



New Member Handbook

A General Overview of CCSOSAR

Document Revision History

Version	Date	Author/Editor	Description of Changes	Approved By
1.a	3/2025		Initial Draft	
1.b	9/10/2025	SMB	Grammer & Formatting Revisions	
1.c	9/30/2025	SMB	Minor Edits	

Contents

Introduction	6
Administrative Structure	6
Credentials	7
Drills.....	7
Member Conduct and Discipline.....	7
Compensation	8
Required Gear.....	8
Endorsements	8
Confidentiality	8
Public Affairs and Community Relations.....	9
State and Legal Expectations	9
RCW and WAC Overview.....	10
SAR Callout Procedure	10
Response Procedure	11
Primary Meeting Locations.....	11
Main Meet-Up Location - SAR Yard	11
Main/Central Alternate - Clallam County Courthouse	12
East - QFC Parking lot SE side.....	12
Central West - Clallam County Detachment 3	12
West - Forks City Hall	12
Far West – Clallam Bay Detachment	12
CalTopo	13
Technical Teams.....	13
K9 Teams.....	13
Ropes Teams	13
Safety	13
Personal Limitations.....	14
Presumably Deceased Subjects.....	14
Right to Decline Assignment	14
Use of Personal Vehicles.....	14
Blood-Borne Pathogen Exposure Control.....	14
Required Personal Protective Equipment (PPE)	15

Gloves.....	15
Safety Glasses / Goggles	15
Ear Protection.....	15
Footwear	15
Helmet.....	15
Use of Alcohol or Drugs Prohibited	15
Firearms	16
Physical & Mental Fitness	16
Training.....	16
Required County Online Training	16
Official Training Records	17
Participation Expectations	17
Communications	17
SAR Vehicles	18
Inventory	18
Injuries	19
Property Loss or Damaged Benefits	19
Eligibility and Reimbursement for Fuel Used	19
APPENDIX A:	20
CCSO Search and Rescue Volunteers: Team Officers and Duties	20
Purpose and Scope	21
Chair	22
Vice Chair	22
Records Officer	23
Training Officer.....	23
Equipment Officer	24
Clallam County Sheriff’s Office Search and Rescue Volunteers: Election Process.....	25
Elections	25
Length of Term	25
Date of Assumption	25
Voting Process	25
Transitional Period	25
Conditions	25

APPENDIX B: 26
24 Hour Basic Pack List 26
Required Items 26
Suggested Items 28

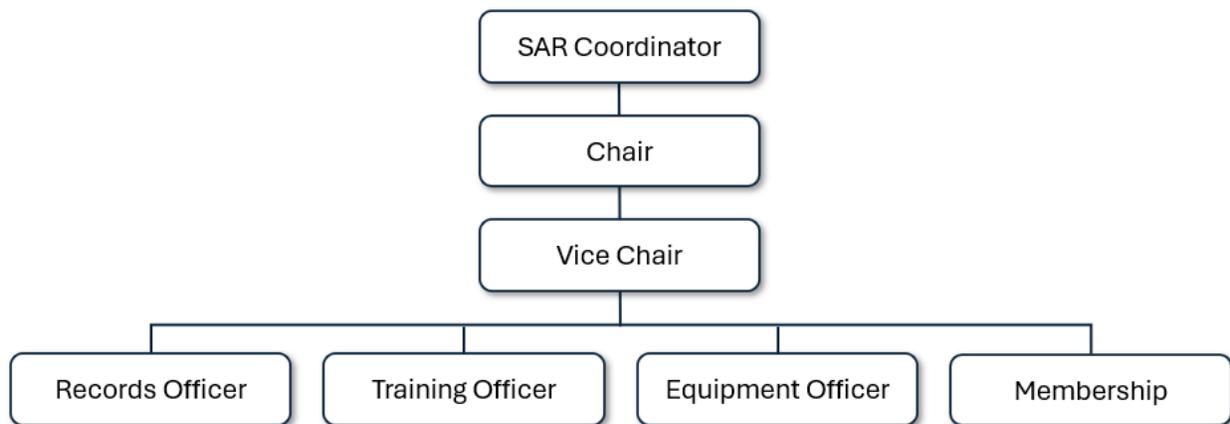
Introduction

Welcome to the Clallam County Sheriff's Office (CCSO) Search and Rescue (SAR) team. This document provides a general overview of CCSOSAR operations and is intended to answer some of the questions a new member may have. Individual members are responsible for familiarizing themselves with this document, and the policies and procedures set by the Sheriff's Office and the SAR team.

This document will be updated as necessary. It is understood that it will not answer all the questions a new SAR member may have. We encourage new members to reach out to the Leadership Team for more specific details on any topic.

