

# Search and Rescue: *Procedures*

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## ADMINISTRATION

### 1.1 Authority of Search and Rescue

The objective of the Search and Rescue (SAR) Manual is to create and authorize the maintenance of SAR Policy and Procedures, directives, rules and regulations related solely to Search and Rescue.

The Search and Rescue Procedures Manual will govern the operations within this Team. The manual will include procedural and instructional information, as it pertains to SAR personnel. This manual shall not usurp the authority of the Regular Department Policy and Procedures Manual.

Where matters of Department operations are concerned, Search and Rescue personnel shall refer to and adhere to those policies, procedures, directives, orders, etc., found in this manual. LE Reserves assigned to SAR must also be familiar with, and adhere to, Reserve Support Detail SOP Manual.

### 1.2 Personnel Authority

The San Diego County Sheriff's Department Search and Rescue personnel receive their authority from the following:

- A. Level I Reserves- The peace officer authority vested under 830.6 and 832.6 PC shall be effective only for the duration of an assignment made by a regular peace officer of this state as defined under Sections 830.1 and 830.2 PC. Level I reserve officers may work alone and perform the same duties as full-time regular officers.
- B. Level II Reserves: Level II reserve officers may perform general law enforcement assignments while under the immediate supervision of a peace officer who has completed the Regular Basic Course. These officers may also work assignments authorized for Level III reserve officers without immediate supervision.
- C. Level III Reserves - The peace officer authority vested, per 832.6(a)(3) PC, shall extend only to those limited duties not requiring general law enforcement powers. They must be directly supervised by a peace officer, as defined in 830.1 and 830.2 PC.
- D. Rescue and Civilian Volunteers- Sheriff's Department authority.
- E. California Government Code Section 26614 grants the authority to perform Search and Rescue duties.

### 1.3 Team Procedures Manual: Revisions/ Changes

Recommendations for revisions/changes to the SAR Manual shall be routed through the proper chain of command for review and evaluation by the SAR Executive Management Team (SAR-EMT) and forwarded to the SAR Coordinator's Office, via the Bureau Commander. If approved, the change will be adopted and issued as an "EMT Directive", when the next manual revision is made, it will be incorporated into the appropriate section. Rejected recommendations shall be rerouted through the appropriate chain of command to the originator.

# Search and Rescue: *Procedures*

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## 1.4 Review and Approval of SAR Policy and Procedures

Revisions to the Search and Rescue Manual are encouraged at any time. Periodically a review of the SAR Manual shall be conducted by the SAR Coordinator with input from SAR Executive Management Team (SAR-EMT). Any Search and Rescue member may submit a request for Manual revisions/changes via the Chain of Command to the SAR Executive Management Team. Changes affecting the overall operation of the SAR Team shall be routed through the Chain of Command for final approval.

## 1.5 SAR Team Goals and Objectives

It shall be the responsibility of the Search and Rescue Coordinator and the SAR-EMT Staff to establish goals and objectives. The SAR Coordinator and the SAR-EMT Staff shall review the published goals and objectives to ensure they are being met. Goals and/or objectives that prove to be impractical or impossible to meet may be modified or dropped by action of the SAR Coordinator.

The goals and objectives shall be distributed to all Team personnel and agencies that are established resources through an existing Memorandum of Understanding (M.O.U.).

## PERSONNEL

### 2.1 Team Personnel Policy

# Search and Rescue: *Procedures*

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The Sheriff's Department Personnel/Backgrounds Unit shall govern the membership selection procedures. The Search and Rescue (SAR) Coordinator shall determine the overall suitability for service for all recruit candidates cleared by the Personnel Unit.

Approved candidates for the Team shall complete the following:

- A. An interview process to determine suitability for a chosen candidate and their ability to meet reasonable participation and financial obligations.

A written examination may be administered.

- B. An orientation session, which will include explaining the Team's service functions, obligations, basic requirements and expectations. SAR Academy requirements should also be covered for those candidates planning to serve in the field and/or areas for service, which do not require the academy.

## **2.2 Personnel Categories**

Reserves- Level I, II, III may be utilized for search and rescue assignments. The SAR Academy must first be completed regardless of their Law Enforcement Training.

Rescue Volunteers- These volunteers are non-sworn and therefore cannot perform law enforcement functions except as may be authorized by the SAR Coordinator and under supervision. The SAR Academy must be completed.

Civilian Volunteers- These volunteers are not allowed to enter the field to work with field teams, as they do not have the appropriate training. They may act in a support role in and around the field command post. The completion of the SAR Academy is not required. See Section 2.20 regarding participation in field training.

Lateral Entry- Occasionally a candidate with experience from a similar organization may apply for SAR. The SAR Coordinator and the EMT Staff will review the level of training necessary to qualify the candidate for field service on a case-by-case basis.

## **2.3 Other Memberships**

Membership with outside SAR related agencies is on a voluntary basis as long as the member can maintain the standards and training required of his/her Department assignment.

# Search and Rescue: *Procedures*

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## 2.4 Membership Status

All members of SAR serve at the pleasure of the Sheriff. Members are "at will" unpaid volunteer employees of the Sheriff's Department, and as such may be terminated by order of the Sheriff or his designated representative without a hearing or the right to appeal. Reserve or Volunteer personnel have no Civil Service protection nor are they protected under the Peace Officers Bill of Rights.

## 2.5 Command Structure

The organizational structure reflects the basic organization and delineation of responsibility and authority. The SAR Coordinator has the authority and responsibility to organize the Search and Rescue Team to provide the county with an efficient and effective emergency response team of Search and Rescue personnel. Delegation of this responsibility is shared with the SAR Reserve Commander.

The Search and Rescue Executive Management Team (SAR-EMT) forms the structure through which organizational components are defined, arranged, and coordinated. This is based upon direction from the SAR Coordinator and the SAR Reserve Commander.

The Search and Rescue Team is aligned with two or more major division components. The organizational structure of Search and Rescue is shown on an organizational chart, which is maintained in the SAR office.

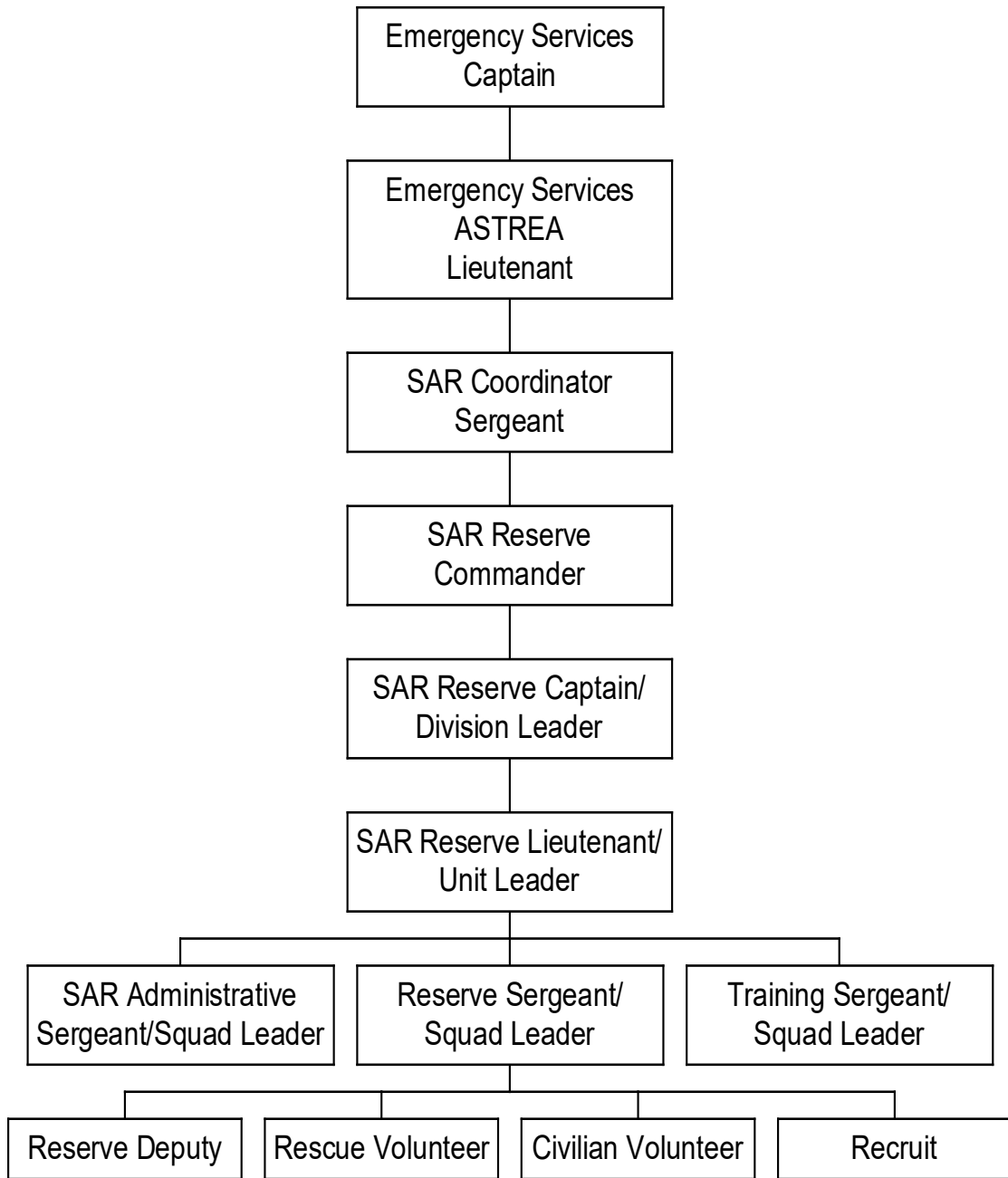
A paid supervisor will supervise the Search and Rescue Team. He/she has the responsibility to see that staff and members of SAR carry out their duties in a proper and legal manner. All Reserves and Volunteers, regardless of their rank, are subordinate to any regular Deputy Sheriff.

SAR is supervised by the Emergency Services Division Captain. The ASTREA Lieutenant supervises the SAR Coordinator. The SAR Coordinator supervises the SAR Reserve Commander. The Chain of Command below the SAR Commander is:

- Reserve Captains/Division Leaders
- Reserve Lieutenants/Unit Leader
- Reserve Sergeants/Squad Leaders
- Reserve Deputies/Rescue Volunteers
- Civilian Volunteers

# Search and Rescue: *Procedures*

## 2.5 Command Structure: (Cont.)



# Search and Rescue: *Procedures*

## 2.6 Duties & Responsibilities

The duties and responsibilities of personnel assigned to Search and Rescue shall be clearly stated in writing and shall be available for review by all personnel.

The SAR Coordinator, or designee, shall maintain a written statement of the duties and responsibilities of each job assignment in the Search and Rescue Team.

