



NORFOLK LOWLAND SEARCH AND RESCUE

POLICIES AND RULES

1. DEFINITIONS

For the purposes of this document:

- 1.1 'NORLSAR' will represent the organisation: Norfolk Lowland Search and Rescue.
- 1.2 'NORLSAR personnel' refers to any persons involved in the activities of NORLSAR either directly or indirectly.

2. CONFIDENTIALITY

- 2.1 NORLSAR personnel shall keep secret and in strict confidence all information coming to his/her knowledge, through the course of his/her involvement with the group; and sign an agreement to that effect.
- 2.2 NORLSAR personnel are not to give out information received through his/her position of office which is not available to the general public unless prior authorisation is given by the Management Committee for its release.
- 2.3 The contravention of 2.1 or 2.2 is considered as Gross Misconduct and as such constitutes reasonable cause for expulsion from the Group or Team, on the approval of the Management Committee (see Disciplinary Policy and Procedures).

3. REPRESENTATION

- 3.1 No NORLSAR personnel, except the Chairman and the Duty SAR Co-ordinator have the authority to represent NORLSAR publicly or to the media.
- 3.2 Only NORLSAR personnel with the expressed permission of the Chairman may represent NORLSAR publicly.
- 3.3 No member other than those stated above may (*under any circumstances*) give information to the members of the media without prior authorisation from the Chairman.
- 3.4 A written opinion prepared on behalf of NORLSAR is not to be released to persons outside NORLSAR without the prior approval of the Chairman
- 3.5 This includes all distribution and representation, including electronic transfer of

information.

4. DISPLAY OF NORLSAR INSIGNIA

In order to maintain the public perception of NORLSAR:

- 4.1 Personnel displaying NORLSAR insignia shall not consume alcoholic beverages whilst on operational duty.
- 4.2 Whilst displaying NORLSAR insignia, a person's conduct should instil trust and confidence in the general public and must not bring NORLSAR into disrepute either through action or association.
- 4.3 Use of any and all NORLSAR badged clothing shall be in accordance with the NORLSAR 'Uniform and Equipment Code'.

5. REIMBURSEMENT

- 5.1 No reimbursement shall be paid for out of pocket expenses (including fuel costs) without prior authorisation from the Chairman, Treasurer or Management Committee.
- 5.2 All authorised expense claims should be accompanied by proof of purchase, receipts, etc.

6. DURING AN INCIDENT

- 6.1 A senior member of NORLSAR will be assigned the position 'NORLSAR Incident Controller or 'I/C' (i.e. Search Manager or Search Controller). This person shall carry the full responsibility for NORLSAR actions and results thereof.
- 6.2 Team Leaders and their teams will be appointed by the I/C.
- 6.3 Members will not respond to a call-out if they are under the influence of alcohol, drugs, acutely fatigued or ill. Members so doing will be sent home by the I/C or their Team Leader and face disciplinary action under the Disciplinary Policy and Procedures.

7. TEAM MEMBERS

- 7.1 Minimum Operational Requirements:
 - Completed ALSAR Search Technicians training
 - Successfully passed a Criminal Records Bureau search
 - Meets the criteria specified in the Procedures for New Members
 - Compliance with the minimum training standards for NORLSAR Search

Members, as set out in the Training Manual.

- Be on-call as agreed
- Inform NORLSAR Secretary of any periods of unavailability
- Provide such personal equipment as specified by NORLSAR (see list 'Equipment for Search Team Members' as set out in the Uniform and Equipment Code) to fulfil their role and function

7.2 Provide details in writing of any criminal convictions or change in medical status that occur following the member's initial application to join NORLSAR. Failure to make such disclosure may amount to Gross Misconduct and will be dealt with in accordance with Disciplinary and Grievance Policy.

7.3 The Chairman or Vice Chairman can remove a member from the callout list, if the above requirements are not met.

8. TRAINING

8.1 NORLSAR will provide appropriate training and development programs to enable NORLSAR personnel to carry out their responsibilities in an effective and safe manner.

8.2 Educational assistance may also be provided by NORLSAR for courses in which the member may wish to enrol, provided the course is considered to be of benefit both to NORLSAR and the individual. Such assistance may include all or part of the fees or tuition costs and will only be by prior agreement of the Management Committee.

9. IMPARTIALITY

9.1 It is important that NORLSAR personnel are able to distinguish their role as a Search Technician from that of a private citizen in order to ensure impartiality.

9.2 This will include, but is not exclusively defined by, situations where by NORLSAR personnel, when performing their duties, discover the activity in which they are engaged involves relatives, friends or any organisation in which they or their relatives have an interest, financial or otherwise.

9.3 Personnel who discover they have a Conflict of Interest during an operational period must declare it *immediately* to the I/C and withdraw themselves from the current activities of NORLSAR.

10. EQUIPMENT

10.1 Search Technicians (as defined in the 'Procedures for New Members') will receive an ID Card and are expected to obtain a suitable hi-vis waistcoat and

other equipment (as laid-down in the list 'Equipment for Search Team Members' as set out in the Uniform and Equipment Code).

- 10.2 Such equipment **MUST** be brought to every Training Event, Callout and all other meetings. Search Technicians responding inappropriately equipped will be sent home by the I/C or their Team Leader and face disciplinary action under the Disciplinary Policy and Procedures.
- 10.3 From time to time the Management Committee may issue equipment to members for the purposes of SAR or other NORLSAR activities. Any such issued equipment is the responsibility of that member. If any equipment is damaged and that damage is found to have been through misuse reimbursement may be sought from the member, in accordance with the Uniform and Equipment Code.

11. UNIFORM

- 11.1 All official uniform must be worn in accordance with NORLSAR current 'Uniform and Equipment Code'.

12. VEHICLES

- 12.1 See Vehicle Policy

13. DISCIPLINE

- 13.1 When on official duties (events or incidents) the behaviour of all members will be exemplary and in particular whilst training sessions are being delivered, members must not act in any manner which will disrupt the session and exercise reasonable behaviour for the duration of that session.
- 13.2 Any disciplinary matters will be dealt with by the Management Committee (in accordance with the Disciplinary Policy and Procedures) and a decision will ultimately be taken by the Management Committee.