

RCMP “K” DIVISION -- CIVILIAN SAR TEAM REPORT INSTRUCTIONS FOR COMPLETION

1. This Report **should** be completed and submitted to the tasking RCMP detachment and to the RCMP “K” Division SAR Coordinator within 14 days of completing any RCMP tasking, including specialized operations such as evidence searches.
2. If more than one civilian SAR team is used on the operation, each team **should** submit a separate Report form.
3. Instructions for Completion:

Team Name:	Self Explanatory
Tasking Date:	Date SAR Tasking conducted;
RCMP Det.	Name of the RCMP Detachment in charge of the operation
RCMP File #:	RCMP Detachment File Number if known
Incident Type:	Indicate type of search. Describe “other”, e.g. “ <i>evidence search</i> ”
Number Team Members Responding:	Total number of team members who responded to the search.
Team members Injured	Was a SAR volunteer injured on the operation?
Number of Operational Periods Worked	Total number of operational periods worked by the team while assisting with the search
Total Volunteer Hours Contributed	The total of all team hours contributed to the Search Operation.
Team Expenses, Reimbursed	Self Explanatory. Typically, this information is not available by the time “K” Division wants this report, so we simply say that it will be available with the 4 week deadline agreed to by our local detachment.
Team Expenses, Non-Reimbursed	Internal expenses absorbed by the SAR team to participate in the mission that are not reimbursed, example administration costs, stationary costs, command post costs, etc. Typically we don't track these costs, so we say as much.
Subjects Located:	Subject Located by SAR Team
Subject Condition:	Condition of found subjects (fill in all that apply)
Clue / Evidence	Describe any clues / evidence located. It's not clear what is being asked for here. A complete listing of clues could often run a page or more and would require much effort to collate. Typically, we simply state that it's not clear what is being asked for.
Found By:	Name of Volunteer's who found Clue / Evidence. PCSAR has a policy not to seek recognition for individual members that find clues because it's a team effort. Typically, we state this policy.
Search Actions and Results	Narrative description of actions taken on search operations, e.g. area searched, terrain type, weather, techniques used, observations made, items found, etc.
Signature and Date	Report should be signed and dated by the SAR Team representative.