### A. SAR Commander

The SAR Commander is the administrative head of the Search and Rescue Team. The Commander may be required to perform other duties as well as the below listed specific responsibilities:

1. Supervise SAR Reserve Captains/Division Leaders to ensure each Division is in compliance with departmental standards.
2. Liaison between the SAR Coordinator, SAR Team and other Reserve Commanders. The Commander may assign certain operational duties to the Reserve Captains/Division Leaders.
3. Issue directives to the Team as directed by the SAR Coordinator. Assumes direct control of any Division under his/her command when necessary.
4. Ensure Division management is adequate and being properly supervised.
5. Delegate duties as necessary to Reserve Captains/Division Leaders.
6. Approve or disapprove requests from Division Reserve Captains/Senior Division Leaders affecting policy or operational changes. Forward appropriate request to the SAR Coordinator's Office for review.

### B. Reserve Captains / Division Leaders

The Reserve Captain/Division Leader is a policy administrator and the operational head over his/her Division(s). The Reserve Captain/Division Leader may be required to perform other duties as well as the below listed specific responsibilities:

1. Enforce policies as directed by the SAR Reserve Commander.
2. Approve or disapprove staff requests affecting Division policy or operations. Forward approved requests through the Chain of Command.
3. Work with the SAR Reserve Commander to resolve serious disciplinary problems.
4. Establish goals and responsibilities for his immediate staff and Unit Commanders. Ensure each level of command functions according to the Department Policy and Procedures manual and SAR Procedures.
5. Capable of handling any Command and Management positions up to and including Deputy Incident Commander of a Search Mission.

### C. Reserve Lieutenant / Unit Leader

The Reserve Lieutenant/Unit Leader is considered the middle Manager and may be required to perform other duties as well as the below listed specific responsibilities:

1. Serve in any command capacity as requested by the Incident Commander or Search Manager.
2. Serve as the Deputy Incident Commander as directed.
3. Ensure Sergeants/Squad Leaders are trained and available for field supervision positions. Ensure the unit is properly staffed to fulfill duties.

# Search and Rescue: *Procedures*

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## 2.6 Duties & Responsibilities (Cont.)

### **Administrative Reserve Sergeant / Squad Leader**

The Administrative Reserve Sergeant/Squad Leader assumes command of the unit in the absence of the Reserve Lieutenant/ Unit Leader. The Reserve Lieutenant/ Unit Leader may rotate the Administrative Reserve Sergeant/Squad Leader position so each Reserve Sergeant/Squad Leader is trained accordingly.

### **D. Reserve Sergeant / Squad Leader**

The Reserve Sergeant/Squad Leader is responsible for the management and supervision of the squad. They report to the Reserve Lieutenant/Unit Leader.

### **E. Training Reserve Sergeant / Squad Leader**

The Training Reserve Sergeant/Squad Leader is responsible for ensuring the unit is in compliance with required standards. They are responsible for coordinating unit training activities and cross training with other units and outside agencies. The Reserve Lieutenant/Unit Leader may rotate this position as necessary.

### **F. Reserve Deputies / Rescue Volunteers**

All Reserve Deputies and Rescue Volunteers, who are not assigned to a specific unit during an actual mission, can serve as field team members. Factors for consideration shall include training status, physical ability, proper equipment, etc.

### **G. Civilian Volunteers**

Civilian Volunteers will generally have their duties limited to support roles. They may be assigned to support units to perform duties related to base camp or command post tasks or administrative tasks.

### **General guidelines**

All Reserve, Rescue Volunteers and Civilian Volunteers are expected to fulfill minimum duties and responsibilities related to their rank, position or level of training.

## 2.7 Personnel Status Changes

Members are required to immediately notify the SAR Office, and their chain of command, of all changes in their residence/ mailing address, telephone numbers and email addresses. Changes should be submitted in writing via email, fax or U.S. Mail.

# Search and Rescue: *Procedures*

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## 2.7 Personnel Status Changes (Cont.)

### A. Leave of Absence

Leave of absence requests must be applied for in writing and forwarded through the Chain of Command. The reason for the request should be included such as health, family situation or another demand that would prohibit the volunteer from participation. The request should also include the date they expect to return to service.

### B. Authorization:

1. The Unit's Reserve Lieutenant/Unit Leader may grant up to 30-days off with no equipment return.
2. Reserve Captains/Division Leaders may grant up to 60-days off with the member's Badge, ID card and weapon/magazines (if applicable) being returned.
3. The SAR Reserve Commander may grant up to 180-days off with the member's Badge, ID card and other issued equipment being turned in. The exception to this is for mobile installed radios, in which only the radio itself would be returned. An appointment would need to be made with the radio shop to remove the entire system.

The SAR Coordinator may grant up to 1-year leave of absence. Upon approval all department and County owned/issued equipment will be returned.

A request for extended Leave of Absence, beyond 1-year, shall be reviewed on a case-by-case basis by the SAR EMT Staff and Sheriff's Personnel.

It is the Reserve Captains/Division Leaders responsibility to collect and inventory the required/issued equipment. Equipment returned will be given to the SAR Coordinator for disposition.

### C. Request to return to duty;

For Leave of Absence of 180 days or more; requests to return to duty shall be made in writing and submitted through the Chain of Command. Requests shall be made within 30 days of the original expiration date. Failure to do so may result in automatic dismissal. Requests to return to duty after 30-90 days may be done by contacting the Reserve Lieutenant/Unit Leader. Reserve Lieutenants/Unit Leaders will then notify the Administrative Captain and SAR Coordinator via "SAR Status Change form" so the employee's records can be updated.

## 2.8 Reporting Illnesses and Work Related Injuries

Any employee who becomes ill or injured during a SAR activation shall immediately report such fact to their supervisor and the SAR Coordinator. Documentation of illness or injury should be completed pursuant to Department Policy and Procedure, Section 3.16.

# Search and Rescue: *Procedures*

## 2.9 Discipline Procedures

Investigations into alleged employee misconduct can be initiated at any level in the Chain of Command.

If the investigation results in a conclusion that the employee has committed some form of misconduct, the SAR Coordinator shall initiate a recommendation for disciplinary action.

Causes for disciplinary action are specifically set forth in Rules of Conduct (Department P&P, Sections 2 and 3.3).

Whenever it is deemed necessary, a member of this Department may be placed on Administrative Assignment pending an investigation for an unlawful act or violation of the rules set forth.

Prior to recommending discipline, the SAR Coordinator shall meet with the accused employee, outside the presence of the investigator, explain the findings and allow the employee an opportunity to provide information which could mitigate the findings, or affect a recommendation for discipline.

### Terminations

Reserve and Civilian Volunteers are "At Will" employees. There is no appeal process for voluntary employees.

## 2.10 The Promotional Process

The Search and Rescue Team shall provide for a promotional process, which can include a written examination, oral examination, resume, or any one of the three.

1. The process shall be exactly the same for sworn and non-sworn personnel.
2. If an examination is given, it shall be job related and approved by the Search and Rescue Coordinator.
3. Oral examinations shall be comprised of three interviewers utilizing the same interviewing and scoring formula for all candidates within that rank from the Search and Rescue Team.
4. Promotional oral boards should contain three supervisory personnel from either the Search or Rescue Team or the Department. Department personnel participating in oral boards should be at least a Sergeant. SAR Personnel should be at least two ranks higher than the candidates, or one rank higher than the position desired.
5. In the event only one person applies for a specific position, a resume may be requested from the candidate and the remainder of the process waived. The Unit Commander of the unit and the Reserve Captain/Division Leader of the unit with the opening shall review the resume. Additionally, the SAR Commander should review the application. The SAR Coordinator and Reserve Commander will make the final selection regarding promotions. Promotions can be made without an oral or written examination.

# Search and Rescue: *Procedures*

## 2.10 The Promotional Process – cont'd.

Testing for all ranks shall be held once yearly or as needed. This testing will be announced to the membership in writing via the SAR email system. Applications for promotion and written resumes will be submitted by all interested SAR members meeting the posted qualifications. Oral interviews will be held.

Any SAR member who meets the posted qualifications for promotional position may submit a written resume to the Search and Rescue Administrative Office. Candidates for promotion into specialized units must meet the basic requirements of that unit.

If only one application is filed, that person may be required to participate in the promotional process. If they meet the qualifications and are approved by the SAR Reserve Commander, Reserve Captain/Division Leader, SAR R/Commander, and the SAR Coordinator, the process may be waived.

If more than one person applies for a position, a board shall be established and an oral exam shall be given to all of the applicants. An eligibility list consisting of the number of open positions plus 3 shall be established based on the final scores of the applicants. Promotions shall be selected from this list.

If the opening is for the SAR Team Reserve Commander, the SAR Coordinator and the ASTREA Lieutenant shall conduct the process and make the recommendation.

6. Acting positions may be utilized for any vacant position if there are no qualified candidates available for promotion and should be filled as soon as the next eligibility list is created.

## 2.11 Minimum Requirements

The qualifications indicated may be waived at the discretion of the Emergency Services Captain.

Search and Rescue Team Reserve Commander (sworn or non-sworn):

1. Has completed the San Diego County Search and Rescue Academy
2. Should be rated as Level III Reserve (or higher), or a Rescue Volunteer who has completed the SAR Academy.
3. Completion of a Search and Rescue Incident Management class such as the CAL-EMA course "Direction and Control of the Search Function".
4. Completion of the San Diego County Supervision Course, or equivalent.
5. Has completed a minimum of 2 years as a Reserve Captain or Division Leader within the SAR Team.
6. Has completed FEMA-NIMS courses: ICS-100, 200 & 700.

Search and Rescue Reserve Captain (sworn) and Division Leader (non-sworn):

1. Has completed the San Diego Search and Rescue Academy
2. Should be rated as Level III Reserve (or higher), or a Rescue Volunteer who has completed the SAR Academy.
3. Completion of a Search and Rescue Incident Management class such as the OES Managing the Search Function Course
4. Completion of the San Diego County Supervision Course, or equivalent.
5. Has completed a minimum of 2 years as a Unit Lieutenant or leader within the SAR Team.
6. Has completed FEMA-NIMS courses: ICS-100, 200 & 700.

Search and Rescue Unit Reserve Lieutenant (sworn) and Unit Leader (non-sworn):

# Search and Rescue: *Procedures*

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1. Has completed the San Diego County Search and Rescue Academy.
2. Should be rated as Level III Reserve (or higher), or a Rescue Volunteer as having completed the SAR Academy.
3. Completion of a Search and Rescue Incident Management class such as the OES Managing the Search Function Course. (Can be waived but must be completed within the first year of appointment.)
4. Completion of the San Diego County Supervision Course, or equivalent. (Must be completed within the first year of appointment.)
5. Has completed a minimum of 2 years as a Squad Sergeant or Squad Leader within the SAR Team.
6. Has completed FEMA-NIMS courses: ICS-100, 200 & 700.

