

Washington County Sheriff's Search and Rescue (WCSSAR)

Bylaws (Revised 02/28/2024)

Article 1 Fundamentals

1.1. Name

The name of this organization shall be the "Washington County Sheriff's Search and Rescue", and shall be referred to throughout this document as "WCSSAR."

1.2. Objectives

The Objectives of WCSSAR shall be:

To serve the residents of Washington County ("the County"), Utah by fulfilling the statutory obligations of the Sheriff to manage Search and Rescue services in the county (UCA 17-22-2.1(p)). To provide the men and women constituting the membership with training in organized technical and general search and rescue ("SAR") techniques. To serve as a specialized resource for search and rescue missions. WCSSAR shall maintain expertise in technical situations including deep water, swift water, high-angle mountain, back country, **Emergency Medical Services** and winter rescues. WCSSAR will also be available as a backup unit for other SAR operations as needed by the Washington County Sheriff ("Sheriff"). To provide out-of-area SAR assistance to other agencies at the request of the Sheriff.

1.3. Mission Call Outs

Requests for WCSSAR's assistance will be initiated and dispatched through the Washington County Sheriff's Office in accordance with established dispatch protocol. The dispatch protocol will be determined by the Sheriff after consultation with the members of the Executive Committee of WCSSAR.

1.4 Compensation

The members of WCSSAR are volunteer **Pay Per Call** employees of the County while engaging in activities initiated or approved by the Sheriff. The member volunteers are covered by Workman's Compensation for both medical care and loss of work when on missions and training initiated or approved by the Sheriff.

1.5. Headquarters

The office and principle place of business shall be at the Washington County Sheriff's Office, 750 South 5300 West, Hurricane, Utah, unless designated otherwise by the Sheriff.

1.6. Membership

The total number of WCSSAR members will not exceed 100, without an amended change to the bylaws.

Article 2, Incident Action and Organization

2.1 Incident Management

All rescue activities involving WCSSAR will be directed through the on-site Sheriff's Office Personnel or a designated WCSSAR member. This person will be the "Incident Commander." Incident Command

may be assumed by any ranking officer of the Sheriff's Office, SAR Liaison, **SAR Coordinators (Deputies)** or a member of the WCSSAR Executive Board. All SAR operations will be organized and directed as defined by the national standard commonly known as the National Incident Management System or "NIMS." Individual WCSSAR members are not authorized to undertake official rescue operations on an individual basis unless specifically authorized by the Sheriff's Office. In no case shall an operation be undertaken under the auspices of the WCSSAR without prior notification and approval from the Sheriff's Office.

2.2 Team Structure

In-the-field leadership will be designated prior to command site departure. To the extent possible, teams shall not be committed to the field without at least one member having SAR certification. Whenever possible, a field team shall consist of at least two individuals. Operations with less than two individuals are discouraged and will be used with caution, after careful evaluation and approval by both the Incident Commander and Incident Safety Officer.

Article 3, Membership

3.1 General Qualifications

The membership of this organization shall consist of people skilled in wilderness travel and/or advanced Search and Rescue techniques. All members are required to maintain a level of physical fitness adequate to perform SAR operations consistent with their level of training and approved areas of expertise. The applicant must indicate which SAR Skill Groups he or she is interested in joining.

3.2 Application Process

Application for membership shall be completed through the Sheriff's Office. The applicant must fill out an approved application form that includes authorization for a **standard background check** (see section 3.4 below). **A member of** The Executive Committee shall review the application and interview the applicant. If the Executive Committee determines that a particular skill group does not need any additional members then they shall inform the applicant that his/her application will be placed on a waiting list. The order of the waiting list shall be by skill and ability of the applicant and the needs of WCSSAR as determined by the Executive Committee.

3.3 Probationary Process

Prospective members that have been approved by the Executive Committee shall complete a 9 month probationary period. **During the probationary period, the prospective member is not eligible for the Pay Per Call Program.** The new member must successfully complete and pass the Utah Sheriff's Association Search and Rescue Basic Training Program during the probationary period as well as ICS-100 and ICS-700. Following the successful completion of probation, the probationary member shall be interviewed and voted upon by the respective skill groups. The new member must be accepted by a majority vote, ("show of hands") of the skills group membership and the Executive Committee.

