

Whatcom County SAR 4x4 Unit Membership Policy Guide

Proposed 1/12/2016
Accepted 2/9/2016
Update Proposed 2/2019
Unit Accepted 3/12/2019

ARTICLE I

MEMBERSHIP

1. Membership will be limited to 50 members. No new applicants will be accepted until the unit membership drops below 50.
2. Prospective applicants
 - a. Applications will be reviewed by the Oral board.
 - b. If an applicant is not recommended by the Oral Board, or is not present for the next 3 general meeting after turning in their application, their application is denied. Denied applicants may appeal to the Executive Board.
 - c. Prospective members will serve a six-month probationary period before being voted on as a full member during a general meeting by a simple majority of attending members.
 - d. During this period, the probationary member will acquire a basic First Aid, CPR, AED and Blood Borne Pathogens Certifications, train and use SAR GAR, per the Sheriff's Office directives.
 - e. A Proof of current training certifications need to be presented to the training officers.
 - f. The six-month probationary period begins after the approval of the probationary member by an oral board.
 - g. Probationary members may attend all sanctioned functions. Members should attend as many of the missions and functions they are available for.
 - h. Probationary members must ride with a qualified 4x4 member on missions. Exceptions can be made if probationary member has specialized equipment for the mission. In such case, the passenger must be a qualified 4x4 member.
 - i. Probationary member will be evaluated, and voted on, at the end of their 6 month probation at a regularly scheduled membership meeting.
3. A member in good standing:
 - a. Meets attendance requirements noted in 4.a of this Membership Policy Guide.
 - b. Is not under disciplinary action by the unit.
 - c. Has proof of current first aid/CPR/AED and blood borne pathogens, and SAR GAR training on file.
 - d. Has an approved, operable, street legal 4wd, registered in their name (or spouse's name).
 - i. Vehicle must have proof of insurance.
 - ii. Temporary down time cannot exceed 6 months, unless approved by the executive board for extenuating circumstances.
 - e. Has current proof of insurance on any vehicle you respond in.
 - f. Has a current and valid State driver's license.
 - g. Has a State of Washington Emergency Worker Identification Card issued by the Whatcom County Division of Emergency Management.

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4. Attendance
 - a. All members must attend 50% of the meetings unless excused. Members should attend as many of the missions and functions as they are available for.
 - b. Excuses for missing meetings and trainings sessions include work, vacation, and illness. To be excused from the function, the member *MUST CONTACT AN OFFICER PRIOR TO THE FUNCTION*. This does not excuse the member from meeting the training requirements.
 - c. At the end of the year, an officer of the 4x4 unit will contact any member not maintaining the minimum requirements. The member must meet with the Executive Board to state whether they wish to continue as a member, or resign.
 - d. If the attendance falls below the minimum requirements at the end of the second year, the member will be removed from the roster by the Executive Board. All unit owned equipment and Id's issued thorough the 4x4 unit must be turned in.
5. Leave of Absence
 - a. A leave of absence request must be submitted in writing to an officer and must be accompanied by all unit owned equipment.
 - b. If a member is not in good standing, at the time of leave of absence request. The leave of absence is denied, and considered a resignation.
 - c. Leave of absence will be limited to a maximum of 12 months.
 - d. A member on leave of absence will be removed from the call system.
 - e. Unit logos may not be displayed while on leave of absence.
 - f. When a member returns from leave of absence, they will be placed at the top of the candidate list.
6. Voting
 - a. Voting will be a majority of active members in good standing attending.
 - b. Voting for officers and candidate members will be done by written ballot, counted by two active members.
 - c. Absentee ballots for voting on officers will be mailed by the Secretary upon request, and must be returned in a sealed envelope by the December meeting. Absentee ballots can be returned via postal mail, or hand delivered to an officer of the 4x4 unit.
7. Conduct
 - a. All members must conduct themselves in a manner that will not discredit the organization, the council, council member organizations and Whatcom County Sheriff's Department.
 - b. Behavior that brings discredit to the organization may subject that member to disciplinary action, which could include expulsion.
 - c. All members will be responsible for the conduct of their guests.
 - d. Meeting Conduct
 - i. Behavior will not be disruptive (As determined by the Officers and/or SGT. At Arms)
 - ii. Two warnings by the SGT. at Arms or officer conducting the meeting will result in the member being asked to leave.
 - iii. If a member is asked to leave two times during a 12-month period, that member will be called before the Executive Board for possible disciplinary action.
 - e. When contacting members regarding conduct, contact will be made by two unit officers.
 - f. Harassing, bullying or hazing of any form will not be tolerated.

