# SEARCH & RESCUE
# POLICIES AND PROCEDURES

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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KERN COUNTY SHERIFF'S OFFICE
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**TITLE:** INTRODUCTION - MISSION STATEMENT **NO.** A-100

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM H-400, Govt. Code 26614, Board Resolution 69-683

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**POLICY**

The Sheriff of Kern County is responsible for searching for and rescuing persons lost or otherwise endangered within or in the immediate vicinity of the County of Kern. The Sheriff is additionally tasked by statewide mutual aid agreements covering Search and Rescue incidents within and outside the County. To accomplish this task, the Sheriff's Office maintains a volunteer force of individuals dedicated to Search and Rescue.

The mission of Search and Rescue volunteers in the Kern County Sheriff's Office is to serve the various communities throughout the County by searching for and rescuing endangered persons. In addition, Search and Rescue volunteers have committed themselves to educate the public in issues of wilderness and water safety. This mission is based on each member's commitment to become a well-trained Search and Rescue professional.

The policies and procedures that are contained herein are designed to enhance and promote the Search and Rescue function. All commissioned Search and Rescue members of the Sheriff's Office shall function to effectively aid the Sheriff in the performance of his mandated duties.

There shall be no variation from the policies and procedures outlined in this manual except under prior approval of the Search and Rescue Coordinator or the Countywide Services Section Lieutenant. Search and Rescue Team ranking officers may, in an emergency, permit actions outside these policies and procedures. When such an emergency occurs, the action allowed shall be limited to the extent required by the situation. Such actions shall be documented and forwarded to the Search and Rescue Coordinator.

It is the responsibility of the Search and Rescue Team Captain to ensure that all members of the Team read, understand, and adhere to the applicable sections of this manual.

**DIRECTIVE A:**

These policies and procedures represent operational guidelines. In all matters not specifically covered, Search and Rescue members must act in accordance with established, current Search and Rescue procedures, the philosophy and mission of the Sheriff's Office, and their own best judgment.

KERN COUNTY SHERIFF'S OFFICE
SARCH AND RESCUE
POLICIES AND PROCEDURES

TITLE: MANUAL REVISIONS NO. A-110

**EFFECTIVE DATE:** October 23, 2017 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:**

## POLICY

The Kern County Sheriff's Office Search and Rescue Coordinator will be charged with revising, updating and maintaining this manual. It will be his/her responsibility to provide revisions and updates to all manual holders in a timely manner.

The Countywide Services Section Lieutenant will have final authority in approving any changes to the manual. Any member of this department may request a modification of this manual by following the procedure listed below.

## PROCEDURE

Any departmental member seeing the need for modification will:

- Make recommendations for changes or additions in memo form including the reason for change or additions citing specific circumstances, laws, or other pertinent information, and section and/or language to be added or changed;
- Forward the memo through the chain of command to the Search and Rescue Coordinator.

The Search and Rescue Coordinator will:

- Review the request and all comments attached;
- If necessary, return for clarification or additional justification;
- Submit the request to the Countywide Services Section Lieutenant for approval with a recommendation;
- If disapproved, send a memo notifying the originator of the request that it has been disapproved, with the original request and all comments;
- If approved, make the change or addition to the appropriate section, noting the date of the revision;

- Distribute the new/revised section to all manual holders.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** INTRODUCTION - DEFINITIONS **NO.** A-200

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM A-300

## POLICY

The following definitions will govern terminology to be used in all communications within and about Search and Rescue. They are presented here to provide uniformity and clarification of terminology commonly used when discussing operations and organization.

## DEFINITIONS:

CHAIN OF COMMAND: The unbroken line of authority extending from the Sheriff through a single subordinate at each level of command to the level of execution. Refer to Section A-300 for command structure applicable to Search and Rescue.

SEARCH: The methodical looking for of lost persons within a given area, usually based on modern investigative techniques of statistics, probability, human behavior, interviewing, terrain evaluation, and tracking.

RESCUE: The use of proven procedures, usually involving technical skills, to affect the retrieval of victims from a known location.

CALLOUT: A callout is that mobilization of volunteer Search and Rescue members to respond to a specific incident of requested assistance. The callout is of no set duration of time and generally is concluded upon the successful completion of the mission.

SEARCH BASE: That geographic location at which the primary command and control functions of the search operation are executed, also referred to as Command Post.

INCIDENT COMMAND SYSTEM: A system of critical incident management which is organized around major functional units in order to maximize the responsibility of delegated functional supervisors for carrying out their functions. The five main functional units consist of Command/Management, Operations, Planning/Intel, Logistics, and Finance.

CALIFORNIA OFFICE OF EMERGENCY SERVICES (Cal OES): The Agency within the State of California which is tasked with coordinating statewide Search and Rescue activity.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
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**TITLE:** INTRODUCTION - ORGANIZATIONAL STRUCTURE **NO.** A-300

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:**

## POLICY

The Kern County Sheriff's Office Search and Rescue Unit is based in the Countywide Services Section. Search and Rescue Teams are assigned under the Search and Rescue Coordinator to fulfill the duties mandated to the Sheriff.

## ORGANIZATIONAL STRUCTURE

**Chain of Command**
Sheriff
Undersheriff
Chief Deputy, Investigations Bureau
Commander, Special Enforcement Division
Lieutenant, Countywide Services Section
Sergeant, Search and Rescue Coordinator
Search and Rescue Team Captain
Search and Rescue Team Ranking Officers
Search and Rescue Team Members

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** DUTIES - SEARCH AND RESCUE COORDINATOR **NO.** B-100

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:**

## POLICY

The Sheriff's Office recognizes its responsibility to those persons who become lost or otherwise endangered within the County of Kern. The Sheriff's Office also recognizes its responsibilities in areas outside of the County of Kern pursuant to Mutual Aid agreements administered by the California Office of Emergency Services.

To this end the Department has established a volunteer Search and Rescue Unit as part of the Countywide Services Section. The Sheriff's Sergeant in charge of the Unit will function as the Search and Rescue Coordinator.

It shall be the responsibility of the SAR Coordinator to supervise, coordinate, control and direct the activity of the Search and Rescue Teams. This supervision and coordination shall be conducted in a manner that ensures all Sheriff's Office responses to Search and Rescue events are conducted in a timely fashion and the resources allocated are of an appropriate level.

## DIRECTIVE A

The SAR Coordinator shall be responsible for the following **Administrative** duties:

- Be subordinate to the Lieutenant of the Countywide Services Section and perform all duties so assigned.
- Hold the required California Office of Emergency Services (Cal OES) designation of Department Search and Rescue Coordinator with responsibility for the on-scene operations of all search and rescue missions.
- Keep the Countywide Services Section Lieutenant apprised of all Search and Rescue callouts and any unusual circumstances.
- Maintain a current roster of all Search and Rescue members.
- In accordance with the Kern County Sheriff's Office guidelines, ensure disciplinary action is taken when necessary.
- Attend meetings of the Search and Rescue Teams often enough to harbor good working relationships.

- Conduct Captains' meetings, as often as necessary, to provide direction and control, disseminate information and maintain consistency in compliance with policies and procedures.

- Coordinate special events and service requests with the Countywide Services Section Lieutenant.

- Be responsible for the management of the Search and Rescue Teams throughout Kern County.

- Perform liaison duties with local law enforcement agencies, other Sheriff's Department SAR Teams, State and Federal governmental agencies.

- Promote a positive image of Search and Rescue volunteerism to the public.

**DIRECTIVE B**

The SAR Coordinator shall be responsible for the following **Operational** duties:

- Assess requests for Search and Rescue assistance and determine what resources, if any, will be deployed.

- Respond to the location of the Search and Rescue incident with the appropriate Team and act as the Operations Officer in the Incident Command system.

    - The SAR Coordinator may act as the Incident Commander if necessary; however, this function is normally held by the Watch Lieutenant/Commander, Field Sergeant, Sub-Station Sergeant or other designated personnel.

- Coordinate mutual aid requests from the Cal OES to the Kern County Sheriff's Office for out-of-County Search and Rescue assistance.

    - The Coordinator may respond to the location of the out-of-county incident and act as the Sheriff’s Office Liaison to the requesting agency.

- Coordinate mutual aid requests from the Kern County Sheriff's Office to Cal OES for in-county Search and Rescue assistance.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** DUTIES - SEARCH AND RESCUE MEMBERS **NO.** B-200

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM B-100

## POLICY

Kern County Sheriff's Office Search and Rescue Teams are comprised of citizens who volunteer their time during periods of recognized and declared emergencies. While these individuals are not commissioned as law enforcement officers, they are commissioned by the Sheriff's Office as Search and Rescue Volunteers. This commissioning denotes a special status for the Search and Rescue member within the community and within the Sheriff's Office. Along with the status is found the accompanying responsibilities and duties associated with membership. All members should view themselves with the highest esteem and conduct themselves accordingly. In the proper discharge of their volunteer duties, they may expect to receive the fullest support of the Sheriff's Office and community.

## DIRECTIVE A

All Search and Rescue members are expected to comply with regulations listed in the applicable sections of the Kern County Sheriff's Office Policies and Procedures Manual and the regulations in this manual. Failure to comply with any duties listed in this manual or in the Sheriff's Office Policy and Procedures Manual may result in disciplinary action.