3.4 Minimum Qualifications

Members and applicants for membership must be at least **eighteen (18)** years of age, have a valid Utah Driver's License, and must submit to a standard background check. Members and applicants must not have the following items on their records:

1. Have been convicted of a crime punishable by imprisonment in a federal or state penitentiary or of an offense involving dishonesty, unlawful sexual conduct, physical violence, or the unlawful use, sale or possession of a controlled substance.

2. Have been convicted of a D.U.I. within the previous six years beginning with the date of conviction to the date of application.
3. Have a record of repeated traffic violations.

3.5 Attendance

3.5.1 Probationary Members

Probationary members are required to complete 40 hours as defined in the Utah Sheriff's Association Search and Rescue Training exercises within their first **nine(9) months**. New members must attend 20 hours of Skill Specific training in their primary team discipline. Probationary members shall attend 3 of the 4 WCSSAR's quarterly meetings.

3.5.2 Members

Members are required to meet a minimum of 20 hours of annual training in their primary team discipline and show proficiency annually. Members must attend at least 50 % of WCSSAR's quarterly meetings. If a team member is unable to attend a training exercise for any reason, he must be excused by calling his Team Leader or a member of the Executive Committee.

3.5.3 Response Attendance

Each year, members are required to respond to at least 33% of all mission call-outs for their skill groups. (Due to the unscheduled nature of actual mission call-outs, it is assumed that members may not always be available, hence the lower allowable percentage rate.) **3.5.5** will be enforced at the discretion of the Executive Committee in the event attendance to mission call outs are not satisfactory.

3.5.4 Required Training

At a minimum, all required training hours must be completed by all members within the times specified. All members must attend required minimum training to maintain proficiency in basic Search and Rescue techniques. The WCSSAR Executive Committee, will establish a yearly training requirement list each January. Those requirements will guide the yearly training agenda. Team Leaders will document attendance to training and report those to the Sheriff's Liaison monthly. Training records will be reviewed on a quarterly basis by the Executive Committee to ensure requirements are being met.

3.5.5 Excused Absences

Members may be excused from any particular meeting for extenuating circumstances, if approved by a member of the Executive Committee prior to the meeting or exercise. Total attendance shall be **75%** excluding excused absences. Excused absences shall be documented by the Executive Committee or Team Leadership.

3.6 Probation

Any member with an activity level that has dropped below the required minimums will be placed on probation and will be informed in writing by the Sheriff's Liaison at the request of the Executive Committee. Members placed on probation have six months to improve their participation level or be removed from WCSSAR by the Executive Committee. The Executive Committee shall notify the Sheriff's liaison of members returned to probationary status.

3.7 Inactive status

Any member who will not be available for an extended period may request inactive status. The primary purpose of inactive status is that the member will not be required to reapply to the Sheriff's Office to reactivate membership in WCSSAR. Inactive members will not be called on missions. Inactive status may not be claimed for more than two years in a row. Members in inactive status for more than two years will be dismissed from membership. A member must be a "member in good standing" (e.g. current on all training standards and in compliance with all attendance requirements) to be eligible to request inactive status. At least once a year the Executive Committee will review the status of all inactive members.

3.8 Emeritus status

Emeritus status may be granted to a member with a minimum of 10 years activity with WCSSAR upon approval by the Executive Committee. A member must be a "member in good standing" (e.g. current on all training standards and in compliance with all attendance requirements) to be eligible to request emeritus status. Requests for emeritus status must be submitted in writing to the Executive Committee.

3.9 Cessation of membership.

3.9.1 Termination of Membership

Membership may be terminated at the direction of the Washington County Sheriff or at the request of the Executive Committee with the sheriff's approval. Members may also be considered for termination at the request of the members through a written request to the Executive Board. The Executive Board shall review these written requests with the Sheriff or his designee and approval of termination by the sheriff. Terminated members will be notified in writing through the Sheriff's Liaison.

3.9.2 WCSSAR Property

All property of WCSSAR shall be returned to WCSSAR, upon resignation, termination or demand of the Executive Committee as outlined in section 8.2 of these bylaws.

3.9.3 Privileges

Once terminated, all privileges associated with WCSSAR shall cease. The right to wear any clothing/patches that designate association with WCSSAR shall also cease and shall be removed from gear owned by the exiting member.

3.9.4 Vehicle Emblems

All official emblems (e.g., SAR Logos, Mountain Rescue Association Circles, etc.) on vehicles must be removed immediately after termination of association with the organization it represents or upon the sale of the vehicle.