Administrative Structure

CCSOSAR has five elected positions that make up the Leadership Team: Chair, Vice Chair, Records Officer, Training Officer, and Equipment Officer. This team handles executive decisions with direction from the CCSOSAR Coordinator and input from the broader SAR team. These positions are elected on a rotating basis with staggered terms. For more details, see *Clallam County Sheriff's Office Search and Rescue Volunteers: Team Officers and Duties*. ([Appendix A](#))



The CCSOSAR Coordinator is a paid staff member of the Sheriff's Office appointed by the Sheriff. This person serves as the Incident Commander (IC) for all SAR missions, unless delegated to another capable person.

Clallam Search and Rescue (CSAR) is a 501(c)(3) nonprofit organization that works closely with CCSOSAR. CSAR is responsible for fundraising and research, and it provides support to CCSOSAR.

Note: CCSO is not legally allowed to fundraise. However, CSAR may fundraise and has a formal process for doing so. It is crucial to observe this distinction and follow all fundraising regulations to ensure compliance with legal requirements.

Credentials

A CCSOSAR applicant becomes a member upon receipt of a welcome letter from the CCSO Administrative Coordinator. Once that letter has been received, the new member is welcome to attend drills and respond to callouts.

Note: New members will only be sent out in partnership with a more senior member.

The new member must contact the CCSO Administrative Coordinator to make an appointment to be sworn in by the Sheriff and to have a photo taken. This photo will be used on the credential cards.

Credentials include three cards: an identification key card, a limited commission card, and a Department of Emergency Management (DEM) card. These cards will be created by CCSO, and the volunteer will be notified when they are ready for pickup.

By CCSO policy, credentials must be visible while in the courthouse or at public events. During drills and missions, credentials must be carried on your person.

Drills

The Training Officer is responsible for conducting or coordinating drills. Drills are scheduled in advance. Classroom drills typically last two hours and take place in the Emergency Operations Center (EOC¹) training room, located in the basement of the Clallam County Courthouse. Field drills are more extensive, hands-on experiences that are typically conducted outdoors. Details will be provided in advance or sent via email prior to each drill.

Member Conduct and Discipline

CCSOSAR volunteers must follow CCSO Volunteer policies as described in the Volunteer Orientation Manual, particularly [Policy 384](#). [Policy 384.6](#) addresses disciplinary procedures. Violations of policies or improper conduct will be investigated and may result in reprimand, suspension, or termination.

¹ 223 East 4th Street, Suite 12, Port Angeles, WA 98362

Unauthorized resource use, spending without approval, or inappropriate solicitation are considered policy violations. Members may address grievances through the chain of command.

Volunteers may resign from service with the CCSO at any time. Those who intend to resign are asked to provide advance notice to the Leadership Team and, if possible, a reason for their decision. An exit interview may be conducted upon request.

Compensation

Volunteers will not be compensated for their services. They participate voluntarily, motivated by community service and public welfare.

Required Gear

SAR members shall provide their personal equipment in accordance with the specified requirements outlined in [Appendix A](#). Team gear, rescue and evacuation apparatus, and support services will, to the fullest extent possible, be supplied by the CCSO and the organization.

Clothing items such as caps or shirts with CCSOSAR identification are for members to wear during approved activities. These items help present a professional appearance and make members easily identifiable in the field and in public. They should be worn during field operations or community events. They may also be worn during drills or other SAR-related events. Volunteers will not wear CCSOSAR identification into bars, taverns, or other licensed premises unless it is necessary in the performance of their duties.

Endorsements

No member or group of members is authorized to endorse or recommend any commercial product or service on behalf of the SAR program or the CCSO. Displaying the names or logos of individuals or businesses that have contributed funds or services shall not be construed as an endorsement of their products or services.

No member or group of members is permitted to endorse or recommend any candidate for partisan political office on behalf of the SAR program or the CCSO.

Confidentiality

All observations, actions, details, circumstances, conversations, or other events surrounding a fatality, investigation, or medical situation are confidential. SAR members are not to discuss these details except during department training, critique, or a critical

incident debriefing. If there is a need to notify next of kin, it is the responsibility of the coroner or their appointed delegate, not a SAR member.

Public Affairs and Community Relations

Effective recruitment and training of volunteers, along with other aspects of the SAR program, depend on public confidence and support. Members should conduct themselves in a manner that fosters a sense of partnership with the community they serve.

The organization's goal is a team effort, prioritizing the group over individuals. Success and mission effectiveness are more important than individual credit. Personal recognition should not be an objective of participation in the SAR program.

Members of the news media are often present at the scene of a SAR operation. The media should be granted reasonable access to the operation, provided it does not interfere with the safe execution of the mission. Contact with the media during a SAR mission must be limited to individuals designated by the SAR Coordinator (or Incident Commander). Media inquiries and requests for information from the public or other agencies should be directed to the Incident Commander (IC) or Public Information Officer (PIO).

