

*DAVISON COUNTY
VOLUNTEER SEARCH & RESCUE UNIT*



Administrative Manual & Bylaws

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DAVISON COUNTY
VOLUNTEER SEARCH & RESCUE UNIT

ADMINISTRATIVE MANUAL & BY-LAWS

- 100 NAME OF ORGANIZATION**
- 200 PURPOSE STATEMENT**
- 300 ORGANIZATION STRUCTURE**
 - 301 UNIT STRUCTURE
 - 302 EMERGENCY MANAGER
 - 303 RESCUE UNIT BOARD
 - 304 RESCUE UNIT CAPTAIN
 - 305 REQUIREMENT WAIVER
 - 306 RESCUE UNIT LIEUTENANTS
- 400 MEMBERSHIP**
 - 401 RECRUITMENT AND SELECTION
 - 402 APPLICANT REQUIRMENTS
 - 403 NON ACCEPTED APPLICANTS
 - 404 RESCUE UNIT STATUS
 - 405 RESCUE UNIT OFFICER
 - 406 PROBATIONARY PERIOD
 - 407 RULES OF PERSONAL CONDUCT
 - 408 OFFICER GENERAL REGULATIONS
 - 409 OUT OF SERVICE
 - 410 LEAVE OF ABSENCE
 - 411 NOTIFICATION OF FAMILY
 - 412 INSURANCE COVERAGE
 - 413 REASONS FOR DISCIPLINARY ACTION
 - 414 PERSONAL DATA
 - 415 UNIT DRESS CODE
- 500 MEETINGS AND TRAINING**
 - 501 MONTHLY MEETINGS
 - 502 INITIAL TRAINING
 - 503 REOCCURING TRAINING

600 EQUIPMENT AND MATERIALS

- 601 BUILDING ACCESS
- 602 UNIFORM AND EQUIPMENT
- 603 RESCUE UNIT DRESS CODE
- 604 DISBANDMENT OF UNIT

700 VEHICLE OPERATIONS AND UNIT RESPONSE

- 701 RESCUE UNIT
- 702 EQUIPMENT OPERATIONS
- 703 RESPONSE PROTOCOL
- 704 CHAIN OF COMMAND

800 AMENDMENTS

DAVISON COUNTY
VOLUNTEER SEARCH & RESCUE UNIT

ADMINISTRATIVE MANUAL & BY-LAWS

100 NAME OF ORGANIZATION

The name of this organization shall be the “Davison County Volunteer Search & Rescue Unit.” Here after referred to as the Unit.

200 PURPOSE STATEMENT

The purpose and goal of this Unit is twofold; one, to provide trained and organized response to emergencies and disasters that the Unit is trained and prepared for, and two, to provide trained and organized support to various response agencies in and around Davison County.

300 ORGANIZATION STRUCTURE

301 Unit Structure

The Unit shall consist of a minimum of eight (8) volunteer members. The Davison County Emergency Management Director will be responsible for the Unit’s overall activities.

In the absence of the Emergency Management Director the Davison County Sheriff or his designee will act as overall coordinator.

Anytime reference is made to the Director within this document, it shall mean the Sheriff if the Director is not available.

The Unit shall consist of one (1) Captain, (1) Assistant Captain, three (3) Lieutenants and the balance of the members. The Captain’s and the lieutenant’s will meet the requirements set forth in section 304 and 306 for their respective positions.

The Unit will have a Board of Directors. This Board will consist of the Davison County LEPC and Citizen Corps Board.

This Board will have the primary responsibility of oversight of the Unit.

302 Emergency Management Director

The Davison County Emergency Management Director will act as the Unit administrator and serve as liaison between the Unit and the Board of Directors

and the Davison County Commission. He/She will be responsible for the rescue unit's operational functions, record keeping, unit assignments, and overall operation of the Unit. The Director and Captain will be responsible for the enforcement of rules and regulations stated further in this document as well as enacting disciplinary action if needed.

