

Personnel

NUMBER: P-02

EFFECTIVE DATE: 3/22/07

TOPIC: Membership Procedures

PURPOSE: To outline the membership requirements for the Summit County Rescue Group (SCRG).

SCOPE: This operating procedure will apply to all prospective and current members of SCRG.

POLICY:

- 1.1 To become an active member of SCRG, a probationary member must complete all requirements listed in personnel policy P-03.
- 1.2 To remain an active member of SCRG, the following two attendance standards must be continuously met:
 - a. Each member must attend at least 15% of missions on an annual basis. The mission attendance percentage will be calculated by dividing the member's total missions (including limited calls and mutual aid calls) by the total number of in-county all-calls for the period. If a member is below the 15% requirement at the end of the third quarter, the Board will review this status and a call will be made to notify the member of the deficiency. If the member's attendance remains below the standard at the end of the calendar year, the Board may vote, at its discretion, to remove the member from active status.
 - b. Each member must maintain a training attendance of 15%. All classroom, field, and medical training sessions will be included, as well as general meetings. PSAR events and external training events may be taken into consideration as extra credit at the discretion of the Board. Monitoring and notification of training attendance deficiencies will follow the same process as for mission attendance.
- 1.3 In order to reactivate any member that has not met the requirements of either 1.2a or 1.2b above and has been removed from active status by a majority vote of the Executive Board, the member must repeat all requirements outlined in policy P-03 for active status in SCRG before they can be reactivated.
- 1.4 Any currently active member may request a leave of absence by approaching the Executive Board with an explanation of their present or impending situation that would temporarily make it impossible for them to regularly respond as an active SCRG member. At the discretion of the Executive Board, leave of absence status may be granted for that individual. All leave of absence requests must include an end date. No leave of absence will be granted to a member who is not currently in good standing with regard to mission or training attendance.
- 1.5 The Executive Board may at any time unilaterally remove an individual from leave of absence status if the Executive Board learns that circumstances have changed for that individual or if significantly more time has expired than was originally contemplated during the original request for leave of absence status.
- 1.6 When a leave of absence member reaches the end of the proposed leave and would like to reactivate, they may approach the Executive Board regarding a return to active status. At the discretion of the Executive Board, reactivation may be granted. Reactivation may

also include restrictions with regard to immediate reinstatement as a Team Leader or Mission Coordinator, depending on the decision of the Executive Board.

Personnel

NUMBER: P-03

EFFECTIVE DATE: 11/11/09

TOPIC: New Member Training and Activation

PURPOSE: The purpose of this policy is to lay out a new member training program that results in the following: An active member that is properly trained in the basics of search and rescue, can perform effectively in 90% of the missions that the Group responds to, and more importantly is safe in the field. They will also have an understanding of the level of commitment required, be able to work within a team, and finally fit well into the unique culture of the Summit County Rescue Group.

SCOPE: This operating procedure will apply to all prospective and current members of SCRG.

POLICY:

1. New Member Training Process (NMTP)

The NMTP consists of five modules and a practical exam. Each module focuses on specific knowledge and skills. The curriculum is designed so that each module builds on the last in order to fully prepare the prospective member for the practical exam. The practical exam will be a full rescue scenario that tests the prospective member as an individual and as part a team on the skills and knowledge obtained during the NMTP. A pass/fail grade will be given to each individual based on his or her performance during the practical exam.

2. NMTP Schedule

2.1 The NMTP will be run twice a year and last no longer then four months and no less then six weeks. It will also contain no less then 24 contact hours.

2.2 The NMTP will cover the core basic skills required to be a useful active member. This includes SCRG orientation, navigation, survival, technical, and snow safety skills. It will be the responsibility of the New Member Training Committee to set the schedule and run the NMTP.

3. NMTP Attendance

Prospective members are required to attend ALL modules and the practical exam contained in the NMTP. Absences are allowed only with the notification and approval of the New Member Training Committee. Except in emergencies prospective member must obtain approval for any absence in advance. Any absence without prior notification and approval will result in immediate termination from the NMTP.