Note: All members must refrain from discussing department policy, SAR operations, internal discipline matters, criminal cases, or any other topics prohibited by the Sheriff in public forums.

Social Media Use

- Do not post information about ongoing missions.
- Do not disclose personally identifiable information about missing persons or team members.
- Avoid sharing any operational details that could compromise safety, privacy, or the integrity of an investigation.

State and Legal Expectations

Washington State law and Administrative Code require that SAR members understand and agree to certain aspects of Search and Rescue. Common sense should guide participation in SAR activities.

No elements of a mission or training shall be conducted if they have the clear potential to worsen the situation for the subject or unnecessarily endanger SAR personnel or others. The Universal Risk/Benefit Criterion shall be applied to all SAR decisions at all levels.

Priorities that guide all SAR missions:

- Your personal safety.

- Your team’s safety.
- The mission and the subject.

Each team member is responsible for informing the Team Leader of any disabilities or impairments that may affect their judgment or job performance. If you are under the influence of alcohol, substances, or are sleep-deprived, do not respond.

Every SAR member has the right to refuse any assignment for which they feel they are not properly trained or that they believe is too dangerous.

RCW and WAC Overview

In the State of Washington, SAR teams are governed primarily by the [Revised Code of Washington \(RCW\) Chapter 38.52.400](#). This code provides definitions, assigns responsibilities, and establishes liability protection and compensation for SAR volunteers.

[Washington Administrative Code \(WAC\) 118-04](#) implements the provisions of [RCW 38.52](#) by establishing the procedures and qualifications for registration of “emergency workers” (volunteers) and explaining how the program is administered.

Some lands in this county are managed by state or federal agencies that may have concurrent jurisdiction with the Sheriff or exclusive jurisdiction. The Sheriff cooperates fully with those agencies and will dispatch SAR volunteers to assist them when requested. It is not uncommon for CCSOSAR members to work alongside Olympic National Park, the U.S. Forest Service, the Department of Natural Resources (DNR), local fire districts, or local police departments.

During evidence-related investigations, the SAR team may be called upon to assist the presiding agency. SAR volunteers will not be used for incidents involving the detection or apprehension of persons in the act of committing a crime, except in a support capacity where there is reasonable assurance they will not be exposed to potentially dangerous persons.

SAR Callout Procedure

When circumstances meet the criteria for activation, SAR members will be alerted. Personnel are expected to respond to all calls unless specific personal circumstances prevent them from doing so. As soon as possible, members must update the alert system to indicate their response status.

If personal situations prevent a member from responding for an extended period (days, weeks, etc.), they must inform the Leadership Team to discuss a potential leave of absence.

All SAR callouts involve a level of planning prior to the general team alert. The planning process includes determining whether technical resources are needed. Callouts will contain details that must be observed by all responding members.

Further communication between members and the SAR Coordinator can take place within the appropriate section(s) of the alert system.

Response Procedure

Based on the information given in the callout alert, SAR members will meet at the designated location and time. When possible, SAR vehicles should be used for transportation to SAR-related activities. *Note: County online training must be completed before volunteers may operate SAR vehicles.*

Upon arriving on scene, the team will report to the Incident Command (IC) sign-in station. At that time, report any limitations the team may have, such as time constraints. If you drove a personal vehicle, leave the vehicle key with the sign-in person at base.

The Team Leader(s) (TL) will report to IC to receive the assignment(s). They will then brief the team, obtain essential gear such as GPS units, radios, medical kits, and maps, and conduct a SARGAR before leading the team into the field.

When CCSOSAR resources are requested to assist other jurisdictions, members are expected to cooperate fully with the requesting authority. *Note: Be sure to sign in on the host county's EMD-078², or equivalent.*

Primary Meeting Locations

The CCSOSAR team has determined the following locations as meeting points to be used for gathering and dispatching of SAR personnel:

Main Meet-Up Location - SAR Yard

This is the primary meeting point for responders.

Address: 1803 Edwards Road, Port Angeles, WA. 98382

GPS Coordinates: UTM: 10U 0463856E 5328979N

Lat/Long: 48.11305, -123.48560

² **Example:** A sample of the [State EMD-078](#) form can be found at this link. The form is available in various formats but effectively captures the required information, as demonstrated in this version.

