

KINGMAN SEARCH AND RESCUE UNIT (2023)

NEW MEMBER HANDBOOK AND REQUIREMENTS

TO BE CONSIDERED FOR MEMBERSHIP, EACH APPLICANT MUST

- Be a resident of Mohave County
- Be at least 21 years old
- Have a reliable 4WD vehicle (no all-wheel drive or electric-only vehicles)
- Have a “Smart Phone”

APPLICATION PROCESS

- The SAR application is available to download at mohavesar.com. Incomplete applications will be returned to the applicant. Details on what is required to turn in with the application are on page 3 of the application.
- A \$150.00 application fee made payable to Kingman Search & Rescue must be included with the application. The application process also includes a background check conducted by the SO.
- Turn in completed application to the New Member Committee.
- Applicant must attend three consecutive monthly meetings. If a meeting is missed during this time, the applicant must start again with attendance at three consecutive monthly meetings.
- The applicant must be interviewed and vetted by the Membership Committee who will make their recommendation to the Board of Directors.
- If the applicant is approved by the Board of Directors, he/she will be voted on by the members.

ONCE ADMITTED TO THE UNIT

- Attend Basic Academy- must complete before going on missions.
- Attend Advanced Academy – must be completed with 1 year.
- Pay \$25.00 annual dues to Treasurer.
- Obtain Volunteer Identification Card from Sheriff’s Office (see letter issued by the Sheriff).
- Obtain a copy of and review the Mohave County Sheriff’s Office Standard Operating Procedures (SOPs) and sign the last page. Turn signed page into the Training Officer.
- Upon satisfactory completion of the membership process and having been voted in and accepted by the members, the probationary member will be issued all applicable Unit equipment from the Quartermaster and must have the Class A and B uniform/s as set forth in the SOPs **within 30 days**.
- Each member is expected to make all reasonable efforts in support to any assignment, callout, mission and/or function in support of MCSO SAR and Unit needs.

- Each member is expected to attend all Unit meetings. Any member missing three (3) meetings, in a 12 month period, without being excused is subject to appear before the Board of Directors to explain why they should not be terminated from the SAR Unit.
- Use the Chain of Command structure within the Unit for Unit-related matters.

UNIFORMS

Orange shirts with tan pants (or shorts) and ankle-supported boots are required for missions and most training activities. See Sheriff's SOPs for detailed policy. Any deviation from this uniform is at the discretion of the MCSO Coordinators or Incident Command.

FIELD OPERATIONS

- No member shall self-respond to any mission without first notifying the Unit POC.
- Member must sign in at all missions, trainings and MCSO SAR activities.
- Member must understand and complete their given assignment. No deviations without Command approval. Make sure to ask questions so you understand your assignment.
- Medical care provided cannot exceed your level of current certification.

FUEL RECEIPTS

Fuel used during a mission (not training) may be reimbursed if the following is provided:

- Immediately following mission completion (in a timely manner) a readable (not blurry or crinkled) receipt shall be provided to the Unit POC determined at end of the mission.
- Receipt must include KJ#, mission name, mileage driven and identify whether the credit card is a Unit card or a personal card.
- If you want your fuel purchase to be donated back to the unit, write DONATE on the receipt. This will cause the State fuel reimbursement to go directly to the Unit.

EQUIPMENT

ISSUED EQUIPMENT (Must be returned upon leaving SAR)

- Radios – mobile and handheld (with extra battery)
- Helmet (not required to be returned)
- Carabineer
- Presewn Prusik
- Green webbing
- Orange flagging
- One short sleeve and one long sleeve orange SAR T-shirt
- SAR license plate
- Rope Rescue and Swift Water gear (as trained)

MANDATORY PERSONAL SAR EQUIPMENT (See SO SAR SOP)

Searchers are expected to have the gear and equipment necessary to complete assignments and support themselves in the field for up to 24 hours. This equipment will vary by person, but each searcher is required to have the following:

- Personal Equipment
 - 24-hour personal survival pack with food and water for 24 hours
 - Tracking stick
 - Note pad and pencil
 - Radio and spare battery
 - First aid kit (items for member)
 - Flashlight and headlight w/ extra batteries
 - Device with Compass and/or GPS (and spare batteries)
 - Signal mirror
 - Orange flagging

- Vehicle Equipment
 - Must be in good mechanical condition and 4WD operational
 - Water
 - Spare tire and equipment to change flats
 - SAR radio mounted and grounded
 - Miscellaneous tools for in-field vehicle repairs and jumper cables
 - Tow strap or chain (recovery equipment)
 - Shovel
 - First aid kit (hot packs and cold packs)
 - Disposable emergency blanket
 - Orange reflective vest

- UTV/ATV/Motorcycle/Bicycle
 - All equipment required for “Vehicle” above
 - Good mechanical condition
 - Adequate lighting front and rear
 - Adequate flashlight or spotlight
 - Adequate tools for on-site repairs, to include tire repair kit and spare belt
 - Must wear helmet as indicated during certification training

TRAINING

It is every member’s responsibility to copy all their training certificates and provide them for the Training Officer to be placed in their file at the Sheriff’s Office. Training is offered periodically based on the needs of the Unit or ask requested by members. If there are questions on training or interest in new training, contact the Training Officer.

