

King County Search Dogs STANDARDS, POLICIES & PROCEDURES MANUAL

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CHAPTER I - ADMINISTRATIVE

Section 1 - Meetings and Trainings

- 1-1(1) Business meetings of the general membership of King County Search Dogs (hereafter "KCSD") will meet monthly on the last Monday of each month. If the last Monday is a holiday, the meeting will be held on the prior Monday.
- 1-1(2) Executive Board meetings will be held quarterly at a time and location set by the Executive Board.
- 1-1(3) KCSD meetings will be held 7:00 p.m. unless otherwise specified at a location announced at the prior meeting, and confirmed via pager.
- 1-1(4) A reminder page announcing the scheduled meeting will be sent on the day of the meeting or within 48 hours prior to the meeting.
- 1-1(5) Airscent training will meet on the second and the fourth weekend of each month, typically on Saturdays. Airscent training will be combined with trailing training at least quarterly on either Saturday or Sunday. Weekend training will be 8:00 a.m. to 5:00 p.m. unless otherwise specified.
- 1-1(6) Trailing training will meet each Sunday. Trailing training will be combined with airscents training at least quarterly on either Saturday or Sunday.
- 1-1(7) Classes and training in any discipline can be held on any Wednesday night of the month from 6:00 p.m. to 9:00 p.m. unless otherwise scheduled provided a training number has been obtained for the activity.
- 1-1(8) Classes will be held at a location specified by the Training Committee or the KCSD Board.
- 1-1(9) All meetings, classes and training sessions shall be held in a non-smoking environment, and smoking shall not be permitted during these meetings, classes or training sessions.
- 1-1(10) Members are expected to attend meetings and training sessions regularly in accordance with the current attendance policy.
- 1-1(11) The president may call an emergency or routine meeting of any standing committee if the chair of that committee is unable to do so or as deemed necessary by the president or executive board.
- 1-1(12) Refer to Appendix 27 for Guidelines for members coordinating a training.

Section 2 - Dues

- 1-2(1) Dues are set at \$20.00 per active member per calendar year, and \$10.00 per inactive member per calendar year. Dues must be made payable to KCSD and submitted to the Treasurer by the 31st of January of each year.
- 1-2(2) Dues are considered late following the 31st day of the year.
- 1-2(3) Any member owing dues or otherwise indebted to KCSD for a period of sixty (60) days from the date that the sum becomes due and payable shall be automatically suspended. If any such member applies in writing for reinstatement within sixty

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(60) days from the date of such suspension, and pays all amounts owing to said date, the Executive Board in its discretion, may reinstate the member to the individual's prior full status. If no request for reinstatement is submitted to the Executive Board within the stated time period, the individual's membership will be forfeited.

Upon forfeiture of membership, an individual is required to return all KCSD property to the Communications and Equipment Committee immediately, or as otherwise instructed by the Executive Board, including but not limited to KCSD badges, ID passports, radios and accessories, pagers, or other KCSD items issued to the member.

Section 3 - Documentation

- 1-3(1) Members are required to sign in and out on the group roster at all meetings, training sessions and search missions.
- 1-3(2) It is each member's responsibility to keep track of the transit time and mileage to and from classes, training sessions and missions, and to report this on the appropriate group roster.
- 1-3(3) If any member leaves home on a search mission call out and is turned around before or upon arrival to search base, it is the member's responsibility to report the correct time and mileage to the search Operations Leader for recording on the mission paperwork.
- 1-3(4) Each member shall keep training records and maintain a file of these records.
- 1-3(5) The member who oversees the administration of each training session is responsible to complete and submit any applicable forms, such as the Training Roster, Radio Log, and After Action forms, to the appropriate KCSD personnel or committee.
- 1-3(6) Each member is required to promptly report and complete all documentation for any accident or injury incurred during training or on a search mission. Appropriate forms shall be submitted a member of the Training Committee or the mission Operations Leader, respectively.
- 1-3(7) Officers and committee chair persons are required to report all committee business to the general membership on a monthly basis at regular or special meetings.
- 1-3(8) Any KCSD member that is subpoenaed to court regarding a mission or any other KCSD-related matter shall immediately advise a member of the Executive Board of the date, time, and location of the trial or hearing, the mission report involved, and the content of the subpoena.
- 1-3(9) The secretary shall collect and maintain a written record of each member dog's vaccination record.

Section 4 - Attendance Policy

- 1-4(1) Every active support member of KCSD is expected to attend a minimum of 25% of scheduled trainings. Handlers are required to attend a minimum of 50% of the

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trainings in the individual's respective certified or training disciplines, monitored quarterly with help from the secretary by the Executive Board, Evaluation Committee and Operations Leaders.

- 1-4(1)(a) Members who participate in advanced search disciplines (i.e., cadaver, evidence, water, etc.) are expected to attend a minimum of 50% of scheduled trainings in that particular advanced discipline.
- 1-4(1)(b) Candidate members are expected to attend a minimum of 50% of each primary discipline's trainings (airscent and trailing).
- 1-4(1)(c) Members are expected to attend a minimum 50% of unit business meetings. This minimum can be satisfied by virtual attendance. Virtual attendees may still participate in meeting votes, and virtual attendance will satisfy meeting quorum minimum. Candidate members are expected to attend a minimum of 50% of unit business meetings.
- 1-4(2) Every active operational member of KCSD is expected to respond either one of the following ways to 90% of all search call outs. Such members must notify the designated mission OL by telephone with their immediate or expected availability and time. Alternatively, such members must notify the designated mission OL by text if they are unable to respond to the mission.
- 1-4(3) Every active operational member of KCSD is expected to physically respond to a minimum of 25% of a search calls during a calendar year, and/or a minimum of one mission per quarter. If there are no missions during a quarter, no member shall be penalized for failure to meet the quarterly minimum.
- 1-4(4) If a member is unable to meet attendance requirements due to work changes, work requirements, health or other reasons, the member may apply in writing to the Executive Board for an exemption from the attendance policy. Any exemption granted may not exceed two (2) quarters in length.
- 1-4(5) If the member is unable to meet the attendance requirements for a period longer than two (2) quarters, the person may apply to the Executive Board for a leave of absence or a special exemption.
- 1-4(6) The Operations Leaders and Secretary together are responsible for maintaining attendance records for trainings and search missions, and notifying members of attendance on a quarterly basis. The Secretary shall track attendance records and produce a report quarterly.
- 1-4(7) Members may receive a notice of warning if their attendance at trainings or missions is less than the minimum expected for the quarter. If attendance continues at less than the minimum for a second quarter, the Executive Board and/or Operations Leaders shall counsel the member. If three quarters occur with attendance at less than the minimum expected, a member shall be reported to the Executive Board for review, which may involve disciplinary action, up to and including termination from KCSD.

Section 5 - Voluntary Leaves of Absence

- 1-5(1) The Executive Board may consider and grant leaves of absence of not more than twelve (12) consecutive month's duration following a member's written request for such a leave. Dues and fees shall accrue during the period of leave, and shall be paid in advance. If a member does not return after the leave period has

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passed, the individual's membership shall be forfeited, or the person may be placed on inactive status at the Executive Board's discretion.

Section 6 – Primary and Secondary Training Disciplines

- 1-6(1) King County Search Dogs recognizes two primary training disciplines: airscent and trailing, and four advanced training disciplines: cadaver, article/evidence, avalanche, and water search.
- 1-6(2) New dog handlers entering King County Search Dogs shall be assigned to a primary discipline prior to beginning their probationary period. This assignment shall be made based on the unit's greatest need as determined by the Executive Board on recommendation of the Training Committee and Operations Leaders.

Section 7 – Training in Multiple Disciplines

- 1-7(1) Any handler who has certified in a primary discipline may apply to the training committee in writing to train in either another primary discipline or a secondary discipline. The training committee will consult with the OL's and the Evaluations Committee who shall accept or deny this request based on the current needs of the unit as determined by the executive board, the performance of the dog team in past trainings, the age of the dog, and any attendance and/or disciplinary issues which may have occurred.
- 1-7(2) Prior to beginning training in a second discipline, the dog team must first have been deployed into the field with their dog on at least 5 searches in their primary discipline, be certified and wait 6 months after certification, whichever period of time is shorter.
- 1-7(3) A handler intending to train in a second primary discipline must have attended three months worth of trainings in the new discipline without his or her dog. The handler is expected to hide for experienced dogs, follow other dog teams, and gain a working knowledge of the discipline and training methods involved therein. This period of time may run concurrently with the requirements of section 1-7(2).
- 1-7(4) A handler training in a second primary discipline is expected to meet all benchmarks for certification in the second discipline as set forth in Chapter 6 of this document. If the dog team fails to meet these benchmarks, the Evaluation Committee will assign three certified handlers in that discipline to work with the dog team, review their status and create a plan to bring the dog team back into compliance with the training plan. They will report the plan back to the Evaluation Committee in a timely fashion. If the dog team fails to make satisfactory progress after this process has taken place the Evaluation Committee may deny them permission to train further in that second discipline.

Section 8 – Trailing Familiarization for Airscent Teams

- 1-8(1) KCSD recognizes that trailing training provides an opportunity for a handler to learn to read his or her dog and form a bond which may not be as easily attained in airscent. To this end, an airscent handler may make a request to the training committee to train for up to 12 consecutive weeks in trailing.
- 1-8(2) In order to maximize the benefit of this training, the airscent handler may take this opportunity to train in trailing either with a new dog prior to beginning airscent training, or after certifying in airscent and waiting either 6 months or until the team has been deployed on 5 searches (see 1-7(2)). This trailing training is not intended to run concurrently with airscent training prior to certification.

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- 1-8(3) Trailing familiarization shall be allowed on a rotational basis; with no more than one previously certified dog team training at any given time. New puppies may be allowed this opportunity even if another team is currently doing so. Priority for this rotation is given based on certification date. If two handlers certify on the same date priority shall be decided by coin toss or other random method agreed to by both handlers. The training committee may make exceptions in exceptional circumstances.

