

Weber County Sheriff's Search and Rescue Unit (WCSSAR) Directives

Article 1, Fundamentals

1.1. Name

The name of this organization shall be the "Weber County Sheriff's Search and Rescue Unit" The Weber County Sheriff's Search and Rescue Unit shall be referred to throughout this document as either "The Unit" or as "WCSSAR."

1.2. Objectives

The Objectives of The Unit shall be:

1.2.1 To serve the residents of Weber County, Utah.

1.2.2 To provide the men and women constituting the membership with training in organized technical search and rescue techniques. Primary emphasis will be on safety at all times both while on training missions and actual rescue call outs.

1.2.3 To serve as a specialized resource for non-urban search and rescue missions. The Unit shall maintain expertise in technical situations including water, high-angle mountain, backcountry, and winter rescues. The unit will also be available as a backup unit for urban SAR operations as needed by the Sheriff.

1.2.4 To provide out-of-area SAR assistance to other agencies at the request of the Sheriff.

1.3. Mission Call Outs

1.3.1 Requests for The Unit's assistance will be initiated and dispatched through the Weber County Sheriff's Office in accordance with the current dispatch roster. The method of the call out will be as agreed upon by the Sheriff's Office and the Executive Committee of The Unit.

1.3.2 Members of the WCSSAR are covered by Workman's Compensation when on official missions and training requested by The Unit or the Sheriff.

1.4. Headquarters

The office and principle place of business shall be at the Weber County Sheriff's Complex, 721 W. 12th Street, Ogden, UT, unless designated otherwise by the Sheriff.

Article 2, Incident Action and Organization

2.1 All rescue activities involving The Unit will be directed through the on-site Sheriff's Office Personnel or a designated WCSSAR representative. This person will be known throughout this document as the "incident commander." All SAR operations will be organized and directed as defined by the national standard commonly known as the Incident Command System or "ICS."

2.2 Individual Unit members are not authorized to undertake official rescue operations on an individual basis unless specifically authorized by the incident commander. In no case shall an operation be undertaken under the auspices of the WCSSAR without prior notification and approval from the Sheriff's Office.

2.3 Field Teams

2.3.1 In-the-field leadership will be designated prior to base site departure. To the extent possible, teams shall not be committed to the field without at least one member having the experience level of "Team Leader."

2.3.2 Whenever possible, a field team shall consist of at least three individuals. Operations with less than three individuals are discouraged and will be used with caution and careful evaluation and approval by the incident commander.

Article 3, Membership

3.1 **Membership** of this organization shall consist of people already skilled in wilderness travel and/or advanced swift water/underwater techniques. it is not the purpose of The Unit to train personnel in these areas. Unit training will be specific to skills needed in the safe execution of wilderness or technical search and rescue. All members are required to maintain a high level of physical fitness adequate to perform SAR operations in all terrain and all weather conditions.

Application for membership shall be done through the Sheriff's Office. The applicant must fill out an application form that includes the agreement to have a standard background check done. (See section 3.4 below.) The applicant

must indicate which SAR Skill Groups (section 3.5.2) he/she is interested in joining. The Executive Committee shall review the application and interview the applicant. If the Executive Committee determines that a particular skill group does not need any additional members then they shall inform the applicant that his/her application will be placed on a waiting list. The order of the waiting list shall not be first-come-first-serve but instead shall be by skill and ability of the applicant and the needs of WCSSAR. Prospective members that have been approved by the Executive Committee shall be interviewed and voted upon by the respective skill groups at the next available meeting.

3.2 Attendance

3.2.1 Each year, members with less than 2 years of experience or below the rank of team leader are required to have at least a **50% attendance rate** defined as attending at least six training exercises and at least six of The Unit's monthly meetings. Each year, members are required to respond to at least 33% of all mission call-outs for their skill groups. (Due to the unscheduled nature of actual mission call-outs, it is assumed that members may not always be available, hence the lower allowable percentage rate.) The exception is those members with only winter (W) or winter back-country (BC) group status (see section 3.5.2). Due to the typical six-month operational period of November to April, 50% shall be defined as 3 training exercises and 3 monthly meetings. Note that it is possible that some of their required training sessions (e.g. search) may be held during times other than their normal operational period. As a minimum, all *required* training sessions (as listed below) must be completed by all members at least once every two years. (I.e., if you miss a required training one year then you're expected to complete it the following year.) Senior team members, defined as having both 2 years on the team *and* an experience level of Team Leader, are required to have at least a **33% annual attendance rate** at meetings and trainings and at least a 25% attendance rate at call outs for their skill groups. For winter (W) or winter back-country (BC) groups that would be a minimum of 2 team meetings and 2 training sessions each winter. These senior members are expected to complete each of the required training sessions for their skill groups at least once every three years or be able to demonstrate to the training officer their ability to perform those skills if they can not make a particular training. Demonstration of skill in lue of a missed training does not reduce the number of meetings and trainings that the senior members are required to attend. Members may be excused from any particular meeting for extenuating circumstances without being counted as an absence if approved by the Sheriff's representatives or by the director or assistant director. In these cases the percent attendance rate will be a percent of the otherwise available meetings.

