

775 OFFROAD & RECOVERY

775 OFFROAD & RECOVERY
Membership Policies and Procedures
Revised 01/12/2022

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Mission Statement

775 OFFROAD & RECOVERY is a 501(c)(3) non-profit volunteer organization that has chosen to undertake the role of community organization, community outreach, providing training and workshops to the community, removing and recovery of stuck, stranded, abandoned or damaged vehicles from BLM land, USFS Land, Forest Service Roads and other offroad destinations while working with state and federal agencies that oversee those same roads. We work and are designed to respond quickly to threats to health, welfare and safety. 775 OFFROAD & RECOVERY will deploy qualified volunteers with a dedication to public service and the offroad community.

Vision Statement

The future of 775 OFFROAD & RECOVERY will include partnerships with local Government Organizations including Search and Rescue, multiple chapters and name recognition across the United States for our contributions to our community. We will provide non-medical search and rescue services.

Organization Goals

- Provide education to the public regarding preparedness and safe off roading practices
- Support other organizations in advocating proper trail use, etiquette and clean up what others left behind.
- Provide opportunities for members of the off road community to engage in recovery operations and learn safe recovery practices.
- Provide unpaid professional vehicle and person recovery services in Nevada, California and other states as necessary.
- Support local government and volunteer organizations in search and rescue operations.
- Sponsor, host, and/or participate in events and activities that promote the off road hobby.
- Protect government lands from vandalism, dumping and irresponsible use.
- Foster a culture of mutual respect and professionalism.
- Leave No Trace

Code of Conduct

All members will adhere to the following Code of Conduct while representing 775 OFFROAD & RECOVERY, volunteering for 775 OFFROAD & RECOVERY, or while in a public forum.

- Treat all persons with respect.
- Hostility or disrespect of any kind will not be tolerated
- Strive to be the voice of reason, suspending all activities when necessary to maintain civil communications, clear thinking and a safe environment.
- Recovery related communication and conduct will be professional and respectful. This includes but is not limited to communications with reporting parties, clients, volunteers, members, agency personnel and the public.

- First priority is safety for all persons and preservation of property.
- Will respond to and return from any recovery scenes in a safe manner.
- Report any accidents, damage, safety incidents or concerns timely.
- Implement safe practices whenever and wherever any recovery gear is deployed.
- Acknowledge that public safety personnel and agencies such as USFS, BLM, Law Enforcement, Search and Rescue, supersede our authority and we will always work with them to achieve goals.
- Open carrying of firearms on 775 OFFROAD & RECOVERY responses is not allowed. Open Carry is defined as carrying of a firearm on one's person or in one's vehicle that is visible to members of the public. Firearms should be kept concealed in your vehicle and not on your person unless the situation requires it. Please inform incident command.
- Information about members and reporting parties is considered confidential information and members will not disclose that information to anyone outside of the membership unless directed by a Dispatcher or Board Member.
- All public information releases to be approved by Public Relations Officer.
- When acting independently as a Good Samaritan, members will not represent themselves as 775 OFFROAD & RECOVERY.
- Consumption of Alcohol, Marijuana, other drugs, or any medication that may affect your body and mind are not to be consumed before or during any activity or being under the influence of any substance that will affect physical or mental ability is not allowed.

Anti-Harassment and Retaliation Policy

Purpose

It is the policy of 775 OFFROAD & RECOVERY that members enjoy an environment free from all forms of harassment, including sexual harassment and retaliation.

Application

This policy applies to all employees, volunteers, board members, officers, managers, job applicants, members, sponsors, guests, and all other persons doing business with 775 OFFROAD & RECOVERY. (Known as volunteers and/or members).

General

775 OFFROAD & RECOVERY is committed to providing equal opportunities to all members with respect to all terms and conditions of 775 OFFROAD & RECOVERY memberships and volunteering. In support of this policy, 775 OFFROAD & RECOVERY expressly prohibits any form of harassment and retaliation of employees, volunteers, board members, officers, managers, job applicants, members, sponsors, guests, and all other persons doing business with 775 OFFROAD & RECOVERY (to be known as volunteers and/or members moving forward) on the basis of sex, race, color, national origin, ancestry, marital status, religion, age, disability, military status, or any other legally protected characteristic. Improper interference with our volunteers and members to perform their responsibilities will not be tolerated. Supervisory or managerial personnel are responsible for taking prompt and proper action to end such

behavior. Positive action will be taken to ensure that all members comply with the effort to make our organization environment free from harassment and retaliation.