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CHAPTER 2 - PERSONNEL

Section 1 - Types of Membership

- 2-1(1) Active Members: Members who pay full dues and fees as required by KCSD, and are eligible to participate in KCSD activities as specified in the KCSD Standards, Policies, and Procedures.
- 2-1(1)(a) Operational Members: Include dog handlers and field support personnel, who may attend and participate in any mission, training, class, and other KCSD event. Operational members have full voting rights and responsibilities in all KCSD elections and general membership meetings and matters. Each operational member is entitled to one vote.
- 2-1(1)(b) Candidate Members: Individuals accepted by the Executive Board for consideration of membership into KCSD, and who have completed and returned all appropriate application forms, information and fees to the Executive Board. Candidate members are not eligible or entitled to vote in any KCSD election, general membership meeting or matter.
- Candidate members are not allowed to participate in or respond to search missions. Candidate members may attend trainings or other KCSD functions and events as determined by the Executive Board.
- 2-1(1)(c) Junior Members: Members under the age of 18 years, who are related to an Operational Member, have met the Washington Administrative Code (WAC) requirements for volunteer search and rescue and hold a valid King County Emergency Worker ID Card. Junior members are not eligible or entitled to vote in any KCSD election, general membership meeting or matter.
- Junior members may participate in and respond to search missions at the discretion of the mission Operations Leader. Junior members may attend trainings or other KCSD functions and events as determined by the Executive Board.
- 2-1(2) Inactive Members: Members who pay reduced dues as set by the Executive Board. Inactive members are not eligible or entitled to vote in any KCSD election, general membership meeting or matter.
- Inactive members are not allowed to participate in or respond to search missions, but may attend trainings or other KCSD functions and events as determined by the Executive Board.
- 2-1(3) Honorary Members: Non-voting members who have been nominated for this position by an Operational Member for their contributions to King County Search Dogs, and have been accepted by the general membership. Honorary Members are not required to pay dues, and may attend general membership meetings and group functions.

Section 2 - Active Membership

- 2-2(1) All active members shall be issued and receive a King County Emergency Worker ID card for themselves and their dog, if applicable. Each member is required to carry and/or display on his or her person this King County Emergency Worker ID card whenever responding to a search mission. This King County Emergency Worker ID card must be obtained prior to attending any training session.

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- 2-2(2) Each active member shall be issued a King County Sheriffs Office (KCSO) Emergency Worker Card and Passport System name tags (operational and junior members only), which shall be required at each training session and whenever responding to a search mission.
- 2-2(3) All individuals are expected to be in “good standing” while active members. “Good standing” means being current with dues and fees, in compliance with the Core Competency Fulfillment Plan as approved by KCSO for meeting Washington Administrative Code (WAC), having good attendance at missions and trainings, and being free from disciplinary actions. Failure to maintain good standing as determined by the Executive Board may prohibit the member from participating in KCSD activities, including voting in elections or other KCSD matters.

Section 3 - Operational Membership

- 2-3(1) There shall be no more than thirty (30) dog handler positions within KCSD at any time.
- 2-3(2) KCSD aspires to maintain an optimal ratio of airscent and trailing dogs in order to fulfill the organization’s intent and needs in supporting effective and efficient search operations. KCSD currently strives to have a 2:1 ratio of airscent dogs to trailing dogs.
- This ratio may be amended and changed upon the recommendation of the Training Committee and Operation Leaders, with the approval of the Executive Board. The Training Committee and Operation Leaders will review this matter, and present their assessment to the Executive Board on at least an annual basis.
- 2-3(3) “Field support” positions are positions without dogs. The number of field support positions within KCSD will be reviewed at least annually by the Executive Board, upon the assessment and recommendation of the Membership and Training Committees.
- 2-3(4) As dog handler positions become open and available, KCSD will solicit and review applications from active field support and/or inactive members before soliciting or considering outside applicants.
- 2-3(5) Any operational member may participate in any of the standing KCSD committees, with the exception of the Evaluation Committee.

Section 4 - Candidate Membership

- 2-4(1) Membership for dog handler or field support positions shall be accepted at the discretion of the Executive Board, on a candidate basis for a period of eight (8) months. At its discretion, the Executive Board may extend or reduce this candidate period.
- 2-4(2) Candidate members are expected to complete all of KCSO requirements for meeting the Washington Administrative Code (WAC).
- 2-4(3) During the first half of this period, candidate members shall attend training sessions and meetings unaccompanied by their dog. Under special circumstances, candidates may receive permission from the training coordinator to bring non-unit dogs to a KCSD function. At the end of the first half of the candidate period, the Training & Membership Committees shall advise the

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Executive Board of the progress of each candidate member. At the discretion of the Executive Board, candidate members will be advised individually whether they may begin training sessions accompanied by their dog for the remainder of the candidate period.

- 2-4(4) Candidate members in dog handler positions who are entering KCSD with a puppy may, with the approval of the Executive Board and Training Committee, bring their puppy to training for socialization purposes only, during the first half of their candidate period. The puppy must have completed its initial vaccinations prior to attending any group training.
- 2-4(5) At the end of the candidate period, the general membership will vote on the status of each individual candidate member. Upon approval of the general membership, the candidate member will attain operational membership status.
- 2-4(6) During the candidate period, such members may request a review for a pack check and/or take a fitness test, if offered by the Training Committee.

Section 5 - Junior Membership

- 2-5(1) Upon reaching the age of 18 years, junior members should apply in writing to the Executive Board for a change in membership status within sixty (60) days of becoming of age. Requests to convert from a junior member to an operational member will be presented by the Executive Board to the general membership, who will vote on the change of status. Approval of the general membership will confer upon the junior member the full rights of an operational member, including the right to vote in KCSD elections, general membership meetings and other matters. Requests to become an inactive member or resign may be decided and accepted exclusively by the Executive Board.
- 2-5(2) If the Executive Board does not receive any written request to change membership status within the stated sixty (60) days, the individual's membership will be forfeited.

Upon forfeiture of membership, an individual is required to return all KCSD property to the Communications and Equipment Committee immediately, or as otherwise instructed by the Executive Board, including but not limited to KCSD badges, ID passports, radios and accessories, pagers, or other KCSD items issued to the member.

Section 6- Inactive Membership

- 2-6(1) Inactive members shall pay yearly dues. If dues are not received by the KCSD Treasurer by the 60th day of the year, the individual's membership will be considered forfeited.
- 2-6(2) Inactive members who wish to convert their membership to an active status, must submit a written request to the Executive Board. The Executive Board will review all written requests, and determine whether to accept or deny the request. The Executive Board will present any accepted requests to the general membership for a vote and approval.
- 2-6(3) Upon reviewing any written request, the Executive Board will give due consideration to the availability of open operational positions within KCSD, and may evaluate the following factors, as well as other objective items that the Executive Board deems pertinent:

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(In no particular order or ranking)

- Prior good standing of member
- Actual attendance and participation in search missions
- Response of availability to search missions
- Certified Dog Team
- Number of search disciplines achieved (e.g., trailing/tracking, air scent, cadaver, evidence, etc.)
- Number of dogs trained while an active operational member
- Officer roles
- Length of service in KCSD
- Attendance at primary discipline trainings
- Attendance at trainings for other disciplines
- Attendance at KCSD Wednesday night classes
- Attendance at general meetings
- Prior disciplinary or corrective actions
- Participation in KCSD committees (number of committees)
- KCSD liaison for KCSARA events/activities
- Coordinator/teacher at SAR Academy
- Participation in other KCSARA events
- Participation in public relations events for KCSD
- Current Washington Administrative Code (WAC) certifications, or willingness to re-certify
- Other objective factors

Section 7- Section 7 Compliance with the Washington Administrative Code

- 2-7(1) Operational members are expected to maintain compliance with the Core Competency Fulfillment Plan as approved by KCSO for meeting Washington Administrative Code (WAC).
- 2-7(2) KCSD may set higher standards for its membership with the approval of KCSD's general membership.

Section 8 - Standing Committees

2-8(1) Awards Committee

- 2-8(1)(a) Shall determine from information supplied by the Executive Board, Membership Committee and the general membership of KCSD, which members and dogs have achieved an exceptional accomplishment.
- 2-8(1)(b) Shall determine the design and costs for the annual awards and submit such information to the Executive Board. Once approved by the Executive Board, the Committee shall contact a vendor and order, proof and pick up all awards to be presented at the December annual meeting.
- 2-8(1)(c) By the October business meeting, KCSD shall solicit nominations from the general membership for Ted Jamison Member of the Year Award and other awards as deemed appropriate by the awards committee. Votes to be tallied and awards determined by the awards committee to be presented at the annual meeting in December. See awards categories and criteria in the Appendix. ■

2-8(2) Communications and Equipment Committee

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- 2-8(2)(a) Shall be responsible for ensuring that all licenses, collateral agreements and equipment is maintained properly, and that all members are in compliance with local, state and federal laws and regulations regarding type of acceptance and operation.
- 2-8(2)(b) Shall keep and update a current inventory log of all KCSD equipment, and provide a copy to the Treasurer for KCSD recordkeeping.
- 2-8(2)(c) Shall issue and track any KCSD communications or other equipment distributed to a member.
- 2-8(2)(d) Shall be responsible for maintaining and updating a current written inventory of all equipment owned or rented by KCSD. Documentation shall include, but not be limited to the make, model, serial number, accessories, purchase cost, replacement cost, the recipient's name, address, phone and date the item was issued, the name and address of the vendor the item was purchased from and a copy of a purchase invoice.
- 2-8(2)(e) The Committee is responsible to research and select repair facilities, and shall ensure that damaged or non-working KCSD equipment is replaced or repaired as needed.
- 2-8(2)(f) The Committee shall procure, when deemed necessary, a written agreement signed by the receiving member, that specifies the make, model and serial number of the item(s) issued, accompanying accessories, specific directions regarding repair facilities, rules and agreement for financial responsibility of the member custodian, the date issued and other specific programming directions. A copy of any such written agreement shall be maintained by the Committee chair or the Treasurer of KCSD.

2-8(3) Evaluation Committee

- 2-8(3)(a) Evaluation Committee members are appointed by the Executive Board on a yearly basis each January. Refer to Chapter 6-1.
- 2-8(3)(b) Shall maintain documentation, with the help of the secretary, of certification dates and needs for recertification.
- 2-8(3)(c) Shall promptly notify the Executive Board, in writing, of newly qualified dogs and handlers that are eligible for mission ready call out list as fully operational teams.
- 2-8(3)(d) Shall promptly notify the Executive Board, in writing, of training deficiencies in any particular area or matter, including specific dogs or handlers.
- 2-8(3)(d) Shall assign Mentors to any teams having trouble making benchmark progress.
- 2-8(3)(e) Shall assess testing eligibility.