3.9.5 Vehicle Warning Lights

The Sheriff has authorized full (not prospective or probational) Search and Rescue members to have flashing Green or Green and White lights in their vehicles. All costs of the authorized lighting is the responsibility of the SAR Member. The lights are to be utilized off pavement only and only while on a Search and Rescue or authorized training. Any member who uses their Search and Rescue lights on paved roads or Highways are subject to a Major Violation which can be Suspension up to Termination from SAR as dictated by the Sheriff.

There is no requirement for another vehicle to move or yield to the response lights.

3.10 Disciplinary Procedures

3.10.1 Minor Violations

Violations of safety standards of WCSSAR, failure to maintain training and attendance, professional misconduct, and informal complaints toward WCSSAR Members. The alleged violation shall be brought to the Executive Board for determination of seriousness of the violation. All founded violations will be documented in the members personnel file. Corrective Action to be determined by the Executive Committee after consultation with the Sheriff or Sheriff's designee.

3.10.2 Moderate or Repeated Violations

Violations of WCSSAR rules, safety procedures, attendance issues, and formal written complaints deemed to be moderate in nature by the Executive Committee, Sheriff's representative, or the Sheriff. Documented repeated minor violations shall be addressed by the Executive Committee and a recommendation made to the Sheriff for final determination. Moderate or repeat violations can include, letters of direction, reinstatement of probation, suspension from WCSSAR, up to and including termination.

3.10.3 Major or Criminal Violations

Major safety violations that cause or could have caused serious bodily injury or death of any person on a SAR training or deployment. Violations of moral turpitude, dishonesty, etc. Allegations of criminal violations of state and federal laws (other than minor traffic violations). WCSSAR member will be placed on suspension until the allegation or criminal action is adjudicated. Investigations, disciplinary actions, and grievances will be handled within the guidelines of Washington County Policy and Procedures as applied to non-career service employees.

3.11 Equal Opportunity

Washington County is dedicated to equal opportunity. All Washington County policies are in force regarding improper behavior, discrimination or harassment. Members who feel that they are the target of such behavior must inform the Sheriff's Office SAR coordinators immediately upon knowledge of such improper behavior. Investigations, disciplinary actions, and grievances will be handled within the guidelines of Washington County Policy and Procedures as applied to non-career service employees.

3.12 Membership Roster

WCSSAR shall maintain an up-to-date membership roster. It is the member's responsibility to notify the Executive Committee whenever their personal information changes. The roster shall be updated at least semi-annually during the months of January, and July. This roster shall be available to all members. Copies of the roster shall also be distributed to the Sheriff's Office and to the St. George Police Dispatch Center. This roster will be used as a tool to assist in call outs, the exact format shall be determined by the Executive Committee. The membership roster will be maintained by the Sheriff's Liaison.

3.13 National Organization Memberships

Membership fees to national organizations such as MRA (Mountain Rescue Association) and NASAR (National Association of Search and Rescue) will be paid by the Sheriff's Office, within budget constraints. If any member wishes to join other state or national organizations, the membership fees of those organizations shall be born by the individual member. Dues will not be paid for inactive members.

3.14 Sheriff's SAR Organization

All active members of the WCSSAR will also be members of the Utah Sheriffs' Association SAR Organization. Dues for the State SAR will be paid by the Sheriff's Office.

3.15 Uniforms, Emblems and Logos

All official emblems (e.g., SAR Logos, Mountain Rescue Association Circles, etc.) and logos utilized by WCSSAR must be approved in writing by the Sheriff upon the recommendation of the WCSSAR Board. All official symbols and emblems of the Sheriff's Office are the property of the Sheriff's Office and must be returned to the WCSSAR board upon any members termination. Only current approved WCSSAR members will be allowed to display official emblems and represent their association with the Sheriff's Office.

Article 4, Specialized SAR Teams

4.1 WCSSAR Specialized Skill Teams

The Ground Teams are the foundation of WCSSAR operations. Specialized teams may be developed for technical rescues that require additional training and skills. Currently authorized WCSSAR teams are:

4.1.1 Ground Teams

Ground Teams are responsible for ground searches, and rescues and recoveries as appropriate.

Required skills — See team standards.

Required training — See team standards.

Required personal equipment — See team standards.

4.1.2 Dive Teams

Dive teams specialize in water rescue recovery.