Search and Rescue Reserve Sergeant (sworn) and Squad Leader (non-sworn):

1. Has completed the San Diego County Search and Rescue Academy.
2. Should be rated as Level III Reserve (or higher), or a Rescue Volunteer as having completed the SAR Academy.
3. Has completed a minimum of 2 years as a Level III Reserve or Rescue Volunteer within the SAR Team.
4. Has completed FEMA-NIMS courses: ICS-100, 200 & 700.

## **2.12 Transfers**

Transfers may be requested from Unit to Unit, for the purpose of filling openings, providing special services and enhancing training and career development.

1. An employee wishing to transfer shall submit a written request including the reasons for transfer, and forward through the Chain of Command to the Reserve Captain/Division Leader, for approval.
2. Employees must understand, agree to, and be able to meet entry requirements and training standards and obtain special equipment required of the prospective new Unit, Division or SAR. Reasonable time shall be allowed to meet entry requirements for the transfer to become final. Otherwise, the approved transfer shall be probationary.
3. The Reserve Captain/Division Leader of the requestor's unit shall arrange for the transfer request paperwork to go to the receiving Units Reserve Captain/Division Leader for approval and acceptance criteria.
4. Reserve Lieutenants/Unit Leaders may deny a transfer request from an individual into their unit if the demand is deemed best for the operation of the unit. To ensure procedures have been followed and to ensure the denial was warranted, SAR-EMT staff will review transfer requests which have been denied. The requestor shall have the right to appeal if desired.

2-14

## **2.13 Retirement**

Retirement requests shall be forwarded through the Chain of Command to the SAR Reserve Commander then to the SAR Coordinator for processing. Retirements may be granted by several ways:

1. Honorable – Having served for ten (10) or more years of service unbroken by no more than one (1) year of approved absence. Honorably retired reserves shall receive a badge and ID card, non-sworn employees, shall receive a retirement plaque.
2. Medical – Shall be the same as for honorable except the employee must have served a minimum of five (5) years of unbroken service. The medical condition must be such that it prevents service within any unit.

# Search and Rescue: *Procedures*

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## 2.14 Reinstatement

Former employees who wish to be reinstated to active service should submit a request, in writing, to the SAR Coordinator. Upon receipt of the request, the SAR Coordinator and SAR-EMT should discuss the request and inform the individual of the intent.

1. Records shall be reviewed to ensure the employee left the organization under honorable conditions, maintained at least minimum standards for participation and training, and no documented negative reports are on file.
2. Returning employees must agree to participate in training refreshers and recertification as may be required. Those who have been absent from SAR for two (2) years may be required to repeat all or part of the SAR Academy. Those who have been absent from SAR for three (3) or more years will be required to repeat the SAR Academy.
3. Employees terminated for reasons of disciplinary action, lack of participation or permanent physical disability, shall not be eligible for reinstatement.
4. Returning employees must meet requirements of Sheriff's Personnel

## 2.15 Personnel Rosters

All roster changes shall be forwarded to the Reserve Commander for action. Section 2.7 defines the changes. The SAR office will publish updated rosters on a periodic basis for appropriate distribution.

1. The Administrative Captain shall assign special roster entry information such as personnel radio field numbers and other necessary identifiers.
2. Rosters are confidential in nature and shall not be duplicated for any purpose outside of the SAR organization or Sheriff's Department. Out of date rosters shall be destroyed prior to disposal.

## 2.16 Timekeeping

All personnel are responsible for tracking their own hours and personally owned vehicle mileage expended while on duty for the Sheriff's Department or while conducting other departmental authorized business.

1. Time/mileage reports are to be done on the current form and tallied on a monthly basis.
2. Forms shall be forwarded to the immediate supervisor within the directed timeframe. Units shall compile unit totals for submission to the Administrative Division. An individual form for all members, even those who may be on LOA, or have zero time to report, shall be forwarded to the SAR office files.
3. Grand total reports for staff and for each unit shall be submitted to the Administrative Unit Reserve Lieutenant/Unit Leader who will compile the information and forward to the SAR office. If the frequency is on a quarterly or longer basis, each month's information shall be listed separately on a combined form.
4. SAR personnel are required to maintain 100 hours annually. Failure to maintain documented department participation will result in Administrative suspension followed by possible termination. Hours must be a combination of Training, Attendance at Unit Meetings, and SAR Meetings, SAR Service Request at Public Events and SAR Missions. All members must attend a minimum 50% of SAR Team Meetings and All Units Trainings. Exceptions will be made on a case by case basis and must be authorized by Division Captains.

## 2.17 Employee Evaluations

# Search and Rescue: *Procedures*

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All employees shall receive a performance evaluation by their immediate supervisor a minimum of once per year. Supervisors may however, complete evaluations on employees as often as deemed necessary to track probationary performance.

1. Evaluation periods will usually begin and end on the calendar year. Evaluations and contact with the employee should be completed within the first quarter or the year, utilizing current forms.
2. Employees have the right to appeal their evaluation if they believe it is biased. In such cases, the SAR Coordinator shall appoint an appeal officer to review the case and follow the same guidelines as the Department does with paid personnel.
3. Once all reviews have been completed, the evaluation form shall be forwarded to the SAR office to be placed into the employee's file. Reserve Evaluations will be forwarded to Personnel. They will not be maintained in the SAR Administrative files.
4. Department policy regarding the review of personnel files shall apply to all Search and Rescue members.

## **2.18 Awards and Recognitions**

The Sheriff's Department will, upon recommendation, recognize those employees, both sworn and volunteers, who have performed their duties in an exemplary manner. Such recognition is not easy to come by and not to be taken lightly. Recognitions may come in the form of medals, certificates and/or commendations. Definitions of these awards may be found in the Department's Policy and Procedures Manual, Section 3.23.

The Search and Rescue Team and individual units may award other types of recognitions as may be appropriate. The SAR Coordinator shall approve or disapprove recommendations made through the EMT Staff for all awards.

## **2.19 Training and Lesson Plans**

All training by Sheriff's Search and Rescue Team must be conducted in a professional, safe and efficient manner. Commonly themed training should be consistent throughout the SAR Team. All training conducted must be documented for both safety reasons and for future reference.

The training must be approved by the SAR Coordinator in advance to ensure it is covered by State DSW and County worker's compensation, it is consistent between units and SAR academies, and it follows Sheriff's Department Policies and Procedures.

To document Team or unit-specific training, a Search and Rescue Unit Lesson plan must be completed by the affected unit prior to conducting any training. This form must be completed by the Unit Training Sergeant/SRV and signed by the Unit Lieutenant/Leader. The form must be submitted for approval to the SAR Coordinator no later than the last normal working day prior to the planned training day.

A copy of all unit lesson plans will be filed at the SAR office and will be available for review by other units.

The Search and Rescue Academy Lesson Plan shall be completed by all SAR Academy instructors and approved by the Training Unit Lieutenant/Leader prior to the class being taught. All lesson plans must be outlined to a third level presentation standard.

Copies of the lesson plan, all hand-out materials, electronic presentations, Instructor Resume and any other materials will be archived by the Search and Rescue Training Unit for documentation purposes.

# Search and Rescue: *Procedures*

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## **2.20 Civilian Volunteer Participation in Field Training**

To afford new members the opportunity to begin their training prior to the start of the SAR Academy, non-field qualified volunteers (Civilian Volunteers) may take part in field training with the SAR Coordinator's approval.

## **Rules of Conduct**

All employees shall conform to Federal, State, and Local laws, as well as to the policies of this Department. It shall be the responsibility of all employees to familiarize themselves and comply with all such policies, orders, directives, rules and regulations of this Department. See Section 2 of the Sheriff's Department Policy and Procedures manual and may be viewed at the SAR Office or other Sheriff's facilities.

# Search and Rescue: *Procedures*

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## 4.1 Purpose

The purpose of this policy is to establish uniform standards specific to the Search and Rescue Team (SAR) and in conformity with established San Diego Sheriff's Department policies. Where appropriate, Department uniform specifications for sworn reserve personnel are incorporated directly herein.

The uniform items specified in this section shall be required of all Search and Rescue Team personnel, unless expressly identified as optional uniform apparel.

The Search and Rescue Team Executive Management Team Staff will make and forward all uniform recommendations for the Team in writing to the SAR Coordinator. The Search and Rescue Team Executive Management Team Staff shall determine when optional uniform apparel is appropriate.

- A. The appropriate uniform shall be worn for all "on duty" assignments as outlined in this section.
- B. Uniforms are not to be worn under the following circumstances:
  - 1. To and from a duty function, unless the uniform is covered by a civilian outer-garment, or unless personnel are operating a county vehicle.
  - 2. When the SAR Coordinator or SAR R/Commander require a non-uniform response (i.e. evidence search where heavy concentrations of poison oak, etc. may be present).

A request for a change of the uniform policy may be submitted in writing by any member of the Search and Rescue Team to that member's chain of command. The request will be forwarded to the Executive Management Team Staff for evaluation of the viability of the request. Requests approved by the Executive Management Team Staff will be submitted to the SAR Coordinator for approval. Requests approved by the SAR Coordinator will be incorporated into Section 4 of the SAR Policies and Procedures Manual. If a request is denied, the Executive Management Team Staff shall provide the Search and Rescue Team member making the request with a written response setting forth the reason for the denial.

The Executive Management Team Staff has the right to modify any request that it determines will better support the Team, its members, and mission.

## 4.2 Uniforms

All uniforms shall be worn in a clean and neatly pressed condition. Repair work to uniforms shall be done in such a manner so as not to be obvious to the public.

### **Reserve Deputies:**

Reserve deputies should follow the San Diego Sheriff Departments Personnel P&P (Section 3) for dress uniform specifications

The SAR patch is to be worn centered on the left breast pocket. The SAR patch may be worn on the Reserve Deputy Class "B" and "C" and tactical field uniform shirts. The SAR patch will not be worn with

# Search and Rescue: *Procedures*

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the Reserve Deputy Class "A" jacket or Reserve Deputy Class "B" or "C" uniform while working in a law enforcement role.

Only SAR personnel who have completed the San Diego County Sheriff's SAR Academy are authorized to wear the SAR patch. Lateral transfers meeting the necessary qualifications for a field team will also be authorized the SAR patch with approval from the Executive Management Team Staff.

## **Rescue/Citizen Volunteers:**

### **Dress/Academy Uniform**

Shirt: Blaze orange long sleeve shirt with appropriate patches and insignia. Approved shirts include Red Kap SP14 Long Sleeve Industrial Work Shirt, 65/35% poly/cotton. The "bright" 100% synthetic shirt is not acceptable as a dress uniform shirt.

Trousers: Olive green tactical cargo pant. Approved trousers are the 5.11 Taclite Pro Pant (65/35% poly/cotton), TDU green.

