

**Standard Operation  
Procedures  
(SOPs)  
Of  
The Franklin County Sheriff's  
Search and Rescue Patrol**

These Standard Operation Procedures are intended as a guideline for making sure that persons are qualified to the best of the Units abilities, and in no way does the Unit assume liability for the use, misuse or neglect of any article or interpretation of any article herein.

# **Standard Operating Procedure #1**

Subject: New Member Application Form

See attached Application.

## **Standard Operating Procedure #2**

Subject: New Member Requirements and Orientation

The 1<sup>st</sup> Vice-Commander will be responsible for the orientation of new members into the Search and Rescue Unit. The orientation will be designed to provide the following information:

- A. Team Organization
  - 1. Command
  - 2. By-Laws/Constitution
  - 3. Standard Operating Procedures and skill requirements
- B. Expectations
  - 1. Probation period
  - 2. Callouts, training and meeting attendance
- C. Radios and Pagers
- D. Equipment and Uniforms
  - 1. Issued equipment
  - 2. Personal equipment
  - 3. Unit equipment
  - 4. Uniforms
  - 5. ID Cards
- E. Endorsement
  - 1. This Unit shall at no time endorse or recommend candidates for political office. Nor shall politics or political candidates be discussed at meetings, unless it pertains directly to the business of the patrol. Neither shall religious discussions or arguments be tolerated at meetings of this Unit
  - 2. No officer or member of this Unit shall use it as a means of furthering any movement not in keeping with its real and established aims and purposes.
- F. Legal Liability
  - 1. This Unit shall in no way be legally liable or responsible for the actions of its individual members and all riders.
- G. Driving Habits
  - 1. All drivers must use due care and careful driving tactics while on patrol activities or be subject to dismissal from the Unit.
- H. Alcoholic Beverages, Drugs and Convictions
  - 1. No person shall appear at any patrol meeting or patrol duty while under the influence of alcohol or drugs.
  - 2. There is a zero-tolerance policy for drugs and alcohol. . Alcoholic beverages of any form and/or drugs shall not be consumed on any official function. Any

person found under the influence will face a hearing according to Franklin County Personnel Policy under Employee Discipline Procedure and Principles.

3. Any member witnessing another member using illegal drugs/alcohol shall report them to the Sheriff immediately. If the witness fails to report the incident, he/she shall face a hearing according to the Franklin County Personnel Policy under Employee Discipline Procedure and Principles.
  4. No member shall commit any misdemeanor or felony. Any offender of the above shall be subject to a hearing by the Unit Board according to Franklin County Personnel Policy under Employee Discipline Procedure and Principles.
- I. By-Laws/Constitution and Standard Operation Procedures (SOPs)
1. Every member and new member applicant of this Unit is to read the By-Laws/Constitution and Standard Operation Procedures and within 30 days sign and turn into the Commander the "Statement Sheet" stating that they have read and understand what the Unit expects of them, and the Secretary shall see that it is filed with the personnel records of that member.
  2. This Standard Operation Procedure is intended as a guideline for making sure that persons are qualified to the best of the Units ability and in no way does the Unit assume liability for the use, misuse or neglect of any article or interpretation of any article here-in. We are here to serve and trained to serve.

# **Standard Operating Procedure #3**

Subject: New Member Training Requirements

# Standard Operating Procedure #4

Subject: Unit and Personal Equipment and Uniforms

## A. Unit Equipment and Property

1. This procedure will cover the issuing of all Unit equipment and property. The following list consists of issuing equipment and property including, but not limited to:
  - a. Mobile radios, portable radios and tone and voice pagers
  - b. Identification cards, decals
  - c. Snow related equipment (transceivers, shovels, probe poles, etc.)
  - d. GPS units
  - e. Any other equipment not listed or that becomes available
2. All equipment will be issued at the direction of the Unit Commander and/or the Unit Board of Directors.
3. The Unit Quartermaster will issue all equipment or property and keep appropriate records.
4. No Unit equipment or property of any type shall be issued to anyone not associated with the Franklin County Sheriff's Office and/or the Franklin County Search and Rescue Unit without the approval of the Unit Commander and the Unit Board of Directors.
5. Radio equipment will be issued to active members first at the discretion of the Unit commander and the Unit Board of Directors.
6. All Unit equipment must be turned into the Quartermaster before it is re-issued out. There will be no transferring of equipment from one member to another.
7. Any damage to issued equipment, while not involved in a Unit related activity, shall be repaired at the member's expense.
8. Any damage to Unit equipment shall be brought to the attention of the Unit Commander as soon as possible.

## B. Personal Equipment and Property

1. The selection, purchase, type and brand of personal equipment and property is to be determined by the individual preference of each Unit member. Guidance may come from the Unit or Sheriff's Office.
2. Normal care and maintenance of personal equipment is the responsibility of its owner.
3. All personal equipment should be identified with name of Unit number and/or engraved with the owner's name. Tape may also be used in a color combination unique to the owner for identification.
4. Repair and/or replacement of personal equipment or property by the Unit:

- a. Normal wear and tear of personal equipment and property **is not** the responsibility of the Unit.
- b. Damage or loss of personal equipment and property due to the negligence of its owner **is not** the responsibility of the Unit.
- c. All members are strongly encouraged to carry personal insurance (i.e. vehicle, homeowners, renters etc.) to help defray the cost of repairs or replacement of personal equipment or property.
- d. Damage or loss of personal equipment or property **may** be subject to repair or replacement by ICRMP. Loss or damage should be reported to the Sheriff or his designee.
  - 1. Incident occurred during a Search and Rescue activity or training exercise.
  - 2. Owner was not negligent.

# **Standard Operating Procedure #5**

Subject: Member Probation Requirements

## A. Member Probation

1. Any member who does not fulfill the 75% attendance requirement in a given year will be placed on a six (6) month probation.
2. If the member does not fulfill the 75% attendance requirement during the six (6) month probation the member will be asked to return all issued uniforms and equipment and will be removed from the unit.



## **Standard Operating Procedure #6**

Subject: Letter of Commitment

See attached Letters.

# **Standard Operating Procedure #7**

Subject: Role of Associate Members