Required skills — Must be rescue diver certified or above.

Required training — See team standards.

Required personal equipment — Full set of scuba equipment. (see team standards for specific list)

4.1.3 High Angle Teams

High Angle Teams are responsible for rescues involving technical rigging, rock climbing or rappelling.

Required skills — See team standards.

Required training — See team standards.

Required personal equipment — Helmet, harness, head lamp, carabineers, and rappel device. (see team standards for more detailed list)

4.1.4 Swift Water Rescue Teams

Swift Water Rescue Teams are responsible for river and swift water searches, rescues and recoveries as appropriate.

Required skills – See team standards.

Required training – Swift Water Operations and/or Swift Water Technician as appropriate.

Required personal equipment – See team standards.

4.1.5 K9 Team

K9 Rescue Teams are responsible for K9 Training and K9 Searches as appropriate.

Required skills – See team standards.

Required training – See Team standards

Required personal equipment – See team standards.

4.1.6 Emergency Medical Services (EMS) Team

The EMS Team is a State of Utah Licensed Advanced Quick Response Agency. WCSSAR complies with the Utah Bureau of Emergency Medical Services Act Title 26 Ch. 8a

Purpose - EMS is responsible for providing emergency medical care for victims and SAR members on Search and Rescue Missions.

All EMS Members are required to meet the minimum Utah SAR Standard basic training during the 9 month probationary period.

Required Skills – See State of Utah Bureau of EMS Standards for EMR, EMT, AEMT, and Paramedic Certification Standards

Required Training – Team members must maintain their State of Utah current EMS level of certification and attend combined 20 hours of SAR Team Training in Ground searching, High Angle, Dive Team, Swift Water, and EMS training held in a calendar year.

Required Personal Equipment – See EMS Certification levels and Utah SAR Basic List of equipment.

Article 5, Meetings and Training

5.1 Quarterly Meetings

The quarterly meeting of WCSSAR shall be held on the first Wednesday in February and every 3 months thereafter in a calendar year. Meetings shall begin at 7:00 p.m. and will be held in the training room of the Sheriff's Office, unless announced differently to the general membership by the Executive Committee. The quarterly meetings shall cover official business of the WCSSAR and/or practical training as necessary. All skill groups will meet together for general business and updates. Individual groups may then meet for specific business and/or training. All classroom training sessions shall be open to any member of WCSSAR.

5.2 Practical Training

Practical training sessions shall be scheduled monthly or as necessary. Additional practical training sessions shall be scheduled as necessary. Since we are expected to operate in all weather conditions, training sessions will not usually be canceled on account of inclement weather unless safety or some other overriding concern is an issue.

5.3 Required Practical Training

Practical Training shall consist of training directly useful to SAR work. The following list of Training Sessions does not represent a complete list of all SAR training. The listed Sessions marked with an asterisk are required Training Sessions and must be attended by all members when made available. It is expected that some Training Sessions will cover more than one topic, and that at any given Training Session, there may be several different sessions taught simultaneously. Training Sessions must include those areas needed for the Utah Sheriffs' Association SAR Board. In no particular order, the standard training shall consist of the following:

- Blood Borne Hazards and Personal Protection *
- Basic First Aid and CPR (first responder level, patient packaging, litter loading and attending.)*
- County Orientation, Map, Compass and GPS *
- Hazardous Materials Awareness*
- Basic Survival*
- Defensive Driving*
- Basic Incident Management and Communications*
- Professionalism and Gender Sensitivity*

Additional training subjects may include but are not limited to:

- Mock Search (field) and Search Strategy (classroom)
- Helicopter Operations
- Underwater Search
- Underwater Recovery/Salvage
- Ice Diving
- Swift Water (this includes water crossings, boats and haul lines, throw bags, tag lines, boogie boards, etc.)
- Raising/Lowering systems, Litter Attending in High-Angle Terrain
- Scree Evacuation and Litter Attending
- Rappel and Ascending. (both clean and past knots)
 - Tyrolean Traverse (with an attended litter and with individual personnel, also vertical pick off)
- Tension Traverse (with a litter and attendants.)

