

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 800 – Operations	
Directive: 810.09 – Search & Recovery Operations		Effective Date: October 1, 2015
Authorized by: Chief Brandon Zuidema		Last Revision: May 1, 2014
CALEA Standards: 46.2.5		

810.9.1 - Purpose

The purpose of this directive is to establish policy and procedures to be used during incidents involving lost or missing persons.

810.9.2 - Policy

It will be the policy of the Department to operate by the guidelines established in the National Incident Management System during any incident involving a search for an individual that meets the following criteria:

1. The search will involve more than two (2) officers at any time;
2. The search will be longer than one (1) hour in duration; or
3. The search will involve two (2) or more agencies or Departments within Town government;

810.9.3 - Definitions

- A. Hasty Team – A small group of knowledgeable, highly mobile searchers who know how to track and are aware of potential items of evidence, who are used to check high probability locations and hazard areas while the search operation is being organized.
- B. ELT – Emergency Locations Transmitter - A radio transmitter located aboard an aircraft to assist searchers in locating the aircraft after a crash.
- C. ICS – Incident Command System
- D. SAR – Search and Recovery.
- E. Incident Commander – The individual responsible for the overall management of the search mission.
- F. Wake EOP – the Wake County Emergency Operations Plan, which includes guidelines for Incident Command and Search and Recovery.

810.9.4 – Search and Recovery Guidelines

- A. Search and Recovery operations shall be conducted in accordance with the guidelines established in the Wake EOP.

1. When searching for lost or missing persons, it is our intention to quickly locate them in the best possible condition, while expending resources sensibly. The operation will be likely occurring under emergency conditions, which may continue over the duration of several days and nights.
 2. In using this plan we can develop and improve Search and Recovery (SAR) management awareness, accurately document the expenditures of resources, enhance coordination among outside agencies, provide good communication and accurate planning techniques, and reduce time in solving the problem.
- B. Search missions may involve:
1. Searches following a natural or man-made disaster. These operations may include the search of collapsed buildings or other urban environments;
 2. Searches of potentially hazardous terrain in a rural setting, such as forests, lakes, or ponds;
 3. Searches as a result of transportation disaster(s), such as those involving airplanes or trains; or
 4. Searches related to non-disaster conditions such as the search for lost or missing persons, (i.e. children and elderly).
- C. All agency personnel should participate in training in order to fill identified roles. To involve local emergency services in our SAR operation, training should be community based and closely aligned between fire, rescue, and law enforcement agencies.

810.9.5 - Planning

- A. It is the duty of the Department to coordinate, direct, and control all SAR operations within this jurisdiction. .
- B. Planning for commitment of resources should include, but not be limited to, the following:
1. Hasty team(s);
 2. Search by trained "Man Trackers";
 3. Search by trained canine(s);
 4. Search by trained ground team personnel;
 5. Search by untrained volunteers;
 6. Search by aircraft with specialized equipment; and
 7. Search by boats with specialized equipment.

810.9.6 - Procedures (46.2.5)

- A. Once an officer arrives on the scene and confirms the need for a search operation, the following should be done:
1. Establish Incident Command in accordance with GPD Directive 810.06, *Incident Command System*, and the Wake EOP;
 2. Advise a supervisor of the situation;

3. Establish the urgency of the search (age of victim, medical condition, weather, terrain, unusual circumstances, etc.);
 4. Have the Raleigh Emergency Communications Center (RECC) notify the Garner Fire Department. The Garner Police Department will normally be the lead agency for SAR operations within the corporate limits of the Town, but will work collaboratively with Garner Fire.
 5. Determine whether additional resources are needed to conduct a search (hasty teams, tracking teams, dogs, and investigators). When SAR operations exceed the resources of this agency, additional trained resources may be requested through Wake County Emergency Management and existing mutual aid agreements.
 6. Issue a "BOLO" as soon as appropriate;
 7. Obtain photos or other identifying articles from family members;
 8. Determine if the case meets NCIC requirements;
 9. Establish a location for the command post and, if necessary, staging areas; and
 10. Protect the scene to the greatest extent possible.
- B. When the determination is made that a search mission is warranted, the Incident Commander will be mindful of the resources available from the following:
1. Garner Fire Department;
 2. Garner Police Department;
 3. RECC;
 4. Town Manager's Office;
 5. Wake County Emergency Management; and
 6. Wake County EMS.
- C. The safety of all parties, including searchers, is the highest priority when conducting SAR operations.
- D. SAR operations will be conducted in accordance with the Wake EOP and supporting operational procedures outlined in this and other Department policies. Prompt execution of this directive is essential to a successful outcome.
- E. Any SAR operation which transverses with other jurisdictions will require the use of the Unified Command System as outlined in the National Incident Management System.
- F. When responding to an incident which may require a search operation do not commit ground search teams until the command post has been established. Protect the scene and do not allow unauthorized persons to enter causing contamination of the area.