Black belt (basket weave or nylon rescue belt), black plain toed dress shoes, black socks, black T-shirt, and rank insignia (if applicable).

The long sleeve tan uniform shirt (Department standard shirt for sworn personnel) with the metal name tag, metal badge, and silver rank insignia (if applicable) may be worn in lieu of the long sleeve white dress shirt for formal SAR events such as academy graduation ceremonies, promotion ceremonies, team meetings, and any other SAR event upon authorization of the SAR Coordinator, Search and Rescue Team Commander, or Search and Rescue Executive Management Team. Tan uniform shirts may not be worn by rescue/citizen volunteers for field operations, public relations details, or mixed details with regular sworn personnel.

The authorized Silver Belly colored cowboy hat can be worn by Mounted Unit personnel if hats are authorized for that function **(Optional)**

## **SAR Tactical Field Uniform for Reserve Deputies, Rescue Volunteers, and Civilian Volunteers on SAR Missions:**

Reserve Deputy Sheriffs may wear standard tan and green uniforms to a search and rescue mission/training in compliance with Sheriff Department uniform Policy and Procedure 3.12. Additionally, a department issued sidearm, in a department approved holster, should be worn with the Search and Rescue orange uniform, unless there is a specific situation where a firearm would be inappropriate (e.g., technical rope training or a school presentation). This decision will be made by the SAR coordinator. Any reserve carrying a firearm must also always have a radio with them.

### **SAR Tactical Field Uniform**

Shirt: Blaze orange long sleeve shirt with appropriate patches and insignia. **(Polyester shirts shall not to be worn during fire response.)** The orange shirt shall be worn by Citizen Volunteers and Rescue Volunteers at all times during search missions and by Reserve Deputies during searches in rural areas.

Department approved silver tan or khaki shirt, short or long sleeve, wash and wear, permanent press cotton synthetic blend. **(This uniform shirt is only to be worn by armed Reserve Deputies during urban searches or when assigned to base camp duties.)**

# Search and Rescue: *Procedures*

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- Trousers: Olive green tactical cargo pant. **(Poly/cotton and Nylon pants shall not be worn during fire response.)**
- Jacket: Blaze orange parka style jacket in cold/inclement weather, with appropriate patches. The patch on the back of this jacket shall read "Rescue". Reserve Deputies have the option to wear "Sheriff" on the back of their jacket
- Department approved green patrol/duty jacket. **(This jacket is only to be worn by armed Reserve Deputies during urban searches or when assigned to base camp duties and when approved by the Incident Commander.)**
- Hat: Black baseball style hat with "San Diego Sheriff- Search & Rescue" embroidered across the front in yellow. Reserve Deputies have the option to wear the Department approved black baseball style hat with "San Diego County Sheriff" embroidered across the front in yellow.
- Black or orange watch cap, wool or synthetic. **(Optional)**
- Olive drab or Tan boonie style hat. No prominent logos allowed. **(Optional)**
- The authorized Silver Belly colored cowboy hat can be worn by personnel who are authorized work with SAR horses **(Optional)**
- T-shirt: Approved black or goldenrod SAR crew neck T-shirt, worn under tactical field uniform shirt. Unapproved black or goldenrod t-shirts are authorized to be worn under the field uniform. However, in the event the field uniform shirt is authorized to be removed, an authorized black or goldenrod SAR T-shirt must be worn.
- Footwear: Subdued colored tactical or hiking boots/shoes or approach shoes, with or without side zippers are authorized. Bright colored boots are not authorized. Only appropriate footwear will be worn in uniform. Tennis shoes, running shoes (street or trail), dress shoes, sandals, cowboy boots (unless in Mounted Unit), etc. are not authorized. Mounted Unit personnel are authorized to wear standard subdued leather riding boots with conservative scrolling or other surface patterns.
- The use of approach shoes are authorized for use when search conditions dictate their use. Approach shoes are a type of hybrid footwear, which combine the characteristics of both hiking boots and rock climbing shoes and features a sticky rubber sole for excellent traction on steep and rocky terrain. Bright colors are not authorized **(Optional)**
- Belt: Black basketweave leather, 1-1 ½" wide
- Black nylon rescue belt with "D" clip, 1 ½" wide, with hook and loop fastener. **(Optional)**
- Gaiters: Gaiters are allowed to be worn. Black, brown, or olive drabe colors are preferred **(Optional)**
- Gloves: Black or brown gloves, leather or synthetic, half or full fingered. **(Optional)**
- Cold weather gloves of various styles and materials may be worn in cold/inclement weather. **(Optional)**
- Socks: Various colors and materials, hiking or walking.

# Search and Rescue: *Procedures*

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- Traffic Vest:** Department issued fluorescent yellow traffic safety vest. Vest to be worn in circumstances requiring personnel visibility. Those authorized to handle horses may have the "horse handler" logos added to their reflective vest (**Optional**)
- Cloth Badge:** A cloth badge shall be worn on the tactical field uniform shirt and jacket in lieu of the metal badge. Rescue and Civilian Volunteers will have "volunteer" under their cloth badge, Reserve Deputies will only have the star. For safety reasons the metal badge shall not be worn by Reserve Deputies who are assigned to a field team on a SAR mission. **THE METAL BADGE IS NOT AUTHORIZED FOR WEAR ON THE ORANGE SAR TACTICAL FIELD UNIFORM SHIRT.**
- Cloth Patches:** Cloth patches will be worn on all tactical field uniform shirts and jackets. Reserve Deputies will wear department sleeve patches. Rescue and Civilian Volunteers will wear sleeve patches with the Search and Rescue rocker above.
- Nametape:** A cloth nametape shall be worn on all field uniform shirts and jackets. This nametape is black in color with gold lettering, first initial, last name in all capitals (example: J.DOE).
- SAR Patch:** The SAR patch is to be worn centered on the left breast pocket.
- Only SAR personnel who have completed the San Diego County Sheriff's SAR Academy are authorized to wear the SAR patch. Lateral transfers meeting the necessary qualifications for a field team will also be authorized the SAR patch with approval from the Executive Management Team Staff.
- EMT Patch:** Personnel who are certified as Emergency Medical Technicians or above may wear a cloth EMT patch on the orange tactical field uniform shirt and jacket. The patch will be worn on the right chest centered above the cloth nametag. The EMT patch is black in color with gold lettering. Personnel who lose their EMT certification shall immediately remove the EMT patch from their uniform shirt.
- UAS Patch:** Personnel who are certified as FAA Part 107 Remote Pilots, have graduated the Sheriff's UAV flight academy, and who are assigned to SAR UAV flight duties may wear a cloth UAV PILOT patch on the orange tactical field uniform shirt and jacket. The patch will be worn on the right chest centered above the cloth nametag. The UAV PILOT patch is black in color with gold lettering. Personnel who lose their FAA Part 107 license, Sheriff's flight certification, or who are otherwise removed from UAV flight duties shall immediately remove the UAV PILOT patch from their uniform.

## **SAR Mission Specific Alternative Field Uniforms:**

### **Mountain Bike Team Uniform (See Motorized Unit Standards Section 4.5 for Details)**

ON MISSIONS, MOUNTAIN BIKE TEAM MEMBERS SHOULD WEAR THE SAR TACTICAL FIELD UNIFORM UNTIL ASSIGNED TO A BIKE TEAM.

- Shirt:** Approved yellow moisture-wicking mountain bike jersey with SAR logo. Alternatively, goldenrod SAR T-shirt may be worn.
- Shorts:** Black mountain bike or patrol uniform shorts. Black or green pants may be worn in cold/inclement weather.
- Helmet:** ANSI or SNELL approved bicycle helmet.

# Search and Rescue: *Procedures*

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- Shoes: Mountain bike shoes. Clipped pedals optional.
- Gloves: Mountain bike gloves, full-fingered or fingerless, leather or synthetic.
- Eyewear: Protective eyewear appropriate for mountain biking/cycling.
- Jacket: Cold/inclement weather cycling gear, as appropriate.

## **Fire Response Uniform**

When participating in fire response, it is critical that SAR Team personnel wear only uniform items manufactured from natural fibers like cotton.

- Jacket: Department issued yellow wildland fire shirt-jacket with appropriate patches.
- Trousers: Department issued yellow wildland fire pants.

## **Urban Search and Rescue Uniform**

When conducting urban search and rescue (USAR) missions and training involving extrications and operations in and around collapsed structures, the USAR uniform may be worn with the approval of the SAR Coordinator or Incident Commander. **THE USAR UNIFORM IS NOT APPROVED FOR SEARCHES FOR LOST/MISSING PERSONS IN URBAN ENVIRONMENTS.**

- Jumpsuit: Red extrication jumpsuit, 2 inch reflective trim recommended. Recommended extrication jumpsuits include American Firewear Extrication Jumpsuit, Indura cotton or Nomex IIIa.
- Cloth Patches: Cloth patches will be worn on USAR uniform jumpsuits in the same configuration as the tactical field uniform shirt (see above). In addition, a patch will be worn on the back of the jumpsuit which shall read "Rescue" for Rescue Volunteers and "Sheriff" for Reserve Deputies.

## **Desert/Hot Weather Uniform**

In desert/hot weather environments, SAR Reserve Deputies, Rescue Volunteers, and Civilian Volunteers, at the discretion of the SAR Coordinator or incident commander, shall be authorized to wear the approved desert/hot weather uniform as an alternative to the standard SAR tactical field uniform.

- Traffic Vest: Department issued fluorescent yellow traffic safety vest. Vest to be worn in circumstances requiring personnel visibility. **WHEN NOT WORN, VEST TO BE CARRIED ON PERSON AT ALL TIMES.**
- Shirt: Lightweight nylon long sleeve uniform shirt, desert sand or khaki in color, moisture-wicking, sun-protective nylon fabric.
- Pant: Lightweight nylon tactical cargo pant, desert sand or khaki in color. Zip-off capable pant are acceptable when worn solely as pants.
- Footwear: Desert boot, 6- or 8-inch, desert sand or tan in color.

# Search and Rescue: *Procedures*

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- Headgear: Cape hat, desert sand or khaki in color. Moisture-wicking and sun-protective nylon fabric recommended
- Boonie-style hat, tan or olive drab in color.
- Shemagh, olive drab, desert sand or khaki in color, approximately 44 to 46 inches, square.
- Belt: Standard black tactical field uniform belt.
- Black nylon rescue belt with "D" clip, 1 ½" wide, with hook and loop fastener. **(Optional)**
- Gloves: Full-finger or half-finger gloves tan in color
- Badge: Cloth badge worn on breast of desert/hot weather uniform shirt. Reserve Deputies shall wear Sheriff's Department-issued cloth badge as authorized for mobile field force uniform wear. Cloth badges for rescue volunteers and civilian volunteers shall clearly indicate "VOLUNTEER" on badge beneath Sheriff's star. Metal badges shall not be worn on desert/hot weather uniform shirt.
- Patches: SAR cloth patches worn on sleeves/breast of desert/hot weather uniform shirt. Reserve Deputies will wear standard Sheriff's Department patches. Rescue volunteers and civilian volunteers will wear SAR cloth patches and rockers in the standard tactical field uniform configuration. EMTs will wear an appropriate EMT cloth designator on breast of desert/hot weather uniform shirt. Patches may be attached with hook and loop backing.
- Nametape: A cloth nametape shall be worn on all field uniform shirts and jackets. This nametape is black in color with gold lettering, first initial, last name in all capitals (example: J.DOE).