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8. Member Rights and Responsibilities
 - a. Must maintain training to the level referenced in the SAR Council bylaws.
 - b. Must turn in monthly volunteer hours to the Secretary.
 - c. Must be responsible for legibly filling out the logbook, safety sheets and all other paper work related to unit equipment and vehicles used in a timely manner as determined by the executive board.
 - d. Must maintain a safe and reliable 4x4 vehicle, as outlined in Article III, section 1 of this document.
 - e. If responding in a non-member owned vehicle, member must have written authorization by the vehicle owner to use said vehicle for a SAR activity and have current proof of insurance for said vehicle.
 - f. Must maintain Unit issued equipment and keep it in safe, clean, serviceable condition.
 - g. When a member leaves the organization, if not a member of any of the Whatcom county SAR unit, the Emergency Worker Card and ID Card must be returned to the secretary. Secretary will then return the card to the local DEM office.
 - h. When a member leaves the organization, they will be responsible for returning all unit owned equipment immediately. Member must reimburse replacement value within 30 days for equipment not returned or returned in a non-serviceable condition. If not returned or compensated in 45 days, items will be reported stolen.
 - i. Each member is responsible to keep track of their own training records and to get a copy of their training documentation to the 4x4 Training Officers.
9. Member Training.

In addition to the training referenced in the council bylaws, (see Appendix A) each member must demonstrate to an Officer tri annually:

 - a. The ability to safely self-extricate their response vehicle from a stuck situation.
 - b. The ability to safely install tire chains/cables on their response vehicle.
 - c. The ability to safely hook a SAR unit owned trailer to a response vehicle.
 - d. That you have the equipment listed in Appendix B in your response vehicle.

ARTICLE II

MISSION BEHAVIORAL CODE

1. Code of the road
 - a. Be a courteous driver.
 - b. Be a safe and legal driver.
 - c. Be a thoughtful driver.
 - d. Do not respond while under the influence of a controlled substance.
2. Personal code
 - a. Be professional, courteous, and thoughtful.
 - b. Be alert to dangerous situations.
 - c. Respect the property of others. Tread lightly.
 - d. Be neat. Do not litter. Leave no trace.

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- e. Be cautious with fire and smoking.
 - f. Be aware of your environment and situation.
 - g. Be sensitive to how your comments and actions may be perceived by others.
3. On missions
- a. Wear mission appropriate attire and SAR Ids.
 - b. Be prepared to accept assignments.
 - c. Follow chain of command.
 - d. Do not deviate unless personal safety or serious vehicle damage are factors.
 - e. Work efficiently as a team.
 - f. Settle differences of opinion later, in private.
 - g. Do not criticize leaders or directors in public.
 - h. Keep accurate records.
 - i. Do NOT disseminate information concerning search and rescue progress. Refer the press and others to the Sheriff or Public Information Officer.

ARTICLE III

MISION AND TRAINING GUIDELINES

1. To respond to an active mission you must be a member in good standing as outlined in Article I, Section 3 of these Policies.
2. Members must start a mission with a full tank of gas.
3. Each member is responsible for signing in and out.
4. SAR GAR will be utilized at the beginning of each assignment and re-evaluated as needed during all assignments on all missions, trainings and events.
5. Whenever possible, there should be two people per vehicle and 2 vehicles per team.
6. Keep track of the miles covered per vehicle and the equipment used on each mission. Each member is responsible for keeping his own records.
7. Members are not to operate outside their level of training. Limited response members cannot leave vehicles or roadways for search activities..
8. Must keep communication equipment on and at appropriate volume levels.
9. All operators must meet State required regulations for operating unit equipment.
10. Members will not operate unit or council equipment until deemed qualified by the unit training officer or designated trainer.
11. Unit owned vehicles must be refueled before returning to quarters.
12. Members must follow Executive Board maintained major equipment SOG's.
13. Damaged equipment must be reported to the Incident Commander and Unit Rep, before leaving the mission, training or event.
14. State damaged equipment claim forms and other mission related claim forms must be filled out and turned in within 60 days of incident. Failure to file a timely claim will result in the operator/member being financially responsible for damages.
15. Vehicles must have functioning mobile SAR radio and CB radio to be deployed to the field. Exceptions for a handheld SAR radio in place of a mobile SAR radio can be made

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by the OC on a mission, on a case by case basis. Exceptions to be reviewed at the next regularly scheduled meeting.

