PURPOSE: This SOP provides guidance and policy for organizations desiring to become state recognized resource for SAR operations

OBJECTIVES: To establish guidelines for organizations to achieve when applying for and receiving the State Recognition for SAR operations

SAR Plan dated 1/1/1996

GENERAL:

1. Agencies or private organizations may apply for State Recognition as a SAR Resource by completion of an application supplied by the SAR Resource Officer.

2. The SAR Resource Officer will review the application for compliance of standards as established by the SAR Review Board. Once the review is completed and standards compliance is validated, the SAR Resource Officer shall forward the application and supporting documentation to the SAR Review Board for review, whom in turn, shall make a recommendation to the Chief of the New Mexico State Police.

3. Should the SAR Review Board be unable to achieve a quorum, the Chief of State Police may grant the recognition without a recommendation from the SAR Review Board.

4. The standards for organization to comply with include but may not be limited to the following:
   a. Adherence to the SAR Act, SAR Plan and applicable DPS policies and procedures
   b. Establishment of a training program for SAR operations
   c. Establishment of call-out procedures for notification for activation
   d. Acquisition of equipment for SAR operations depending on organizations specialty (ies).
   e. Acquisition and identification of communication methods for communications between the organization and the SAR Incident Management Team.

5. Once recognition is applied, the SAR Resource Officer shall publish the organization’s information for call-out and specialties in the SAR Resource Book for distribution.

6. The organization’s recognition does not imply a mandatory utilization on SAR operations. Utilization on SAR operations is determined by the SAR Incident Management team.
7. The organization’s recognition may be revoked by the Chief of the State Police at the discretion of the Chief of the State Police or upon the recommendation of the SAR Resource Officer, SAR Director or the Director of Special Operations for failure to comply with SAR standards, operational procedures or the SAR Act and SAR Plan.
PURPOSE: This SOP provides guidance and policy for the operations of SAR incidents

OBJECTIVES: To establish guidelines for SAR Incident personnel during SAR incidents


         SAR Plan dated 1/1/1996
         SAR Policy SAR:02 Search And Rescue Field Coordinators
         SAR SOP-09 Search and Rescue Incident Reports
         SAR SOP-07 SAR Mission and Task Force Typing

GENERAL:

A. SAR incidents in the State of New Mexico shall be managed under the NIMS Incident Command System (ICS)

B. SAR incidents, by their nature, are dynamic events and this SOP cannot capture all activities that may occur.

C. The SAR Incident Commander is tasked with the overall management of the SAR Incident he/she is assigned to. Duties include but are not limited to:

   1. Establish communications with superiors. The SAR Incident Commander shall establish contact with the on-call Area Commander after being notified by the State Police District Headquarters as soon as possible to accomplish.

      a) Typing of the incident

      b) Determination of other SAR incidents that may affect operations or resource allocations

      c) The SAR Area Commander shall then notify the SAR Resource Officer of the SAR incident.

   2. Establish objectives for the SAR Incident. Objectives do not necessarily need to be in writing but should be captured on documentation at the earliest opportunity.

   3. Activate the proper resources for achieving the established objectives. Activation can include deployment of resources or notification for future deployment of resources. If activation of critical resources, i.e. aircraft, specialized resources, is needed, the SAR IC shall request those resources via the on-call Area Commander.
4. Establish an Incident Command Post. Incident Command Post location should be based on ease of communication to outside entities and deployed SAR personnel, accessibility to responders and other personnel, capabilities to secure the Incident Command Post and protection of clues that may affect deployment of resources and other factors as necessary.

5. Ensure management of the SAR incident

6. Ensure the incident is documented and upon closure of the incident the Incident Commander who is on duty when the mission is closed, shall file the incident documentation with the SAR Resource Officer within 15 days of the date of closure.

D. There are satellite phones located in each State Police district that are available for SAR operations. The SAR IMT should make arrangements for delivery or pick-up for the phones to be utilized by the SAR Incident Commander. The SAR Incident Commander of record when a mission is closed is responsible for insuring the phone is returned to the State Police office from where it was obtained.

E. The issuances of a SAR mission number must be accomplished prior to the activation of any SAR personnel. The only exception to this policy is when a certified SAR Incident Commander has to perform the duties of the Mission Initiator when a State Police Officer is not available to perform the duties of the Mission Initiator. The SAR Incident Commander is performing duties on the behalf of the New Mexico State Police and shall be covered by the SAR insurance policy.

F. When activated, SAR personnel are covered by the SAR insurance policy when in route to a SAR incident, while performing duties for a SAR incident, and when departing the SAR incident in route to their home location by the most direct route.

G. Upon activation, SAR personnel must work within the guidelines of ICS and follow the orders of those appointed above them. But all SAR personnel have the right to refusal without prejudice if the SAR person feels that an assignment is unsafe for them, if they cannot complete the assignment they are tasked to or if the order given is unlawful.