There will be no discrimination or retaliation against a volunteer or member for making a complaint of harassment or for assisting in a complaint investigation.

Prohibited Conduct

Verbal: Epithets, slurs, jokes, negative stereotyping, and comments that are insulting, degrading, or not flattering regarding a person's sex, nationality, ancestry, race, marital status, color, religion, gender, age, disability, or other protected characteristic.

Non-verbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group, because of sex, nationality, ancestry, race, marital status, color, religion, gender, age, disability, or other protected characteristic. This includes calendars, clothing, music, cartoons, photographs, magazines, newspapers, drawings, posters, e-mails, and text messages.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment may involve a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. This policy is also intended to prohibit inappropriate, offensive, or intimidating behavior through the use of electronic messaging (e-mail, voicemail, faxes, use of the Internet, etc.) or sexual behavior consenting individuals. Inappropriate behavior is considered any behavior that is disruptive or offensive to volunteers or members, the working environment, or any other third party. Any sexual behavior that conveys a less than positive professional or businesslike image is considered inappropriate. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature.

Examples of prohibited sexual conduct are:

(1) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, suggestive or insulting sounds. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" which is oriented towards one gender or is based on gender.

(2) Non-verbal: The use, distribution, display, or discussion of any written or graphic material, including calendars, posters, cartoons, clothing, music, photographs, magazines, newspapers, drawings, e-mails, and text messages that are sexually suggestive, or show hostility toward an individual or group because of sex or gender; leering; staring; whistling and obscene gestures.

(3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse or contact, or assault. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between members, including men and women, that is acceptable to and welcomed by both parties, is not considered to be harassment. Prohibited sexual harassment will be said to exist when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occur.

Complaint Procedures

Any volunteer or member who feel that this policy has been violated or that they have encountered sexual, gender, racial, religious, age, disability, or other prohibited discrimination or harassment, or feel that they have been retaliated against, should contact their immediate supervisor. If the supervisor is unavailable, or the volunteer believes it would be inappropriate to contact that person, the volunteer should contact the President of 775 OFFROAD & RECOVERY by calling 775-580-5152 or with the Sergeant of Arms at (TBD). The President and Sergeant of Arms will be responsible for coordinating investigations. All volunteers and members are required to cooperate in all investigations. All complaints will be taken seriously, promptly and thoroughly investigated. Investigations will be kept as confidential as possible, and no volunteer or member will be penalized or retaliated against because of use of this procedure. Any member who feels they have been penalized or retaliated against by anyone at any time or place for using this procedure, for filing any type of legal claim, making a complaint or report, participating in an investigation, reporting a violation of law or organization policies, handbooks or rules, or any other reason, should use this complaint procedure.

Enforcement and Discipline

After an investigation, prompt and appropriate corrective action will be taken for any violations of this policy. Depending on all of the circumstances, violations of this policy may warrant discipline, up to and including discharge from 775 OFFROAD & RECOVERY. The complainant will be informed of the results of the investigation. 775 OFFROAD & RECOVERY also recognizes that false accusations of harassment and/or discrimination can have serious effects on innocent men and women. If after investigating a complaint 775 OFFROAD & RECOVERY determines that a false complaint was intentionally made, or that an member has intentionally provided false information regarding the complaint, disciplinary action up to and including discharge may be taken against the individual who filed the false complaint or gave the false information.