- Aid Climbing
- Ice Climbing
- Snow Anchors (bollards, pickets, flukes, deadman, etc.)
- Avalanche Transceiver Search and Probe Line Search
- Avalanche Forecasting and Travel in Avalanche Terrain
- Winter Patient Packaging and Transport
- Snow Cat Operation
- Winter Travel: Snowmobiles (accreditation ride)
- Winter Travel: Snow Shoes or Skis
- Winter Travel: Steep Snow and Ice with Crampons and Ice Axes, Ice Axe Self Arrest
- Winter Survival: Snow Caves/trenches/Etc.
- 4X4 winch and Snatch-um Strap Usage, OHV Operations, Litter Hauling/Transport
- Logistics/Support: Operation and Function of specialized equipment (generators, search lights, radios, Incident Command vehicles)
- Dog Handling and Training

5.4 Out of Area Training

If the budget allows, the Sheriff will consider assisting with the cost of attending out-of-area training for WCSSAR members. Members with inactive or probation status will not be considered for training assistance. Out of area training requests will be reviewed and approved by the Executive Committee. All out of area training requests supported by WCSSAR and/or the Sheriff must be accompanied by a training request form indicating:

1. Time, date and location of training.
2. Training agenda or training outline and credentials of training institution or instructors.
3. Itemized costs for training, travel, lodging and per diem.
4. Official funds used for training may only be disbursed in accordance with Washington County policies and ordinances.

After action training reports must be completed and attached to all receipts returned to WCSSAR. The training report and all receipts must be given to the SAR Liaison within 15 day from the conclusion of the training. Any requests for reimbursements after 15 days will be taken to the Executive Committee for consideration. The report must include copies of any certificates received.

Article 6, Finances

6.1 Dues and Fees

The WCSSAR is a volunteer organization. There are no dues or fees to be a member beyond the expense of maintaining required personal equipment and donation of personal time to training sessions, meetings, and mission call out.

6.2 WCSSAR Accounts

The Sheriff's Office shall maintain the account(s) for WCSSAR. Individual groups within WCSSAR may not have accounts outside of the Sheriff's Office, unless approved by the Sheriff.

6.3 Funding and Fund Raising

Funding and fund raising activities shall be coordinated through and by the Sheriff's Office. Members are encouraged to participate for the betterment of WCSSAR, but such events will not be counted towards the attendance requirements.

6.4 Expenditures.

All purchases must follow the current Washington County Purchasing Policies and Procedures. WCSSAR monies shall be expended for the following:

- Training, equipment, or any other purpose that furthers the capabilities or safety of WCSSAR deemed necessary by the Executive Committee.
- Any SAR purpose approved by the Sheriff or his designee.

6.5 WCSSAR Raised Funds

The Executive Committee may approve the disbursement of WCSSAR raised funds not to exceed **\$1000.00**. Any larger dispersal of WCSSAR raised funds must follow the current Washington County Purchasing Policy and Procedure prior to dispersal.

6.6 Pay-Per-Call Program

On January 1st, 2022, the Sheriff and Washington County started a Pay-Per-Call Program. This program is to compensate members for their time and use of equipment on SAR Callouts. There is also a de minimis amount for attending Monthly SAR Training. No members on a trial, prospective, or probationary status are eligible for this program.

The program is as follows:

In order to be included in the compensation program, a SAR responder will be required to meet the Utah Sheriff's Basic SAR Training (40 hours) regardless of which discipline they are participating in. For Pay-Per-Call to apply, the SAR Member must be on an authorized Search and Rescue or Event. They must arrive at the Incident Command and sign in and sign out on the Pay-Per-Call log. SAR responses where the rescue is canceled prior to arrival at the Incident Command do not qualify for Pay-Per-Call. The three levels of compensation will be determined by the Time of Service, Advanced Certifications achieved or a combination of both. The three levels are \$50.00, \$75.00 and \$100.00. This will be paid per call. Responders will not be given compensation for training from this program. 0 to 9 months is a probationary time and the responder will not be given compensation from this program during that time.

6.6.1 Time of Service: Time in service will advance the SAR responder through the levels of compensation.

0 to 9 months- \$0 compensation
9 months- 3 years- \$50 per call
3 years to 7 Years- \$75.00 per call
7+ years- \$100.00 per call

6.6.2 Advanced Certificate:

Responders can advance through the compensation levels by achieving advanced certificates (Operations/Technician Levels). A list of these certifications are included at the end of this document. This list is not comprehensive and certificates can be added to the list by the Sheriff or his designee.

