

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

This binder is property of Maine Mounted Search and Rescue (MMSAR) and is to be returned to a member of the Board of Directors upon your resignation or termination of membership.

Please DO NOT write on any of the pages, with the exception this page.

Please DO NOT write on the binder.

The forms in this binder are for reference only, they are not to be removed for use.

Any updates or added SOPs must be printed out and added to the binder, hand written changes are not official updates.

Any subject not addressed by these Standard Operating Procedures should be brought to the attention of the Board of Directors for discussion and creation of a new policy or an amendment to an existing policy.

Issued to: _____

Date: _____

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

Table of Contents

| | | | |
|------------|--|------------|--|
| 100 | Procedural Policies | 308 | See 114, Complaints |
| 101 | By-Laws | 309 | See 115, Discipline |
| 102 | Compliance | 310 | Dual Membership |
| 103 | Discrimination | | |
| 104 | Harassment and Intimidation | 400 | Training and Certification Policies |
| 105 | Notice of Privacy Practices | 401 | Required Trainings Schedule |
| 106 | Confidentiality | 402 | Training Fees |
| 107 | Conflicts of Interest | 403 | Mounted Team Certification Eligibility |
| 108 | Alcohol and Illegal Drug Use | 404 | Uncertified Equines Attending Mounted Trainings |
| 109 | Prescription Medication | 405 | Non-Members Attending Trainings |
| 110 | Officer Position Descriptions | 406 | Pre-Certification Evaluation |
| 111 | Elections | | |
| 112 | Board of Directors Meetings | 500 | General Operations Policies |
| 113 | General Membership Meetings and Votes | 501 | General Safety Practices |
| 114 | Complaints (Previously 308) | 502 | Safety Briefings |
| 115 | Discipline (Previously 309) | 503 | SOP Suspension |
| 116 | Code of Conduct | 504 | Firearms |
| 117 | SOP Changes | 505 | Radio Procedures |
| 200 | Finances and Assets (Tangible and Intellectual) | 506 | Infection Control and Personal Protection Equipment |
| 201 | Membership Dues | 507 | Driver Requirements |
| 202 | Fundraising | 508 | Individual Equipment Requirements |
| 203 | Mileage Reimbursement | 509 | Search Support Services Eligibility |
| 204 | Insurance Coverage | 510 | Ground Search Eligibility |
| 205 | Unit Owned Equipment | 511 | Activation Procedures |
| 206 | Logo and Unit Name Use, and Uniforms | 512 | Incident Command System |
| 207 | Website and Social Media | 513 | Chain of Command |
| 208 | Archives | 514 | After Action Reviews |
| 209 | Educational Outreach and Unit Representation at Events | 515 | Individual Documentation of Outreach, Searches and Trainings |
| 300 | Membership Policies | 600 | Equine Care and Operations Policies |
| 301 | Eligibility | 601 | General Equine Care |
| 302 | New Member Onboarding | 602 | Equine Qualifications |
| 303 | Membership Statuses and Classes | 603 | Mounted Search Eligibility |
| 304 | Attendance | 604 | Equine Transportation |
| 305 | Availability | | |
| 306 | Leaves of Absence | | |
| 307 | Distribution Lists and Communications | | |

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

Reference Documents:

MMSAR By-Laws

Truck and Trailer Safety Guideline

MASAR Recommended Equipment List, combined

MASAR Standards Definitions

MASAR Certification Standards and Procedures Overview

MASAR Search Team Member Certification Standard

MASAR Search Team Member Certification Standard, Appendix A - Aerobic Fitness Evaluation

MASAR Search Team Member Certification Standard, Appendix B - Grandfathering of Searchers

MASAR Search Team Member Certification Standard, Appendix C - Training Requirements

MASAR Search Team Member Certification Standard, Appendix D - Recommended Minimum Equipment List

MASAR Mounted Team Certification Standard

MASAR Mounted Team Certification Standard, Appendix A: Grandfathering Teams

MASAR Mounted Team Certification Standard, Appendix B: Recommended Equipment List

MMSAR Forms:

New Member Application

Mileage Reimbursement

Search Tracker

Training Tracker

Outreach Tracker

Independent Training Tracker

Mounted Team Certification Checklist

Request for Logo or Unit Name Reproduction

Unit Owned Equipment Declaration

Unit Owned Equipment Reimbursement Appeal

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 101

SECTION #: Procedural Policies

SUBJECT: By-Laws

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to adhere to all adopted By-Laws.

PROCEDURE:

All members of MMSAR will adhere to all adopted By-Laws. If there is a conflict between the By-Laws and the SOPs, the By-Laws will supersede the SOPs. If such a case arises it should be reported to the BOD immediately for review.

REFERENCES:

MMSAR By-Laws

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 102

SECTION #: Procedural Policies

SUBJECT: Compliance

POLICY:

It is the policy of Maine Mounted Search and Rescue to comply with all federal and state laws, and MASAR policies, and to comply with all policies and procedures as set forth in Maine Mounted Search and Rescue By-Laws and Standard Operating Procedures.

PROCEDURE:

Maine Mounted Search and Rescue's Board of Directors (BOD) are in charge of reviewing our compliance policy and specific compliance situations that may arise. All members must carry out their duties in accordance with this policy. Any violation of this policy will be subject to disciplinary action in accordance with SOP #309 (Discipline). If a member becomes aware of any violation of this policy they must report it to the BOD. If the member is uncomfortable reporting the violation they can make an anonymous report by postal mail to a BOD member.

REFERENCES:

SOP # 309 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 103

SECTION #: Procedural Policies

SUBJECT: Discrimination

POLICY: It is the policy of Maine Mounted Search and Rescue (MMSAR) that all members have the right to participate in an environment free from discrimination.

PROCEDURE: MMSAR will not discriminate against any member because of race, gender, sexual preference or identity, religious belief, nationality, ethnicity or any other class protected by federal law. Any member who feels that they have been subjected to any form of discrimination should report the incident immediately to the BOD.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 104

SECTION #: Procedural Policies

SUBJECT: Harassment and Intimidation

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to provide personnel with an environment free from harassment, sexual or otherwise, and intimidation.

PROCEDURE:

MMSAR recognizes the right for members to participate in an environment which is free from harassment and intimidation. Such harassment or intimidation may include verbal or physical conduct that is derogatory or hostile toward an individual based on age, race, gender, sexual preference or identity, religious belief, nationality, ethnicity, physical or mental disability or any other class protected by federal law. It is not only a violation of the policy, but it may also constitute illegal discrimination (SOP #103, Discrimination).

Sexual harassment is against Maine's sexual harassment law and constitutes a form of discrimination under Title VII of the Civil Rights Act of 1964.

"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 employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating and intimidation, hostile, or offensive working environment."

Examples of conduct that constitutes sexual harassment are:

Verbal – such as comments about a person's looks, sexual jokes, or use of derogatory sexual stereotypes.

Non-Verbal – such as giving suggestive looks, displaying sexual objects or pictures, or making sexual gestures.

Physical – such as inappropriate touching or massage, pinching, deliberate brushing up against someone, or actual sexual assault.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

All members who believe they have been subject to harassment or intimidation of any kind or anyone observing or suspecting harassment or intimidation should report the incident following SOP # 308 (Complaints). Harassment and/or intimidation are considered grounds for disciplinary action up to and including termination of membership.

REFERENCES:

SOP #103 Discrimination

SOP #308 Complaints

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 105

SECTION #: Procedural Policies

SUBJECT: Notice of Privacy Practices

POLICY: It is the policy of Maine Mounted Search and Rescue (MMSAR) to ensure the privacy of confidential medical or other personal information.

PROCEDURE: During the course of normal operations it is possible that Unit members may become privy to confidential medical or other personal information about search subjects or other Unit members. In accordance with the applicable laws and Maine Association for Search and Rescue (MASAR) policies regarding healthcare information privacy the Unit adopts the following statement:

“We understand that medical and other information about you and your health is personal. We are committed to protecting this information about you. The uses and disclosures of your medical and personal information by Maine Mounted Search and Rescue (MMSAR) will be for the purposes of search operations only. There are some situations where we may be required to release information to an authority which we will accommodate according to the law. Only members who have need of such information will have it.

If you believe your privacy rights have been violated, you may file a complaint with MASAR. All complaints must be submitted on writing.

You will not suffer any retaliation or be penalized in any way for filing a complaint.”

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 106

SECTION #: Procedural Policies

SUBJECT: Confidentiality

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain confidentiality about searches and search subjects as per Maine Association for Search and Rescue (MASAR) standards.

PROCEDURE:

All members will maintain confidentiality regarding search operations and search subjects in accordance with MASAR Social Media Policy Rev 0 and the privacy practices as set forth in MMSAR SOP #105 Notice of Privacy Practices.

The Warden Service is the main point of contact on search operations, and will release whatever information is proper to be released. As agents of the Warden Service, members shall not say, email, text, or post on the internet, anything about searches, search subjects, or search locations that has not already been announced by MASAR, the Maine Warden Service, or the news media, in accordance with MASAR Social Media Policy Rev 0.