## PROCEDURE

All Search and Rescue personnel will:

- Obey the provisions of the Constitution of the United States; the Constitution of the State of California; and applicable ordinances of the County of Kern.
    - Any member who becomes involved in a criminal action no matter how minor, will immediately notify the ranking officer of his Search and Rescue Team, who will, in turn, notify the Search and Rescue Coordinator.
- Obey and carry out all lawful policies, procedures, directives and orders issued by the Sheriff, Departmental Officers, and ranking officers of a Search and Rescue Team.
    - Failure to do so may be deemed insubordination.
- Attempt to maintain a spirit of volunteerism by striving to be equally involved in each phase of Search and Rescue. These phases are: Training, Meetings, Public Relations Events and Rescue Responses.

- Foster good public relations by treating the public with courtesy, keeping in mind the necessity of maintaining public respect for Search and Rescue efforts.

- Refrain from using coarse, violent, profane or insolent language.

- Be civil and respectful to each other.

- Provide assistance to citizens in a professional manner.

- Have in their possession a valid California Driver's license and possess mandated automobile insurance.

    - Advise Countywide Services Section staff of any change of address, email address and/or telephone numbers.

- Advise the Search and Rescue Coordinator immediately of any medical condition which prevents the performance of Search and Rescue duties.

- Return all Sheriff's or Search and Rescue Team equipment upon termination of membership.

KERN COUNTY SHERIFF'S DEPARTMENT
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** SELECTION OF MEMBERS **NO.** C-100

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:** California Government Code 26614

## POLICY

The Kern County Sheriff's Office recognizes the citizen volunteers of the Search and Rescue Teams located throughout the County form an integral part of the Sheriff's Office. Although non-sworn, these persons are commissioned by the Sheriff's Office as Search and Rescue Volunteers. They shall be issued a Sheriff's Office identification card.

## DIRECTIVE A

Membership into Search and Rescue shall be available to any person who meets the following requirements:

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Inability or failure to obtain citizenship may result in dismissal.
- Has attained the age of 19 years.
- Is in good physical and mental condition.
- Free of felony convictions.
- Free of misdemeanor convictions and probationary periods for two (2) years prior to application.
- Possesses a valid California Driver's License. (Active-duty military personnel exempted so long as they have a valid/current driver's license from another state.)
- Possess current private automobile insurance.
- Has been favorably considered by the Search and Rescue Team to which the individual has applied.
- Has successfully completed a Sheriff's Office background investigation.

The application for membership into Search and Rescue begins when the following examination and forms are completed and submitted:

- Volunteer Data Sheet
- Authorization to Release Information
- Illegal Drug Use Questionnaire
- FBI and DOJ, Livescan fingerprinting process

Membership into Search and Rescue is attained when:

- All Sheriff's Office and Kern County forms are completed.
- All State of California Disaster Worker forms are completed.
- The Oath of Office is administered by a qualified County official.
- All certifications required by the Sheriff's Office are attained during the probationary period.

**DIRECTIVE B**

The Countywide Services Section Lieutenant is the appointing authority for Search and Rescue members with the Sheriff having absolute authority in all matters related to membership.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
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**TITLE:** PROBATIONARY PERIOD **NO.** C-200

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:**

## POLICY

The Kern County Sheriff's Office and each Search and Rescue Team actively seek those individuals who are motivated by the true sense of volunteerism. Initial interest in Search and Rescue activity may be generated by media coverage of rescues or by acquaintanceship with Search and Rescue members. Whatever motivates the initial inquiry which leads to the application and the subsequent commissioning of the individual, the true test of his or her commitment will be that of time. True understanding of rescue work reflects knowledge that many hours are devoted to those areas not considered to be "rescue callouts." It is this understanding that forms the basis for a probationary period following commissioning. This period allows both the individual and the Search and Rescue Team to truly evaluate the many factors involved in being a Search and Rescue volunteer.

## DIRECTIVE A

Each newly commissioned member of a Kern County Sheriff's Office Search and Rescue Team will be subject to a probationary period. Successful completion of this probationary period will establish the member as a member in good standing with the Sheriff's Office and the Team.

- The probationary period will be for the span of one (1) calendar year following commissioning.
    - During the probationary period the member shall be evaluated a total of four times. These evaluations shall be quarterly and in writing. The last evaluation will contain a recommendation as to the passing or failing of probation.
    - At a minimum, any member passing probation should meet or exceed applicable State guidelines. This recommendation shall be forwarded to the Search and Rescue Coordinator for approval. These evaluations are the responsibility of the Team Training Officer.
    - One copy of each written evaluation will be given to the probationary member as a means of aiding self-evaluation and improvement.
- The probationary period should include emphasis of the members' expression of their commitment to the concept of volunteerism. This involves examining their participation in each phase of Search and Rescue which includes:
    - Attendance at meetings.

- Attendance at training events.
- Attendance at public relation events.
- Attendance at Search and Rescue callouts.

- Other factors which establish the member as being acceptable to the Team and its mission should also be considered. Several of these factors are:

  - Ability to grasp the concept of the Search and Rescue mission.
  - Ability to understand and apply search techniques.
  - Ability to understand and apply training information.
  - Ability to understand and practice safety techniques.
  - Ability to function in the Team concept involved in rescue work.
  - Ability to follow directions.
  - Ability to physically perform those tasks involved in rescue work.

In addition to the above listed attributes, each Search and Rescue Team may establish probationary criteria which pertain to particular tasks so important as to be of a qualifying nature. These criteria must be explained in writing to the Search and Rescue Coordinator for documentation purposes.

**DIRECTIVE B**

Each Search and Rescue member must attend a Volunteer Academy during the probationary period. If a member fails to complete the required academy, their probation may be extended for a period not exceeding six months. The extension of probation will only be considered upon written request being made by the team Captain, to the Search and Rescue Coordinator.

**DIRECTIVE C**

On occasion, members who have passed their probationary period may later be found to require re-examination for continued membership. In such cases, the unit shall advise the Search and Rescue Coordinator of the situation for proper evaluation and action.

KERN COUNTY SHERIFF'S DEPARTMENT
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** MEMBERSHIP - LEAVE OF ABSENCE NO.C-300

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:**

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## POLICY

The Sheriff's Office recognizes that there are occasions wherein Search and Rescue members may find it impossible to fulfill their duties. This may occur when any of several situations arise which so disrupt the members' lifestyle as to prevent volunteerism for a given period of time. These occasions may occur from such situations as medical incapacitation or recovery, employer-work requirements, or family crisis management. These occasions, if temporary in duration, may be overcome by the granting of a Search and Rescue leave of absence.

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## DIRECTIVE A

Any member of a Search and Rescue Team who believes that they will be unable to temporarily fulfill their duties may request a leave of absence from the Search and Rescue Coordinator.

- The request for a leave of absence will be completed in writing and it will list the member's request for leave, a reason for the request, a requested length of leave, and the intended date of return to full membership status.

- The request will be submitted through the member's chain of command within their Team. The Team Captain will make a final recommendation on granting or denying the request. The request will then be forwarded to the Search and Rescue Coordinator.

- The Search and Rescue Coordinator will then grant or deny the leave request and return the request to the member, through the chain of command.

- A request for a leave of absence will not exceed a period of six (6) months without the approval of the Countywide Services Section Lieutenant.

- Upon reinstatement to full-duty status, the Search and Rescue Coordinator will notify the Team Captain.

- Probationary employees shall not be eligible for leave of absence status.

**DIRECTIVE B**

In situations involving a medical basis for a granted leave of absence, the member will furnish the Search and Rescue Coordinator with a written statement from the treating physician, which indicates that the member is capable of returning to full Search and Rescue duties. The physician's statement must be received before the member is allowed to regain active status.

KERN COUNTY SHERIFF'S OFFICE
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**TITLE:** MEMBERSHIP - TERMINATION **NO.** C-400

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 29, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** October 29, 2026

**REFERENCE:**

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**POLICY**

It shall be the policy of the Kern County Sheriff's Office to maintain an active membership within Search and Rescue. Activity by Search and Rescue members is not measured by rescue responses alone but by a totality of involvement in the citizen volunteer concept. The Sheriff's Office seeks Search and Rescue members who understand and strive to be involved in all phases of Search and Rescue. Failure to display activity may be cause for termination.

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**DIRECTIVE A**

Termination of membership in Search and Rescue may result from:

- Voluntary resignation.
- Retirement.
- Actions constituting a violation of Search and Rescue Team procedures.
- Actions which violate Sheriff's Office policies or procedures.
- Inactivity involving rescue responses.
- Inactivity involving public relations events.
- Failure to train or maintain required certifications.
- Failure to attend Team meetings.
- Disciplinary incidents.
- Discretion of the Sheriff.

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**DIRECTIVE B**

Termination of a Search and Rescue member shall be at the direction of the Countywide Services Section Lieutenant. Upon termination from Search and Rescue, the involved member shall immediately, or in no case later than 48 hours, surrender the following items to the Search and Rescue Coordinator, or with the Coordinator's approval, the nearest Sheriff's Substation:

- Badge, if applicable. SAR members with more tenure were issued badges. The Sheriff's Office no longer issues badges to new SAR members.
- Sheriff's Office identification card.
- Equipment belonging to the Search and Rescue Team or the County of Kern.

**DIRECTIVE C**

It shall be the responsibility of the Search and Rescue Coordinator to ensure compliance with this policy and to keep the Countywide Services Section Lieutenant informed in the case of non-compliance.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** RANK STRUCTURE AND RESPONSIBILITIES **NO.** D-100

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 23, 2017

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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**POLICY**

Since the Sheriff's Office is structured as a paramilitary organization, there is understanding and appreciation for the concepts of organizational rank and file and for a chain of command hierarchy. In Search and Rescue operations, as well as in the accomplishment of day-to-day business, it is most efficient to operate under such a structure. Therefore, to achieve consistency in the Search and Rescue Team countywide, each Search and Rescue Team will adhere to the positions established by the Sheriff's Office in establishing their rank structure. Teams may establish additional positions, at the discretion of the SAR Coordinator, if the team deems it necessary for the efficient operation of its day-to-day business.