H. Any disputes, complaints or violations that develop during SAR missions shall be reported to the SAR Resource Officer immediately. The SAR Resource officer shall document the issue, conduct an investigation, resolve the issue and may administer corrective actions as needed to include notifying the Chief of the State Police for resolution. The SAR Resource officer may also defer to an on-scene State Police Officer for the resolution of any disputes.

I. Upon discovery of a deceased subject(s) the following protocol shall be applied

1. After observing the scene for potential hazards, only one team member shall enter the area to determine that the subject(s) is/are immobile and not breathing. The team member shall after confirmation that the subject(s) is/are not breathing shall exit the area by backtracking over the same incoming route. At that time the subject(s) and area immediately surrounding the subject(s) shall be deemed a crime scene.

2. Prevent contamination of the scene by limiting the number of searchers/rescuers from entering the area. If possible, cordon off the area with flagging/trail tape.
3. Notify the Incident Management Team of the location via any communication means available. Attempt to use a secure means of communication.

4. The team leader shall log all activities that have occurred and continue logging events until relieved of duty or law enforcement personnel arrive on scene and the log is turned over to them.

5. The law enforcement agency with jurisdiction or the Office of Medical Investigator shall take control of the deceased subject(s) and the scene. SAR personnel may assist with the removal if requested, but any SAR responder can decline assisting with the removal.

J. New Mexico SAR is not required to “rescue” property; such operations are always discretionary and secondary to lifesaving operations and any other higher priority operation.

K. New Mexico SAR is not required to perform a body recovery for a subject known to be deceased, although such operations are permitted, and if permitted, the incident must be managed and recorded following the same rules as normal SAR missions.
PURPOSE: This SOP provides guidance, procedures, and a voucher system, for implementing a feeding program for search and rescue personnel during a State Police authorized SAR Incident.

OBJECTIVES: To provides a method of ordering and reimbursing resources that are willing to supply food and snacks during a SAR Incident within the state of New Mexico.

REFERENCES: Search and Rescue Office Budget (line item 79)

GENERAL:

A. If the Incident Commander (the IC must be a Type-III or higher) on the scene of a SAR incident wishes to provide meals, hot or cold drinks or snacks, to "checked-in" participants of a official SAR incident. The following actions must be taken.

   a. The IC, or his/her staff acting in ICs behalf, will contact any resource willing to supply food e.g., the American Red Cross, Church groups, restaurants, SAR teams, or individuals.

   b. The IC, or his/her staff, will coordinate where the food will be delivered. The delivery point may be the Incident Base or other location(s) that the IC determines.

   c. The recommended minimum response time to deliver food will be four (4) hours from the time the resource supplying the food is notified.

   d. The menu(s) will be determined by the IC AND the parties supplying the food, at the time meals are ordered.

   e. The "on-scene" IC can authorize up to $100.00 for meals on a single incident (NOT PER DAY). The Area Commander may authorize another $150.00 (total of $250.00 per incident). If additional meals are needed, authorization for reimbursement must be coordinated by the SAR Resource Officer.

   f. All cost reimbursement must be invoiced on the SAR Office "Food Invoice" form attached (NOTE: The time it will take to reimburse the organization or individual supplying the food is about the same as the SAR Gas Invoice Procedure).
PURPOSE: This SOP provides guidance and procedures for the participation of SAR personnel under the age of eighteen on search and rescue missions.

OBJECTIVES: Establishment of a youth program related to Search and Rescue

SAR Plan dated 01/01/1996

GENERAL:

A. Young adults between the ages of 16 and 18 are encouraged to participate on SAR missions. Participation can only be granted upon the completion of the following:

   a. The participant must be a member of a state recognized SAR resource team. Team membership shall be within the rules and regulations of the said organization. The state recognized organization must agree to become the sponsor of the participant. Agreement shall be inferred by membership in the organization.

   b. The participant must have a notarized waiver signed by a legal guardian and the participant which has been filed with NMSAR office.

   c. The participant must complete the online NMIS ICS-100 training and submit a copy of the completion certificate to the NMSAR office.

B. Upon receipt of the waiver and ICS-100 completion certificate and approval by the Agency Head, the NMSAR office shall equip the participant with a SAR Identification Card

C. The state recognized teams shall be responsible for the behavior of the participants of this program on SAR missions. Any unwarranted behavior or attitude towards the ICS staff, on-scene agency personnel or other SAR responders shall not be tolerated and the state recognized teams will be notified and permission to participate may be revoked. Likewise, the participant shall immediately inform the incident commander or agency head of any unwarranted behavior or attitude directed at the participant from any person during a SAR mission.

D. The state recognized team shall maintain emergency contact information on the participant to include name, address, and phone number of the minor’s parents/legal guardian. The above information shall be available to the ICS staff at any SAR mission that the young adult is participating in.

