



*Prepared for the San Diego County
Sheriff's Department Search and
Rescue Team, Training Unit*

**San Diego County Sheriff's Department
Search and Rescue Team
Training Unit Standards**

Further distribution authorization requests shall be referred to the San Diego County Sheriff's Department Search and Rescue Team Coordinator, ASTREA Base, 1745 N. Marshall Ave, El Cajon, CA, 92020, 619-956-4990 (office)

Table of Contents

1. Introduction	3
2. Training Unit	4
2.1. Overview	4
2.2. Organizational Structure	4
2.3. Unit Member Requirements	5
2.4. Unit Participation	5
2.5. Unit Meetings	6
2.6. Unit Trainings	6
2.7. Specialized Training	6
2.8. Unit Member Time Commitments	7
2.9. Unit Member Communications	7
2.10. Timekeeping	7
2.11. Unit Call-out Procedures	7
3. Annual SDSARS Academy	8
3.1. Pre-Academy Action Items	8
3.2. Location Contact List	9
3.3. Academy Training Schedule	9
3.4. Training Unit Academy Uniform	9
3.5. Training Unit Academy Class Management	9
3.6. Unit Medical Emergency Procedures	12
3.7. Post-Academy Checklist	12
4. Quarterly SAR Team Meetings	13
5. Quarterly All Units Training	13
6. Pack List	13

1. Introduction

This document contains standards for the Reserve Deputies and Rescue Volunteers of the San Diego County Sheriff's Department Search and Rescue Team (SDSDSAR) Training Unit.

These standards are intended to be used as a reference for Training Unit members on acceptable forms of personal conduct and field certification parameters; as a framework for the planning of Training Unit events such as the annual new SDSDSAR members Academy, quarterly All-Unit trainings, quarterly SAR Team Meetings, and monthly Training Unit meetings; and ensure Training Unit members maintain a high-level of professionalism within SDSDSAR.

2. Training Unit

2.1. Overview

The Training Unit is responsible for all aspects of training within SDSDSAR (excluding training conducted within individual units for its members). The Training Unit organizes and manages the annual Academy for new SAR members; quarterly SAR Team Meetings and quarterly All-Units training sessions.

Training events are conducted by either the Training Unit or specific Units within SAR. Examples of training conducted within specific units include the Technical Rescue Specialist Class offered by the Technical Rescue Unit and the on-going CPR/AED certification classes offered by the Medical Unit. Whenever appropriate, we actively engage outside expert resources to teach SDSDSAR members.

The overall SDSDSAR training initiatives are decided within the Executive Management Team. The Training Unit then develops a plan to support that direction with the goal of helping all SDSDSAR members obtain the requisite skills and enable them to respond appropriately when necessary in a competent and professional manner.

2.2. Organizational Structure

The administrative person in charge of the Training Unit should hold the rank of Reserve Lieutenant or Unit Leader. The Training Unit Lieutenant/Unit Leader reports to a specified SDSDSAR Reserve Captain/Division Leader who in turn reports to the SDSDSAR Reserve Commander who in turn reports directly to the SDSDSAR Coordinator.

The Training Unit will be broken into the appropriate number of squads depending on the number of personnel in the unit. Each squad will be assigned a Squad Sergeant or a Squad Leader. The Training Unit Organizational Structure is shown below in FIGURE 1-1.

During the Academy all students are members of the Training Unit and under the authority of the Training Unit staff.