Members may take and share photos as long as there is no information given that violates the above procedure, including metadata/location tags.

REFERENCES:

MASAR Social Media Policy Rev 0
SOP #105 Notice of Privacy Practices

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 107

SECTION #: Procedural Policies

SUBJECT: Conflicts of Interest

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that all members should use good faith and due diligence to keep honest and fair in all transactions in regards to their duties to MMSAR and its property in order to avoid conflicts of interest.

PROCEDURE:

In their official capacity as officers, directors or members of MMSAR all acts shall be for the benefit of the Unit. They shall not accept any favor, monetary or otherwise, that would influence actions of MMSAR. All members will disclose in writing to the Board of Directors (BOD) any employment, activity, investment, or other interest, which might be in conflict with the interests of MMSAR.

The BOD will obtain and execute conflict of interest statements from all members affected by exposure to potential conflicts. When warranted, the BOD shall submit a report to the general membership concerning potential conflicts of interest. BOD will make the final decision on any action that may be necessary to resolve a conflict, however they may take into consideration the opinion of the general membership if the situation warrants.

All members shall conduct themselves in a manner consistent with this policy and make appropriate disclosures as directed by this policy immediately when a potential conflict arises, either to the BOD confidentially or at any regular meeting.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 108

SECTION #: Procedural Policies

SUBJECT: Alcohol and Illegal Drug Use

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to enforce a zero tolerance policy on alcohol and illegal drugs at MMSAR and Maine Association for Search and Rescue (MASAR) sanctioned events.

PROCEDURE:

Any use of illegal drugs or alcohol during search operations, meetings, public affairs or any other event sanctioned by MMSAR or MASAR is strictly prohibited. The possession, manufacture, distribution or dispensing of any illegal drugs or alcohol is strictly prohibited. Violations of this policy will be handled using the disciplinary actions as set forth in SOP #309 (Discipline), and may be grounds for immediate termination of membership.

REFERENCES:

SOP #309 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 109

SECTION #: Procedural Policies

SUBJECT: Prescription Medication

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to ensure the safety of our members. The use of certain medications could have a detrimental effect on safety.

PROCEDURE:

It is the responsibility of each member to be familiar with the effects of any and all medications that they are taking. It will be each member's responsibility to decline participation if any medication has the potential to affect their ability to make sound and appropriate decisions.

During any operation, members should disclose any medications that could affect their ability to perform and/or any potential lifesaving medications they must carry to their teammate.

Any violation of this policy will be grounds for immediate discipline per SOP #309 (Discipline), including possible termination of membership.

REFERENCES:

SOP #309 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 110

SECTION #: Procedural Policies

SUBJECT: Officer Position Descriptions

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to conform with Corporate and ICS requirements, and its own By-Laws, in its organizational and command structure.

PROCEDURE:

In accordance with MMSAR Bylaws Article III Section A, the Members will elect on an annual basis the Corporate Offices of President, Vice President, Treasurer, Secretary and Chairperson of the Board. Subject to majority vote, the Board of Directors shall appoint on an annual basis the following non-corporate officers during their first official meeting on or after January 1: a Duty Officer, two backup Duty Officers, one or more Training Officers, an Outreach & Recruitment Officer, and a Public Relations Officer. The Board of Directors shall be elected as per MMSAR Bylaws Article IV Section B. All new officers take office on January 1.

If any officer is faced with a decision outside the scope of the descriptions below they should communicate the issue to the Corporate Officers and the Board of Directors for discussion before presenting a decision to the general membership. If an officer disagrees with a decision made by another officer the issue should be brought up to the Board Of Directors for discussion with the parties involved.

All official documents and records are to be maintained on shared electronic location.

All officers may delegate duties as appropriate.

President

- Oversee the administration of MMSAR.
- Call to order and conduct general membership meetings. May participate in discussions and voting.
- Write and communicate agendas for general membership meetings.
- Attend Board of Directors meetings, but may *not* participate in discussions and voting.
- Serve as alternate Board of Directors member in case of a conflict of interest with an existing BOD member.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

- When the Secretary cannot attend, the President will maintain minutes of Board of Directors meetings.
- Supervise MMSAR officers' adherence to the Position Descriptions section of the SOPs.
- Notify general membership of cancelled meetings as directed by the Board of Directors.

Vice President

- Serve as President in the absence or incapacitation of the President.
- At general membership meetings, serve as Secretary in the absence or incapacitation of the Secretary.
- Research grant opportunities, present to the Unit and write grant applications as approved by the Unit.
- Attend all meetings of special and ad hoc committees, for the purpose of keeping the membership informed. May not participate in discussions and voting unless an official committee member.
- Coordinate annual financial audit by independent auditor. Audit to be performed each January.
- Other duties as required by the President.

Secretary

- Serve as President in the absence or incapacitation of the President and Vice President. Whenever the Secretary is serving as President, the Secretary shall appoint an acting Secretary.
- Record, maintain electronically, and distribute minutes of general membership meetings.
- Submit 1st drafts of all general membership minutes to the President and Vice-President for preliminary review of content.
- Record and maintain electronically minutes of board meetings.
- Submit year-end search and training attendance statistics to MASAR.
- Submit year-end Lost But Found presentation statistics to MASAR.
- Keep attendance records electronically for general membership meetings and board meetings.
- Submit monthly Members Not in Good Standing reports to the board.
- Maintain electronically and distribute membership contact list.
- Send and receive general correspondence on behalf of the Unit.
- Maintain unit archives electronically in shared location.

Treasurer

- Maintain MMSAR financial records and accounts.
- Send and receive financial correspondence on behalf of the Unit.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

- Pay unit bills; all expenses shall be subject to approval by the general membership, excepting annual required expenses such as, but not limited to, annual Maine State corporation filing fees, MASAR membership dues, and website domain and maintenance fees.
- Provide a monthly report of income and expenses for inclusion in the minutes.
- Complete and file all official paperwork as per Federal and State requirements.
- Provide an annual financial summary report to the membership prior to January 15 each year.

Chairperson of the Board

- Call to order and conduct Board of Director meetings.
 - Unless the Chairperson is also a Director, they may not vote or participate in discussions.

Board of Directors – elected for 3-year terms, staggered

- Ensure that the By-Laws and Standard Operating Procedures of MMSAR are followed.
- Review and evaluate new member applications in accordance with SOP #302 (New Member Onboarding).
- Make recommendations to the general membership regarding voting in new members at the end of their probation period.
- Review monthly Members Not in Good Standing reports, inform Duty Officer, and contact these members as needed.
- Hear grievances and complaints; investigate and discipline members as needed.
- Cancel or reschedule meetings. Members will be notified by the President in a timely manner.
- Tally certification scores.
- Revise or create new SOPs as needed.
- Appoint special ad hoc committees, subject to majority vote.
- Appoint non-corporate officers annually, subject to majority vote.

Duty Officer – appointed annually, primary and two or more back-ups

- Keep attendance records (including mileage and hours) for all searches; submit to Secretary for year-end reporting to MASAR and to Training Officer for certification/training tracking purposes.
- Activate unit resources as needed for search operations in accordance with SOP #511 (Activation Procedures).
- Exercise discretion in choosing which resources to activate.
- Serve as point of contact for the Maine Warden Service for general information.

Training Officer – appointed annually, may have regional training officers

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

- Research, plan and coordinate all trainings for Unit or their region.
- Maintain training records electronically where members can view.
- Communicate training discrepancies to Unit members.
- Submit letters of recommendation and other training records as needed to MASAR for initial certification and rectification.
- Maintain all donated and Unit-owned equipment, and equipment distribution list.
- Distribute donated and Unit-owned equipment to qualified members.
- Collect Unit-owned equipment from members who are no longer considered active.
- Keep attendance records (including mileage and hours) for all trainings; submit to Secretary immediately so that Member In Good Standing records and annual training statistics can be updated.

Outreach & Recruitment Officer – appointed annually

- Research and coordinate outreach and recruitment opportunities.
- Serve as point of contact for all outreach & recruitment opportunities.
- Maintain outreach and recruitment documents and presentations in accordance with SOP #209 (Educational Outreach and Unit Representation at Events).
- Maintain attendance records (including mileage and hours) for outreach & recruitment events; submit to Secretary for year-end reporting to MASAR.
- Serve as point of contact for perspective and new members, including the onboarding and certification processes in accordance with SOP #302 (New Member Onboarding), SOP #403 (Mounted Team Certification Eligibility), SOP #509 (Search Support Services Eligibility), SOP #510 (Ground Search Eligibility) and SOP #603 (Mounted Search Eligibility).
- Receive and review new member applications for completeness, forward to BOD for review and forward the membership dues to the Treasurer.
- Send and receive recruitment- and outreach-related correspondence on behalf of the Unit.
- May work with the Training Officer to set up an unofficial skills practice for members that are working toward mounted certification.