303 Rescue Unit Board

The Unit Board is the oversight body of the Unit.

The Unit Board will convene on all matters relating to oversight of the Unit and will make decisions on issues concerning the Unit.

The Emergency Management Director will carry out all actions recommended by the Board. The Chairperson of the Board shall be the LEPC / Citizen Corps Committee Chairman.

At least one (1) board meeting will be held per year when necessary, to be determined by the Emergency Management Director. The Director or any three board members may request a special meeting of the board. The special meeting may only conduct the business for which it convened.

Every December, the Board will convene to approve selection of the Unit Captain and Assistant Captain. At this meeting, the Board will review the person forwarded to the Board by the Emergency Management Director and approve or disprove the appointment.

304 Rescue Unit Captain

The Unit Board shall approve appointment of the Captain and Assistant Captain every year in December. The appointment will be from within the Unit. The appointment of Assistant Captain will be for a period of 1 year, with the following year being an appointment to Captain for 1 year for a total of (2) two years. All Unit members meeting the requirements of Captain will be encouraged to file an application for the position. All applications will be accepted for the Assistant Captain position from November 1 through December 1 every year. Applications will be reviewed to assure minimum requirements are met and the Emergency Management Director will interview applicants. The Emergency Management Director will forward one applicant to the Board for approval of the appointment, which will take office at the first meeting in January.

The minimum requirements for the appointment of Captain are as follows:

- Member of the Unit for three (3) consecutive years.
- Completed mandatory training listed in section 502.
Held the position of Lieutenant for at least 1 term.

Must be able to respond to the EM Building within 20 minutes of call out.

The Captain and Assistant Captain Shall:

- Be directly responsible to the Emergency Management Director for all actions of the Unit.
- Be responsible for all meetings and training.
- Be responsible for furnishing the Emergency Management Director with pertinent record keeping information.
- Carry out all lawful requests or orders for actions required.
- Report to the Director, any personnel violations as well as any loss or damage of property or equipment; this report shall be in writing.
- Be a role model for the rest of the Unit members.
- The Captain may be removed from this position by Unit Board Action.
- Be responsible with the Director for enforcement of Rules and Regulations set forth by this document as well as enacting disciplinary action if necessary.
- Be responsible for Unit Operations during operational activations in Emergency / Disaster situations and incidents.

305 Requirement Waiver

If a situation arises when dealing with the Assistant Captain and Captains Appointment, the Unit Board may choose to waive certain mandatory requirements set forth in this document in order to fill said position of Captain. This will be done in times of necessity and only when no qualified applicant exists.

306 Rescue Unit Lieutenants

The three (3) Unit Lieutenants will be voted on by the compliment of the Unit members each year in December with announcement in January of the following year. The Lieutenants term will be for one (1) year. These positions are to serve as assistants to the Captain, Assistant Captain, and the Emergency Management Director.

The minimum requirements of these positions are as follows:

- Member of the Unit for one (1) year minimum.
- Completed all mandatory training listed in section 502.
- Must be able to respond to the EM Building within 20 minutes of call out.

At times of voting, only simple majority will be necessary. The Lieutenant Positions will be assigned responsibilities within the operational organization of the Unit. These responsibilities will include Financial, Maintenance, and Event Coordination.

400 MEMBERSHIP

401 Recruitment and Selection

After completing application, the application will be reviewed by the Emergency Management Director. The application will be processed and a criminal history audit will be conducted. The Unit Interview Committee will then interview the applicant. The committee will comprise of the Emergency Management Director, Captain of the Unit, and Lieutenants of the Unit. The interview committee will make final disposition of the application.

402 Applicant Requirements

Each candidate must be at least 18 and be in good physical condition. Each must have no criminal history of a serious nature.