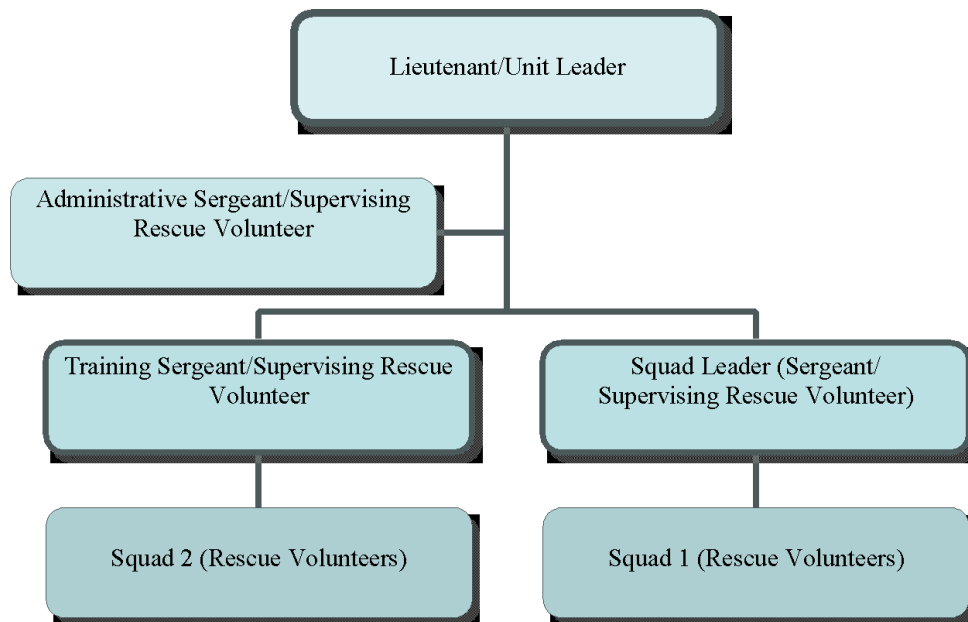


Figure 1-1: SDSDSAR Training Unit Organizational Structure

2.3. Unit Member Requirements

Any SDSDSAR member may join the Training Unit with the approval of the Training Unit Lieutenant/Unit Leader. The Training Unit is a “field” unit and Training Unit members must maintain a “field qualified” status and the minimum unit participation requirements noted in the Unit Participation section of this document. Remember - it is each member’s individual responsibility to maintain their own “Field Qualified” status.

2.4. Unit Participation

All Training Unit members will meet minimum standards of participation in Missions, Quarterly All Units Training Exercises, Quarterly Team Training Meetings, Unit Trainings and Unit Meetings as defined by the Team and Unit Policies and Procedures. Those requirements include:

- Completion of the SDSDSAR Academy
- Maintaining current Disaster Service Worker (DSW) cards
- Maintaining current CPR/AED Certifications (renewed every 2 years)
- Maintaining current EMR Certifications (renewed every 2 years)
- Maintaining current Fitness Certifications (renewed annually)
- Contribute at least 100 hours of participation each year
- Reasonable effort to participate in half of all Team Wide Missions
- Participation in at least two of the 4 All-Units training exercises each year
- Participation in at least two of the 4 SAR Team Meetings each year

These requirements are subject to change at the discretion of the SDSDSAR Executive Management Team. All changes to Unit requirements will be communicated when appropriate and notated in updates to this document.

Members who do not meet SDSDSAR or Unit requirements will have their field and/or membership status evaluated and may be prohibited from further participation permanently or until such time as all requirements are met.

2.5. Unit Meetings

The Training Unit does not have set monthly meetings. During the Academy, we meet in conjunction with Academy Classes – either before or after class. We have several meetings focused on improving our skills related to the Academy or training skills and encourage participation in specialized training.

There is no uniform requirement for these meetings. Unit members should bring their Sheriff's ID.

If a member cannot attend the meeting, notice should be given to the supervising Sergeant with as much advance notice as possible.

2.6. Unit Trainings

Since the Training Unit arranges training events for SDSDSAR, it rarely has its own specialized trainings. Training Unit members are encouraged to participate in the monthly trainings of other Units in order to refresh knowledge of core SDSDSAR skills or get specialized training in a specific area of interest (i.e. Tech Rescue Specialist or Navigation Specialist).

At a minimum, each Training member should participate in at least one training per month -- either Training Unit Training or another Unit's Training.

2.7. Specialized Training

Training Unit members are also encouraged to pursue specialized certifications and education in any SAR area such as EMT-B, USAR, Tech Rescue Specialist, Tactical Search specialties or the SAR Alpine Team.

If a member is interested in pursuing specialized training in a field relevant to SDSDSAR (i.e. EMT-B), the training time counts toward the 100-hour Unit participation requirement and should be included as part of the timekeeping function within Mission Manager. Approval for such training should be obtained from the member's supervising Sergeant.

2.8. Unit Member Time Commitments

Training Unit members should expect a larger time commitment to SDSARS than some other units, especially around the time of the SDSARS Academy or large training events.

2.9. Unit Member Communications

For Training Unit non-mission, member-to-member communication is done primarily through phone and email.

For communications that are required for SDSARS as a whole, the Training Unit will post messages or calendar entries in Mission Manager and/or the SDSARS Yahoo Groups website at <http://health.groups.yahoo.com/group/sdsars>.

2.10. Timekeeping

Training Unit members are required to log time and mileage for their volunteer hours. Mission Manager provides a timekeeping form for this purpose. It is accessed by logging into Mission Manager and clicking on the Timekeeping tab. Timekeeping is managed on a monthly basis and time must be entered within 30 days of accrual. The form is intuitive and accommodates a variety of SAR related activities. In addition to entries for various activities, time should be entered to account for emails and administration (i.e. a minimum of 1 hour per month).

