

# TEAM CONSTITUTION, BYLAWS, AND STANDARD OPERATING PROCEDURES

## Pennington County



**Rapid City, SD**

*Pennington County Search and Rescue...  
a non-profit, professional, volunteer  
organization dedicated to training for and  
providing search and rescue services...  
so that others may live.*

Pennington County Search & Rescue  
Operating/Certification Protocols

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## CONSTITUTION OF PENNINGTON COUNTY SEARCH AND RESCUE

**Pennington County Search and Rescue...a non-profit, professional, volunteer organization dedicated to training for and providing search and rescue services...so that others may live.**

### ARTICLE 1. NAME

- 1.01 The name of this organization shall be Pennington County Search and Rescue (PCSAR).

### ARTICLE 2. PURPOSE

- 2.01 The purpose of PCSAR is to protect lives and property by providing services including, but not limited to, search and rescue. PCSAR is available to assist fire departments, law enforcement agencies, and ambulance services within the jurisdiction of the Rapid City-Pennington County Emergency Management District and elsewhere when requested through the Emergency Management Advisory Board or their designee.
- 2.02 PCSAR is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

### ARTICLE 3. POWERS AND AUTHORIZATIONS

- 3.01 PCSAR was formed in 1973 under the auspices and sponsorship of the Rapid City-Pennington County Civil Defense District, now known as the Rapid City-Pennington County Emergency Management District. Under this sponsorship, PCSAR is provided a meeting place, rescue equipment, vehicles, and the authority to operate within the jurisdiction of the Rapid City-Pennington County Emergency Management District.
- 3.02 PCSAR may be called into service by any member of the Emergency Management Advisory Board or by any city or county agency.
- 3.03 PCSAR shall have the power to acquire and accept, by the way of gifts, purchase, lease, or otherwise, money and property of every kind, nature, and description without limitation as to the amount or value; to see or dispose of such property; to use any of its property for the above mentioned purposes, without limitation except such limitations as are imposed by this constitution or its bylaws.
- 3.04 PCSAR may enter into, perform, or carry out contracts with any persons, firms, association, or corporation, including but not limited to federal, state, and/or local government agencies; and to do any services necessary or proper to meet the purpose of PCSAR with such limitation as prescribed by law.

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- 3.05 PCSAR shall not operate for a profit. No part of the net earnings of PCSAR shall inure to the benefit of or be distributed to a team member or other private persons except that PCSAR shall be authorized and empowered to pay reasonable compensation for services rendered.
- 3.06 No loan shall be contracted on behalf of PCSAR and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the membership of PCSAR.
- 3.07 No substantial part of the activities of PCSAR shall be the carrying on of propaganda or otherwise attempting to influence legislation and PCSAR shall not participate in or intervene including the publishing or distribution of statements in a political campaign on behalf of any candidate for public office.

ARTICLE 4. MEMBERSHIP

- 4.01 PCSAR members shall be volunteers and serve without pay.
- 4.02 Eligibility of members shall be defined in the bylaws of PCSAR.
- 4.03 PCSAR may limit its membership by bylaw.

ARTICLE 5. OFFICERS AND BOARDS

- 5.01 The officers of PCSAR shall consist of one (1) Team Leader, two (2) Assistant Team Leaders, one (1) Maintenance Officer, one (1) Training Officer, one (1) Secretary, and one (1) Treasurer /Quartermaster.
- 5.02 PCSAR shall have an Executive Board. The members of this board shall be the officers and they shall have the authority to govern the members of PCSAR.
- 5.03 The election of officers shall be held annually at the first regular business meeting in December. The term of office shall be from the beginning of the first meeting in January to the beginning of the first meeting in January of the following year.
- 5.04 The Team Leader shall have the power to appoint a committee to oversee any special project. Any committee may be given the authority to spend funds within the guidelines stated in the formation of the committee.
- 5.05 A vacancy in any elected office shall be filled by appointment by the Executive Board to finish the term.

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ARTICLE 6. MEETINGS

- 6.01 Regular meeting of PCSAR shall be held every Tuesday of the year, unless otherwise ordered by the membership.
- 6.02 A quorum shall consist of one quarter of the squadron of record.
- 6.03 Only active team members may vote on team business.
- 6.04 Meetings of the team shall be conducted by "Robert's Rules of Order."
- 6.05 The fiscal year shall run from January 1 to December 31.

ARTICLE 7. AMENDMENTS

- 7.01 This constitution may be amended at any legally called and conducted meeting of PCSAR by a two-thirds vote of the team members present and voting, provided that the proposed amendment has been presented in writing at the previous meeting.
- 7.02 A sealed vote will be accepted for any constitution change. The ballot must be placed in an envelope and signed across the seal and be counted by the ballot committee.

ARTICLE 8. BYLAWS

- 8.01 The bylaws of PCSAR shall provide for the management of PCSAR.
- 8.02 PCSAR may adopt such bylaws as may from time to time be necessary. No bylaw may conflict with this constitution or state or local law. If such conflict occurs, the bylaw shall be rendered null and void.
- 8.03 Bylaws may be adopted, repealed, or amended at any legally called and conducted meeting of PCSAR by a majority vote of the team members present and voting, provided the proposed amendment has been presented in writing at the previous regular business meeting.

ARTICLE 9. STANDING ORDERS

- 9.01 Standing orders not consistent with this constitution, embodying additional provisions for the governing of this organization, may be adopted, amended, or repealed at any legally called and conducted meeting of PCSAR by a majority vote of the team members present and voting.

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ARTICLE 10. DISSOLUTION OF THE ORGANIZATION

10.01 Upon the dissolution of PCSAR, PCSAR shall, after paying or making provisions for the payment of all the liabilities of PCSAR, dispose of all the assets of PCSAR exclusively for the purposes of PCSAR in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall, at the time, qualify as an exempt organization or organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of PCSAR is then located, exclusively for such purposes or to such organization, or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **BYLAWS OF PENNINGTON COUNTY SEARCH AND RESCUE**

### **PART 1 MEMBERSHIP**

*(cf. Article 4 of Constitution)*

- 1.01 Anyone, 18 years of age or older, who is physically and mentally capable of receiving training and performing rescue work may submit a written application to PCSAR for membership.
- 1.02 The applicant shall be interviewed by the Executive Board and a recommendation for acceptance or rejection shall be delivered made at that time.
- 1.03 Upon acceptance, the new member shall serve as a trainee until completion of all required training as determined by the team protocols. During this time, the new member is considered a trainee.
- 1.04 Upon completion of all required training, the trainee will have a three (3) month probationary period. During this time, the trainee will respond to calls but cannot drive hot.
- 1.05 Upon completion of the probationary period, the applicant will be evaluated by the Executive Board. Lacking a favorable recommendation to team member status, the member shall be granted a three (3) month extension or be terminated.
- 1.06 An inactive membership shall be available to those team members and members requesting this status due to injury, illness, or other reason, on approval by vote of the membership. This membership must be renewed annually. Inactive team members shall not retain their voting rights.
- 1.07 Honorary Special Members shall be past or present members or the public who are presented with an Honorary Membership for their service to PCSAR. This member shall have no voting status.
- 1.08 Any team member moving from inactive to active status must submit a letter to the Executive Board who will approve or disapprove reinstatement. Check sheets must be completed before the member is reinstated.
- 1.09 Members of PCSAR shall be issued identification cards indicating the member's status.
- 1.10 A "Special Resources" membership shall be available to team members with special skills. Certain training, performance, and conduct standards are waived in recognition of keeping special skills on the team which

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PCSAR may not otherwise have access to. A special skills member will have voting privileges for business falling within their specialty and uniform, insurance, and station key privileges, but will not be issued a pager or radio or regularly respond to emergency incidents.

PART 2 DUTIES OF MEMBERS

*(cf. Article 4 of Constitution)*

- 2.01 All members of PCSAR shall have a thorough knowledge of the Constitution and Bylaws and agree to abide by them and any Standing Orders enacted by the membership.
- 2.02 It shall be the duty of each member of PCSAR to take part in its activities and to act in whatever capacity the member may be called.
- 2.03 Members of PCSAR shall provide services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.
- 2.04 Members of PCSAR shall maintain professional competence and demonstrate concern for the competence of other members. Each member shall assume responsibility in defining and upholding standards of professional practice and education.
- 2.05 Each member of PCSAR shall respect and hold in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- 2.06 Members of PCSAR shall refuse to participate in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

PART 3 ELECTIONS OF OFFICERS

*(cf. Article 5 of Constitution)*

- 3.01 At the first regular business meeting in November, the Team Leader shall appoint a nominating committee of three (3) team members.
- 3.02 The members of the nominating committee shall nominate two (2) or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected.
- 3.03 The nominating committee shall report to the membership at the first regular business meeting in December. In addition to the candidates nominated by the nominating committee, nominations from the floor shall be allowed.