Public Relations Officer – appointed annually

- Organize and execute MMSAR public relations activities in accordance with SOP #207 (Website & Social Media), including but not limited to:
 - MMSAR website
 - MMSAR social media site(s)
 - Writing articles for publications
 - Interviews for television, radio and print

Nomination Committee - appointed annually in November, or as needed ad hoc

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

- Carefully review the requirements and responsibility for each office.
- Review the membership roster and select the most qualified candidate(s) by majority vote of the committee.
- Discuss with each nominee whether they want to accept the nomination.
 - If a nominee is unwilling to accept the nomination the committee may repeat the selection process.
- Announce the nominated candidate(s) for each position.
- If no qualified nominee is found, the position will be open except for nominations from the floor.
- May make appointment recommendations to President for appointed positions upon request.

Removal of an Officer – Removal of an Officer will follow regular disciplinary procedure in accordance with SOP #115, unless the Board Of Directors deems it necessary for the immediate removal, in which case an interim Officer will be appointed by the Board to be voted on at the next general membership meeting.

REFERENCES:

SOP #302 New Member Onboarding
SOP #511 Activation Procedures
SOP #209 Educational Outreach and Unit Representation at Events
SOP #403 Mounted Team Certification Eligibility
SOP #509 Search Support Services Eligibility
SOP #510 Ground Search Eligibility
SOP #603 Mounted Search Eligibility
SOP #207 Website & Social Media
SOP #115 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 111

SECTION #: Procedural Policies

SUBJECT: Elections

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to hold fair and unbiased elections of its corporate officers and Board of Directors annually or as needed.

PROCEDURE:

The president will run the elections. All elections will be by secret ballot in person only. Voters have the right to vote no to a nominee by writing "no" on the ballot. A blank ballot is counted as an abstention; abstentions are not counted as a vote. The president will ask if there are any nominations from the floor for each position. Winners are determined by the majority vote.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 112

SECTION #: Procedural Policies

SUBJECT: Board of Directors Meetings

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to hold Board of Directors meetings as needed.

PROCEDURE:

Board meetings will be held as often as necessary to properly handle Unit business either in person or via teleconference.

Board meetings may be called by any Director, or by the Chairperson or President. Advance notification is required. Cancellation or rescheduling of scheduled Board meetings will be informally decided by the Board of Directors.

All members of the Board of Directors must be present in order for a BOD meeting to be held. In addition, the Chairperson will serve as chair for BOD meetings, the Secretary will take minutes and the President will attend all BOD meetings. However, unless the Chairperson, President or Secretary are also a Director they will not participate in any discussion or vote. In the Chairperson's absence or ineligibility to run the meeting, the President will chair. In the President's absence or ineligibility to run the meeting, the Vice President will Chair. In the absence or ineligibility of Secretary the President will serve as Secretary. If none are available the meeting will be rescheduled.

The minutes of all Board of Directors meetings will be made available to the general membership, unless two thirds (2/3) of the board members vote to keep them confidential.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 113

SECTION #: Procedural Policies

SUBJECT: General Membership Meetings and Votes

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to hold regularly-scheduled business meetings.

PROCEDURE:

General membership business meetings will be held quarterly at a minimum, or as often as necessary to properly handle Unit business.

Absences should be communicated to the President in advance.

Cancellation or rescheduling of scheduled business meetings will be decided by the Board of Directors, and members will be notified by the President in a timely manner.

A quorum is defined as a simple majority of the currently voting-eligible members (decimal results will be rounded up or down as appropriate by standard practice). A quorum is required for any meeting to be held.

Members will be notified in advance when there will be a vote to rescind or amend something previously adopted, terminate a member, or remove an officer.

Votes on By-Laws changes are to be made in accordance with the By-Laws.

Standard Operating Procedure changes are to be made in accordance with SOP #116 SOP Changes.

A majority vote means that more than half of those voting approve the motion. Blank ballots and abstentions do not count toward the total number of votes.

All motions will be adopted by majority vote, excepting that a two thirds (2/3) vote in the affirmative is required for approval of financial expenditures over \$100 in value (except mileage reimbursements), termination of membership or office, and changes to Bylaws. No one has the right to require a higher vote than majority on issues unless the bylaws or SOPs specifically state that more than a majority is required.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

Members who arrive at the meeting while a vote is being taken are not eligible to vote on that motion, because they were not present for the preceding discussion.

In accordance with SOP #107 (Conflict of Interest), when a motion is of direct personal or monetary interest to a particular member and no one else, that member should not vote. An exception to this rule is granted when the member is specifically named in the motion, such as when they are either disciplined or nominated to office.

Unlike meeting minutes, Treasurer's reports will be audited at year-end and therefore cannot be voted on during meetings. They will be sent in advance if possible and reviewed at the meeting, but not "accepted" or voted on.

REFERENCES:

SOP #107 Conflict of Interest

SOP #116 SOP Changes

MMSAR By-Laws

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 114 (Previously 308)

SECTION #: Procedural Policies

SUBJECT: Complaints

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to expect professional conduct at all times by its members, including but not limited to adherence to the official Standard Operating Procedures, including but not limited to SOP #311 Code of Conduct.

PROCEDURE:

Any complaints, by a member or someone outside of the Unit, should be submitted in writing to the Board of Directors (BOD). Complaints should, at minimum, include specifics of what SOPs were violated or what behavior or communication was unprofessional, by which member(s), and the date or duration of the behavior or communication.

Unless otherwise specified by the complainant, or unless there are extenuating circumstances agreed upon unanimously by the BOD, the identity of complainants and specific text of complaints will remain confidential and known only to the current Board. Anonymous complaints must be filed in such a manner as to allow the Board to ask follow-up questions of the complainant.

The BOD may assign someone to investigate the complaint. Upon completion of any investigation, the BOD will rule on any action to be taken as per SOP #115 (Discipline).

There will never be any retaliation or punishment for filing a valid complaint as decided by the BOD.

REFERENCES:

SOP #311 Code of Conduct

SOP #115 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 115 (Previously #309)

SECTION #: Procedural Policies

SUBJECT: Discipline

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to ensure the safety of its members and effectiveness of operations by maintaining good order, conduct and Unit harmony.

PROCEDURE:

Violations of the SOPs, harassment, unprofessional or abusive behavior, actions that endanger other members or equines, and/or other egregious behaviors that disrupt the harmony of the Unit are some of the situations which may require the use of disciplinary action.

Disciplinary action is decided and administered by the Board of Directors (BOD). However, during a search operation, special disciplinary action may be decided and administered by the Incident Commander (IC) if the infraction was serious enough to warrant the removal of the member from the operation. If such an action is taken a detailed written report of the incident must be submitted to the BOD within 7 days of the incident for discussion and possible further disciplinary action.

The type of action taken and duration of such action is decided by the BOD and by the seriousness of the infraction.

Disciplinary actions may consist of one or more of the following:

- **Verbal Counseling:** The member is counseled by the BOD as to why their behavior was not appropriate and given a proper course of correction. This action is documented in the minutes as a verbal warning. The member may be put on disciplinary probation for a time period determined by the BOD. While on disciplinary probation the member's privilege to vote and attend searches (in any capacity) is suspended and the member will be required to pay for all required trainings.
- **Written Warning:** A written reprimand from the BOD detailing the incident, what the inappropriate behavior consisted of, and what the desired behavior should have been. This report is discussed at length with the member and recorded as a written warning. The member is advised that future behavior of

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

this type could result in termination of membership. The member may be put on disciplinary probation for a time period determined by the BOD. While on disciplinary probation the member's privilege to vote and attend searches (in any capacity) is suspended and the member will be required to pay for all required trainings.

- **Termination of Membership:** A written reprimand from the BOD detailing the incident, what the inappropriate behavior consisted of, and what the desired behavior should have been. This report is discussed at length with the member and recorded as a recommendation for termination of membership with no eligibility of future membership. The member is advised that the BOD is recommending a termination of membership vote to the general membership at the next regularly scheduled meeting. Prior to the vote the BOD will state the reason they are recommending termination of membership. The member will have 5 minutes to petition the decision and is not allowed legal representation. The vote will be by secret ballot and the member up for termination is not allowed to vote. A majority vote in favor of termination is required to terminate the membership. If the membership is not terminated by the vote the BOD will determine further disciplinary actions.

All disciplinary actions will be recorded in BOD minutes and official communications as required.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 116

SECTION #: Procedural Policies

SUBJECT: Code of Conduct

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to expect professional and respectful actions, behaviors, and communications by its members.

PROCEDURE:

All members are expected to adhere to MMSAR Standard Operating Procedures. In addition, all members should participate fully, respectfully, and in a spirit of community. It is every member's responsibility to ensure that new members feel welcomed and supported, as well as encouraging all members to feel appreciated and part of a team working toward a common goal.

Violations of the SOPs, harassment, unprofessional or abusive behavior, actions that endanger other members or equines, and/or other egregious behaviors that disrupt the harmony of the Unit are some of the situations which may require the use of disciplinary action in accordance with SOP #115 Discipline.

