



DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES



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| POLICY NUMBER | |
| SAR: 03 | |
| EFFECTIVE DATE: 05/03/2013 | ORIGINAL ISSUED ON: 12/01/1994 |
| REVISION NO: 2 | |

SUBJECT: DONATIONS DURING SEARCH AND RESCUE INCIDENTS UNDER THE NEW MEXICO SEARCH AND RESCUE PLAN

1.0 PURPOSE

The purpose of this policy is to establish guidelines concerning donations offered during Search and Rescue Incidents/Missions by subject(s) or anyone associated with the subject(s).

2.0 POLICY

It is the policy of the New Mexico Department of Public Safety that all donations offered by subject(s) or anyone associated with the subject(s) to Incident Command System Personnel who are operating under the New Mexico Search and Rescue Plan shall be unsolicited.

3.0 APPLICABILITY

This policy is applicable to all Incident Command System (ICS) personnel or any other responder to Search and Rescue (SAR) Incidents/Missions who operate under the New Mexico Search and Rescue Plan.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. **Donation** – Any sum of money, equipment, or service provided as payment or as a gift to any person or SAR team participating in SAR incidents/missions under the New Mexico Search and Rescue Plan.
- B. **Incident Command System (ICS) personnel** – May include Area Commanders, Field Coordinators, Incident Commanders, Safety Officers, Liaison Officers, Public Information Officers, Branch Directors, Operations, Planning, Logistics or Finance Section Chiefs certified by the Department of Public Safety, New Mexico State Police, Chief of State Police, SAR Resource Officer, or any other person associated with a SAR responder.
- C. **SAR Responders** – May include any volunteer or non-volunteer that is activated to perform duties under the New Mexico Search and Rescue Plan.
- D. **Subject** – May include any person(s) requiring the services of SAR responders when activated as defined by the New Mexico Search and Rescue Plan. The term subject shall extend to the subject(s) family members, friends of the subject(s), or businesses associated with the subject(s).

6.0 PROCEDURE

- A. ICS personnel or any other SAR responder shall NOT initiate any conversation or written correspondence with or to any subject, family member, or company affiliated with the subject or friend of any subject where the recipient of the conversation or correspondence is asked for, or perceives the conversation, or correspondence to be

asking for a donation in conjunction with participation or completion of a search and rescue involving the person contacted.

- B.** All unsolicited offers for donations(s) initiated solely at the choice of the subject, family member, company affiliated with the subject, or friend of the subject will be referred to the Field Coordinator or Area Commanders actively controlling the Search and Rescue incident.
- C.** Field Coordinators or Area Commanders receiving unsolicited offers of donations will provide the person making the offer a brochure outlining the New Mexico SAR mission and a recommendation that donations be sent to the "New Mexico Emergency Service Council", also known as the "New Mexico Search and Rescue Council" for distribution to SAR teams participating in the search and rescue incident. The brochure will be prepared by the New Mexico Department of Public Safety Search and Rescue Office.
- D.** The Department of Public Safety Search and Rescue and Rescue Resource Officer will provide the Field Coordinator and Area Coordinator with initial and replacement supplies of SAR donation brochures.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

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