Main/Central Alternate - Clallam County Courthouse

Address: 223 East 4th Street, Port Angeles, WA. 98362

GPS Coordinates: UTM: 10U 0467839E 5329215N

Lat/Long: 48.11538, -123.43210

East - QFC Parking lot SE side

Address: 990 E Washington, Sequim, WA. 98382

GPS Coordinates: UTM: 10U 0493494E 5324922N

Lat/Long: 48.07753, -123.08735

Central West - Clallam County Detachment 3

Forks Office This is the primary meeting point for areas East of Forks

Address: 196283 Highway 101 W, at Gaydeski Road, Forks, WA 98331

GPS Coordinates: UTM: 10U 0396731E 5318355N

Lat/Long: 48.01006, -124.38995

West - Forks City Hall

This is the primary meeting point for responders to the Forks area.

Address: Forks City Hall and Forks PD, 500 E. Division St., Forks, WA 98331

GPS Coordinates: 10T 0397007E 5311663N

Lat/Long: 47.94999, -124.37937

Far West – Clallam Bay Detachment

This will be the primary meeting point for Clallam Bay and areas west.

Address: 633 Frontier Street, Clallam Bay, WA. 98326

GPS Coordinates: UTM: 10U 0407142E 5345962N

Lat/Long: 48.26006, -124.25113

CalTopo

CCSOSAR members are required to have access to CalTopo. Upon approval of membership, you will be sent a link to join the “Clallam SAR” team account.

Note: The request link will have an expiration date.

Technical Teams

All CCSOSAR members are trained to be ground searchers. However, there are teams within CCSOSAR that receive additional training in specialized areas beyond ground searching. The technical teams within CCSOSAR include K9 and rope rescue. Members who are interested in joining one of these teams, or pursuing another technical discipline, should contact the Leadership Team.

K9 Teams

Nationally certified K9 SAR teams consist of a handler and a specially trained K9 that assists in Search and Rescue. There are several types of K9 teams with a variety of skills. The SAR Coordinator is responsible for determining the type and number of K9 teams needed for each situation. K9 teams must be used within their level of certification. Ground SAR members interested in supporting K9 operations can be trained as K9 support. Contact the Leadership Team for more information regarding K9 teamwork.

Ropes Teams

SAR ropes teams use technical rope systems to access and rescue individuals from areas of difficult terrain, such as steep cliffs, rock faces, deep canyons, or other locations where standard rescue methods are not feasible. This team is typically deployed when a situation requires reaching a person who is stranded in a vertical or near-vertical location.

Safety

CCSOSAR takes safety very seriously. Unsafe acts or conditions, inadequate or improperly maintained equipment, negligence, carelessness, horseplay, or any other factor that might unnecessarily endanger participants will not be tolerated. Each member has a duty to report unsafe acts or conditions immediately through the chain of command. The SAR Coordinator is ultimately responsible for addressing these issues.

Team members will partner with at least one other member while operating in the field, unless otherwise directed by the Incident Commander.

Personal Limitations

Members must avoid participating in mission situations that exceed their skills, abilities, training, or experience. Individuals are responsible for informing the appropriate authority if they believe they are not trained or mentally or physically fit for the duties assigned. This may include conditions such as exhaustion, illness, injury, or any other temporary or permanent condition that may affect performance.

Presumably Deceased Subjects

CCSOSAR members may encounter deceased subjects. It is not mandatory for all SAR members to engage in such situations. Members have the right to decline working with deceased individuals without providing an explanation. In such cases, they may be assigned a different role within the mission to avoid direct contact with the deceased subject.

When a subject who is presumably deceased is located and death is not beyond doubt, check the subject for vital signs. Follow the guidelines for your level of medical training. If aid is not to be administered, secure the scene and establish a perimeter, with authorized personnel entering and exiting by the same route and only when necessary.

Note: Prior to each mission, a radio protocol will be assigned for communications regarding a deceased subject. It is essential to handle sensitive information with care and attention.

Right to Decline Assignment

Members are entitled to decline an assignment or temporarily withdraw from any SAR activity without any loss of status if they believe the activity is unnecessarily hazardous or exceeds their skill level or capabilities. Members are encouraged to express any concerns regarding safety without fear of repercussions.

Use of Personal Vehicles

Members must ensure that any personal vehicle used to respond to SAR activities is in the safest possible working order and is legally licensed. The use of any private vehicle is prohibited without the liability insurance required by [Chapter 46.29 RCW](#) (Financial Responsibility).

Blood-Borne Pathogen Exposure Control

The Blood-borne Pathogens Exposure Control Plan will be observed when there is a possible risk of exposure. To prevent contamination, follow all training regarding PPE.

Required Personal Protective Equipment (PPE)

The Bloodborne Pathogen Exposure Control Plan will be followed whenever there is a possible risk of exposure. To prevent contamination, members must follow all training regarding the use of PPE.

Gloves

Heavy leather gloves are required for protecting hands from sharp objects or rope burns. Gloves must be worn when a member is engaged in any activity that requires the use of ropes and/or rigging.