E. The Incident Commander shall be the final authority of the utilization of minors on the SAR mission and may limit the type and duration of an assignment for a minor. Additionally, the incident commander shall avoid searchers/rescuers under the age of 18 of handling or viewing a deceased subject.
F. In the event of an injury to the minor the incident management team shall follow the established medical plan and include notification of the minor’s parents/legal guardian. The participant’s sponsoring organization shall have the needed information available at the incident base.

Attachment: 1 Waiver
PARENTAL CONSENT

Under age 18 Participation During
New Mexico Search and Rescue Missions and Trainings

PARENT/GUARDIAN

The undersigned party is the parent or legal guardian of ____________________________, participant, a minor, who wishes to participate and perform duties during Search and Rescue operations and trainings. I understand that the Agency Head of the New Mexico Search and Rescue Department must approve my child’s participation.

As the Parent/Guardian, by signing this form, I acknowledge that:

☐ Participant is at least 16 years old.
☐ The Agency Head has the authority to govern my child’s participation in this process.
☐ Participant shall comply with all directives, procedures, standards and policies that govern the operation of Search and Rescue missions.
☐ The Search and Rescue Incident Command Staff may limit the type and duration of duties assigned to the participant
☐ Search and Rescue incidents are emergency operations and inherently have greater risks associated with the incident.

The undersigned understands and accepts the requirements for participation of a minor on Search and Rescue operations

_________________________________________  ____________
Signature of Parent or Guardian               Date

_________________________________________
Printed name of Parent or Guardian

NOTARY

STATE OF NEW MEXICO
COUNTY OF __________

The Foregoing instrument was acknowledged before me on this _____day of __________, 20___
by _______________________

_________________________________________
Notary Public
PARTICIPANT

By signing this form, you acknowledge that participation on Search and Rescue operations and trainings is conditional on:

1. Following the reasonable commands or orders of those appointed above you.

2. Search and Rescue operations have increased risks associated with the incident than you normally encounter thus;
   a. You have the right of refusal of any task assigned.
   b. The Incident Command Staff may remove you from any Search and Rescue operation at any time, or limit your assignment.
   c. Your parent or guardian may remove you from any Search and Rescue operation at any time.

3. You will strive to complete your tasks in a professional matter and be prepared to be self-sufficient for a maximum of 24 hours.

The undersigned understands and accepts the conditions for participation of a minor on Search and Rescue operations.

____________________________________  ________________
Signature of Applicant                        Date

____________________________________
Printed Name of Applicant

APPROVAL

____________________________________  ________________
Signature of Agency Head                        Date
PURPOSE: This SOP provides guidance and policy for the event of an injury to a SAR responder.

OBJECTIVES: Establish procedures to insures medical treatment is available to any SAR responder.

SAR Plan dated 1/1/1996

GENERAL:

A. A medical plan shall be created at the beginning of any SAR mission should SAR responders be deployed in the field.

B. The medical plan shall be completed on the NMSAR ICS 206 form and shall consist of the following:

   1. SAR Mission number
   2. SAR Operational Period for medical plan
   3. Date form is completed
   4. Time form is completed
   5. Summary of actions to occur when an injury is reported
   6. Identification of medically trained personnel and their locations while on scene
   7. Identification of medical transportation resources
   8. Identification of medical facilities, ordered by proximity to the Incident Base

C. The Medical Plan shall be prepared by the Logistics chief or Medical Unit Leader if assigned. If a Logistics Chief and a Medical Unit Leader is not assigned at the incident, the form shall be prepared by the Incident Commander

D. The Medical Plan shall be reviewed by the Incident Commander

E. Task Force Leaders, Strike Team Leaders, and Unit Leaders shall be briefed to report any injury to a SAR responder(s) to the Operations Section Chief. Upon
notification of an injury to a SAR responder, the Incident Management Team (IMT) shall activate the Medical Plan.

F. If the degree of injury warrants a medical response, the Incident Management Team (IMT) shall ensure Emergency Medical Service (EMS) personnel are dispatched to the SAR responder(s) location. This can include re-tasking of resources currently on an assignment.

G. Upon arrival, the EMS personnel shall assume command of patient care to include patient transportation. The IMT shall attempt to provide the requested resources to assist in patient transportation. The EMS personnel shall follow their protocols for treatment and documentation of the incident.

H. If assigned, the Safety Officer shall document the incident on the NMSAR ICS 213 form in the Safety Record area of the form. The ICS 213 shall be reviewed by the Incident Commander.

I. The Incident Commander shall also document the incident on the NMSAR 300 form in the Additional Comments area of the form.

J. The Incident Commander is not required to obtain the medical documentation created by the EMS personnel for filing unless the EMS providers do not have a home agency that they are working for. If medical documentation is collected, the documentation shall be submitted with the SAR mission documentation. If medical documentation is submitted with the SAR mission documentation, the Incident Commander shall annotate on the NMSAR 300 in the Additional Comments portion of the form that “Medical documentation has been included”.