Equal Opportunity

775 OFFROAD & RECOVERY is an equal opportunity organization and makes decisions on the basis of merit. In order to provide equal opportunity and advancement opportunities to all individuals, decisions at 775 OFFROAD & RECOVERY will be based on merit, qualifications, and abilities. 775 OFFROAD & RECOVERY does not discriminate in opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), citizenship, ancestry, national origin, age, marital status, disability, medical condition (including genetic characteristics), military or veteran status, sexual orientation, gender, gender identity, gender expression, or any other condition or characteristic protected by law. This policy applies whether the individual has or is perceived to have any of the characteristics protected by law or is associated with a person who has or is perceived to have any of the characteristics or conditions protected by law. 775 OFFROAD & RECOVERY is committed to complying with all applicable state and federal laws providing equal opportunities. This commitment applies to all persons involved in the organization and prohibits unlawful discrimination by or of any volunteer or member of the organization. Volunteers or members may raise concerns and make reports without fear of retaliation. If you believe you have been subjected to any form of unlawful discrimination, submit a written or oral complaint to the President of 775 OFFROAD & RECOVERY by calling 775-580-5152 or with the Sergeant of Arms at (TBD). 775 OFFROAD & RECOVERY will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the

situation. If 775 OFFROAD & RECOVERY determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. 775 OFFROAD & RECOVERY will not retaliate against any volunteer or member for filing a complaint. Anyone found to be engaging in any type of unlawful discrimination or retaliation following a complaint of discrimination will be subject to disciplinary action, up to and including termination from 775 OFFROAD & RECOVERY. 775 OFFROAD & RECOVERY also prohibits the harassment of any individual on any of the bases listed above. Any volunteer or member with questions or concerns about any type of harassment or discrimination in the workplace is encouraged to bring these issues to the attention of their supervisor.

Disability Accommodations

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, 775 OFFROAD & RECOVERY will make reasonable accommodations for the known physical or mental limitations of any otherwise qualified individual with a disability who is an applicant, volunteer or member unless undue hardship would result. 775 OFFROAD & RECOVERY is also committed to not discriminating against any qualified member or applicants because they are related to or associated with a person with a disability. Any applicant or member who requires an accommodation in order to perform the essential functions of the job should contact President or Supervisor. The individual with the disability should specify what accommodation he/she needs to perform the job. 775 OFFROAD & RECOVERY will then conduct an investigation to identify possible accommodations, if any, that will help eliminate the limitations. If the accommodation is reasonable and will not impose an undue hardship, 775 OFFROAD & RECOVERY will make the accommodation. This policy is neither exhaustive nor exclusive. 775 OFFROAD & RECOVERY is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable federal, state, and local laws, including, but not limited to, providing reasonable accommodation required as a result of pregnancy, childbirth or related medical conditions.

Eligibility for Membership

1. Application for membership shall be open to any individual who supports our mission, vision and goals from above. Membership is granted after:

- a. Completion and receipt of a membership applications.
- b. Receipt of annual dues
- c. Reviewing and signing the Bylaws.
- d. Reviewing and signing the Policies & Procedures document.
- e. Reviewing and signing the Liability Waiver

Suspension and Termination of Membership

1. A Member who fails to pay any dues or other assessment within 30 days after written notice of such failure to pay, such Member shall be automatically suspended from Membership until all such dues and assessments are fully paid, as which time such Member shall be automatically reinstated.

2. The Board may suspend any Member with 2/3 vote.

3. All Suspensions, Terminations and Expulsions will refer to the Policy and Procedures outlined in the By-Laws.

4. A Member who has been expelled or suspended, or who has resigned or voluntarily terminated their membership, shall be liable to the organization for dues, assessments, or fees as a result of obligations incurred, or commitments made, prior to expulsion, suspension, resignation or voluntary termination, and shall immediately return any property of the organization.

5. A Member who resigns their membership is liable for all dues and assessments then payable. Dues and/or assessments are not refunded.

6. Membership is not transferable.

775 OFFROAD & RECOVERY Windshield Banners

1. By displaying a 775 OFFROAD & RECOVERY banner or badge on your vehicle, you are a representative of our unpaid volunteer organization and our code of conduct applies to you.

2. Only active members of 775 OFFROAD & RECOVERY are permitted to display 775 OFFROAD & RECOVERY unique windshield banners or badging.

3. Any purposeful wrongdoing or misrepresentation of 775 OFFROAD & RECOVERY while displaying banners or badges is unacceptable.

4. Only approved banners or badging representing 775 OFFROAD & RECOVERY obtained directly from a 775 OFFROAD & RECOVERY representative may be used and displayed on your vehicle.