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- 3.04 The election of officers shall be held annually at the first regular business meeting in December.
- 3.05 The term of office shall be from the beginning of the first meeting in January to the beginning of the first meeting in January of the following year.
- 3.06 Each elected officer shall hold office for one (1) year or until his/her successor is elected and qualified, or until his/her death, or until he/she resigns, or until he/she is removed from office in the manner provided by the bylaws of PCSAR.
- 3.07 A vote shall be taken by ballot for each office to be filled and a majority vote of team members present and voting elects.
- 3.08 In case there should, at any time, be but one (1) candidate for an office, the bylaws requiring election by ballot may be suspended by a two-thirds vote of the team members present and voting.
- 3.09 The membership may vacate the position of any officer: who is absent from meetings of the PCSAR for two (2) consecutive months without good cause, or who was replaced by an acting officer and determined by the membership to be unable to complete his/her term of office.
- 3.10 The membership of PCSAR may impeach any officer guilty of immoral conduct, or abuse of office or actions, which may dishonor PCSAR.
  - 3.10.1 A formal petition signed by 1/2 the voting members of PCSAR and must be presented to the Executive Board and the membership of PCSAR.
  - 3.10.2 The officer in question and the membership of PCSAR shall be notified in writing by the Executive Board of a formal hearing on the impeachment at the next regular scheduled business meeting.
  - 3.10.3 After formal discussion, the membership of PCSAR may, by a vote of 2/3, impeach the officer.

PART 4 DUTIES OF THE EXECUTIVE BOARD  
(*cf. Article 5 of the Constitution*)

- 4.01 Executive Board shall consist of the five elected officers.

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- 4.02 The Executive Board shall transact routine business, fill all vacancies in office, recommend policies to the membership, and act for the membership in case of emergency.
- 4.03 The Executive Board shall interview applicants for membership in PCSAR and, through the interview process, determine if the applicant demonstrates the aptitude for emergency rescue work.
- 4.04 The Executive Board shall prepare its recommendations for PCSAR's annual budget and shall present them to the membership for action.
- 4.05 The Executive Board, at its first meeting, shall review the PCSAR Constitution, Bylaws, and Standing Orders and training requirements.
- 4.06 The Executive Board shall inform applicants for membership of his/her acceptance or rejection in writing.
- 4.07 The Executive Board shall act as the Team Historian and record all PCSAR activities in a journal kept for that purpose. The Secretary shall arrange for annual photographs of team members, vehicles, and facilities and shall keep the team scrapbook.
- 4.08 It shall be the duty of the Executive Board to keep a roster of twenty-five (25) active team members.
- 4.09 The Executive Board shall, by example, encourage the wearing of the team uniform at all special functions and, whenever possible, on emergency responses.
- 4.10 The Executive Board shall have the responsibility of developing a prioritized list of equipment needed by PCSAR.
- 4.11 The Executive Board shall make recommendation to the membership on all proposals to purchase equipment.
- 4.12 The Executive Board, guided by the Team Leader, shall extend through the mediums of the press, radio, and television the aims and accomplishments of PCSAR. It shall, at all times, endeavor to give the public an accurate account and intelligent understanding of PCSAR as an educational and service organization.
- 4.13 The Executive Board shall coordinate the PCSAR equipment needs with the short- and long-term goals established by the membership with guidance from the Emergency Manager.
- 4.14 The Executive Board shall authorize persons to sign checks.

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4.15 The Executive Board shall set the date of record for the purpose of determining membership.

PART 5 COMMITTEES  
*(cf. Article 5 of Constitution)*

5.01 Committees may be created by the membership to perform specific tasks. Special committees may be nominated from the floor or the Team Leader may be instructed to appoint the committee.

PART 6 DUTIES OF THE TEAM LEADERSHIP  
*(cf. Article 5 of Constitution)*

6.01 The Team Leader shall preside at meetings of the membership and the Executive Board.

6.02 The Team Leader shall follow the Order of Business as outlined in the Standing Orders.

6.03 Within one (1) month of his or her installation, the Team Leader shall call a meeting of the Executive Board to discuss plans for the coming year.

6.04 The Team Leader or the delegated representative shall represent PCSAR at all meetings and in all other places where such representation is desirable.

6.05 The Team Leader shall strive to uphold the dignity of the organization and to maintain its high purpose and ideals.

6.06 In the event of a particularly stressful response, the Team Leader or the designated representative shall arrange for Critical Incident Stress Debriefing for all members involved, as needed to meet the needs of its members.

PART 7 DUTIES OF THE ASSISTANT TEAM LEADER  
*(cf. Article 5 of Constitution)*

7.01 An Assistant Team Leader shall preside at all meetings in the absence of the Team Leader and assume the business of the Team Leader.

7.02 In the absence of the Treasurer, the Assistant Team Leader is authorized to receive all monies for PCSAR and shall give a receipt therefore. He/she shall turn all such money received along with an itemized report to the Treasurer before the next regular business meeting.

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PART 8 DUTIES OF THE SECRETARY  
(*cf. Article 5 of Constitution*)

- 8.01 The Secretary of PCSAR shall keep accurate minutes of regular business meetings and meetings of the Executive Board in journals designated for that purpose.
- 8.02 The Secretary shall keep a current mailing list of all members of PCSAR, which shall also include both home and cell phone numbers and employer's address.
- 8.03 The Secretary shall notify the membership of all special meetings as outlined in the bylaws of PCSAR.
- 8.04 The Secretary shall file all correspondence and replies for future reference.
- 8.05 The Secretary shall maintain adequate stocks of office supplies needed for the operation of PCSAR and shall make recommendations for the purchase of such supplies.
- 8.06 The Secretary shall maintain the subscriptions of PCSAR.
- 8.07 The Secretary shall keep a record of attendance for all meetings.
- 8.08 The Secretary shall keep a record of each member's response to emergency calls.

PART 9 DUTIES OF THE TREASURER  
(*cf. Article 5 of Constitution*)

- 9.01 The Treasurer shall receive all moneys due and payable to PCSAR, shall give a receipt, and deposit all such moneys in the name of PCSAR in such banks, trust companies, or other depositories, as the Executive Board shall select.
- 9.02 The Treasurer shall act as the Treasurer of all committees.
- 9.03 The Treasurer shall submit his/her financial records to the Executive Board to be audited annually.
- 9.04 The Treasurer shall pay all approved bills of PCSAR.
- 9.05 The Treasurer shall submit, in a timely manner, all forms to the IRS required of a non-profit organization such as PCSAR.

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9.06 The Treasurer shall keep an account book containing the financial records of PCSAR and shall make a complete report to the membership at each regular business meeting.

PART 10 DUTIES OF THE MAINTENANCE OFFICER  
*(cf. Article 5 of Constitution)*

10.01 The Maintenance Officer shall have the responsibility of maintaining PCSAR buildings, grounds, vehicles, and rescue equipment in a response ready condition.

10.02 The Maintenance Officer shall keep a file of all operating instructions, warranty information, parts lists, etc., for all PCSAR equipment.

10.03 The Maintenance Officer shall keep maintenance logs on all vehicles and rescue equipment.

10.04 The Maintenance Officer shall direct the truck engineers and assist them in completing monthly truck checks.

PART 11 DUTIES OF THE TRAINING OFFICER  
*(cf. Article 5 of Constitution)*

11.01 The Training Officer shall have the responsibility of maintaining a reference library for the use of the members of PCSAR.

11.02 The Training Officer shall keep certificates for training completed by PCSAR members. All certificates for training shall be copied and filed.

11.03 The Training Officer shall make every effort to offer nationally recognized training courses that result in certification for the members of PCSAR.

11.04 The Training Officer shall make recommendations for the purchase of training materials needed by PCSAR.

11.05 The Training Officer shall develop a training schedule for his/her term of office.

PART 12 MEETINGS  
*(cf. Article 6 of Constitution)*

12.01 All regular business meetings of PCSAR shall be held at the PCSAR building located at 140 East Main North, Rapid City, South Dakota.

12.02 All regular meetings of PCSAR shall begin at 7:00 PM.

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- 12.03 Special meetings may be called through the Secretary by the Team Leader or upon the request of at least three (3) team members. The purpose of the special meeting must be stated in the request.
- 12.04 Only the business for which a special meeting has been called shall be transacted at the meeting.
- 12.05 Three (3) officers shall constitute a quorum at any Executive Board meeting.
- 12.06 Two (2) team members shall constitute a quorum at any committee meeting.
- 12.07 Committee meetings shall be subject to the call of the committee chairman or the Team Leader.
- 12.08 The Executive Board may meet at the call of the Team Leader or at the request of one of its members.
- 12.09 Committees shall not meet when a regular business meeting is in session.
- 12.10 The Executive Board shall not meet when a regular business meeting is in session.

## **STANDARD OPERATING PROCEDURES (SOPs)**

### STANDING ORDER #1 CASCADE RUNS

JANUARY 1991

**1. PURPOSE:**

The purpose of this standing order is to state policy and procedure for Cascade Runs for PCSAR.

**2. POLICY:**

It is the policy of PCSAR to respond to Cascade Runs as set forth in Paragraph 4, Procedure.

**3. RESPONSIBILITY:**

The Liaison Officer on scene is responsible for implementing this standing order.

**4. PROCEDURE:**

After page from any local dispatch, team members will respond to the station and shall respond to scene of the incident. It is asked that each member try to refrain from responding to scene by personally operated vehicles (POV) so as not to add to the traffic congestion. When in service, personnel shall notify dispatcher, via radio, as to which vehicle is en route. All team members shall take full bunkers.