3.2.2 Probation: Any member with an activity level that has dropped below that of paragraph 3.2.1 will be informed in writing by the Executive Committee that they have one year to improve their participation level or be removed from The Unit.

3.2.3 Inactive status: Any member who will not be available for an extended period may request inactive status. Members who are inactive for one (1) year or more will be dropped one grade in experience level, i.e. Team Leaders will return as Rescue and Rescue members will return as Trainees. The primary purpose of inactive status is that the member will not be required to reapply to the Sheriff's Office to return to The Unit. Inactive members will not be called on missions. Inactive status may not be claimed for more than two years in a row. At least twice each year, typically in the spring and fall, the Executive Committee will review the status of all inactive members.

3.3 The Executive Committee shall recommend a member to the entire Unit for changes in skill and experience classification. Approval shall be by two-thirds (2/3) majority vote of the active membership in attendance at the meeting. The member being reviewed shall leave the room during discussion.

3.4 Members and applicants for membership must be at least twenty-one (21) years of age and will be the subject of a standard background check. Members and applicants must not have the following items on their records unless given special accommodation by the Sheriff's Office:

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

3.4.2 Have been convicted of a D.U.I. within the previous four years beginning with the date of conviction to the date of application.

3.5 Membership shall be classified by skill and experience with SAR as defined below. It is expected that few if any members will ever hold team leader status in all areas. For example, a member may have the following classification: SW-2, TC-X, OHV-3, W-1. This would mean that this member is a rescue member of the Swift Water team, is on the Extreme Team as a Technical Climber, is a trainee on the Off Highway Vehicle team, and is a team leader on the Winter team. This member will not normally be called out for Dive or K9 team missions for example, except during times of exceptional need.

Each WCSSAR member is expected to keep track of his/her training and experience so that they can notify the

Training Officers of the need for a review of their experience level and skill group classification. The Executive Committee will then review the records and performance make a decision on changing that member's status. Simply attending a training session is not enough, the member must have been an active participant and demonstrated their grasp of the concepts involved in the training.

3.5.1 Experience Levels.

- 3.5.1.1 Extreme Team (X):** A minimum of eighteen-months experience with WCSSAR. Must have "Team Leader" status in at least one of the skill groups listed below. Must be 48 hour, four season, all weather field capable. Must have demonstrated exceptional skill and experience for the skill group in question. Required skills and training - all standard training for one of the skills groups listed below, including/plus: search. Additional Required personal equipment - head lamp, personal shelter (tent or bivi sack, sleeping bag and pad), and stove. Additional personally owned equipment will be determined by the skill group, e.g., SW-X members would need a throw bag and wetsuit or dry suit. The Executive Committee will determine specific equipment needs.
- 3.5.1.2 Team Leader (1):** A minimum of one year experience with WCSSAR. "Rescue Member" status on at least two call outs (and thus have been on at least three call outs minimum). Must have acted as a team leader on at least one mock SAR training exercise requiring leadership and team work, e.g., search, litter handling and evacuation, etc. Completed all standard training for at least one skill group. 24 hour, three season (four season for winter teams), all weather field capable. Helicopter trained. First responder (Utah EMT, National Ski Patrol Outdoor Emergency Care, etc.) first aid skills or better. (Because the Dive Team does primarily recovery operations, a Team Leader needs only a current CPR certification and basic first aid skills at a level approved by the Executive Committee. It is assumed that these skills are needed for the protection of bystanders and fellow team members.)
- 3.5.1.3 Rescue or Support (2):** A minimum of six-months experience with WCSSAR. Participated in at least one call out. Completed a minimum of six training sessions (three sessions for members on winter or winter backcountry groups).
- 3.5.1.4 Trainee (3):** Have the minimum required skills and personal equipment for one of the skill groups. All new members must start as "Trainees" regardless of experience. For example, a new member with years of SAR experience with another agency still needs to learn how this Unit operates and the capabilities of current team members.

3.5.2 SAR Skill Groups. In all cases, the statement, "one year of experience..." is understood to mean substantial and aggressive experience, not simply being involved in the activity a few times during the past year. It is required that all members are skilled enough to be self sufficient in wilderness situations. All Unit members are required to have the "ten essentials" which are:

- flashlight and headlamp
- extra clothing
- extra food and water
- water proof matches
- candle or fire starter or stove
- pocket knife
- personal first aid kit
- compass
- emergency shelter (e.g. space blanket or bivi bag)
- sunglasses

Due to the all-weather nature of SAR operations, all members are required to have adequate foul weather gear. In particular, all members must have a clothing system that is not based on cotton or other non-wicking fabrics. All members must have an outer shell layer of waterproof/wind-proof/breathable material such as Gore-Tex.® Members arriving for a call out with inadequate clothing will not be allowed into the field.

