



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
SAR: 04	
EFFECTIVE DATE: 05/03/2013	ORIGINAL ISSUED ON: 02/01/1995
REVISION NO: 2	

SUBJECT: STATE AUTHORIZED SEARCH AND RESCUE TRAINING MISSIONS

1.0 PURPOSE

The purpose of this policy is to establish guidelines regarding training missions that are authorized by the New Mexico Department of Public Safety Search and Rescue Office.

2.0 POLICY

It is the policy of the New Mexico Department of Public Safety to permit the New Mexico Search and Rescue Office to authorize State sanctioned Search and Rescue (SAR) training missions.

3.0 APPLICABILITY

This policy is applicable to all New Mexico State Police Search and Rescue Field Coordinators, Area Commanders, and members of search and rescue teams.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. Field Coordinator, Area Commander, Search and Rescue (SAR) team members –** Field Coordinators, Area Commanders, and members of recognized search and rescue teams who hold certification from the Department of Public Safety, New Mexico State Police.

6.0 PROCEDURE

A. SAR TRAINING MISSION NUMBERS

1. A state SAR training mission number will be issued when the requirements in this policy are adhered to.
2. The SAR training mission number will consist of the year, followed by two (2) zeros (00) and followed by the number of state approved training missions that year (i.e., 11-00-12 would indicate that the training mission will be held in 2011 and it was the 12th training mission that year).
3. The training number will be issued by the SAR Resource Officer.

B. REQUIREMENTS FOR APPROVAL OF A SAR TRAINING MISSION

1. A training mission shall be conducted by a certified Type I, II, or III Incident Commander. A Type IV Incident Commander who is under the supervision of a Type I, II, or III Incident Commander may also conduct a training mission.
2. The following information must be sent to the SAR Resource Officer thirty (30) days prior to the beginning date of the training mission.

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- a. The name of the designated certified Field Coordinator who will act as Incident Commander during the training mission.
- b. The designated Incident Commander for the training mission must submit a realistic search or rescue incident scenario.
- c. The location of the training mission.
- d. The date and time the training mission will begin and end.
- e. The names of each resource that has agreed to participate. More than one (1) recognized SAR resource must participate.
- f. The names of all certified Field Coordinators who have indicated their intention to participate and have forwarded that intention to the State SAR Resource Officer.
- g. The name of the certified TYPE-I Incident Commander who has agreed to be on-site to monitor the training mission.

C. CONCLUSION OF TRAINING MISSIONS:

1. Within thirty (30) days after the training mission is held, a standard Incident Report, resource check-in form(s), and all required ICS forms will be sent to the Resource Officer.
2. The TYPE-I Incident Commander will submit an evaluation report to the SAR Resource Officer within thirty (30) days of the last day of the training mission.
3. All participants on the training mission will be covered by the state SAR accident insurance policy and state liability coverage.
4. All fuel invoices and long distance state credit card charges will be honored.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

APPROVED BY: _____ s/ Gorden E. Eden Jr. _____ DATE: _____ May 03, 2013 _____
DPS Cabinet Secretary