



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



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| <b>POLICY NUMBER</b>             |                            |
| SAR: 06                          |                            |
| <b>EFFECTIVE DATE:</b>           | <b>ORIGINAL ISSUED ON:</b> |
| <b>REVISION NO:<br/>ORIGINAL</b> |                            |

**SUBJECT: SEARCH AND RESCUE INCIDENT REPORTS**

**1.0 PURPOSE**

The purpose of this policy is to establish guidelines regarding Department of Public Safety (DPS), New Mexico State Police (NMSP), Search and Rescue (SAR) Incident Report submission dates.

**2.0 POLICY**

It is the policy of the New Mexico Department of Public Safety that the Field Coordinator on all Search and Rescue (SAR) Incidents who closes out a mission or training mission that has been assigned a state mission number must create and submit a Search and Rescue Incident Report in a timely manner.

**3.0 APPLICABILITY**

This policy is applicable to all New Mexico Field Coordinators (FC) and Area Commanders (AC).

**4.0 REFERENCES**

NONE

**5.0 DEFINITIONS**

- A. **Search and Rescue Incident Reports** – The official report of any SAR incident wherein an official incident number has been issued to the incident. A SAR Incident includes missions and training missions.

**6.0 PROCEDURE**

- A. All Incidents that are issued an official incident number are required to have an Incident Report created and submitted to reflect the incident.
- B. A completed Incident Report will be forwarded to the NMDPS SAR Resource Officer within 15 days of the closing date of the SAR incident by the Field Coordinator who closed out the incident.
- C. If the report is not received within 20 days, the responsible Field Coordinator will be contacted by the SAR Resource Officer to request the identity of the person(s) responsible for filing the report. That person(s) will be contacted and reminded of the deadlines for submittal of the Incident Reports as reflected in this policy.
- D. If the report is not received within 45 days, correspondence will be sent to the responsible party by the New Mexico State Police Chief advising them that if the report is not received within an additional 45 days, they will be suspended from participation in the SAR program.

## **SEARCH AND RESCUE INCIDENT REPORTS**

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- E. If the report remains overdue after 90 days, the New Mexico State Police Chief will authorize the suspension or termination of the Search and Rescue command duties of the responsible party for a period of time as determined by the Chief. A signed and certified letter reflecting this will be forwarded to the person responsible for submittal of the report.

### **7.0 ATTACHMENTS**

**NONE**

### **8.0 APPROVAL**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
DPS Cabinet Secretary