on that group or project within 24 months. Money not spent within 24 months shall be transferred to general funds.

- Money held in the animal emergency fund will not be subject to a time limit.
- A request to extend the time limit for a project that is taking longer than expected may be submitted to the StS Board.

## **5. Officer On Call**

This unit shall have an officer on call readily available 24 hours a day and is responsible for responding to requests for assistance from local and state agencies. The list of Officers on Call and the call priority will be decided by the president. The list will be submitted to the SAR Coordinators and DEM each and updated as needed.



Upon receiving a request for assistance, the officer on call shall determine if the unit should respond and initiate the callout procedure if warranted.

## **6. Use of recording Devices**

### **6.1. General**

The use of cameras, video and audio recording devices or digital devices such as cell phones, MP3 players, and PDAs that have recording capability can cause violations of privacy and breaches of confidentiality.

However, cameras and other recording devices have uses during a SAR mission – cell phones may be used for communication or navigation, cameras may be used to document evidence at a possible crime scene or to document operations for historical or training purposes.

For that reason, the use of cameras, video and audio recording devices or digital devices such as cell phones, MP3 players, and PDAs that have recording capability at any SAR mission, training sessions, or event is strictly governed by the following policies.

### **6.2. Photographs of Members**

Membership acceptance into Summit to Sound SAR is a member's acceptance that photographs of the member taken during SAR mission, training sessions, or events are releasable to the general public with the following exceptions:

#### **6.2.1.**

Members shall not take or use photographs to harass, embarrass, or annoy others. All StS SAR policies, including the policies on harassment, discrimination, and professional conduct, apply to photographs.

Whether or not a photograph is "inappropriate" is nebulous and is different for different individuals. If there is any question or doubt about whether or not a photograph is inappropriate or embarrassing, the member(s) who appear in the photograph(s) will be asked for and will give permission, in writing, before any such photograph is used, shown, or publicized in any manner. This includes any image inadvertently taken with a member's cell phone camera or other digital imaging device.

#### **6.2.2.**

A member who posts photos on personal web sites or e-mails images to friends, colleagues, or others is personally responsible for the image(s) and any subsequent "fall out" from doing so.

### **6.2.3. Photographs of Victim or Family**

Any photographs containing individually identifiable information of a victim or victim family members are covered by the HIPAA Privacy Rule and must be protected in the same manner as medical care reports or any other such documentation.

Photographs of victims or victim family members may be used for SAR training purposes. However, any photographs so used will be removed from any presentation published on the StS SAR web site.

### **6.2.4. Violation of this Policy**

Any violation of the Recording Device policies, intentional or unintentional, will result in the immediate termination of Summit to Sound membership.

## **7. Unit Equipment**

### **7.1. Mission numbers**

No unit or council equipment will be used or removed from the building without a mission number.

Equipment will be signed out by the member using it whether on a mission, training, or to be taken in for maintenance or repair.

### **7.2. Use**

Members are expected to return all unit equipment cleaned, restocked and refueled (if less than  $\frac{3}{4}$  tank). The final cleanup may be delayed by one day by notifying and getting approval of a director. Fuel cards are available for refueling from the President or Council Chairman.

Equipment that requires additional drying time may be hung to dry and must be put away within seven days.

Unit equipment will not be modified without Board approval.

Equipment may be borrowed for use at non-StS trainings with a director's prior approval. Borrowed equipment will be signed out by an STS member and that member will be responsible for the equipment's care and return.

Building keys may be issued at the Council level with unit approval.

Major pieces of equipment are governed by specific equipment SOGs.

### **7.3. Damage**

If unit equipment is lost or damaged, a Summit to Sound director AND the IC is to be notified immediately. The member using the equipment at the time of loss or damage will be responsible for filing all paperwork relating to the incident. Damaged or lost equipment claims process shall be started within 14 days of incident. The initial process includes filling out the appropriate DEM form.

## **8. Amendments**

### **8.1. Proposed Amendments**

Amendments to these policies can be suggested by any member of the unit. Proposed amendments to the policies shall be drafted by the Board of Directors and presented to the general membership at a regularly scheduled meeting at least 1 month prior to the scheduled vote. The amendments will require a majority vote of the unit's members present at a regularly scheduled meeting to become effective.