Nitrile-type gloves must be used when working with evidence, bodily fluids, or other contaminants.

Safety Glasses / Goggles

Eye protection must be suitable for debris, falling rocks, dirt, tree branches, and similar hazards. Members may prefer goggles instead of glasses in certain working environments. Eye protection is required when a member is engaged in an activity where there is a threat of eye injury or exposure to contaminated or harmful fluids.

Ear Protection

Earplugs or other hearing protection must be used to protect against extreme noise. Hearing protection is required during helicopter operations.

Footwear

Boots that are comfortable, provide ankle support, and have appropriate tread are required for SAR activities.

Helmet

A suitable helmet must be worn whenever the activity necessitates its use. Helmets compliant with EN12492³ standards are required for activities involving the technical application of ropes. CCSOSAR has team helmets available for members who do not have their own.

Use of Alcohol or Drugs Prohibited

Members must not participate in SAR activities while under the influence of any substance, legal or illegal, that may impair performance.

³ EN 12492 is the European standard for mountaineering and climbing helmets that specifies safety requirements and test methods to protect against impact from falling objects and other hazards encountered in these activities. The standard requires helmets to have an outer shell, an internal suspension system, and a chinstrap, and it includes specific tests for shock absorption (including front, side, rear, and top impacts) and penetration resistance.

Firearms

SAR personnel will not display firearms of any kind while involved in SAR activities.

Physical & Mental Fitness

Fitness involves both physical and mental aspects.

Physical fitness includes strength, flexibility, agility, and endurance. Proper conditioning reduces the likelihood of fatigue, which in turn decreases the chance of making errors under physical stress. Members must understand and respect their own limitations, recognizing when it is necessary to refrain from engaging in certain activities.

Mental fitness means being prepared for a mission with the ability to stay resilient, maintain a positive outlook, regulate emotions, use coping skills, and keep a survival-oriented mindset in stressful situations.

Training

CCSOSAR provides training in accordance with the Washington State Search and Rescue core competencies as specified in [WAC 118-04-120](#). SAR members may also pursue advanced training beyond these guidelines and may choose to join specialized technical teams, such as Ropes Teams or K9 units.

All Clallam County SAR personnel who will be working near aircraft during local SAR operations under state mission numbers must complete the minimum requirements of a formal aircraft safety briefing.

Members who are qualified in a specific skill are expected to retain a reasonable working knowledge of the course content throughout the period of certification.

Duties will be assigned based on a member's successful completion of minimum mission and training requirements, standards, and Washington State Core Competencies. Each member is responsible for reporting any lapses or deficiencies in their training.

Required County Online Training

In addition to State requirements, the County requires specific online training. New members will receive a welcome letter from the Volunteer Coordinator with instructions on how to sign up for these online classes.

Note: Driver training must be completed before operating any CCSOSAR vehicles.

Official Training Records

Each SAR member's qualifications, training attendance, and callouts are recorded to meet State, County, and Team requirements. *Note: Form EMD-078, or similar, confirms attendance and ensures state insurance coverage for injuries should a volunteer be injured.*

Members are responsible for submitting copies of SAR-related certificates and skills to the Records Officer. CCSOSAR members are required to document all volunteer hours in the Volunteer Integrated Management System (VIMS). Access to VIMS is granted by the Administrative Coordinator, and new members will receive an email with login instructions. Questions regarding VIMS can be directed to the Records Officer.

To maintain good standing with CCSOSAR, members must keep their VIMS account accurate and up to date. SAR members are expected to update VIMS weekly. VIMS data may also be used to qualify for grants.

Participation Expectations

Response to SAR callouts is the fundamental purpose of the program. Mission attendance is a key measure of member participation in the SAR program. Members are encouraged to attend every mission.

Per the [CCSO Volunteer Policy](#), SAR members are considered "on-call experts" but are expected to log a minimum of 50 hours per year and attend at least half of authorized trainings to maintain membership. These hours must be a combination of training, callouts, and other SAR-related events.

Provisions will be made for excused absences (e.g., work, illness, or vacation). Failure to meet the minimum required attendance may be grounds for disciplinary action.

Each team member is also expected to attend at least one training session each month. If a mission is cancelled prior to mobilization, SAR members should log two (2) hours into VIMS if they had indicated they were responding to the alert.

Communications

CCSOSAR uses professional grade handheld and mobile radios as well as Garmin GPS/radios. Training will be provided on proper use and conduct of all radios. The Garmin GPS/Radios use Family Radio Service (FRS) and General Mobile Radio Service (GMRS).

SAR Vehicles

Prior to driving any county vehicle, members must enroll in and complete the driving module in an online training platform called NeoGov. Login information will be included in the welcome letter from the County Volunteer Coordinator. If further assistance is needed to complete this training, contact the Vice Chair.