403 Non Accepted Applicants

After membership of the Unit reaches 20 members, all unsuccessful applicants will be kept on active file or put into a reserve unit status for a period of one year from the date of application. If the applicant is put on reserve unit status, this person will be invited to take part in the training aspects of the unit only. These persons on this status will not be allowed to take part in any response activities or other business like operations of the unit.

404 Rescue Unit Status

Upon completion of a Unit application, said person shall be known as an applicant. Said person shall remain known as an applicant until they have been inducted into the Unit and have completed the first ninety (90) day applicant requirements.

After successful completion of the first ninety-day applicant period, the applicant will be uniformed and placed on one (1) year probation. They shall now be known as a probationary officer.

After successful completion of the one year probation and all mandatory training has been received, the member will be known thereafter as a Unit Officer with all rights and privileges afforded the position.

405 Rescue Unit Officer

All Unit personnel will:

- Be of good character on and off duty.
- Conduct themselves in a manner that upholds the dignity of the Unit.
- Execute all legal orders or requests and observe the chain of command.
- On assignment, consign themselves to the task until relieved or assignment is terminated or completed.
- Render aids or assists public when required.
- On assignment, be in uniform specified for that assignment.
- Act in a professional manner at all times.

406 Probationary Period

The probationary period will be the period in which the Unit Interview Committee monitors an applicant and probationary officer. These periods are as follows:

- Ninety (90) day non-uniform applicant period
- 1 Year uniformed training probation

The Unit leadership will use the probationary period to monitor the probationary officers' performance.

The Unit leadership may also place any officer on probation for violation of rules and regulations with said probation being of time specified by the leadership.

Full status as a Unit Officer will begin following the end of the one year probation pending a favorable report to the Director from the leadership. Any probationary officer may be terminated from the unit at any time during the probationary periods without the right of appeal or hearing.

407 Rules of Personal Conduct

All members of the Unit will abide by the minimum standards of personal conduct listed. Failure to abide by these standards may result in disciplinary action or dismissal.

- Information obtained in an official capacity is not personal information and is not to be divulged except under proper authority.
- Respect for human dignity and rights shall never be compromised.
- Officers shall not solicit or accept anything of value offered as a result of uniform recognition.

- Use of Emergency Management or the Units identification of any kind to obtain personal favors or other items is expressly forbidden.

408 Officer General Regulations

- Assist personnel under their immediate supervision.
- All officers will be observant of the rules and regulations and any related directives.
- All officers will remain consigned to the assignment until being relieved or assignment is completed or terminated.
- Furnish aid and render assistance to the general public as may be consistent with their duties.
- Report for assignment on time listens attentively to orders, and note pertinent information.
- Report for assignments in uniform specified for that assignment.
- No officer will receive pay for working an assignment.
- Unit members will not promote, endorse, or campaign for candidates for elected public office while in uniform or use the unit's name in the promotion of a candidate.
- All officers will be prepared to act immediately on notice of an emergency except in the case of illness / disability, employment, or conflicts of good cause.

409 Out of Service

When going on vacation or just being out of town, it will be the responsibility of the Unit officer to notify the Emergency Management Director at their office with times and dates that they will be out of service.

410 Leave of Absence

Any Unit officer may request, in writing, a leave of absence that will require Leadership Committee action.

A leave of absence of less than ninety (90) days may be granted with the officer retaining their status in the unit. Any leave of absence for more than ninety days may result in the loss of status in the Unit with the Leadership Committee requesting the officer return all issued equipment.

It will not be necessary to request a leave for health reasons unless the health conditions would prevent the officer from working for ninety days or more. A doctor's release would be necessary before an officer could return to the Unit. It will be the officer's responsibility to notify their immediate supervisor when illness interferes with training, meetings and or work details.

411 Notification of Family

Should injury or death occur involving a Unit Officer, the Emergency Management Director must be notified immediately. It will be the responsibility of the Director to notify the immediate family of the incident as soon as possible.