The "Required Training" listed in the following groups is considered as an absolute minimum and should be supplemented by attending training sessions for other groups. "Outside" training may be substituted for required training if approved by the Executive Committee. An example would be members who are also ski patrollers that receive medical training or avalanche training, some evidence of proof of training would be required. Since it is important to know the abilities of your teammates, outside training shall account for no more than one third of the required training for a particular individual. All groups are expected to know how the Incident Command System works which is considered a part of the minimum training for everyone.

- 3.5.2.1 Extreme Team (X):** *Typical call-out scenario*—This team is called out when weather or other conditions are especially hazardous, thus requiring a quick response from the most highly skilled members of The Unit. *Required skills*—Requires "Team Leader" status in at least one of the skill groups listed below. Must be 48 hour, four season, all weather field capable. *Required skills and training*—Advanced first aid (EMT, OEC, or higher), patient packaging, litter attending, helicopter, map/compass/GPS, search, all training listed for one of the groups listed below. *Required personal equipment*—head lamp, personal shelter (tent/bivi sack, sleeping bag, pad), and stove/utensils.

- 3.5.2.2 Divers (D):** *Typical call-out scenario*—Recovery of drowning victims in “still water” such as ponds, lakes, reservoirs, etc. Recovery of submerged vehicles (cars, trucks, boats, aircraft, etc.) or crime scene evidence from “still” water. *Required skills*—Rescue Diver Certification. Dark water experience. *Required training*—underwater search, underwater recovery/salvage, ice diving, basic first aid/CPR. *Required personal equipment*—full wet suit or dry suit, tanks, regulator, buoyancy compensator, mask, snorkel, fins, depth gauge/dive computer, log book.
- 3.5.2.3 Swift Water (SW):** You must be a member of one of the other groups. *Typical call-out scenario*—Search/rescue/recovery of victims trapped in flowing water defined as rivers and creeks. *Required skills*—One year of water related experience such as diving, boating, kayaking, white water rafting, or canoeing. Strong swimmer. *Required training*—swift water rescue, helicopter, map/compass/GPS, basic first aid/CPR. *Required personal equipment*—personal floatation device, full wet suit (hood optional) or dry suit, harness, carabiner & sling, and helmet.
- 3.5.2.4 Airboat (AB):** *Typical call-out scenario*—SAR for downed aircraft, lost boaters, lost hunters, etc. in the Great Salt Lake or other areas accessible by airboat. *Required skills*—One year of experience piloting airboats. Strong swimmer. *Required training*—search, helicopter, map/compass/GPS, swift water rescue, familiarization rides, basic first aid/CPR. *Required personal equipment*—personal floatation device, airboat.
- 3.5.2.5 Technical Climbers (TC):** *Typical call-out scenario*—SAR in any high angle terrain including situations requiring roped lead climbing on rock, ice or snow for access. *Required skills*—Able to lead 5.7 with natural protection and one year of natural protection lead climbing experience. *Required training*—all those listed under “climbers,” aid climbing, ice climbing, avalanche, transceiver search, probe line search, snow anchors, and SKED. *Required personal equipment*—all that listed under “climbers,” crampons, two ice axes (or one ice axe and two ice tools), snow shoes or telemark skis or mountaineering skis, avalanche transceiver, shovel, and probe poles.
- 3.5.2.6 Climbers (C):** *Typical call-out scenario*—SAR in any high angle terrain in which roped access can be gained from above and that doesn’t require lead climbing and anchor setting. Support for Technical Climbers. *Required skills*—Able to follow and clean 5.6 with natural protection. One year of class 5 (roped) climbing experience. Skilled with all standard climbing knots: figure 8, water knot and grapevine knot. *Required training*—all training listed under “Search,” rappelling and ascending past knots, litter attending (specifically in high angle situations), raising/lowering systems, Tyrolean traverse, tension traverse, *Required personal equipment*—harness, helmet, head lamp, belay/rappel device, 3 locking carabiners, 3 prusik ropes, climbing shoes.
- 3.5.2.7 Search (S):** *Typical call-out scenario*—SAR in terrain inaccessible to horses and four wheel drive vehicles. Support for technical teams in Swift Water and Climbing situations. *Required skills*—Good physical condition (able to assist in litter handling/loading and other strenuous activities such as hiking with a 30 pound pack). Comfortable scrambling on terrain steep enough to require both hands. Basic first aid training. Experienced with backcountry over night travel. *Required training*—Search, litter setup and attending, scree evacuation, helicopter, map/compass/GPS, basic first aid/CPR, plus attend trainings from at least one other skill group. *Required personal equipment*—helmet, harness, head lamp, 24 hour (three season) all weather field capable.
- 3.5.2.8 K-9 (Dog Team) (K):** *Typical call-out scenario*—Search for lost hikers, avalanche victims, or drowning victims. *Required skills*—Trained as a SAR dog handler as per WCSO standards. Dogs trained in protection or bite-work will not be allowed on the team. *Required training*—Search, helicopter, map/compass/GPS, basic first aid/CPR, and dog-team-specific training. *Required personal “equipment”*—SAR dog, helmet, head lamp, 24 hour (three season) all weather field capable.
- 3.5.2.9 Off Highway Vehicle (OHV):** *Typical call-out scenario*—Large terrain search accessible by off highway vehicles, e.g., lost hiker or hunter in the Monte Cristo area. Motorized support, e.g., personnel, material and/or litter transport. *Required skills*—One year experience with off highway 4X4 travel. Either familiar with local terrain or skilled with topographic maps. *Required training*—Search, logistics and support, OHV operations, helicopter, map/compass/GPS, basic first aid/CPR. *Required personal equipment*—Four wheel drive truck with adequate ground clearance, an off highway vehicle (a.k.a. a “four wheeler”) or motorcycle, hand held or other directable search light, shelter and clothing to be able to be spend the night in all weather (3 season) conditions, personal first aid kit.
- 3.5.2.10 Winter (Snowmobile/Snow Cat) (W):** *Typical call-out scenario*—SAR for an overdue snowmobiler or cross- country skier. *Required skills*—One year experience riding snowmobiles or snow cats. Deep snow (“sugar” snow) experience. Steep and tight terrain experience. *Required training*—Avalanche, transceiver search, probe line search, snow anchors, search, helicopter, map/compass/GPS, basic first aid/CPR, winter patient packaging and litter setup/loading, winter injury training (frostbite, etc.). *Required personal equipment*—snowmobile and the ability to transport it (or be a snow cat operator), head lamp, snowshoes, avalanche transceiver, shovel, probes, helmet, clothing and shelter to be able to survive the night, personal first aid kit.
- 3.5.2.11 Winter Back-Country (BC):** *Typical call-out scenario*—SAR for overdue skiers, back country skiers, out-of- bounds downhill resort skiers. Support for Snowmobile team if terrain is involved