2-8(4) Finance and Audit Committee

- 2-8(4)(a) Shall ensure that financial records and documentation for all deposits and disbursements are kept in order and clearly documented.

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2-8(4)(b) Shall conduct a formal compilation of all documents, accounts, receipts and donations at least once per fiscal year. An outside compilation may be called for and conducted at any time by request of the Executive Board.

2-8(4)(c) Shall provide a written report on the results of the compilation, and all fundraising activities once per calendar year. This report shall be given to the President.

2-8(5) Membership Committee

2-8(5)(a) Shall review all membership applications, perform initial interview, and contact prospective members and applicants in writing, in person, or by telephone.

2-8(5)(b) Shall assign a volunteer operational member to act as a mentor for each member during the candidate period.

2-8(5)(c) Shall monitor candidate members during their candidate period, and make recommendations to the Executive Board and/or the general membership for or against each candidate member's advancement to operational member at the conclusion of the candidate period.

2-8(5)(d) At least yearly, shall work with the Operational Leaders and the Training Committee to assess the number of field support positions necessary for KCSD, and make recommendations to the Executive Board and/or the general membership.

2-8(6) Publications/Website

2-8(6)(a) Shall solicit articles, search reports, news and information regarding individual members and dogs, areas of interest, training, etc. to be shared with the unit and the public through various media.

2-8(6)(b) Shall produce a new member handbook and update the publication annually. This handbook shall be provided to all new operational and junior members within thirty (30) days of acceptance of such membership.

2-8(7) Standards, Policies, and Procedures Committee

2-8(7)(a) Shall periodically review KCSD's Standards, Policies & Procedures Manual, and make recommendations to the Executive Board and general membership about any changes to the organization's policies and procedures.

2-8(7)(b) Shall ensure that all active members have a copy of the KCSD By-laws and Standards, Policies & Procedures Manual accessible to them.

2-8(8) Training Committee

2-8(8)(a) Shall maintain documentation- with the help of the secretary - of members progress towards criteria for meeting KCSO Emergency Worker requirements.

2-8(8)(b) Shall make available opportunities for members to meet all KCSD training requirements. Shall plan and organize classroom and field trainings for each scheduled session. Such training may include: field search problems, training

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trails, mock search scenarios, crime scene and evidence scenarios, first aid problems, navigation problems, written tests, field tests, set-up of qualifying or test trails and problems.

- 2-8(8)(c) Shall make available opportunities for members to meet the Core Competency Fulfillment Plan as approved by KCSO for meeting Washington Administrative Code (WAC).
- 2-8(8)(d) Shall promptly notify the Executive Board, in writing, of the expiration of required WAC certifications for active members.
- 2-8(8)(e) Shall provide information about upcoming training events, sponsored training, or conference and seminars.
- 2-8(8)(f) At least yearly, shall work with KCSD Operations Leaders to review the optimal ratio of airscent and trailing dogs within KCSD, for recommendation to the Executive Board and/or the general membership.
- 2-8(8)(g) At least yearly, shall work with the Membership Committee to assess the number of field support positions needed within KCSD, for recommendation to the Executive Board and/or the general membership.
- 2-8(8)(h) Shall meet at least quarterly to address the tasks outlined above. If the training chair is unable to conduct training committee meetings on a quarterly basis then the meeting may be called and chaired by the president or an officer of the board of directors as designated by the board.

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2-8(9) Ways and Means Committee

- 2-8(9)(a) Shall be responsible for all fundraising activities. They will assess the viability of each activity, and develop new fundraising strategies as necessary.
- 2-8(9)(b) Shall research and write grant requests for KCSD as requested by the President
- 2-8(9)(c) Shall keep membership informed as to schedules and progress of these activities.
- 2-8(9)(d) Shall maintain accurate records of all activities for continuity from year to year. This should include (but not be limited to): work schedules, receipts, event attendance, quantity of items sold, advertising, copies, permits, correspondence, reports, etc.
- 2-8(9)(e) Shall promote KCSD's value within the community and serve as an additional liaison between KCSD and the community.

Section 9 - Standards of Conduct

- 2-9(1) Every KCSD member is responsible for maintaining a positive group image. All KCSD members are equally responsible for maintaining the group's integrity and working in a mutually supportive and respectful manner.
- 2-9(2) Each member is to act in the best interests of KCSD, maintain the highest standards of ethics and conduct, and avoid situations that might involve a conflict or appearance of conflict between personal interests and the best interests of KCSD.
- 2-9(3) Specific examples of prohibited conduct that may warrant disciplinary action include, but are not limited to:
 - 2-9(3)(a) Violations of state or federal laws.
 - 2-9(3)(b) Actions or behavior in violation of KCSD standards of conduct, policies or procedures while wearing any KCSD logo or apparel, or during any KCSD-related event, such as a mission, call out, organizational activity, meeting or training session.
 - 2-9(3)(c) Attending or appearing at any KCSD-related activity, meeting, or training session while under the influence of intoxicants and/or illegal drugs, or the unauthorized possession of intoxicants or illegal substances at such functions or activities.
 - 2-9(3)(d) Responding to a mission or call out while under the influence of intoxicants or illegal drugs, or the unauthorized possession of intoxicants and/or illegal substances at such a call out.
 - 2-9(3)(e) Failure to submit required training records, mission reports, or records within thirty (30) days of a written request or according to existing KCSD policy.
 - 2-9(3)(f) Falsification of any KCSD-related documentation, including but not limited to mission reports, training records or other official records of a call out, training activity, KCSD sponsored training session, or other training or response situation.
 - 2-9(3)(g) Refusal to follow or ignoring specific directions or reasonable assignments by the SAR Coordinator or Mission Operations Leader on an actual mission.

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- 2-9(3)(h) Illegal or unauthorized use of KCSD money, equipment or identification.
- 2-9(3)(i) The willful and/or repeated failure to follow the rules, regulations, policies or procedures regarding mission call outs, or completing and submitting mission or call out reports.
- 2-9(3)(j) Failure to meet minimum attendance requirements for KCSD events, trainings, or missions, without an authorized leave of absence from the Executive Board.

Section 10 - Dispute Resolution

- 2-10(1) Whenever problems or disputes arise among KCSD members, the individuals involved are encouraged to discuss and resolve the matter themselves in a tactful, direct and respectful manner. If the problem cannot be resolved at this level, any individual involved may present the matter to the Executive Board for resolution, or the Executive Board may act on its own accord to address the issue.

Section 11 - Disciplinary Policy

- 2-11(1) Members of KCSD may be subject to discipline for violating the provisions of KCSD By-laws or Standards, Policies or Procedures.
- 2-11(2) Any KCSD member observing an infraction of any KCSD By-laws or Standards, Policies or Procedures is obligated to attempt to correct the problem at that time, if possible, practical and safe to do so. Any member witnessing such an infraction also shall report it immediately to an Operations Leader, the Training Committee or a member of the Executive Board.
- 2-11(3) The Executive Board may review complaints of infractions occurring in the field during missions or trainings, or in other situations. The Executive Board may consider recommendations from the Training Committee or Operations Leaders concerning problems in the field.
- 2-11(4) Upon receiving a complaint or notice of infraction, the Executive Board, in its discretion, may appoint an Investigative Committee to investigate and review facts surrounding the matter.
 - 2-11(4)(a) Any such Investigative Committee shall be convened within ten (10) days of the Executive Board receiving a complaint that an infraction or violation of KCSD By-laws or Standards, Policies and Procedures has occurred.
 - 2-11(4)(b) The Investigative Committee shall be comprised of the Vice President, one Board Member-at-Large and two (2) active operational members.
 - 2-11(4)(c) In the event there is a conflict of interest for any member of the Investigative Committee to participate, the Executive Board shall appoint a replacement.
 - 2-11(4)(d) The Investigative Committee shall conduct interviews of any parties involved and witnesses, may obtain written statements, and shall gather other pertinent evidence. The Investigative Committee shall document its findings, and shall forward any written report, including interview statements and all other evidence to the President within thirty (30) days of receipt of the complaint. Only the Executive Board may grant extensions to this investigative time frame under rare or extenuating circumstances.

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- 2-11(4)(e) The Investigative Committee may be required to attend all meetings concerning disciplinary matters as directed by the Executive Board, and may recommend sanctions, if appropriate, to be considered by the Executive Board.
- 2-11(4)(f) The Investigative Committee shall not report or discuss any investigative or disciplinary matter with other persons outside of the Investigative Committee or Executive Board at any time without the authorization of the Executive Board.
- 2-11(5) The Executive Board has the authority to resolve disciplinary matters in the best interests of KCSD, including implementing suspensions or revoking membership. Upon review of any matter, the Executive Board may implement any of the following actions:
 - 2-11(5)(a) No cause or insufficient evidence to substantiate that a violation of KCSD policies or procedures has occurred. The matter is dismissed.
 - 2-11(5)(b) The Executive Board may counsel a member verbally, explaining the problem and addressing expected behavior in the future. This is typically the result of a first offense. Documentation of any verbal counseling will be placed in the KCSD member's personnel file.
 - 2-11(5)(c) The Executive Board may issue a corrective notice in writing stating the problem, and outlining the Executive Board's expectations for the member's future behavior. A copy of this corrective notice will be kept in the KCSD member's personnel file.
 - 2-11(5)(d) The Executive Board may suspend a member's participation in KCSD activities, for any length of time.

Suspension means no participation in any KCSD events, meetings, practices or missions, and not displaying the KCSD emblem. The member will be mailed the notice of suspension, via certified mail, which will state the reasons for the Executive Board's actions. Proof of mailing shall constitute service of notice.
 - 2-11(5)(e) The Executive Board may revoke or otherwise cancel an individual's membership within KCSD. This action usually occurs due to repeated or multiple infractions, or may be implemented for any single serious offense. The Executive Board will notify the member in writing via certified mail of its determination to revoke membership. The notice may also inform the member to attend and speak at an Executive Board meeting to discuss the Executive Board's decision.
 - 2-11(5)(e)(1) Upon revocation of membership, an individual is required to return all KCSD property to the Communications and Equipment Committee immediately, or as otherwise instructed by the Executive Board.
 - 2-11(5)(e)(2) Any individual whose membership is revoked may apply to the Executive Board for reinstatement into KCSD within three (3) months from the date of the involuntary separation.