412 Insurance Coverage

Any Unit Officer working on a detail approved by the Rescue Unit Board or the Emergency Management Director will be covered by the Davison County Workmen's Compensation Plan as well as the Davison County Liability Policy.

413 Reasons for Disciplinary Action

Any officer may be dismissed from the Unit if they commit any of the following:

- Has been convicted of a crime which is work related or which involves moral turpitude or disgraceful conduct.
- Offensive conduct or language toward the public or fellow Unit member.
- Insubordination (disobedience without just cause).
- Incompetence to perform the duties of their position.
- Negligence in the care and handling of all equipment.
- Violation of any rule set forth in this document or otherwise established by the Emergency Management Director or Unit Board.
- Has induced or attempted to induce any unit member to commit an illegal act in violation of any lawful and responsible departmental or official regulation or has participated herein.
- Failure to be active within the Unit, such as three unexcused absences and not fulfilling required training and or duty time.
- Failure to obtain or maintain current training requirements.
- Commission or omission of acts unbecoming an incumbent of a particular position held which renders his or her reprimand, suspension, demotion, or discharge necessary or desirable for the economical or efficient conduct of the business or the best interest of the Unit or the Davison County Emergency Management Office.
- Political affiliation or activity shall not be a factor in acceptance, promotion, demotion, suspension, termination, or any other conditions and privileges or employment as a volunteer with the Unit.
- Unit members shall not use their work time, position, or facilities to aid, encourage, or promote candidates for elected public office.
- Initiating, promoting, or otherwise engaging in organized movements within or outside of the Unit that will directly or indirectly affect the welfare of the Unit program.

- Any other action that the Board or Leadership Committee deems inappropriate.

414 Personal Data

Personal information will be the responsibility of the Unit member. Unit members should report changes to the Office of Emergency Management.

This information consists of:

- Phone numbers
- Address changes
- Employment status and location
- Emergency contacts
- Etc

415 Unit Dress Code

Uniforms shall be those that are issued and shall be neat and clean at all times.

Uniforms worn will be those that are directed or specified by the leaders of the Unit or the Director. If a uniform is specified, no others are allowed at that incident or operation.

Hair will be neat, clean, trimmed, and present a groomed appearance. At no time will the hair be let to grow to a length that will be detrimental to the rescuer or interfere with the proper wear of any required or authorized headgear.

A neatly trimmed mustache may be worn. Beards are permitted with the understanding that if the member is involved in an incident that requires shaving of the beard, it must be done immediately upon arrival at the scene or before arriving.

500 MEETINGS AND TRAINING

501 Monthly Meetings

There shall be at least one (1) general business meeting per month, to be determined by the Unit. The Captain with minutes being kept by the Unit Secretary appointed by the Captain or the Emergency Management Director will conduct the business portion of this meeting. All business meetings held shall be conducted in a business like manner as follows:

1. Roll Call
2. Minutes
3. Treasurer Report
4. Committee Reports

5. Old Business
6. New Business
7. Good of the Order

In addition to the business meetings, training days will be scheduled throughout the course of the year.

All officers and recruits shall, except in case of illness, disability, employment conflict, vacation, or good cause, attend all meetings pertaining to the Unit. If any officer misses three (3) meetings in a row unexcused, it will be considered a loss of interest and will require a Leadership Committee review. Also, if a member does not complete all mandatory training whether them being a new member or a regular member, they will be put on the reserve status for all activities for the following year. Make-up classes will be scheduled as possible through the course of the year when possible to account for work commitments. If an officer does get designated as a reserve status officer, this officer will forfeit their equipment and obligation to respond to any and all incidents with the Unit. Training is the most important aspect of this team, a weak link can cause many problems and possibly injuries.

All members of the Unit must know their jobs and how to do them.