## 4.3 Insignia Specifications

Ranking personnel are expected to wear their rank at all times unless directed to remove said rank by a full-time Deputy Sheriff while performing an assignment under that Deputy's supervision. Black rank insignia is only to be worn on the orange field uniform for both in and out of county. Silver rank insignia is to be worn on the tan uniform only.

Reserve deputies are not to wear their rank while performing law enforcement specific duties.

Sergeant/Supervising Rescue Volunteer: 3 chevrons, black/silver colored metal, surface shall be plain and flat. Metal insignia shall not be worn on jackets

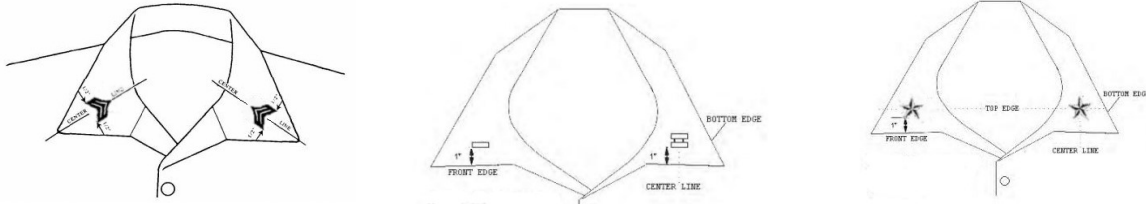
Lieutenant/Unit Leader: Single bar of black/silver colored metal. The surface of the bars shall be plain, squared and flat. Size 3/4".

Captain/Division Leader: Two connected bars of black/silver colored metal. The surface of the bars shall be plain, squared and flat. Size 3/4".

Commander: A single star of black colored metal

# Search and Rescue: *Procedures*

On the uniform shirt, rank insignia shall be worn on both sides of the collar centered between the top of the collar and its lower edge. For the rank of Sergeant/Supervising Rescue Volunteer, the chevrons will point up and the lower corners will be  $\frac{1}{2}$ " from the front and side edges of the collar (as per the diagram). For the rank of Lieutenant/Unit Leader and above, the leading or forward edge of each insignia shall be placed 1" from the front edge of the collar (as per the diagram).



On the uniform jacket, the insignia is to be worn on the shoulder (epaulets), centered in both directions. Placement for garments without epaulets is in the same location. The jacket insignias are larger than what is worn on the shirt. This insignia is not to be worn on the uniform shirt.

## 4.4 Miscellaneous Uniform Information

Uniforms shall be kept in good repair and neat condition at all times when worn. Required patches, rank insignia, etc., shall be displayed properly on the required uniform at all times.

Clothing or articles not authorized to be worn in the Department or Team manuals shall not be worn with any class of SAR uniform. Layered clothing may be worn UNDER field uniform garments as required for extreme weather use. Some items listed in this section may have been phased out by the Department, but are still authorized and approved for SAR use.

Supervisory personnel shall correct uniform violations of subordinate Reserve Deputies, Rescue Volunteers and Citizen Volunteers. The deficiency should be brought to the individual's attention and correction required within a reasonable time. Appropriate action should be taken to those failing to correct the deficiencies.

No member of an outside agency is authorized to wear the San Diego County Sheriff's Department SAR patch unless they have successfully completed the San Diego County Sheriff's Search and Rescue Academy or equivalent and are otherwise qualified for field deployment. The Executive Management Team Staff will make a determination of SAR Academy equivalency on a case-by-case basis.

Members of an outside agency shall only be authorized to wear the uniform of the agency they represent. Members of other agencies are not authorized to wear the Sheriff's Department uniform. They may not obtain a Department identification card until they have met all the hiring requirements pertaining to becoming a volunteer member of the San Diego County Sheriff's Department Search and Rescue Team (i.e. examination, background investigation, fingerprinting, oral interview and have received official notification of their acceptance into SAR). THERE ARE NO EXCEPTIONS.

**Due to the uniqueness of SAR missions, such as terrain, extreme weather conditions, urgency, etc. deviations from these guidelines may be permitted by the SAR Coordinator, SAR R/Commander or the Incident Commander on a per mission basis.**

## 4.5 Line/Staff Uniform and

# Search and Rescue: *Procedures*

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## Equipment Inspections

The SAR Executive Management Team shall ensure that Line and Staff inspections are carried out in accordance with Department policies and procedures.

The Captain of the Emergency Services Division and/or the Reserve Support Team Lieutenant or designee shall ensure inspections are performed team-wide periodically

## 4.6 Individual Unit Uniform Specifications

Individual units may wear alternate uniforms for unit trainings and during operations at the discretion on the unit leader. The authorized alternate uniforms must be described in the individual unit standard operating procedures and must be presentable and professional at all times.

**Individual units are authorized to wear unit t-shirts, polo shirts, and jackets bearing their individual unit logos. These items must be authorized by the R/Commander or SAR Coordinator before use. Shirts/jackets may be worn at unit trainings when approved by the Unit Lieutenant/Leader. These items will not be worn during searches and team-wide trainings.**

## 4.7 Uniform Grooming Standards

**Hair** - All hair styles shall be clean and neatly groomed. The length, bulk and appearance of the hair shall not be ragged, unkempt, or extreme in appearance or color.

- Male
  - Sworn Personnel must follow current San Diego Sherriff's regulations.
  - RV and CV
    - Hair may be worn at any length on the front as long as it cannot be extended into the eyes from any part of the head, thereby interfering with the member's vision (e.g., past the eyebrow). Hair shall it fall over the ears or extend onto the top of the uniform shirt-collar when the head is held erect.
    - Sideburns must be neatly trimmed with the base a clean-shaven, horizontal line. Sideburns will not extend downward beyond the mid-point of the ear and may not be flared.
    - Hair may be cut in any style, as long as it does not extend onto the top of the uniform shirt-collar when the head is held erect.
    - The neck area is to be clean-shaven.

# Search and Rescue: *Procedures*

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## ▪ Facial Hair

- Moustaches may be worn as long as it is neatly trimmed, with no portion of the moustache shall extend greater than one-quarter inch (¼”) beyond the corners of the mouth and a moustache shall not extend past the top of the upper lip.
- Beards and goatees are permitted, but must be neat, clean and well maintained to present a professional appearance. Beard and goatee facial hair shall not exceed one half inch (1/2”) in length, must be accompanied by a mustache, and is contiguous with no designs shaved into it.
- If a volunteer intends to grow facial hair, they must initiate growing the facial hair during a period of at least two consecutive days off to not give the appearance of failing to shave.

## • Female

- Sworn Personnel must follow current San Diego Sherriff's regulations.
- RV and CV
  - Hair shall be held back so as not to cover the eyes. Long hair shall be tied back securely with a simple barrette or hair tie (no ribbons). Hair shall not prevent proper use of wearing the uniform hat and shall not hang in front of the shoulders.
  - Hair must not be worn in a way that is unsafe or impedes the on-duty use of equipment.
- If any issues regarding grooming or hair standards arise that are not covered explicitly by this policy, the SAR Coordinator shall have final say in resolving the matter.

## **Nails (Women)**

Members shall wear their fingernails at a length which does not interfere with the performance of their duties, and which would not be cause for injury if broken in the performance of their duties. Clear or muted tones of polish are permissible. However, bright colors of fingernail polish will not be allowed.

## **Wrist Bands/Bracelets**

Ornamental wristbands and/or bracelets shall not be worn while in uniform.

## **Necklaces**

Necklaces or neck chains, if worn, shall not be visible.

## **Earrings and Pierced Jewelry**

Only female uniformed personnel with pierced ears may wear post-type (stud) earrings. The earrings shall be silver or gold in color without decoration. Only one pair of earrings may be worn at any one time. White or clear stones are optional without decoration. Earrings will be spherical in shape and worn in the lower section on the ear lobe.

Members will remove all other visible pierced jewelry while on-duty.

# Search and Rescue: *Procedures*

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## **Body Art**

While on duty, personnel will not have any tattoo, brand (intentional burning of the skin to create a design) visible on the face, neck or head.

Visible tattoos that are prejudicial to good order and discipline are prohibited. Any brand or tattoo that is visible while wearing a class C uniform and detracts from a traditional law enforcement appearance is prohibited.

## **Watch Bands**

Watch bands shall not be wider than the watch itself.

## **Gloves**

Members shall remove their gloves when conversing with members of the public.

## **Sunglasses**

Non-mirrored lenses, frames to be dark or neutral in color, including black, dark gray, silver or gold. Members shall remove their sunglasses when conducting official business with the public unless strong sunlight makes it unsafe or unpractical. Sunglass holders (i.e., Croakies) may be worn in black only.

## **Supervisor Responsibility**

All supervisory personnel, management and command staff, are responsible for setting an example, and will be held accountable for the appearance of their subordinates.