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CHAPTER 3 - MISSION and CALL OUT

Section 1 - Mission Call Outs

- 3-1(1) Any member receiving a request for assistance from a law enforcement agency or officer, SAR Coordinator, or Department of Emergency Management, or any authorized agent thereof, shall immediately contact the on-call Operations Leader for review, coordination and dispatch.
- 3-1(2) When a search mission is being activated, KCSD shall generally follow the guidelines outlined in the Mission Plan, Appendix 9.
- 3-1(3) KCSD personnel shall only respond to search missions if a DEM number is assigned, and a KCSD Operations Leader is available for the search mission.
- 3-1(4) Only active operational members are routinely allowed to participate in search missions. Refer to Section 3-2(6) a and b for exceptions.
- 3-1(5) Upon arrival at search base, all KCSD members responding to the search mission shall sign-in on the KCSD roster with their travel time and mileage, and then await deployment or assignment of search areas from the KCSD Operations Leader.

Section 2 - Operations Leader Responsibilities

- 3-2(1) Identifies the requesting agency, telephone number, name of the mission coordinator, and responds to the requesting agency.
- 3-2(2) Determines the type of mission or call out.
- 3-2(3) Assesses the search area, terrain, weather and precipitation.
- 3-2(4) Assesses the circumstances of the mission (date, time and incident information).
- 3-2(5) Obtains the state assigned mission number.
- 3-2(6) Determines the number and type of KCSD teams needed (a minimum of two), including contacting backup or reserve teams, if necessary.
- 3-2(6)(a) May authorize junior members and/or candidate members to participate in a mission, at his or her discretion.
- 3-2(6)(b) May authorize limited operational teams to participate in a mission *within King County only*, at his or her discretion.
- 3-2(7) Calls out eligible teams via pager or telephone, and briefs and dispatches available teams.
- 3-2(8) Pages directions to search base, and other mission updates.
- 3-2(9) Responds to the requesting agency with information of the number and type of dog teams responding, and their estimated time of arrival at search base.
- 3-2(10) Documents all calls and pages made for the mission, including hours spent on the mission call out.
- 3-2(11) Assigns search areas to appropriate dog teams.

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- 3-2(12) Assigns field support personnel for each dog team from either KCSD or other KCSARA groups.
- 3-2(13) Ensures that all members responding to the mission meet the minimum requirements for the particular type of mission underway, and are able to perform the roles and functions assigned.
- 3-2(14) Performs on-going search area assessments.
- 3-2(15) Records and documents search area assignments and results.
- 3-2(16) Responds to and records all pertinent radio communications.
- 3-2(17) Debriefs KCSD personnel and documents comments.
- 3-2(18) Coordinates with the Search Manager and Operations Leaders of other KCSARA groups, and advocates on behalf of KCSD and its members when necessary and appropriate.
- 3-2(19) Oversees that KCSD dogs remaining in search base while their owners are in the field are fed, watered, relieved, exercised and otherwise cared for, when necessary.
- 3-2(20) Relays pertinent information to family or emergency contacts of KCSD members, such as injuries to the individual or the possibility of overnight stays, while the members are in the field.
- 3-2(21) A KCSD Operations Leader will always be present at search base whenever KCSD members or dogs are in the field during missions, including overnight stays.

Section 3 - Dog Teams

- 3-3(1) Fully Operational Team:
 - 3-3(1)(a) A fully operational team is defined as a KCSD operational member and dog who have met the minimum certification and proficiency standards in their main discipline, and any other subsequent disciplines.
 - 3-3(1)(b) A fully operational team may respond to any mission or call out on behalf of KCSD where its services are needed.
- 3-3(2) Limited Operational Team: A limited operational team is defined as a KCSD operational member and dog team that has reached a certain level of proficiency, but has not yet achieved certification for fully operational team status. A limited operational team may be utilized on search missions *within King County only*, at the discretion of the Operational Leader assigned to the particular mission.

Section 4 - Dog Handlers

- 3-4(1) Shall follow the reasonable instructions of the Operations Leader.
- 3-4(2) Reviews assigned search area by assessing terrain, weather and precipitation.
- 3-4(3) Determines method and manner to cover an assigned search area.

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- 3-4(4) Instructs and works with field support to search the designated area, and may assign certain responsibilities to field support personnel, such as navigation, course mapping, radio communications or observation. Dog handlers should consider the comments of field support personnel while searching the designated area.
- 3-4(5) Prior to leaving search base to enter the field, a dog handler shall ensure that his or her own ID passport, as well as the dog's, are placed on the log board with the Operations Leader.
- 3-4(6) Shall perform a radio check to search base with the handler's own radio soon after leaving and entering the field.
- 3-4(7) While in search base, will assist the Operations Leader with the care of other KCSD dogs who remain in search base while their owners are in the field, including their feeding, watering, relieving, exercising or tending to other needs and well-being.
- 3-4(8) May assist the Operations Leaders with relaying pertinent information to family or emergency contacts of KCSD members, such as injuries to the individual or the possibility of overnight stays, while the members are in the field.

Section 5 - Field Support

- 3-5(1) A field support person assigned to a dog team may be from KCSD or another search and rescue group.
- 3-5(2) Responsible to assist the dog handler in all aspects, such as radio communications, location assessment, tracking, and administering aid to a found subject. Additional duties and responsibilities of the field support person are determined and assigned by the dog handler, and may include but not be limited to the following:
 - a) Navigation
 - b) Course mapping
 - c) Radio communications
 - d) Observer.
- 3-5(3) Works with the dog handler to search the designated area, and shall follow the reasonable instructions of the dog handler and Operations Leader.
- 3-5(4) Reviews the assigned search area by assessing terrain, weather and precipitation.
- 3-5(5) Prior to leaving search base to enter the field, a field support person shall ensure that his or her own ID passport is placed on the log board with the Operations Leader.
- 3-5(6) Shall perform a radio check to search base with his or her own radio soon after leaving and entering the field.
- 3-5(7) While in search base, KCSD field support will assist the Operations Leader with the care of KCSD dogs in search base whose owners are in the field, including the feeding, watering, relieving, exercising or tending to other needs and well-being of the dogs.

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- 3-5(8) May assist the Operations Leaders with relaying pertinent information to family or emergency contacts of KCSD members, such as injuries to the individual or the possibility of overnight stays, while the members are in the field.

Section 6 - Base Support

- 3-6(1) Base support is defined as a KCSD member trained in the use and operation of the base radio and radio transmission recording procedures during training and actual search missions.
- 3-6(2) It is expected that ALL operational members be able to act as base support.
- 3-6(3) Shall follow the reasonable instructions of the Operations Leader regarding search base duties.
- 3-6(4) Shall assist the Operations Leader with effective radio communications during missions, and the accurate logging of transmissions.
- 3-6(5) Will assist the Operations Leader with the care of KCSD dogs in search base whose owners are in the field, including the feeding, watering, relieving, exercising or tending to other needs and well-being of the dogs.
- 3-6(6) May assist the Operations Leaders with relaying pertinent information to family or emergency contacts of KCSD members, such as injuries to the individual or the possibility of overnight stays, while the members are in the field.

Section 7 - Vehicles at Missions

- 3-7(1) All KCSD members shall park where directed by the search base coordinator or the KCSD mission Operations Leader.
- 3-7(2) Keys of all vehicles should be available to someone in base when the driver is in the field.
- 3-7(3) If any KCSD dog is left in a vehicle at search base while the handler is in the field or otherwise not able to attend to the dog's needs, the owner shall inform the Operations Leader or other base support personnel of any care needs of the animal.
- 3-7(3)(a) Feeding directions and other instructions for the care of the dog should be attached to the dog's food container in the vehicle, as well as emergency contact numbers or other pertinent information.

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CHAPTER 4 - ACTIVE MEMBER STANDARDS, POLICIES, & PROCEDURES

Section 1- Minimum Requirements for ALL KCSD Active Members

- 4-1(1) All KCSD members responding to call outs and missions shall meet and comply with the following requirements:
 - 4-1(1)(a) Must be in compliance with the Core Competency Fulfillment Plan as approved by KCSO for meeting Washington Administrative Code (WAC), and have proper identification, including a KCSO Emergency Worker Card, and KCSO passports.
 - 4-1(1)(b) Retain a current and valid driver's and/or vehicle operator's license issued by the state of residency.
 - 4-1(1)(c) Have a current and valid vehicle registration and license for any/all vehicles used for call outs, responding to search missions, or attending KCSD activities, classes and training sessions.
 - 4-1(1)(d) Have proof of valid and current automobile liability insurance or other required vehicle insurance.
 - 4-1(1)(e) Possess a current and valid Emergency Service Workers Identification Card for themselves and any search dog of KCSD.
 - 4-1(1)(f) Every member shall have, and be familiar with the basic pack requirements for, urban and 24-hour packs. If working in an urban setting, a member may use an urban pack. If working in a wilderness area, all members must use a 24-hour pack.
 - 4-1(1)(f)(1) Inactive Members wishing to return to full deployment status, or candidate members initially transitioning to deployable status, shall have the readiness of their field pack checked by an Operations Leader.
 - 4-1(1)(g) Every member shall be familiar with the use, handling procedures and policies regarding communication radios during a mission, as well as those of other KCSD communications equipment.
 - 4-1(1)(h) Members shall maintain records of KCSO core competency fulfillment,, conferences, training, and other pertinent courses.
- 4-1(2) All members responding to an official call out shall have met the minimum requirements in order to respond to the particular type of mission underway, and to perform the particular role or functions needed in the mission.
- 4-1(3) Every active member eligible to respond to a mission is responsible for notifying the call out Operations Leader of his or her availability.
- 4-1(4) It is the affirmative responsibility of each member responding to or participating in a call out or mission to inform the Operations Leader if the member is not qualified to perform the functions assigned, or feels uncomfortable accepting the assignment.

