



**Search and Rescue Dogs of Colorado, Inc.**

**Policies Manual**

**Revised December 2, 1995**



**SEARCH AND RESCUE DOGS OF COLORADO**

**SARDOC POLICIES**

Table of ContentsPage

1.0 ADMINISTRATIVE POLICIES ..... 1  
    1.1 Meeting Times and Places..... 1  
    1.2 Administrative action on behalf of SARDOC..... 1  
    1.3 SARDOC Newsletter ..... 2  
    1.4 Keys to SARDOC Facilities..... 3  
2.0 PERSONNEL POLICIES AND PROCEDURES ..... 4  
    2.1 Team Identification ..... 4  
    2.2 Standards of Conduct and Responsibilities of SARDOC Members ..... 5  
    2.3 Disciplinary Policy ..... 6  
3.0 DOG HANDLING POLICIES AND PROCEDURES ..... 8  
    3.1 SARDOC Practices and/or Training Sessions ..... 8  
    3.2 Mission's Requesting SARDOC Dog/Handler Teams ..... 8  
4.0 MEDICAL POLICIES AND PROCEDURES ..... 9  
    4.1 Medical Responsibilities ..... 9  
5.0 EQUIPMENT POLICIES AND PROCEDURES..... 11  
    5.1 Search Equipment ..... 11  
    5.2 Use of Private Vehicles on SARDOC Activities ..... 11  
    5.3 Radio Communication Equipment ..... 11  
6.0 MISSION RESPONSE POLICIES AND PROCEDURES ..... 14  
    6.1 Reporting to Missions ..... 14  
    6.2 Mission Debriefing..... 14  
    6.3 Response to Missions by SARDOC Members..... 14  
    6.4 SARDOC Dispatcher Protocol..... 15  
7.0 RELATIONSHIP TO OTHER STATE AND VOLUNTEER ORGANIZATIONS17  
    7.1 In The State of Colorado ..... 17  
    7.2 Outside The State of Colorado ..... 17  
8.0 SARDOC WEEKEND POLICIES ..... 18  
    8.1 Purpose Of The SARDOC Weekend ..... 18  
    8.2 Organization Of A SARDOC Weekend..... 18  
    8.3 Regional Conference and/or Special Functions ..... 19



1.0 ADMINISTRATIVE POLICIES

1.1 Meeting Times and Places

1.1.1 There shall be scheduled business and training meetings that are open to all SARDOC members.

Guideline:

1. All SARDOC meetings shall be held at a time and place established by the President. Notice of time and place of a meeting is deemed to be given when it is given verbally at least 14 days before the meeting, or when written notice is deposited in any official U.S. Postal Service Mailbox with proper postage affixed and addressed with the member's address in accord with the Membership List at least 21 days before the meeting.

1.2 Administrative action on behalf of SARDOC

1.2.1 Outside presentations by SARDOC members -

The president or his/her designee shall give prior approval for any presentations about SARDOC.

1.2.2 Executive Board approval of handouts, visual aids, and endorsements-

Committees or individuals must have board approval before making and distributing handouts, visual aids or endorsements relating to SARDOC.

1.2.3 Supplier Discounts -

Members are prohibited from seeking individual discounts based on their SARDOC membership. However, group or individual purchases through Executive Board of Director's approved Team-supplier contacts are acceptable.

1.2.4 Donations of Products, Services, and Money -

All requests to businesses for donations by SARDOC members must be approved by the Executive Board prior to submitting the request to the business.

All money income shall be included in SARDOC accounting. Earmarked moneys shall be spent for stated purpose and donor informed when the decision is made on the actual purchase. All donations of products, services, and money shall be acknowledged by a written letter bearing the SARDOC letterhead.

1.2.5 Reimbursement of Expenses -

SARDOC officers and dispatcher will be reimbursed for Executive Board approved expenses incurred in the normal functioning of the office. Such as, long distance telephone calls, and mailing expenses.

SARDOC is in no way responsible for reimbursement to the members for long distance telephone calls, mail, driving costs, or other expenses incurred. These expenses must be considered part of SARDOC volunteer activity.

1.2.6 Reimbursements to SARDOC Members for the Cost of Attending Out-of-State Training Conferences -

The Executive Board will budget funds to reimburse in full or in part SARDOC members who represent SARDOC at out-of-state training seminars such as the annual NASAR Conference. A member should not expect reimbursement if he/she has not received approval from the Board PRIOR TO ATTENDING THE EVENT IN QUESTION. He/she must also present to the membership a

summary of the training ideas they learned about, either in oral form at a formal SARDOC training meeting or in written form in a SARDOC newsletter.