K. The injured SAR responder(s) is (are) not required to file any claim of coverage by the DPS provided insurance, but if the SAR responder(s) wish to file a claim, must do so within the time period established by the policy.
PURPOSE: This SOP provides guidance and procedures for the control of information before, during and after a SAR incident.

OBJECTIVES: To establish a procedure for the authorization for the release of information gathered during SAR missions.


SAR Plan dated 1/1/1996

DPS Policy: OPR:37 - Release of Public Information

GENERAL:

A. The SAR Incident Commander is the releasing authority of factual information regarding a SAR incident. The SAR Incident Commander may authorize other SAR responders, such as the SAR Field Public Information Officer, to release information, but does not give up any responsibility of said action.

B. If the SAR Incident Commander authorizes the release of information, the SAR Incident Commander must also notify DPS PIO or SAR Resource Officer of what was released and to whom.

C. Information that may be release can include:

1. Name(s) and age(s) of subject(s)
2. Physical description of the subject(s)
3. Names of agencies and volunteer organizations that have provided or is providing services to the SAR incident.
4. Actions taken so far relating to the SAR incident
5. Actions to be taken relating to the SAR incident
6. Medical condition of the subject(s) which lead to actions to be taken

D. Information that should not be released includes:

1. Any criminal investigation information relating to the SAR incident
2. Any criminal history of the subject(s).

   i. Criminal history information can only be released in accordance to established laws.
3. Medical history information of the subject(s) obtained that is not related to the SAR incident.

4. Photographs, film or digital, taken during SAR Incidents by SAR responders are the property of the photographer and as such the photographer shall be held responsible for any use of said photographs, unless the SAR responders is tasked by the SAR Incident Commander to photo document the SAR incident, where upon, the photographs become the property of the Department of Public Safety and shall be surrendered to the Department of Public Safety with the incident documentation.

E. SAR responders are cautioned against the taking of unauthorized photographs during SAR incidents.

1. Photographs taken during SAR incidents may be seized for possible criminal investigation.
   
   i. Even though the subject(s) may not have an expectation of privacy on SAR incidents, all care should be exercised to respect the privacy of the subject(s).

   ii. Photographs of subjects who’s movement has been restrained, such as being placed in a litter, is strictly prohibited unless the subject themselves gives verbal permission. Such permission should be witnessed by at least two SAR responders.

F. The SAR Incident Commander is instructed to contact the DPS PIO for any questions regarding the release of information from SAR incidents.
PURPOSE: The purpose of this procedure is to establish guidelines concerning the assessment and assignment of a Type to Search and Rescue (SAR) Missions and to responding task forces or strike teams.

OBJECTIVES: Establish a procedure to direct the State Police Search and Rescue Incident Commander and on-call Area Commander who are assigned to a SAR incident to assess and assign SAR Missions a Type based on the complexity of the incident and to match SAR Resources to the SAR Mission Type.

REFERENCES: FEMA 508-8, Typed Resource Definitions NMSAR 420-1, Field Operations Guide

DEFINITIONS

1. Field Coordinator and Area Commander – Holding Certification from the Department of Public Safety, New Mexico State Police

2. Field Coordinator Trainee – An individual who has not completed the SAR Field Coordinator School who has entered a period of probation before achieving full Field Coordinator rank.

3. Incident Commander (IC) - Title given to a Field Coordinator after taking command of a SAR mission.

4. Incident Command System (ICS) Personnel or Command Staff – Incident Commander, Area Commander, current Public Information, Safety and Liaison Officers, Operations, Planning and Logistics Section Chiefs, and Communication Unit Leaders.

5. Field Teams – A strike force or strike team sent into the field, consisting of not less than two (2) people and not more than seven (7) people, preferably with a Field Team Leader in charge.

6. Type - A graded management system that is based on the complexity of an incident.

GENERAL

SAR Missions in New Mexico are to be assessed and assigned a Type based on the complexity of the mission. The mission Types will range from the least complex, Type IV, to the most complex, Type I. Resources to be used on SAR missions will match the SAR mission type assigned.

A. SAR MISSION TYPING

1. Some of the factors that determine the complexity of a SAR mission vary and may include some of the following;
   a. The subject’s profile
   b. The subject’s location
c. The impact on life and property
d. The safety of community and SAR responders
e. The potential for hazardous terrain and/or the condition of materials
f. The weather and/or other environmental factors
g. The likelihood of cascading events
h. The potential of a crime scene (including terrorism)
i. The aspect of political sensitivity, external influences, and/or media relations
j. The area involved to include proper jurisdictions
k. The availability of resources
l. The urgency of the response
m. The anticipated use of certain critical resources

2. The on-scene or assigned Incident Commander and the on-call Area Commander are responsible for determining the SAR mission Type. The New Mexico State Police Mission Initiator at the scene may assist in assigning a Type to the mission.