See [Clallam County Administrative Manual, Policy 450](#). Drivers of SAR vehicles must also pass the online Defensive Driving Class and meet the standards described under [County Policy 384.5.1](#). New members will be provided with practical training on the specifics of each vehicle and the expectations for their use.

The Vice Chair will inform new volunteers of their personal four-digit fuel pin. The Training Officer will enroll them in the next hands-on vehicle training. *Note: Fuel pins are issued to individuals and with the exception of the Vice Chair and Records Officer, the pins must not be shared.*

Unless circumstances prevent it, vehicles should be refueled following each use. This ensures they are prepared for any subsequent deployments. Instructions for fueling are posted at the fuel island. After each use, members are required to complete all vehicle-related logs.

Fueling locations are at the following sites:

Port Angeles Public Works Yard (Gas & Diesel) @ the NW corner of Lauridsen Blvd and C Street, Port Angeles.

Port Angeles Courthouse (Gas only)

Sequim Public Works Yard (Gas & Diesel) @ 1453 W. Washington St., Sequim is the location of the main gate. An alternate gate is just west of the Grant Road and 14th Avenue intersection, Sequim.

Lake Creek County Maintenance Yard @ Bedrock Road approximately milepost 198 of Hwy 101. County Maintenance Facility (Gas & Diesel) @ Slip Point Clallam Bay, WA

Inventory

All issued property or equipment shall remain the property of the CCSO. When a member separates from CCSOSAR, all issued property and equipment must be returned to the Equipment Officer clean and in reasonable condition within two weeks of separation.

Injuries

The CCSO has established procedures to manage injuries and accidents. It is imperative that any incident is reported promptly to initiate this process. Non-emergency injuries must be reported to the SAR Coordinator within 24 hours of the incident.

Note: Benefits for personal injury under the CCSOSAR program cover only those expenses not covered by the member's own personal insurance.

Property Loss or Damaged Benefits

To be eligible for compensation for loss or damage to certain items of personal property occurring during the course of a mission or drill, personnel must meet criteria set by the state. A report must be made within 24 hours after the conclusion of the mission. Contact the SAR Coordinator to determine if the situation meets the criteria and to initiate the paperwork.

Eligibility and Reimbursement for Fuel Used

In certain situations, CCSOSAR members who meet requirements may be eligible for compensation for fuel used in a private vehicle for travel to an out-of-county mission or training.

APPENDIX A:

CCSO Search and Rescue Volunteers: Team Officers and Duties



Clallam County Sheriff's Office Search and Rescue Volunteers

Team Officers and Duties

Purpose and Scope

With the support of the Clallam County Sheriff's Office Search and Rescue Volunteer (CCSO SARV) Coordinator, the CCSO SARV Leadership Officer roles and responsibilities are delineated in this document.

The CCSO SARV Leadership Team shall consist of five elected positions: Chair, Vice Chair, Records Officer, Training Officer, and Equipment Officer.

The Leadership Team will be responsible for executive decisions with input from the CCSO SARV Coordinator and the members of the greater CCSO SARV team. Each elected position may appoint a member of the CCSO SARV team to be their backup for instances they may be unavailable to perform/attend to their duties. In addition, each elected position may delegate their duties to appropriate CCSO SARV team members. Delegation may be in the form of individual assignments or through the formation of committees. However, the elected Officer will remain ultimately responsible for completion of duties which fall under their purview throughout their tenure. Should a member of the Leadership Team need to step down before their term is over, the remaining Leadership Team members shall appoint an interim replacement until the next election for that position is held.

All members of the Leadership Team will foster and encourage a climate of cooperation and respect for individuals both within the CCSO SARV as well as the general public.

This document is a "living document". Any changes or edits to this document will be approved by the Leadership Team.

Chair

- Elected position, every two years.

The Chair is the principal executive leader and public face of the organization. The Chair shall preside at all Leadership Team meetings, general Team meetings, or other general Clallam County Sheriff's Office Search and Rescue Volunteer (CCSO SARV) proceedings to maintain order and assure the agenda is adequately addressed. The Chair shall organize and support Leadership Team members in completion of the tasks pertinent to their positions.

In addition, the Chair shall:

- Provide leadership to the CCSO SARV team and the SAR community.
- Represent the CCSO SARV and the profession by supporting its policies internally and externally.
- Provide overall guidance and supervision to the other Team Officers of the CCSO SARV.
- Provide or delegate a Team Leader to provide guidance and supervision to the committees authorized by either the Leadership Team or the Chair.
- Keep current on the legal changes affecting SAR.
- Maintain cordial relationships with other search and rescue organizations.
- Lead/facilitate planning for the long-range growth and improvement of the CCSO SARV.
- Assure adherence to the CCSO SARV Standard Operating Guidelines (SOG) and assure the integrity of the Leadership Team process.
- Communicate with the membership on a regular basis.
- Plan and chair all Leadership Team and General Team meetings.
- Oversee PR events.