0 to 9 months- \$0 compensation regardless of certificates

Awareness/Basic Level in any Discipline - \$50.00 (after completion of Utah Sheriff's Basic SAR Training and 9 mos. Probationary period)

Operations Level/Advanced Certificate in any of the below listed disciplines. - \$75.00 (once completed probationary period)

Technician Level in any discipline or 2 or more Operations level or higher certifications in multiple disciplines and 3 + years service in SAR - \$100.00

Disciplines and Advanced Certificates: This is a general list of certificates and training classifications. The lists below show the Basic Level of training in each discipline. Advanced levels are also listed, and when completed, would count toward advanced certificates. The Sheriff or his designee can at any time add to or take away from the list. Basic certificates are required by the various disciplines and are not considered advanced or additional certifications.

Ground Team (East and West)

Awareness Level – Basic Cert. (Intro to GPS/Land Navigation, Basic Off Road Vehicle Operations, Hiking/Self Care and preparedness, Radio Ops, Deployment and safety)

Operations Level – Advanced Cert. (Man Tracker Course 3, Advanced Off Road Vehicle Operations Snow/Mud/Difficult Terrain, Overnight SAR Operations and preparedness, Wilderness First Aid Cert.)

Technician Level – Advanced Cert. (Advanced GPS/Land Navigation (Compass and Maps), Man Tracking 1 and 2, Advanced Survival Techniques, Pass Wildland FF Pack Test.

Swift Water Team

Awareness Level – Basic Cert. (8 hrs Swift water classroom, Gear familiarization)

Operations Level – Advanced Cert. (16 hr class, River training, shore based rescues, Basic 3:1 Rigging)

Technician Level – Advanced Cert. (24 hrs of class, River training, In Water Rescues, Water Ropes and Advanced Rigging)

Medical Team

Awareness Level – Basic Cert. (Wilderness First Aid, Wilderness First Responder)

Operations Level – Advanced Cert. (Utah State EMS Cert. Emergency Medical Responder, Emergency Medical Technician)

Technician Level – Advanced Cert. (Advanced EMT, Paramedic, Nurse, PA, Physician)

High Angle Team

Awareness Level – Basic Cert. (Knots, Hitches, and Bends, HA Equipment familiarization, Backpack prep, Safety Procedures, Radio Ops, Ropes/Webbing/Prusik cord)

Operations Level – Advanced Cert. (Mechanical Advantage, Anchoring Systems, Ascending/Rappelling, Vortex System, Rope Protection, Basic Ropes Course)

Technician Level - Advanced Cert. (Raise and Lowering Systems, Victim Pick-off suspended, High Line/Guiding line Systems, Litter adjustments/management, Adv Ropes Course).

Dive Team

Awareness Level – Basic Cert. (Certified Recreational Diver, Gear/Boat familiarization.)

Operations Level - Advanced Cert. (Tender Cert., Boat Ops, Surface Rescue Cert.)

Technician Level – Advanced Cert. (Public Safety Diver Cert., Dry suit/Full Face/Hazmat)

6.6.3 Monthly Training Compensation

All SAR members who attend their monthly training will receive a \$25.00 compensation for their time at training. This only applies to full membership after probationary time and completion of all required minimum training/certification.

6.6.4 Other Pay-Per-Call Events

At times through the year, SAR is task with various events to provide safety, security, and rescue. Each event will be evaluated by the Sheriff or his designee and approved for Pay-Per-Call eligibility on a case by case basis. Some events may not be eligible for this program.

6.7 Fuel Policy

The Washington County Sheriff Search and Rescue's fuel policy is as follows:

- 6.7.1 - The Fuel Policy only applies to a Search and Rescue where the SAR Member arrives on scene at the Incident Command and signs in on the tracking log. If the SAR is canceled prior to on scene arrival, the fuel assistance does not apply. For SAR Training and other SAR Events, prior approval by the Sheriff or his designee is required for fuel assistance.
- 6.7.2 - After an authorized search and rescue, SAR Members who responded to the rescue are authorized to get their personal vehicle (Truck, Car, UTV, ATV, Motorcycle, Water Craft, etc.), used on the respective search, fueled at a location designated by the Incident Command and SAR Leadership. The vehicle(s) had to have been driven to, and used on, that specific search.
- 6.7.3 - Search and Rescue Liaisons and Leadership will have a Washington County Fuel Card issued to them. They are responsible for fuel dispensed and are to ensure this policy is adhered to. Any variation to the fuel policy must be authorized by the Sheriff or his designee.
- 6.7.4 - All SAR Members are to use their own personal PIN to fuel at the pump. If they have not had a PIN issue, use of the SAR Executive Committee Members PIN or SAR Liaison's PIN can be use temporarily.