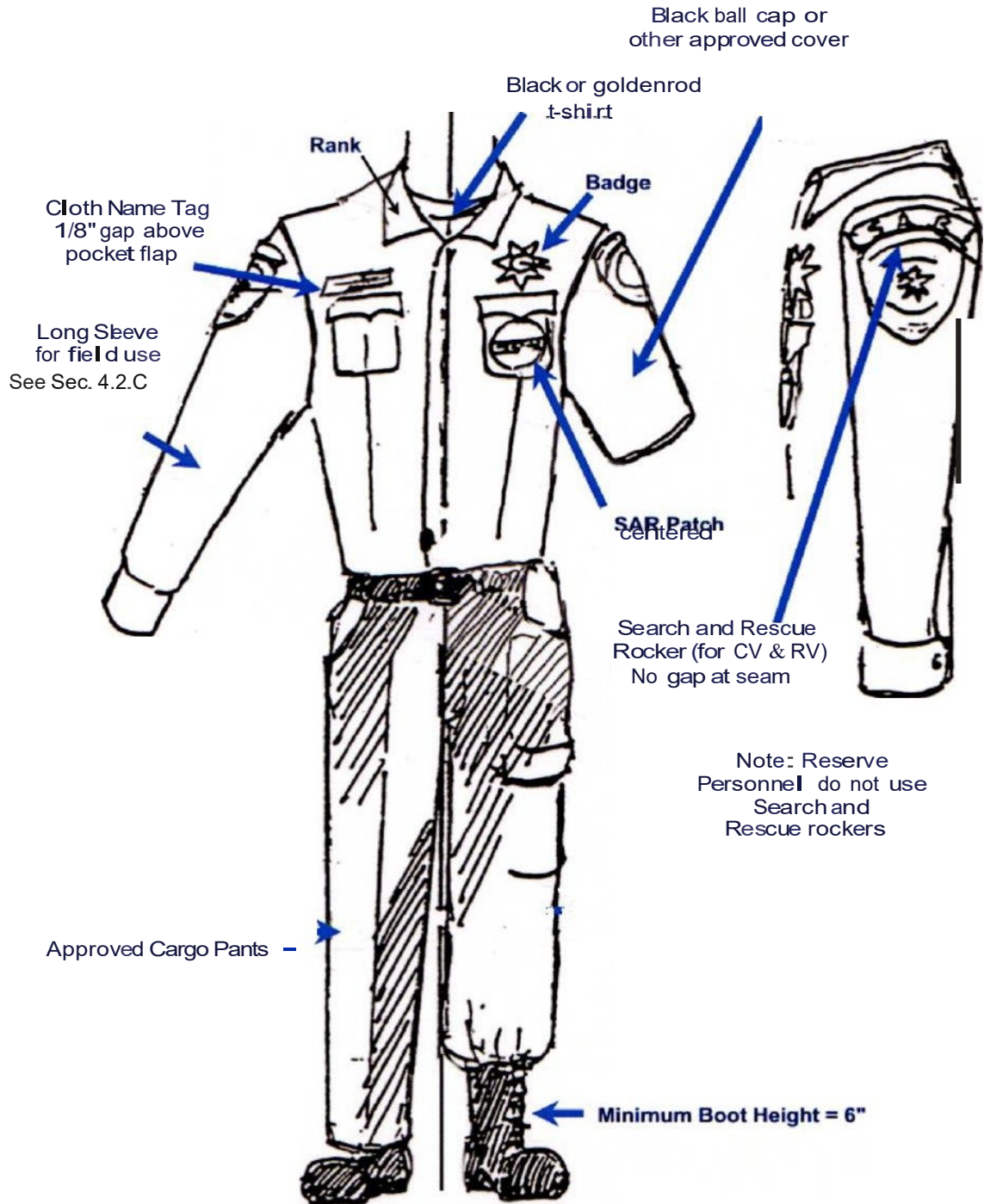
Additionally, they shall initiate immediate corrective action upon observing deficiencies or violations of this policy by any member and shall also report such deficiencies to the individual's unit lieutenant/leader.

Members shall not deviate from the uniform requirements without prior specific authorization from their superiors. Deviations shall be requested in writing, and justified to the SAR R/Commander or SAR Coordinator.

Deviations are not to be more stringent than the approved policy. Additionally, they shall initiate immediate corrective action upon observing deficiencies or violations of this policy by any member of this Department and shall also report such deficiencies to the individual's command. If corrective action cannot be taken immediately, they shall report such deficiencies or violations to the individual's command, which will then initiate corrective action.

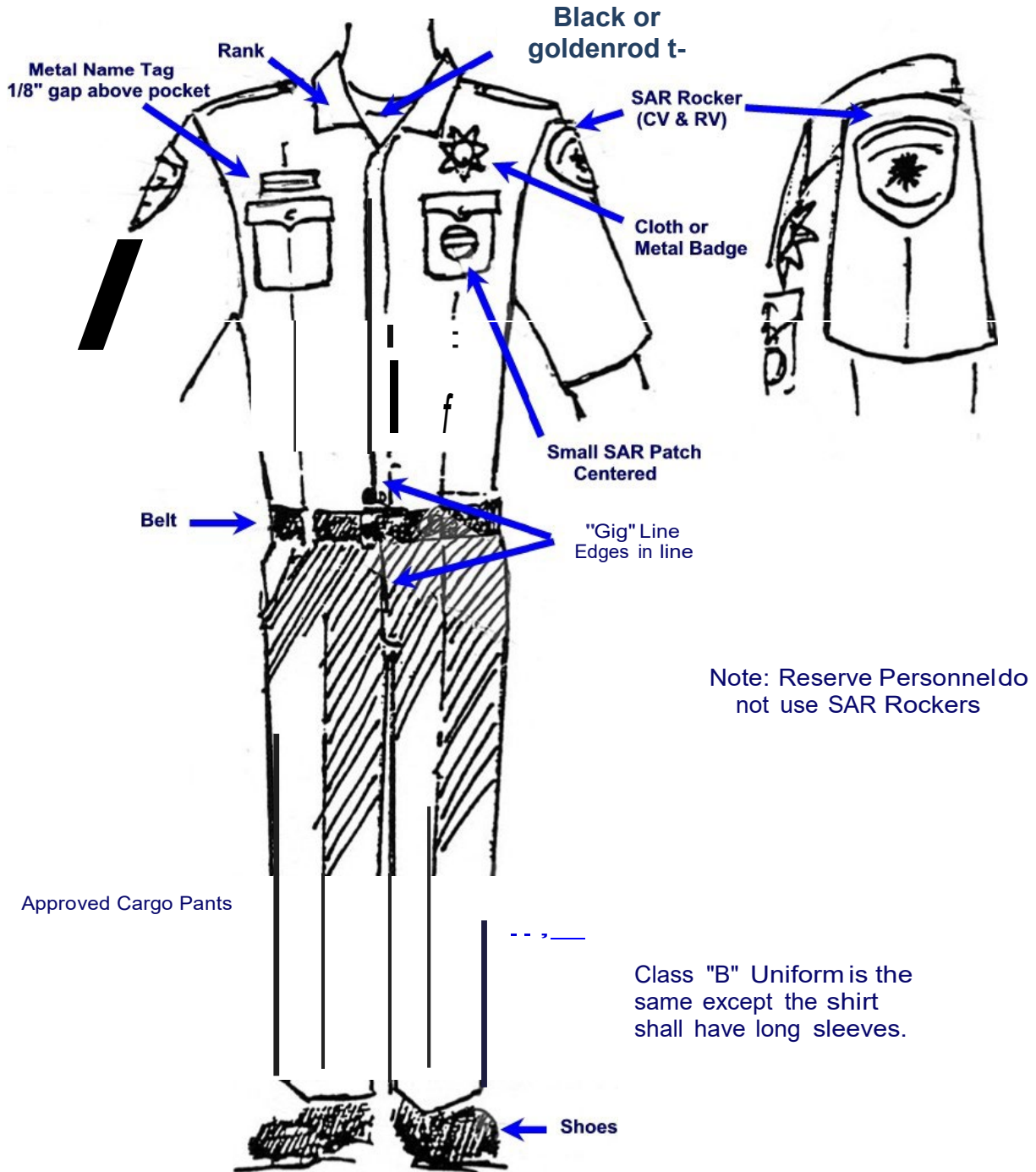
# Search and Rescue: *Procedures*

## SAR TACTICAL UNIFORM for FIELD and BASE CAMP



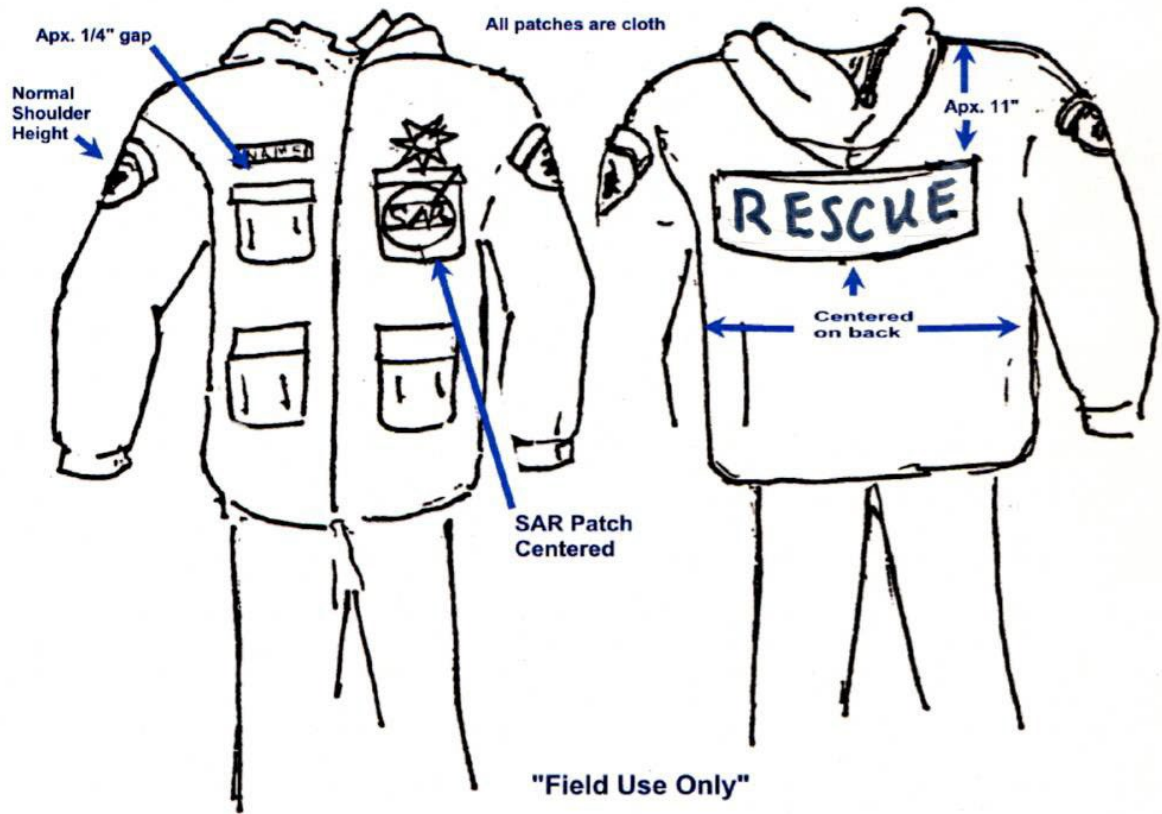
# Search and Rescue: *Procedures*

## SAR STANDARD CLASS "C"

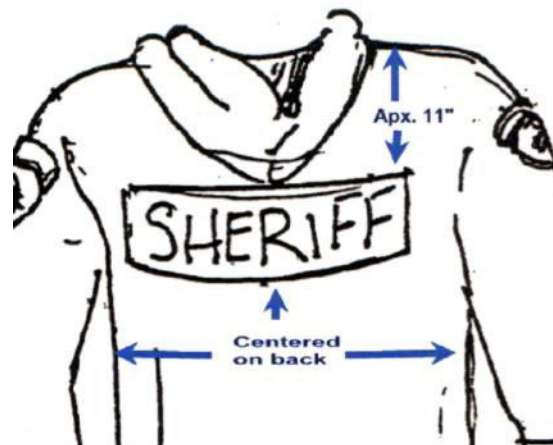


# Search and Rescue: *Procedures*

## SAR FIELD JACKET



## Optional Jacket for Reserves Only



# Search and Rescue: *Procedures*

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## Revision History

2019 01 – Removed sweaters, clarified the wearing of rank insignias on the collar.