Section 2 - Fitness Requirement

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- 4-2(1) Each active member of KCSD must maintain and demonstrate bi-annually a basic level of fitness. The ability to respond to any particular kind of mission will depend upon the level of fitness evaluation the member has achieved.
- 4-2(2) The Training Committee will administer and schedule all fitness evaluations.
- 4-2(3) If members are unable to take and/or pass the fitness requirement within the stated timeframe, they may be removed from the mission-ready searcher list until successfully passing the fitness requirement. Such individuals are only allowed participate in search missions at the discretion of the mission Operations Leader.
- 4-2(4) The fitness evaluation will cover a level course up to 3 miles, with times noted for each member at the 1-, 2-, and 3-mile marks, with the appropriate weight pack depending upon the requisite fitness level.
- 4-2(4)(a) Level I: Members responding to urban searches must be able to walk one (1) mile on a level course with a 25-lbs. pack, within twenty (20) minutes or less.
- 4-2(4)(b) Level II: Members responding to wilderness searches must be able to walk two (2) miles on a level course with a 25-lbs. pack, within thirty (30) minutes or less.
- 4-2(4)(c) Level III: All members are encouraged to achieve a fitness goal of walking three (3) miles on a level course, with a 45-lbs. pack in forty-five (45) minutes or less.
- 4-2(5) Members may opt to carry a 45 lb. pack, regardless of the fitness level sought. However, the member must retest if a walk of two (2) miles is not achieved in thirty (30) minutes or less.

Section 3 - KCSD Classes and Trainings

- 4-3(1) All active members are expected to attend and complete the following classes when offered by KCSD:
- a. Canine training principles
 - b. Scent Theory
 - c. Search Strategy
 - d. Canine First Aid
 - e. Base Support Protocol and Procedures.
 - f. Communications and Radio Protocols.
 - g. Introduction to POA and POD theory
- 4-3(2) It is highly recommended that each member obtain his or her Technician Class Ham radio operator's license.
- 4-3(3) Members of KCSD shall strive for the highest level of first aid certification that they are able to complete. (As members of KCSD, we have a high probability to be first responders when locating a missing or lost person.)

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Section 4 - Dog Teams

- 4-4(1) The handler of a fully operational team is required to maintain a copy of the original documentation of all evaluations from the Evaluation Committee with his or her training records as proof of certification to fully operational team status.

Section 5 - Operations Leaders

- 4-5(1) Are appointed by the Executive Board as needed.
- 4-5(2) Must be available for 24-hour on-call status on a rotating basis, shared equally among all Operations Leaders.
- 4-5(3) Carries a digital pager with the Operations Leader Cap Codes installed.
- 4-5(4) Has successfully completed the Search Management Course.
- 4-5(5) Keeps current regarding each fully operational and limited operational dog team, and their mission-ready capabilities, including updated information from the Training and Evaluation Committee's.
- 4-5(6) Regularly attends scheduled trainings for both Airscent and Trailing, and assists the Training Committee at regularly scheduled trainings to determine appropriate search areas, and the dispatching of teams and subjects to these areas.
- 4-5(7) Has overall responsibility for operations at training sessions, and rotates as lead Operations Leader with the other Operations Leaders at training.
- 4-5(8) Must maintain all WAC requirements and KCSD active operational member requirements.

Section 6 - Field Support

- 4-6 (1) A field support position is not a dog handler position and the individual may not train or handle a dog on KCSD time. If a field support person wishes to be considered for a dog handler position, the individual may apply to KCSD for that position when appropriate opportunities arise.
- 4-6(2) Are highly encouraged to have successfully completed the ESAR Course G, and Courses 1 & 2.
- 4-6(3) Must be competent with land navigation skills, including a proficiency to accurately map trailing dog courses and mark areas of interest.
- 4-6(4) Must be proficient with KCSARA and KCSD radio communication procedures and current radio reporting codes.
- 4-6(5) Will complete reasonable tasks as assigned by the Operations Leader and/or the dog handler whether in training or at an actual mission.

Section 7 - Base Support

- 4-7(1) Must be competent with KCSARA and KCSD radio communication procedures and current radio reporting codes.

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- 4-7(2) Must be competent with land navigation skills, including a proficiency to accurately map trailing dog courses and mark areas of interest.
- 4-7(3) Will complete reasonable tasks as assigned by the Operations Leader whether in training or at an actual mission.

Section 8 – Disaster Response Policy

- 4-8 Official KCSO Disaster Response policy is “Family first”. If there is no directive from KCSO requesting emergency services there is no official KCSD response.

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CHAPTER 5- DOG STANDARDS, POLICIES & PROCEDURES

Section 1 - General Requirements

- 5-1(1) All KCSD dogs must be registered as emergency service workers with King County. All handlers are expected to complete any appropriate paperwork to properly register their dog working with KCSD as an emergency service worker when initially applying for membership into KCSD. If the member does not have a dog at the time of application, the individual must register any dog later obtained for search work purposes prior to bringing the dog to any training sessions.

Section 2 - Health Certificates and Vaccinations

- 5-2(1) All operational and/or candidate members for dog handler positions are required to provide the Executive Board with past and current records of immunizations for their KCSD dog, and a current health certificate from a licensed veterinarian.
- 5-2(2)(a) All dog handlers shall provide the Secretary with updated vaccinations records for their search dog on a yearly basis, to be submitted with the individual's yearly membership dues.
- 5-2(2)(b) Records not received by the 31st of January are considered late. Records not received by the 60th day of the year may subject the individual to disciplinary action by the Executive Board, and/or the refusal to allow the dog to participate in any KCSD missions, trainings or events.
- 5-2(3) Required vaccinations for each KCSD search dog are as follows:
- a) DHPP (Distemper, Hepatitis/adenovirus, Parainfluenza, Parvovirus): Core vaccine. Puppies: Should be vaccinated initially between 6-8 weeks of age (not before 6 weeks of age) and administered as a series of vaccinations every 3-4 weeks until the age of 16 weeks. The final vaccine in the series should be given no earlier than 15 ½ weeks of age. Puppies/dogs older than 24 weeks without vaccinations or unknown vaccination history: Should be administered once, a booster 3-4 weeks later then **every 3 years** thereafter.
 - b) Rabies: Core vaccine. Puppies: Should be administered at 12-16 weeks of age, booster at 12 months of age and then **every 3 years thereafter**. Puppies/older than 16 weeks without vaccinations or unknown vaccination history: Should be administered once then **every 3 years** thereafter. Recommend boosting 14 days prior to any travel to Gulf Coast states.
 - c) Leptospira: Should be vaccinated once as a puppy after 12 weeks of age or as an adult with unknown vaccination status, boosted within 3-6 weeks then **every 1 year** thereafter. Recommend administration in late summer or early fall to match peak protection with the most likely time of year for transmission. The 4-serovar vaccine is preferred, unless a more complete vaccine is produced.
 - d) Bordetella: Intranasal: Puppies (<16 weeks old): Should be administered once as a puppy ideally after 12 weeks of age (though can be administered as early as 6-8 weeks old) then given every 1 year thereafter. Injectable: Puppies and adults (<16 weeks of age): Should be administered at 8 weeks old, 12 weeks old then given every 1 year thereafter. Puppies (>16 weeks of age): Should be administered and then boosted in 2-4 weeks then given every 1

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year thereafter. Adults: Should be administered **every 1 year** after the puppy vaccinations. Note: Some kennels may require this vaccine **every 6 months for boarding**. Dogs who are shown, compete regularly in agility or other competition, or frequent dog parks may want to consider vaccination every six months as well.

- 5-2(4) Any member discovering that his/her dog may have exposed or potentially exposed other KCSD dogs to an infectious disease is required to inform all affected owners/handlers immediately, and the Executive Board within one (1) week.
- 5-2(5) Any dog diagnosed with or suspected to have an infectious disease of any kind, including but not limited to infectious rhinotracheitis (kennel cough), canine parvovirus or canine distemper, shall be segregated immediately from all other dogs in KCSD for a minimum of seven (7) days, and continuing until the cessation of clinical signs or such a time as the Executive Board, acting on veterinary advice, determines the dog is no longer a health risk to other dogs in the group.
- 5-2(6) Any KCSD dog with a history of allergic reactions to a vaccine component, with the exception of Bordetella, canine parvovirus, canine distemper and rabies, may forgo that vaccine only by the written authorization of a veterinarian. A copy of this written authorization will be kept in the owner/handler's personnel file.
- 5-2(7) In dogs that cannot be administered vaccinations for medical reasons, titers (blood test) must be taken once yearly to evaluate the current protection for the above infectious diseases. If inadequate protection is identified on the titer, an appropriate alternative means of protection/vaccination should be administered by the veterinarian (single vaccinations, alternative types of vaccines, etc). Titers may be used for distemper and parvo. If effective titers or blood tests are produced for the non-core vaccines, these should be performed also at that time. Vaccine titer results shall be provided to the Secretary on a yearly basis, to be submitted with the individual's yearly membership dues. Failure to submit any required samples in a timely manner may subject the handler to disciplinary action by the Executive Board, and/or disallow the dog from participating in any KCSD missions, trainings or events. **All dogs will need to be vaccinated for rabies as indicated above based on state laws and titers for rabies vaccine are not considered a substitute under the law.**
- 5-2(8) Other dogs training with KCSD as guests or visitors must have appropriate vaccines or proof of protection (adequate titer) for the diseases listed above.

Section 3 - Obedience and Behavior

- 5-3(1) Each dog used on any search mission or attending any training session or other KCSD-related event shall be expected to respond to the handler's commands and control at all times.
- 5-3(2) If any KCSD dog demonstrates aggression toward a human, the situation shall be reviewed and dealt with by the Executive Board on a case-by-case basis.
- 5-3(3) If any KCSD dog demonstrates aggression toward other canines, to the extent that it becomes a problem at training sessions, search missions or other KCSD-related events, the Executive Board shall review the situation and deal with the matter on a case by case basis.

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- 5-3(4) A KCSD dog used in a mission, training session, or attending a public meeting or demonstration shall be free of injuries, wounds and/or diseases that limit the movement or abilities of the dog, or otherwise pose a threat or compromise the dog's health or that of other KCSD dogs or the general public.
- 5-3(5) Members are encouraged to obtain an AKC Canine Good Citizen Certification (or KCSD approved equivalent) with their dog at 2 years of age or as soon as possible thereafter.

