**Kane County Search and Rescue**

**Application for Membership**

Thank you for your interest in Kane County Search and Rescue. The following application process is your first step in becoming a member. Please complete the following:

1. Fill out the attached application and the “Right of Access Provider Waiver”.
2. Take both forms to the Kane County Sheriff’s Office receptionist located on the second floor of the Kane County Public Safety facility located at 971 E. Kaneplex Dr. in Kanab. (It’s on the road to the Kanab land fill).
3. Present the forms with a picture ID to the receptionist and she will conduct a Utah Criminal History records search. When completed, leave your application and the results of the Utah background check with the receptionist and she will give them to the search and rescue Commander.
4. The receptionist will provide you with a fingerprint card which you can then take downstairs to the jail where you will be fingerprinted. The usual fee associated with the fingerprint card will be waived for search and rescue applicants.
5. Follow the instructions on the FBI sheet labeled “Identification Record Request/Criminal Background Check”. You will need to send the fingerprint card along with the other requested information in the instruction sheet. There will be a fee for this service as stated in the instructions. Sorry, but this fee is nothing to do with KCSO and so we can’t waive it. The forms are included with this packet if you want to fill them out by hand. (Make sure they are legible). The best way would be to go to <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and click on option 1. You will be able to open the forms, fill them out and print them.
6. When you receive the results back in the mail, you will need to bring those to the Sheriff’s Office and they will be added to your original application.
7. Once all of these documents are received, your application will be reviewed by the search and rescue officers. Upon approval of the officers, your application will be presented to the Sheriff who will review it. Once the Sheriff accepts and signs or rejects your application, you will be notified and given instructions on how to proceed.
8. Upon approval by the Sheriff, you will be required to do the following:
* During your first six months, you will be considered a probationary member. During that time, you will need to :
	+ Be active and attend the monthly regular meetings which are held on the first Wednesday of each month.
	+ Respond to searches and incidents whenever possible.
	+ You will need to complete two online courses that will teach you about the National Incident Management system, (NIMS). Each of these courses will take about two hours and are done on the internet at the FEMA website, <http://training.fema.gov/IS/crslist.aspx> . The courses you need to complete are IS-100.b, and IS-700.a. When you have completed the courses, you will receive a certificate from FEMA. That certificate must be submitted to the SAR commander.
	+ You will need to register with Everbridge. This is a mass call phone system that we use to notify you about meetings, and to call out members for searches and incidents. You register by going to <http://kane.utah.gov/> , scroll to the bottom of the page, and click on the yellow Everbridge logo. That will take you to a portal where you can register.
	+ At the end of the six months, your membership will be evaluated. If you have completed the requirements above, you will become a full member of KCSAR. Otherwise, your probation may be extended, or your application terminated.
* Ongoing membership in Kane County Search and Rescue is measured by a point system. To be considered a full member, you must acquire a minimum of 600 points each year. If you are unable to get 600 points, your membership will be evaluated and you may be placed on the associate member list, or depending on the lack of participation, your membership may be terminated. Points are given for the following:
	+ 100 points for regular monthly meetings, searches, other special meetings, regular monthly rope team meetings, etc.
	+ 50 points for socials.
	+ 150 points for extra or specialized trainings.
* Thank you. We look forward to having you as a member of KCSAR. Don’s let this application process discourage you. Because of the trends in society, it is a necessary process to protect both you and Kane County. It really is easier to complete than it sounds and we would welcome your participation with Kane County Search and Rescue.