3. Once the mission Type is determined, the Incident Commander shall request resources to fulfill the mission objectives to include:
   a. A higher Type Field Coordinator and command staff if needed.
   b. A mission should be managed by the same Incident Commander type (i.e. a Type II mission should be managed by a Type II Incident Commander). Refer to SAR policy SAR-002 for Field Coordinator Typing requirements.
   c. If a properly Typed Field Coordinator is not available to managed a SAR mission, then a lower Typed Field Coordinator may be permitted to managed the SAR mission with the approval of the Area Commander and SAR Resource Officer.
   d. A Field Coordinator Trainee has not achieved any Typing rank and is only permitted to operate on Type IV or less SAR incidents within their home district.

4. A SAR mission shall be classified as Type III if one (1) air asset or critical resource is utilized. SAR missions that utilize more than one critical resource shall be typed as a Type II mission.

5. A Type II or higher mission shall require the positioning of ALL incident command staff and Section Chiefs with appropriate personnel.

B. TASK FORCE TYPING

1. All task forces utilized in New Mexico for SAR operations shall be typed.

2. The minimum qualifications for all task forces are defined as:
   a. TYPE IV -
      1. Field teams - 2 to 7 personnel with one assigned as the leader,
      2. All personnel must have the necessary equipment to stay in the field or Incident Base for up to 24 hours.
3. Field teams must have one (1) hand held radio per team that is capable of communicating with Incident Base.

4. One member per field team must be experienced with land navigational skills utilizing maps, compasses and Global Positioning Systems (GPS).

b. **TYPE III** –

1. Field teams - 2 to 7 personnel with one assigned as the leader

2. All personnel must have the necessary equipment to stay in the field or Incident Base up to 24 hours.

3. Field teams must have one (1) hand held radio that is capable of communicating with Incident Base on at least two SAR frequencies.

4. One member per field team must be experienced with land navigational skills utilizing maps, compasses and Global Positioning Systems (GPS).

c. **TYPE II** –

1. Field teams - 2 to 7 personnel, one assigned as the leader who has completed the Field Team Leader training.

2. All personnel must have the necessary equipment to stay in the field or Incident Base up to 24 hours.

3. Field teams must have two (2) hand held radios that are capable of communicating with Incident Base on at least two (2) SAR frequencies.

4. Field teams must have one (1) HAM licensed operator with one (1) hand held radio capable of operating on the HAM frequencies.

5. At least two (2) members per field team must be experienced with land navigational skills utilizing maps, compasses and Global Positioning Systems (GPS).

6. At least one (1) member per field team should have basic medical training and be authorized to provide medical treatment in the field.

d. **TYPE I** –

1. Field teams - 2 to 7 personnel, one assigned as the leader who has completed the Field Team Leader training.

2. All personnel must be able to carry the necessary equipment to stay in the field up to 72 hours.

3. Field teams must have at least two (2) hand held radios that are capable of communicating with Incident Base on three or more SAR frequencies.

4. Field teams must have at least one (1) HAM licensed operator with one (1) hand held radio capable of utilizing the HAM frequencies.

5. All field team members must be experienced with land navigational skills utilizing maps, compasses and Global Positioning Systems (GPS).

6. At least one (1) member per field team should have advance medical training and be authorized to provide medical treatment in the field.

3. Additional qualifications may be determined by the Incident Commander (i.e. for a Type III Search Task Force, the Incident Commander may add at least two members who have fair to good knowledge of search theory and search methods).
PURPOSE: The purpose of this SOP is to define a set of guidelines for qualifications and promotions of Search and Rescue (SAR) Section Chiefs (SC).

OBJECTIVES: The Department of Public Safety (DPS) will maintain a cadre of personnel that have been certified as SAR Section Chief. Certified SAR SC will be utilized on SAR missions when the SAR incident has reached a level of complexity where additional Incident Command System (ICS) staff is necessary. Should a SAR mission extend into a second Operational Period, the Incident Commander must fill all three SC positions.

SAR SC shall be Typed according to a measure of their level of experience and responsibilities and shall be promoted based on criteria established by DPS.


DEFINITIONS

Section Chief (SC) – A member of the ICS Staff responsible for a particular section of the Incident which may include Operations, Planning and Logistics:

1. The Operations SC conducts tactical operations, develops tactical objectives, organizes and directs resources.
2. The Planning SC collects and evaluates information, maintains the status of all resources and the overall status of the incident and develops the Action Plan to accomplish the mission’s objective.
3. The Logistics SC provides resources, services, and any other support required to meet the incident needs.

GENERAL:

A. To apply to become an SC an applicant must fill out a Section Chief application and send it to the New Mexico State Police Search and Rescue office.

1. The SAR Resource Officer will review the application
2. Applicants shall be evaluated for length of SAR service, participation in SAR missions, completion of prerequisites and willingness to travel throughout their home districts
3. If accepted, the SAR Resource Officer will schedule the applicant for the next Section Chief course

B. Applicants that complete a Section Chief course in a particular Section for the first
time shall be typed as a Type III SC for that section.