that is too steep or deep for snowmobiles. *Required skills*—Two seasons experience in winter backcountry travel in steep terrain. Experience on snowshoes or skis while wearing a backpack. *Required training*—Avalanche, transceiver search, probe line search, snow anchors, search, helicopter, map/compass/GPS, basic first aid/CPR, winter patient packaging and litter setup/loading, winter injury training (frostbite, etc.). *Required personal equipment*—Snowshoes or telemark/randonee skis with skins. (Non-metal-edged skis are not acceptable.) Avalanche probe ski poles, avalanche transceiver, harness, helmet, head lamp, large winter backpack, -5°F rated sleeping bag, bivi bag or tent, sleeping pad, winter capable stove (no butane), appropriate clothing (e.g., shell, poly, wool, but no cotton), personal first aid kit.

3.5.2.12 Mounted Posse horse team (H): *Typical call-out scenario*—SAR for lost hikers and riders in terrain accessible to horses. Support, e.g., personnel, material and/or litter transport. *Required skills*—One year off trail riding experience. *Required training*—Search, helicopter, map/compass/GPS, basic first aid/CPR. *Required personal “equipment”*—Horse, horse trailer and tack, personal first aid kit.

3.5.2.13 Medical Support (M): *Typical call-out scenario*—Provide patient care as needed by the groups listed above. It will be the responsibility of the team to provide access to the scene. For example, the technical climbers might lower a Medical Support member to a ledge to provide patient care to a fallen hiker. *Required skills*—EMT-I, paramedic, nurse, or physician. You must be able to work in extreme conditions such as on narrow ledges or in heavy rain. *Required training*—Helicopter, and participate in various training sessions for the above skill groups. You will also be expected to assist in running the medical related training sessions. *Required personal equipment*—helmet, climbing harness, head lamp, and all-weather (four season) clothing.

3.5.2.14 Logistics and Support (L): *Typical call-out scenario*—Assist in base operations and communications as needed by the incident commander. Provide support for incident command and for all groups as needed. *Required skills*—Knowledge of SAR operations along with a special skill such as computer mapping, radio communications, equipment handling, etc. *Required training*—Helicopter, map/compass/GPS, basic first aid/CPR, logistics, plus you must participate in various training sessions for the above skill groups. *Required personal equipment*—head lamp and all-weather (four season) clothing.

3.6 Cessation of membership.

3.6.1 Membership may be terminated by the Weber County Sheriff or Sheriff’s Office. Membership may also be terminated by two-thirds (2/3) written, anonymous, vote of the active membership. (Membership votes may be obtained by proxy in such cases in order to insure that all members who wish to vote have been allowed a voice.)

3.6.2 All property of The Unit shall be returned to The Unit. This includes the SAR ID card.

3.6.3 All privileges associated with The Unit shall cease. The right to wear any patches that designate association with The Unit and its national affiliations (NASAR, MRA, etc.) shall also cease and all patches shall be removed from clothing and gear owned by the exiting member.

