



Sublette County Sheriff's Office Bylaws for Tip Top Search and Rescue

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Article I – OBJECTIVES

SECTION 1: TTSAR Purpose

Tip Top Search and Rescue (TTSAR) volunteers will serve Sublette County, Wyoming and the surrounding area with an organized emergency service for search and or rescue without compensation, under the order and direction of the Sublette County Sheriff's Office (SCSO).

SECTION 2: Availability

TTSAR volunteers will coordinate, train and maintain an operational group of approximately 40 members. These 40 members shall meet and comply with the minimum standards set forth by the TTSAR Board of Directors on a yearly basis. The volunteers of TTSAR will be available to respond to requests for assistance 24 hours a day and 7 days a week throughout the year.

SECTION 3: TTSAR Authority

The TTSAR volunteers will have no law enforcement powers based upon their membership or association with TTSAR unless directed by the SCSO.

Article II – MEMBERSHIP

SECTION 1: Volunteers

Volunteers are solicited from the community and voted in by the TTSAR Board of Directors.

SECTION 2: Minimum Requirements

Minimum requirements to be considered for TTSAR Membership or Associate Membership:

- A. Be a resident of Sublette County
- B. Be a legal U.S. citizen
- B. Be eighteen years of age
- C. Possess a valid Wyoming's driver's license
- D. Be in adequate physical condition for the duties assigned.
- E. Must be able to pass a background investigation conducted by the SCSO.
- F. Must complete the confidential medical information form.

SECTION 3: Application and Selection Procedure

Selection will be based upon a written application, attendance of three consecutive meetings, an oral interview, and a background check conducted by the SCSO. All selection processes will conform to current Sublette County hiring standards.

SECTION 4: Member Categories

There will be two categories of members: *Associate Members* and *Members*. Only *Members* will have voting rights.

A. ASSOCIATE MEMBER STATUS

An Associate Member is defined as a person, approved by the TTSAR Board of Directors, who does not meet minimum requirements and has not completed the

one year probationary period. Associate Members are not issued team gear such as radio and uniform.

Associate Member status requires the following items to be completed:

1. Attend three consecutive meetings to be eligible for an interview by the TTSAR Board of Directors.
2. After three meetings, the applicant will submit a completed application to the board.
3. Upon receipt, the TTSAR Board of Directors will interview the applicant and the SCSO conducts a background check.
4. The applicant will become an Associate Member upon the Board's approval.

Associate Member Probationary Period

An Associate Member will be on probation for a minimum of one year from Board approval. This probationary period will provide the associate member an opportunity to complete all minimum requirements as well as learn how TTSAR operations are conducted. Participation in actual search and rescue operations is not required, but recommended for Associate Members interested in pursuing Member status.

To be moved to Member status, an Associate Member must meet all of the minimum requirements. A person may be interviewed by the Board at any time to fill an open member position.

B. MEMBER STATUS

(Approximately 40 members) Anyone who is accepted as a member of Tip Top Search and Rescue by the TTSAR Board of Directors must meet all yearly minimum standard requirements as set forth by such board and adhere to all bylaws. Membership may at any time be terminated with a unanimous decision by the TTSAR Board of Directors. To obtain/retain a membership status the following objective must be met yearly:

1. Maintain personal skills and equipment.
2. Operate in a professional manner at all times.
3. Meet all minimum requirements as adopted by TTSAR.
 - a. Current CPR / First Aid card.
 - b. A 24 hour pack ready at all times for missions and for inspection. A member needs to prove knowledge of their 24 hour pack contents and the use and care of those items through check lists and oral questions.
 - c. Current National Incident Management System (NIMS) Incident Command System (ICS) certification. The required courses for certification are IS-100.a (Introduction to the Incident Command System) and IS-700.a (National Incident Management System, An Introduction). Both courses are normally offered online at the FEMA website.
 - d. General GPS, compass and map knowledge:

- 1) Enter and find waypoint from given coordinates.
- 2) Mark and name a waypoint and locate the waypoint.
- 3) Demonstrate compass-to-map orientation.
- e. Demonstrate how to tie the following :
 - 1) Figure-eight knot
 - 2) Figure-eight on a bite knot
 - 3) Double Fisherman's knot
 - 4) Water knot
- f. Attend 50% of scheduled trainings.
- g. Attend 50% of monthly meetings.
- h. Only perform technical skills for which the member is proficient.
- i. Abide by all TTSAR Protocols and Bylaws.