C. Promotion shall be based on the duration of service, performance evaluations, and number of missions the Section Chief has participated in as part of the ICS Staff, the ability to respond to a mission in a greater area, as well as the amount of continuing education pursued in the pertinent section.

1. Section Chiefs promotion are not automatic. Promotion candidates must request promotion via the NMSP SAR Resource Officer

2. Section Chiefs shall be promoted within their particular Section Chief such as Operations Type III to Operations Type II. Candidates that hold multiple Section Chief positions shall not have all of their various Sections promoted concurrently, unless they meet the promotion criteria for all of their current position.

3. For a Type III to be promoted to Type II, the SC must have completed at least three (3) years of service as a Type III SC and participated in at least five (5) missions within that time frame while acting in their specific Section. Promotion candidates should not have received a negative performance evaluation from Incident Commanders that the SC has worked for, must be prepared to stay in the field more than twelve (12) hours and be willing to travel state wide.

4. For a Type II to be promoted to Type I, the SC must have completed at least three (3) years of service as a Type II SC and participated in at least five (5) missions within that time frame while acting in their specific Section. Promotion candidates should not have received a negative performance evaluation from Incident Commanders that the SC has worked for, must be prepared to stay in the field for 24 hours and be willing to travel state wide.

5. The above SAR mission participation requirement may be substituted with;
   a) DPS approved SAR Training missions.
   b) ICS Section Chief or Incident Management Training, i.e. National SAR School
   c) Substitutions are on a one to one ratio. One school or training mission can be substituted for one SAR mission provided no less than three (3) of these are actual SAR missions with deployed resources while participating as an SC.

6. All promotions are subject to approval by the Resource Officer and the New Mexico State Police Chief.

D. Certified SC are encouraged to wear a uniform while performing duties as SC on SAR missions. If the SC wishes to wear a uniform, the uniform must be personally purchased by the user. The State SAR Office may, if the budget permits, furnish any of the identification items.

1. Gray long or short sleeve dress shirts, of the "law enforcement" type may be worn while on SAR Incidents.
2. Only the standard issued SC patches may be worn. Patches must be displayed on both sleeves directly under the shoulder seam. Under no conditions, may the issued patch, or a direct copy, be displayed other than on the shirt described in paragraph “1” above.

3. An official State Police name tag (black with brass border) may be worn above the right front pocket (directly above the pocket seam). Only the first and last name of the SC may be used.

4. Jackets/Coats will be solid black in color, any style, with standard issued SC patches affixed on both sleeves directly under the shoulder
PURPOSE: The purpose of this procedure is to establish guidelines regarding Department of Public Safety (DPS), New Mexico State Police (NMSP), Search and Rescue (SAR) Incident Report submission dates.

OBJECTIVES: It is the policy of the New Mexico Department of Public Safety that the Field Coordinator on all Search and Rescue (SAR) Incidents who closes out a mission or training mission that has been assigned a state mission number must create and submit a Search and Rescue Incident Report in a timely manner.

            SAR Plan dated 1/1/1996

GENERAL:

Definitions

A. Search and Rescue Incident Reports - The official report of any SAR incident wherein an official incident number has been issued to the incident. A SAR Incident includes missions and training missions.

Procedure

A. All Incidents that are issued an official incident number are required to have an Incident Report created and submitted to reflect the incident.

B. A completed Incident Report will be forwarded to the SAR Resource Officer within 15 days of the closing date of the SAR incident by the Field Coordinator who closed out the incident.

C. If the report is not received within 20 days, the responsible Field Coordinator will be contacted by the SAR Resource Officer to request the identity of the person(s) responsible for filing the report. That person(s) will be contacted and reminded of the deadlines for submittal of the Incident Reports as reflected in this policy.

D. If the report is not received within 45 days, correspondence will be sent to the responsible party by the New Mexico State Police Chief advising them that if the report is not received within an additional 45 days, they will be suspended from participation in the SAR program.

E. If the report remains overdue after 90 days, the New Mexico State Police Chief will authorize the suspension or termination of the Search and Rescue command duties of the responsible party for a period of time as determined by the Chief. A signed and certified letter reflecting this will be forwarded to the person responsible for submittal of the report.
F. Incident reports shall include at a minimum the NMSAR 300, Incident Report form, the NMSAR 301, Mission Initiator Questionnaire form, the NMSAR ICS 214, Unit Log form completed by the Incident Commander and the NMSAR ICS 211, Check-in List form. As incidents expand, other documentation shall be completed in submitted as part of the incident report. The documentation shall include all forms, checklists, worksheets, field notes, maps, photos and other forms of documentation as appropriate.

G. Incident reports may be submitted to the Search and Rescue office via US Postal service or electronically.
PURPOSE: The purpose of this policy is to establish guidelines for the operation of motorized vehicles during Search and Rescue (SAR) missions.