The Training Unit Administration Sergeant will review each member's entries on a monthly basis to ensure accuracy. If a consistent pattern of delinquency develops, the Supervising Sergeant will work with the Unit member to identify and remove obstacles preventing the information from being entered on time.

2.11. Unit Call-Out Procedures

Training Unit members are field qualified and, as such, are encouraged to participate in searches. It is important for Search Management to know whether or not you will be responding to a Callout. Several email addresses have been incorporated into Mission Manager that allows a member to report their Callout status (Yes, No or Maybe).

Within 30 minutes of receiving a Callout Notice, each Training Unit member needs to report their status by using the appropriate email address.

The SAR Information line is available to hear Callout information and update messages. The number is (760) 856-0757.

Note: If the Callout is for a scheduled event, the response time is extended to 2 hours.

If you are going to be out-of-service for vacation or any other reason, please send a message to your supervisor and the Unit Leader so they do not try to reach you when you are not available.

3. Annual SDSDSAR Academy

The Search and Rescue Academy is one of the prime duties of the Training Unit. Proper preparation and professionalism are essential. Refer to Mission Manager's Document Tab and scroll down to the Training Unit Documents folder. Training material and class setup information for all Academy Classes can be found here.

Note: As classes are modified or updated, the new material must be updated in Mission Manager so that it is not lost for next year's Academy.

3.1. Pre-Academy Action Items

In preparation for the new SDSDSAR Academy, we need to ensure that a number of things are set up in advance to support the students.

Reserve all meeting rooms and locations for academy trainings.

Create the draft Academy Training Schedule with dates, topics, instructors, location, and Training Unit member in charge of the class. We need to circulate the calendar and get team sign off by the end of October.

Transfer the class information to the Mission Manager Calendar.

Update the Academy Student Manual., Ensure accurate contact information for Training Unit members, and update document content as needed.

Contact all instructors and inform them of their class details and determine if they will need any special materials that require extra effort or coordination to set up.

Schedule dates with all class instructors and assign at least one Training Unit member to each Academy class.

Ensure there are enough Training Unit T-Cards for the academy students.

Update attendance record with student names and class dates.

Update the Training Unit Roster with student names and contact information.

Print a supply of sign-in sheets in preparation for academy classes.

Make sure to have a quiz for several classes.

Remind all academy instructors and SDSDSAR attendees to be in uniform or black Unit polo shirt.

Complete preparation work for the academy family night.

Complete all necessary preparation work for the academy orientation class by December 31st.

3.2. Location Contact List

The Training Unit uses many external resources outside of SDSDSAR to conduct trainings for the academy. Contact information is maintained in a document entitled "Location Contact List" which is located in Mission Manager/Documents/Training Unit Documents. The list contains agency, contact, and comments regarding all agencies that support the academy.

3.3. Academy Training Schedule

The Training Unit is responsible for drafting and coordinating the SDSDSAR Academy Training Schedule. Topics, instructors, location, and dates/times are coordinated with the other SDSDSAR Units during November and December of each calendar year. A draft is distributed to all Units at the end of November for final edits. The final draft is completed in the middle of December. An example of the Academy Training Schedule is located in Mission Manager/Documents/2015 Academy/Academy Documents.

3.4. Training Unit Academy Uniform

All Training Unit members will be in the same uniform while performing the duties of academy class moderator. The following are authorized uniform options depending upon the instruction for the day:

- Authorized SDSDSAR field uniform.
- Authorized black polo style shirt, black, with the official Training Unit logo located on the upper left breast pocket area.

3.5. Training Unit Academy Class Management

For each of the academy training days, it is the responsibility of the assigned Training Unit Member and SDSDSAR instructor to ensure the period of instruction is conducted in a highly educational and professional manner.

Each academy training day will be assigned at least one Training Unit member to be a monitor of the class and assist the instructor in anyway necessary.