### **8.2. Recording Amendments**

Successive generations of all unit documents will have a creation date in the document footer along with the title. References to "versions" of documents will be made by this creation date.

**(Appendix A)**

**Summit to Sound Search and Rescue: Membership Application**

This is an application for membership in Summit to Sound Search and Rescue, a private not for profit organization whose mission is to provide professional level search and rescue services through the Whatcom County Sheriff's Office. To achieve this goal, we:

- Train to provide professional level search and rescue service
- Educate to maximize safety of individuals participating in outdoor activities
- Respond to complement other county and state rescue services

Date of application: \_\_\_\_\_

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Auto Ins. Co. \_\_\_\_\_ Medical Ins. Co. \_\_\_\_\_ Ham Lic. \_\_\_\_\_

If you have a current Emergency Worker Card issued by Whatcom County, what is the card number \_\_\_\_\_ and expiration date: \_\_/ \_\_/ \_\_\_\_; if not, please complete the DEM card application.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Phone Numbers: Circle #'s wish used for callout

Type = (home, cell, work, page, other):

1: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ type: \_\_\_\_\_

2: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ type: \_\_\_\_\_

3: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ type: \_\_\_\_\_

4: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ type: \_\_\_\_\_

Email address(s) where you want to receive electronic correspondence.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**Areas of Interest (check all that apply)**

- |                                                                |                                                                    |
|----------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Ground SAR (Search on foot)           | <input type="checkbox"/> Communications (Run radio/keep log)       |
| <input type="checkbox"/> Search Dog Handling (Search with dog) | <input type="checkbox"/> Logistics Section (Supply a SAR)          |
| <input type="checkbox"/> ATVs (Search/transport by ATV)        | <input type="checkbox"/> Finance/Administration (Keep records)     |
| <input type="checkbox"/> EMS (State EMT certified)             | <input type="checkbox"/> Information Officer (Talk/write to media) |
| <input type="checkbox"/> Equine (Search by Horseback)          | <input type="checkbox"/> Operations Section (Manage a mission)     |
| <input type="checkbox"/> Swiftwater (Search/recover in water)  | <input type="checkbox"/> Other: _____                              |

**Please provide a letter detailing why you would like to join the organization and how you think you could contribute to the organization's mission.**

FOR OFFICIAL USE ONLY	
<p style="text-align: center;"><b>Board of Directors</b></p> <p>Decision: _____</p> <p>Date: __/ __/ ____ Chair: _____</p> <p style="text-align: center;"><b>DEM Office</b></p> <p>Background check completed: _____/_____/____</p>	<p>Emergency Worker Card #: _____</p>

**Administration Section**

Date Record Created:            \_\_\_/\_\_\_/\_\_\_\_  
Date included on roster:        \_\_\_/\_\_\_/\_\_\_\_  
By-laws/Policies reviewed:     \_\_\_/\_\_\_/\_\_\_\_  
Pack check:                      \_\_\_/\_\_\_/\_\_\_\_  
Date probation ended:          \_\_\_/\_\_\_/\_\_\_\_  
Date added to WhatcomES.org   \_\_\_/\_\_\_/\_\_\_\_

**(Appendix B)**  
**Summit to Sound Search and Rescue**  
**Quality Consistency Plan**

**Philosophy:**

Members are expected to maintain professional behavior that is courteous, thoughtful, alert to danger and respectful of other persons and property. Search and Rescue is a team activity, and members are expected to be able to work with others in a positive team environment.

The philosophy of this document is to enhance Summit to Sound operations, policy, and procedures through guidance and training. Any member who violates policy, procedure, or certification requirement, who has had infractions documented in accordance with the procedures of this plan, and who has not responded to guidance and training will be brought before the Board of Directors for membership review.

**Infractions:**

Infractions occur when a member either violates Summit to Sound policy, procedures, or certification requirements or creates a non-safe situation.