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**DIRECTIVE A**

- Search and Rescue Team Captain
    - The captain is the highest-ranking member within the team and has the overall responsibility of the Search and Rescue Team during his/her term of office. Responsibility for all phases of team performance rests at this level. This member shall achieve Search and Rescue goals through delegation of duties.
    - This member shall be responsible for maintaining a close working relationship with the Sheriff's Office Search and Rescue Coordinator.
    - The Captain shall be responsible for ensuring each member of their team maintains the physical and technical skills needed to safely and adequately perform Search and Rescue duties. The Captain will notify the Search and Rescue Coordinator of any deficiencies.
    - Act as Safety Officer, in the absence of an appointed Safety Officer.

- Search and Rescue Team Operations Lieutenant

    - The Operations Lieutenant is second in command of the team rank structure and shall act as an assistant to the Team Captain. The Operations Lieutenant will take over the Captain's duties in the absence of the Captain and shall be in charge of specific functions. Minimally, the Operations Lieutenant will be in charge of training and equipment but may be assigned other duties and responsibilities at the discretion of the Team Captain and the SAR Coordinator. Any team member assigned to a function falling within the Operations Lieutenant's areas of responsibilities (i.e. Training Officer, Equipment Officer, etc.) will report to the Operations Lieutenant.

- Search and Rescue Team Administrative Lieutenant.

    - This member is the third ranking officer of the Search and Rescue Team. The functions for which the Administrative Lieutenant is responsible include documentation of the team's activities and public relations. Such documentation includes records of meetings, maintaining team rosters, completion of Search and Rescue callout reports, and processing team personnel actions. Any team member assigned to one of these functions (i.e. secretary, treasurer, finance officer, etc.) will report to the Administrative Lieutenant.

- Search and Rescue Team Training Officer (or committee).

    - Since training and its commensurate record keeping are essential to the Search and Rescue mission, each team will establish a position of training officer or a training committee, to oversee the function of the team's training. This person, or committee, will report to the Operations Lieutenant and will be responsible for planning and organizing training events, and for the proper documentation of all training.

**DIRECTIVE B**

The Search and Rescue rank structure listed above denotes the minimal positions in the chain of command that are required to be established in every team. Additionally, each team may, at the discretion of the SAR Coordinator, establish other positions of rank as needed to efficiently carry out their day-to-day operations.

- Additional Team ranks may be:

    - Public Relations Officer
    - Safety Officer
    - Secretary
    - Treasurer (Finance Officer)
    - Team Leaders

- Liaison Officer
- Technical Officer
- Other positions as deemed necessary

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**TITLE:** RANK INSIGNIAS **NO.** D-200

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

## POLICY

The Sheriff's Office seeks to promote order and efficiency within the countywide organization of Search and Rescue Teams. As a means of achieving this goal, the Sheriff's Office has authorized the wearing of rank insignia by the officers of the teams.

## DIRECTIVE A

The wearing of rank insignia is authorized under the following conditions:

- Insignia of rank for Search and Rescue shall be silver in color and of the metal collar tab type.
- Insignia shall only be worn on the collar tabs of the uniform.
- Insignia may be worn during the administrative functions of the team: i.e. meetings, public relations events, training events and during operational functions.

## DIRECTIVE B

Rank insignia of the Search and Rescue Teams are intended for internal functioning only and in no manner, infer or bestow any superior-subordinate relationship to commissioned peace officers of the Kern County Sheriff's Office or allied law enforcement agencies. In matters involving Search and Rescue personnel, all commissioned peace officers of the Sheriff's Office shall be deemed of superior rank due to Government Code provisions.

KERN COUNTY SHERIFF'S OFFICE
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**TITLE:** TRAINING **NO.** E-100

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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**POLICY**

Search and Rescue training is the glue, which binds the team's members together in fulfilling the Search and Rescue mission. Training gives direction, purpose and confidence to the individual and the team. The Sheriff's Office recognizes the importance of training and seeks to encourage each team to acquire proficiency in Search and Rescue skills. Training must be approved by the SAR Coordinator, in advance of the training. Refer to Section E-300 of this manual.

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**DIRECTIVE A**

Training that is sponsored by the Sheriff's Office is available to all Search and Rescue members. Classes of this type may be:

- Annual County Search and Rescue seminar.
- Cal OES courses sponsored at the County level.
- Joint training exercises between Sheriff's Office Search and Rescue Teams and Search and Rescue Teams from other counties.
- Joint training with other county agencies.
- Joint training exercises between Kern County and other state, federal, or military agencies.

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**DIRECTIVE B**

Each Search and Rescue Team will establish and conduct team training programs for its members. This training will cover all aspects of the Search and Rescue mission. This training will include the basic concepts of Search and Rescue as well as those duties of a specialized or technical nature. The Team Captain, Safety Officer and ranking team member on site are individually and jointly responsible for ensuring that training is customized for each participant so that each participant has the skills, knowledge and equipment to safely perform the training. Special care must be taken to ensure that known hazards are addressed and mitigated if possible.

- These classes may contain material on such subjects as:

| | |
|---|---|
| Search and Rescue fundamentals | Tracking |
| Incident Management systems | SAR resources |
| Survival skills | Lost person behavior |
| Navigation | Search probability theory |
| Communications | Personal equipment |
| Search techniques | Rope skills |
| Clue consciousness | First aid and CPR |

- Instructors may be from within the team or obtained from outside sources.

- In areas involving task-oriented training, the member is expected to demonstrate proficiency.

- Unless otherwise specified by team Bylaws, members are required to attend at least fifty percent of the Team's annual training events. At a minimum, the team and its members must train sufficiently to meet all applicable State guidelines.

- Team training events are generally open to members from other teams except those classes of a technical nature for which prerequisite skills are required.

- Team training events require documentation, in advance, to the Sheriff's Office. Refer to Section E-300, Training Documentation.

**DIRECTIVE C**

Individual members of the various Search and Rescue Teams are also encouraged to seek training and certification outside the Sheriff's Office or team setting. Various Search and Rescue training resources exist and should be taken advantage of in order to achieve maximum proficiency in SAR areas.

- Training may be obtained from:

    - Other governmental agencies, i.e. Fire Department, etc.
    - Commercial entities, i.e. Rescue 3, etc.
    - Other rescue organizations, i.e. Mountain Rescue Association, etc.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** TRAINING FORECAST **NO.** E-200

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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## POLICY

In an effort to ensure that search and rescue training is effective and to maximize the potential exposure of this training, the Department encourages the use of a Training Forecast. Forecasting allows members of the SAR Team to long range plan their activities in order to attend training events. It also affords members of other SAR Teams the opportunity to attend training which would have been otherwise overlooked.

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## DIRECTIVE A

Each Search and Rescue Team will have an established Training Forecast of events.

- The Training Forecast will be the responsibility of the Training Officer or of the Training Committee.

- The Training Forecast will include a chronological listing of training events, which includes:

    - Nature of training
    - Anticipated location of training
    - Approximant date of training
    - Contact person

- The Training Forecast will include a minimum period of three (3) months and begin upon the calendar year.

    - The Training Forecast will be forwarded to the Search and Rescue Coordinator.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** TRAINING DOCUMENTATION **NO.** E-300

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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## POLICY

In order to reflect the degree of proficiency attained by the Search and Rescue Team of the Sheriff's Office, it is necessary that all training be documented. This documentation of training events serves to provide an overview of training efforts as well as a historical record of team activity.

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## DIRECTIVE A

In all Sheriff's Office training matters, it is the responsibility of the Search and Rescue Coordinator to ensure that documentation is completed. Documentation of Search and Rescue Team training events is the responsibility of the involved Group Training Officer or Training Committee. Training will not be conducted without prior authorization of the Search and Rescue Coordinator or Countywide Services Section Lieutenant. It will be the responsibility of the Search and Rescue Coordinator to ensure that each team complies.

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## PROCEDURE

The documentation process proceeds to conclusion by completion of the following phases:

Phase I- Planning

- The Training Forecast summarizes the intended training for a given period.
- An Instructor Resume is completed by the course instructor identifying himself and his credentials concerning course knowledge.
- A Course Outline is compiled by the instructor highlighting the salient course topics required for student proficiency, clearly stating what the objectives of the course are, and clearly stating what the student should learn.
- A SAR Training Plan is completed and approved through the chain of command.
    - A Training Plan, approved in writing and in advance, is required to ensure that training participants will be covered by the California Disaster Services Worker program in the event of an injury. The approval may be in the form of an e-mail.

Phase II- Execution

- A Sign-in roster is recorded which identifies those members in attendance during the course.
- If an Examination is required, the materials utilized to display proficiency will be maintained.
- Any Certification or diploma awarded upon completion of the course will be so noted.

**DIRECTIVE B**

Materials provided for training documentation will be forwarded and maintained by the team training officer for inclusion in the SAR volunteer's training file.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** MEETINGS **NO.** F-100

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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## POLICY

Search and Rescue continuity is maintained by interaction between the members and representatives of the Sheriff's Office, and the timely dissemination of information between both. To this end, the Department strongly recommends that SAR Teams meet on a regular basis.

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## DIRECTIVE A

Each Search and Rescue Team will hold regularly scheduled meetings of a general business nature. These meetings also:

- Will be open to the general membership, invited guests, and prospective members.
- Will be scheduled monthly except during holiday periods or periods of "Dark" or "no meeting" months.
- Will follow the team's procedures and those of Roberts Rules of Order.