Once Member status is achieved, the Member will be assigned the following "Team" gear:

1. Radio
2. Radio Harness
3. Jacket / Uniform
4. Other team assigned gear and/or equipment

C. CHANGE IN MEMBER STATUS

A member must verbally contact a board member if he or she cannot continue to meet minimum standards due to life changing or family matters not under their control. An evaluation of member status may need to take place.

Any member who does not meet the minimum standard requirement will become an associate member upon board's review. This review will be conducted at the end of the calendar year.

Any time a member is moved to the Associate Member list all "Team" gear should be returned to TTSAR for assignment to new members. The equipment must be returned and checked in to the TTSAR Administrator within one month of the move.

Any time a member wishes to be removed from the Member list, verbal or written notice must be provided to a board member and all "Team" gear returned. The equipment must be returned and checked in to TTSAR Administrator within one month of removal.

SECTION 5: Resources

Resources are defined as individuals not classified as an Associate Member or Member. A resource typically possesses skills or training necessary for a mission. Resources engaged in a search or rescue situation shall remain with and under the direction of a TTSAR Member at all times unless specifically directed to do otherwise by the Incident Commander.

SECTION 6: Evaluation

All TTSAR members will be evaluated each January by the TTSAR Board of Directors on the following:

1. Ability to perform specific tasks
2. Attendance at trainings, meetings, and on missions
3. Attitude
4. Ability to meet minimum required standards.

SECTION 7: Personal Conduct

If a member's acts are considered to endanger any personnel during a training session or mission, this shall be reported as in Section 9 below. Disciplinary actions will be determined by the TTSAR Board of Directors.

SECTION 8: Firearms

All members shall observe and obey all local, state and federal firearms laws.

SECTION 9: Complaints

Any member who has a complaint shall submit it in writing to a Director, who will then forward it to the members of the TTSAR Board of Directors for consideration.

SECTION 10: Confidentiality

Under no circumstances will any member publicly discuss any complaint of another TTSAR member or any confidential TTSAR information. In addition, no member shall publicly discuss any details or circumstances of a sensitive mission without the consent of the TTSAR Board of Directors and approval from the SCSO.

SECTION 11: Failure to Meet Requirements

Any member who fails to meet the requirements within the Bylaws shall be notified in writing by the TTSAR Board of Directors.

SECTION 12: Suspension

Any member may be suspended from a mission or training session if that member appears to be under the influence of alcohol and/or drugs, is not properly equipped or is physically or mentally unable to perform the duties required.

Any member may be suspended by the TTSAR Board of Directors for action contrary to the TTSAR bylaws or violation of local, state or federal laws while participating in TTSAR missions or training sessions. Suspension will be verbal, followed by a formal written notification by the board.

SECTION 13: Termination

Any member who does not abide by TTSAR bylaws or protocols may be terminated by unanimous decision of the TTSAR Board of Directors. This could be for cause of life endangerment, equipment disregard or abuse or for not following TTSAR Bylaws or Protocols as listed in Article VII. Termination will be verbal, followed by a formal written notification by the board.

Article III – TTSAR BOARD OF DIRECTORS

SECTION 1: TTSAR Board of Directors

The TTSAR Board of Directors shall consist of five members elected by TTSAR Members. Positions on the TTSAR Board of Directors include:

- Director
- Deputy Director / Training Director
- Deputy Training Director / Communications Director
- Projects Director / Large Equipment Director
- Membership Director

SECTION 2: General Board of Director Responsibilities

The TTSAR Board of Directors shall:

- Provide overall guidance to TTSAR in general policy matters but shall not interfere with normal operations.
- Report to the general membership at the scheduled meeting following any action.
- Mediate complaints.
- Suspend and/or terminate members.
- Review financial statements and records at every monthly board meeting.
- Approve all Sublette County vouchers.
- Supervise and complete a yearly evaluation of the TTSAR Administrator