Infractions may be obvious and direct (e.g. no PFD worn when in a boat) or nebulous and opinion based (e.g. one person believes another person's actions are unsafe). For that reason, addressing any infraction will involve the opportunity for both involved parties to present their "side" of what happened.

Infractions include, but are not limited to:

- Allowing WAC required training or certifications to lapse
- Abandoning an assigned task
- Not following directions from a team leader or the Incident Commander (IC)
- Deviating from an assigned task without the permission of a team leader or the IC or such that the assigned task is not completed
- Not using safety equipment appropriate for a mission or task
- Utilizing personal or unit equipment that is unsafe or not appropriate for a mission or task
- Behavior that creates a dangerous situation or that is inappropriate for a mission, task, or situation
- Behavior that reflects poorly on the STS unit or SAR in general

**Documentation Concerning Infractions:**

When an infraction is believed to have occurred, the member or members who believe an infraction has been committed must, immediately or as soon as possible after the

incident occurred, bring it to the attention of the member or members who “committed” the infraction.

If the infraction is believed to have created an unsafe situation, all related tasks will cease until the situation is resolved.

The members involved will discuss what occurred, why it is believed to be a safety issue, and what can be done to rectify the situation

The team leader has the authority to determine the ensuing course of action in the field during that event.

If the issue is resolved to the satisfaction of all parties involved, the issue will be considered closed.

If any person feels the incident warrants an infraction report, that member shall notify all members involved, so the situation can be documented by each member involved and on an individual basis.

Documentation will include:

- Date, time, location of believed infraction
- Description of overall event (e.g. mission, training, meeting, public forum)
- Members involved and, if possible, members who witnessed the believed infraction
- Detailed description of what the member believed to have happened and why it is believed to be or not to be an infraction

Documentation will be completed and presented to the STS President or Vice President within 72 hours of the end of the overall event

If the infraction is not a safety issue, the members involved will discuss what occurred and why it is believed to be an infraction.

If the issue is resolved to the satisfaction of all parties involved, the issue will be considered closed.

If the issue cannot be resolved, the situation will be documented by each member involved and on an individual basis.

Documentation will include:

- Date, time, location of believed infraction
- Description of overall event (e.g. mission, training, meeting, public forum)
- Members involved and, if possible, members who witnessed the believed infraction



- Detailed description of what the member believed to have happened and why it is believed to be or not to be an infraction

Documentation will be completed and presented to the STS President or Vice President within 72 hours of the end of the overall event

### **Review Board**

If documentation for a believed infraction is received by the STS President or Vice President, the STS President (or Vice President in the absence of the President) will convene a review board that will meet within 30 days from receipt of documentation.

The Board will consist of at least the President and/or Vice President, the Leader of the involved Group, at least one leader from another group, and at least one member designated by the member being accused of an infraction. The resulting total of voting board members must be an odd number to facilitate majority votes if required.

The presiding board member will request the STS Secretary or someone else to take minutes. That person is not a voting member of the Review Board.

All members involved in the incident, to include identified witnesses, are encouraged to attend.

The President or Vice President, in the absence of the President, may invite other members or people outside STS for expert or knowledgeable opinions/inputs. These participants will have no vote.

If a member of the Review Board is involved in the incident as either a reporting member or as the member being reported, that Review Board member will excuse themselves from the Review Board for that incident.

### **Review Board Actions**

The review board will conduct an open discussion of the situation and will determine whether or not an infraction occurred. It is important that both “sides of the story” be heard. In the event a determining consensus cannot be reached, a majority of the Review Board members shall make the final determination.

If the review board decides that no infraction occurred, the issue will be considered closed.

If the review board decides an infraction has occurred, actions taken will depend on whether or not such infractions have occurred previously and on the attitude and response of the member(s) who committed the infraction.

A first infraction will involve both a brief discussion outlining the reasons the member’s actions are considered an infraction and an acknowledgment by the member(s) that the reasons are understood and that such actions will not occur again.

A second infraction for the same type of incident will involve mandatory participation in the next available training session pertinent to the type of infraction.