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## DIRECTIVE B

Biannually the Team Captains of each Search and Rescue Team and members of the Sheriff's Office, including but not limited to the Search and Rescue Coordinator and the Countywide Services Section Lieutenant, should meet to disseminate information relevant to Search and Rescue operations. These meetings will be referred to as "Captain Meetings" and seek to promote all matters related to the Search and Rescue mission within the County.

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## DIRECTIVE C

Unless otherwise specified by Team Bylaws, members are required to attend at least fifty percent of the team’s regular meetings. Members are also encouraged to attend meetings hosted by other SAR Teams.

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## DIRECTIVE D

Whenever possible, the Search and Rescue Coordinator shall attend the Search and Rescue Team meetings held throughout the County. Other Sheriff's personnel are encouraged to attend meetings also, as a means of more fully understanding the Search and Rescue mission.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** CALLOUT PROCEDURES - IN COUNTY **NO.** G-100

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM H-400

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## POLICY

The Sheriff's Office recognizes the basic intent of Search and Rescue is that of a timely response of the appropriate degree. Search, and especially rescue, is of an emergency nature and dictates all members be prepared and capable of responding to a callout when needed. To that end, each member shall understand the steps involved in the callout procedure.

Search and Rescue teams are encouraged to stage resources when there is a high likelihood that they will be needed. However, SAR teams will not "self-dispatch" and are prohibited from responding to an incident before the Search and Rescue Coordinator has approved of the mission.

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## PROCEDURE

Upon notification by field deputies or other reporting persons, Sheriff's personnel receiving the information will:

- Gather all pertinent information that is available relevant to the request for Search and Rescue.
- Ensure sufficient information exists to allow Sheriff's Office Search and Rescue personnel to make informed decisions.
- Notify the Search and Rescue Coordinator or the on-call Search and Rescue supervisor. If unable to contact either, the Countywide Services Section Lieutenant shall be notified.

The Search and Rescue Coordinator will:

- Assess the situation and determine what resources, if any, will be deployed.
- Cause activation of the Search and Rescue team(s) within the appropriate response area, utilizing the required members and equipment to accomplish the mission.
- Respond with the appropriate team and act as the Operations Chief in the Incident Command System.
    - The Coordinator can operate as the Incident Commander if necessary;

however, this function is normally held by a Watch Lieutenant/Commander, Patrol Sergeant, or other designated personnel.

- Be responsible for securing all Search and Rescue equipment at the conclusion of the mission.

- Be responsible for securing all Search and Rescue personnel and causing a mission debriefing to occur.

- Make arrangements for the food needs of Search and Rescue personnel during and at the conclusion of the mission.

- Complete all required reports at the end of the mission, including but not limited to an original incident or supplemental report, which will be maintained in accordance with the records storage policy of the Kern County Sheriff's Office.

The Search and Rescue Team Captain or highest-ranking team member will:

- Ensure the SAR Coordinator is aware of the incident, and has approved a SAR response, before personnel are dispatched to the scene. Staging equipment is permissible, but personnel must not proceed to an incident prior to approval from the SAR Coordinator.

- Activate the manpower and equipment resources requested by the Search and Rescue Coordinator upon notification.

- Activate an EMT response.

    - Only qualified EMT trained volunteers who are approved by the Rescue Coordinator and/or the department Clinical Director to practice EMT level care and who carry appropriate EMT equipment may respond to call outs in an EMT capacity.

- Respond to the search area, establish a base camp, and coordinate the operation with the Search and Rescue coordinator by utilizing the Incident Command System.

    - The on-scene Sheriff's Office personnel will act as Incident Commander and the ranking SAR member will act as Operations Chief until the Search and Rescue Coordinator arrives.

- Ensure documentation is made of all phases of the search operation, including:

    - Search management forms.
    - Callout roster of search members.

- Scribe record of search operations.
- Search activity assignments.
- Rescue equipment utilized.
- Man-hour and mileage requirements.
- Any appropriate EMT paperwork.

- Provide this documentation to the Search and Rescue Coordinator.

Search and Rescue Members will:

- Be prepared to respond upon notification.

- Respond, if available, to the location given with the appropriate clothing and equipment.

- Attempts should be made by the members to share rides to the search area, as much as possible, to reduce problems caused by too many vehicles at a search location.

- Always sign in at the designated location.

- Perform assignments in a proficient manner utilizing training, safety techniques, and mission-oriented activity.

- Participate in the mission debrief unless relieved by the Search and Rescue Coordinator.

- Always sign out and perform a safety check of equipment and individual fitness status prior to departure.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** CALLOUT PROCEDURE - MUTUAL AID **NO.** G-200

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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## POLICY

The nature of Search and Rescue is such that oftentimes a county finds it necessary to request search and rescue resources from other agencies. If feasible, the Kern County Sheriff's Office will respond to such requests made for their assistance with haste and all available requested resources.

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## DIRECTIVE A

All requests for Search and Rescue mutual aid assistance shall be received by the Kern County Sheriff's Office from the California Office of Emergency Services (Cal OES). The request will be forwarded to the SAR Coordinator for further action. No Search and Rescue Team will initiate, commit, nor respond to a request for out-of-county Search and Rescue assistance from any other source.

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## PROCEDURE

Upon notification, the Department employee receiving the request will:

- Ensure that sufficient information is obtained from the Cal OES representative to allow for an appropriate Sheriff's Office response. This normally consists of:
  - Name of Cal OES representative and mission number.
  - Requesting agency and contact person information.
  - Synopsis of search and rescue incident.
- Notify the Search and Rescue Coordinator or the on-call Search and Rescue supervisor if they are not the one receiving the initial notification.

The Search and Rescue Coordinator will:

- Contact the OES representative to ensure that a proper understanding of the mutual aid request and the information is correct.
- Contact the requesting agency contact person to determine:
  - The nature of the search and rescue incident.
  - The requested level of resources desired.
  - The requested arrival time and location.

- The geographic factors involved.
- The climatic factors involved.
- Any special skills requested.
- Expected length of aid assistance.

- Activate the appropriate Search and Rescue Team(s) or portions thereof and provide:

  - The mutual aid search information.
  - The meeting place for departure and check-in.
  - The mission call-off procedures.

- Travel to the requesting agency command post and act as Department Liaison during search operations, whenever possible.

The involved Search and Rescue Team's Captain or highest-ranking member available will:

- Activate the manpower and equipment resources requested by the Search and Rescue Coordinator upon notification.

- Respond to the departure location and travel to the requesting agency command post.

- Perform all duties as assigned by the requesting agency.

- Ensure documentation is made on all phases of the team's involvement to include:

  - Callout roster of search members.
  - Summarized record of team search activity.
  - Rescue equipment utilized.
  - Man-hour and mileage requirements.

- Provide this documentation to the Search and Rescue Coordinator.

Search and Rescue Members will:

- Be prepared to respond upon notification.

- Respond, if available, to the departure location with the appropriate clothing and equipment.

- Upon arrival, perform assignments in a proficient manner utilizing training, safety techniques, and mission-oriented activity.

- Always perform a safety check of equipment and individual fitness status prior to departure for return to Kern County.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** AIRCRAFT OPERATIONS **NO**. G-300

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:**

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## POLICY

Search and Rescue callouts involve all types of activity. Incidents involving downed aircraft are one of the most specialized and frequently entail the most coordination by the Sheriff's Office and other agencies. To successfully conclude a downed aircraft search and rescue operation, there must be liaison and preplanning. The Sheriff's Office fully intends that these areas be properly addressed.

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## DIRECTIVE A

The Search and Rescue Coordinator will be responsible for conducting all SAR activity of the Sheriff's Office involving aircraft that are missing, overdue, or crashed in remote areas. It shall be the Coordinator's responsibility to perform liaison duties with other agencies involved in such events.

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## PROCEDURE

Upon notification, the Sheriff's Office employee receiving the request will:

- Ensure that sufficient information exists to allow the appropriate Sheriff's personnel to make informed decisions.
- Notify the Search and Rescue Coordinator or the on-call Search and Rescue supervisor if they are not the one receiving the initial notification.
- Notify the Sheriff's Watch Lieutenant/Commander.
- Perform any other related duties as required by the incident or by procedure.

The Search and Rescue Coordinator will perform the following duties in those incidents involving missing or overdue aircraft:

- Receive all available information provided from the Sheriff's Office employee receiving the initial call.
- If necessary, contact the reporting party or other involved agencies in an attempt to obtain all required information.
- As required by the incident, activate Search and Rescue personnel to respond to those areas

involved to check for emergency beacons.

- Contact the local Civil Air Patrol (CAP) Mission Coordinator to determine the nature of the CAP response.
    - If no local search base has been established, continue to share information regarding the incident and the efforts being made to resolve it.
    - If a local search base has been established, travel to the base and act as liaison between the CAP and the Sheriff's Office.
    - Request Sheriff's Office Air Support Unit assistance if needed.

The Search and Rescue Coordinator will perform the following duties in those incidents involving aircraft crashes in remote areas:

- Activate those Search and Rescue Teams and equipment needed to locate, reach and recover any survivors or deceased victims.
- Ensure that **all** ground search operations are under the direct control of the Sheriff's Office.
- Facilitate the access, examination and recovery phases of the operation with those agencies requiring involvement, ie: Federal Aviation Administration, National Transportation Safety Board, aircraft manufacture's representatives, and aircraft insurance carrier.