502 Initial Training

All Unit members are required to complete the following mandatory training:

- CERT (Community Emergency Response Team) Basic Training
 - Team Orientation
 - Disaster Preparedness
 - Fire Safety / Hazardous Materials Awareness
 - Disaster Medical Operations
 - Light Search & Rescue Operations / Ground Search Techniques
 - Organization / NIMS ICS
 - Disaster Psychology
 - Terrorism Awareness
- Communications & Traffic Control
- CPR
- SKYWARN

503 Yearly Training

All Unit members are required to complete the following mandatory training every two (2) years:

- CPR
- SKYWARN

600 EQUIPMENT AND MATERIALS

601 Building Access

Building keys will be issued to the Unit Officer after the initial 90 day applicant period. At this time, any and all other entrance codes or keys will also be given.

602 Uniform and Equipment

All uniforms and equipment issued to the Unit officer is only for Emergency Management and Search & Rescue use. The equipment issued to each officer is the responsibility of the officer for its safekeeping and condition. All uniforms and equipment must be kept clean and in good working conditions at all times.

603 Rescue Unit Dress Code

If an event is known and scheduled, the Captain will announce what the uniform of the day will be for the event. All officers will be expected to show up for the event in that uniform. If it is an emergency situation, the officer must wear what is appropriate for the situation. The officer must make every attempt to utilize the standard issue equipment.

604 Disbandment

If for any reason, the Davison County Search & Rescue Unit would disband and cease to be organized or exist, any and all property owned or controlled by said unit will be transferred to and become property of the Davison County Office of Emergency Management.

700 VEHICLE OPERATIONS AND UNIT RESPONSE

701 Rescue Unit

When requested, a general page will be issued for ALL Unit personnel. All available officers will be expected to respond unless told otherwise in the page.

702 Equipment Operations

Only officers of the Unit may operate the Units vehicles and will do so in a safe manner. When only two officers respond to any situation, the senior officer will drive. Each officer will:

- Be certified to operate Unit equipment.
- Have a valid South Dakota or other State driver's license.

- Be responsible for its operation and operational condition of the vehicle, such as gas, oil, battery, etc.
- Permit only authorized passengers in the vehicle.
- Use caution at all times, when answering emergency calls using both audible and visual warning devices, the maximum speeds reached will not exceed the posted speed limit. Common sense will dictate safe vehicle operations in poor driving conditions.
- Fill out all necessary forms and logs.
- Handle all calls non-emergency, unless notified that the call is an emergency type call.

703 Response Protocol

In an effort to maintain the professionalism that the Unit has operated under in the past and to try and keep the number of responders to an appropriate but adequate level to do the job, the following response protocol has been adopted by the Unit.

Personnel:

The Rescue Unit Captain will be responsible for all officers below them. It will also be their responsibility to insure that there are an adequate number of personnel to handle each call. In the event that the Captain is not available for duty, they are to notify the next person in the chain of command that they are in charge. In the event that control has been changed, the Director will be notified of the change. The Director has ultimate responsibility and authority over the entire unit.

Personnel Response:

All personnel will respond to the location given at the time of the call-out order. Personal vehicles will not be driven to the scene unless specified by the call-out order. The only exceptions to this policy is that the Captain, Assistant Captain, or Lieutenants may drive their vehicles to the scene if they are unable to make the vehicles before they leave home station or are requested to come directly to the scene.

704 Chain of Command

The following is the current chain of command for the Unit:

| | |
|------------------------|----------------------------|
| EM Director | Ultimate Command Authority |
| Unit Captain | First in Command |
| Unit Assistant Captain | Second in Command |
| Lieutenant | Third in Command |
| Lieutenant | Fourth in Command |
| Lieutenant | Fifth in Command |

800 AMENDMENTS

The Unit Board at any of its regular or special meetings may amend this Administrative Manual & By-laws. Before the Unit Board finalizes amendments to this document, the Leadership Committee will be informed of the change and they will intern inform the balance of the Unit and request input on the amendment. Information from both the Leadership Committee as well as from the Unit members will then be sent back to the Board for review.