ARTICLE IV

DECALS AND PATCHES

1. Production of logo's or logoed items must be authorized by the Executive Board.
2. All decals and patches shall be the property of the organization and shall be issued in accordance with this policy guide when a person achieves full member status.
3. All decals, patches and logoed items must be returned to the organization when a person is no longer a member for a reasonable reimbursement as determined by the Executive board. Exceptions may be made by the Executive board.
4. Logos kept as mementos are not to be displayed or worn publicly.
5. Each member is entitled to one decal and one patch at the expense of the organization. Additional decals and patches require a non-refundable security deposit.
6. Members must be in good standing to display logos of the organization.
7. Candidate members are not allowed to display logos, except at the discretion of the Executive Board.

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(Appendix A) Training and Qualifications

	Topic	Base Camp Responder	Limited Field SAR Responder (Must be Supervised)		Field Qualified SAR Responder	
CC	Emergency Worker Card**	OF	OF		OF	
CC	Valid State Driver's License (if eligible)*	OF	OF		OF	
CC	Proof of Insurance (POV)*	OF	OF		OF	
CC	First Aid/CPR/BBP Card	OF	OF		OF	
4x4	Annual Vehicle Check	Verified	Verified		Verified	
4x4	Base Camp Orientation	C	C		C	
WC	SAR-GAR	C	C		C	
CC	Legal Issues	C	C		C	
CC	Radio Communications	C	C		C	PE
CC	IS-100-B	C	C		C	
CC	IS-700-A	C	C		C	
CC	Searcher Safety	C	C	PE	C	PE
CC	Physical & Mental Fitness	C	C		C	
CC	Survival Skills & Equipment		C		C	PE
CC	Crime Scene Identifications & Management		C		C	
CC	Search Organization & Management		C		C	
CC	Helicopter Safety		C		C	
CC	Search Techniques		C		C	PE
CC	Rescue Techniques		C		C	PE
CC	Land Navigation		C	PE	C	PE
CC	GPS Operation		C	PE	C	PE
CC	Subject & Searcher First Aid		C	PE	C	PE
CC	24 Hours Training Annually 8 Hours Mission/Mock/Practice SAR		Hours Recorded OF		Hours Recorded OF	

OF = On File

C = Classroom Training (or Online Equivalent)

PE = Performance Evaluation

All training courses must be redone every 3 years, with the following exceptions:

First Aid/CPR/BBP cards must be kept current by the standards of the issuing agency

IS-100-B and IS-700-A do not need to be retaken.

Training hours are evaluated annually

Most courses may be challenged for recertification for active members with sufficient mission time.

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(APPENDIX B) EQUIPMENT LIST

1. Required Equipment and care
 - An operational mobile CB in any response vehicle
 - Self-recovery device (winch or come-a-long)
 - Usable tow points on the front and back of response vehicle
 - Jack appropriate for the response vehicle
 - Tire chains/cables
 - Spare tire
 - Response vehicle inspected annually by the training officers
 - Verify unit issued electronics are properly installed and functional
 - Unit issued equipment must accompany member on missions & trainings
 - Equipment required by National Forest Regulations
 - i. Ax
 - ii. Shovel
 - iii. Bucket (minimal 1 gallon)
2. All personnel are expected to be self-sufficient for 24 – 48 hours to include but not limited to the following:
 - Map
 - Compass
 - Flashlight/headlamp
 - Extra batteries and blub for flashlight/headlamp
 - Whistle
 - Gloves
 - Extra clothes
 - Rain gear
 - Flagging and a permanent marker
 - Pencil and paper
 - Life jacket
 - Space blanket/bivy
 - Emergency shelter
 - Enough food for yourself for 24 – 48 hours
 - Fire starters
 - Gallon of water
 - Sun screen/bug repellent
 - First Aid Kit (to include 2 day of medications)
3. The following is the recommended equipment that should be carried for all missions.
 - Spotlight
 - Winch kit (cable clamps, snatch block, gloves etc.)
 - Tow strap
 - Recovery strap

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- Sunglasses
- Binoculars
- Toolbox/repair kit
- Chainsaw
- Falling wedges (with chainsaw)
- Flare or smoke signaling device
- Sleeping gear
- Camp stove/cooking kit
- GPS
- HAM radio with license