**DIRECTIVE B**

Search and Rescue personnel will often utilize aircraft to assist in a search or rescue. These aircraft will usually be from the Sheriff's Air Support Unit but may be from another agency. Search and Rescue personnel must make themselves aware of the following policies.

Search and Rescue members involved in aircraft operations will:

- Strictly follow all directions of the pilot, observer or the assigned team leader.
- Never smoke around the aircraft or fuel storage vehicle.
- Always be prepared to "hike out" or "stay over" at a site to which members have been airlifted.
- Aid officials of other agencies involved in the examination of an aircraft crash site.

- Comply with all aircraft operations training procedures and all safety rules.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** INCIDENT COMMAND SYSTEM **NO.** G-400

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM H-100

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**POLICY**

The object of Search and Rescue is to locate victims as efficiently, effectively and economically as possible. This is best achieved through good management based on a well-planned structure and organization. Search management evolution has adopted the Incident Command System as the best format to fulfill the Search and Rescue function.

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**DIRECTIVE A**

The Incident Command System shall be the mode of Search and Rescue event management.

- The Incident Command System will be instituted by the Search and Rescue Coordinator at the time the mission is begun.

- The Incident Command System of modular organization and responsibility will exist during the entire course of the Search and Rescue event.

    - The Incident Commander may encompass all modules or he may establish those modules required to accomplish the mission.

- The Incident Commander will normally be the ranking, involved Sheriff's personnel on scene.

    - The Search and Rescue Coordinator will normally fulfill the Operations Officer module except when assigned as Incident Commander by competent authority, or in the absence of any other ranking Sheriff's Office personnel.

- Search and Rescue Team officers may fulfill those modules of the Incident Command System as assigned by the Incident Commander. This will normally be determined by the dictates of the event and the needs of the Sheriff’s Office.

**DIRECTIVE B**

All Search and Rescue Teams will train in the Incident Command System and will adopt this system in all training scenarios of search operations.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** UNIFORMS AND APPEARANCE **NO.** G-500

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM Sections K-100, 200, 300, 810, 900

## POLICY

Search and Rescue activity generates a high degree of media and public attention. Due to this situation, it is imperative Search and Rescue members present a favorable image of the team and the Sheriff's Office. Search and Rescue members' dress and appearance are the measures used by the public to infer professionalism and proficiency. The Sheriff's Office seeks to promote Search and Rescue through adherence to grooming and uniform standards.

## DIRECTIVE A

All Search and Rescue personnel will keep their head and facial hair neatly trimmed in such a fashion as to promote a positive image of the Sheriff's Office.

## DIRECTIVE B

Uniforms of the appropriate nature will be worn during all Sheriff's Office Search and Rescue activity. Uniform requirements will largely be dictated by the nature of the activity but may be determined by the Search and Rescue Coordinator.

## CLASS A UNIFORM

- The Search and Rescue Class A Uniform will consist of the following:
    - Orange "Dickies" style long or short sleeve button down type shirt with red Sheriff's Office patches.
    - Name plate, metal (silver)
    - A green cloth name strip with silver lettering is permissible in lieu of the metal name tag.
    - Cloth or embroidered SAR badge
    - Green BDU or jeans style pants
    - Black basket weave belt
    - Black leather footwear

- SAR personnel are authorized to wear the following jackets as described in K-300. Jackets worn in conjunction with the SAR uniform shall have "SEARCH AND RESCUE" embroidered across the upper back of the jacket in 3" gold letters.
    - Standard Duty
    - Alternate Duty
    - Cold weather

- Alternate Cold Weather
- Windbreaker

- This uniform shall be the uniform normally worn during urban Search and Rescue operations, public relations events and administrative functions.

## CALLOUT UNIFORM

- The Search and Rescue Callout Uniform will consist of:

  - Orange "Dickies" style long or short sleeve button down type shirt with red Sheriff's Office shoulder patches, cloth Search and Rescue badge, green cloth name and team tags with gold lettering.
  - Green, BDU style pants.
  - Belt.
  - Appropriate footwear.
  - Approved, black baseball cap with "Sheriff" or "Rescue" embroidered on front in gold letters in accordance with DPPM on uniforms or plain tan or black utility style hat.

## WINTER UNIFORM

- The uniform for winter Search and Rescue operations shall be those articles of team or personal clothing which afford the member the ability to accomplish the Search and Rescue mission while protecting the member from the elements.

- The Search and Rescue Coordinator shall determine if any item of winter search clothing is inappropriate for wear during search operations.

- The Search and Rescue teams are encouraged to regulate acquisition of winter rescue apparel in an attempt to promote uniformity in style and color.

## UNIFORM OPTIONAL ITEMS

- In an attempt to retain flexibility concerning uniforms and rescue operations, the following optional uniform items are authorized:

  - Callout Uniform. An orange T-shirt may be substituted on an individual basis for the standard shirt. This T-shirt will have a Search and Rescue badge embossed on the front right and Kern County Sheriff's Office Search and Rescue embossed on the back.

  - A jacket, appropriate for weather conditions. If the jacket is equipped with any Sheriff's Office patches, it must have the full patch set, consisting of the shoulder

patches and Search and Rescue patch on the back, as described above.

- Callout uniform. An orange shirt with Mountain Rescue Association insignia is authorized for wear by the China Lake Mountain Rescue Team. The left shoulder patch will be that of the Kern County Sheriff's Office.

- The Kern County Sheriff's Office does not issue Search and Rescue badges. The wearing or carrying of a Search and Rescue badge is not required. The badges will be:
  - Cloth sew-on Search and Rescue badge, silver with blue background.
  - Metal badges are no longer authorized for uniform wear. If a member happens to remain in possession of a metal badge, they are prohibited from carrying, wearing or displaying the metal badge in public. Members are prohibited from carrying a metal SAR badge in their vehicle, on their person, or in their equipment. No new badges will be ordered or issued.
  - No Search and Rescue badge shall be privately owned except when presented as a service award approved by the Search and Rescue Coordinator or the Countywide Services Section Lieutenant.
- Search and Rescue Authorized Lapel or Shoulder Insignia:
  - Volunteers who have completed specialized training such as the State of California, Office of Emergency Services, Search Management Course or Swift Water Rescue Course may wear a lapel insignia or patch indicating such training.
  - The lapel pins are to be worn on the Class A and callout uniform located on the right front shirt pocket, on the corner of the pocket or pocket flap nearest to the center of the shirt. Only one pin may be worn at a time.
  - Shoulder insignias will be worn on the right shoulder of the uniform shirt, centered one inch below the Sheriff’s Office shoulder patch.

**DIRECTIVE C**

- No article of the Search and Rescue uniform, which is identifiable due to its appearance and markings, may be worn by a member or others while not involved in Search and Rescue activity.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** DONATIONS AND GRANTS **NO.** G-600

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:** Government Code 25355, Kern County Sheriff's Office DPPM J-500

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## POLICY

Search and Rescue activity is largely funded by member expense, fund-raising activity, grants, and community donations. The Sheriff's Office will fully support Search and Rescue Teams in their pursuit of community support.

## DIRECTIVE A

The Search and Rescue Coordinator will approve all fund-raising activity prior to a commitment by a team to involve itself in such activity. Additionally:

- Fund-raising activity shall not be of a nature, which would reflect adversely on the Sheriff's Office or Search and Rescue.
- Fund-raising activity shall not be knowingly conducted with any organization or firm that is the subject of an investigation by the Sheriff's Office or other law enforcement agency.
- During approved fund-raising activities, members may wear Search and Rescue uniforms or display Search and Rescue logos and equipment.
- All proceeds derived from fund-raising activity will be strictly accounted for and reported at the general business meeting of the team. Since all proceeds from fund-raising activities and donations go to the individual teams and not the Sheriff's Office, the individual teams are responsible for complying with all state, federal and Internal Revenue Service regulations.

The Search and Rescue Coordinator must evaluate all grant requests prior to final submission. The approval or denial of the grant submission will be based on factors including, but not limited to:

- The need for the requested equipment or supplies.
- How the requested equipment or supplies will integrate with existing equipment and procedures.
- The potential cost of future equipment maintenance and/or operating expenses.
- The need for new or revised policies, procedures or training required to operate the

requested equipment.

- The potential impact of any commitments made as a condition of receiving the grant.
- Any potential increase in liability that may result in accepting or using the equipment.

**DIRECTIVE B**

Currency or equipment obtained via grants or donations will be subject to provisions of the Government Code, the County of Kern Policy and Procedures Manual and the Sheriff's Office Policy and Procedures Manual referenced above. No grants or donations shall be accepted except as outlined in these guidelines.

Search and Rescue grants or donations:

- Shall not be accepted with any promises or guarantees for preferential or specialized service accompanying them.
- Shall not knowingly be accepted from any person or organization that is under investigation by the Sheriff's Office or other law enforcement organization.
- Shall not be accepted for the personal use of an individual member.
- May be accepted for the use of a designated Search and Rescue Team.
- May be accepted if the donation will benefit the Search and Rescue mission.
- May be accepted if the donated item will not incur any financial obligation to the Sheriff's Office.
    - Vehicles, including off-road vehicles, may be accepted but only upon review and approval of the Sheriff's Fleet Services Unit.

**PROCEDURE**

Search and Rescue members will:

- Properly identify themselves to the potential donor and identify the intended use of the donation.
- Follow all Kern County Sheriff Office Policies and Procedures, Countywide Services Section Policies and Procedures, and other applicable procedures and laws concerning grants and donations.

- Not facilitate the use of Sheriff's Office equipment, personnel, badges or uniforms in vendor advertising.

**DIRECTIVE C**

Each Search and Rescue Team will be provided liability insurance by the County of Kern, to cover participation in fund raising events.