3.6.4 All emblems (e.g., sheriff’s stars, Mountain Rescue Association circles, etc.) on vehicles must be removed. This is also true of any vehicle sold by a current member.

3.6.5 The Sheriff’s Office is dedicated to equal opportunity. All Sheriff’s Office policies are in force regarding discrimination or harassment of any type. Members who feel that they are the target of such behavior must inform one of the team officers or Sheriff’s Office SAR coordinators. It will be the responsibility of the officer to talk with the accused perpetrator. If the accused person’s behavior is determined to be out of compliance with Sheriff’s Office policies and they do not correct their actions, they will be removed from the team.

3.7 The Unit shall maintain an up-to-date membership roster. It is the member’s responsibility to notify the Executive Committee whenever their personal information (address, phone numbers, status, etc.) changes. The roster shall be updated at least quarterly by the first of the months of January, April, July, and October. This roster shall be mailed to all Unit members along with the monthly training newsletter. Copies shall also be distributed to the Sheriff’s Office and to the Weber area dispatch office. This roster will frequently be used as a tool to assist in call outs, the exact format shall be determined by the Executive Committee. You can not expect to be called out or receive newsletters unless your contact information is up-to-date.

3.8 Membership in national organizations. Membership fees to national organizations such as MRA (Mountain Rescue Association) and NASAR (National Association of Search And Rescue) will be covered by the Sheriff’s Office, within budget constraints. To qualify, The Unit must gain some benefit such as national accreditation for The Unit. If any member wishes to join more than one national organization, then the membership fees of the additional organizations shall be born by the individual member. Dues will not be paid for inactive members.

- 3.9** All active members of the WCSSAR will also be members of the state sheriff's SAR organization. These dues will be covered by the Sheriff's Office.
- 3.10** If the budget allows, the Executive Committee will consider assisting with the cost of attending out-of-area training (e.g., attending national or regional meetings of NASAR, MRA, etc.) for WCSSAR members. Members with inactive status will not be considered for funding assistance.
- 3.11** All team equipment is intended for emergency or PSAR use and must be available to the team at all times. Members may not borrow team equipment for personal use without the express prior approval of the Executive Committee. In the rare cases that the Executive Committee allows non-SAR use of team equipment, the member shall be responsible for returning the equipment in a timely fashion and in as-good or better condition as when it was checked out. The member must make sure that the appropriate quartermaster has signed out the equipment and checked it back in. Members with inactive status will not be allowed to borrow team equipment.

Article 4, Meetings and Training

- 4.1** The monthly meeting of The Unit shall be held on the first Tuesday of each month of the calendar year. Meetings shall begin at 7:00 p.m. and will be held in the SAR room of the Sheriff's Office unless announced differently to the general membership by the Executive Committee. The monthly meetings shall cover official business of the WCSSAR and/or practical training as necessary. All skill groups will initially meet together for general business and updates. Individual groups shall then meet for specific business and/or training. All classroom training sessions shall be open to any member of The Unit.
- 4.2** Practical training sessions shall be typically scheduled for the first Saturday following the monthly Unit meetings defined in paragraph 4.1. Practical training sessions shall be scheduled as necessary. Since we are expected to operate in all weather conditions, training sessions will not usually be canceled on account of inclement weather unless safety or some other overriding concern is an issue.
- 4.2.1** Practical Training shall consist of training directly useful to SAR work. The following list of training sessions is not complete nor is every session a must each year. It is expected that some sessions will cover more than one topic and that on any given Saturday training there will probably be several different sessions simultaneously at different locations. Training sessions must include those areas needed for national accreditation by organizations such as MRA and NASAR.
- 4.2.2** In no particular order, the standard training shall consist of the following (note that some of these might require more than one session to cover completely and some training sessions may cover several topics):
- 4.2.2.1** Advanced first aid (OEC or some similar wilderness EMT training is preferred.)
 - 4.2.2.2** Winter first aid (Cold related injuries such as frost bite and hypothermia.)
 - 4.2.2.3** Basic first aid and CPR (First responder level.)
 - 4.2.2.4** Patient packaging and bandaging
 - 4.2.2.5** Litter loading and attending (both SKED and rigid litters, may be separate sessions)
 - 4.2.2.6** Mock search (field) and search strategy (classroom)
 - 4.2.2.7** Helicopter operations
 - 4.2.2.8** Map, compass & GPS
 - 4.2.2.9** Underwater search
 - 4.2.2.10** Underwater recovery/salvage
 - 4.2.2.11** Ice diving
 - 4.2.2.12** Swift Water (This includes water crossings, boats and haul lines, throw bags, tag lines, boogie boards, etc. This might be more than one training session.)
 - 4.2.2.13** Raising/lowering systems, litter attending in high-angle terrain
 - 4.2.2.14** Scree evacuation and litter attending
 - 4.2.2.15** Rappelling and ascending. (Both clean and past knots)
 - 4.2.2.16** Tyrolean traverse (With an attended litter and with individual personnel, also vertical pick off)
 - 4.2.2.17** Tension traverse (With a litter and attendants.)
 - 4.2.2.18** Aid climbing
 - 4.2.2.19** Ice climbing
 - 4.2.2.20** Snow anchors (bollards, pickets, flukes, deadman, etc.)
 - 4.2.2.21** Avalanche transceiver search and probe line search
 - 4.2.2.22** Avalanche forecasting and travel in avalanche terrain
 - 4.2.2.23** Winter patient packaging and transport
 - 4.2.2.24** Snow cat operation
 - 4.2.2.25** Winter travel: snowmobiles (accreditation ride)
 - 4.2.2.26** Winter travel: snow shoes or skins
 - 4.2.2.27** Winter travel: steep snow and ice with crampons and ice axes, ice axe self-arrest
 - 4.2.2.28** Winter survival: snow caves/trenches/etc.
 - 4.2.2.29** 4X4 winch and snatch-um strap usage, OHV operations, litter hauling/transport