When possible, the Executive Board will publish dates of upcoming training conferences for which members could be reimbursed for attending one to two months prior to registration deadlines. In turn, SARDOC members wishing to attend should advise the Board at least two weeks before the registration deadline or when possible, at the executive board meeting held prior to the event. If more than one member can demonstrate they are available to attend a given event, the Board will select a representative based on the following criteria:

- preference will be given to a member who has not been reimbursed in the past for attending an approved event;
- operational handlers/support members will be chosen over non-operational members;
- members with longest membership shall be chosen over those with shorter length of membership;
- the Board may choose to send two representatives and divide the reimbursement funds in half;
- if a member is being reimbursed for an event by another agency, SARDOC will not provide scholarship funds for that member.

As a general rule, reimbursement for any given event shall not exceed one-half of traveling/lodging expenses and full registration fee, with the total not to exceed \$300. However, the Executive Board may vote to allocate more funds to a given event if sufficient funds exist towards the end of any given year. Reimbursement will not exceed the total cost of attendance for the member and will not cover any personal costs accrued by the member that would not benefit SARDOC as a team (such as personal equipment purchases).

#### 1.2.7 Reimbursements to SARDOC Members for the Cost of Attending Training Conferences in Colorado:

Paragraphs one and two and the selection criteria in section 1.2.6 above shall apply to in-state conferences as well.

As a general rule, reimbursement for any given Colorado training event shall not exceed a total of \$100 and shall not exceed the total cost accrued by the member (s) attending. Again, a member must receive prior approval for attending an event from the Executive Board if they expect reimbursement; the member must also present a summary of the information they received at the conference to the general membership in written or oral form.

A written contract between the member and the Executive Board may be drawn up for each approved event if either party wishes it in order to avoid misunderstanding of responsibilities on either side.

### 1.3 SARDOC Newsletter

1.3.1 The Editor of the SARDOC Newsletter will be selected from a list of volunteer SARDOC members by a two-thirds (2/3) vote of the Executive Board of Directors and in accordance, other than stated above, to Article V of the SARDOC Bylaws.

1.3.2 As a statewide and a regional organization, it's important to maintain accurate and timely communication with team members and all units which use SARDOC as a resource. The newsletter continues to be the most effective vehicle toward this end.

1.3.3 The Editor of the SARDOC Newsletter will be responsible for the coordination and production of the newsletter.

Guideline:

1. The Editor will make reports to the Executive Board of Directors four (4) times a year (quarterly), either verbally or in writing.
2. The Editor may delegate various responsibilities to other team members as they see fit (i.e. mailing, labels, posting, collection of material).

1.3.4 The SARDOC Newsletter will be published according to the following guidelines.

Guideline:

1. The newsletter will be published four (4) times a year (February, May, August and November).
2. The SARDOC Newsletter will be mailed to all Colorado Sheriff Departments, all Colorado Search and Rescue Teams, and any other Sheriff Departments or Search and Rescue Teams throughout the United States as deemed appropriate by the Executive Board of Directors and/or the Standards Committee.
3. All article reprints in the SARDOC Newsletter will be printed with permission and with the appropriate acknowledgments.
4. The SARDOC Newsletter will include an up-to-date list of all SARDOC missions.
5. The SARDOC mailing list will not be included in the newsletter with the exception of newsletters mailed to SARDOC members.
6. There will be no professional ads used as articles nor professional advertising in the newsletters. Members may place personal ads (i.e. clothing, equipment).

1.4 Keys to SARDOC Facilities

1.4.1 No SARDOC keys may be duplicated without prior approval of the Executive Board.

1.4.2 Safety Deposit Box -

There will be two keys to SARDOC's safety deposit box issued to two members of the Executive Board. These keys may not be duplicated.

## 2.0 PERSONNEL POLICIES AND PROCEDURES

### 2.1 Team Identification

#### 2.1.1 Identification Cards -

Identification Cards will be issued to all members in good standing.

##### Guidelines:

1. Identification Cards will be issued with an expiration date.
2. Identification Cards will include each person's status with SARDOC.
3. Should the member's status change within the year, a new card will be issued indicating the change of status.
4. The Identification Cards will automatically be reissued provided the member has continued to meet membership requirements as stated in the Bylaws and/or Standards and Evaluation Procedures.

#### 2.1.2 Display of Patches and Emblems -

Only voting members in good standing may display the SARDOC logo.