4. Prospective Members

4.1 An individual who is actively participating in the NMTP is considered a prospective member. In order to become a probationary member they must:

- a. Be 21 or older
- b. Have met NMTP attendance requirements
- c. Complete all required paperwork during the initial orientation module
- d. Have current CPR-PR and Basic First Aid certification
- e. Have the required sign-offs completed in their New Member Packet
 - i. Knot check
 - ii. Pack check

- iii. One weekend training
- iv. Four Wednesday night trainings
- f. Pass the final practical exam
- g. Be approved by majority vote of the New Member Training Committee to probationary member status.

5. Probationary Members

- 5.1 An individual will be considered a probationary member for six months.
- 5.2 As a probationary member they must continue to meet all of the training and mission attendance requirements that apply to all active members. Probationary members are able to go into the field during missions.
- 5.3 At the end of the six-month probationary period the New Member Training Committee will recommend the probationary member to the Mission Coordinators and Board of Directors to be voted on. Mission Coordinators followed by the Board of Directors may by majority vote promote a probationary member to active member status.
- 5.4 Failure by a probationary member to be voted to an active member status at the end of six months will result in immediate termination from SCRG.

6. Potential members

- 6.1 An individual will be considered a potential member if s/he is on the waiting list to attend the next available new member training class.
- 6.2 Potential members will not be allowed to fill out new member paperwork until the orientation session of the new member training class, when they become prospective members.
- 6.3 Potential members may attend Wednesday night classroom training sessions only. They may not attend missions, field training sessions, or any other field events, for liability reasons.

Personnel

NUMBER: P-04

EFFECTIVE DATE: 11/11/09

TOPIC: New Member Training Committee

PURPOSE: The purpose of this policy is to define the scope and composition of the New Member Training Committee (NMTC)

SCOPE: This operating procedure will apply to all prospective and current members of SCRG.

POLICY:

- 1.1 The Board of Directors (BOD) shall establish a standing committee to facilitate the training of new members to Summit County Rescue Group (SCRG) and to ensure that the training program is administered in a consistent fashion.
- 1.2. The NMTC shall be comprised at a minimum of the current sitting Training Director for SCRG, one Mission Coordinator and one Team Leader. The NMTC may at their discretion solicit additional members in good standing to the committee with the BOD approval. The committee size shall be limited to no more than seven members. The chairperson for the committee will be the current sitting training director.
- 1.3. Members sitting on the NMTC may remain on for two years or until they voluntarily resign; in the case of the Training Director they change when they no longer hold a seat on the BOD. Members may be re-appointed to the committee upon BOD approval. The NMTC is encouraged to keep at least 50% of the committee intact from year to year to ensure consistency in training.
- 1.4 In order to remain on the committee members must maintain good standing with the SCRG. The BOD may at their discretion remove members from the NMTC without cause.
- 1.5 The NMTC is meant to be a training and oversight committee; as such they have no powers to enforce disciplinary action nor do they make decisions regarding active status. As part of the new member training process they vote on new members becoming probationary. They are limited to making recommendations to either the coordinator group or the BOD for actions.

Personnel

NUMBER: P-05

EFFECTIVE DATE: 12/02/09

TOPIC: Team Leader Standards

PURPOSE: To outline all aspects of SCRG's Team Lead (TL) function, including qualification standards, the process for becoming a TL, the standards which govern a TL's ability to remain in the position, and the responsibilities and performance standards for TL's.

SCOPE: This policy will apply to all SCRG members who function as TL's or who wish to become TL's.

POLICY:

Section 1 Introduction

The primary function of a Team Lead (TL) is to be physically, mentally, and technically qualified to lead a group of rescuers on a particular facet of a mission. That may mean a technical rescue where the location of the individual is known precisely, or known to be in a narrowly defined area, or a search for an individual(s) over a wide area where the location of the missing person is not known at all.

In either situation, the TL must be able to make critical and rational decisions that will affect both the outcome of the mission and the safety of the team members (safety being of paramount importance). Although the TL may not be a master of all disciplines, he/she must have the knowledge, skills and ability to carry out the particular assignment and to lead the other team members in the appropriate response to the situation at hand. *It is likely that a TL will become 'site' during any particular mission and therefore must maintain the skills necessary to affect a safe and timely rescue.*

Since the operative word is "team," a TL must be able to work in an environment in which he/she may or may not be the only TL on site, or may not be the most qualified person to establish the technical extraction of an individual. A 'me first' attitude, or one in which a person 'has' to be in charge is not a leadership quality suited to a team response. It is expected that a TL will possess the maturity, leadership, and communication skills to manage teams of various sizes and potentially difficult personnel situations.