- 4.2.2.30 Logistics/Support: Operation and function of specialized equipment (generators, search lights, radios, Incident Command vehicles)
- 4.2.2.31 Communications and the Incident Command System
- 4.2.2.32 Dog Handling and training
- 4.2.2.33 Familiarization rides/hikes/etc. to become familiar with high incidence areas and as accreditation rides

Article 5, Finances

- 5.1 This is a volunteer organization. There are no dues or fees to be a member beyond the expense of maintaining required personal equipment and donation of personal time to training sessions, monthly meetings, and mission call-outs.
- 5.2 The Sheriff's Office shall maintain the account(s) for The Unit. Individual groups within The Unit may not have accounts outside of the Sheriff's Office unless approved by the Sheriff.
- 5.3 Funding and fund-raising activities shall be coordinated through and by the Sheriff's Office. Members are encouraged to participate for the betterment of The Unit, but such events will not be counted towards the attendance requirement for training and call-outs.
- 5.4 **Expenditures.**
 - 5.4.1 All purchases must follow the current Weber County purchasing policies and procedures. SAR monies shall be expended for:
 - 5.4.1.1 Any purpose deemed necessary by the Executive Committee.
 - 5.4.1.2 Any purpose approved by the Director or Sheriff's Office.
 - 5.4.2 Overview of funds by members. Any dispersal or acquisition of funds shall be announced to the membership via the training newsletter and/or monthly meeting. Any member who disagrees with the appropriateness of an expenditure may call for a vote from the membership in attendance at the meeting. A two-thirds (2/3) vote by the membership against the questioned disbursement shall require the Executive Committee to reverse the disbursement to the best of their abilities even if this involves returning already purchased merchandise. Only the Sheriff may override the 2/3 vote of the membership.

Article 6, Officers, Executive Committee and Standing Committees

- 6.1 **Officers** shall consist of a Director, Associate Director, Group Coordinators and Assistant Group Coordinators, and the Newsletter Editor. Appendix II contains a sample organizational chart. Officers shall typically agree to at least a one year commitment.
Selection of Officers: The officers will be selected by the Sheriff's Office SAR coordinators. Any member who has concerns regarding the selection of a particular officer is encouraged to consult privately with the Sheriff's Office SAR coordinators.
- 6.2 The **Executive Committee** shall be comprised of the officers, the Sheriff's Office SAR coordinators, the Newsletter Editor, and a Sheriff's Office secretary/administrative assistant. This committee will meet monthly, typically on the second-to-the-last Tuesday, to take care of official business, to coordinate training schedules and to conduct planning.
- 6.3 **Duties of the officers.**
 - 6.3.1 **The Director**
 - 6.3.1.1 The Director shall preside over all Unit meetings and shall insure that all of these Directives are enforced. The Director shall also oversee, review and help prepare the monthly training newsletter. The Director shall have general supervision over the affairs of The Unit. The Director and the Executive Committee will represent WCSSAR to the Sheriff's Office.
 - 6.3.1.2 The Director shall make a comprehensive report to the membership at the December meeting concerning the accounts and affairs of The Unit during the previous year. This may also be done via a written report in the newsletter.
 - 6.3.2 The **Associate Director** shall act as an assistant to the Director and shall assume all duties of the Director in the event that the Director is absent. The Associate Director shall normally be selected from among the members of the Training Committee.
 - 6.3.3 **The Training Committee.**
 - 6.3.3.1 The Training Committee shall be comprised of the **Group Coordinators and Assistant Group Coordinators**. These members should hold expertise at the level of Team Leader in their respective skill group(s). If at all possible, it is usually expected that they also be members of their respective Extreme Teams. The coordinators will be as follows:

- 6.3.3.1.1 Dive, Swift Water and Airboat
 - 6.3.3.1.2 Technical Climbers (also representing Climbers and Back-Country)
 - 6.3.3.1.3 Off Highway Vehicle (also representing Search)
 - 6.3.3.1.4 K-9
 - 6.3.3.1.5 Winter
 - 6.3.3.1.6 Mounted Posse
 - 6.3.3.1.7 Medical
 - 6.3.3.1.8 Logistics
 - 6.3.3.2 One member can represent more than one skill group on the committee.
 - 6.3.3.3 The Training Committee is responsible for developing a training schedule that meets the requirements listed in section 3.5.2 and any requirements needed for accreditation by appropriate national organizations. The Training Committee is responsible for assigning a member or outside person to conduct the training sessions. The Training Committee members are encouraged *not* to conduct most of the training sessions themselves but to schedule instructors and sessions as needed.
 - 6.3.3.4 The Group Coordinators and Assistant Group Coordinators shall keep a record of all attendance at meetings, training sessions, and mission call-outs. The Training Committee shall review and evaluate all requests by WCSSAR members for changes in skill group and experience classification.
- 6.4 The Newsletter Editor** is responsible for preparing the WCSSAR training newsletter. The newsletter shall contain the training schedule for all the groups as provided by the Group Coordinators. The newsletter shall also contain a list of recent rescue call outs and a summary of the Executive Committee meeting as provided by the Sheriff's Office. The newsletter should contain any news that the Executive Committee needs to have the membership know. Articles and news notes are to be provided by the membership and the Executive Committee, it is *not* the responsibility of the editor to produce these articles. The newsletter shall normally be distributed by, and at the expense of, the Sheriff's Office. The newsletter shall be distributed to all members of the WCSSAR and to others as decided by the Executive Committee and/or the Sheriff's Office. It is the responsibility of each member of The Unit to insure that their address information is current so that they can receive a newsletter.
- 6.5 Standing Committees.**
- 6.5.1 Membership Committee.**
 - 6.5.1.1 This committee is in charge of keeping track of The Unit membership's skill groups and experience levels. Any recommendations for changes in skill group or experience level shall first be verified by this committee. The membership of this committee may (but need not) have substantial overlap with the membership of the training committee.
 - 6.5.1.2 If The Unit is short in membership within a particular skill group it will be the responsibility of this committee to seek appropriately skilled people to apply for membership in The Unit.
 - 6.5.2 Fund Raising Committee.** This committee is in charge of coordinating all fund raising activities. No group is allowed to initiate any fund raising action without first consulting with the Fund Raising Committee. The Fund Raising Committee shall coordinate all activities with the Sheriff.
 - 6.5.3 PR/PSAR Committee.** The Public Relations/Preventative Search And Rescue Committee will be in charge of activities related to the general public. This includes arranging for sessions with scout troops, elementary schools, parades, etc.
- 6.6 Other standing officers and positions.**
- 6.6.1 Quartermasters.** It will be their duty to maintain The Unit's equipment in top working condition. Each group will have a quartermaster (and possibly an assistant or co-quartermaster) with expertise in maintaining specialty equipment such as dive gear, climbing gear, the bus, electrical generators, etc. The group Coordinators are responsible for selecting the quartermaster(s). The selection shall be reviewed by the Executive Committee.
 - 6.6.2 National Organization Representatives.** These individuals act as the liaisons between The Unit and the various national accrediting agencies (MRA, NASAR, etc.). The group Coordinators are responsible for selecting the representatives. The selection shall be reviewed by the Executive Committee.
 - 6.6.3 Historian(s).** This person (or persons) is (are) responsible for maintaining a file of photographs, newspaper clippings, thank you letters, previous Directives versions, etc. The Executive Committee shall select the Historian(s).