SECTION 3: TTSAR Board of Directors' Responsibilities

Director

- Chair meetings
- Supervise general operations
- Liaison w/ other organizations
- Appoint a public liaison to handle community relations
- Decide on yearly minimum requirements
- Conduct yearly reviews of the Membership roster
- Conduct a yearly review of the TTSAR Administrator

Deputy Director / Training Director

- Fill in when director is absent
- Research and plan yearly trainings
- Direct TTSAR Administrator to schedule trainings
- Determine yearly minimum requirements
- Conduct yearly reviews of the Membership roster
- Conduct a yearly review of the TTSAR Administrator
- Other duties as assigned by the Director

Deputy Training Director / Communications Director

- Research and plan yearly trainings with Deputy Director

- Help TTSAR Administrator to schedule trainings
- Plan radio assignments
- Update radio lists
- Determine yearly minimum requirements
- Conduct yearly reviews of the Membership roster
- Conduct a yearly review of the TTSAR Administrator
- Other duties as assigned by the Director

Projects Director /Large Equipment Director

- Spearhead new projects
- Plan for large equipment (vehicles, All-Terrain Vehicles (ATV), snow machines, trailers)
- Direct TTSAR Administrator on acquisition of new vehicles and equipment.
- Direct the TTSAR Administrator on vehicle and equipment maintenance
- Determine yearly minimum requirements
- Responsible for spring and fall changeovers of seasonal equipment.
- Conduct yearly reviews of the Membership roster
- Conduct a yearly review of the TTSAR Administrator

Membership Director

- Distribute and obtain applications for membership.
- Explain the interview process and minimum requirements.
- Explain duties and expectations as a member.
- Direct TTSAR Administrator to maintain current spreadsheets on attendance to training
- Record, type and distribute meeting minutes
- Read meeting minutes
- Decide on yearly minimum standards
- Oversee yearly reviews of the Membership roster
- Conduct a yearly review of the TTSAR Administrator

Article IV – TTSAR ADMINISTRATOR

SECTION 1: TTSAR Administrator

The TTSAR Administrator for TTSAR shall be an employee of the SCSO. The TTSAR Administrator shall be solicited, hired, and appointed by TTSAR Board of Directors and operate under their direction. The TTSAR Administrator shall not be a voting board member but act as a liaison with TTSAR and SCSO.

SECTION 2: TTSAR Administrator Duties

The TTSAR Administrator shall be responsible for the following duties:

1. Oversee all phases of TTSAR program
2. Work closely with the TTSAR Board of Directors and SCSO.
3. Attend board and general meetings
4. Assist with procurement of equipment

5. Assist in identification of TTSAR training
6. Serve as a liaison to the SCSO
7. Supply TTSAR Board of Directors with a current financial and budget status and budget needs
8. Other duties as assigned

Article V – TTSAR MEETINGS

SECTION 1: Meeting Frequency

TTSAR meetings will be conducted the second Tuesday of every month. Monthly meetings will be held at 7:30 p.m. alternating between two locations – Pinedale SAR building and the Big Piney SAR buildings, unless otherwise specified by the TTSAR Board of Directors. These meeting dates and times may be changed at the discretion of the Board with a minimum one week notice to the TTSAR Membership roster.

SECTION 2: Meeting Attendance

Members are required to attend 50% of meetings as specified in the minimum requirements. Associate members will be notified of all meetings and trainings and are encouraged to participate.

SECTION 3: Board of Director Meetings

The TTSAR Board of Directors will meet one hour prior to the TTSAR meeting to review vouchers and conduct other Board activities.

SECTION 4: Special Meetings

Special meetings may be called by the Director. The reason for the special meeting must be stated in advance and no other business may be conducted at the meeting.

SECTION 5: Order of Business

- The order of business will be:
- A. Call to order by presiding officer
 - B. Reading of minutes
 - C. Discussion of old business
 - D. Discussion of missions since last meeting
 - E. Discussion of new business
 - F. Discussion of any other business
 - G. Adjournment of the business meeting
 - H. Program as planned if applicable

Article VI – ELECTION OF DIRECTORS

SECTION 1: Terms

Directors shall serve a two year term with a maximum of two terms in one position. After two terms, a Director can run for another Director position but cannot run for a third term within the same position.

The Director, Deputy Training Director /Communications Director, and Membership Director shall begin their terms starting February 1st of even numbered years.