The Chair shall maintain a current list of duties and schedules pertaining to their role to be passed on to the next Chair at the end of each term.

Vice Chair

- Elected position, every two years.
- Inaugural term is one year; all subsequent terms are two years.

The Vice Chair shall:

- Assume the responsibilities of the Chair when the Chair is unable to fulfill their responsibilities.
- Be the first point of contact for member related concerns.

- Supervise a general grievance procedure available to all members.
- Maintain an accurate team roster with appropriate contact information.
- Shall be in charge of recruitment and onboarding of new members, providing new members with all appropriate materials.
- Provide overall guidance and supervision of testing and education and coordinate with the Training Officer.
- Shall liaison with Human Resources to assist with personnel team orientation procedures in conjunction with the CCSO SARV Coordinator.
- Maintain multimedia platforms.
- Monitor and respond promptly to public inquiries.

The Vice Chair shall maintain a current list of duties and schedules pertaining to their role to be passed on to the next Vice Chair at the end of each term.

Records Officer

- Elected position, every two years.

The Records Officer performs or supervises the following functions:

- Maintains the calendar of all pertinent dates (i.e., meetings, due dates) and is responsible for the distribution of new calendars.
- Is responsible for maintaining records of required certifications, online county training, and other pertinent information.
- Maintains official files (electronic and/or hard copies) of all CCSO SARV records (except financial) in a manner that shall make these records readily accessible to the CCSO SARV Coordinator, the Leadership Team, and members of the CCSO SARV.
- Ensures that all required documentation is prepared and issued for official meetings, (not training) and is distributed to attendees in a timely manner.
- Formats and distributes, as appropriate, any changes to the Standard Operating Guidelines (SOGs); ensures that current copies of the SOGs and approved minutes are distributed in a timely manner.
- Maintain meeting minutes, newsletters, and other related correspondences as decided by the Leadership Team.

The Records Officer shall maintain a current list of duties and schedules pertaining to their role to be passed on to the next Records Officer at the end of each term.

Training Officer

- Elected position, every two years.
- Inaugural term is one year; all subsequent terms are two years.

The Training Officer performs or supervises the following functions:

- Work with the Leadership Team to develop a training schedule to include pertinent trainings that allow CCSO SARV team members to maintain necessary or required certifications.
- Work with the Leadership Team to maintain an accurate roster of deployable members.
- Once the schedules are developed, the Training Officer will organize training by bringing in the appropriate trainers, both in-house or out-of-house as needed.

The Training Officer shall maintain a current list of duties and schedules pertaining to their role to be passed on to the next Training Officer at the end of each term.

Equipment Officer

- Elected position, every two years.
- Inaugural term is one year; all subsequent terms are two years.

The Equipment Officer performs or supervises the following functions:

- Keep a current inventory of gear available to the CCSO SARV team.
- Maintain, as appropriate, gear available to the CCSO SARV team.
- Maintain records of use and replacement schedules for gear.
- Inform the Leadership Team of upcoming purchase needs to keep gear within compliance.

The Equipment Officer shall maintain a current list of duties and schedules pertaining to their role to be passed on to the next Equipment Officer at the end of each term.

Clallam County Sheriff's Office Search and Rescue Volunteers: Election Process

Elections

- Elections will be held annually.
- Positions up for election will be those with terms ending that year.

Length of Term

- Two years.
- Initial/inaugural term for the Vice Chair, Equipment Officer, and Training Officer will be one year.

Date of Assumption

- Newly elected officers assume their official role on January 1 of the new year.

Voting Process

- Voting occurs in November prior to the end of term(s).
- Positions coming up for election will be distributed via email as a reminder.
- Interested candidates have two weeks to submit their name and choice(s) of position to the CCSO SARV Chair.
- At the November meeting:
 - Positions and candidates will be posted on the board.
 - All candidates will have the opportunity to promote themselves to the team.
 - Team members will review candidates and cast votes silently on anonymous ballots.
 - Votes will be counted by the CCSO SARV Coordinator or designee.
- At the end of the meeting, newly elected position holders will be announced.

Transitional Period

- The month of December will serve as the transition period for elected roles to be transferred.

Conditions

- Team members may choose to “run” for more than one position by designating their first, second, or third choice.
- If voted into multiple positions, the candidate may select their preferred position.
- Candidates may hold multiple positions if agreed upon by the outgoing Leadership Team.