Violation of the Fuel Policy will be addressed by the SAR Disciplinary procedures.

Article 7, Officers, Executive Committee and Standing Committees

7.1 Officers

The WCSSAR officers shall consist of a Commander, an Assistant Commander, Logistics Officer (**Commander's Discretion**), Dive Team Leader, High Angle Team Leader, East Ground Team Leader, West Ground Team Leader, Swift Water Team Leader, EMS Team Leader, Sheriff's Office Liaison, and Assistant Team Leaders. WCSSAR officers shall typically agree to at least a two year commitment.

7.2 Election of Officers

The (Officers) **Commander and Team Leaders** will be elected by the general membership bi-annually, typically at the third quarterly meeting of the calendar year. The Assistant SAR Commander, Assistant Team Leaders, and Logistics Officer are appointed by the elected Team Leaders and SAR Commander. Appointed positions expire upon the installment/election of new officers. If the SAR Commander or a Team Leader resign or is removed from office, the positions they appointed also become vacant. The

Sheriff's Office Liaison will be appointed by the Sheriff. Any member who has concerns regarding elected or appointed positions is encouraged to consult privately with the current Executive Committee.

7.3 Executive Committee

The Executive Committee shall be comprised of elected and appointed positions. A secretary may also be provided by the Sheriff's Office.

7.3.1 The Executive Committee

- Meet quarterly to take care of official business. (Additional meetings can be called by the SAR Commander or Sheriff to address official business prior the next scheduled meeting)
- Coordinate training schedules.
- Conduct planning.
- Accept recommendations from Team Captains regarding changes in member status based upon attendance, training, certification and SAR Standards and Safety Violations.
- Review proposed amendments to bylaws. (Section 10.1)
- Conduct interviews for new members.
- Recommend changes to training, membership, or purchasing from donated funds by majority vote.
- The following positions are Voting Members of the Executive Committee; WCSSAR Commander, WCSSAR Team Leaders.
- The following are Non-Voting positions; WCSSAR Assistant Commander, Logistics Officer, Assistant Team Leaders, and WCSO SAR Liaison. Assistant Commander and Assistant Team Leaders can vote in proxy for their team, if their respective Commander or Team leader is not present at the Executive Meeting. In case of a tie vote on any issue, the Sheriff or the Sheriff's designee will cast the deciding vote.

7.4 Duties of the officers.

7.4.1 Commander

- Preside over all WCSSAR Executive Committee meetings and WCSSAR quarterly meetings and shall insure that all of these Bylaws are enforced.
- Have general supervision over the affairs of WCSSAR.
- Represent the interest of WCSSAR to the Sheriff or Sheriff's designee.
- Make a comprehensive report to the membership at the fourth quarter meeting concerning the accounts and affairs of WCSSAR during the previous year.
- Complete ICS training including; ICS-700, ICS-800, ICS-100, ICS-200,

7.4.2 Assistant Commander

- Act as an assistant to the Commander and shall assume all duties of the Commander in the event that the Commander is absent.
- Must meet the ICS training requirements enumerated in 7.4.1

7.4.3 Logistics

- Shall be an assistant to the Commander and Assistant Commander.
- Shall coordinate with the SAR Liaison on WCSSAR equipment.
- Shall work with the SAR Liaison to maintain attendance and call out statistics.
- Shall complete ICS training to include; ICS-700, ICS-100, ICS-200

7.4.4 Sheriff's Office Appointed Secretary

- Act as an assistant to the WCSSAR Executive Committee.
- May take minutes of the WCSSAR Executive Committee meetings and the WCSSAR quarterly meetings. In lieu of the Secretary's attendance, meetings may be recorded.

7.4.5 Sheriff's Office Liaison

- Act as the Sheriff's official representative within WCSSAR.
- Complete ICS training including; ICS-700, ICS-800, ICS-100, ICS-200, ICS-300
- Report to the Executive Board quarterly on the WCSSAR financial status.
- Complete all major purchases for SAR utilizing the Washington County Purchasing Policy
- Maintain all equipment owned by The Washington County Sheriff's Office for SAR use.

