
Department of Conservation & Natural Resources

Bureau of State Parks

Bureau of Forestry

Search & Rescue

Field Team Leader (FTL) &

Field Team Member (FTM)

Evaluator Standards

Evaluators act to ensure quality Field Team Leader (FTL) and Field Team Members (FTM) are developed, who in turn may further aid the DCNR in the event of a search. Evaluators act as test proctors during the written and practical examination sessions for FTL/FTM positions and make certain issues of integrity do not occur. After the test is completed and graded, results are submitted to the Chairman of the DCNR Search and Rescue (SAR) Committee to include in a database.

Evaluator Standards (DCNR Employees)

- Attended and successfully completed the DCNR's Instructor Training Course or equivalent;
- Attended and successfully completed a DCNR-approved Search Manager or Search Responder training course(s);
- Participated in at least one real or mock search operation for one operational period (within last three years);
- Assisted an experienced evaluator conduct at least one FTL/FTM evaluation session;
- Maintain the required level of knowledge and skills along with at least one complete evaluation session in a period of three years while approved as an Evaluator or, assisted with instructing a Search Manger (MSO) or Search Responder course.

Final approval will be determined by the DCNR-SAR Committee to become an evaluator. DCNR may waive a requirement when there is sufficient cause or special conditions.

Evaluator Standards (Non-DCNR Evaluators)

- ◆ Attended and successfully completed a recognized instructor course involving the proper methods of instruction or currently instruct at an agency, organization or institution that sets instructor standards;
- ◆ Attended and successfully completed an FTL/FTM examination session within three years of initially evaluating;
- ◆ Participated in at least one real or mock search operation within the last three years;
- ◆ Assisted an experienced evaluator in conducting at least one FTL/FTM evaluation session;
- ◆ Submit a letter to DCNR-SAR Committee requesting to evaluate as well as a personal resume of SAR experience and qualifications;

- ◆ Agree to not evaluate members of one's own SAR team or organization, if one is associated with a SAR team or organization;
- ◆ Agree and be willing to follow DCNR's process for administering, documenting, reporting, submitting and securing the FTL/FTM tests and materials. Process test results in a manner that ensures integrity is maintained. Submit all test results and other testing documents to the designated DCNR official. Keep a copy of all test results and testing documents on file for a minimum of one year;
- ◆ Sign and submit to DCNR a consent form agreeing to read, understand and abide by the standards established by DCNR for the DCNR-SAR FTL/FTM Evaluator Program before an evaluator certificate is issued;
- ◆ Permit any DCNR employee or its affiliates to perform periodic, random checks of testing process and review of any documents associated with the DCNR-SAR FTL/FTM Evaluator Program;
- ◆ Agree to conduct an FTL/FTM examination for requesting groups or individuals within a reasonable length of time after the initial contact. Should an evaluator be unable to fill a request, the evaluator should notify the interested individual/group and offer to either reschedule the session or provide the name of an alternate evaluator; and,
- ◆ Maintain the required level of knowledge and skills and complete at least one evaluation session in a period of three years while approved as an Evaluator.

Final approval will be determined by the DCNR-SAR Committee to become an evaluator. DCNR may waive a requirement when there is sufficient cause or special conditions.

Send Requests to Evaluate to: DCNR-Bureau of Forestry
Recreation Section – SAR Coordinator
PO Box 8552
400 Market Street
Harrisburg, PA 17105

DCNR shall also reserve the right to remove a person from the program for any reason. Evaluator status is solely granted and held at the discretion of DCNR. DCNR will issue evaluator certificates to individuals recognized as evaluators. DCNR shall reserve the right to investigate if it believes there may be a problem with the evaluator or with the evaluation session. DCNR will notify individuals of its decision to approve, disapprove, remove or allow an individual to continue to serve as an evaluator within a reasonable period of time. Any evaluator not permitted to continue in the evaluator position or those who wish to voluntarily relinquish their status will be required to immediately surrender their DCNR-issued evaluator certificate and evaluator kit to DCNR. Their name will then be removed from the evaluator list. DCNR shall not compensate any non-DCNR evaluator in any manner including remuneration or any incidental expenses related to the evaluation process, such as transportation, lodging, and/or subsistence.