Each unit responding should have at least one (1) portable radio for communication while on scene.

First responding unit is either the cascade truck or trailer, which shall respond cold, unless circumstances dictate a hot response, according to dispatch from requesting agency. One (1) team member shall be deemed as in charge of PCSAR units and shall be Liaison Officer between PCSAR and the Incident Command (IC). All other units dispatched shall respond cold unless directed otherwise by first responding unit.

When arriving on scene, the Liaison Officer shall check with the IC and see where they should set up and what duties they will be performing. Based on this information, a decision should be made on the number of personnel needed and their response code. It should be noted that additional units and manpower may not be needed initially, but could respond and be staged for additional resources as necessary.

It shall be the Liaison Officer's duty to make a staging area for empty and full bottles.

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Team members shall start filling bottles as they are put in staging area. The hydrostatic date shall be checked on all bottles before they are filled. Any bottles that are out of date shall be put aside and then given to an officer of the governing department for correction.

Bottles shall not be filled while strapped to any personnel but shall be removed from person so as to lessen the chance of personal injury while filling.

Bottles shall be filled to the full mark only and should not be overfilled. Team members familiar with the system shall fill bottles.

Bottles should be checked for o-ring defect, cracks in bottle, cracks in valve, or other defects which may cause potential harm to any personnel; any possible defects shall be noted and the bottle shall be removed from service and given to an officer of the governing department

Any additional team members not required for bottle filling operation may change bottles on self-contained breathing apparatus (SCBA) so as to let other personnel continue on with other duties involved in incident.

Any additional team members may be used for duties as asked to perform by the IC through the Liaison Officer.

Any other equipment, medical, generators, and such items, may be put in service so as to help with the overall incident. Such items shall be ordered by the IC through the Liaison Officer and then put into service. The Liaison Officer is responsible for items accountability, and, if left on scene, it shall be the Liaison Officer's duty to make arrangements for such items to be returned. PCSAR shall not leave scene until released by the IC through the Liaison Officer.

After having returned to the station, the Liaison Officer shall be in charge of making sure all equipment used has been serviced and put back into service. If the cascade system has been depleted past four bottles, the other system should either be put in first line service or an officer shall be notified to get system(s) refilled if not done immediately.

All paperwork, run report, and any other forms shall be the responsibility of the Liaison Officer. Any equipment malfunctions shall be in writing on the run report and also reported to the Maintenance Officer or any other officer in attendance.

### **5. REFERENCE:**

### **6. RESCISSION:**

### **7. REISSUANCE:**

JANUARY 1992, APRIL 2009, JUNE 2010

**8. FOLLOW-UPS:**

STANDING ORDER #2 VEHICLE EXTRICATION

JANUARY 1991

**1. PURPOSE:**

The purpose of this Standing Order is to state the PCSAR policy and procedures for stabilizing the scene of a motor vehicle accident and properly and safely extricating patients from the scene.

**2. POLICY:**

It is the policy of PCSAR to respond to motor vehicle accidents and safely and efficiently remove patients entrapped in the wreckage.

**3. RESPONSIBILITY:**

The on-scene commander is responsible for implementing this standing order.

**4. PROCEDURE:**

1. In all cases of vehicle entrapment, the primary concern is safety of responders. The secondary concern is safety to life; patient condition, his/her situation, hazards (real and potential), and available resources will influence the methods and speed at which the operation will be accomplished.
2. With this in mind, the commander and personnel called to these incidents must use careful, efficient means to accomplish the following in a timely manner;
  - a. Establish command.
  - b. Survey the scene and triage patients.
  - c. As soon as the need for extrication procedures has been established, command shall assure proper rescue tools are on scene or en route, he/she must also determine what additional resources may be needed and notify dispatch.
  - d. Establish a tool staging area and action circle.
  - e. Check for the control hazards.
  - f. Stabilize the vehicle.
  - g. Gain access to the patient.
  - h. Perform primary patient survey, establish an airway and simultaneously establish adequate C-spine immobilization and care.

- i. Perform controlled movement and/or removal of all metal and/or obstructions in order to properly package and remove the patient without further aggravating the patient's injuries.
- j. Prepare patient for removal.
- k. Carefully remove the patient with due care to the C-spine, airway, fractures, and bleeding.
- l. Prepare the patient for transport without further delay.
- m. Secure any equipment used and secure the scene.

**5. COMMAND PROCEDURES;**

- a. Command procedures must include establishment, transfer, divisions, and staging. Command should strictly control access to the action circle to those persons working on the extrication. All personnel located inside the action circle should be in full protective gear whenever possible.
- b. On scene, overall command is under the Incident Commander (IC), with patient care under control of medical personnel on scene. Ultimate responsibility lies with the IC and decisions should be made with help of medical control.

**6. REFERENCE:**

**7. RESCISSION:**

**8. REISSUANCE:**

JANUARY 1992, APRIL 2009, JUNE 2010

**9. FOLLOW-UPS:**

STANDING ORDER # 3 POLICY FOR NEW PERSONNEL

FEBRUARY 2001

**1. PURPOSE:**

The purpose is to set policy and procedure for the acceptance of new personnel to the PCSAR team.

**2. POLICY:**

In accordance with the Bylaws of PCSAR to further state procedures for new personnel to become a team member as set in Paragraph 4, Procedure.

**3. RESPONSIBILITY:**

It shall be the responsibility of the Training Officer to see that this Standing Order is implemented and any questions about it answered.

**4. PROCEDURE:**

New personnel shall submit a completed application in person at a regular meeting or a special recruitment meeting.

Minimum training requirements to become a team member will be discussed with new trainee by Training Officer or other Team Officer.

Within the first three months of training, an interview will be conducted with members of the Executive Board for the purpose of getting to know the trainee's background and the expectations he/she has of joining PCSAR.

Within the first three months of training, a driver's history report will be performed on the trainee for the purpose of determining his/her eligibility for membership with PCSAR. The executive board shall review the driver's history report. If the committee decides the trainee does not meet the professional level of PCSAR, the Executive Board will inform the trainee in writing thanking him/her for his/her interest in joining PCSAR and informing him/her the committee is unable to accept them at this time.

Within the first three months of training, and before any hands on training is taken, the trainee shall be named on the PCSAR worker compensation policy.

It should be understood the trainee may have to wait two years to fulfill the basic training requirements, as a basic training course will be planned and implemented as time and conditions allow. Upon completion of all required training, the trainee will have a three month probationary period during which time he/she completes the required check sheets.

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PCSAR will not pay for any training of trainees, unless it is a necessary item to become a team member and PCSAR does not offer the training itself. All equipment for training shall be made available to the trainee for use but shall remain property of PCSAR.

The Training Officer shall attempt to let members know via the training calendar any training opportunities that meets basic training requirements.

Trainees are welcome to attend all training sessions, but will be limited to observing sessions not deemed as basic training, unless instructor of class deems otherwise. This is for the safety of all team members on advanced training.

Trainees may attend, but shall have no vote in, team meetings.

While on trainee status, trainees will not be allowed to respond to any calls of PCSAR unless they have fulfilled the following requirements:

- A. Been an active trainee for at least the previous three months.
- B. Completed interview with the Executive Board.
- C. Have had a driver's history report done and reviewed by Executive Board.
- D. Is named on the PCSAR workers compensation policy.

When the trainee has completed the above requirements, he/she will be allowed to participate on calls. Participation on calls will not be allowed to exceed level of personal training received from PCSAR. Trainee will not be allowed to drive "hot" to a call. The decision of the team member in charge of the incident will be final.

Upon completion of basic training requirements set forth in SOP # 15, and completing the most current set of team check sheets, the Training Officer shall review records making sure all areas are complete. If records are complete, recommendation shall be made by the Training Officer for the trainee to become a team member and the trainee's status shall be voted on at a regular business meeting.

At the end of year two of trainee status, the Executive Board shall review that all basic training was provided and, if the trainee was unable to complete such training, the Training Officer may drop the trainee from roster with a letter in writing.

After being an active trainee for at least the previous three months, said trainee **may** be issued a pager and radio. These items will be issued when they are

available for member use. After becoming a team member, member shall be eligible to vote at team meetings, will be issued a PCSAR polo shirt, and will be able to buy other team products.

Any returning person, who was a team member but took a leave of absence longer than one year but less than three years in length shall be put on trainee status. That status shall continue until they successfully complete the most current team check sheets. The returning team member shall have one year to accomplish this. If the member has taken a leave of absence for longer than three years, they shall be required to rejoin the team as a trainee, following the basic training program in use at that time.

**5. REFERENCE:**

**6. RESCISSION:**

**7. REISSUANCE:**

FEBRUARY 2009, JUNE 2010

**8. FOLLOW-UPS:**

STANDING ORDER #4 PURCHASING

FEBRUARY 1992

**1. PURPOSE:**

The purpose of this policy is to ensure the officers and members of the Pennington County Search and Rescue Team (PCSAR) follow established guidelines and procedures while purchasing items for PCSAR.

**2. SCOPE:**

This policy shall apply to all PCSAR team members and officers while purchasing for the Pennington County Search and Rescue Team.