OBJECTIVES: It is the policy of the New Mexico Department of Public Safety to allow the use of privately owned vehicles (POV) by SAR responders in route to, during and returning from SAR missions.

REFERENCES: None

GENERAL: This procedure applies to all New Mexico Search and Rescue (NMSAR) responders. A NMSAR Responder is defined as any volunteer or non-volunteer that is activated to perform duties under the New Mexico Search and Rescue Plan.

A. The use of POVs on SAR missions is may be voluntarily utilized by SAR responders.

B. All SAR responders shall adhere to the New Mexico Motor Vehicle Code while utilizing their POV during SAR missions.

C. SAR Responders are not authorized by DPS to utilize emergency lights or flashers when responding to SAR missions.
   a. This policy does not preclude the use of emergency lights or flashers to be utilized as an attraction technique while on SAR missions if the vehicle is equipped with the appropriate emergency lights and/or flashers.
   b. Law enforcement personnel, fire department personnel, ambulance personnel or any other agency or non-agency personnel that are authorized by state statute to operate emergency lights or flashers may do so under their home agency protocols.

D. While utilizing non-enclosed vehicles (i.e. ATV’s, snowmobiles, motorbikes, etc.) the drivers and passengers shall utilize the proper personal protective equipment to include the following when appropriate:
   a. Helmets
   b. Gloves
   c. Reflective vests
   d. Eye protection
   e. Protective clothing
   f. Other items as deemed necessary by the Incident Commander or Safety Officer.

E. Vehicle operators shall operate the vehicles within the established manufacturer’s recommendations and within the capabilities of the vehicle operator.
   a. The Department of Public Safety shall not be responsible or liable for any vehicle breakage or failure, even if the vehicle is operated within the established manufacturer’s recommendations.
PURPOSE: The purpose of this procedure is to establish guidelines regarding Department of Public Safety (DPS), New Mexico State Police (NMSP), Search and Rescue (SAR) Incident Report submission dates.

OBJECTIVES: It is the policy of the New Mexico Department of Public Safety that the Field Coordinator on all Search and Rescue (SAR) Incidents who closes out a mission or training mission that has been assigned a state mission number must create and submit a Search and Rescue Incident Report in a timely manner.


SAR Plan dated 1/1/1996

GENERAL:

Definitions

A. Search and Rescue Incident Reports - The official report of any SAR incident wherein an official incident number has been issued to the incident. A SAR Incident includes missions and training missions.

Procedure

A. All Incidents that are issued an official incident number are required to have an Incident Report created and submitted to reflect the incident.

B. A completed Incident Report will be forwarded to the SAR Resource Officer within 15 days of the closing date of the SAR incident by the Field Coordinator who closed out the incident.

C. If the report is not received within 20 days, the responsible Field Coordinator will be contacted by the SAR Resource Officer to request the identity of the person(s) responsible for filing the report. That person(s) will be contacted and reminded of the deadlines for submittal of the Incident Reports as reflected in this policy.

D. If the report is not received within 45 days, correspondence will be sent to the responsible party by the New Mexico State Police Chief advising them that if the report is not received within an additional 45 days, they will be suspended from participation in the SAR program.

E. If the report remains overdue after 90 days, the New Mexico State Police Chief will authorize the suspension or termination of the Search and Rescue command duties of the responsible party for a period of time as determined by the Chief. A signed and certified letter reflecting this will be forwarded to the person responsible for submittal of the report.
F. Incident reports shall include at a minimum the NMSAR 300, Incident Report form, the NMSAR 301, Mission Initiator Questionnaire form, the NMSAR ICS 214, Unit Log form completed by the Incident Commander and the NMSAR ICS 211, Check-in List form. As incidents expand, other documentation shall be completed in submitted as part of the incident report. The documentation shall include all forms, checklists, worksheets, field notes, maps, photos and other forms of documentation as appropriate.

G. Incident reports may be submitted to the Search and Rescue office via US Postal service or electronically.
PURPOSE: This SOP provides guidance about the SAR Field Coordinator Trainee program

OBJECTIVES: To identify the procedure for the management of applicants seeking to become Field Coordinators in the New Mexico Search and Rescue Program.

SAR Plan dated 1/1/1996
SAR Policy SAR:02 Search And Rescue Field Coordinators
SAR SOP-09 Search and Rescue Incident Reports
SAR SOP-07 SAR Mission and Task Force Typing

GENERAL:

A. After the completion, acceptance and review of a Field Coordinator application, the applicant shall be entered into the Field Coordinator Trainee program.

B. The Field Coordinator Trainee program includes a period of probation where performance is evaluated. During this period, the applicant shall be enrolled in and expected to attend the next Field Coordinator School and other NMSAR trainings as required, attend SAR missions and conduct themselves professionally at all times.

C. Field Coordinator Trainees shall not be placed on the home district on-call Field Coordinator rotation until they have met all the required criteria to become a Type IV Field Coordinator.