2021 12 – Added UAV patch and hiking shoes

2022 01 – Added New Grooming Standards around facial hair (men) and long hair (women)

2022 06 – Changed requirements for sworn members wearing a sidearm. Also adding that hiking shoes and subdued colored cowboy boots are now authorized.

# Search and Rescue: *Procedures*

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## VEHICLE OPERATIONS

### General Considerations

When responding to a call, Search and Rescue personnel shall obey all traffic laws and not use flashing lights (rear amber lights, flashing parking/taillights, high beam headlights.) Amber lights are authorized only during SAR Missions.

Refer to Sheriff's Department Policy and Procedures, Section 5.

#### 5.1 Vehicle Coordination and Usage

**Search and Rescue is responsible for the vehicles assigned to the SAR Detail.**

#### 5.3 Vehicle Identifiers

Issued vehicle identification decals and placards shall be only used while on a duty assignment and only for the duration of the assignment. Placards should be visible when vehicles are utilized to transport field teams, marking traffic intersections, authorized roadblocks, etc.

- A. Sheriff vehicle door "Stars" and front/rear banners shall be affixed to magnetic backing for easy attaching and removal. No Sheriff decals shall be permanently affixed to personal vehicles. Banners shall not be displayed while traveling to and from any SAR assignment. Vehicle banners are only to be temporarily affixed to personal vehicles after arriving at an established command post or staging area. They will be removed at the conclusion of the assignment.
- B. Dashboard placards are issued to SAR Volunteers and used to identify the SAR member's vehicle while it may be left unattended in the field. These placards are not to be displayed while off duty or for personal reasons.
- C. While off duty the Sheriff's banners and placards are to be kept out of public view.
- D. Damage, loss or theft of any vehicle identifier shall be reported immediately to the employee's immediate supervisor. State Law and Department Policy prohibit the display and operation of front or rear flashing red and blue lights on a private vehicle in which such vehicle might be depicted as an "Emergency" vehicle.

SAR Volunteers who have flashing or rotating amber lights will have training regarding the use of the lights per Disaster Service Worker Compensation.

# Search and Rescue: *Procedures*

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## 5.4 Vehicle Lights

State Law and Department Policy prohibit the display and operation of front or rear flashing red and blue lights on a private vehicle in which such vehicle might be depicted as an “Emergency” vehicle.

SAR Volunteers who have flashing or rotating amber lights will have training regarding the use of the lights per Disaster Service Worker Compensation.

## 5.5 Vehicle Voyager Card

SAR vehicles have been issued a “key” for access to County fuel pumps and a Voyager Card. If employees cannot get fuel at a designated County gas pump, the Voyager Card may be used at most major gas stations (except AM/PM), receipts must be sent to the SAR Office.

The Voyager card is not to be used for food, drinks or any purchase other than Gas or Oil products.

# Search and Rescue: *Procedures*

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## 6.0 EQUIPMENT

### 6.1 Purpose

The SAR Detail requires all field-qualified personnel to respond to SAR Missions with the appropriate equipment.

### 6.2 Field Packs

Personnel responding to SAR missions will have with them the appropriate Field Pack.

Field Packs will be divided into three different types, the Standard Pack, the Urban Pack and a Mutual Aid Pack. The Incident Commander will determine which pack type or modified pack type will be carried on Mission Assignments.

### 6.3 Standard Field Pack

Standard Field Packs are required to be carried on Missions that have the potential to last for eight (8) hours or longer, in rugged terrain, with unknown hazards and during unknown weather conditions, etc.

### 6.4 Urban Pack

Urban Field Packs are required to be carried on Missions that entail short-term assignments. Urban Field Packs can be carried on city searches and close in field searches such as evidence or campgrounds.

### 6.5 Mutual Aid Field Pack

Mutual Aid Field Packs require the same equipment as the Full Field Pack. Additionally, they will be equipped with the necessary essentials to sustain searchers in the field for two or more days.

### 6.6 Additional Equipment for Field Packs

Individual SAR Units may require additional pack items specific to meet unit specialty needs.

# Search and Rescue: *Procedures*

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## 6.7 Issued Radio Equipment

### Radios

All handheld and mobile radio equipment issued by the County, Sheriff's Department or SAR Detail shall be considered the property of the County of San Diego. It is the responsibility of each member receiving this property, whether for short or long term, to utilize radios properly and only for their intended purpose. Radios shall be promptly returned upon the end of issue period or as otherwise directed.

1. Damage, loss, or theft: the individual member is responsible for immediately reporting any damage, loss or theft of the property. Additionally, proper reports will be filed with the appropriate agency having jurisdiction where the theft, loss or damage occurred. The SAR Coordinator shall be contacted prior to reports being filed.
2. Installed Radios: SAR Radio equipment installed in privately owned vehicles shall not be installed or removed except under the supervision of the County Radio Shop or authorized SAR Bureau technicians who are determined by the Radio Shop Supervisor and SAR Commander.
3. Only radio equipment issued or otherwise type accepted and authorized shall be permitted to operate on Sheriff's Department radio frequencies. Equipment operating on the Department's 800 Mhz frequency system must be issued through the Department and only be issued to authorized personnel.
4. Travel- In or Out of State; SAR Radio equipment shall not be taken out of state except on Department business. If the vehicle travels out of state for personal business or pleasure, mobile equipment must be disabled. The Radio Shop or designee determined by the Radio Shop will disable the equipment.
5. Misuse of Equipment: All department radios shall be operated for Sheriff's Department business only, using accepted operating procedures. Misuse may result in the loss of operating privileges and possible disciplinary action.
6. Except during the course of a duty assignment, SAR radio equipment shall not be loaned or transferred to another person without authorization. Authorization can be obtained through the Communications Lieutenant.

## 6.8 Other Issued Equipment

### A. Department Identification Cards

Upon acceptance as a Reserve Deputy or Search and Rescue Volunteer the employee will receive a Sheriff's Identification Card. Identification Cards issued by the Sheriff's Department are the property of the Sheriff's Department and must be surrendered immediately upon request or when there is a separation of service. The length of separation from service will determine if the identification card will be surrendered.

Reserve Deputies who are issued badges are required to follow the same guidelines as above.

## 6.8 Other Issued Equipment: (Cont.)

SECTION 1 Administration

# Search and Rescue: *Procedures*

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## **B. SAR Vehicle Placards and Decals**

Vehicle Identification decals and placards are the property of the Sheriff's Department and must be surrendered immediately upon request or when there is a separation of service. The length of separation from service will determine if the placards or decals will be surrendered. Vehicle placards and decals shall only be used while on a duty assignment and only for the duration of the assignment. Placards should be visible when vehicles are utilized to transport field teams, mark traffic intersections, or create authorized roadblocks, etc.

## **C. Sheriff Door "Stars"**

Sheriff vehicle door and SAR Decals are the property of the Sheriff's Department and must be surrendered immediately upon request or when there is a separation of service. The length of separation from service will determine if the Sheriff door "Stars" will be surrendered. No SAR decals shall be permanently affixed to personal vehicles. Banners shall not be displayed while traveling to and from any SAR assignment. Vehicle banners are only to be temporarily affixed to personal vehicles after arriving at an established command post or staging area. They will be removed at the conclusion of the assignment.

## **D. Protective Eye Glasses, Gloves and Biohazard bags**

Each SAR member will be issued protective glasses, gloves and a biohazard bag for protecting themselves against blood-borne pathogens. This equipment is not intended to prevent a member from becoming contaminated but protect them from unnecessary exposure. As items are used, they can be replaced through the SAR office.

# Search and Rescue: *Procedures*

## San Diego County Sheriff Department - Search and Rescue Bureau FIELD PACKS-

**March 3, 2014 Revision: Blood Pressure Cuffs and Stethoscopes are now mandatory pack items for both field and urban packs.**

FIELD PACK ITEMS REQUIRED FOR ALL MEMBERS	QUANT. AND SIZE	STANDARD (S), URBAN (U), and MUTUAL AID (M)		
		S	U	M
Biohazard bags	1	S	U	M
Bandana- tan, tan with pattern, or orange	1	S	U	M
Carabineers, locking (Minimum 6000 lb. or 27 Kn rating)	2	S		M
Cold weather gear for layering system	1			M
Compass, equivalent to Sylva Ranger, Suunto MC1D or better	1	S	U	M
Chemical light sticks, 12 hour duration	2	S	U	M
Duct tape--2" wide minimum	5 yds.	S		M
Dust Mask (N-95 recommended)	1	S	U	M
Field uniform, complete change	1 set			M
First aid kit (see list below)	1	S	U	M
Flashlight, spare bulb (if not LED), & 3 day supply of batteries	1	S	U	M
Food, snacks, bars, nuts, dried fruit etc.	3 hrs	S	U	
Food - minimum 1500 calories	24 hrs	S		
Food - with personal preparation equipment and utensils	3 days			M
Gloves, leather or equivalent	1 pair	S	U	M
Grid Reader for UTM maps	1	S	U	M
Goggles	1pair	S	U	M
Ground cloth (5' X 7'), tube tent, poncho, or space blanket	1	S	U	M
Hat (OD Green Boonie hat or Sheriffs SAR black ball cap)	1	S	U	M
Headlamp with spare bulb (if not LED), and a 3 day supply of batteries	1	S		M
Helmet (UIAA or UMAGS approved) White preferred, Red, Yellow and Orange acceptable.	1	S		M
Knife - folding, or Leatherman type tool with 2 1/2" blade minimum	1	S	U	M
Matches (waterproof or in dry container) or lighter	15	S	U	M
Metal drinking cup, heatable	1	S		M
Note pad with waterproof paper and pencil	1	S	U	M
Nylon 1" tubular webbing, orange only	20'	S		M
Nylon 1" tubular webbing, blue only	15'	S		M
Nylon 1" tubular webbing, yellow only	12'	S		M
Nylon parachute cord	50'	S	U	M
Paper Bags – Lunch sack size	2	S	U	M
Pack (backpack or fanny pack)- Motorized and Mounted units may carry their gear in a vehicle or saddle bags, but must have a suitable pack for incidents when they are required to be in the field on foot. Reflective strips or tape on packs is recommended.	1	S	U	M
Plastic Ziplock bags – 1 or 2 Gallon Size	2	S	U	M
Prusik slings, 7mm or 8mm diameter, 5' or 6' length (untied)	2	S		M