**3. RESPONSIBILITY:**

It is the responsibility of all PCSAR team members and officers to adhere to this policy. It is the responsibility of the PCSAR Treasurer or his/her assistant to ensure adherence to this policy and to report any deviations from this procedure to the team.

**4. PROCEDURE:**

This procedure covers the various types of procurements and the required levels of approval by dollar amount for procurements.

**4.01 Purchases under an open account and less than \$200.00.**

Normally the open account is used to purchase expendable supplies on a regular basis. An account has been established with a vendor and a list of approved individuals for purchasing is maintained by the vendor. If the items to be purchased are low in price (less than \$50.00 per purchase), the purchase can be made as required by the individual team member. If the purchase cost is greater than \$50.00 and less than \$200.00, a PCSAR officer, prior to the purchase, must authorize the purchase in writing. At the time of the purchase, the receipt must be signed (not initialed) and dated by the purchaser. The description of the item should be adequate to identify the material purchased in more detail than a part number. The receipt from the purchase should be returned to the appropriate location in the PCSAR office. Purchases with petty cash are under this category and require the same documentation.

**4.02 Purchases not under an open account or over \$200.00.**

If the required items cannot be purchased under an open account or the price is over \$200.00, the individual or committee initiating the purchase request will draft the purchase requirements in sufficient detail such that a purchase order can be completed from the information submitted. A

purchase order in excess of \$5,000.00 requires either competitive bids or a sole source justification. (This does not exclude competitive bids on lower cost items.)

**4.03 Competitive bidding procedure.**

The proper procedure for obtaining a competitive bid is to prepare the specification and submit the specification to the team at a regular business meeting for discussion. A final, team-approved specification can then be reincorporated into the request for quotation that can be sent to a list of interested vendors. All bids received will be reviewed and final approval of the low responsible bidder that best meets the specifications will be made in the normal approval process of the Pennington County Search and Rescue Team.

**4.04 Source procurements.**

The sole source justification must be supplied in cases where the purchase exceeds \$1,000.00 and competitive bids have not been obtained. The sole source justification will be supplied to the team for review and shall include (at the minimum) the following:

4.04.1 Product specification or services to be supplied.

4.04.2 Names of other potential vendors contacted or reasons for the lack of vendors.

4.04.3 Identification of the proposed vendor and an explanation of why and how the vendor was selected.

4.04.4 The total price of the procurement and a discussion of the reasonableness of the price.

**5. Approval Requirement for Purchases.**

Purchases made for the Pennington County Search and Rescue Team are subject to review in accordance with the dollar amount of the procurement. It should be recognized that whenever possible, the expenditure of team funds (no matter what the amount) should be brought before the team for discussion before committing to the purchase. The table below shows the authorization level for expenditure of funds.

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**Table 1. Authorization Level for Expenditure of Funds.**

Amount of Procurement	Team Member	PCSAR Officer	5 PCSAR Review	PCSAR Team
\$0-\$50	X			
\$50-\$200		X		
\$200-\$500			X	
Over \$500				X

If the funds are non-PCSAR funds, the agency supplying the funds may require further review and/or authorization.

**6. REFERENCE:**

**7. RESCISSION:**

**8. REISSUANCE:**

JANUARY 1993, APRIL 2009, JUNE 2010

**9. FOLLOW-UPS:**

STANDING ORDER #5 TRAINING HOURS PER YEAR

**1. PURPOSE:**

Obtain training hours to maintain a minimum standard of knowledge of operations.

**2. POLICY:**

It is the policy of PCSAR to obtain a minimum of 24 (twenty-four) training hours every year. The training year shall be the calendar year.

**3. RESPONSIBILITY:**

It shall be the responsibility of the Executive Board to carry out this standing order. This includes documentation of team member's attendance at trainings and notification of team members upon not meeting this requirement.

**4. PROCEDURE:**

4.1 Training hours to include training in the following areas.

4.1.1 Medical: CPR re-certification must be received yearly as part of the medical training.

4.1.2 Extrication

4.1.3 Vertical Rescue

4.1.4 Search and Navigation

4.1.5 Miscellaneous Rescue

4.1.6 Incident Command System and NIMS

4.2 If a team member cannot successfully obtain all necessary training hours by December 31 the individual may request a three (3) month extension. If the individual does not obtain the required training hours within the three (3) months (January 1 to March 31), that team member shall be placed on a three (3) month probation.

4.3 While on probation, the team member:

4.2.1 Shall not respond to any PCSAR call outs.

4.2.2 Shall be solely responsible for obtaining the necessary training hours. If the team member does not obtain the necessary hours by June 30, they shall be removed from the PCSAR team roster.

4.2.3 If a member does not obtain 24 training hours in a given year and asks for a time extension, the first 24 hours must be obtained for the previous year plus the 24 hours for the current year.

**5. REFERENCE:**

This SOP shall act as a supplement to SOP #12 "Performance Standards for PCSAR Personnel".

**6. RESCISSION:**

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW-UPS:**

It shall be the Training Officer's responsibility to review this SOP.

STANDING ORDER # 6 TRAINING PAYMENT REIMBURSEMENT REQUEST

September 1994

**1. PURPOSE:**

Obtaining training reimbursement for training taken outside of PCSAR.

**2. POLICY:**

It is the policy of PCSAR to encourage personnel to attend internal and external training whenever that training is deemed to be of benefit to the team and the individual member.

**3. RESPONSIBILITY:**

It shall be the responsibility of the executive board to carry out this standing order.

**4. PROCEDURE:**

4.1 Submit request for training funds expenditure in writing on the team training funds request form in advance of the training.

4.2 A maximum of \$100.00 per team member per calendar year, January through December shall be reimbursed. The \$100.00 per year limit may be increased under special circumstances by approval of the executive committee.

4.3 Training reimbursement typically covers tuition only, not travel or lodging unless special circumstances exist. The executive committee shall make final decision.

4.4 Team members approved for tuition reimbursement shall make a training report to the team within a reasonable amount of time after the training is completed (30 days if possible).

4.5 Trainees may be reimbursed for training taken after one (1) year of active membership and upon attaining team member status. Training must have been taken within one (1) year.

4.6 The executive committee will review all requests for training funds and make the determination on approval or refusal of payment within one week of submittal. The criteria for approval or refusal are listed below.

4.6.1 Class Requirements:

A. Is the class on a topic that is related to the current or planned function of the team?

B. Would this class enhance the capabilities of the team?

- C. Would the class enhance the capability for the team member to advance, both on the team and elsewhere?
- D. Are there any special circumstances relating to this class, i.e., once in a lifetime chance at getting into it?

4.6.2 Student Requirements:

- A. Has the student met the basic training requirements of the team and can they perform the basic rescue skills?
- B. Has the student's performance on the team during training, on actual runs, and at other team functions been acceptable?
- C. Would the team member be able to "bring the knowledge back" to the team and instruct the team in what they have learned?
- D. How committed to the team is the student as demonstrated by the following:
  - a. Seniority;
  - b. Meeting and training attendance;
  - c. Future plans; and
  - d. General attitude.

**5. REFERENCE:**

**6. RESCISSION:**

All policies on this subject written before this date are hereby rescinded.

**7. REISSUANCE:**  
ANNUALLY

**8. FOLLOW-UP:**

STANDING ORDER #7 UNIFORMS

MAY 15, 1991

**1. PURPOSE:**

The purpose of this Standing Order is to state the policy of PCSAR regarding uniforms for team members.

**2. POLICY:**

It is the policy of PCSAR to encourage members to wear the team uniform and conduct themselves in a professional manner when representing the team.

**3. RESPONSIBILITY:**

It will be the responsibility of the Team Leader to enforce the policy stated in this document.

**4. PROCEDURE:**

The regulations concerning the PCSAR uniform are as follows:

- 4.1 The dress uniform for all members will consist of a medium blue polo shirt.
- 4.2 The work uniform for all members will consist of a T-shirt imprinted with the PCSAR logo, jeans, medium blue team jacket, baseball-style cap imprinted with the PCSAR logo (optional), and any footwear appropriate for the conditions.
- 4.3 Upon acceptance as a team member, PCSAR members will be allowed to purchase, from the Treasurer, a medium blue jacket displaying the team logo. No other emblems, shoulder patches, or insignia will be displayed on the team jacket. It is permissible to have the member's name embroidered on the left front panel.
- 4.4 Upon acceptance as a team member, each new member will be allowed to purchase, from the Treasurer, T-shirts imprinted with the team logo.
- 4.5 If a member chooses to wear a baseball-style cap while in uniform, he/she must wear a PCSAR cap. No other cap is to be worn with the PCSAR uniform.
- 4.6 Members are encouraged to wear their uniforms to regular team meetings and when representing the team at other activities.
- 4.7 While in uniform, the member is an official representative of the team and must not allow his/her actions to discredit the team.
- 4.8 The uniform is to be kept clean and in a good state of repair.
- 4.9 The medium blue team jacket and/or PCSAR cap may be worn with civilian clothes.

**5. REFERENCES:**

PCSAR Constitution and Bylaws

**6. RESCISSION:**

All policies on PCSAR team uniforms written before this date are hereby rescinded.

**7. DATE OF COMPLETE REISSUANCE:**

ANNUALLY

**8. FOLLOW-UP RESPONSIBILITY:**

The Team Leader has the responsibility to review and reissue this Standing Order.