Members who think other members' actions, behaviors, or communications need minor correction (ie, they believe the infraction is not serious enough for a formal Complaint as per SOP #114) should communicate their opinion directly to the other member(s) in question. If a member is not comfortable approaching the member in question directly, that member may ask a Director to serve as a mediator.

REFERENCES:

SOP #114 Complaints

SOP #115 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 117

SECTION #: Procedural Policies

SUBJECT: SOP Changes

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain a reasonable set of Standard Operating Procedures for the purpose of reducing confusion on how unit business is to be managed.

PROCEDURE:

Standard Operating Procedures, and revisions thereto, will be drafted by the Board of Directors. Once the Board has reached unanimous agreement on their content, the new or revised SOP can be adopted in one of two ways:

1. If there is no emergent need for immediate adoption, a general-membership vote will be held at a regularly-scheduled meeting.
2. If there is emergent need for immediate adoption then the SOP(s) can be adopted immediately if the following steps are followed.
 - a. Emergent need and SOP content will be decided by at least a $\frac{3}{4}$ vote in the affirmative from the elected Officers; vote by email or telephone is acceptable. The new or revised SOP(s) will be immediately emailed to the general membership.
 - b. At the next regularly scheduled meeting, the general membership will be given the opportunity to revise the SOP(s) in question; revised version will be adopted by simple majority vote in the affirmative.

Any SOP can be temporarily overridden on a case-by-case basis by unanimous vote of the elected officers. This process is not to be taken lightly and is to be used only in cases of time-sensitive urgent need.

REFERENCES:

SOP #107 Conflict of Interest
MMSAR By-Laws

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 201

SECTION #: Finances and Assets

SUBJECT: Membership Dues

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to collect dues annually from its membership body.

PROCEDURE:

Members must pay annual membership dues of \$15. Membership dues are payable in January of each year. Failure to pay by March 31 will result in membership termination, removal from unit communications lists, and relinquishment of all Unit-owned equipment. All Members who pay after March 31 will owe \$30 in dues and be required to turn in a new application, except that members on Leave of Absence may pay when they return to active membership with no penalty.

Dues for each year are non-refundable if the member leaves of their own accord and choice. If a prospective membership is denied, dues will be refunded. If a full membership is terminated by vote of the membership body, dues will not be refunded.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 202

SECTION #: Finances and Assets

SUBJECT: Fundraising

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to regularly fundraise to cover operational needs.

PROCEDURE:

MMSAR encourages all members to organize at least one fundraiser each year for the benefit of the unit.

Prior to each fundraising event, member must get approval via majority vote at a regularly scheduled meeting. If that much advance notice is not possible, member must get approval from at least two elected or appointed officers and notify the general membership as soon as possible via email, phone, or text message.

At least two members must be present for each fundraiser, and at least one of them must be fully MASAR-certified.

Within 7 days after the fundraiser, any funds raised must be turned over to the Treasurer, or deposited to the MMSAR checking account. Also within 7 days, a Fundraising Form must be completed and signed by at least two of the members who were present for the fundraiser, and sent to the Treasurer.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 203

SECTION #: Finances and Assets

SUBJECT: Mileage Reimbursement

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to provide mileage reimbursement to members to offset the cost of equine transportation to/from searches and pre-approved events when funds are available.

PROCEDURE:

Members may submit for reimbursement of mileage for equine transportation to and from official MASAR searches or pre-approved events. A Mileage Reimbursement Form must be submitted to the Treasurer by email, postal mail, or in person within 7 days of the search or pre-approved event. If the form is not submitted or post marked within 7 days, the member must also submit the reason the form was not submitted on time in order for the late reimbursement request to be voted on at the next regularly scheduled meeting.

Reimbursement is not available for mounted team certification events. Reimbursement will not be available if MMSAR's general fund is less than \$1500.00 at the time of the search or pre-approved event. The treasurer will communicate to the duty officer (DO) if funds are not available for mileage reimbursement so the DO can inform members at the time of a call-out.

Mileage will be reimbursed at the rate of \$0.30 per mile for transporting one equine and \$0.40 per mile for transporting two or more equines. If a member hauled multiple equines, the mileage noted on the form should reflect when the additional equine was picked up and dropped off. Mileage will be calculated using Google Maps shortest route available unless a reasonable explanation for taking a longer route is noted on the reimbursement form. The treasurer will be responsible for verifying reasonable mileage for reimbursement.

REFERENCES:

Mileage Reimbursement Form

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 204

SECTION #: Finances and Assets

SUBJECT: Insurance Coverage

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to notify MASAR and the Maine Warden Service in advance of our trainings so that our fully-certified members may be covered under the Maine Warden Service's Workers' Compensation policy.

PROCEDURE:

The Training Officer will notify the IF&W SAR Liaison (currently, Warden Mike Sawyer) at least 2 weeks prior to each training event. The notification will include the date, location, approximate number of MASAR-certified personnel who will be attending, and training topic. Immediately after the training, the Training Officer will follow up with the IF&W SAR Liaison to tell him the exact number of MASAR certified personnel who attended, as well as a brief synopsis of the training event.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 205

SECTION #: Finances and Assets

SUBJECT: Unit Owned Equipment

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to provide operational equipment to certified members whenever possible.

PROCEDURE:

The Training Officer (TO) will maintain all excess donated or Unit-owned equipment and supplies.

Unit-owned equipment currently includes:

Available to borrow:

Vehicle Magnets

Hi-Viz Vests

2-Way Radios

Available for purchase:

Orange Saddle Pads - long \$16, short \$14

MMSAR Patches - \$4

Members are eligible to receive these items once they can attend a search in support capacity, with the exception of radios which will be distributed when a member is eligible to attend a search in a ground or mounted search capacity. Items are provided as available and must be maintained in excellent working condition. Upon distribution of any/all Unit owned equipment the member must sign a Unit Owned Equipment Declaration form.

Once a member is MASAR certified, MASAR will distribute MASAR patches to the member as per their policy.

Upon termination of membership or a leave of absence, the member is responsible to return all Unit owned equipment in good working condition to the Training Officer. If any equipment is damaged or lost the member is responsible for reimbursing the Unit for the replacement cost of said equipment.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

If a member feels the equipment in their care was lost or damaged through no or partial fault of their own they may submit a Unit Owned Equipment Reimbursement Appeal form to the BOD for consideration.

REFERENCES:

Form: Unit Owned Equipment Declaration

Form: Unit Owned Equipment Reimbursement Appeal

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 206

SECTION #: Finances and Assets

SUBJECT: Logo and Unit Name Use, and Uniforms

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to portray a professional image through consistent use of the official logo, Unit name and uniforms.

PROCEDURE:

The MMSAR name and logo is Unit property. Any physical use of the MMSAR name or logo, including but not limited to use on marketing materials, garments, vehicles, etc. must be approved in advance by the BOD.

To request approval members must complete the Request for Logo or Unit Name Reproduction form and submit to a member of the BOD for consideration. The entire BOD will vote on the request. Reproduction files will be provided by the BOD upon request approval. Approved reproductions are limited to the items specified on the request form, additional items will require a separate request form.

It is the responsibility of the member to ensure the supplier uses the correct colors, fonts and sizes as specified below. If member is unsure they may send a copy of the proof to the BOD for assistance.

Logo:

Color: Pantone colors for logo are:

Green - 361C

Orange – 1655C

Black – 100%

White – 100%

Size:

Clothing – 4” max diameter (same as Unit provided patches)

Max size for saddle pads or packs – 5” max diameter

Hats – in process

Other media to be determined as requested.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

Text:

Font: Rockwell

Color: Black – 100%

Media:

Vests: All search vests: Back center of vest, Maine Mounted SAR – 3 lines of text. If there are reflective stripes on the vest, the text should not be printed on the stripes and should be between vertical stripes.

Jacket/shirts: Back center of shirt/jacket, Maine Mounted Search and Rescue – 4 # of lines of text.

Other media to be determined as requested.

Members are eligible to receive and display/wear Unit insignia once they are eligible to attend a search. Refer to SOP #509 (Search Support Services Eligibility), SOP #510 (Ground Search Eligibility) and SOP #603 (Mounted Search Eligibility).

Qualified members may display/wear Unit insignia as marketing outreach at any time they feel it is appropriate. However, the official uniform shirt and/or vest should not be worn unless at an official MASAR or MMSAR event. Unit-owned items, including but not limited to vehicle magnets, must be used only in conjunction with official MASAR or MMSAR events.

For safety and survival reasons, it is recommended that no cotton apparel should be worn on searches.

All attire, tack, and equipment should be safe, clean, well-fitted, and well-kept. It is recommended that as much blaze orange be used as possible.