D. Field Coordinator Trainees will be required to meet the criteria established below before being granted the Type IV designator:

1. Comply with the prerequisites for becoming a Field Coordinator as per SAR Policy SAR:02; B; 4; a, b, c, d, e, f and g.
2. Complete five SAR missions as a Field Coordinator Trainee, for at least one operational period lasting more than four hours each, under the supervision of a Type III or higher Field Coordinator/Incident Commander. The SAR Resource Office may require the Field Coordinator trainee to attended additional training prior to participation as a trainee on SAR missions.
3. Show completion of additional training courses per direction of the SAR Resource Officer. Topics may include but are not limited to:
a. Search Management  
b. Managerial courses  
c. Search Theory  
d. SAR Section Chief Training  
e. SAR resources utilization  
f. Amateur Radio Licensure  
g. NIMS IS-700, 701, 702, 703 and 704  
h. NIMS IS-230, 240, 241 and 242  
i. Attend the annual SAR Field Coordinator Rendezvous during the duration of probation  

4. Receive evaluations from each supervising Field Coordinator/Incident Commander  
5. Receive a positive recommendation from the SAR Resource Officer  
6. Receive a positive recommendation from the SAR Review Board  
7. Receive certification from the Chief of the New Mexico State Police  

E. Field Coordinator Trainees will normally not be permitted to fulfill their Trainee roles on SAR missions outside of their home districts during the probation period. Due to the limited number and duration of SAR missions, lack of supervising Field Coordinators in some districts, and other circumstances, the SAR Field Coordinator Trainee may be instructed by the SAR Resource Officer to attend SAR missions outside of their home district to perform Field Coordinator Trainee duties. Field Coordinator Trainees may also make a request to the SAR Resource officer to be permitted to perform Field Coordinator Trainee duties outside of their home district. The SAR Resource Officer shall evaluate the request and if the request is approved, shall notify SAR Field Coordinators in the requested district about the Trainee’s availability.  

F. Field Coordinators Trainees are required to perform at SAR missions in other Incident Management positions they are qualified for, such as Section Chief. The SAR Resource Officer will consider the performance of the Field Coordinator Trainees during the missions participated as Trainee, as well as Section Chief or other upper Incident Management position for limited-incident districts, for the recommendation of Type IV Field Coordinator status.  

G. The SAR Field Coordinator Trainee should make themselves available for as many SAR mission as possible. The SAR Field Coordinator Trainee is on-call for the duration of their probation period but can elect not to participate on SAR incidents if unavailable.  

H. Field Coordinators Trainees shall only be permitted to fulfill their role as a trainee on Type IV SAR incidents. During these types of incidents, the supervising IC may elect to contact a trainee to participate on the SAR incident. The supervising IC remains the IC of record during the operational period for the SAR incident and does not relinquish any responsibilities to the trainee. The supervising IC shall manage the SAR incident, through the trainee, allowing the trainee to experience the management of a SAR mission. If the Field Coordinator Trainee actions become a hindrance or disruptions, in the opinion of the supervising IC, to the SAR mission, the trainee shall be removed from the trainee position and the actions that led up to removal shall be documented. The supervising IC shall also document actions of the trainee that are beneficial to the SAR incident as well.
SAR Plan dated 1/1/1996

PURPOSE: There are times that a responsible agency may have to conduct disciplinary action on one of its members. Paid employees are disciplined under the established procedures and policies of the agency and a measurable due process is defined. But with non-paid or volunteer employees, the capabilities of the agency have been undefined. This SOP provides the procedure for SAR Volunteers to appeal pending disciplinary actions as a result from any DPS personnel action and provides a measurable due process for the SAR volunteer.

OBJECTIVES: To establish guidelines for personnel actions and define an appeal process for SAR Volunteers. This procedure affects all volunteer SAR persons.

DEFINITIONS: SAR Volunteer – Any person who volunteers time and/or equipment to the agency having jurisdiction for SAR operations.

GENERAL:
All volunteer Search and Rescue Personnel Actions initiated by the Office of the Chief will be done as follows.

1. Personnel Actions will be recommended by the Search and Rescue Resource Officer to the Office of the Chief via the New Mexico State Police Special Operations Commander.
2. The Office of the Chief will initiate the action with a letter of contemplated action to the affected Search and Rescue volunteer.
3. The affected volunteer will have a period of 30 days of receipt to respond to the Office of the Chief to appeal the decision.
4. If an appeal is initiated, the Special Operations Commander will convene a panel to include himself and 2 other board members, one of which must be either the SAR Council member or the SAR Certified member.
5. The appeal panel will listen to arguments/suggestions made by the Search and Rescue Resource Officer and affected party and make a determination.
6. The Special Operations Commander will report that determination to the Office of the Chief for a final decision within 10 working days.
7. The Office of the Chief will notify the affected party of the final decision concerning the matter within 5 working days.
8. All decisions from the Office of the Chief will be final.