810.9.7 - Incident Command

- A. The Incident Commander has overall responsibility for the mission from start to finish and has the authority to facilitate all functions of the mission to assure effectiveness and efficiency. The responsibilities of the IC include, but are not limited to, the following:

1. Identify and delegate authority to persons qualified to fill operational roles as necessary;
 2. Identify locations of key functions such as command post, media station, base camp, etc.;
 3. Organize and coordinate resources as necessary;
 4. Establish priorities and objectives for the search;
 5. Evaluate results of the operation as it progresses;
 6. Develop and effectively implement positive public media relations;
 7. Assure agency cooperation, coordination, and the safety of all persons connected with the search;
 8. Suspend the search, keeping the appropriate public officials aware of the operational and financial situation at all times; and
 9. Establish a means of effective family and public relations.
- B. The Incident Commander must pay special attention to the following search aspects because research has found these to be constant problems on search operations:
1. Ambiguity of authority (Command and Control);
 2. Poor use of specialized resources;
 3. Lack of adequate and proper communication;
 4. Inadequate logistical support;
 5. Unplanned media relations; and
 6. Poor management practices.
- C. The IC should appoint additional staff in the ICS framework as needed based on the scope of the SAR operations. The following positions may be appointed:
1. Command Staff
 - a. Liaison Officer;
 - b. Investigative Officer; and
 - c. Journal/Records Officer;
 - d. Public Information Officer;
 - e. Safety Officer;
 - f. Other key functions as needed.
 2. Operations Section - IC may appoint Operations Chief to coordinate:
 - a. Appointment of Team Leaders;

- b. Maintenance of security over clues/evidence found;
 - c. Proper briefing of all teams; and
 - d. Proper Search Operations, to include land, water, and air.
3. Planning Section - IC may appoint Planning Chief to coordinate:
 - a. Acquisition of needed specialists;
 - b. Allocation of resources;
 - c. Assistance in overall operational planning, team assignments, and debriefing;
 - d. Maintenance of all proper documentation; and
 - e. Up-to-date situation reports.
4. Logistics Section - IC may appoint Logistics Chief to coordinate:
 - a. Communications;
 - b. Equipment;
 - c. Food;
 - d. Ground Support;
 - e. Supplies;
 - f. Transportation; and
 - g. Any other items needed for a successful mission.
5. Finance Section - IC may appoint Finance Chief to coordinate:
 - a. Financial issues;
 - b. Insurance claims;
 - c. Mutual Aid Agreements;
 - d. Signing leases;
 - e. Wage and hour requirements; and
 - f. A total financial report at the end of the SAR operations.
6. SAR Supervisors - IC may appoint supervisors for any of the following:
 - a. Hasty Teams;
 - b. Human Trackers;
 - c. Investigators (Clue Determination Team);

- d. Management of Special Resources;
- e. Task Forces/Strike Teams;
- f. Terrain Analysis; and
- g. Tracking Teams.

810.9.8 - Use of Resources

- A. The IC, or his designee, has the duty and responsibility to assess the need for additional manpower, equipment, and/or search expertise for SAR operations. Once approved, the organization, team, unit, or individual involved in the search will receive duty stations and duty assignments from the Command Staff through the authority of the IC.
- B. The IC should establish operational time periods to manage resources. No one resource should be taxed beyond its capability. Personnel should be rotated from the staging area when necessary to relieve other units. The maximum time in the field for any assigned personnel should be twelve (12) hours.
- C. Persons responding from any organization, or as an individual, will not be accepted as part of the search team unless they are:
 - 1. Physically and mentally capable of performing assigned tasks; and
 - 2. Properly prepared with appropriate clothing, supplies, and equipment indicated by terrain and/or environment.
- D. Civilian volunteers should be sent to the staging area and briefed before being assigned duties. The use of untrained personnel should be kept at a minimum.
- E. The IC or his designee will call in other resources on an "as needed" basis.

810.9.9 - Suspending the Search

- A. Searches may be suspended due to weather safety concerns relative to the searchers, the lost person(s) being located, or unresolved leads. If the lost person has not been found, the search may be downgraded to a "limited continuous search."
- B. Factors to evaluate when considering downgrading the search include, but are not limited to, the following:
 - 1. Have all the search zones been searched and re-searched?
 - 2. Has there been a thorough and effective execution of the search plan?
 - 3. Has the question of survivability of the missing person been thoroughly researched and studied?
 - 4. Are there any unresolved or unanswered clues?
 - 5. Has the current or forecasted weather been examined in light of continuing the search?
- C. The reasons to suspend the search shall be thoroughly documented in the Incident Report.

810.9.10 - Critique

- A. The Operations Captain or designee will conduct an Incident Critique following the suspension of the search.
 - 1. The critique will summarize and review the actions at the search & rescue operation.
 - 2. All involved agencies will be invited to participate in the Incident Critique.
 - 3. All involved Department personnel will be invited to participate in the Incident Critique.
- B. The issues discussed, lessons learned, and any recommendations for change will be documented in an after-action report to the Chief of Police.