# Search and Rescue: *Procedures*

Rain gear	1 set			M
San Diego Sheriff's SAR I.D.	1	S	U	M
Signal mirror with sight (Blank CD is not acceptable)	1	S		M
Sleeping bag with appropriate rating for weather conditions	1			M
Small Stuffed Animal (comfort item for subject)	1	S	U	M
Socks	1 pair	S		M
Strobe light w/ spare batteries	1	S	U	M
Tape measure, minimum 6'	1	S	U	M
Toilet paper (travel size roll)	1 sm roll	S	U	M
Tracking card	1	S	U	M
Tracking stick	1	S		M
Trail marking tape, 1" (orange, red, fluorescent green or pink)	50'	S	U	M
Trash bags, 40 gallon size	2	S	U	M
Watch – (with seconds count for medical evaluations)	1	S	U	M
Water purification system, filter or chemical	1	S		M
Water (minimum), 2 quarts for Urban, 3 quarts for Standard, 4 quarts for snow or desert, 3 gallons for Mutual Aid.	2 qt / 3 gal.	S	U	M
Waterproof permanent marker (for trail tape)	1	S	U	M
Whistle, plastic recommended	1	S	U	M
Zip-Ties, assorted sizes	8	S	U	M

<b>FIELD PACK FIRST AID KIT - REQUIRED FOR ALL MEMBERS</b>	<b>QUANTITY &amp; SIZE</b>
Antibiotic ointment (e.g., Bacitracin, Polysporin)	2 small packs (1/32 oz) or 1 tube(0.5 oz)
Antiseptic pads (e.g., benzalkonium chloride or PAWS pads)	4 pads
Band-aids, assorted	10
Comb	1
CPR Pocket Mask (Micro-shield mask is not acceptable)	1
Elastic (Ace) bandage	1 - 3" or 4"
Electrolyte replacement drink	1- package
Exam gloves – vinyl / nitrile	3 - pair
Gauze pads	10- 4"x4"
Insect Repellent	1
Mentholatum or oil of clove	1 small container
Moleskin	1 - 3"x3"
Multi-trauma dressings, large (10"x30" or equivalent)	2
Personal medications	As needed
Povidone iodine or equivalent	4 – small pads
Roller gauze (Kerlix)	1 - 4"x5 yds
SAM splint	1
Space bag or blanket	1
Sun screen	1 bottle or tube
Trauma sheers	1 - pair
Triangular bandages with safety pins	2
Tweezers	1 - pair
Waterproof tape	1 - roll 1" or 2"

# Search and Rescue: *Procedures*

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Waterless hand sanitizer (liquid gel or towelette with germicide)	1
Blood Pressure Cuff	1
Stethoscope	1

<b>REQUIRED ITEMS FOR ALL SAR PERSONS, OPTIONAL IN FIELD PACK</b>	<b>QUANTITY &amp; SIZE</b>
Thomas Brothers map book, current year	1

<b>RECOMMENDED ITEMS – NOT REQUIRED</b>	<b>QUANTITY &amp; SIZE</b>
Hatchet and small shovel	1 each
Binoculars	1 pair
Blanket	As needed
Cell Phone	1
Fire Extinguisher	1
Flares	6
Folding saw	1
Fuses	1 each
Gaiters	1 pair
GPS	1
Hand Warmers (air activated pads)	3
Jumper Cables	1 set
Lantern	1
Machete	1
Money	At needed
Pillow	1
Radio, portable VHF and UHF	1 each
Reflective Vest (for traffic control)	1
Scanner	1
Sleeping bag	1
Sitting pad, ensolite closed cell foam, 12" X 12"	1 each
Spare tire and jack	1 each
Spare water and oil for vehicle	As needed
Stove, wing or butterfly type, with heat tabs and stove fuel	1
Sunglasses	1 pair
Snow chains	1 set
Toiletry Bag – Shampoo, Soap, Razor, Toothbrush, Toothpaste	1
Tow line	1
Uniform Rappel Belt (2" nylon w/D ring in front)	1

<b>RECOMMENDED USAR ITEMS – NOT REQUIRED **</b>	<b>QUANTITY &amp; SIZE</b>
4 in 1 Emergency Tool	1
Adjustable Wrench	12"
Ax	1 each
Basic Set of Hand Tools (screwdrivers, wrenches, etc.)	1 set
Bolt Cutters	24" or larger
Chainsaw, Fuel, Spare Blades, Wrench	1 each and as needed
Duct Tape	1 large roll
Dust Masks (N-95)	1 box of 20

# Search and Rescue: *Procedures*

Generator, Fuel, and Extension Cords	1 each and as needed
Gloves (Nitrile)	1 box of 100
Hacksaw and Spare Blades	1 saw, 10 blades
Pipe Wrench	24" or larger
Plastic Tarp	10' x 10' or larger
Reciprocating Saw (Sawzall), Spare Blades	1 each and as needed
Sledge Hammer	1
Utility Rope	100'
Wrecking Bar	36" or larger

<b>TECHNICAL RESCUE SPECIALIST ***</b>	<b>Flat Terrain</b>	<b>Rough Terrain</b>
20' sections of orange 1 inch tubular webbing	4	4
5' sections of green 1 inch tubular webbing	1	1
Carabineers, locking (Minimum 6000 lb. or 27 Kn rating)	4	4
Prusik slings, 7mm or 8mm diameter, 5' or 6' length (untied)		4
8 plate descender		1
1/2" (Min) Static Kernmantel Rope		50'

<b>TYPE 2 ALPINE Summer (S) = Late Spring thru early Fall Winter (W) = Late Fall thru early Spring</b>				
<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>(S)</b>	<b>(W)</b>
Backpack	3800 - 4200 cu. In. (Recommended)	1	S	W
Bivy Bag	All Weather (rec. Gore-tex)	1	S	W
Candle	12 hour	1	S	W
Eating Utensil	Spoon and fork	1	S	W
First-aid kit	Modified kit	1	S	W
Flares	(1) smoke and (1) nighttime	1	S	W
Food	2 Days (rec. freeze dried)	2	S	W
Gaiters	(optional)	1	S	W
GPS	Personal or Dept. issued	1	S	W
Lip protection	Stick	1	S	W
Metal Pot	For melting snow or boiling water (Optional)	1	S	W
Netting	Insect (head wear over a hat style), (Optional)	1	S	W
Radio	Dept. Issued VHF (SAR1)	1	S	W
Rainfly	Sized for backpack	1	S	W
Sleeping Bag	30 degF (Recommended)	1	S	W
Sleeping Pad	Closed cell or inflatable	1	S	W
Steel Wire	For equipment repair (10ft)	1	S	W
Stove	With fuel and repair kit	1	S	W
Sunglasses	Wraparound	1	S	W
Toilet Paper	In plastic zip-lock bag	1	S	W
Toiletries	Toothbrush, paste etc. (Optional)	1	S	W
Treking Poles	Can serve as your tracking stick	2	S	W
Warmers	Hand and Feet (pairs),(air activated pads), (Optional)	2	S	W
Water Bottles	Wide Mouth, 32 oz min. (2 liters min.)	2	S	W
<b>1st Layer Clothing</b>	<b>"Wicking" Layer ***NO COTTON***</b>			
Top	Lightweight or midweight (under Orange SAR Shirt)	1	S	W
Bottom	Synthetic lightweight or midweight (under 5.11 Pants)	1		W

## SECTION 1 Administration

# Search and Rescue: *Procedures*

Gloves	Liners	1	S	W
Socks	Liners	2	S	W
<b>2nd Layer Clothing "Active" Layer</b>				
Top	Windshirt, lightweight fleece or wool	1		W
Pants	Softshell, wool or windstopper	1	S	W
Knit Cap	Lightweight (must fit under helmet)	1	S	W
<b>3rd Layer Clothing "Breathable Softshell" Layer</b>				
Top	Softshell, mid/heavy fleece or windstopper jacket	1	S	W
Gloves	Softshell, mid/heavy fleece or windstopper	1		W
<b>4th Layer Clothing "Warmth" Layer (Insulating)</b>				
Jacket	Down or synthetic insulating	1		W
Pants	Synthetic insulating (Optional)	1		W
Knit Cap	Balaclava or knit cap (heavyweight)	1		W
Gloves	Insulating	1		W
Socks	Heavy weight	2	S	W
<b>5th Layer Clothing "Waterproof" Layer (Shell)</b>				
Jacket	Wind and Rainproof (rec.Gore-Tex)	1	S	W
Pants	Wind and Rainproof (rec.Gore-Tex)	1	S	W
Gloves	Wind and Rainproof (rec.Gore-Tex)	1	S	W
<b>Technical Equipment</b>				
Carabineers	2 locking & 1 pear-shaped locking (Additional)	3	S	W
Cordelette	7-8mm x 25-30' (per team)	1	S	W
Gathering Plate	Plate or rings (per team)	1	S	W
Pulley	Personal prusik-minding, w/prusik	1	S	W
Purcell Prusik	Set of 3 (custom sized) 6mm	1	S	W
Rappel Device	Rec. Black Diamond ATC or B52	1	S	W
Rope	Dynamic Dry Callout 9-10mm x 75-100' (per team)	1	S	W
Seat Harness	Rec. Alpine Bod (Sized)	1	S	W
Snow Shoes	With side rails	1		W
<b>Subject Care</b>				
Emergency Bag	Lightweight or midweight (NASA disposable style)	1	S	W
Emergency Blanket	Lightweight or midweight (NASA disposable style)	1	S	W
Food & Water	1 day supply	1	S	W
Rain Poncho	Lightweight (disposable)	1	S	W
Warmers	Hand and Feet (pairs),(air activated pads)	2	S	W
<b>Evidence Bag: (One per team)</b>				
Plastic Bag	Large Ziploc	2	S	W
Plastic Bag	Small Ziploc	2	S	W
Paper Bag	Small lunch bags	2	S	W
Gloves	Latex type	2	S	W
Camera	Sealed disposable type (unopened)	1	S	W
Ziploc	Large ziploc with all of the above contents	1	S	W

# Search and Rescue: *Procedures*

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**Callout specific Equipment (winter/snow): Additional certification required in the proper function and use of the following equipment. Not part of your pack list.**

Avalanche Probe	Metal	1		W
Avalanche Transceiver	Dept. issued	1		W
Crampons	Properly fitted with repair kit (rec. Universal strap)	1		W
Ice Axe	Black Diamond Raven (sized and custom leash)	1		W
Snow Picket	24-inch (rec. MSR coyote)	1		W
Snow Shovel	D Handle, telescope, metal	1		W

\* If responding to a Mutual Aid callout, keep in mind the chances are high the mission will be extended into a multiple-day trip. Although it is not required, serious consideration should be given to including adequate overnight shelter in addition to the above list of equipment.

\*\* Make sure to have proper training with these items.

\*\*\* Must attend Technical Rescue Specialist Class and maintain training.