5. 775 OFFROAD & RECOVERY banners or badging will be placed in areas where they are easily seen and where they are unobstructed by physical features on the vehicle.
6. 775 OFFROAD & RECOVERY banners or badging may not be altered and must be applied in the format in which they were received.
7. 775 OFFROAD & RECOVERY Banners may be placed on the top of the vehicle's windshield or similar front facing, horizontal and visible locations. Banners may also be placed on the back window of a truck, camper shell or similar rear-facing, horizontal and visible location. Badges may be placed on the rear window, rear windshield or rear vehicle surface. Banners are optional but helps to properly identify you.
8. Smaller banners or badging may be placed anywhere on the vehicle if it can be read and identified clearly. It may not be upside down or backwards. Placing at an angle is suitable only if necessary.
9. An individual will be required to remove and replace a banner or badge if they are not applied appropriately.
10. 775 OFFROAD & RECOVERY does not give permission to make, duplicate, and/or replicate any 775 OFFROAD & RECOVERY banners, badging or logos for personal use, professional use and/or for sale.
11. Violation of this policy may be referred to the Board of Directors for review and may result in suspension, expulsion, or other sanctions.

Preparedness

The number one priority is for everyone to get home safely. Members and volunteers must be aware of their current physical and psychological conditions. Members and volunteers will only deploy if they are well rested and sound of body and mind. Our deployment relies on members to be self sufficient and not burden those we are assisting or other members and volunteers. Members and volunteers must be aware that tiredness, fatigue and exhaustion are all the equivalent of being under the influence of alcohol or drugs. Do not put yourself, the team, members, volunteers or the public at risk.

Members should be prepared to respond to a call for deployment in a matter of hours. Go Bags, or 72 hour bags, should be stocked and ready for immediate use. These bags should be regularly maintained and inspected, with appropriate gear for the weather. Vehicles must be kept in top condition with appropriate communication and recovery gear. Members and volunteers should be prepared to be in the field for an extended period of time without outside support. This means food, water, clothing and shelter in sufficient quantity to self-support for at least 72 hours.

It is also incumbent on each member and volunteer to monitor their own performance and that of their teammates in an honest and subjective manner. Be honest when it is time to call it a day or say no to a course of action. Signs of fatigue, acute mountain sickness, dehydration, confusion, inattentiveness or any other concern are all reasons to stop, reevaluate and make prudent decisions.

If you have a medical condition that could impact the recovery team, be sure to have any necessary medications on board and advise the team lead.

Members will conduct regular inspections of their vehicles, recovery gear and survival gear. Inspections after each deployment are recommended and monthly inspections are essential. Vehicles with known mechanical problems, insufficient or faulty recovery gear, should not be deployed until remedied or repaired.

Requirements for Field Deployment in Personal Owned Vehicle (POV)

No member or volunteer shall be under the influence of legal or illegal drugs, alcohol or substance that will impair their ability or safety in the field during a mission response or at anytime when representing 775 OFFROAD & RECOVERY. This responsibility lies with the member or volunteer, not 775 OFFROAD & RECOVERY.

No member or volunteer shall be under the influence of drugs or alcohol pursuant to state law. This includes driving under the influence, driving while impaired, driving with alcohol content.

All members or volunteers driving a motorized vehicle shall meet the legal requirements for driving on the roads and trails necessary in the recovery.

All members or volunteers operating a motor vehicle while deployed must have on their person on in their vehicle a current valid drivers license, vehicle registration and insurance.

No member or volunteer of 775 OFFROAD & RECOVERY is authorized to operate an emergency vehicle on a public road pursuant to state law. This included audible and visual signals. This does not preclude members from using clear or amber hazard lighting when safe and appropriate.

No member or volunteer of 775 OFFROAD & RECOVERY may recover vehicles on public highways or roadways. Any recovery or towing operations must be free of charge and only on BLM, USFS or off road destinations. Generally speaking, if a towing company vehicle can't/won't go there, we can. Recovery or towing of vehicles as an organization on highways or roadways violates state law and regulations. See Nevada CFR 49 for more information.

Members or Volunteers operate POV at their own risk of vehicle damage, property damage or vehicle failure.