**PROCEDURE**

- The Countywide Services Section Lieutenant must approve each covered event.
- Each team must submit an accounting of the number of approved events, and the man-hours committed, to the Countywide Services Section Lieutenant by March 1st, each year.

**DIRECTIVE D**

The Kern County Sheriff's Office allows each individual Search & Rescue Team to apply for recognition of exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

The Sheriff of Kern County recognizes that by allowing this it will enable each Search & Rescue Team to obtain donations from entities that otherwise would be unable to contribute resources, which facilitates the team's effort toward the Kern County Sheriffs Office Search & Rescue Mission.

The following guidelines will be followed by those Search & Rescue teams that choose to become incorporated and exempt under the Internal Revenue Code section 501(c)(3):

- Shall maintain current tax-exempt status and file appropriate 990 N paperwork with the Internal Revenue Service.
- Shall provide a copy of the team's By-Laws to the Search & Rescue Coordinator for approval by the Sheriff or his designee.
- Shall obtain approval from the Sheriff or his designee of any revision to the team's By-laws.
- Shall not allow any person to be on the team or Board of Directors that is not also collaterally commissioned as a Search & Rescue Volunteer through the Kern County Sheriffs Office selection process.

- Shall obtain prior approval from the Search & Rescue Coordinator if involved in a community event.

- Shall not enter into any "Agreement" or "Contract" with a private or public business or entity, which obligates the Sheriff of Kern County.

- If an incorporated Search & Rescue team decides to enter into an "Agreement" or "Contract" with a private or public business or entity, they will notify the Search & Rescue Coordinator of its intent and do so without the support of the Kern County Sheriff's Office and its resources, which include but are not limited to;

    - Liability insurance
    - Search & Rescue Vehicles & Equipment
    - Uniforms and Placards identifying the Kern County Sheriff's Office
    - State of California Disaster Worker Liability Insurance

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** DISCIPLINE **NO.** G-700

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 2, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM Section B-100, C-200

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## POLICY

Each Search and Rescue member is reminded while involved in search and rescue activity they, and their actions, directly reflect upon the Sheriff's Office. As such, members must conduct themselves in a professional manner by obeying all laws, rules and procedures. Necessary discipline will be applied to correct and strengthen the search and rescue organization.

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## DIRECTIVE A

Discipline of Search and Rescue members may arise either from within the Search and Rescue Unit or from within the Sheriff's Office. Discipline of a serious nature (suspension from duty or termination) shall be imposed only by the Countywide Services Section Lieutenant; however, units may make recommendations pertaining to such matters to the Search and Rescue Coordinator.

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## DIRECTIVE B

Search and Rescue discipline shall be constructive in nature and will strive to educate the individual member as well as the Unit. Some areas which may give rise to disciplinary action are:

- Failure to comply with all applicable laws and ordinances.
- Failure to obey all policies and procedures of the Sheriff's Office.
- Failure to conform to Search and Rescue guidelines.

Particular actions which give rise to disciplinary action within the Search and Rescue setting are:

- Failing to report damage to rescue equipment.
- Conduct which reflects adversely upon Search and Rescue or the Sheriff's Office.
- The consumption of alcoholic beverages at, during or immediately following a search and rescue activity.
- The use of profane, discourteous or inappropriate language in public, to other Search and Rescue members, or to the media during Search and Rescue activity.

- The inappropriate use of the Search and Rescue badge or identification card.
- Insubordination to Sheriff's Office personnel or to Search and Rescue ranking members.
- Inappropriate or unapproved contact with the family or friends of victims during rescue activity.

**DIRECTIVE C**

The Search and Rescue Coordinator or any sworn Deputy Sheriff may suspend any Search and Rescue member pending disciplinary action, should a violation occur which warrants such action. In the absence of a sworn deputy, the Team Captain may suspend a Search and Rescue member.

- When a Search and Rescue member is suspended pending disciplinary action, the suspending officer will provide a written statement as to the circumstances involved and immediately forward it to the Countywide Services Section Lieutenant via the Coordinator.

**DIRECTIVE D**

Each Search and Rescue Team shall maintain procedures for the reporting of disciplinary matters arising within the team. Recommendations for member discipline shall be forwarded in a timely manner to the Search and Rescue Coordinator.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** FIREARMS **NO.** G-800

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** September 1, 2020

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 2, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM J-2400

## POLICY

The carrying or use of firearms and Search and Rescue activity are generally not consistent. Search and Rescue members are not commissioned as peace officers and have no peace officer powers. Therefore, Search and Rescue members are generally prohibited from carrying weapons during search and rescue activity or training. However, the SAR Coordinator may authorize the carrying of firearms under specific circumstances in which a weapon could reasonably be needed for safety.

## DIRECTIVE A

The carrying of weapons by Search and Rescue personnel during callout activity shall be authorized by the SAR Coordinator. The authorization to carry a weapon will be specific to an individual and specific to an activation. This authorization shall exist under the following conditions:

- Search and Rescue members who wish to carry a concealed weapon on any Search and Rescue operation must contact the Search and Rescue Coordinator prior to responding and get verbal authorization to carry a concealed weapon for that specific incident. If SAR members wish to carry a firearm on SAR incidents, they must contact the SAR Coordinator and request authorization to carry a concealed weapon on every incident.

- All Search and Rescue members will be held to the same standard regarding this policy. Search and Rescue members who are peace officers as defined in PC 830 et sec, will also adhere to the above directive and request authorization to carry a concealed firearm on any SAR incident.

- Only members possessing a valid Carry Concealed Weapon (CCW) permit may carry a weapon during Search and Rescue activity.

    - Only weapons listed on the CCW permit may be carried.

## DIRECTIVE B

On a case-by-case situation, the Search and Rescue Coordinator will determine if firearms are authorized to be carried by Search and Rescue members. If firearms are not authorized, no Search and Rescue member shall carry a firearm. If the carrying of firearms is authorized the following guidelines shall apply:

- The discharge of weapons is only authorized as a signaling device or personal protection.
- Weapons will not be authorized during training exercises unless authorized by the Search and Rescue Coordinator.
- Weapons are strongly discouraged during urban search operations.
- Weapons will not be authorized during public relations events.
- Weapons will not be authorized during out-of-county mutual aid operations, unless the county Search and Rescue Coordinator for that specific county is consulted and approves our Search and Rescue members to carry firearms.

**DIRECTIVE C**

Any misuse or inappropriate conduct involving the use of a weapon by a Search and Rescue member while involved in Search and Rescue activity may result in the member being prohibited from carrying a weapon and subject the member to other discipline.

**DIRECTIVE D**

Probationary members shall not apply for a CCW permit solely based on Search and Rescue affiliation. Search and Rescue members applying for a CCW permit must apply for the permit in the county of their residence. Search and Rescue members living in another county are not authorized to apply for a CCW permit in Kern County.

**DIRECTIVE E**

Should an individual Search and Rescue Team decide it does not want its members to carry firearms, that Team shall make such recommendation to the Search and Rescue Coordinator in writing.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** INJURIES **NO.** G-900

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 3, 2026

**REFERENCE:**

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## POLICY

In all Search and Rescue activities there exists the possibility of injury occurring to the members. It is the intent of the Sheriff's Office that the possibility of injury be reduced through training and safety procedures. There are, however, occasions when injuries do occur, and the Sheriff's Office seeks to facilitate the injury claim processing and treatment.

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## DIRECTIVE A

Each Search and Rescue member shall be responsible for the timely processing of injury claims which arise from bonafide Search and Rescue activity or approved training.

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## PROCEDURE

The Search and Rescue member will:

- Immediately advise the Search and Rescue Coordinator of any injury.
    - If the Coordinator is not present, the senior ranking Team officer will be advised of the injury.
- Seek required medical care.
- Complete the required claim forms.
- Advise the Coordinator if the injury will temporarily prohibit Search and Rescue duties.
- Not return to Search and Rescue duties until properly released by medical authorities and approved by the Search and Rescue Coordinator.

The Search and Rescue Coordinator will:

- Immediately render aid or ensure that medical care is provided to the injured member.
- Assist the member in processing the claim forms.

- Complete the State Disaster Service Report of Occupational Injury, Employees Claim for Worker's Compensation Benefits (SCIF 3301) Form, Employers Report of Occupational Injury or Illness (SCIF 3267) Form, and the Sheriff's Office case report concerning the circumstances of injury.

- Facilitate claim contacts between the State Compensation Insurance Fund and the injured member.

- Incorporate the circumstances surrounding the injury into the Search and Rescue training program, if possible.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** MEDIA RELATIONS **NO.** G-1000

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**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 3, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 3, 2026

**REFERENCE:** Kern County Sheriff's Office DPPM I-100

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## POLICY

Search and Rescue incidents are of a nature that attract regular media attention. They are, however, events that are oftentimes very sensitive to the family of the victims or community involved. The Sheriff's Office will attempt, in all respects, to keep the public informed via the media while still accomplishing the Search and Rescue mission.

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## DIRECTIVE A

The Search and Rescue Coordinator or the ranking involved Sheriff's Office personnel shall be responsible for providing the media with timely information concerning Search and Rescue activity. The Search and Rescue Coordinator:

- Will provide the information as to:
    - The nature of the incident.
    - The date and time of the Search and Rescue activation.
    - The name of the Search and Rescue Teams involved.
    - A summary of the Search and Rescue efforts.
    - The identity of the involved victims as procedures allow. Any notification involving a deceased victim must be coordinated with the Coroner's Office.
- Will facilitate the media in its responsibility in gathering public information as allowed by Sheriff's Office policy.
- May designate individual Search and Rescue members to respond to media inquiries regarding Search and Rescue activity.
- Will provide news release information to the Watch Lieutenant/Commander or the Countywide Services Section Lieutenant in a timely manner.