- **SHIRT:** Member must provide. Formal: Khaki or olive green, preferably not 100% cotton, partial or full button up. MMSAR logo should be on left chest, MASAR logo should be sewn on right sleeve near shoulder. Informal: Solid color, with MMSAR or MASAR logo on left chest
- **LONG PANTS:** Member must provide. Member's choice, preferably no jeans/100% cotton.
- **VEST:** Blaze orange vest is required at all searches and training events. Unit-owned vests may be available from the training officer. If member-owned vest is used, it is recommended that it be screen printed on the back with the unit name as specified by Logo/Name Guidelines kept by the Board of Directors. MMSAR logo patch should be sewn on left chest.
- **HELMET:** Mounted members must provide and wear an ASTM-certified helmet at all times when mounted at an MMSAR event. At searches, a blaze orange helmet cover is required.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

- **SADDLE BLANKET/PAD:** Blaze orange saddle blanket or pad is recommended. Saddle blankets may be available for purchase from the unit.
- **SADDLE BAGS:** Mounted member must provide the saddle bags of their choice.
- **TACK:** Member must provide. Breastplates are preferred for safety reasons but not required. Equine **MUST** wear a halter at all times, either under the bridle or as part of it. Whenever the horse is saddled, a lead rope must be readily available.

REFERENCES:

SOP #509 Search Support Services Eligibility

SOP #510 Ground Search Eligibility

SOP #603 Mounted Search Eligibility

Form: Request for Logo or Unit Name Reproduction

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 207

SECTION #: Finances and Assets

SUBJECT: Website and Social Media

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain a website and social media presence for public relations and educational purposes.

PROCEDURE:

The MMSAR website will be maintained by the Public Relations Officer. It will contain, at minimum, information about MMSAR's mission and purpose, membership procedures, standards and policies, and links to the Maine Association for Search and Rescue.

MMSAR's social media presence will be maintained by the Public Relations Officer. Social media posts and replies will remain professional and courteous at all times. The focus will be on education, updates on unit activities, and teambuilding within MASAR. All social media posts will be done in accordance with SOP #106 (Confidentiality) and the MASAR Media Policy rev 0.

Only member's first names will be used, members must notify the PR Officer if they do not want their name and/or photo to be used on the Internet.

REFERENCES:

SOP #106 Confidentiality

MASAR Media Policy Rev 0

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 208

SECTION #: Finances and Assets

SUBJECT: Archives

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain effective records and archives of all activities, correspondence and meetings (general and BOD).

PROCEDURE:

Archiving consists of complete information being located and accessible in more than one place, at least one being electronically. Unit documents to be archived annually will include, but is not limited to:

- General business meeting minutes
- BOD meeting minutes
- Annual treasurers report
- Copies of annual federal and/or state filings
- SOPs
- By-Laws
- Contact list
- Attendance records
- Training statistics
- Search statistics
- After action reviews
- Disciplinary reviews/actions
- Photos
- Equipment list
- Press releases/news articles
- Official Unit communications

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 209

SECTION #: Finances and Assets

SUBJECT: Educational Outreach and Unit Representation at Events

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to provide educational outreach to the public as requested.

PROCEDURE:

MASAR-Certified members are eligible to perform educational outreach, including but not limited to mounted search and rescue, and Lost But Found video presentations. Prior to each outreach event, presenter should get approval via a majority vote at a regularly scheduled meeting. If that much advance notice is not possible, presenter must get approval from at least two additional elected or appointed officers and notify the general membership as soon as possible via email, phone, or text message.

Outreach Resources

- “Lost but Found, Safe and Sound” DVD
- PowerPoint presentations for various types of audiences
- Display board
- Tri-fold flyers
- Two vinyl banners
- Other visual aids
- Business cards

To help maintain consistency and accuracy of the information presented:

- Outreach and Recruitment Officer will maintain all PowerPoint presentations and will adjust them as necessary for the audience; will ensure all members have the correct version for their audience.
- Presentation must follow one of the outlines provided by the officially-approved MMSAR PowerPoint presentation, even if no projector is utilized. (Print the outline format if necessary.)
- Before giving a presentation, each potential presenter is encouraged to attend at least one presentation given by an experienced presenter.
- Before giving a presentation, each potential presenter is encouraged to give their presentation to one or more certified members as a practice run.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

For MASAR's education tracking purposes, if the Lost But Found video is used, then the presenter must send certain information to the Outreach and Recruitment Officer immediately following the outreach event in accordance with SOP #515 (Individual Documentation of Outreach, Searches and Trainings). Mileage for outreach events is not reimbursable.

For PR events, parades, and any event with an MMSAR horse present, the horse and handler/rider must have passed the MMSAR Mounted Team Evaluation together, and at least two MMSAR members must be present. In parades, there must be a minimum of two MASAR-certified mounted teams, and the MMSAR teams must be physically separated from other horses in some way.

Representatives must be in official MMSAR uniform in accordance with SOP #206 (Logo Use and Uniforms). Representatives must follow all safety guidelines normally in place at searches and trainings in accordance with SOP #501 (General Safety Practices).

Any compensation (monetary or otherwise) that is given for participation in these events is Unit property and, as such, must be disclosed to the general membership at the next scheduled meeting. All or part of this compensation may be given to presenter via a majority vote. Any remaining compensation must be turned over to the Treasurer.

REFERENCES:

SOP #515 Individual Documentation of Outreach, Searches and Trainings
SOP #206 Logo Use and Uniforms
SOP #501 General Safety Practices

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 301

SECTION #: Membership Policies

SUBJECT: Eligibility

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to accept members in accordance with the criteria set forth below.

PROCEDURE:

Maine Mounted Search and Rescue (MMSAR) is an equal opportunity and non-discriminating organization in accordance with SOP #103 (Discrimination).

All members must self-certify that they are at least 16 years of age and have never been convicted of a felony or convicted of any crime involving illegal drugs or domestic abuse, and must not be a registered sex offender in any state or nation or convicted of any crime that would require them to be so. Must also meet drivers requirements in accordance with SOP #507 (Driver Requirements)

REFERENCES:

SOP #103 Discrimination

SOP #507 Driver Requirements

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 302

SECTION #: Membership Policies

SUBJECT: New Member Onboarding

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to screen new applicants and to provide a clear path to fully-certified membership.

PROCEDURE:

Application and membership dues are sent to the Outreach & Recruitment Officer, who will forward the dues to the Treasurer.

One or more fully MASAR-certified Board Members In Good Standing will conduct a preliminary interview regarding the information presented on the application, as well as more detailed questions regarding the applicants reasons for being interested in SAR and their suitability for it. Prospective mounted team members must also be pre-approved by at least one fully MASAR-certified mounted team member prior to mounted team certification in accordance with SOP#403 (Mounted Team Certification Eligibility).

Once the application is approved in writing (email acceptable) by the Board of Directors, the prospective member's probationary period begins in accordance with SOP# 303 (Membership Statuses and Classes).

REFERENCES:

SOP#403 Mounted Team Certification Eligibility

SOP# 303 Membership Statuses and Classes

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 303

SECTION #: Membership Policies

SUBJECT: Membership Statuses and Classes

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to allow for various classes of membership to allow for different manners and levels of support.

PROCEDURE:

Membership Statuses consist of:

1. Member in Good Standing: Full member, attendance requirements currently met, current on dues. Members in Good Standing can vote.
2. Probationary Status:
 - a. Preliminary Probation: Refer to Preliminary Membership Class, below
 - b. Disciplinary Probation: Refer to SOP #309 (Discipline)

Classes of Membership shall consist of:

Junior: Junior members must be a minimum of 16 years of age. They can participate in meetings and training/certification events provided that they are directly supervised by a parent or legal guardian, and that MMSAR and MASAR are released from liability associated with the participation of the Junior member. Junior members do not have voting rights, cannot participate in searches and must pay for all required certifications and trainings. Junior members are eligible to certify an equine in accordance with SOP #403 (Mounted Team Certification Eligibility), and are eligible to bring that certified equine to mounted trainings.

Preliminary Member: Preliminary Members will pay for any trainings in which they participate, and are not eligible to vote. Immediately after payment of dues and acceptance of application, the Preliminary Member must attend at least 5 of the next 6 consecutive scheduled meetings and trainings. Upon completion of these requirements, the Board will vote on membership and make a recommendation to the Unit. A majority vote by the Unit to approve membership will move the Preliminary Member to Full Member status. Failure to comply with these attendance

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

requirements will result in a one-time Preliminary period reset. A second failure to comply will require re-application, and dues already paid will not be refunded.

Full Member: As long as they maintain Good Standing, Full Members have full voting rights. The Unit will pay for any required trainings in which they participate.

MASAR-Certified:

1. MASAR-Certified Search Team members have successfully completed their preliminary period, and have completed all trainings in accordance with the MASAR Search Team Member Certification Standard.
2. MASAR-Certified Mounted Team members must have also completed and passed the MMSAR mounted certification in addition to completing the above requirements for MASAR-Certified Search Team members.

REFERENCES:

SOP #309 Discipline

SOP #403 Mounted Team Certification Eligibility

MASAR Search Team Member Certification Standard

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 304

SECTION #: Membership Policies

SUBJECT: Attendance

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain members in good standing by enforcing minimum attendance of regular meetings and mandatory trainings.