Section 2 TL General Responsibilities

- 2.1 TLs must be willing to become involved in (1) leading training (2) mentoring prospective members and (3) interviewing new members.
- 2.2 Since setting an example for participation in SCRG is paramount, it is expected that TLs will have an above-average attendance at both missions and training. When going on a mission with someone who is designated a TL, that TL must have the confidence of the others with whom he/she is interacting on a particular assignment. That is not possible if the TL is an unknown, that is, has been to so few missions and trainings that others, especially newer members, may have no idea who the person is.
- 2.3 Team Leaders are expected to maintain proficiency in the basic skill sets that are required by all team members.
- 2.4 Assignment as a Team Lead is not a right of passage or a permanent position. It is fully understood by the SCRG Board of Directors and the Mission Coordinators that circumstances change over the years and that a person who holds a position for a few years may need to

relinquish the reins if they are unable to continue. That is not viewed as a negative factor, but rather a fact of life for every member of the team. TLs should be prepared to take a serious look at their ability to continue in their role if they are not truly able to commit to the position. Reverting to an active member status is a positive for all members of SCRG in that a very qualified person is able to continue to provide quality search and rescue skills, albeit not in an official TL capacity.

2.5 TL's will have a meeting once per quarter on average.

Section 3 Selection Process

Active TLs will suggest prospective new TLs and assess their qualifications. Once a prospective TL has met the criteria outlined in this TL standard, and agrees that he/she would like to become a TL, active TLs will vote on the individual, with a 75% positive vote necessary to recommend the person to the Mission Coordinators, who will be the final arbiter.

Section 4 Specific Qualifications

4.1 The following specific qualifications are necessary to be considered for a Team Lead position:

- a. A prospective TL must have been a member of SCRG for a minimum of two years.
- b. A prospective TL must have organized and led at least one Wednesday night or weekend group training in a discipline in which they feel they have reasonable skills.
- c. A prospective TL must have successfully taken and completed ICS 100/200/700 level courses. It is desirable that the prospective TL has completed ICS 300.
- d. A prospective TL must have participated in at least one full MRA recertification of another team. Participation in an SCRG MRA recertification is not an acceptable substitute since the individual will necessarily be focused on a specific skill set and thus will not have the top level view of all activities taking place in the various scenarios.
- e. A prospective TL must have attended at least one basic level and two of the advanced level classes of SCRG's annual Avalanche Seminar. It is also recommended, although not required, that TL's attain Avalanche II certification. It is expected that TL-specific avalanche training sessions will be conducted during each winter season, taught by qualified 'snow techs' from SCRG or similarly qualified individuals. It is anticipated that such training will be taught once or twice a year. It may be offered, on a limited basis, to active members who are pursuing Team Lead status.
- f. The prospective TL must have attended Rigging for Rescue or a similar course (e.g. Colorado Mountain College's high angle course).
- g. The prospective TL must have successfully attended Emergency Vehicle Operator II training, and be signed off to operate Rescue 1.
- h. TLs must meet the minimum medical training standard for SCRG, although a higher level (e.g. WFR, EMT) of medical qualification is encouraged. TL-specific training will be provided each year that will focus on medical incident site management. It is anticipated that such training will be taught once or twice a year. It may be offered, on a limited basis, to active members who are pursuing Team Lead status.
- i. A prospective TL must spend a minimum of two hours (and preferably one shift) observing emergency services (i.e. 9-1-1) operations.
- j. A prospective TL must spend time shadowing, and providing assistance to, a Mission Coordinator (MC) at base on at least two actual missions to better understand effective communications and the interaction of the MCs with field teams.

4.2 The following criteria pertain to all TLs in order to maintain their TL status:

- a. TLs must have a minimum annual mission attendance of 30%. Mission attendance will be calculated by dividing the total number of missions attended (in-county, mutual aid, and missions that did not go to an 'all call') by the number of in-county 'all call' missions.
- b. TLs must have an annual attendance at SCRG trainings as follows:

- i. Wednesday trainings representative of the spectrum of trainings offered throughout the year: 30%
- ii. Weekend trainings: 25% (including a variety of types, e.g. high angle, avalanche, scree evac, etc.)