Search and Rescue members:

- Will refer news media to the Search and Rescue Coordinator or to the ranking Sheriff's Office personnel. Members will not provide information to the media unless specifically assigned to do so by the Search and Rescue Coordinator or ranking Sheriff's Office personnel.

- May be the subject of a news interview if so directed by the Coordinator.
- Will refrain from discussing Sheriff's Office policy as it relates to Search and Rescue operations.
- Will seek, during all contact with the media, to present Search and Rescue in the best possible light.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** MEDICAL RESPONSIBILITIES **NO.** G-1100

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 3, 2026

**REFERENCE:**

## POLICY

In complying with the mandate given the Sheriff of searching for and rescuing citizens, there are, infrequently, occurrences which entail the necessity for members to render medical aid. This aid may be the assistance which is required to save the life of the victim. The Sheriff's Office seeks to ensure that all Search and Rescue members maintain the basic skills necessary to render first responder aid.

## DIRECTIVE A

Search and Rescue members will maintain the basic level of training required to ensure that the first responder medical needs of rescue victims are met.

- Members will achieve and maintain certification in basic first aid and cardiopulmonary resuscitation.

- Members are encouraged to seek training and certification as Emergency Medical Technicians or as a Paramedic.

## DIRECTIVE B

During Search and Rescue operations, any member who contacts a victim or other person who requires immediate medical attention will render a degree of first aid treatment, consistent with their level of training, until medical assistance is obtained.

- Upon arrival at the scene by a higher level of medical assistance, the Search and Rescue member will assist in the transition of care. After the transition is complete, members will exit the care area unless their continued assistance is specifically requested by the medical personnel. The Search and Rescue member rendering the medical treatment must be the member with the highest level of medical certification that is available.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

**TITLE:** MEMBER COMPENSATION **NO.** G-1200

**EFFECTIVE DATE:** February 1, 1994 **REVISED:** October 23, 2017

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 3, 2026

**REFERENCE:**

## POLICY

Search and Rescue activity centers on the concept of the citizen volunteer helping the community in emergency situations. While donating time and personal equipment, members largely remain uncompensated by the government entity that utilizes their services. The Sheriff's Office does, minimally, seek to assist in offsetting the costs of the basic necessities involved in rescue work.

## DIRECTIVE A

The Kern County Sheriff's Office will provide for food sustenance during those periods of in-county Search and Rescue activity and related training.

- Meals of breakfast, lunch, or dinner may be provided to members during the course of a mission or immediately thereafter.
- Snack foods or drinks may be provided to members during the search activity.

## DIRECTIVE B

Each Search and Rescue member should be prepared to sustain themselves in the field for a minimum of one (1) day. Mission activity may not make it possible to provide food and drink on a regular basis.

## DIRECTIVE C

The Search and Rescue Coordinator will ensure the usage of personal vehicles by Search and Rescue members is reimbursed to the members at a rate set by the Board of Supervisors, upon receipt of a valid claim.

- The mileage from the team's designated home base facility, to the location of the Search and Rescue command post shall be recorded on the callout roster.
- If the team has a predesignated staging area or command post area, mileage will be paid from that location to the location of the rescue.
- If multiple rescues occur at the same location during the same time period, mileage

will be paid for the total mileage of deployment.

- Any additional mileage accumulated during the course of search activity, after arrival at the location of the search base, shall also be reimbursed.

- All claims for mileage reimbursement will be completed by the Coordinator, or the Search and Rescue supervisor on scene, and filed with the Accounting Section of the Financial Services Division of the Sheriff's Office in a timely manner.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICIES AND PROCEDURES

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**TITLE:** VEHICLE OPERATION **NO.** G-1300

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**EFFECTIVE DATE:** May 1, 2005 **REVISED:** November 1, 2013

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 3, 2026

**REFERENCE:**

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## POLICY

The Kern County Sheriff's Office recognizes that "search is an emergency." As such, Search and Rescue volunteers must respond to call outs quickly and safely. The volunteer members are often asked to respond to areas not open to the general public. For this reason, Search and Rescue volunteers are permitted to place certain markings on their personal vehicles to help identify those vehicles during operations.

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## DIRECTIVE A

The Kern County Sheriff's Office authorizes the following vehicle markings for Search and Rescue volunteer's personal vehicles:

- A placard affixed to the rear of the vehicle. Such placard may not exceed six inches in height and width and may be attached by use of adhesive (sticker) or magnetic material.

- Such placard may depict a badge but will not be gold in color. The badge may be depicted in blue, grey, or silver. The words 'Search and Rescue' must be clearly visible on the placard.

- A removable magnetic sign may be placed on the vehicle's front doors during Search and Rescue operations, or when engaged in approved training, in areas not open to the general public. Such signs will not exceed 24 inches wide and 18 inches high. The wording on the sign must include "Kern County" and "Search and Rescue." These door placards will not incorporate a badge of any kind.

- Search and Rescue members are not authorized to attach any other signs or placards that appear to be official Sheriff's Office insignias at any time.

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## DIRECTIVE B

While "search is an emergency," members should respond to callouts safely and efficiently. Search and Rescue members are not authorized to violate the rules of the road and are governed by the California Vehicle Code as well as County and Sheriff's Office policy when driving during Search and Rescue operations.

- Members operating Sheriff's Office vehicles, equipped with emergency equipment, will

not utilize the emergency equipment at any time, with the exception of rear facing amber light(s) used while the vehicle is parked to warn other motorists (i.e. while parked in Kern Canyon).

- Members operating their personal vehicles during a Search and Rescue operation, or while responding to a call out, will abide by all applicable sections of the California Vehicle Code.

- Privately owned vehicles are not authorized to be equipped with a siren or "Code 3" lighting (i.e. forward facing red and/or blue lights).

**DIRECTIVE C**

Search and Rescue Teams that have been issued Sheriff's Office vehicles will be responsible for the proper maintenance of the equipment, to ensure it is as safe and reliable as possible.

- On highway vehicles should receive service at regular intervals, as required by Fleet Services.

- All off-highway vehicles should receive service according to the manufacturer's specifications.

- Any unsafe vehicle condition will be reported to the Search and Rescue Coordinator.

- All vehicle damage, mechanical, cosmetic or otherwise will be reported to the Search and Rescue Coordinator as soon as practical.

KERN COUNTY SHERIFF'S OFFICE
SEARCH AND RESCUE
POLICY AND PROCEDURES

**TITLE:** EMERGENCY MEDICAL TECHNICIAN POLICIES AND PROCEDURES **NO.** G-1400

**EFFECTIVE DATE:** September 13, 2016 **REVISED:** November 6, 2026

**APPROVED BY:** Augustin Moreno, Commander **REVIEWED:** November 6, 2026

**REFERENCE:** Kern County Public Health Office, Emergency Medical Services Program
EMT Provider Policies and Procedures
EMT Protocols and Procedures
DPPM N-300 Reporting an Infectious Material Exposure
DPPM N-300 Supervisor's Assessment- Infectious Material Exposure Incident
DPPM P-100 EMS Policy

## POLICY

In an effort to better serve the citizens and visitors of Kern County, the Kern County Sheriff's Office (KSCO) has developed an Emergency Medical Services (EMS) Program, authorized by the Kern County Public Health Office, Emergency Medical Services Program (EMS Program) to operate as an EMT Provider program in Kern County. The intent of the EMT Provider program is to provide early access to on-site basic life support services, in conjunction with outside basic life support transport services, and advanced life support EMS system resources.

The Kern County Sheriff's Office Volunteer Services Section has developed a BLS Program to provide basic life support to the citizens and visitors of Kern County as well as members of the Kern County Sheriff's Office. The Countywide Services Section will deploy their BLS team members to primarily assist with Kern County Sheriff's Office Search and Rescue Operations. The Countywide Services Section BLS Program will adhere to all State and County regulations to maintain BLS certification and accreditation by the Kern County Emergency Medical Services Program.

The Countywide Services Section will provide a Certified EMT to Search and Rescue callouts in Kern County. During mutual aid requests, an EMT will only respond when possible.

The KCSO EMT Provider, Medical Director is Dr. Ronald Ostrom.

The KCSO Countywide Services Section Lieutenant is designated as the Program Director for the KCSO Search and Rescue BLS Provider Program.

The Search and Rescue Coordinator Sergeant is designated as the lead contact person and in charge of the day-to-day operation of the SAR EMT Program.

The Training Section Lieutenant shall designate an in-house KCSO Paramedic Clinical Coordinator, who is responsible for medical control of the program, ensuring program compliance with the EMS Program's EMT Policies and Procedures, training program monitoring, quality assurance, and skill proficiency examinations.

**DIRECTIVE A**

The Kern County Sheriff's Office Search and Rescue EMT Provider Program is open to volunteers who meet the following requirements:

- Current and active Search and Rescue volunteers who are in good standing and have a current EMT certification issued by the State of California. Photocopy of valid Certification shall be provided to the Search and Rescue Coordinator.

- Must be certified as a Healthcare Provider in CPR and AED. Photocopy of valid license shall be provided to the Search and Rescue Coordinator.

- Must be certified in EMT Expanded Scope skills (Supralaryngeal Airways and AED) with current EMT accreditation issued by the EMS Program. Photocopy of valid County Accreditation shall be provided to the Search and Rescue Coordinator.