PROCEDURE:

All members must attend no less than seventy-five percent (75%) of the regularly scheduled meetings and trainings held during the previous 12 months to remain in good standing. Specially scheduled meetings do not count toward this requirement. Absences from scheduled meetings and/or trainings should be communicated in advance to the president.

Any member who does not meet the attendance requirement is no longer in good standing and will have their privilege to vote and attend searches in an operational capacity suspended. (May attend a search as support only.) Suspended/reinstated privileges will be communicated to the member by the Board of Directors (BOD). Once the attendance requirement is back to seventy five percent (75%) the suspended privileges will be reinstated.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 305

SECTION #: Membership Policies

SUBJECT: Availability

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain maximum availability of its members for search and rescue operations.

PROCEDURE:

All mounted members are expected to be available for mounted operational duty from April 1 to October 31 each year. If a member is not ready or available for mounted operations they must notify the duty officer (DO) in advance.

All ground searchers are expected to be available year round unless otherwise communicated to the DO.

If there are any limiting conditions to a members search capabilities (i.e. rough terrain, extreme temperatures, etc.) said member must communicate these limits to the DO at the beginning of the year and/or as these limitations change.

All members are expected to keep their current contact and emergency information on file with the DO at all times.

All members are to inform the DO when they are unavailable to search.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 306

SECTION #: Membership Policies

SUBJECT: Leaves of Absence

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to grant leaves of absence as appropriate to accommodate our members.

PROCEDURE:

The Board of Directors (BOD) may grant leaves of absence (LOA) to members in good standing for the purposes of medical conditions/rehabilitation, mourning, family emergencies or other appropriate circumstances. While on LOA, members are excused from the attendance and training requirements, and maintain their good standing, but are not eligible to vote or attend a search or other MMSAR or MASAR sanctioned events in any capacity.

LOAs will be granted in periods of 6 months and will be reviewed at the request of the member with the BOD one month prior to the expiration for an extension. Absences prior to the granted LOA will not be counted toward the LOA period.

If a LOA is extended for an additional 6 months the member will return all Unit owned equipment to the training officer and will be removed from the email distribution list for the duration of the LOA. The equipment, as available, will be returned to the member at the conclusion of the LOA. After 1 year on a LOA the member will need to reapply for membership.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 307

SECTION #: Membership Policies

SUBJECT: Distribution List and Communications

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to communicate effectively with its members regarding unit operations.

PROCEDURE:

General information about meetings and trainings will be communicated to all members who have paid their dues and attended one meeting or training. Care should be taken by all members to ensure that emails remain respectful and on topic. New topics should be introduced in new emails with appropriate subject lines for future search reference purposes.

Members will be removed from the general distribution list once they have been on Leave of Absence for 6 months, once they voluntarily remove themselves from membership, or once their membership is terminated.

Unit Officers may choose to send certain communications to certain subsets of the membership, including but not limited to: Fully-MASAR Certified MMSAR Members, MMSAR Ground Searchers, MMSAR Mounted Searchers, MMSAR Board Members, and MMSAR Officers. Care should be taken by all these members to ensure that emailed replies are not sent to anyone outside the initial group.

Not everyone has constant access to technology. If a member sends an urgent communication with reply requested and does not get that reply within what they consider to be a reasonable time frame, that member must contact all applicable members in every other available manner.

REFERENCES:

Maine Mounted Search and Rescue STANDARD OPERATING PROCEDURES

SOP #: 308

SECTION #: Membership Policies

SUBJECT: Complaints

SOP has been moved. See SOP 114 Complaints.

Maine Mounted Search and Rescue STANDARD OPERATING PROCEDURES

SOP #: 309

SECTION #: Membership Policies

SUBJECT: Discipline

SOP has been moved. See SOP 115 Discipline.

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 310

SECTION #: Membership Policies

SUBJECT: Dual Membership

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to allow members to hold membership with other MASAR Units.

PROCEDURE:

MMSAR allows members to hold membership with other MASAR Units as long as the member adheres to SOP #107 (Conflict of Interest).

REFERENCES:

SOP #107 Conflict of Interest

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 401

SECTION #: Training and Certification
Policies

SUBJECT: Required Training Schedule

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain members in good standing who are following a regular and planned training schedule to ensure safe and effective search operations.

PROCEDURE:

Search Support Services, successful completion of:

Once

- Passed ICS-100

Ground Searchers, in addition to all requirements above, successful completion of:

Once (for Initial Certification)

- Basic Search & Rescue course (BASAR)
- Incident Command Structure (ICS) Level 100

Annual

- MMSAR or MASAR sponsored GPS training
- MMSAR or MASAR sponsored Map & Compass training
- MASAR Aerobic Fitness Evaluation - In addition to MASAR requirements, the fitness test must be proctored by a fully certified MASAR and/or MMSAR member.
- At least one Independent Training Tracker, if not a mounted searcher; must include navigation.

Every 2-3 Years

- CPR Certification (from Red Cross, American Heart Association, National Safety Council, or equivalent)
- Basic First Aid (or higher)

Mounted Searchers, in addition to all requirements above, successful completion of:

Once per equine

- Successful Mounted Team Evaluation

Annual

- At least 2 MMSAR-sponsored mounted trainings
- At least 4 Independent Training Trackers - Training trackers for mounted teams that are working toward full certification will count to fulfill this requirement even if submitted

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

before horse passes mounted team evaluation. One annual independent training must include navigation.

Every 3 Years

- Participation in at least 2 mounted MASAR-organized searches within the previous 3 years. - If the Unit is called to 3 or less official MASAR searches during the mounted search year (April 1 – October 31), the year will not be counted for members to meet this requirement.

REFERENCES:

MASAR Recommended Equipment List, combined

MASAR Standards Definitions

MASAR Certification Standards and Procedures Overview

MASAR Search Team Member Certification Standard

MASAR Search Team Member Certification Standard, Appendix A - Aerobic Fitness Evaluation

MASAR Search Team Member Certification Standard, Appendix B - Grandfathering of Searchers

MASAR Search Team Member Certification Standard, Appendix C - Training Requirements

MASAR Search Team Member Certification Standard, Appendix D - Recommended Minimum Equipment List

MASAR Mounted Team Certification Standard

MASAR Mounted Team Certification Standard, Appendix A: Grandfathering Teams

MASAR Mounted Team Certification Standard, Appendix B: Recommended Equipment List

Independent Training Tracker

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 402

SECTION #: Training and Certification
Policies

SUBJECT: Training Fees

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to pay required training fees for all full members in good standing, as long as sufficient funds are available.

PROCEDURE:

Once a member is voted into full membership, as long as they remain in good standing, MMSAR will pay the fees for all required trainings. This is dependent on a minimum bank balance of \$500. CPR and/or First Aid is reimbursable at a maximum of \$25 upon expiration of current certification or for new certifications for eligible members.

REFERENCES:

Maine Mounted Search and Rescue STANDARD OPERATING PROCEDURES

SOP #: 403

SECTION #: Training and Certification Policies

SUBJECT: Mounted Team Certification Eligibility

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that all prospective mounted unit members shall show a certain level of commitment to Search and Rescue in order to be eligible for the mounted team certification trial.

PROCEDURE:

Members must have the following training / current certifications prior to Mounted Team Certification:

- Pre-Certification Approval (SOP #406)
- Member in good standing*
- Passed the BASAR online portion (practical not required)
- MASAR or MMSAR sponsored map and compass training
- Basic first aid and CPR
- MASAR Aerobic Fitness Evaluation

*At a Training Officer's recommendation, an exception may be made to allow a Preliminary Member to attend Mounted Team Certification if all other qualifications listed above are met and the Board of Directors votes unanimously to make the exception.

REFERENCES:

SOP 401 Required Training Schedule

SOP 406 Pre-Certification Evaluation

Truck and Trailer Safety Guideline

Mounted Team Certification Checklist

MASAR Search Team Member Certification Standard, Appendix A - Aerobic Fitness Evaluation

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 404

SECTION #: Training and Certification
Policies

SUBJECT: Uncertified equines attending mounted trainings

POLICY: It is the policy of Maine Mounted Search and Rescue (MMSAR) that full members in good standing may bring their Uncertified equines to mounted trainings if the following conditions are met.

PROCEDURE:

Certified mounted teams will be given first priority for all mounted training sessions. To be considered for this exception, the member in question must be a full member in good standing who has successfully passed the Pre-Certification Evaluation with the uncertified equine in question.

1. The Training Officers will discuss and vote on whether to make a recommendation to the Board that a specific training is appropriate for uncertified equines. Majority vote in the affirmative is required for the procedure to move to Step 2.
2. Following a recommendation from the Training Officers, the Board will vote on whether uncertified equines will be allowed to attend the training in question. Majority vote in the affirmative is required for the procedure to move to Step 3.
3. The Board and elected officers will vote on which uncertified mounted teams will be allowed to attend. An officer who holds more than one office will only vote once. Majority vote in the affirmative is required for each team.