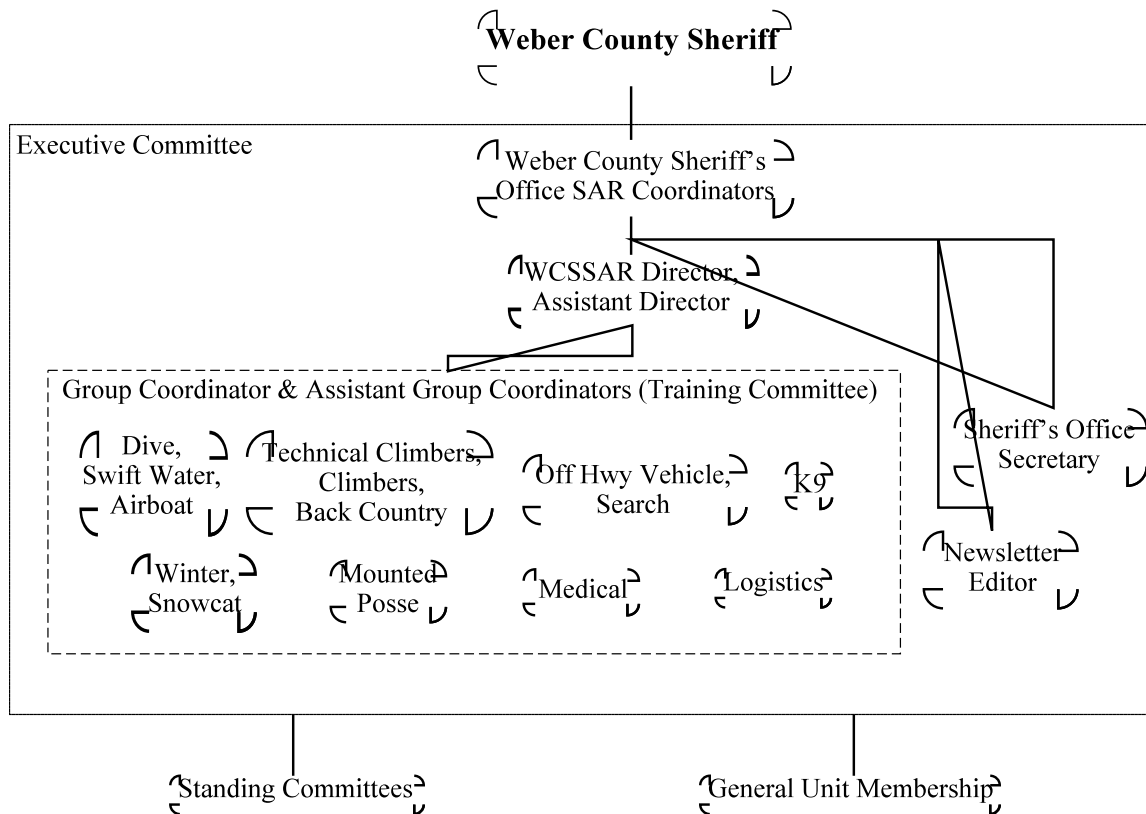
Article 7, Amendment or Repeal

- 7.1** Suggested amendment to these directives should be forwarded through the Executive Committee for review by the Sheriff's Office and approval by the Sheriff.

Appendix I, Abbreviations

1 - Team Leader skill level
2 - Rescue member skill level
3 - Trainee member skill level
AB - Airboat Group
BC - Winter Back-Country
C - Climbers Group
D - Divers Group (underwater recovery)
EMT - Emergency Medical technician
H - Mounted Posse Group
K - Search Dog Group
L - Logistics and Support Group
M - Medical Group
MRA - Mountain Rescue Association (a national accreditation organization)
NASAR - National Association of Search And Rescue (a national accreditation organization)
OEC - Outdoor Emergency Care (offered through the National Ski Patrol)
OHV - Off Highway Vehicle Group
S - Search Group
SAR - Search And Rescue
SKED - A flexible litter that can be rolled up and easily transported.
SW - Swift Water Group
TC - Technical Climbers Group
W - Winter Group
WCSSAR - Weber County Sheriff Search And Rescue.
X - Extreme Team

Appendix II, Organizational Chart



Appendix III: Required Training Matrix

Training (Refer to section 4.2.2)	X	D	SW	AB	TC	C	S	K	OHV	W	BC	H	M	L
Advanced first aid and CPR, OEC	X												X	
Winter first aid (hypothermia and frostbite)	X			X						X	X		X	
Basic first aid and CPR		X	X	X	X	X	X	X	X	X	X	X	X	X
Patient packaging and bandaging	X		X		X	X	X	X	X	X	X	X	X	
Litter loading and attending	X				X	X	X		X				X	
Search	X			X	X	X	X	X	X	X	X	X		
Helicopter operations	X		X	X	X	X	X	X	X	X	X	X	X	X
Map, compass, GPS	X		X	X	X	X	X	X	X	X	X	X		X
Underwater search		X												
Underwater recovery/salvage		X												
Ice diving		X												
Swift Water			X	X										
Raising/lowering systems					X	X					X			
Scree evacuation					X	X	X							
Rappelling and ascending					X	X								
Tyrolean traverse, tension traverse					X	X								
Aid climbing					X									
Ice climbing					X									
Snow anchors					X						X			
Avalanche: forecasting, beacons, etc.	X				X					X	X			
Winter patient packaging and transport	X									X	X			
Winter travel: snowmobiles, snow cats										X				
Winter travel: snowshoes, skins											X			
Winter travel: steep snow and ice, ice axes											X			
Winter survival: shelter	X									X	X			
OHV operations									X					
Logistics/support									X					X
Incident Command System	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Dog handling/training								X						
Familiarization rides/hikes/etc.	X			X			X		X	X	X	X		

Alphabetical Key:

AB - Airboat, **BC** - Winter Back-Country, **C** - Climbers, **D** - Divers, **H** - Mounted Posse, **K** - Search Dog, **L** - Logistics and Support, **M** - Medical, **OHV** - Off Highway Vehicle, **S** - Search, **SW** - Swift Water, **TC** - Technical Climbers, **W** - Winter, **X** - Extreme Team