STANDING ORDER #8 ASSISTANT TEAM LEADER DUTIES

January 8, 1992

**1. PURPOSE:**

The purpose of this standing order is to define the duties of the Assistant Team Leaders beyond that which is defined in the Bylaws of the organization.

**2. POLICY:**

The policy of PCSAR is to have an orderly chain of command and to provide leadership in conducting the activities of the team.

**3. RESPONSIBILITY:**

It will be the responsibility of the two team members elected to the positions of Assistant Team Leader to carry out this order.

**4. PROCEDURE:**

The primary duties of the Assistant Team Leader will be those as defined in the Bylaws of the organization. Those duties are:

- 4.1 An Assistant Team Leader shall preside at all meetings in the absence of the Team Leader and assume the business of the Team Leader.
- 4.2 In the absence of the Treasurer, the Assistant Team Leader is authorized to receive all moneys for PCSAR and shall give a receipt therefore. He/She shall turn all such moneys received along with an itemized report to the Treasurer before the next regular business meeting.
- 4.3 Because these duties only define actions required to provide backup in case of absence of the Team Leader and the Treasurer, and can at times be very nebulous, the following additional assignments are made to better utilize the position of Assistant Team Leader:

**Item A General Duties** - Each Assistant Team Leader shall be responsible for the following items:

- A1. Safety - It shall be the Assistant Team Leaders' responsibility that all safety procedures are followed. If any unsafe activities are being conducted, the Assistant Team Leader shall investigate the activity, see that the proper actions to correct the conditions are taken, and, in conjunction with the Training Officer, provide the necessary corrective training.
- A2. Representation - It shall be the Assistant Team Leaders' responsibility that all affiliated organizations

the team participates in have designated PCSAR representatives at their scheduled meetings.

- A3. **Critical Incident Stress** - It will be the Assistant Team Leaders' responsibility to monitor the team's performance during and after a critical incident. The Assistant Team Leaders shall coordinate the involvement of the Critical Incident Stress Debrief team if needed.

**Item B Operations** - One of the elected positions shall be designated Assistant Team Leader - Operations and shall assume the following operational duties of PCSAR:

- B1. **Run Documentation** - It shall be the Assistant Team Leader - Operations responsibility to make sure that all run reports are completed accurately. Statistics on performance, problems, response, etc. will be evaluated and reported.
- B2. **Communications** - It shall be the responsibility of the Assistant Team Leader - Operations that all communications equipment be in proper working order and that all Federal Communications Commission, state regulations, and local protocols for the use of such equipment be followed by all team members.
- B3. **Equipment** - It will be the responsibility of the Assistant Team Leader - Operations to evaluate optional new equipment and to recommend any changes needed. The Assistant Team Leader - Operations will also be responsible for the placement of the order for this equipment and to see that it is received, checked out, and placed into service. The Assistant Team Leader - Operations will work with the Secretary to see that an up to date inventory is maintained.
- B4. **Personnel Equipment** - The Assistant Team Leader - Operations will be responsible for all personnel gear such as bunker gear, pagers, radios, climbing gear, uniforms, etc. Up to date records will be kept on the issuance and condition of this equipment. Recommendations on additions or replacements will be made to the team.
- B5. **Training** - It shall be the responsibility of the Assistant Team Leader - Operations along with the Training Officer to make sure that team members are properly

trained to perform the operations required of PCSAR. The Assistant Team Leader - Operations shall recommend to the Training Officer any required training in order to have qualified team member to perform the duties of PCSAR.

**Item C Administration** - One of the elected positions shall be designated Assistant Team Leader - Administration and shall assume the following personnel duties of PCSAR:

- C1. **Records** - It shall be the responsibility of the Assistant Team Leader – Administration to maintain all personnel records of the team members. The Assistant Team Leader - Administration will coordinate the activities of the Training Officer and the Secretary/ Treasurer to eliminate duplications and maintain proper records.
- C2. **Notification** - The Assistant Team Leader - Administration shall be responsible for notification of upcoming events. A monthly calendar of events, training opportunities, and any associated outside organizational meetings will be published.
- C3. **Press Information** - The Assistant Team Leader - Administration shall be responsible for the dissemination or retaining of all information going to the members of the press. The Assistant Team Leader - Administration will coordinate all interviews and should be the referral person for all requests from the press. The Assistant Team Leader - Administration will also be responsible for developing informational programs for the public.
- C4. **Fundraisers** - The Assistant Team Leader - Administration shall be responsible for activities of all fundraising projects. The Assistant Team Leader - Administration shall appoint a project chairperson for each fundraising project and will work closely with that person to see the project is conducted in a proper manner. The Assistant Team Leader - Administration will be responsible for a full accounting of all funds spent and earned on the fundraiser.
- C5. **Membership** - The Assistant Team Leader - Administration will evaluate the need for additional team members and develop a plan for recruitment, orientation, evaluation, and acceptance as a team member as defined in the Standard Operating

Procedure on New Members. The Assistant Team Leader - Administration shall see that existing team members who are absent from runs and training be notified and check to see if they intend to continue their participation in PCSAR. The Assistant Team Leader - Administration will recommend to the Team Leader any reprimands for deficiencies or awards for special service of each individual team member.

**10. REFERENCES:**

PCSAR Constitution and Bylaws

**11. RESCISSIONS:**

All policies on duties of the Assistant Team Leader are hereby rescinded.

**12. DATE OF COMPLETE REISSUANCE:**

ANNUALLY

**13. FOLLOW-UP RESPONSIBILITY:**

The Team Leader has the responsibility to review and reissue this standing order.

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## STANDING ORDER #9 POLICY FOR TEAM SAFETY

MAY 6, 1994

### 1. **PURPOSE:**

The purpose of this SOP is to ensure that all members of the Pennington County Search and Rescue Team (PCSAR) emphasize safety while responding to and participating in PCSAR operations.

### 2. **SCOPE:**

This SOP shall apply to all PCSAR team members and trainees while working for or representing PCSAR in any official capacity. This includes but is not limited to: responding to the PCSAR building for a call, responding to the emergency scene (if PCSAR is responding), during approved training exercises, or working at the PCSAR building.

### 3. **RESPONSIBILITY:**

It shall be the responsibility of all PCSAR team members and trainees to adhere to this policy. It is the responsibility of the PCSAR officers to ensure adherence to this SOP.

### 4. **PROCEDURE:**

- 4.1 Safety policy statement: Safety for PCSAR members during all PCSAR operations shall be the chief concern of all members.
- 4.2 Maintenance of buildings, grounds, vehicles, and equipment: Safe work habits shall be practiced at all times while performing any maintenance activities on PCSAR equipment or property. This may require the use of assorted Personal Protective Equipment (PPE) as needed including but not limited to: safety glasses or goggles, hearing protection, and gloves.
- 4.3 Emergency and Training Operations: It is the policy of PCSAR to utilize the Incident Command System (ICS) while conducting emergency and field training operations. In PCSAR operations (emergency or training), the Incident Commander (IC) is responsible for ensuring safe operations. The (IC) may delegate a Safety Officer to assist in these duties if the operation warrants. It is the duty of all team members participating in PCSAR operations (emergency and training) to conduct himself or herself in a safe manner and to utilize the appropriate PPE when required. This includes but is not limited to: bunker equipment, gloves, boots, harness, safety lines, and cold weather gear.
- 4.4 Response to Emergencies:
  - 4.4.1 **Cold response:** no lights or siren; personnel responding to the PCSAR building or directly to the scene of an emergency on a cold response in an emergency vehicle or Personally Owned Vehicle

(POV) shall drive in a cautious and defensive manor and shall follow all traffic laws.

4.4.2 **Hot response:** emergency lights and siren; personnel responding hot to an emergency scene with an emergency vehicle (no POV's) shall drive in cautious and defensive manner, and shall follow all traffic laws except those expressly waived for emergency response vehicles.

4.5 Training: PCSAR shall provide appropriate training for each member of the team in a safe work practices. This training shall include general work practices as well as specific safety rules for each rescue discipline to which PCSAR responds.

**5. REFERENCES:**

PCSAR Constitution and Bylaws

**6. RECESSIONS:**

**7. DATE OF COMPLETE REISSUANCE:**

ANNUALLY

**8. FOLLOW-UP RESPONSIBILITY:**

The Team Leader has the responsibility to review and reissue this standing order.

STANDING ORDER #10 STANDARD OPERATING PROCEDURE FOR TEAM MEMBER CONDUCT  
AND DISCIPLINE

SEPTEMBER 1994

**1. PURPOSE:**

The purpose of this SOP is to set forth the standard of conduct expected for members of PCSAR and to define the steps for member discipline.

**2. POLICY:**

Members of PCSAR are expected to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves respecting the rights and feelings of others, but also demands members refrain from any behavior that might be harmful to themselves, co-team members, and/or PCSAR or that may be viewed unfavorably by the public at large. Types of behavior considered inappropriate include but are not limited to the following:

**Misconduct:**

Insubordination, being under the influence of drugs or alcohol on PCSAR operations, committing immoral or illegal acts, failing to comply with the PCSAR Constitution, Bylaws, and SOP's.

**Theft:**

Possessing, removing, or tampering with PCSAR, government, or other persons' property without proper authorization.