A third infraction for the same type of incident will be dealt with by the review Board depending on the member's general attitude and desire to improve. Using a majority ruling, the Review Board may:

- Require additional training or proof of additional training
- Require the member to pass a written examination on the subject matter pertinent to the infraction
- Demote the member to a lower state of readiness
- Remove the member from participation in Summit to Sound activities

An infraction of a different type of issue will be dealt with as a first infraction.

### **General Performance**

Accumulation of more than five first infractions within any three year periods will be considered a signal that the member needs additional training or counseling. Any member having five first infractions within a three-year period will be notified by the STS President through the member's Group Leader that the member's level of performance is unacceptable. The STS President (or Vice President in the absence of the President) may convene a Review Board to discuss and recommend actions (using a majority vote) to assist the member in improving performance and learning how to work safely and effectively.

### **Review Board Minutes**

Any time a Review Board determines an infraction has occurred or that a member's performance has warranted creation of a Review Board, the minutes of the Review Board and all other documentation will be filed with the STS Secretary. A copy of the Review Board minutes will be placed in the personnel folder of each member involved. A copy of the Review Board minutes will go to the Search and Rescue Council chairperson.

**Summit to Sound Search and Rescue  
Member Infraction Report**

On (date) \_\_\_\_\_ at about (time) \_\_\_\_\_ I,  
(member's name) \_\_\_\_\_, witnessed the following infraction  
which I am reporting to a Board Officer by submitting this report. This  
infraction was committed by (name of member who committed offence)  
\_\_\_\_\_ at (location) \_\_\_\_\_ while  
(tell what was being done)

\_\_\_\_\_  
\_\_\_\_\_

Others present at the time who also observed the infraction are:

(name) \_\_\_\_\_

(name) \_\_\_\_\_

(name) \_\_\_\_\_

Write a brief description of the infraction. Tell how it is discordant to  
Summit to Sound policies. Tell what you and the person who committed the  
infraction discussed.

Signature of observer: \_\_\_\_\_ Date signed: \_\_\_\_\_

**(Appendix C)**  
**Summit to Sound Search and Rescue:**  
**Training and Qualifications Requirements**

**Trainee:**

- Possession of Emergency Worker Card issued by the Division of Emergency Management (DEM).  
*Having the application for the EWC submitted to the DEM through the unit is sufficient until the actual card is issued by the DEM.*
- Proof of a valid State Driver's License (if eligible) on file.  
*Provided for unit records at the time of the unit application. It is the member's responsibility to maintain current license and inform the unit president if status changes.*
- Proof of Auto Insurance on file.  
*Provided for unit records at the time of the unit application. It is the member's responsibility to maintain current insurance.*

**Base Camp Responder**

- Qualifications of Trainee
- FEMA ICS 100
- FEMA ICS 700
- Current First Aid/CPR/BBP Card
- STS Base Camp Orientation Class
- SARGAR Class
- CC Legal Issues Class & Written Exam
- CC Radio Communications Class & Written Exam
- CC Searcher Safety Class & Written Exam
- CC Physical and Mental Fitness Written Exam

**Limited Field SAR Responder:**

- Qualifications of Base Camp Responder
- CC Survival Skills Class & Written Exam
- CC Crime Scene Identification and Management Class & Written Exam
- CC Search Organization and Management Class & Written Exam
- CC Helicopter Safety Class & Written Exam
- CC Search Techniques Class & Written Exam
- CC Rescue Techniques Class & Written Exam
- CC Land Navigation Class & Written Exam

- CC GPS Operation Class & Written Exam
- CC Subject and Searcher First Aid Class & Written Exam
- CC Searcher Safety Performance Evaluation
- CC Subject and Searcher First Aid Performance Evaluation
- Annual pack check by the Training Officer or Ground Group Leader (11 Essentials)
- 24 hours of training annually.
- CC Land Navigation Performance Evaluation
- CC GPS Operation Performance Evaluation

**Field Qualified SAR Responder:**

- Qualifications of Limited Field SAR Responder
- CC Radio Communications Performance Evaluation
- CC Survival Skills Performance Evaluation
- CC Search Techniques Performance Evaluation
- CC Rescue Techniques Performance Evaluation

