



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



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| POLICY NUMBER | |
| SAR: 01 | |
| EFFECTIVE DATE: 05/03/2013 | ORIGINAL ISSUED ON: 08/01/1994 |
| REVISION NO: 02 | |

SUBJECT: STANDARD OPERATING PROCEDURES FOR AND IDENTIFICATION OF SEARCH AND RESCUE PERSONNEL

1.0 PURPOSE

The purpose of this policy is to establish guidelines for operating procedures and identification of Search and Rescue Field Coordinators, Area Commanders, and certified SAR responders while conducting official business on behalf of the Department of Public Safety, State Police Division.

2.0 POLICY

It is the policy of the New Mexico Department of Public Safety to direct the State Police Search and Rescue Office to establish operating guidelines that shall be adhered to by Field Coordinators, Area Commanders, and SAR responders who desire to possess identification establishing their rank and authority while on Search and Rescue Missions or while conducting official business on behalf of the NMSP Search and Rescue Office.

3.0 APPLICABILITY

This policy is applicable to all New Mexico State Police Search and Rescue Field Coordinators, Area Commanders, and SAR responders.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. Field Coordinator, Area Commander, certified SAR Responder** – Holding Certification from the Department of Public Safety, New Mexico State Police
- B. Type** – A graded management system that is based on experience, training, and selection.
- C. Standard Operating Procedures** – is a manual which describes the regularly recurring operations relevant to New Mexico Search and Rescue.

6.0 PROCEDURE

All items identifying a Field Coordinator and Area Commander must be personally purchased by the user. The identifying items described in this policy are **NOT** required. The State SAR Office may furnish identifying items as budgets allow.

The use of vehicle signs, business cards, patches, personnel identification cards, uniforms, handouts, or any other display items that use the words “New Mexico State Police”, “State Police”, “NMSP”, or any such wording/lettering is **prohibited** unless it is included in this policy.

A. Business Cards:

Business cards may only include the following;

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1. The words "New Mexico State Police, Search and Rescue" and; one of the following titles;
 - a. "Field Coordinator"
 - b. "Area Commander"
2. TYPE of Incident Commander (I, II, III, IV);
3. Name, address, and office and/or home telephone number(s), pager number, and cellular phone number;
4. State Police District telephone number and;
6. The New Mexico State Police shield.
7. Authorized format:



B. Vehicle Signs:

1. Vehicle signs will only be used when the Field Coordinator is assigned an Incident Number and is actively participating in a Search and Rescue (SAR) Incident or is representing the State of New Mexico SAR System at a SAR Function.
2. Vehicle signs may be displayed on vehicles being used by a Field Coordinator or an Area Commander. The signs may be displayed on the front doors or at the rear of the vehicle. The signs shall be the same color and wording as the DPS issued Field Coordinator patches. The signs shall be less than twelve (12) inches high.
3. Vehicle Decals may be displayed in the front windshield or rear window of the vehicle being utilized by a Field Coordinator or Area Commander. The decal shall be the same size and color of the issued Field Coordinator patch.

C. Uniforms:

1. Gray long or short sleeve dress shirts, of the "law enforcement" type may be worn while on official SAR business e.g., SAR Incidents, team meetings, district meetings, State SAR meetings, and/or other Search and Rescue functions that the Field Coordinator or Area Commander may be attending.
2. Only the standard issued Field Coordinator patches (or a direct copy) may be worn (TYPE-I use issued TYPE-I patches). Patches must be displayed on both sleeves directly under the shoulder seam. Under **NO** conditions, will the issued patch, or a direct copy, be displayed other than on the shirt described above.

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3. An official State Police name tag (black with brass border) will be worn above the right front pocket (directly above the pocket seam). Only the first and last name of the Field Coordinator or Area Commander may be used.
4. Only hats issued by the Department of Public Safety Search and Rescue Office may be worn with the uniform.
5. Jackets/Coats will be solid black in color, any style, with standard issued Field Coordinator patches affixed on both sleeves directly under the shoulder.

D. Personnel identification cards:

Personnel identification (ID) cards issued by the Search and Rescue Office are the **ONLY** authorized credentials that a Field Coordinator, Area Commander, or certified SAR responder may use for identification.

E. Standard Operating Procedures:

These procedures are a guide to be used by all Search and Rescue personnel. These prescribed procedures cover operations which lend themselves to a definite or standardized procedure without loss of effectiveness. The procedures, known as SOP's, are applicable unless otherwise ordered.

7.0 ATTACHMENTS

A. SAR Standard Operating Procedures Manual

8.0 APPROVAL

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