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For information regarding this policy, contact National Contract Policing Br., Community, Contract and Aboriginal Policing Services Dir. at GroupWise address [OPS POLICY HQ](#).

1. [General](#)
 2. [Cr. Ops. Officer/Delegate](#)
 3. [Division SAR Coordinator](#)
 4. [Detachment Commander/Delegate](#)
 5. [Search/Incident Commander](#)
 6. [Member](#)
-

1. General

1. 1. A lost/overdue person is someone who becomes missing while engaging in a sporting/recreational activity, e.g. fishing, hunting, hiking, or may be an elderly person missing due to a medical condition, e.g. Alzheimer's disease.

1. 2. A person may also be deemed lost/overdue as a result of foul play or criminal activity.

1. 3. For missing persons, see [ch. 37.3](#).

1. 4. For search and rescue (SAR), see [ch. 37.1](#).

2. Cr. Ops. Officer/Delegate

2. 1. If you are in a contract division, appoint a division SAR coordinator and an alternate.

2. 2. Ensure division directives and an MOU with the provincial/territorial ministry or agency responsible for SAR:

2. 2. 1. define the roles of the provincial/territorial ministry or agency responsible for ground SAR; Civil Air Search and Rescue Association (CASARA); Canadian Coast Guard Auxiliary (CCGA); RCMP SAR Coordinator; volunteer SAR groups and associations, including civilian volunteer SAR dog teams; and any other relevant agencies;

2. 2. 2. define workers' compensation and civil liability coverage for SAR volunteers;

2. 2. 3. identify the agency responsible for volunteer expenses; and

2. 2. 4. establish the minimum training level required for civilian volunteer SAR searchers, and if approved by the province/territory, civilian volunteer dog teams and other specialists.

2. 3. Ensure sufficient members are trained as search/incident commanders to meet any possible SAR requirements.
2. 4. Consult the District Commander before recommending to the CO that a SAR operation be officially ended.
2. 5. Meet annually with the provincial/territorial ministry or agency responsible for SAR. Promote the:
 2. 5. 1. use of provincially/territorially controlled equipment and resources;
 2. 5. 2. province/territory to support and maintain volunteer SAR organizations;
 2. 5. 3. exchange of information and cooperation between government and civilian SAR organizations; and
 2. 5. 4. formation of agreements between federal/provincial/territorial/municipal agencies and civilian SAR organizations, e.g. Parks Canada, Natural Resources, provincial parks, CASARA, CCGA, to provide equipment and trained personnel to ensure a coordinated response.
2. 6. Report any SAR-related trends, problems or deficiencies which may have national significance, to National Headquarters, ATTN: OIC National Contract Policing Branch.

3. Division SAR Coordinator

3. 1. Maintain up-to-date SAR resource lists.
3. 2. Provide an annual report (calendar year) with recommendations for the division SAR Program to the Cr. Ops. Officer/delegate.
3. 3. Maintain an information database on organized searches.
3. 4. Recommend standards and training requirements.
3. 5. When necessary, coordinate air support and other provincial/territorial resources.
3. 6. In accordance with division directives, provide a copy of the SAR and debriefing reports to the provincial/territorial SAR authority.

4. Detachment Commander/Delegate

4. 1. When you receive a complaint of a lost/overdue person, consider requesting a search/incident commander and trained volunteer SAR team to stand by.
4. 2. If a search is warranted, and a trained search/incident commander is unavailable, request one from the District Commander.
4. 3. Approve the SAR action plan.
4. 4. Forward a copy of the SAR and debriefing reports with your comments and recommendations to the division SAR coordinator.
4. 5. Advise the District Commander when a search should be suspended or terminated.

4. 6. Regularly liaise with community and local representatives of volunteer SAR organizations, including any federal/provincial/territorial/municipal SAR organizations.
4. 7. Develop and maintain an up-to-date SAR emergency contingency plan.
4. 8. Encourage members and volunteers with SAR training to keep their training current.
4. 9. Encourage volunteer groups, with the assistance of members, to develop a program for youth in the community aimed at SAR prevention and future SAR involvement.
4. 10. Promote SAR prevention by giving SAR presentations to school children and special-interest groups.
4. 11. When possible, conduct security clearances on volunteers using the vulnerable sector screening procedures outlined in the [CPIC Reference Manual](#), ch. 1.2.14, para. 14.1.a.

5. Search/Incident Commander

5. 1. Establish a search command center close to the search area with the necessary communications and arrange for maps, food, supplies, etc.
 5. 1. 1. Consider using [Form 3450](#) or a similar form to aid in capturing information pertaining to the lost/overdue person or group.
 5. 2. Consult with the search manager to:
 5. 2. 1. determine and contain the search area,
 5. 2. 2. determine the required resources,
 5. 2. 3. determine what search strategies/tactics to employ,
 5. 2. 4. evaluate the progress of the search,
 5. 2. 5. brief and debrief key SAR team members as required, and
 5. 2. 6. brief the detachment commander and recommend suspension/termination of the search.
 5. 3. As required, request, coordinate and direct police and nonpolice resources.
 5. 4. When necessary during a search, remain at the base camp.
 5. 5. Establish communication with the media and family.
 5. 6. If there are no volunteer SAR teams, consider deploying the tactical troop.
 5. 7. Ensure trained SAR teams are registered with provincial/territorial associations. Individual volunteers must complete the registration log by signing in and out at each incident.
 5. 8. Register spontaneous volunteers, their ground search certification level, map and compass knowledge, and woods experience, or any other information requested by the province/territory. Each volunteer must give written consent to an agreement such as the following:

I am prepared to follow the directions of the search/incident commander through his/her organization as prescribed. I understand that I am a volunteer and must adhere to the directions of search management in order to do my part.

5. 8. 1. Countersign the registration and agreement document.
5. 9. A volunteer may be rejected with cause.
5. 10. Ensure team leaders/captains are certified in map and compass usage, first aid, and search and survival techniques.
5. 11. Upon suspension/termination of a search, account for all human and physical resources.
5. 12. Ensure all SAR actions and injuries are documented.
5. 13. Hold a debriefing with the search manager and selected volunteers to record positive and negative aspects of the search.
5. 14. Forward the SAR and debriefing reports to the detachment commander.
5. 15. Complete the Ground Search and Rescue Report (GSAR) Information System form and forward it electronically or by fax to National Search and Rescue Secretariat (NSS).

6. Member

6. 1. If you receive a report of a lost/overdue person, consider using [Form 3450](#) to capture relevant information.
6. 2. If the person is lost, immediately request the assistance of a search/incident commander.
6. 3. Implement division/detachment protocols for SAR.

References

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