1. If you “own” a class (have your initials in the schedule) it will be up to you to make sure that class goes smoothly and you should attend that class.
2. Make sure the instructor or the hosting SAR Unit representative has been scheduled before the end of December, and contacted again a week before class. Make sure your contact knows “you” are their contact for the class.
3. Make sure the room or location is reserved well in advance, before the end of December.
4. Review the Academy Class documents (Mission Manager/Documents/Training Unit Documents folder) for your class to make sure you have prepared properly
5. Check and re-check your presentations, handouts and quizzes to make sure they are correct. Incorrect information jades the Academy and looks unprofessional. **Making the same mistake two years in a row is unacceptable!**
6. Make sure all the items needed for your class are there, things like:
 - a. Projectors, computers, presentations.
 - b. Ropes, GPS, T-Cards, Radios, etc.
 - c. Any handouts are printed and given to students.
7. Make sure students are reminded what they will need for your class, i.e. compass, First Aid Gear, etc. This information can be found on the schedule.
8. Make sure the quiz for your class is printed, administered, and graded. Students should be given their grade, but we keep all the tests and quizzes.
9. Instructors and Training Unit members should arrive at least 15-20 minutes early. It is up to us to make sure the classroom is ready to go on time and guest instructors have what they need to begin teaching. When a guest instructor arrives, always make sure to ask them “do you need anything?”
10. When introducing instructors, please show them respect by using their proper SAR title: Commander Motley, Sergeant Duey, etc.
11. Try to make sure class starts on time; if we expect students to arrive on time, we need to make sure the class promptly starts at the scheduled time.

12. Instructors or Training Unit personnel should be in full uniform or black Training Unit Polo Shirts with OD green pants at all times during Academy Classes.
13. Make sure students know where the bathrooms are. This need not be redone every class, but only when there are new students in a new location.
14. Make sure students know where the exits are and where everyone should meet in the case of an emergency.
15. Provide needed breaks during class - rule of thumb is 10 minutes per hour. Make sure breaks end on time and class resumes quickly after the break is over.
16. Instructors or instructor assistants should refrain from talking in the back of class. When we know the subject, it is easy to get carried away with a conversation and unknowingly disrupt the class.
17. It is our responsibility to help students through the Academy. We, as Training Officers, should lead by example. Students should be encouraged at all times while keeping fairness and consistency in mind.
18. If discipline is required for a student, be fair about it. Act quickly, but make the punishment fit the crime. Often a verbal talk is enough to solve the problem. Never discipline one student in front of another student, always take the student aside and do discipline in private.
19. Make sure to pass around a sign in sheet or collect T-Cards for every class. Make sure to update the class attendance sheet for every class. Assign a student who will be responsible for sign in sheets and T-Cards.
20. We should use our best efforts to make sure class ends on time and students are released. It is acceptable to end class early if the lesson plan has ended.
21. Make sure the classroom is left how we found it. Chairs and tables in their original location, no trash about, etc. Students should be expected to help with these tasks. No student should leave until the classroom is in order.
22. Should a conflict or problem arise with the Academy, we should do our best to resolve the problem outside the view of the students.

3.6. Unit Medical Emergency Procedures

If there is a need for any medical assistance during a scheduled training or mission, follow the medical plan that was completed in advance of the training and seek medical attention as required. All training unit members will be briefed regarding the medical plan for each location and they will be expected to brief their respective instructors that they have arranged for that class.

If you transport an academy member to any Concentra Urgent Care location, show their Sheriff's ID and complete MLU-1, MLU-3 and MLU-4 forms. Do not send forms directly to Risk Management – they must go through the SDSARSAR coordinator. Notify the SAR Coordinator as soon as practical. The SAR Coordinator or designee will ensure that the appropriate treatment, documentation and notifications are made (via the chain of command).

The Training Sergeant will be required to submit a statement describing how the injury occurred and all the details of the incident (i.e. time, date, situation, etc.).

In the event of a canine or equine injury, seek appropriate medical attention for the animal and contact the SDSARSAR coordinator, your Chain of Command, and if necessary, the owner of the animal.

3.7. Post-Academy Checklist

Following the completion of the academy, the Training Unit will need to complete the following tasks to close out the academy and prepare for next year's class:

1. Conduct a debrief session with the students at the end of the Academy. This session should be hosted by a UL or higher ranking SAR member outside of the Training Unit. We're interested in constructive comments which will help improve next year's Academy.
2. Unit Transfer emails to units' U/L
3. Welcome to Training Unit emails
4. Change of radio numbers for new Training Unit members
5. Add new members to Training Unit within Mission Manager/Members

4. Quarterly SAR Team Meetings

Each quarter, a SAR Team Meeting will be scheduled. Topics to cover include an EMT Update, promotions, announcements of future events and a presentation suitable for all of SAR. The presentation might be instructional or a presentation by an expert outside of SAR with a topic appropriate for SAR.

5. Quarterly All Units Training

Each quarter, an All Units Training is scheduled. As the name implies, this training is appropriate for all members of SAR. Usually, the training is focused on refreshing skills that are easily forgotten if not practiced. The Training Unit will encourage other units to assist or take the lead in the development and implementation of All Units trainings.

6. Pack List

The Training Unit maintains the SAR pack list. Changes to the pack list should be approved by EMT distributed as needed (SAR membership, Mission Manager Documents and the SAR P&P Manual).