REFERENCES:

SOP# 406 Pre-Certification Evaluation

Maine Mounted Search and Rescue STANDARD OPERATING PROCEDURES

SOP #: 405

SECTION #: Training and Certification Policies

SUBJECT: Potential/Non-members attending training

POLICY: It is the policy of Maine Mounted Search and Rescue (MMSAR) that participation in trainings will be limited to members, however a prospective or non-member may observe a single training.

PROCEDURE:

A prospective or non-member who wishes to observe a training must have received pre-approval by a MASAR-certified MMSAR mounted team member who has determined the applicant is appropriate for MMSAR.

The following will apply:

1. The prospective/non-member must sign the MMSAR liability release prior to attending the training.
2. Only one training can be attended by an individual who has not joined the unit.
3. The prospective member will be responsible to cover any costs associated with the training.

REFERENCES:

SOP#302. New Member Onboarding

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 406

SECTION #: Training and Certification
Policies

SUBJECT: Pre-Certification Evaluation

POLICY: It is the policy of Maine Mounted Search and Rescue (MMSAR) that prospective mounted teams must successfully pass a Pre-Certification Evaluation before participating in Mounted Team Certification or mounted trainings.

PROCEDURE:

A MASAR-certified MMSAR Mounted Team Member must go for a ride with the prospective mounted team outside the confines of an arena to ensure that the following standards are met.

- Rider has reviewed the Mounted Team Certification Checklist to ensure that their mount is acceptable for mounted searching
- Equine is healthy with appropriate body condition and fitness level
- All tack/equipment fits the equine and rider, and is in safe condition
- Tow vehicle and trailer are appropriate and in safe condition (refer to Truck and Trailer Safety Guideline)
- Rider is competent and confident at all gaits
- Equine can safely walk, trot or gait, and canter, regardless of whether leading or following
- Effort should be made to confront prospective mounted team with a stressful situation that has the potential for them to spook or be uncertain; prospective mounted team must respond to this challenging situation safely and successfully
- Equine must not bite or kick, must be safe and easily controlled by the handler/rider at all times

REFERENCES:

Mounted Team Certification Checklist
Truck and Trailer Safety Guideline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 501

SECTION #: General Operations
Policies

SUBJECT: General Safety Practices

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to reduce the potential for hazards and injuries.

PROCEDURE:

Safety is everyone's responsibility. All members shall use care in the performance of their duties and act in a manner that will assure maximum safety for themselves, fellow members, their mounts, other SAR personnel and the public.

MMSAR is not responsible for the maintenance or care of any personal equipment, or Unit-owned equipment in the care of one of its members. It is the responsibility of the Unit member to use equipment that is safe, clean and well-maintained in serviceable and good working condition. Defective equipment will be removed from service and replaced immediately.

All unsafe conditions shall be corrected immediately whenever possible. All unsafe conditions, accidents and injuries shall be reported immediately to the appointed safety officer or person in charge of the operation. The appointed safety officer or person in charge of the operation must respond to all reports to unsafe conditions.

During MMSAR and/or MASAR mounted operations appropriate footwear is required when in close proximity of an equine. While mounted, all members must wear an ASTM approved helmet and appropriate riding boots with a heel.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 502

SECTION #: General Operations
Policies

SUBJECT: Safety Briefings

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to conduct regular safety briefings and risk assessments.

PROCEDURE:

During training and search operations regular safety briefings will be conducted to minimize risk to Unit members. The appointed safety officer for search operations or the training officer during non-search operations will conduct such briefings.

Briefings will be held at the discretion of the appointed safety officer or training officer at the commencement of operations, and at any other time as deemed necessary due to changing conditions. Attendance at safety briefings is mandatory and will consist of weather and other environmental details, terrain concerns, and any other health and safety risks.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 503

SECTION #: General Operations
Policies

SUBJECT: SOP Suspension

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to ensure the safety and well-being of its members, and to provide effective search operations.

PROCEDURE:

Notwithstanding any procedure and policy, authority is given to individual Unit members in search operations to suspend any section of MMSAR SOPs if such suspension is required to ensure the safety of personnel, including animals, and/or to protect life and limb. Such suspensions must only be made in circumstances where careful consideration has been given to the liabilities that may be incurred and the overall effectiveness of the mission. The authority does not extend to any circumstance that would violate any federal or state law. All suspensions must be reported to the BOD for review within one week of said suspension.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 504

SECTION #: General Operations
Policies

SUBJECT: Firearms

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that firearms, if carried, must be concealed, and carried as per the law at any MMSAR or MASAR sanctioned event.

PROCEDURE:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that firearms, if carried, must be concealed, and carried as per the law and used in emergency situations only. Firearms should not be carried at Command Post. Any violation of this policy is subject to discipline in accordance with SOP #309 (Discipline).

REFERENCES:

SOP #309 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 505

SECTION #: General Operations
Policies

SUBJECT: Radio Procedures

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to utilize radio communications in a proper manner.

PROCEDURE:

When using radios, due to the nature of our operations, it is imperative that all communications be brief, to the point and in plain language, using only the assigned frequencies. When calling over the radio use your ID first then use the ID of the station you are calling to avoid confusion. (Example; if you are horse team would call command post saying, "Horse team 1 to Command Post".)

Items of a sensitive nature, including but not limited to personal information or the condition of a search subject, should be communicated in another secure method of transmission if possible.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 506

SECTION #: General Operations
Policies

SUBJECT: Infection Control and Personal Protection Equipment (PPE)

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to practice proper infection control procedures and properly utilize personal protection equipment (PPE) in order to maintain the health and safety of its members.

PROCEDURE:

MMSAR members have the potential for exposure to blood and other vectors of infection during search operations. Communicable disease transmission is possible during any aspect of emergency response.

Members will utilize universal precautions when dealing with blood or other potentially infectious materials to limit their exposure, including wearing appropriate gloves when handling any such materials. Equipment that has become contaminated with blood, bodily fluids or other potentially infectious materials will be cleaned with an approved disinfectant, and examined prior to being placed back into service. Waste must be handled with gloves, placed in leak proof containers or in a red plastic bag.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 507

SECTION #: General Operations
Policies

SUBJECT: Driver Requirements

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to ensure that all members can safely and effectively transport themselves and, if a mounted search member, their equine to and from a search or other sanctioned event.

PROCEDURE:

To be eligible to attend a search in an operational capacity all members must maintain a valid operator's license and must not have their privilege to operate a motor vehicle in the State of Maine (and/or their state of residence) revoked or suspended. Any member who loses such a right will no longer be eligible to attend a search in an operational capacity until their right is reinstated.

Members transporting equines must also adhere to SOP #604 (Equine Transportation).

REFERENCES:

SOP #604 Equine Transportation

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 508

SECTION #: General Operations
Policies

SUBJECT: Individual Equipment Requirements

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that all members maintain the equipment necessary for effective search operations in good repair.

PROCEDURE:

Mounted search members will maintain all equipment in good working order, including but not limited to; tack for their mount, towing vehicle and trailer, recommended equipment list as outlined in the MASAR Mounted Team Certification Standards, Appendix B: Recommended Equipment List. In addition, all mounted search members must maintain their mount in good health and in search-ready condition.

Ground search members will maintain all equipment in good working order as outlined in the MASAR Search Team Certification Standard, Appendix D: Recommended Equipment List.

Violation of this policy is subject to disciplinary action in accordance with SOP# 309 (Discipline).

REFERENCES:

MASAR Mounted Team Certification Standards, Appendix B: Recommended Equipment List

MASAR Search Team Certification Standard, Appendix D: Recommended Equipment List.

SOP #309 Discipline

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 509

SECTION #: General Operations
Policies

SUBJECT: Search Support Services Eligibility

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain members in good standing who are able to safely and effectively perform search support operations.

PROCEDURE:

There are two levels of Search Support Services:

- Trainee –
 - Age 18+
 - Member in good standing
 - Passed ICS-100
 - Attended at least 2 consecutive meetings
 - Interview and Approval by at least 2 Elected or Appointed Officers.
 - Interview shall consist of a discussion regarding the prospective Trainee's understanding of the Incident Command System, confidentiality policy and other applicable SOPs, and appropriate attire and behavior at a search.
- MASAR-Certified - Any member with current full MASAR certification.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 510

SECTION #: General Operations
Policies

SUBJECT: Ground Search Eligibility

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain members in good standing who are able to safely and effectively perform ground search operations.

PROCEDURE:

It is the responsibility of each individual searcher to ensure that they are physically and mentally capable of searching for extended periods and distances in the terrain and weather of each particular search area.

There will be no more than 2 trainees per MASAR-certified ground searcher. MASAR-certified ground searchers must attend at least 2 searches prior to supervising any qualified trainees.