7.5 Other Committees

The Sheriff, the SAR Coordinators/Liaison or the Executive Committee may establish other committees as deemed necessary, such as WCSSAR web site, Historian, etc.

Article 8, Unit Equipment

8.1 WCSSAR Equipment Use

All WCSSAR equipment is intended for emergency, training, or SAR use and must be available to WCSSAR at all times. Members may not borrow WCSSAR equipment for personal use without the express prior approval of the Sheriff, or the Sheriff's designee, and notification to the Sheriff's Liaison. The member must make sure that the SAR Liaison has signed out the equipment and checked it back in. Members with inactive or probation status will not be allowed to borrow WCSSAR equipment.

8.2 WCSSAR Equipment

WCSSAR equipment is all physical equipment purchased by WCSSAR funds, equipment donated to the WCSSAR and equipment purchased for WCSSAR by the Sheriff's Office regardless of the funding source. This equipment is owned and insured by Washington County. WCSSAR equipment does not include equipment purchased personally by members, or equipment purchased by the Sheriff's Office or WCSSAR as replacement for personal equipment damaged or destroyed in the course of operations. WCSSAR equipment shall be inventoried and accounted for on a yearly basis. Damage, loss or theft of WCSSAR equipment shall be promptly reported promptly through team leadership to the Executive Committee **and SAR Liaison**. The Executive Committee, through the Sheriff's liaison, shall ensure the return of issued equipment from members upon termination of their association with WCSSAR.

8.3 SAR Personal Equipment

This section relates to use of WCSSAR members use of personal equipment on authorized trainings and call outs. WCSSAR personal utilize personal vehicles, UTV's, ATV, Motorcycles, Snowmobiles etc. Radios, GPS Devices, Backpacks, coats, ropes, and all other small gear related to rescues. This policy applies from the start of a training or once a page is received and the member indicates they are responding until they are demobilized from the incident. The Washington County Sheriff's Office encourages all members to have full vehicle coverage. Should a member, while on an authorized training or call out, damage their vehicle. The Washington County Sheriff's Office will pay up to

\$1,000.00 of the members insurance deductible. The SAR member must fill out a SAR Lost or Damaged Property Form and submit it to their team leader, SAR Commander, or the SAR Liaison. Upon review of the SAR Board or the sheriff, the claim will be paid with proof of insurance or actual cost of the equipment loss. The Washington County Sheriff's Office will submit to the State of Utah SAR Board for reimbursement of the damaged or lost equipment.

Article 9, Firearms

9.1 Firearms Authorization

No member of the WCSSAR shall carry a firearm under color of county authority unless he has complied with the following:

- He has met the training and qualification requirements set forth in this policy.
- The weapon to be carried has been inspected and approved by a department armorer or firearms instructor.
- The weapon's description and serial number are on file with the Sheriff's Office Armorer.

9.2 Firearms Qualifications

Every member of the WCSSAR wishing to carry a firearm while acting for the Sheriff, must qualify and be certified, with his weapon, by a department firearms instructor at the regularly scheduled WCSSAR firearms qualification shoots on a yearly basis. Members failing to meet this standard will not be allowed to carry a weapon while acting for the County.

9.3 Miscellaneous Firearms Regulations

9.3.1 Brandishing a Firearm

Members shall never brandish a firearm. Firearms shall not be removed from their holsters in a public building, except in designated areas, or in a public place except as required for personal defense, or to provide for the security of the weapon prior to entering a restricted area.

9.3.2 Firearms Security

Members shall provide reasonable security for all firearms located in vehicles, during operations.

9.3.3 Lost or Stolen Firearms

If at any time a firearm, used during an incident, is lost or stolen, the responsible member shall file a report with the law enforcement agency having jurisdiction, by the quickest conveyance. A copy of the agency's report shall be routed promptly to the WCSSAR Commander.

9.3.3 Reporting Discharge of Firearms

All discharges of firearms under the color of WCSSAR authority shall be reported in writing to the Executive Committee for presentation to the Sheriff. This does not include the supervised discharge of firearms for training.

Article 10, Amendment or Repeal

10.1 Amendments

Amendments may be made to these Bylaws at any time at the discretion of the Sheriff or the Executive Committee with the approval of the Sheriff. Suggested amendments should be forwarded through Team Captains to the Executive Committee for review by the Sheriff. Amendments will become effective upon approval and signature by the Sheriff.