

***Montana Sheriffs & Peace Officers Association***

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**Search and Rescue Subcommittee**

**Criteria for Mission, Training, and Equipment Reimbursement**

*Reimbursement for* ***mission*** *and* ***training*** *expenses will be given priority. 51% of available funds must be spent on mission reimbursement.*

*Equipment reimbursement requests will be considered and approved at the end of the state fiscal year.*

***All Reimbursement Requests are subject to review and approval by the SAR Subcommittee.***

**1 – Mission**

1.1 – Eligible costs

* Mileage based on actual submitted per current state mileage rate:

**(http://www.mtcounties.org/resources-data/travel-reimbursement-rates/)**

* Reasonable costs for food for SAR personnel
* Damage to equipment owned by volunteers as result of being used on mission
* Rental of specialized equipment directly involved in the mission
* Aircraft, only if other resources available through government agencies cannot be obtained
* Lodging directly related to the mission
* Supplies as needed for the mission, as necessary and reasonable
* Legible receipt/invoice must be included
* Body recovery and/or evidence search or any other activity as directed by Sheriff

(MCA [7-32-235](https://leg.mt.gov/bills/mca/title_0070/chapter_0320/part_0020/section_0350/0070-0320-0020-0350.html) & [7-32-2121](https://leg.mt.gov/bills/mca/title_0070/chapter_0320/part_0210/section_0210/0070-0320-0210-0210.html))

1.2 – Ineligible costs

* Any costs reimbursed from other than local/county funding (philanthropic donations cannot be submitted for reimbursement)
* Items purchased before or after the mission and not directly related to the mission
* Expenses related to non-essential vehicle and equipment extraction/recovery
* Wages of any kind
* Claims with insufficient documentation, as determined by reimbursement form
* Overhead, annual expenses, other costs not directly associated to individual SAR missions
* Not all inclusive, exceptions must be approved by SAR subcommittee

**2 – Training**

2.1 – Eligible costs

* Training considered for reimbursement must follow accepted SAR practices nationwide and authorized by the Sheriff
* Reimbursement based on conference room rate, registration cost and US General Service Administration maximum per diem rate (<http://www.mtcounties.org/resources-data/travel-reimbursement-rates/>)
* Damage to equipment owned by volunteers as a result of being used for training
* Rental of specialized equipment directly involved in the training
* Training conducted by SAR organization utilizing an outside contractor or resource

2.2 – Ineligible costs

* In-House, routine training conducted by SAR member or staff
* Not all inclusive, exceptions must be approved by SAR subcommittee

**3 – Equipment**

3.1 – General Guidelines and Criteria

* All equipment reimbursements will be reviewed and approved in May and June per available funds, based on need and available money.
* Per statute ([MCA 10-3-801](https://leg.mt.gov/bills/mca/title_0100/chapter_0030/part_0080/section_0010/0100-0030-0080-0010.html)), equipment reimbursement requests must include a local match (35% local and 65% state)
* Any equipment considered for reimbursement must have a direct relationship to use on a SAR mission and be relevant to the ability of the organization to deliver basic SAR services
* The equipment must be purchased prior to request for reimbursement with proof of purchase including the date the equipment was purchased
* Equipment that is not available through County resources
* Purchasing equipment should follow County/State requirements for purchasing and procurement
* Priority for reimbursement will be given to those organizations which do not have a SAR mill levy
* Used equipment may be considered
* While large equipment may be a necessary need for organizations, those purchase reimbursement requests will be evaluated on a case-by-case basis with consideration for available reimbursement funds and the needs of other SAR organizations.
  + Examples of large equipment: Four-wheelers, snowmobiles, command vehicles/trailers, compressors
* SAR Committee may approve all or a portion of an equipment reimbursement request
* Organizations are encouraged to pursue other funding options such as fund raisers, county funding, and donations to support large equipment purchases

3.2 – Eligible Equipment

* Items that are non-consumable and provide enhanced ability to perform SAR missions, and remain the property of SAR organization and the county

3.3 – Ineligible Equipment

* Office supplies/equipment
* Batteries
* Cleaning Supplies
* Tires/tubes
* Maintenance
* Items that will remain the property of a member
* Not all inclusive, exceptions must be approved by SAR subcommittee

3.4 – Examples of Approved Equipment

* Handheld Radios
* GPS
* Protective Equipment
* Specialized items used for specific search or rescue situations, such as scuba gear, technical rescue gear
* Helmets used in technical recue
* Generators
* Software specific to Search Management and Lost Person Behavior