Two levels of Ground Searching:

- Trainee
 - Aged 18+
 - Member in good standing
 - ICS-100
 - MASAR Aerobic Fitness Evaluation
 - First aid and CPR
 - Radio Training
 - Attendance at least 2 consecutive meetings
 - Interview and approval by at least 2 elected or appointed officers.
 - Interview shall consist of a discussion regarding the prospective Trainee's understanding of the Incident Command System, confidentiality policy and other applicable SOPs, and appropriate attire and behavior at a search.
- MASAR-Certified –
 - All requirement listed above
 - BASAR
 - MASAR or MMSAR sponsored GPS training

Maine Mounted Search and Rescue STANDARD OPERATING PROCEDURES

REFERENCES:

MASAR Search Team Member Certification Standard, Appendix A - Aerobic Fitness Evaluation

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 511

SECTION #: General Operations
Policies

SUBJECT: Activation Procedures

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to have the Duty Officer (DO) to provide as much preparation time as possible by using an efficient form of communication to activate members.

PROCEDURE:

The Unit only conducts searches when called out by MASAR or the Maine Warden Service, who contacts the DO.

1. MASAR text is received by MMSAR DO and the 2 backups. In the event that the DO cannot perform the callout, s/he will call one of the backup DOs to request that they take over. In that case, the backup DO will perform the remaining steps.
2. DO immediately texts all qualified members in accordance with SOP #509 (Search Support Services Eligibility), SOP #510 (Ground Search Eligibility) and SOP #603 (Mounted Search Eligibility) to give them the maximum possible preparation time.
3. Members who receive texts must reply with their availability within 30 minutes, as lack of response will be taken as a lack of availability. Negative responses must either be sent within 30 minutes, or wait until after 8 am.
4. DO then calls all qualified members at all provided phone numbers, leaving messages if no answer. Messages must be responded to within 30 minutes, as lack of response will be taken as a lack of availability. Negative responses must either be sent within 30 minutes, or wait until after 8 am.
5. DO then sends an email with more detailed information.
6. Members who respond yes will be given the command post location and other pertinent details.
7. If the search is called off, DO will only call those members who have replied with a yes or a maybe. All other members will receive the stand-down notice via email.

Early Alert (Unofficial Standby) Procedure: When the MMSAR DO sees something going on in the media or within any other MASAR teams that leads them to think that there may soon be a search callout, they will put the unit on early alert standby via

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

text, email or phone. The method of alert will be decided by the DO based on each situation.

REFERENCES:

SOP #509 Search Support Services Eligibility

SOP #510 Ground Search Eligibility

SOP #603 Mounted Search Eligibility

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 512

SECTION #: General Operations
Policies

SUBJECT: Incident Command System (ICS)

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to provide effective operations by conducting all operations in accordance with the Incident Command System (ICS).

PROCEDURE:

All members will conduct the ICS 100 training and be familiar with the basic ICS competencies. All search operations will be conducted within the command structures of the ICS model in accordance with SOP #513 (Chain of Command).

REFERENCES:

SOP #513 Chain of Command

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 513

SECTION #: General Operations
Policies

SUBJECT: Chain of Command

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to provide an effective chain of command during search operations aligned with the standards set forth by the Incident Command System (ICS).

IN PROCESS (11/17/15)

PROCEDURE:

While conducting search operations the chain of command will be as follows:

Incident Commander
Safety Officer
Liaison Officer
Search Team Leader (for each team of horses)

The chain of command supersedes MMSARs organizational structure and is terminated at the cessation of the search operation.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 514

SECTION #: General Operations
Policies

SUBJECT: After Action Reviews

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to use after action reviews to increase operational awareness, effectiveness and maintain the safety of its members, and help improve future operational performance.

PROCEDURE:

After all search and training operations, all members who participated will participate in an after action review (AAR). The purpose of the AAR is to provide a constructive and useful critique of the operation to improve future operational performance.

The highest ranking personnel for the operation will conduct the AAR and it is mandatory for all participants. If necessary, it is acceptable to conduct the AAR within 24 hours of the operation via a conference call. Minutes of the AAR shall be recorded and communicated to the general membership for discussion.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 515

SECTION #: General Operations
Policies

SUBJECT: Individual Documentation of Outreach, Searches and Trainings

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to accurately report to the Maine Warden Service all data and statistics about Unit Member attendance at educational events, trainings, and searches.

PROCEDURE:

Outreach Presentations - Presenter will complete the Outreach Tracking form and submit to the Outreach and Recruitment Officer within 7 days following each presentation. There are forms available to mail or email, but if the form is not used, all of the following information must be included. If emailed, the subject line must be "Outreach Tracking" so the info can be easily found via email search later.

Training - Member will complete the Training Tracking form and submit to the Training Officer within 7 days following each training (mounted or ground, Unit-based or Independent). If emailed, the subject line must be "Training Tracking" so the info can be easily found via email search later.

Searches - Member will complete the Search Tracker form and submit to the Duty Officer within 7 days following each search (mounted or ground). If emailed, the subject line must be "Search Tracking" so the info can be easily found via email search later.

Failure to submit this information within 7 days after the event will result in a penalty fee of \$5 per occurrence with no maximum.

REFERENCES:

Outreach Tracking Form
Search Tracking Form
Training Tracking Form

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 601

SECTION #: Equine Care and
Operations Policies

SUBJECT: General Equine Care

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that equines are valued members of the Unit and are to be treated with the same respect and care as their human counterparts.

PROCEDURE:

All equines are to be treated with the utmost care and respect. All mounted members are expected to have the knowledge and experience to care for and maintain their equine to be healthy and in fit condition. Members are expected to provide routine veterinary care, hoof care, etc. All equines are expected to be healthy and capable before participating in certification, trainings or search operations.

Failure to maintain an equine properly, neglect or abuse of, or forcing a mount to participate in certification, training or search operations when the equine is not physically or mentally fit for the operation is in violation of this SOP and subject to disciplinary action in accordance with SOP #309 (Discipline).

Any member witnessing another member abusing their equine or another equine should immediately notify the appointed safety officer or training officer at the operation. If the infraction is severe enough the offending member may be asked to leave the operation immediately and the BOD notified of the incident. If not, the witness may submit a complaint in accordance with SOP #308 (Complaints).

REFERENCES:

SOP #309 Discipline

SOP #308 Complaints

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 602

SECTION #: Equine Care and
Operations Policies

SUBJECT: Equine Qualification

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that all equines be properly certified prior to participating in any MASAR sanctioned operations, or be pre-certified for MMSAR sanctioned training operations.

PROCEDURE:

All equines must be certified in accordance with SOP #603 (Mounted Search Eligibility). Equines that are not certified may not participate in or be present at MASAR sanctioned operations. Equines that are not certified may participate at MMSAR sanctioned training operations, at the discretion of the operation's training officer, and if the horse and rider pass the precertification as per SOP #403 (Mounted Team Certification Eligibility).

Trainings may be closed to uncertified equines by Unit vote.

REFERENCES:

SOP #603 Mounted Search Eligibility

SOP #403 Mounted Team Certification Eligibility

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 603

SECTION #: Equine Care and
Operations Policies

SUBJECT: Mounted Search Eligibility

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) to maintain members in good standing who are able to safely and effectively perform mounted search operations.

PROCEDURE:

It is the responsibility of each individual searcher to ensure that they and their mount are physically and mentally capable of searching for extended periods and distances in the terrain and weather of each particular search area.

There will be no more than 2 trainees per MASAR-certified mounted searcher. MASAR-certified mounted searchers must attend at least 2 searches prior to supervising any trainees.

Two levels of Mounted Searching:

- Trainee
 - Aged 18+
 - Member in good standing
 - Certified mounted team
 - MASAR Fitness Test
 - First aid and CPR
 - Radio Training
 - MASAR or MMSAR GPS sponsored training
 - Interview and approval by at least 2 elected or appointed officers.
 - Interview shall consist of a discussion regarding the prospective trainee's understanding of the Incident Command System, confidentiality policy and other applicable SOPs, and appropriate attire and behavior at a search.
 - Must be accompanied by a MASAR-certified mounted searcher in order to participate in a search.
- MASAR-Certified
 - All of the above requirements
 - BASAR practical
 - ICS 100

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

- MASAR or MMSAR GPS sponsored training
- May supervise up to two basic mounted searchers.

REFERENCES:

Maine Mounted Search and Rescue

STANDARD OPERATING PROCEDURES

SOP #: 604

SECTION #: Equine Care and
Operations Policies

SUBJECT: Equine Transportation

POLICY:

It is the policy of Maine Mounted Search and Rescue (MMSAR) that all mounted search members have reliable and safe transportation for their equine.

PROCEDURE:

All mounted search members must have reliable transportation for their equines. This means that a mounted member must own a truck and trailer, have ready access to one or both, or be able to readily "car pool" with another member. Any member who habitually misses trainings or searches due to lack of reliable, safe equine transportation may lose their good standing and/or be subject to action in accordance with SOP #309 (Discipline).

It is the recommendation of MMSAR that all equine transportation be within the guidelines of Truck and Trailer Safety Guideline addendum.

REFERENCES:

SOP #309 Discipline
Truck and Trailer Safety Guideline