Section 4 - Crating and Confinement

- 5-4(1) When not actively working on a search mission or in a training session, each dog shall be on leash and under the handler's control, or otherwise confined to the handler's vehicle or crate.
- 5-4(2) There shall be NO loose dogs in search base at any time.
- 5-4(3) KCSD dogs shall not be tied outside, and left unattended for any reason, at any time.

Section 5 - Bitches in Season

- 5-5(1) For a one (1) month period while an intact or unspayed female dog remains in season (peri-estrus two (2) weeks before, and two (2) weeks following estrus), the bitch is NOT to attend training sessions or search missions, and must remain at home. The handler is expected to maintain attendance requirements.

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CHAPTER 6 - TESTING AND EVALUATION STANDARDS, POLICIES & PROCEDURES

Section 1 - Evaluator Qualifications and Standards

- 6-1(1) All evaluations for certification in any discipline and/or type of mission shall be conducted by qualified members of the Evaluation Committee.
- 6-1(2) All evaluations shall be conducted according to the written testing policy and procedures as described for each discipline, as set forth in this Chapter.
- 6-1(3) The Evaluation Committee is responsible to report to the Executive Board the results of each individual evaluation conducted, and is required to submit copies of all related documentation, regardless whether certification is recommended and/or granted.
- 6-1(4) All Evaluation Committee members shall be appointed by the Executive Board. Each member of the Evaluation Committee must have completed the appropriate matching level of certification, or have been an operations leader for two years, and have participated in at least fifteen (15) actual missions prior to being considered for appointment to the Evaluation Committee.
- 6-1(5) It is expected that each Evaluation Committee member conducting the evaluation, shall provide comments and feedback in a positive and timely manner to the member being evaluated, concerning the strengths and weaknesses witnessed during the evaluation.

Section 2 - Evaluation Eligibility and Procedures

- 6-2(1) Certification evaluations shall occur on a rolling basis throughout the year.
- 6-2(2) When a KCS D dog handler believes that he/she and the dog are working at the level consistent with the basic evaluation criteria for a particular discipline as outlined in the appropriate sections in this Chapter, the individual may apply to the Evaluation Committee for a pre-evaluation review and test.
- 6-2(2)(a) The Evaluation Committee may accept or deny the member's request for a pre-evaluation test. The Evaluation Committee should disclose to the member any reasons for denying a request, and make recommendations at that time to assist the member with improving deficient areas.
- 6-2(2)(b) An operational team must first obtain its certification in airscent or trailing before requesting a pre-evaluation review for any other discipline.
- 6-2(3) All active members of KCS D shall be required to demonstrate their competence in land navigation and trail mapping as a part of their pre-evaluation testing. If they are unable to do so, they may not apply for a formal evaluation test.
- 6-2(4) In order to be accepted for a pre-evaluation test, the member must have met the attendance standards for the two (2) quarters immediately prior to the request for a pre-evaluation test.
- 6-2(5) Any member or members of the Evaluation Committee may conduct a pre-evaluation test.
- 6-2(6) If a KCS D operational team satisfactorily completes the pre-evaluation test, the handler may then request and schedule a formal evaluation with the Evaluation Committee, to be conducted within thirty (30) to sixty (60) days of this request. It

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is expected that date and time will be mutually agreed upon by all parties involved in the evaluation process.

- 6-2(7) If a KCSD operational team does not successfully complete the pre-evaluation test, the handler shall not request or schedule another pre-evaluation test until at least a sixty (60) days have past. During that time, the operational team must continue to meet all standards of the attendance policy.
- 6-2(8) In the event KCSD operational team does not successfully satisfy the criteria of the formal evaluation, the Evaluation Committee, in its discretion, may request that the team re-take the pre-evaluation test, or it may allow the team to reschedule another formal evaluation at a time mutually agreeable to both parties.
- 6-2(9) Each operational team that undergoes pre-evaluation test or a formal evaluation can expect to receive timely comments and feedback from the individual evaluators regarding its areas of strength and areas needing further training work.
- 6-2(10) The Evaluation Committee may request training records for review prior to any formal evaluation. When requested, these records must be made available.
- 6-2(11) Dog teams who hold current certifications from another group or in another state shall still be required to apply for a pre-evaluation test and successfully pass KCSD's certification test as set forth in these Standard Operating Procedures before being assigned to out-of-county missions.

Section 3 - Re-certification of Fully Operational Teams

- 6-3(1) KCSD certified dogs teams are expected to demonstrate an on-going and continued proficiency in their discipline(s), and such status shall be reviewed by the Evaluation Committees on a bi-annual basis from the date of their certification.
- 6-3(2) Following successful certification in their primary discipline, operational teams should immediately begin working on the Proficiency Checklist items in reality-based training and advance disciplines. Within two years following certification, the operational team should have demonstrated proficiency in each item. Proficiency Checklists contained in Appendix B
- 6-3(3) The Evaluation Committees may request to review training, mission and attendance records when considering re-certification of previously certified dogs. Further, handlers must make their training logs available for review when requested by the Committees.

Section 4 – Airscent Search Dog Teams

- 6-4(1) An airscent dog team is expected to follow the “Airscent Team Training Plan”, Appendix C. Teams are required to reach “Stage Four” within 18 months from the beginning of the dog's training. Furthermore the team is expected to meet the training benchmarks as set forth in the Training Benchmarks contained in the Appendices.
- 6-4(1)(a) If the dog team fails to meet these benchmarks, the Evaluation Committee will assign three certified handlers in that discipline to work with the dog team, review

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their status and create a plan to bring the dog team back into compliance with the training plan. If the dog teams fails to make satisfactory progress after this process has taken place the Evaluation Committee shall notify the executive board of their status. The board will make a final decision with regard to the status of the Handler and dog team.

6-4(1)(b) If after 18 months the dog team has not reached "Stage Four" (and an exception has not been made due to illness or injury to either dog or handler), the Executive Board, upon the recommendation of the Evaluation Committee and the mentorship team shall make the final decision in regards to the status of the Handler and dog team. Some options the Board may utilize may include but are not limited to:

- a) Ask the Handler to start a different dog
- b) Ask the Handler to pursue a different discipline
- c) Ask the Handler to assume Support status

6-4(2) A certified airscent dog may work in another primary discipline (trailing) or an advanced discipline (cadaver, evidence, water, avalanche, etc.).

6-4(3) A handler who gets a new puppy to replace a certified airscent dog may work both dogs in airscent for a maximum period of 18 months. At the end of the 18-month period, the handler must retire one of the animals as an airscent dog. However, the handler may continue to work the first dog (older, certified dog) in an advanced discipline. If at some point, both dogs are certified in an advanced discipline, the handler may elect to work with either or both dogs in that advanced discipline.

6-4(4) An airscent handler shall not train two uncertified dogs at one time.

6-4 (5) Airscent Certification and Proficiency Standards for Fully Operational Teams

- 6-4(5)(a) Purpose: To establish a minimum level of proficiency and reliability for handlers and dogs used in area searches for missing and lost persons.
- 6-4(5)(b) Needs: A team is required to demonstrate consistent ability to detect and locate subjects without the aid of a scent article in a land area of approximately forty (40) acres, with light to moderate brushy vegetation.
- 6-4(5)(c) Time: A team will have up to a maximum of two (2) hours to locate the subjects.
- 6-4(5)(d) Subjects: There will be two (2) human subjects in the search area. The dog must locate both subjects.
- 6-4(5)(e) Test: The handler will articulate the dog's alert behavior and trained indicator, and explain the search plan of the area to the evaluators prior to beginning the test. The handler will carry the minimum equipment requirements as defined by KCSD for a 24-hour mission. The handler must be able to prepare a map showing the search route(s), weather conditions, terrain conditions, a calculation of the team's probability of detection (POD), and a description of the dog's

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work and behavior throughout the testing period, including areas that may need to be re-searched.

- 6-4(5)(f) Evaluation: The evaluation is pass/fail. Evaluators shall use the "Airscent Proficiency Evaluation Form contained in Appendix D.

Section 5 – Trailing Search Dog Teams

- 6-5(1) A trailing dog team is expected to follow the "Trailing Team Training Plan", Appendix C. Teams are required to reach "Stage Three" within 18 months from the beginning of the dog's training. This timeframe may be expanded to 21 months if the handler is starting with a puppy less than 5 months. Furthermore the team is expected to meet the training benchmarks as set forth in Appendix C.
- 6-5(1)(a) If the dog team fails to meet these benchmarks, the Evaluation Committee will assign three certified handlers in that discipline to work with the dog team, review their status and create a plan to bring the dog team back into compliance with the training plan. If the dog teams fails to make satisfactory progress after this process has taken place the evaluation committee shall notify the executive board of their status. The board will make a final decision with regard to the status of the Handler and dog team.
- 6-5(1)(b) If after 18 months the dog team has not reached "Stage Two" (and an exception has not been made due to illness or injury to either dog or handler), the Executive Board, upon the recommendation of the Evaluation Committee and mentorship team, shall make the final decision in regards to the status of the Handler and dog team. Some options the Board may utilize may include but are not limited to:
- a) Ask the Handler to start a different dog
 - b) Ask the Handler to pursue a different discipline
 - c) Ask the Handler to assume Support status
- 6-5(2) A certified trailing dog may work in another primary discipline (airscent) or an advanced discipline (cadaver, evidence, water, avalanche, etc.).
- 6-5(3) A handler who gets a new puppy to replace a certified trailing dog may work both dogs for a maximum period of 18 months. At the end of the 18-month period, the handler must retire one of the animals as a trailing dog. However, the handler may continue to work the first dog (older, certified dog) in an advanced discipline. If at some point, both dogs are certified in an advanced discipline, the handler may elect to work with either or both dogs in that advanced discipline.
- 6-5(4) A trailing handler shall not train two uncertified dogs at one time.
- 6-5(5) Trailing Certification and Proficiency Standards for Fully Operational Teams
- 6-5(5)(a) Purpose: To establish a minimum level of proficiency and reliability for handlers and dogs used in scent discrimination trailing for missing and lost persons.
- 6-5(5)(b) Needs: A team is required to demonstrate ability to follow an aged, realistic trail, to locate and identify the subject.
- 6-5(5)(c) Age of Trail: Not less than eighteen (18) hours or more than thirty (30) hours.