Section 5 Annual Evaluation

- 5.1 *It is the responsibility of each TL to know whether they are within the above stated guidelines throughout the year.*
- 5.2 Participation as a Team Lead is at the discretion of the Mission Coordinators.
- 5.3 The criteria for attendance at missions and trainings will be evaluated at the end of every calendar year. It will be the job of the TLs collectively to understand the participation of their peers. The Board of Directors will review TL mission and training statistics during the late third or early fourth quarter of each calendar year, as is done for all active SCRG members. Any individuals not in compliance will be advised shortly thereafter. If a TL is not meeting the standards, there will be discussions with that person to understand any issues that may be impacting their ability to meet the criteria, and for the individual to discuss events of which the TLs may not be aware. Any end-of-year issues with non-compliance will be forwarded to the Mission Coordinators for review. The Mission Coordinators will be responsible for reviewing the attendance statistics pertinent to the individual, talking with that person, and taking any action they deem may be necessary.
- 5.4 On a case-by-case basis, if an individual is not within the guidelines outlined above for mission attendance, but has shown above average participation in training events, the Mission Coordinators may elect to continue that person's position as a Team Lead. Otherwise, a TL may be re-designated as an active member.

Personnel

NUMBER: P-06

EFFECTIVE DATE: 12/07/09

TOPIC: Mission Coordinator Qualifications and Standards

PURPOSE: To outline the qualification standards for Mission Coordinators.

SCOPE: This policy will apply to all SCRG members who wish to become a Mission Coordinator.

POLICY:

Section 1 Qualification Standards

- 1.1 To become a Mission Coordinator (MC), a Team Leader must complete the following requirements:
 - a. Complete ICS 300 training
 - b. Complete a class on “Interviewing”
 - c. Complete a class on “Managing a Lost Person Incident”
 - d. Attend an advanced avalanche course beyond SCRG’s level II
 - e. Complete a minimum of one year as a Team Leader
 - f. Demonstrate organizational and management skills by assisting at command during a number of missions
 - g. Agree to accept on-call duty in the Coordinators rotation schedule
 - h. Receive SCRG Board and currently serving Mission Coordinator approvals

- 1.2 To remain a Mission Coordinator, a currently serving MC must continue to accept regular on-call duty in the MC rotation schedule. Any change in the MC’s ability to do so will return that MC to Team Leader or active member status as appropriate.

Personnel

NUMBER: P-07

EFFECTIVE DATE: 12/07/09

TOPIC: Veteran Rescuer Qualifications

PURPOSE: This policy will outline the standards for becoming a Veteran Rescuer, a classification which recognizes a member for long-standing service in the group.

SCOPE: This policy will apply to all members of SCRG who have served as an active member of the group for 15 or more years, whether consecutively or not.

POLICY:

Section 1 Qualification Standards

1.1 To attain veteran rescuer status, a member must:

- a. Have been active with the team for a minimum of 15 years in total
- b. Be recognized by the team as a valuable mission asset, having demonstrated above average skills in one or more areas of search and rescue (e.g. technical, medical, search, ATV/snowmobile, dog handling, avalanche, mission management, etc.)
- c. Be used actively or in a consultative role on missions where your particular experience and expertise would prove beneficial to the successful completion of that mission

Section 2 Privileges of Veteran Rescuer Status

2.1 Veteran Rescuers are no longer subject to any of the mission or training attendance requirements to retain standing as either an active member or a Team Leader (if they were a Team Leader prior to attaining veteran status).

Personnel

NUMBER: P-08

EFFECTIVE DATE: 3/22/07

TOPIC: Reimbursement for Personal Training

PURPOSE: To outline the procedures under which an active member of the Summit County Rescue Group (SCRG) may receive reimbursement for expenses associated with outside continuing education and/or personal training.

SCOPE: This operating procedure will apply to all active members of SCRG.