REQUIRED TRAINING (INCLUDING RECERTIFICATION)

- **BASIC ACADEMY**- All new members must attend Basic Academy before they are eligible to participate in searches or any “at-risk” training.
- **ADVANCED ACADEMY** – All new members must attend Advanced Academy within their probationary period (must include Rope Awareness, Swift Water Awareness, Helicopter Safety, SARTopo, Search Awareness and Communication Procedures)
- **BLOODBORNE PATHOGEN TRAINING** - All members must complete annual training. It is provided as part of the Basic Academy an annually during Unit meetings.
- **HEPATITIS A and B** – All members must have a vaccination or declination sheet in their file at the SO.
- **FIRST AID, CPR and AED CERTIFICATION** - All members must have current certification for First Aid, CPR and AED. It is the member’s responsibility to maintain currency and turning in updated certifications.
- **TRACKER 3** - All members must pass and be certified Tracker 3 within their probationary period and should be completed as soon as possible.
- **SAR 3** – All members much complete ASARCA SAR 3 within their probationary period and should be completed as soon as possible. This includes NIMS 100b and 700.
 - NIMS 100b <http://training.fema.gov/EMIWeb/IS/is100b.asp>
 - NIMS 700 <http://training.fema.gov/EMIWeb/IS/is700a.asp>

ADVANCED TRAINING

Every member is encouraged to attend advanced training opportunities to enhance their skills and become better SAR members. Proficiency is required to maintain certification in these advanced skills.

- **TECHNICAL ROPE RESCUES** – Advanced rope training is available to all members. There are four levels of training (Awareness, Ground Support, Technical Rope Technician and Short-Haul Team). Proficiency must be maintained in order to remain at the level of training achieved.
- **SWIFT WATER RESCUES** – Swift Water Rescue training is available to all members and is usually offered once every two years. Recertification is required at least every four years. There are three levels of training (Awareness, Operations and Technician).
- **ADVANCED TRACKING** – Tracking skills are a big consideration in search and rescue assignments and there are three levels of training (Tracker 3, Tracker 2 and Tracker 1). Take this opportunity to advance your tracking skills into these advance certifications.
- **ASARCA SAR II TRAINING PROGRAM** – There will be opportunities to further advanced your skills with the ASARCA program in different areas of training throughout the year and at SAR conferences. These classes include search tactics, land navigation, wilderness survival, patient packaging, low-angle rescues, and helicopter ingress / egress.

- **INLAND SEARCH MANAGEMENT (ISM)** – This is a search management class, usually a weeklong, that allows a volunteer to function in the capacity of Incident Commander. Attendees are at the direction of the SO and the following classes are required as a prerequisite:
 - NIMS 800b <http://training.fema.gov/emiweb/is/is800b.asp>
 - NIMS 809 <http://training.fema.gov/EMIWeb/IS/IS809.asp>
 - MAG300 (Intermediate ICS for Expanding Incidents)

OTHER QUALIFICATIONS / CERTIFICATIONS

- **SHOOTING QUALIFICATION** – Only those that have been members for at least one year and completed probation are eligible to take the timed shooting qualification test. If a member receives a passing score they will be able to conceal carry a firearm in a Search and Rescue capacity. This qualification must be renewed on a yearly basis – dates set by SO and a current copy of a concealed carry permit must be on file at the SO.
- **DEFENSIVE DRIVER** – Mohave County requires attendance and certification of their defensive driver class to operate County vehicles.
- **ATV/UTV/MOTORCYCLE QUALIFICATION** – Only those members that have a Safety Qualification certificate on file with the SO will be allowed to use an ATV, UTV or motorcycle during searches. Safety qualifications will be offered by the SAR unit periodically. ATVs, UTVs and/or motorcycles must have insurance and off-road validation for the license plate.

VOLUNTEER CONTACT WITH NEWS MEDIA AND SOCIAL MEDIA

MCSO SAR members will have no contact with the press or post information regarding MCSO SAR activities on social media unless the contact or information has been approved by MCSO administration or MCSO Coordinators. Refer to the MCSO Policy on Social Media. Any media request should be referred promptly to the MCSO Media Specialist. This includes your personal social media accounts.

WEBSITE

All new members must register on the Mohave County SAR website and check it regularly for important information.

www.mohavesar.com

www.arizonasar.com

Any questions can be brought to the Membership Committee or your Sergeant.