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- 6-5(5)(d) Length of Trail: Not less than one (1) mile nor more than 1.5 miles. It shall follow a wandering pattern and include a minimum of six (6) turns.
- 6-5(5)(e) Terrain: Urban or rural setting. The trail should travel over a variety of surfaces including pavement, grass (field), foot trails and/or wooded areas. If the trail area is not subject to foot traffic, two (2) deliberate, fresh cross trails will be set just prior to the commencement of the evaluation.
- 6-5(5)(f) Trail Layers: The trail should be set by two (2) or more individuals. If a minimum of two (2) subjects are not available, the trail may be set by one (1) person as long as there are two (2) subjects at the end of the trail for scent discrimination.
- 6-5(5)(g) Scent Material: The handler will be provided with bagged scent material from one of the trail layers. The handler will not be informed of the identity of the owner of the scent article(s).
- 6-5(5)(h) Time: No time limit.
- 6-5(5)(i) Test: The handler must articulate the dog's trained indicator of a proper subject to the evaluators prior to the start of the test. The team must follow the path taken by the subject, giving due consideration to the weather conditions, wind direction, and traffic. The handler must be able to map the route of travel, and provide an assessment of the work of the dog throughout the testing period.
- The dog must identify the proper subject at the end of the trail.
- The team is allowed one "re-start" without penalty during testing.
- 6-5(5)(j) Evaluation: The evaluation is pass/fail. Evaluators shall use the "Trailing Evaluation Form contained in Appendix D.

Section 6 – Cadaver Search Dog Teams

6-6 Certification and Proficiency Standards for Cadaver Search Missions

- 6-6(1) Purpose: To establish the minimum level of proficiency and reliability for handlers and dogs used for cadaver search and recovery.
- 6-6(2) Needs: A team must demonstrate the consistent ability to detect cadaver scent training material in an area of land at least 100 yards by 100 yards with moderate vegetation.
- 6-6(3) Time: A team shall have 30 minutes to perform the task.
- 6-6(4) Test: The cadaver scent material shall be placed in the test area a minimum of twelve (12) hours prior to the actual evaluation.
- There shall be a minimum of one (1) and a maximum of two (2) cadaver scent training materials placed in a suitable container to prevent the dog from physical contact. If two (2) materials are used one (1) must be above the surface.

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The material may be placed above the ground no higher than six (6) feet, or buried underground no deeper than twelve (12) inches. Above ground placement must be concealed from view so that it is not readily visible to the handler or the dog. Underground placement must have the surface camouflaged so that the burial site is not readily visible to the handler or the dog. A minimum of three (3) burial holes must be dug and covered in the same manner to ensure the dog is not alerting on disturbed soil. If possible, animal remains should be placed on the surface in the test area to distract the dog.

The handler must articulate the dog's alert behavior and trained indicator to the evaluator(s) prior to the start of the test.

- 6-6(5) Evaluation: The evaluation is pass/fail. Evaluators shall use the "Cadaver Evaluation Form contained in Appendix D.

Section 7 – Water Search Dog Teams

6-7 Proficiency Standards for Water Search Missions

- 6-7(1) Purpose: To establish the minimum level of proficiency and reliability of handlers and dogs used in water searches for missing and lost persons.
- 6-7(2) Needs: The handler and dog of each team is required to demonstrate individually the ability to swim fifty (50) feet without panic. The dog must demonstrate that it will ride in a boat with out panic. The dog should be alert, calm and remain under the handler's control. At all times during training and when searching on water, the handler must wear a U.S. Coast Guard Approved Type III Personal Flotation Device (PFD) Life Vest.
- 6-7(3) Proficiency Demonstration:
The handler must articulate the manner of the dog's alert behavior and trained indicator to the evaluator(s) before the start of the evaluation. All alert behavior must be consistent, readily identifiable and immediately identified by the handler. The dog shall ignore all persons on shore or in neighboring boats.
- 6-7(3)(a) The dog must successfully demonstrate the ability to consistently and readily locate a cadaver training scent material within a ten (10) foot radius, located in a body of water not less than one-hundred fifty (150) feet by twelve (12) feet, such as a shoreline of a lake, pond, river or creek. If weather conditions permit, such evaluation shall be conducted in an area where the prevailing wind is directly perpendicular to the shore and off of the water.
- 6-7(3)(b) The dog must demonstrate consistent ability to locate a cadaver training scent material at a depth of no more than ten (10) feet, in an area of not less than fifty (50) yards by one hundred (100) yards.
- 6-7(3)(c) A team may work from one of the following watercraft at its discretion:

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- 1) A power boat operated by a second person;
- 2) A canoe paddled by a second person; or
- 3) A boat rowed by a second person.

6-7(4) Evaluator Observations:
Evaluator(s) may observe from either the shore, the boat in which the team is working, or a separate boat. Evaluators may use the "Water Search Evaluation Form" contained in Appendix D.

Section 8 – Evidence/Article Search Dog Teams

6-8 Certification and Proficiency Standards Evidence and Article Location Missions

- 6-8(1) Purpose: To establish a minimum level of proficiency and reliability for handlers and dogs used in evidentiary article location missions.
- 6-8(2) Needs: A team must demonstrate consistent ability to detect and locate objects in an area of land at least one hundred (100) yards by one hundred (100) yards with moderate vegetation.
- 6-8(3) Time: A team will have one (1) hour to perform the task.
- 6-8(4)(a) Test: There shall be a minimum of three (3) and a maximum of five (5) objects, at least one (1) object must be concealed from view of the handler and dog.
- 6-8(4)(b) The objects shall be placed in the test area for a minimum of four (4) hours prior to the actual evaluation.
- 6-8(4)(c) The objects may be placed above ground no higher than six (6) feet.
- 6-8(4)(d) Underground objects are to be buried no deeper than twelve (12) inches. Underground placement must have the surface camouflaged so that the burial site is not readily visible to the handler or the dog. A minimum of three (3) burial holes must be dug and covered in the same manner to ensure the dog is not alerting on disturbed soil.
- 6-8(4)(e) Certain objects must be scented with a single individual's scent, and that individual must be present during the evaluation for the dog to make the final identification. Objects should be consistent with objects sought in criminal investigations such as firearms, knives, clubs, clothing, etc.
- 6-8(4)(f) In the event that weapons are used as objects, they must be of a mock type used for canine training, and composed entirely of distinguishable material and appearance so that a passer-by would not mistake the object for an actual weapon.
- 6-8(4)(g) Objects not covered with an individual's scent may be scented with other suitable scent(s) such as blood, semen or hair, or other scents normally associated with the particular objects, like gun oil or gunpowder for firearms.
- 6-8(4)(h) The handler must articulate the manner of the dog's alert behavior and trained indicator. The dog must demonstrate a unique trained

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indicator for objects, and a unique and different trained indicator for the identification of the individual associated with the evidentiary object(s).

- 6-8(5) The evaluation is pass/fail. Evaluators shall use the "Evidence Search Evaluation Form" contained in Appendix D.

Section 9 – Avalanche Search Dog Teams

6-9 Certification and Proficiency Standards for Avalanche Search Missions

- 6-9(1) Personnel Requirements: Handlers and support must have completed an avalanche course approved by KCSD, and be able to demonstrate a working knowledge of avalanche safety. The handler and support must maintain and complete the approved avalanche safety course every three (3) years.
- 6-9(2) Required Equipment: The equipment required for a 24-hour pack is a minimum requirement for avalanche searches. The following equipment is also required for avalanche search work:
- a) Snowshoes or skis.
 - b) Backpack snow shovel
 - c) Avalanche probe
 - d) Avalanche beacon
 - e) Goggles, sunglasses or glacier glasses
- 6-9(3) Purpose: To establish a minimum level of proficiency and reliability for handlers and dogs used in avalanche searches for missing and lost persons.
- 6-9(4) Needs: A team is required to demonstrate adequate ability to locate two subjects in a simulated avalanche situation.
- 6-9(5) Time: 30 Minutes for subject location.
- 6-9(6) Avalanche Test Criteria:
- 6-9(6)(a) Two (2) subjects, plus clothing articles buried out of sight. Subjects and articles shall have been in place for a minimum of 20 minutes; extremely dense snow necessitates slightly longer scent rise times. Clothing articles may be buried immediately prior to subject burial.
- 6-9(6)(b) Subject holes shall have been initially dug 24 hours in advance of the test.
- 6-9(6)(c) The simulated avalanche area will be approximately 100 yards by 100 yards.
- 6-9(6)(d) The team must approach and navigate rapidly and carefully despite radio interruptions and other person(s).
- 6-9(6)(e) When the dog indicates a first subject find, the handler will remove the dog from the location and restart the dog for a continuation of the search, while other shovelers or support personnel clear the indicated spot.

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- 6-9(6)(f) If the dog accurately locates both subjects, or time has run out, the dog will be permitted to fully recover either subject and receive an appropriate reward.
- 6-9(6)(g) A team must locate both subjects within thirty (30) minutes. The team need not locate articles.
- 6-9(7) Testing Rules:
- 6-9(7)(a) Nothing belonging to the handler is allowed in the hole with the subject.
- 6-9(7)(b) No rescue beacons are to be in an audible mode.
- 6-9(7)(c) Handler shall describe the search plan in advance of starting, and shall verbalize adjustments to this plan as needed during the search.
- 6-9(7)(d) Subjects will enter the slide zone from a direction that will minimize subject's surface scent within the test area.
- 6-9(7)(e) Shovelers and evaluators will be placed so as not to cue the dog or handler.
- 6-9(7)(f) Entire slide area to be tested should be "disturbed". The evaluation is to begin as soon as possible after the test area has been disturbed.
- 6-9(7)(g) All burials of live subjects shall be covered by up to 36 inches of snow depending upon snow density. Articles shall be between 18 and 36 inches below the surface, and shall be covered with a minimum 1 ft x 1 ft hard surface such that when probed, the location can be identified as containing an article.
- 6-9(7)(h) A full body hole shall be created for each subject
- 6-9(7)(i) All subjects must have a beacon, radio, and reserve battery pack with them prior to entering any hole. All subjects must conduct a radio check with their assigned shovelers prior to being covered.
- 6-9(7)(j) For each test subject hole used, at least two (2) assigned shovelers will record the location, who shall keep that particular test subject hole within visual sight at all times. One shoveler per test subject hole will be designated to maintain open communications with the buried subject at all times in a manner that does not give away the subject's location.
- 6-9(7)(k) Whenever any subject requests to be removed from any test hole, KCSD members will IMMEDIATELY begin uncovering the hole as quickly as possible and without delay, at the first instance of the subject's direction.
- 6-9(8) The evaluation is pass/fail. Evaluators shall use the "Avalanche Search Evaluation Form" contained in Appendix D.