**Fraud or Dishonesty:**

Making false statements (either orally or in writing) or failing to give complete information about the PCSAR team, other team members, officers, yourself, or PCSAR operations.

**Absenteeism or Tardiness:**

Being habitually absent from or late to PCSAR meetings, training, and operations.

**Safety Violations:**

Failing to observe PCSAR and general safety rules; neglecting the safety of yourself and others.

Any members having direct knowledge of misconduct that is harmful to PCSAR or its members are responsible for reporting the alleged misconduct to a member of the Executive Board. Should a member's performance, conduct, or overall attitude become unsatisfactory in the judgment of the PCSAR Executive Board based on violations either of the above or any of the other PCSAR policies, rules,

or regulations, that member will be subject to disciplinary action, up to and including dismissal from the team.

**3. Responsibility:**

It is the responsibility of all members of PCSAR to adhere to this SOP. It is the responsibility of the executive committee to enforce this SOP.

**4. Discipline Procedure:**

Reasonable guidelines and rules are necessary to ensure orderly and efficient operations, as well as an environment that is safe and pleasant for all team members. Any team member failing to adhere to PCSAR rules, SOP's, and/or conduct requirements may be subject to disciplinary action, which may range from warning notices to termination. In each case, the PCSAR Executive Board, based on the facts and circumstances surrounding the event, will determine the appropriate disciplinary action. PCSAR reserves the right to begin disciplinary proceedings at any step of the process, up to and including immediate dismissal from the team. The following procedure will be utilized in situations where a change in behavior can reasonably be expected. There are situations and behaviors that are as severe as to warrant immediate dismissal and, in those situations, the multiples steps in the disciplinary process will not be followed. The Executive Board, prior to implementation, shall approve all disciplinary steps past the informal discussion.

- 4.1 Informal Discussion: A member of the Executive Board will meet with the member on an informal basis for the purpose of creating an awareness of the unacceptable behavior/problem. The purpose of this conversation is to address and resolve problems in an informal manner.
- 4.2 First Warning: If the problem behavior continues to exist, the problem will be documented in written form. The member will receive a copy of the warning and will be told that continuation of the problem will result in further disciplinary action.
- 4.3 Second Warning: If the problem continues, the executive board will again document the problem in written report form. This report shall include a series of specific steps and a timetable for correcting the problem. A member of the Executive Board will discuss this report with the member and the member will sign the report, agreeing to the corrective actions. Failure to sign the report may be grounds for further discipline.
- 4.4 Dismissal: Failure to meet the all of the objectives as documented in the second warning will be grounds for dismissal. A member of the Executive Board will meet with the member and the member will be dismissed from the PCSAR Team.
- 4.5 Team Review: If the member does not agree with the actions of the Executive Board, he/she may appeal his/her dismissal to the entire PCSAR team at the next regularly scheduled business meeting. After both

sides of the issue are presented, the team will vote. The vote of the team will be final.

**5. References:**

N/A

**6. Rescission:**

This SOP shall replace any and all previous SOPs concerning this matter.

**7. Reissuance:**

ANNUALLY

**8. Follow-Ups:**

The Secretary of the PCSAR shall be responsible for reviewing this SOP annually

STANDING ORDER # 11 STANDARD OPERATING PROCEDURE FOR THE DEFINITION AND REPORTING OF HARASSMENT.

**1. PURPOSE:**

The purpose of this policy is to define harassment and to specify the complaint procedure to follow if a member believes he/she has been harassed while working for PCSAR.

**2. POLICY:**

The Pennington County Search and Rescue Team is committed to offering opportunity based on ability and performance, in a productive climate, free of discrimination. Accordingly, harassment of any kind by co-team members will not be tolerated. In addition, PCSAR will protect its members, to the extent possible, from reported harassment by non-members of the team during team functions.

In general, ethnic or racial slurs, jokes, and other verbal or physical conduct relating to a person's race, color, creed, religion, national origin, age, sex, or disability constitute harassment when they unreasonably interfere with the person's performance or create an intimidating work environment.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by officers, team members, or others.

A. Sexual harassment exists when:

1. Members of the team make submission to such conduct either an explicit or implicit term or condition of team membership.
2. Submission to or rejection of such conduct is used by a team member as a basis for team related decisions such as work assignments, discipline, etc.

B. Sexual harassment may also exist when co-team members (or non-team members) engage in such conduct, when the conduct unreasonably interferes with a team member's performance or creates an intimidating, hostile, or offensive environment.

**3. RESPONSIBILITY:**

It is the responsibility of all PCSAR team members to adhere to this policy. It is the responsibility of the PCSAR team leader or his/her assistants to ensure adherence to this policy.

**4. PROCEDURE:**

Reporting of Harassment

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- 4.1 If a member has a complaint about an incident of harassment, he/she should immediately report the matter to the Team Leader or one of the Assistant Team Leaders. He/she must provide a verbal as well as a written description of the incident to aid in the investigation of his/her complaint.
- 4.2 If the Team Leader or one of the Assistant Team Leaders is not an appropriate person, or if the member is not satisfied with their handling of the complaint, the member may report the matter to one of the remaining Executive Board members.
- 4.3 All complaints will be thoroughly investigated by the Executive Board and will be treated with the utmost confidence consistent with resolution of the problem. If the allegations are found to be true following investigation, appropriate corrective action will be taken, up to and including the dismissal of the offending team member.
- 4.4 If the member is not satisfied with the Executive Board's response, the member may take the matter directly to the Pennington County Search and Rescue Team at the next regularly scheduled business meeting.

### **5. REFERENCE:**

N/A

### **6. RESCISSION:**

N/A

### **7. REISSUANCE:**

ANNUALLY

### **8. FOLLOW UPS:**

The Secretary of the PCSAR shall be responsible for reviewing this SOP annually.

STANDING ORDER #12 PERFORMANCE STANDARDS FOR PCSAR PERSONNEL

**1. PURPOSE:**

Safety is of utmost importance in all PCSAR operations. The following performance standards have been developed to insure that all team members achieve a minimum performance level and are able to effectively demonstrate the skills necessary to safely accomplish the goals of PCSAR. Without the proper training and skills, it is impossible for PCSAR members to safely function as rescuers.

**2. POLICY:**

It is the policy of PCSAR to establish minimum performance standards in various rescue specialties and to require all active team members to demonstrate these skills.

**3. RESPONSIBILITY:**

It shall be the responsibility of individual team members to study, attend training, and practice the required skills. It shall be the Training Officer's responsibility to schedule training and skills testing. It shall be the responsibility of the Executive Board to enforce this SOP.

**4. PROCEDURE:**

- 4.1 The Training Officer shall oversee and record all performance testing with the assistance of delegated testers.
- 4.2 The Executive Board shall assign testers for individual rescue specialties. Preferably, testers shall be the most qualified individuals on the team for their specific rescue specialties.
- 4.3 Extrication check sheets shall be completed between January 1 and April 30. Map and compass and GPS check sheets shall be completed between May 1 and August 31. Vertical rescue check sheets shall be completed between September 1 and December 31. Testing opportunities will be the fifth Tuesday of applicable months.
- 4.4 Testing, Pass or Fail

Once a team member has passed a specific rescue specialty, they do not have to retest that specialty until the next testing cycle.

If the individual does not pass the required skills within the designated time frame, that team member shall be placed on a three month probation.

While on probation, the team member:

  - (A) Shall not respond to any PCSAR call outs;
  - (B) Shall be solely responsible for receiving the training necessary to pass the performance skills. If the team member does not pass all of the required skills within three months of the completed testing cycle

(extrication – July 31; map and compass/GPS – November 30; vertical – March 31), they shall be removed from the PCSAR team roster.

4.5 Extension

Team members not able to complete their check sheets within the required timeframe can apply for a one month extension with a valid reason. Team members can only apply for one extension per year unless an emergency situation arises. These cases will be dealt with on a case-by-case basis by the Executive Board.

4.6 Completion of ICS classes

All team members and officers shall complete Incident Command System classes as required by local, state, or national standards.

**5. REFERENCE:**

Skills check sheets shall be available to each team member throughout the testing period. All current check sheets will be saved on the team computer in a folder designated "Training." This SOP shall act as a supplement for SOP # 5 "Training Re-Certification".

**6. RESCISSION:**

N/A

**7. RE-ISSUANCE:**

ANNUALLY

**8. Follow-Up Responsibility:**

It shall be the Training Officer's responsibility to review this SOP.

Standing Order #13 Responding to PCSAR Call Out

**1. PURPOSE:**

The purpose of this SOP is to define the policy and procedure for emergency and non-emergency response.

**2. POLICY:**

It is the policy of the Pennington County Search and Rescue Team (PCSAR) to ensure that the members of PCSAR follow established guidelines and procedures while responding to emergency search and rescue operations. This policy shall apply to all PCSAR team members while responding with and working for PCSAR. This policy does not apply to PCSAR team members while they are working for another emergency agency (i.e., ambulance, fire dept, law enforcement).

**3. RESPONSIBILITY:**

It is the responsibility of all PCSAR team members to adhere to this policy. It is the responsibility of the PCSAR team leader or his/her assistants to ensure adherence to this policy.