**Team Lead (TL):**

- Qualifications of Field SAR Responder
- Approval by the StS Board of Directors (reviewed annually)

**Operations Chief (OC):**

- Current Support SAR Responder
- Current or previous Field Qualified SAR Responder
- Board approved Search Management Systems course
- Approval by the StS Board of Directors (reviewed annually)

All training courses must be redone every three years, with the following exceptions:

- First Aid/CPR/BBP cards must be kept current by the standards of the issuing agency.
- ICS 100 (IS-100-B) and ICS 700 (IS-700-A) do not need to be retaken.
- Pack checks and required training hours are evaluated annually.

Courses with a written evaluation or performance evaluation may be challenged for recertification.

**(Appendix C)**  
**Training and Qualifications**

	Topic	Trainee	Base Camp Responder		Limited Field SAR Responder (Must be Supervised)				Field Qualified SAR Responder			
CC	Valid State Driver's License (if eligible)*	OF	OF		OF				OF			
CC	Proof of Insurance (POV)*	OF	OF		OF				OF			
CC	Emergency Worker Card**	OF	OF		OF				OF			
CC	First Aid/CPR/BBP Card		OF		OF				OF			
STS	Annual Pack Check (11 Essentials)		Verified		Verified				Verified			
STS	Base Camp Orientation		C		C				C			
WC	SAR-GAR		C		C				C			
CC	Legal Issues		C	WE	C	WE			C	WE		
CC	Radio Communications		C	WE	C	WE			C	WE		PE
CC	IS-100-B		C	WE	C	WE			C	WE		
CC	IS-700-A		C	WE	C	WE			C	WE		
CC	Searcher Safety		C	WE	C	WE		PE	C	WE		PE
CC	Physical & Mental Fitness			WE		WE				WE		
CC	Survival Skills & Equipment				C	WE			C	WE	F	PE
CC	Crime Scene Identifications & Management				C	WE			C	WE		
CC	Search Organization & Management				C	WE			C	WE		
CC	Helicopter Safety				C	WE			C	WE		
CC	Search Techniques				C	WE			C	WE	F	PE
CC	Rescue Techniques				C	WE			C	WE	F	PE
CC	Land Navigation				C	WE	F	PE	C	WE	F	PE
CC	GPS Operation				C	WE	F	PE	C	WE	F	PE
CC	Subject & Searcher First Aid				C	WE	F	PE	C	WE	F	PE
CC	24 Hours Training Annually 8 Hours Mission/Mock/Practice SAR				Hours Recorded OF				Hours Recorded OF			

\* Provided for unit records at the time of unit application. It is member's responsibility to maintain current license and insurance.

\*\* Having the application for Emergency Worker Card submitted to the DEM through the unit is sufficient until the actual card is issued by the DEM.

Key

Column 1: <b>CC</b> =Core Competency requirement; <b>STS</b> =Summit to Sound requirement; <b>WC</b> =Sheriff's Department requirement
Credential Type: <b>OF</b> =On File; <b>C</b> =Classroom; <b>WE</b> =Written Evaluation (70%); <b>F</b> =Field Training; <b>PE</b> =Performance Evaluation
<b>Green Letters</b> indicates an online; <b>Blue fill</b> indicates a requirement from the previous level

All training courses must be redone every 3 years, with the following exceptions:  
 First Aid/CPR/BBP cards must be kept current by the standards of the issuing agency  
 IS-100-B and IS-700-A do not need to be retaken.  
 Pack Check and hours are evaluated annually

Courses with a written evaluation or performance evaluation may be challenged for recertification.

**OF** = On File

**C** = Classroom Training (or Online Equivalent)

**WE** = Written Evaluation (70%)

**F** = Field Training

**PE** = Performance Evaluation

All training courses must be redone every 3 years, with the following exceptions:  
 First Aid/CPR/BBP cards must be kept current by the standards of the issuing agency  
 IS-100-B and IS-700-A do not need to be retaken.  
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Courses with a written evaluation or performance evaluation may be challenged for recertification.