POLICY:

- 1.1 Any member of the SCRG may approach the Executive Board for reimbursement of expenses involved in taking a continuing education course and/or participating in a personal training class that is related to search and rescue.
- 1.2 It will be at the sole discretion of the Executive Board whether total or partial reimbursement is or is not granted in each case. The Executive Board should consider the following when approached by an active member for reimbursement:
 - a. The applicability of the course to actual mission requirements of the Group.
 - b. The length of time the member has been active in the Group.
 - c. The participation level of the member during missions and in team trainings.
 - d. The anticipated continuing active status of the member.
 - e. Any other relevant information about the course or the member that may impact the usefulness of the continuing education and/or personal training to SCRG.
- 1.3 All training reimbursement requests must be approved by the Executive Board *prior* to the member incurring the cost for the class.

Personnel

NUMBER: P-9

EFFECTIVE DATE: 3/22/07

TOPIC: Harassment and Sexual Harassment

PURPOSE: It is the goal of the Summit County Rescue Group (SCRG) to provide for all volunteers an environment that is free from harassment.

SCOPE: This anti-harassment procedure applies to all SCRG members. It includes, but is not limited to, procedures and guidelines to prevent sexual harassment as defined by the Equal Employment Opportunity Commission (EEOC).

POLICY:

Section 1 – General Policy

- 1.1 Sexual harassment by an SCRG member is strictly prohibited. Harassment based on sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, marital status, veteran status or any other protected basis is unlawful under Federal and State law.

Section 2 – Definition and Description

- 2.1 Unlawful harassment may take different forms. Some examples include:
 - Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes
 - Visual conduct such as derogatory posters, cartoons, drawings or gestures.
 - Physical conduct such as blocking normal movement, restraining, touching or otherwise physically interfering with another individual.
 - Threatening or demanding that an individual submit to certain conduct or perform certain actions in order to keep or get active status, to avoid some other loss or as a condition of team membership, security or promotion.
 - Retaliation by any of the above means for having reported harassment or discrimination or having assisted another to report harassment or discrimination.

- 2.2 Definition of Sexual Harassment:

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of team membership; (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual/s; or (3) such conduct has the purpose of affecting or unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive team environment.

- 2.3 Sexual harassment may possibly include verbal harassment or abuse of a sexual nature, subtle pressure for sexual activity, patting or pinching, brushing against another's body, demanding sexual favors accompanied by implied or overt threats concerning an

individual's team status, demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's team status.

- 2.2 Sexual harassment also includes gender-based hostile conduct, even when no sexual conduct is involved in the harassing sexual activity. Gender-based hostility can take a variety of forms, which need not necessarily include sexual conduct. Examples of such gender-based hostility may possibly include, but are not limited to, the following:
 - a. A pattern of improperly characterizing certain work as appropriate for a specific gender.
 - b. A pattern of denigrating performance based on the ability of a certain gender to perform.
 - c. Engaging in taunting, pranks and other forms of hazing based on gender.
 - d. Actual or threatened physical assaults.
 - e. Providing disparate treatment to different genders in terms of tools, equipment, and training, learning opportunities or privileges pivotal for successful team performance.
 - f. Other inappropriate behavior that results in disparate treatment or environment among genders in a mixed gender team situation.
- 2.5 Sexual harassment will not be tolerated in any form. Examples of behavior that SCRG may possibly consider sexual harassment include, but are not limited to:
 - a. Spoken or written abuse related to an employee's gender.
 - b. Any sexual advance that is unwelcome.
 - c. Sexually oriented comments about other team members' physical form.
 - d. Showing or displaying pornographic or sexually explicit objects or pictures in the barn, vehicles or on missions and training.
 - e. Engaging in gender-based hostility as defined in Paragraph 2.4 listed above.
- 2.6 All SCRG members shall avoid engaging in any form of sexual harassment, as defined in paragraphs 2.1, 2.2, 2.3, 2.4 and 2.5 listed above.
- 2.7 Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's team status.
 - b. Submission to or rejected of such conduct by an individual is used as the basis for decisions affecting a team member.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Section 3 – Internal Complaint Procedure

- 3.1 Both as a matter of law and of common decency, each SCRG member is entitled to pursue his/her active status free of discrimination or harassment based on gender, race, color, national origin, ancestry, citizenship, religion, age, physical disability, mental impairment, medical condition, sexual orientation, marital status, veteran status or any other basis protected by law.
- 3.2 Discrimination and harassment of any SCRG member by another team member will not be tolerated.