**4. PROCEDURE:**

- 4.1 Dispatching Agency - The primary agency for dispatch to search and rescue incidents shall be Rapid City/Pennington County Fire Dispatch (radio call sign: fire dispatch). The secondary agency for dispatch to search and rescue incidents shall be the Pennington County Sheriffs Department (radio call sign: 2-1).
- 4.2 Responding to PCSAR call out.
  - 4.2.1. No PCSAR member shall respond to any PCSAR call out if they have consumed any mind altering substance within the last 6 hours or if they are still under the influence of that substance (no matter how much time has passed since consumption). This includes alcohol and several types of prescription and non-prescription drugs.
- 4.3 Response to the station - All PCSAR members responding to the station shall respond in a safe and orderly manner, following all traffic laws. Text messaging and emailing on a mobile device during response to the station is strongly discouraged.
- 4.4 Response to the rescue scene - PCSAR shall use the terms hot or cold for responding to the scene (hot being with emergency lights and siren activated, cold being in a manner without emergency lights or sirens).
  - 4.4.1 All vehicles shall have a minimum of two people on board while responding. This may be deviated from only with the expressed permission of the team member in charge of the incident.

- 4.4.2 The first responding vehicle shall be appropriately equipped for the type of incident members are responding to. The second vehicle shall ensure all additional gear that may be needed is on board or en route before leaving the barn.
- 4.4.3 Dispatch of additional vehicles shall be on an as-needed basis for manpower and/or equipment.
- 4.4.4 The first two vehicles responding shall respond as determined by the senior member responding to the incident (hot or cold) based on the nature of the emergency call. Additional vehicles shall respond cold unless the officer in charge requests otherwise or the nature of the call dictates a hot response.
- 4.4.5 Any review of the decision made by the senior member shall be based on the information presented at the time of call-out and the information given while en route to the scene.
- 4.4.6 Team members driving PCSAR vehicles shall refrain from use of mobile devices while driving hot. Team members driving PCSAR vehicles cold shall refrain from text messaging and emailing on mobile devices.

**5. REFERENCES:**

Hot or cold response; EMS-Dispatch; South Dakota codified law for emergency vehicles

**6. RESCISSION:**

N/A

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW UP:**

The PCSAR Secretary has the responsibility to review and reissue this SOP.

STANDING ORDER #14 SPECIAL RESOURCE

Policy for "Special Resource Team" and "Special Resource Individual" Memberships

**1. PURPOSE:**

It is the purpose to set policy and procedure for the creation and acceptance of "Special Resources" Team and Individual members to the PCSAR team.

**2. POLICY:**

In accordance with the Articles and Bylaws of the Pennington County Search and Rescue Team, PCSAR may determine there is a need for special resources not readily available on or to PCSAR and/or the regional search and rescue community. PCSAR may establish, and accept membership of special resource teams that will serve as a source of expertise not adequately provided by current team practices or within the surrounding community. The purpose of "Special Resources" is to provide a means for interested parties in the community to participate in an organized and controlled manner in various types of emergency response to further enhance the response capability of PCSAR.

**3. RESPONSIBILITY:**

It shall be the responsibility of the Executive Board to see that the Standing Order is implemented and any questions answered. It is also the responsibility of the Executive Board to provide leadership, oversight, and control of any special resources accepted to PCSAR.

**4. PROCEDURE:**

4.1 ESTABLISHMENT OF A "SPECIAL RESOURCE TEAM" - If it is determined there exists a special skill set or resource requirement that PCSAR is not able to provide within the current structure of PCSAR, a Special Resource Team may be formed. A current PCSAR team member will be assigned by the Executive Board to be responsible for oversight of the special resource team and that individual shall monitor and report the progress of the development of the resource.

4.1.1. TRAINING REQUIREMENTS: The Executive Board shall establish, in writing as a Standing Order, the training requirements for the membership of each special resource team. Training requirements may be unique and specific to each type of special resource. Training and qualification standards for each specialty will attempt to equal or exceed the highest identifiable national standard possible. The special resource team members shall meet and conduct the training required to achieve competency in the skills required for the special resource team.

4.1.2. SPECIAL RESOURCE TEAM: Passage of an annual skills verification test shall be a prerequisite to continue as members of a special resource team.

- 4.2 APPLICATION - Any person may apply for "Special Resource" membership. Applicants will identify their unique skills and capabilities to provide a currently needed special skill, how the team will benefit, and how the applicant intends to use the special skills for team benefit.

The Executive Board will review applications and will grant or deny membership. If membership is granted, the "Special Resource" member is expected to document contributions to PCSAR via SAR log, training roster, etc.

On an annual basis, the Executive Board will review the performance of "Special Resources" members to ensure PCSAR has benefited from the member's special skills or has a reasonable expectation to benefit from continued participation of the member.

Upon review, the Executive Board may continue the "Special Resources" membership or deny it. If the membership is denied, the member will be placed on probation for six months during which time he/she must comply with training and membership standards or forfeit all membership status.

Response of Special Resource Team: The special resource team shall have an established method of call out. Typically it will be a telephone based call out and will not entail hot responses.

**5. REFERENCE:**

**6. RESCISSION:**

All policies on this subject written before this date are hereby rescinded

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW UP:**

The PCSAR Team Leader has the responsibility to review and reissue this SOP.

STANDING ORDER #15 BASIC TRAINING PROGRAM

**1. PURPOSE:**

It is the purpose of this policy and procedure to adopt a uniform training program, using state and nationally recognized training programs for new PCSAR personnel.

**2. POLICY:**

This policy will apply to all new members and establish a uniform training program using the South Dakota Emergency Rescue Technician Course (ERT), National Association of Search and Rescue (NASAR) Fundamentals of Search and Rescue (FUNSAR), or their equivalents, and additional classes covering areas of operation the team responds to not covered by the above courses (see list below). The additional information concerning team operations not covered by the above courses will be included. Course material for the following areas of knowledge will be added to the ERT Course:

- Basic Safety Course
- Constitution, Bylaws, Standard Operating Policies, and Guidelines
- Emergency Vehicle Operations Class and Practical
- Fire Support
- Building Collapse
- Surface Water Rescue Response
- Winter Operations
- Communications
- Helicopter Operations
- Incident Command System

**3. RESPONSIBILITY:**

It shall be the responsibility of the Training Officer to see that the standing order is implemented and questions about or concerning it are answered.

**4. PROCEDURE:**

New Personnel shall attend and complete the ERT course, FUNSAR, and the above listed classes and skills check sheets before becoming eligible to become a team member. See SOP #3 on becoming a member.

It is in the best interest of the team to have a uniform, state or nationally recognized course with outlines and other course material in writing to ensure all training classes cover the desired material and skills.

**5. REFERENCE:**

SOP #3

**6. RESCISSION:**

N/A

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW UP:**

The PCSAR Secretary has the responsibility to review and reissue this SOP.

STANDING ORDER #16 SEARCH DOGS

**1. PURPOSE:**

The purpose of this document is to provide guidelines to be used for any person wishing to join PCSAR as a search dog handler and as a mechanism to be used for a training standard leading to the actual certification of a PCSAR handler and dog team.

Members wishing to be support staff for a PCSAR search dog team shall follow guidelines as established in Standing Order #14 Special Resources.

Those choosing to be search dog handlers and not full PCSAR Team Members will be considered a *Special Resource* and shall be called upon to assist in any lost person alert if deemed necessary by the Team Leader. (Reference cf. Article 4 of Constitution: Bylaws Part 1 Membership: 1.09.) (Standing Order #14:4.)

**2. POLICY:**

This policy will apply to all individuals wishing to participate as a member of PCSAR as a search dog handler. Individuals wishing to participate as an active member must follow the same guidelines as any other unit of PCSAR (reference cf. Article 4 of Constitution: Bylaws Part 1 Membership: 1.01-1.08).

Individuals wishing to join PCSAR as a new search dog handler shall complete, at a minimum, the NASAR Fundamentals of Search and Rescue (FUNSAR) course and be a Special Resource of PCSAR for one year before participating in search missions with their dog. During this time, individuals are encouraged to participate in searches as navigators for other dog handlers and as ground support. They are also encouraged to participate in business meetings and attend other PCSAR functions.

Experienced and/or certified search dog teams will be required to adhere to these requirements on a case-by-case basis.

New handlers are encouraged to work with experienced search dog handlers and those affiliated with PCSAR and train his/her dog during this time.

During this year, the new member has the opportunity to understand the commitment, training of himself/herself, and training responsibilities for a dog.

The primary objective of the new member is to make adequate progress toward assuming a Special Resource status with PCSAR. During the one year period, the new member's responsibilities are:

- To attend monthly meetings as well as local training sessions;
- To be responsible for training themselves and their dog;
- To be responsible to deal fairly and honestly with their potential team members;
- To demonstrate adequate progress toward SAR activities; and

- To be willing to commit to the program and educate themselves in all areas.