The Deputy Director/Training Director and the Projects Director/Large Equipment Director shall begin their terms starting February 1st of odd numbered years.

Directors must be Members in good standing and maintain this status throughout the term.

SECTION 2: Nominations

Nominations of candidates shall occur in open meeting during the regular December meeting. Self nominations are also acceptable.

In the event an office has only one candidate, a “no confidence” option should be given to voters for that office.

An election officer who has no ambition of running for any director position in the upcoming election shall be appointed by the TTSAR Board of Directors. The appointment shall be announced at the regular November meeting. The election officer will be responsible for all election matters for the remainder of the calendar year.

SECTION 3: Election Process

Elections shall be held at the regular January meetings for those directors whose terms commencing the following month (February).

There shall be a quorum of 66% of those with Members status, for an election to take place. Ballots can be cast in person or by absentee ballot in order to execute the election. If a quorum is not made, the election shall be postponed until the next regular meeting.

The vote shall be taken and the candidate with the most votes for each office will serve one term. In the event of a tie, a coin toss shall determine the winner.

SECTION 4: Vacated Offices

Should an office be vacated before the normal end of the term, a director pro-temp shall be appointed by the remaining board to serve the remainder of the term.

Article VII – TTSAR EQUIPMENT, TRAINING AND EDUCATION PROTOCOL

SECTION 1: Protocol Scope

This protocol applies to all equipment owned by Sublette County, through TTSAR, and all missions and trainings.

SECTION 2: Equipment Location and Storage

All TTSAR equipment shall be stored on TTSAR premises.

- Radios and other equipment: All radios, GPS, Satellite phones shall be left on chargers or fully charged for immediate use.

SECTION 3: Equipment used for Missions

Equipment is expected to be ready for Missions in an emergency. Equipment used for missions must be:

- Checked out and notice must be given to the team lead or IC.
- Returned at end of mission or end of shift, whichever is first.
- Clean, fully fueled, placed on the recharger if necessary and in the same condition or better than when it was checked out as or noted for administrator to take care of next business day.
- Fully available for use on Missions.
- Should equipment need to leave Sublette County for any reason, Board of Directors (3 out of 5) must be in agreement to its absence.

SECTION 4: Equipment used for Trainings

Equipment used for trainings does not take priority over Missions for equipment use. Equipment used for training must:

- Remain in Sublette County at either the North or South SAR buildings while not in use.
- Checked out and notice must be given to the TTSAR Board of Directors.
- Returned the same day as the training took place.
- For in county trainings 3 of 5 board members must approve, and must be given one week notice
- Clean, fully fueled, placed on the recharger if necessary and in the same condition or better than it was checked out as.

Should equipment need to leave the county for training, TTSAR Board of Directors (3 out of 5) must be in agreement of its absence, and given a minimum of one week notice.

SECTION 5: Training Sessions

All members will be notified, and invited, to all trainings taking place at least one week in advance. Members will take priority at all trainings, in or out of Sublette County, especially when there is limited space available for the training.

SECTION 6: Financial Aid Requests

Requests for financial aid for SAR related equipment or training shall be made in writing to the TTSAR Board of Directors at least one month in advance of disbursement of requested funds

SECTION 7: Training Rotation Schedule

Each member of TTSAR who has part of their training subsidized by TTSAR will provide one training on that topic for the group within the following year.

SECTION 8: Budget Appropriation

Budgeted county funds may be appropriated by Sublette County Commissioners on a yearly basis to provide for operations, equipment and training as approved by the TTSAR Board of Directors and Sheriff's Office. Purchases with county funds shall be approved by the TTSAR Board of Directors prior to disbursement of requested funds.

Article VIII – AMENDMENTS**SECTION 1: Alteration or Modification**

This Constitution and these Bylaws may be altered or amended as required. A written notice of any proposed amendment to the Bylaws shall be given to the entire group for a 30 day comment period after which a unanimous decision from the TTSAR Board of Directors is required to adopt the amendment.

Article IX – DISSOLUTION**SECTION 1: Organization Dissolution**

Upon dissolution of this organization, after clearing any debts, all funds and equipment owned by TTSAR will be donated to another organization engaged in SAR activities. The receiving organization shall be selected by the TTSAR Board of Directors.