APPENDIX B:

24 Hour Basic Pack List

A CCSOSAR member needs to be prepared to spend 24 hours outdoors. Each SAR mission is unique and may require some or all items listed below. Each team member is expected to be prepared to carry the required items. The suggested items are based on the experience of SAR teammates. It should be noted each team member has an opinion on what, how much, and when to carry each item depending on their assignment. There is no 'right' answer. If you have questions, or concerns about this list, contact a member of the Leadership Team.

Note: Outdoor gear can be costly, CCSOSAR does not mandate the use of new or high-end equipment. However, it is essential that the gear be reliable and function effectively when required. As a SAR member, there are several options to receive discounts on gear. Talk to the leadership team for more details.

Required Items

Backpack - needs to be able to carry all of a searcher's personal items comfortably, while leaving space for any team gear that the mission may require.

Personal First Aid Kit - (The following first aid items are suggestions): Plastic, zip lock style to contain kit

- Four acetaminophen or aspirin tablets Four antacid tablets
- Two antiseptic cleansing pads Antiseptic ointment
- Six adhesive bandages of various sizes One long burning survival type candle Two non-sterile cotton swabs
- Five to ten feet of duct tape One large leaf bag or similar
- Eight matches in a waterproof container, or equivalent Chemical light stick
- One roller gauze bandage Two large safety pins Splinter forceps or tweezers
- One space blanket or space-type sleeping bag One ounce container of hand sanitizer
- Three days' worth of personal medications

Lip Balm - with sunscreen is preferable.

Sunscreen - UVA/UVB SPF of 30 or higher is suggested.

Insect Repellent

Toilet Paper

Rain cover - for pack

Clothing - (worn) not cotton, appropriate for climate including the upcoming 24 hours.

Clothing extra - No cotton. Shirt and socks at a minimum, consider entire outfit.

Bandana or handkerchief

Hat - ball cap or beanie depending on conditions

Gloves – leather/work gloves and nitrile Waterproof bag - to keep extra clothes dry.

Boots - Need to provide ankle support, protect your feet and fit well

Eye protection

Hearing protection - ear plugs or earmuffs.

Watch

Zip Lock / Alloksak or other dry bags. - can be used to collect water, protect collected evidence, etc.

Gaiters - protect your lower legs from thorns, insects, ice, and snow.

Rain gear - durable and breathable jacket and pants

Food - minimum of one days' worth

Water Purification Capability

Water container - single or multiple. Minimum of 1-liter total capacity.

Shelter material - Intended to protect a person/people from the environment, this may be in the form of a tent, bivy, tarp or other similar system.

Ground insulation - environment and situation dependent.

Space blanket - or space type sleeping bag or equivalent.

Two extra leaf bags - or equivalent

Fire Starter Kit - waterproof matches (or equivalent), tinder, etc. This can be combined with items listed in personal first aid kit.

Metal cup - or pot to heat water.

Primary Light Source - with extra batteries or bulb if applicable.

Secondary Light Source

Whistle - plastic, chamber-based (no ball) whistle.

Paracord – 50 feet minimum Zip ties – eight of various sizes. Knife or multi-tool

EMT style scissors - (AKA trauma sheers)

Compass - Orienteering type

Mirror – signaling type

Cell Phone

Flagging tape - brightly colored 100 feet or more

6 zip lock bags, various sizes

Measuring device - 18-inch minimum

Webbing - one-inch tubular style, 25 feet long

SAR credentials

Notepad and pencil

Suggested Items

Webbing - one-inch tubular style, 12 feet

Harness – Especially recommended for rope rescue team. Recreational climbing or 5-point (type 3 full body) harness

Helmet - EN 12492 recommended (standard climbing helmet) NOTE: in certain situations, this is a required item.

Purcell Prusik Loops – Especially recommended for rope rescue team members to have a personal set of these to ascend a rope, if necessary.

Pace Count Beads - To measure distance in the field

Grid Reader / Map Ruler / Protractor - When working with maps

Chest harness - for your radio, cell phone, maps, notebook, writing instruments, flagging tape, etc.

Trekking Poles - are very useful in many environments, especially when hiking hills. They can double as tracking sticks, a shelter pole or an expedient field splint.

Spare Prescription Eyeglasses / Contact Lenses - if needed

Sunglasses

Trowel - for digging a hole for human waste

Radio - Make sure you receive training on its operation, test it before you leave basecamp by doing a comms check and have a spare battery.

ANSI/ISEA 207-2020 Compliant Vest - Required when working near traffic and is visible in the wilderness to helicopters, searchers, and hunters.

Waist Pack - a full pack may not be required for urban response, as logistical support may be close so a waist pack may suffice.

Monocular or binoculars - to zoom in on distant objects.

Knee pads - for evidence searches requiring crawling on unknown terrain.

Portable charger and associated cords - for charging any devices or electronics.