Minimum Experience & Vehicle Requirements

Members or volunteers who wish to deploy their own vehicle in the field must meet these basic minimum vehicle requirements.

Vehicle capable of traversing the terrain described

Vehicle in good operation condition with no known mechanical issues.

Additional requirements will be specified by the request for members or volunteers during the call out notification. These represent typical vehicle requirements for most recoveries but may not be required for all recoveries. Vehicle requirements will be dictated by the mission and specified in the recovery request.

33" tires or larger with full-sized matching spare

Front and rear frame mounted recovery points

Winch in good operating order

Self-recovery gear in good condition

Recovery gear appropriate for the mission in good condition

First Aid kit

72-hour survival bag

Field communications. (HAM radio, loaners available)

At least one spare seat for a ride-a-long, spotter, navigator, passenger or first responder.

Yearly Membership, Training and Participation Expectations

775 OFFROAD & RECOVERY members agree to meet the following yearly expectations.

- Acquire and maintain all required training.

Ranks

Below is the current rank requirements for new members entering after 1/12/2022.

Level 4 Roles

775 OFFROAD & RECOVERY Member	Dispatch
Bylaws, Policy & Procedure, waivers reviewed and signed	Observer

Level 3 Roles

Incident Command System (ICS) 100 Training	Recovery Support
Basic Recovery Skills Training (or equivalent)	
Current CPR & First Aid (or better) + first aid kit	
72-hour bag, all weather clothing/boots	

Level 2 Roles

Advance Recovery Skills Training (or equivalent)	Recovery Lead
Driving & Communications Training (or equivalent)	Field Communications
Ham License + 5W or greater Mobile	

Level 1 Roles

SAR Application and Coordination Staff Review	SAR Member
Leadership Skills Training or equivalent	Incident Command
Current Wilderness First Aid (or better) + IFAK	SAR Mission Lead
Ham operator +50W Mobile/Truck Mount	

Roles

775 OFFROAD & RECOVERY members or volunteers may fill roles based on their current rank.

Dispatch – Provides the critical role of fielding calls from stranded people and agencies; monitoring recoveries and other missions; providing radio communications to field teams; and works integrally with field teams.

Observers – Serves as copilots, navigators and other roles from the passenger seat and may assist on recoveries as a passenger in another member's vehicle.

Staging Support – Assisting with scribing, admin and other assistance during critical incidents.

Event Support – Helps host a boost at public events; assists with organization meeting and training.

Recovery Support – May drive their vehicle on recoveries.

Field Communications – May support field operations using a ham radio

Recovery Leads – Responsible for the health, safety and welfare of their team, members, volunteers and members of the public. Recovery leads organize their team, work collaboratively to fill necessary roles, assure proper documentation is complete, and works with their team to problem solve and make well informed decisions.

SAR Members – Expected to respond rapidly to critical incidents and requests for rescues or recoveries in challenging conditions; work together, with other members and with other agencies in demanding and stressful circumstances; and are expected to be regularly active in the field.

SAR Mission Leads – Responsible for the health, safety and welfare of their team and members of the public. Mission leads organize their team, work collaboratively to fill necessary roles, assure proper documentation is complete, and works with their team to problem solve and make well informed decisions.

Incident Commanders – Capable of planning and managing critical incidents within the incident commence system (ICS) framework, both internally and in coordination with other agencies.

Policies and Procedures Acknowledgement

I acknowledge that I have received a copy of 775 Offroad & Recovery Policies and Procedures Manual and have read it in its entirety. I understand these and other policies that are included in the manual and I will ask questions if I need more information, details or understanding of the contents. I further acknowledge that 775 Offroad & Recovery reserves the right to change, modify, suspend, interpret or cancel in whole or in part, any benefits, policies, procedures, or practices, at anytime with or without advance notice. In consideration of my membership, I agree to follow the policies and procedures, including those regarding equal opportunity, non-discrimination, sexual and other types of harassment, of 775 Offroad & Recovery.

Member's Signature

Print Name

Date

Member Number

Scan and email to memberships@775ofr.com or

Make a copy and mail original to

775 Offroad & Recovery
Memberships
PO Box 4604
Carson City, NV 89702