

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

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**Search and Rescue Subcommittee**

**SAR TRAINING OPERATING PROCEDURES**

**5 – Search and Rescue Training**

Trainings will be hosted by an established Search and Rescue Team on a rotating basis.

The Search and Rescue subcommittee will provide logistical, administrative, and financial support to the host agency.

5.1 – Host Agency Responsibilities

* Training must be sponsored by Sheriff’s Office in order to qualify for POST Credit and MSPOA financial assistance
* With input, recommendations and preapproval from the subcommittee, the host team will identify training topics and speakers/trainers/courses/companies
* Secure location for both classroom training and field training
* Provide sleeping location recommendations and meal recommendations
* Inform attendees about prerequisite classes required by the trainer, equipment requirements, supplies, daily schedule, etc.
* Coordinate with MSPOA administrative office regarding flyer and registration form (MSPOA will provide a template)
* Submit POST application and maintain appropriate records
* Collect and submit training records to POST
* Ensure volunteer SAR members receive Training certificate or documentation, if applicable
* If training company does not provide certificates, host agency must provide a certificate as proof of attendance
* Must offer 30% of seats to outside agencies to be eligible for SAR Training Financial Assistance through MSPOA
* Training slots for outside agencies available on a first come, first come served basis
* Submit SAR Training Reimbursement Request to DES upon payment for the training in accordance with the SAR Subcommittee Training Reimbursement Guidelines
* Reimburse MSPOA if financial assistance was provided

5.2 – MSPOA Administrative Office Responsibilities

* Provide host agency packet with template documents and forms
* Offer temporary financial assistance to cover required up-front deposits, fees, and expenses for the training course, with the expectation that the funds will be repaid upon the conclusion of the course via DES training reimbursement funds

5.3 – Training Calendar

* Aim to provide at least four trainings per year
* Trainings scheduled in advance to identify date, location, topic, and host agency

5.4 – Training Promotion and Advertising

* MSPOA post training opportunities on mtsar.org training page
* Distribute via SAR Email List

5.5 – Financial Requirements

* MSPOA offer financial assistance to host agency to cover required up-front deposits, fees, and expenses
* Agency must submit a SAR Training Fund Application to MSPOA
* Upon conclusion of course, host agency must submit application for DES Training Reimbursement Funds to cover the cost of the training
* If training is hosted under SAR Subcommittee through MSPOA, no registration fee will be charged to attendees
* If Host Agency fails to repay MSPOA for financial reimbursement, agency will not be permitted to vote at SAR subcommittee meetings, attend future MSPOA sponsored training, or be eligible for MSPOA financial assistance
* Lodging, mileage and per diem
	+ Individual SAR Teams responsible for those fees through their training budget and/or DES Training Reimbursement