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6-9(9)

Evaluation team shall include at least one authorized evaluator from the host site.

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CHAPTER 7- EQUIPMENT STANDARDS, POLICIES & PROCEDURES

Section 1 - General

- 7-1(1) The Executive Board and/or the KCSD committees may request equipment and property, to be approved by the general membership.
- 7-1(2) Any KCSD equipment and property shall be issued to eligible active members and committees by the Communications and Equipment Committee only. Likewise, all such KCSD property should be returned the Communications and Equipment Committee or its designee, upon request or as otherwise instructed.
- 7-1(3) All equipment purchased with KCSD money becomes and remains the property of KCSD. No inventoried equipment excluding perishable items such as radio batteries) belonging to KCSD may be disposed of or encumbered in any way by any person(s) without the consent of the organization members, following a vote wherein fifty-one percent (51%) shall be considered consent.
- 7-1(4) KCSD accepts responsibility for the routine maintenance and repair (normal wear and tear only) of equipment owned by the organization, and which also may be in the custody or control of a member. KCSD members are responsible for any repairs or replacement costs of damaged or lost KCSD equipment that result from acts beyond normal or ordinary use.
- 7-1(5) The Communications and Equipment Committee shall conduct a complete inventory of KCSD property and equipment annually, with certification by the Treasurer. The inventory shall note the make, model, serial number, accessories, spare parts, etc. of the property, and verify the name, address and telephone number(s) of the member to whom the items are issued. The inventory report will be made available on the web site.
- 7-1(6) The Executive Board and/or Communications and Equipment Committee shall propose, research and report to the general membership any equipment expenditure that exceeds two-hundred fifty dollars (\$250.00). All equipment must be purchased from legal business entities. All equipment purchased must be accompanied by a warranty with a local service or repair shop available. In the event that a purchase involves previously used equipment, the Executive Board shall designate the Communications and Equipment Committee to investigate the benefits and liabilities of the proposed purchase, including any warranty coverages.
- 7-1(7) Any member in the possession, custody or control of KCSD equipment and/or property is responsible for ensuring that the item is safeguarded against loss or damage. In the event that an item is lost or damaged, while not on a mission or at a training session, the member shall be required to replace or repair the equipment lost or damaged in a timely manner as instructed by the Executive Board or the Communications and Equipment Committee.

Section 2 - Personal Communication Equipment

- 7-2(1) KCSD will provide Candidate members with a KCSD pager after completing the first third of their candidate period. If the candidate member leaves KCSD at any time, the pager must be returned to KCSD.
- 7-2(2) Active KCSD members will be provided a pager with the group cap code. The member may obtain a personal pager and additional pager services at the available King County Search and Rescue group rate. The member is

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responsible for all pager charges. The member must complete appropriate paperwork, which may be obtained from the Communication and Equipment Committee

- 7-2(3) Pagers are used as the primary means for mission callouts and general communications of KCSD. Training pages are to include date, time, location, discipline and other relevant information. Email is used to supplement pages if the training coordinator for that event desires to provide information in addition to that conveyed on the page.
- 7-2(4) Members are encouraged to obtain optional personal pager service allowing individual contact of members without requiring all-unit pages.
- 7-2(5) Individual members are fully responsible for any and all bills and expenses related to their additional pager services.
- 7-2(6) Repeated numeral one's (1111) indicate a search mission turn-around. Responding members are required to provide their time and mileage information to the OL.

Section 3 – Wilderness Field Pack

- 7-3(1) Refer to Appendix E for 24 and 48 hour Wilderness Field Pack Checklists

Section 4 – Urban/Trailing/Cadaver Search Pack Checklist

- 7-4(1) Refer to Appendix E for Urban/Trailing/Cadaver Search Pack Checklist

Section 5 - First Aid Kits (Humans and Dogs)

- 7-5(1) Refer to Appendix F for First Aid Kit Checklist

Section 6 – Avalanche Beacons

- 7-6(1) Active KCSD members with KCSD approved avalanche/snow certification will be issued a unit avalanche beacon
- 7-6(2) Assignees are responsible for the proper set up and operation of the beacons including:
 - 7-6(2)(a) Placement of new batteries in the beacon before every KCSD mission or training.
 - 7-6(2)(b) Before being deployed into the field during search missions and trainings, each individual KCSD member must test their beacon to ensure it can both send and receive signals.
- 7-6(3) In the event a member's avalanche/snow certification lapses, the beacon shall be returned to the communications and equipment committee.

CHAPTER 8 – MAJOR EQUIPMENT STANDARDS, POLICIES & PROCEDURES

Section 1 – Major Equipment Coordinator-

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- 8-1(1) Is appointed for each piece of major equipment by the KCSD President and is responsible for the following:
 - 8-1(1)(a) Maintenance and upkeep
 - 8-1(1) (b) Keeping maintenance log.
 - 8-1(1) (c) On a monthly basis reporting to the Communication and Equipment Coordinator and general membership regarding the status
 - 8-1(1) (d) Keep equipment adequately stocked with supplies.
 - 8-1(1) (e) Keeping an accurate list of qualified operators.

Section 2 – Equipment Maintenance-

- 8-2(1) Condition of the equipment shall be tracked in the equipment's Maintenance Log. A sample form is contained in Appendix G.
- 8-2(1)(a) Prior to initial use, operator should complete a pre-operations inspection and note any problems in the maintenance log.
- 8-2(1)(b) Upon completion of use, operator should complete a post-operations inspection and note any problems in the maintenance log. Report any noteworthy issues to the Coordinator for that equipment.
- 8-2(2) Equipment and Supplies
 - 8-2(2)(a) Advise the Director of any supplies that need to be purchased and stocked
 - 8-2(2)(b) KCSD members may remove necessary supplies needed for a mission or training

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CHAPTER 9 - COMMUNICATION STANDARDS, POLICIES & PROCEDURES

Section 1 - Radios and Radio Procedures

- 9-1(1) The primary radio frequency for KCSD communications is “DOG ONE” (frequency 155.235; transmit/receive tone: 123.0), which should be used during search missions and trainings, unless otherwise instructed by an operations leader or training coordinator.
- 9-1(1)(a) To facilitate communications between emergency response agencies, some agencies have granted KCSD written authorization to transmit calls on their radio frequencies. Use of these frequencies ordinarily will be limited to KCSD field team leaders and command personnel.
- 9-1(2) All operational members should have a copy of the FCC licensing agreement in their vehicle authorizing KCSD to use “DOG ONE” for radio communications.
- 9-1(3) Radios used by KCSD members should have applicable frequencies pre-programmed into the unit, as identified in Appendix K.
- 9-1(4) Before being deployed into the field during search missions and trainings, each individual KCSD member should have a fully-functioning radio that can both send and receive communications with search base.
- 9-1(4)(a) Each individual operational member is responsible to ensure that his/her radio is functional, and that there is a back-up battery pack before leaving search base and being sent into the field for a search mission or training.
- 9-1(4)(b) Shortly after being deployed into the field for a search mission or training, KCSD members should call search base to perform a “radio check” to confirm that their radio is sending and receiving communications properly.
- 9-1(5) During search missions or trainings, the following identifiers shall be used during radio communications:
- “DOG GROUP”: KCSD operations leader or radio base
 - “DOG TEAM #”: KCSD member team
 - “COMMAND”: KCSARA search base/communications van
- 9-1(6) When transmitting a call, members shall identify the recipient *first*, then their own team number. All transmissions should be kept as brief as possible and to the point.
- 9-1(6)(a) During trainings and missions, the training coordinator or OL will be responsible for interspersing radio communications with the identification, “WPNT277, King County Search Dogs”.
- 9-2 Radio Frequencies programmed into KCSD radios that may be used or required during training or mission activities are listed in Appendix

Section 2 - Subject Triage Codes and Definitions

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- 9-2(1) "Code Green": Subject who is ambulatory, has minor injuries requiring only simple first aid, who can do self-care and/or who can be cared for at a later time.
- 9-2(2) "Code Yellow": Subject who has potential life-threatening injuries, but can wait for care and may be able to walk out with some assistance. Subject exhibits no systemic signs of shock.
- 9-2(3) "Code Red": Subject in immediate need of medical assistance, who may die without immediate care, and/or who has life-threatening, but highly survivable injuries with treatment.
- 9-2(4) "Code Black": Subject who is already dead, or is so severely injured that death appears imminent.

Section 3 - Dealing with Media

- 9-3(1) At a search mission, all requests for information concerning the search shall be referred to the SAR Deputy or designated King County Sheriff's Office spokesperson.
- 9-3(2) If the King County Sheriff's Office requests that KCSD address the media specifically concerning dog operations, all statements will be made by the mission Operation's Leader or another member specifically designated and authorized by the Operations Leader.
- 9-3(3) Except as authorized above, no KCSD member shall make comments concerning a mission in progress at any time to any member of the media.
- 9-3(4) Routine media requests for information concerning KCSD (aside from mission operations) are to be referred to the KCSD President. The President may designate a public relations person to respond to the particular requests.

Section 4 - Accident Reporting Guidelines

- 9-4(1) If KCSD personnel or equipment are involved in any accident during a mission or training, the following procedures should be followed:
 - 9-4(1)(a) Check for injuries.
 - 9-4(1)(b) Call 911 to report the accident.
 - 9-4(1)(c) Notify the KCSD Operations Leader.
 - 9-4(1)(d) Write down any witnesses' names, telephone numbers and addresses.
 - 9-4(1)(e) Do not admit any fault or guilt.

CHAPTER 10 – MEDICAL

Section 1 – Medical Response and Reporting Guidelines

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- 10-2(1) If there has been an injury, or exposure to blood or other potentially infectious materials (OPIM), involved personnel shall follow the guidelines contained in the King County SAR Operations Manual.

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