The new member would assist in all exercises relating to search dogs and search/navigation. Throughout this time, if the new member continues to demonstrate support, assistance, and interest, the new member's dog is allowed to begin to participate during search missions. The dog must meet the following minimum requirements:

- Canine is to have a good relationship with handler;
- Canine is to be in good physical condition;
- Canine is to be not less than 6 months of age;
- Any breed of dog capable of meeting the objectives of the Certification Standards is acceptable;
- Canine is to be current with immunization vaccinations for distemper, hepatitis, leptospirosis, kennel cough, rabies, and canine parvovirus. The handler should possess written proof of these records; and
- All canines identified and used as SAR canines should be non-aggressive to people and other animals and should be controllable by their handlers. They should successfully complete the AKC Canine Good Citizen Evaluation or equivalent and the handler should possess written proof of this accomplishment. (Reference: *NASAR Standards*)
- Handler will maintain search logs for training and field missions to track the dog's progress and identify strengths and weaknesses

Once these are met, the dog/handler team will continue to train and work with PCSAR personnel and other members of affiliated organizations. The dog/handler team will be called upon on an as-needed basis to assist with missing person search based on their capabilities.

### **3. RESPONSIBILITY:**

It shall be the responsibility of the Team Leader to see that the Standing Order is implemented and questions about or concerning it are answered.

### **4. PROCEDURE:**

Search dog handlers shall train on a regular basis and participate in events and activities with PCSAR personnel. Search dog handlers shall follow all South Dakota State requirements for certification for both search dog and handler and are encouraged to certify through other agencies when possible.

### **5. REFERENCE:**

Article 4 of Constitution: Bylaws Part 1 Membership: 1.01 - 1.09; Standing Order #14:4

### **6. RESCISSION:**

N/A

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW UP:**

The PCSAR Training Officer has the responsibility to review and reissue this SOP.

STANDING ORDER #17 SAFETY AT INCIDENTS IN THE ROADWAY

APRIL 2009

**1. PURPOSE:**

It is the purpose of this procedure to detail the actions of PCSAR personnel at operations conducted in the roadway, so as best to provide for their own safety and the safety of the public.

**2. POLICY:**

This procedure applies to all PCSAR personnel responding to incidents that occur in the roadway. The nature of these incidents will typically be traffic accidents, but may include other types of incidents as well.

**3. RESPONSIBILITY:**

It shall be the responsibility of the Team Leader to see that the Standing Order is implemented and questions about or concerning it are answered. It shall be the responsibility of the team member in charge at an emergency scene to implement this standing order.

**4. PROCEDURE:**

Structural firefighting or Urban Search and Rescue (USAR) helmet, coat and bunker pants shall be worn when working within the action circle of the accident scene (15' minimum is a suggested hot zone). This perimeter shall be established by the on-scene officer.

A reflectorized, colored vest **shall be worn** by all personnel working in or near moving traffic at roadway incidents. The vest shall be worn on the outside of bunker gear when not actively involved in the extrication procedures.

**5. REFERENCE:**

N/A

**6. RESCISSION:**

N/A

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW UP:**

The PCSAR Team Leader has the responsibility to review and reissue this SOP.

STANDING ORDER #18 MAINTENANCE

APRIL 2009

**1. PURPOSE:**

It is the purpose of this procedure to detail the actions and responsibilities of the PCSAR Maintenance Officer and truck engineers.

**2. POLICY:**

This procedure applies to all PCSAR personnel, the Maintenance Officer, and truck engineers.

**3. RESPONSIBILITY:**

It shall be the responsibility of the Maintenance Officer to see that the Standing Order is implemented and questions about or concerning it are answered.

**4. PROCEDURE:**

The primary duties of the Maintenance will be those as defined in the Bylaws of the organization. Those duties are:

- 4.1 The Maintenance Officer shall have the responsibility of maintaining PCSAR buildings, grounds, vehicles, and rescue equipment in a response ready condition.
- 4.2 The Maintenance Officer shall keep a file of all operating instructions, warranty information, parts lists, etc., for all PCSAR equipment.
- 4.3 The Maintenance Officer shall keep maintenance logs on all vehicles and rescue equipment.
- 4.4 The Maintenance Officer shall report to the Assistant Team Leader – Operations on at least a monthly basis regarding the condition of vehicles, rescue equipment, and buildings and grounds.
- 4.5 The Maintenance Officer shall direct the truck engineers and assist them in completing monthly truck checks.
  - 4.5.1 Truck engineers shall be appointed by the Maintenance Officer on an as-needed basis.
  - 4.5.2 Truck engineers shall complete the checklists and submit them to the Maintenance Officer on a monthly basis.

**5. REFERENCE:**

N/A

**6. RESCISSION:**

N/A

**7. REISSUANCE:**

ANNUALLY

**8. FOLLOW UP:**

The PCSAR Maintenance Officer has the responsibility to review and reissue this SOP.

# Pennington County Search & Rescue Operating/Certification Protocols

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## STANDING ORDER #19 HIGH AND LOW ANGLE RESCUE OPERATIONS

JULY 2009

### 1. PURPOSE:

The purpose of this Standing Order is to state the PCSAR policy and procedures for stabilizing the scene of a high angle or low angle rescue (herein referred to as Vertical Rescue) and properly and safely evacuating victims from the scene.

### 2. POLICY:

It is the policy of PCSAR to respond to Vertical Rescue incidents and safely and efficiently remove victims from the vertical environment.

- 2.1 Since risk is inherent in the vertical environment, the primary concern is always the safety of responders.
- 2.2 The secondary concern is safety to life of the subject and bystanders.
- 2.3 The rescue and/or recovery of property, including animals is the lowest priority and the risks to responders associated with such recovery must be minimal.
- 2.4 Patient condition, his/her situation, hazards (real and potential), and available resources will influence the methods and speed at which the operation can be accomplished.
- 2.5 Rescuers shall be assigned duties based on their trained skill level.
- 2.6 **Rescuers will immediately notify command if they are uncomfortable or unable to complete an assigned duty.**

### 3. RESPONSIBILITY:

The on-scene commander is responsible for implementing this standing order.

### 4. PROCEDURE – COMMAND:

- 4.1 Command procedures must include establishment, transfer, divisions, and staging. Command should strictly control access to the action circle to those persons working on the extrication. All personnel located inside the action circle should don appropriate protective gear, as needed.
- 4.2 Command Structure
  - 4.2.1 Overall command is under the Incident Commander (IC) – may be non-PCSAR responder,
  - 4.2.2 Patient care under control of medical personnel on scene – may be EMS or PCSAR.
  - 4.2.3 Rescue operations are under control of the TSO – typically PCSAR unless called for mutual aid to other rescue qualified organization.

Ultimate responsibility lies with the IC and decisions should be made with help of medical control and TSO.

**5. PROCEDURE – Rescue Operations:**

With the policy stated above in mind, the commander and personnel called to these incidents must use careful, efficient means to accomplish the rescue in a timely manner with an appropriate balance of risk vs. reward. The following steps are generally accepted at each rescue scene, however it is impossible to identify all possible contingencies, and deviations to these steps may be required. Deviations should be carefully reviewed and monitored by the Technical Sector Officer (TSO) and Safety Officer.

- 5.1 Establish command—upon arrival at the scene the first responding vehicle will establish command or will coordinate command if already established by another agency.
- 5.2 Conduct a Primary Assessment –
  - 5.2.1 Interview individuals or other responders on the scene
  - 5.2.2 Establish the location and number of patients
  - 5.2.3 Establish verbal contact with patients if possible to evaluate condition
  - 5.2.4 Determine if this will be a rescue or recovery
- 5.3 TSO – Assign Safety Officer – At NO time shall the TSO act as the safety officer. There must be two sets of eyes to review the systems.
  - 5.3.1 conduct 360 evaluation of scene (or as much as possible given the terrain)
  - 5.3.2 Identify possible hazards to rescuers, patients and bystanders.
  - 5.3.3 Coordinate with TSO to avoid or resolve safety issues.
  - 5.3.4 Establish hot zone perimeter
  - 5.3.5 Review all systems after setup and before operations.
- 5.4 Meet with riggers to determine rescue plan including appropriate systems and locations for anchors and rigging
- 5.5 Command shall evaluate on scene equipment and personnel given the rescue plan, and shall request additional resources as needed.
- 5.6 Establish a equipment staging area.
- 5.7 Assign “medical” responder
  - 5.7.1 Establish access method
  - 5.7.2 Gather appropriate medical/rescue equipment and gain access to the patient.
  - 5.7.3 Perform primary patient survey, establish an airway and simultaneously establish adequate C-spine immobilization and care.
- 5.8 Make rigging assignments

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- 5.8.1 Anchors
- 5.8.2 Main and Belay systems
- 5.8.3 Basket rigging (if needed)
- 5.8.4 Haul system (if needed)
- 5.8.5 Make edge and attendant assignments
- 5.9 Establish all systems and conduct safety check
- 5.10 Hand off control of the operation to the Control Officer. TCO step back and oversee operation.
- 5.11 Control Officer run operation
  - 5.11.1 Access the patient with the rescue system
    1. Package and secure patient for removal.
    2. Carefully remove the patient with appropriate care to the C-spine, airway, fractures, and bleeding.
- 5.12 Secure any equipment used and secure the scene.
  - 5.12.1 Inspect equipment
  - 5.12.2 Repack equipment
  - 5.12.3 Remove and report any lost or damaged equipment

### **6. RESCISSION:**

### **7. REISSUANCE:**

### **8. FOLLOW-UPS:**