- 3.3 Violation of this policy will result in disciplinary action up to and including immediate dismissal from SCRG.
- 3.4 Any SCRG member who believes that he/she has been subjected to harassment or discrimination on any prohibited basis or who has observed such harassment or discrimination should notify the Group Leader or the County's Conflict Resolution Advisor.
- 3.5 If the complaint involved someone in the member's direct line of supervision, the member should inform another Team Leader or Board Member of the complaint.
- 3.6 The SCRG will investigate the matter and take such action as is warranted under the circumstances.
- 3.7 SCRG members are to report complaints of sexual harassment or any suspected violation of this guideline to their Team Leader, Group Leader or to the County's Human Resource Director. When a complaint alleging sexual harassment or a report of suspected violation of this guideline comes to the attention of a Team Leader, Mission Coordinator or Board Member, that member is to inform the County's Human Resources Director immediately.
- 3.8 Complaints of sexual harassment and reports of suspected violation will be investigated by the County's Human Resources Director.
- 3.9 Any employee who the County reasonably believes has committed an act of sexual harassment will be disciplined, up to and including termination of group membership.

Personnel

NUMBER: P-10

EFFECTIVE DATE: 3/22/07

TOPIC: Rules of Conduct

PURPOSE: Ensuring order, harmony, safety and the protection of property is a key objective of the SCRG. In furtherance of these objectives, the following rules have been adopted to establish standards of conduct for all SCRG members. These rules are further established in order to prevent or correct situations, which could jeopardize the welfare of members or others. While as much personal freedom as possible is desirable for members, these rules are established to protect the rights and recite the responsibilities of all members. Each member is responsible for **READING, KNOWING** and **FOLLOWING** these rules. Failure to comply with any of these rules may result in disciplinary action up to and including dismissal.

SCOPE: This operating procedure will apply to all members of the Summit County Rescue Group. The Summit County Sheriff's Office may have additional rules and standards of conduct for SCRG members, which will be communicated in writing by the Sheriff.

POLICY:

Section 1 - Statement of Rules and Regulations

- 1.1 The following acts are unacceptable for all SCRG members:
- a. Possession or use of liquor or drugs (defined in Section 8.2 of the County's Alcohol, Drug and Substance Abuse Guideline) at any time on a mission, while in training, while operating a SCRG vehicle or during any response.
 - b. Reporting for missions, trainings or meetings under the influence of liquor is prohibited.
 - c. Theft.
 - d. Falsifying or tampering with personnel records or other team records.
 - e. Falsifying or tampering with the records of another member.
 - f. Gambling, including but not limited to, participation in an illegal lottery or any other game of chance on County property at any time.
 - g. Engaging in physical or verbal confrontations on County property.
 - h. Lying or making false statements to co-members, Team Leaders, Board Members or to the public while functioning in an official capacity of the SCRG.
 - i. Abusing or deliberately destroying or damaging property.
 - j. Attempting to coerce, insult, abuse or intimidate another member or citizen or use of abusive or indecent language to a fellow member or citizen.
 - k. Unauthorized use, transfer or disclosure of confidential information, procedures, tools or equipment.
 - l. Willful and wanton, grossly negligent or reckless conduct which is patently offensive or has the effect of creating any risk of injury to any person or property or directly threatens the health, safety or welfare of any member or the public in general.
 - m. Disregard for safe working practices, or taking actions which might endanger the health, safety or welfare of others.
 - n. Unauthorized use of SCRG equipment or material for personal purposes.
 - o. Smoking in any area except designated areas.

- p. Vandalism of any form, including graffiti.
- q. Improper accounting or mismanagement of SCRG funds.
- r. Any and all other actions, which are in derogation of the responsibilities, obligations and expectations of an active SCRG volunteer member.

Section 2 - Workplace Violence

- 2.1 The SCRG upholds a Zero Tolerance stance against workplace violence.
- 2.2 **Definition:** Workplace violence is conduct in the workplace against team members committed by persons who either are members or prospective members of the SCRG or are outsiders, involving: (1) physical acts against persons or Group property; (2) verbal threats or profanity or vicious statements that are meant to harm or cause a hostile environment; or (3) visual acts that are threatening or intended to convey injury or hostility.
- 2.3 **Prohibition:** All acts of workplace violence, as defined herein, are strictly prohibited and shall subject the violating member or individual to immediate action, including but not limited to immediate dismissal, notification of the appropriate law enforcement authorities and such other further criminal and civil relief as may be available to SCRG.
- 2.4 **Retaliation:** Retaliation against members reporting workplace violence under this procedure will not be tolerated and will result in disciplinary action, up to and including immediate dismissal.