- Must be authorized by the Search and Rescue Coordinator in writing to participate in the SAR EMT Provider Program and designated as a Team Member on the SAR Medical Team.

**DIRECTIVE B**

SAR EMT's shall only function within their scope when on duty and engaged by an authorized EMT provider. Providers must meet the requirements and perform within the scope of practice as outlined by the EMS Program EMT treatment protocols and this policy.

- SAR EMTs shall not self-dispatch.

- SAR EMTs shall report all patient contacts immediately to the Search and Rescue Coordinator, Paramedic Clinical Coordinator or their designee. Documentation is required for all patient contacts, even if care or services are not provided.

- SAR EMTs shall promptly and expediently transfer patient care to basic life support, or advanced life support transport services. SAR EMTs should not transport patients, unless directly authorized by the Search and Rescue Coordinator or their designee, and should only transport to a "hand-off" location to transfer care to a transport service.

- SAR EMTs shall provide treatment using EMS Program EMT Policies, Protocols, and Procedures in compliance with California Code of Regulations, Title 22, Division 9, Chapter 2, §100063.

- SAR EMTs shall adhere to and meet documentation and data requirements as outlined by the EMS Program's Patient Care Record Policies and Procedures. SAR EMT's shall provide this documentation to the Search and Rescue Coordinator, Paramedic Clinical

Coordinator or their designee within 12 hours of providing service. EMT shall complete the KCSO EMT Patient Care Report and electronically transmit the patient care report to county EMS immediately upon completion of each call. The approved form shall be submitted to the Paramedic Clinical Coordinator, who will enter the report into the County EMS electric reporting system. A Sheriff's Office incident report will be completed within 12 hours of incident.

- SAR EMTs shall have all supplies and equipment stated in the EMS Program's EMT Protocols and Procedures. The medical bags, equipment, and supplies shall follow the Air-5 BLS standards and format. The following medical supplies and equipment shall be maintained for the non-transporting EMT:

| 1. Diagnostic Equipment: | Amount |
|---|---|
| a. Blood Pressure Cuff – Adult | (1) |
| b. Blood Pressure Cuff – Pediatric | (1) |
| c. Stethoscope | (1) |
| d. Pen Light | (1) |
| e. Glucometer w/ lancets and test strips | (4 each) |

| 2. Trauma-Medical Supplies/Equipment: | Amount |
|---|---|
| a. Medical Shears/Scissors | (1) |
| b. Bandages 4x4 Single Packages | (30 sponges) |
| c. Bandages 5x9 | (5) |
| d. Trauma Dressing 10x30 | (1) |
| e. Bandage Triangle | (1 box) |
| f. Chest seal (2) | |
| g. Eye Dressings | (2) |
| h. 4" Gauze Roll Bandages | (6) |
| i. Adhesive Tape 2" Roll | (2) |
| j. Adhesive Bandages (i.e. Band-Aids) | (10) |
| k. Saline, Irrigation | (1 liter) |
| l. Cold Packs | (2) |
| m. Burn Towels | (2) |
| n. Alcohol preps | (10) |
| o. Lubricant, water soluble | (3 packets) |

| 3. Childbirth Supplies: | Amount |
|---|---|
| a. Emergency OB Kit | (1) |
| b. Bulb Syringe (may be in OB kit) | (1) |
| c. Umbilical Cord Clamps | (1) |
| d. APGAR Score Card | (1) |

4. Pathogen Supplies:

| | Amount |
|---|---|
| a. Red Biohazard Bag | (1) |
| b. Sharps Container | (1) |
| c. Antimicrobial Hand Wipes | (2) |
| d. Gloves, Sterile | (4 pair) |
| e. Gloves, Non-Sterile | (1 box) |
| f. Goggles | (1) |
| g. Surgical N-95 masks/Surgical Masks | (2 each) |
| h. Gown | (1 each) |
| i. Cleaning Supplies, 10% bleach | (1 bottle) |

5. Miscellaneous Supplies:

| | Amount |
|---|---|
| a. Paper Pad | (1) |
| b. Pen | (1) |
| c. Ring Cutter with extra Blades | (1) |
| d. Triage Tags | (10) |
| e. Emesis basins or bag | (1) |
| f. Thermometer, oral | (1) |
| g. High Visibility Vest Class 2 or 3 ANSI/ISEA 107:2004 | (1 per crew member) |

6. Airway & Oxygenation:

| | Amount |
|---|---|
| a. Ventilation Bag - Adult with Reservoir/Mask | (1) |
| b. Ventilation Bag - Child with Reservoir/Mask | (1) |
| c. Ventilation Bag - Infant with Reservoir/Mask | (1) |
| d. OPA Infant | (1) |
| e. OPA Child | (1) |
| f. OPA Adult | (1) |
| g. Bite Stick | (1) |
| h. Suction, Portable with Catheters | (1 set) |
| i. Supralaryngeal Airways – Air Q ( Size 3, 4, 5) Adult | (1 each) |
| j. Oxygen Tank Portable, w/ Liter Flow Regulator (D-Tank at 1000PSI minimum) | (1) |
| k. Non-Rebreather Masks - Pediatric | (1) |
| l. Non-Rebreather Masks – Adult | (1) |
| m. Nasal Cannulas | (1) |
| n. CPAP | (1) |

o. Airway Confirmation Device (Capnography or colorimetric) (1)

| 7. Immobilization Equipment & Supplies: | Amount |
|---|---|
| a. Backboard or Equivalent with 4 Straps | (1) |
| b. Cervical Extrication Collars (Adult xs-lg) | (1 each or 2 multisize) |
| c. Cervical Extrication Collars (Pediatric) | (1 multisize) |
| d. Head Immobilization Device | (1 set) |
| e. Occipital Scalp Pads | (1 set) |
| f. Splints – Arm (Can be SAM style) | (1) |
| g. Splints – Leg (Can be SAM style) | (1) |

| 8. AED Equipment & Supplies: | Amount |
|---|---|
| a. Automatic External Defibrillator | (1) |
| b. AED Electrode Pads | (2 sets) |
| c. Razor | (1) |

| 9. Radio Communications: | Amount |
|---|---|
| a. UHF radio with all Med Channels currently licensed to Kern County (i.e. Med 9 and Med 7; repeat and simplex) and all currently licensed interoperability channels (i.e. XKE, UCALL) | (1) |

| 10. Medications: | Amount |
|---|---|
| a. Aspirin (325mg) | (1 bottle) |
| b. Oral Glucose | (15gm)(1 tube) |
| c. Acetaminophen tablets | (1300 mg) |
| d. Acetaminophen liquid | (650 mg) |
| e. Epinephrin, 1:1,000 with draw kit or Epi auto-injector adult and pediatric | (2.0 mg or 1 each) |
| f. Naloxone | (4.0 mg) |
| g. Mucosal Atomization Device (MAD) | (2 unless naloxone is in intranasal form) |
| h. Zofran dissolvable tablets | (12.0 mg) |

- Medical bags and supplies shall be checked on a weekly basis and after each time the medical bag is deployed. The SAR EMT will verify the supplies against the KCSO EMT inventory checklist. In situations where any inventories item(s) are not available for supply or resupply for any period exceeding forty-eight (48) hours, KCSO will notify the EMS Department, Search and Rescue Coordinator, and the Paramedic Clinical Coordinator and we will provide an assessment of the situation.

- The assigned AED will be checked on a weekly basis by the SAR EMTs or designee as outlined in DPPM P-200. The AED check will ensure each AED is functional and ready for deployment. This check shall include not just obvious functionality, but also to ensure both child and adult pads are supplied with the AED and within the recommended expiration date.

- Communications will be coordinated through KCSO dispatch, Control 1.

- Quality Improvement (QI) Process: The Countywide Services Section Lieutenant, Search and Rescue Coordinator Sergeant, Paramedic Clinical Coordinator and a representative from the Search and Rescue EMT Program will meet and review all KCSO EMS reports monthly. The group shall ensure all incidents were within Kern County EMS and KCSO policies. QI review process shall review all internal policies and procedures every 6 months. A monthly QI Process report will be forwarded to the Division Commander for review.

- KCSO EMT Program will provide the following optional scope of practice as allowed:
  Nerve gas auto-injectors (Paralidoxime/Atropine)

**DIRECTIVE C**

It is Kern County Sheriff's Office policy that all employees and volunteers comply with the Bloodborne Pathogen Exposure Control Plan. The Kern County Sheriff's Office Infectious Material Control Plan was developed according to the "Bloodborne Pathogens" Standard, Title 8, California Code of Regulations (CCR) 5193 (CAL-OSHA). Copies of the regulation and the Exposure Control Plan are available for review at the Kern County Sheriff's Office Safety Coordinator's Office, 1350 Norris Rd., Building A in Bakersfield.

SAR EMTs Providers are required to follow:

- The Kern County Sheriff's Office "Exposure Control Plan"- Infectious Material
- DPPM N-300 Supervisor's Assessment- Infectious Material Exposure Incident
- DPPM N-300 Reporting an Infectious Material Exposure

SAR EMTs are required to immediately report any "Infectious Material Exposure" to the Search and Rescue Coordinator or their designee.

**DIRECTIVE D**

SAR EMTs are required to attend mandatory quarterly training and show skills competencies at the Kern County Sheriff's Office Headquarters on Norris Road or at a designated KCSO or SAR Building within Kern County.

**DIRECTIVE E**

SAR EMTs are authorized to provide assistance to other KCSO EMT Provider Units (SWAT, Air support and First Aid/CPR Instructors Team) at the discretion of the requesting KCSO Division Commander. All requests shall be routed through the Search and Rescue Coordinator for assignment.