Personnel

NUMBER: P-11

EFFECTIVE DATE: 8/01/08

TOPIC: Member Injury Reporting Procedure

PURPOSE: To provide guidance to members on the proper procedure to follow when a member suffers an occupational illness or injury in the course and scope of his/her membership with the Summit County Rescue Group (SCRG).

SCOPE: SCRG is provided Worker's Compensation coverage through Summit County Government, for active and probationary members who are injured during missions; and for all members, including prospective, who are injured during official training sessions.

PROCEDURE:

1. In order to be covered as a prospective member, you must have completed the new member paperwork in this packet and turned it in to the Liaison Director to create a member file for you. As a prospective member, you are only covered for official training events, and not for missions.
2. In order to be covered for injuries sustained during a mission, you must be an active member of the group who has completed all requirements outlined in this packet and been voted to active status by the Board of Directors, or a probationary member that has been approved for mission participation.
3. All injuries must be reported as soon as practicable, and no later than 24 hours from the date of the mission or training event. The injury must be reported as follows:
 - a. Training events: to the Training Director or the person responsible for leading that particular training event, and/or to a Sheriff's Office (SO) designate.
 - b. Missions: to the Mission Coordinator for that mission, and/or to an SO designate.
4. The SO designate will complete a first report of injury.
5. If your injury requires medical treatment, you will be directed to Summit County's approved medical care providers, except in cases of a bona fide emergency, in which case you will be taken to the nearest appropriate facility. Other than for emergencies, coverage for care provided by a non-approved facility will not be covered by the county's Worker's Compensation policy.
6. Under certain circumstances, a drug/alcohol test may be required per the County's Worker's Compensation policy.

Personnel

NUMBER: P-12

EFFECTIVE DATE: 4/06/09

TOPIC: Qualifications/Procedure for Snow Safety Techs for Avalanche Deployment Program

PURPOSE: To provide guidance to members on the proper procedure to follow when a member wishes to apply for Snow Safety Tech status, and the qualification standards that will be used for selection.

SCOPE: This policy will apply to all members of SCRG.

POLICY:

1.1 Any active team member may apply for consideration as a Snow Safety Tech by submitting in writing to the Mission Coordinators their actual qualifications against the criteria outlined below. This must be received before the end of October each year.

1.2 Applicants must understand that the likelihood of being called for an actual avalanche deployment as a member of SCRG will probably be prior to or after the normal daytime operating hours of the county's ski resorts, during the end of the season period when most of the resorts have closed for the year, or as part of a second or third wave of responders to be flown to an avalanche site.

1.3 At the normal November meeting, the Coordinators will select the best qualified team members to participate in the Flight for Life Avalanche Deployment Program for the upcoming winter season, and the Board will approve these selections. Coordinators will consider the following as part of its selection process:

- a. A minimum of two years of active service with SCRG and a demonstrated participation on missions and in trainings at a level at least equal to the team average.
- b. Previous attendance at both the SCRG Basic Avalanche Seminar and at the SCRG Advanced Avalanche Seminar. In addition, participation in the Silverton Level II Avalanche School, Ian McCammon's three-day course, the National Avalanche School or a recognized equivalent is required.
- c. Employment experience that required or included training in avalanche prevention and response as a part of the job description, or alternatively, a demonstrated level of winter backcountry recreation history that demanded a similar level of avalanche knowledge.
- d. A recognized ability to make sound judgment calls regarding team safety, regardless of the pressure to respond, plus leadership skills to handle onsite command of an organized avalanche response.
- e. A willingness to re-certify with Flight for Life every month throughout the avalanche season (usually November through May).
- f. The physical and mental stamina observed during earlier SCRG missions that assures the Coordinators that you have the capability to extricate yourself from the field and /or remain overnight in the field without hampering your teammates' ability to do likewise.
- g. For members who have previously participated in the program, an acceptable history of participation in the monthly FFL re-certification program.