##### Guidelines:

1. Only operational personnel will be allowed to purchase SARDOC patches for field and display use.
2. The first patch will be awarded by SARDOC upon completion of operational testing. All other patches will be purchased by the operational party.
3. Only one (1) patch will be given regardless of the number of certifications obtained by the operational member.
4. Window decals, shirts, etc. can be purchased and displayed by any voting member in good standing with SARDOC.
5. Authorized SARDOC emblems on personal vehicles will only be displayed while actually on missions and training. This is excluding authorized internal window emblems.
6. The SARDOC Logo is trademarked. Any other use of the SARDOC Logo without the written permission of the SARDOC executive board is prohibited.

The following patches may be displayed on the Team shirt: SARDOC, a medical patch and name tag. Displaying any additional patch must be with Executive Board approval.

##### Guidelines:

1. The SARDOC patch shall be displayed 1/2 inch below the shoulder seam on the left shoulder. The name patch shall be displayed 1/2 inch above the right pocket and centered over the pocket. The medical patch shall be displayed 1/2 inch above the left pocket and centered over the pocket.

See restrictions and responsibilities while displaying SARDOC emblems in the Standards of Conduct and Responsibilities, (2.2). Displaying an emblem while off duty and in the back country places a moral obligation on the wearer to respond to an emergency situation, just as display of an EMT patch indicates your readiness to provide services.

Never exceed your current ability to give safe care.

## 2.2 Standards of Conduct and Responsibilities of SARDOC Members

### 2.2.1 Attitude -

Each member is responsible for maintaining a positive Team image. SARDOC members are equally responsible for maintaining Team integrity, working in a mutually supportive and respectful manner.

### 2.2.2 Specific Examples of Prohibited Conduct -

Behavior contrary to positive SARDOC image or detrimental to the proper functioning of SARDOC as a unit is prohibited during SARDOC activities. This includes but is not limited to:

- \* disruptive or abusive behavior;
- \* unstable behavior (i.e. physical or verbal aggression, offensive or immoral behavior, and/or sexual or racial slurs);
- \* drinking alcoholic beverages in public while displaying the SARDOC emblem;
- \* undue criticism of SARDOC or its programs, policies, actions or members except through official channels as provided in the Bylaws; This also applies to other people that may be involved in a mission.
- \* harsh or undue criticism of self or others;
- \* use of the SARDOC membership as an excuse for any misconduct or disregard of the law;
- \* being under the influence of alcohol, illegal drugs, or abuse of legal drugs at SARDOC activities;
- \* careless and/or inappropriate use of private, SARDOC or public property;
- \* knowingly making false verbal or written statements or reports in any SARDOC related matter;
- \* disobedience of any reasonable order issued by a Mission leader while in the field;
- \* solicitation or acceptance of gifts, gratuities, loans, presents or fees for personal gain through association with SARDOC;
- \* failure to report to the mission leader the inability of self or fellow SARDOC member(s) to perform within the normal scope of his/her abilities including loss of self control due to fear, anger or fatigue;
- \* failure to obey the approved Policies, Bylaws, and Standards and Evaluation Procedures of SARDOC;
- \* blatant disregard of SARDOC Bylaws, Policies, and/or Standards and Evaluation Procedures; misrepresentation of your certification status;

### 2.2.3 Firearms -

Firearms shall only be carried on SARDOC missions by SARDOC members with occupations that require the day-to-day carrying of firearms.

### 2.2.4 Policing of Meeting Areas -

SARDOC members shall clean up all meeting areas or camps and leave them as clean or cleaner than previously found.

### 2.2.5 Dues -

Dues must be paid by all members by November 1st each year or they will be dropped from the membership list.

Anyone joining SARDOC after September 1 of each year will automatically have their dues applied toward the coming year's dues.

2.2.6 Dog Safety and Liability -

The ultimate responsibility for the care, behavior and safety of SARDOC dogs is that of the handler/owner. All members should be watchful for possible injury to dogs or damage caused by dogs.

2.2.7 Waivers -

Waivers shall be filled out completely for any non-member participating in each SARDOC mission or practice.

Guideline:

1. The member in charge is responsible for having forms available and to see that they are used properly. Waivers for non-member participation in SARDOC dog practices are to be valid for one year and to be kept on file for that period.

2.3 Disciplinary Policy

Members of SARDOC may be subject to disciplinary action for violating the provisions of the Bylaws, Standards and Evaluation Procedures, or approved Policies.

This section of policy sets forth the method for initiating and resolving disciplinary actions.

2.3.1 Observation of Infraction -

Any member observing an infraction has an obligation to try and correct the problem at that time. The member witnessing the infraction shall also bring it to the attention of either the SAR Dog Coordinator, any member of the Standards Committee or a member of the Executive Board.

2.3.2 Infractions in the Field -

The SAR Dog Coordinator will consider infractions believed to have occurred in the field at the next Standards Committee meeting. The Standards Committee will decide if the matter should be brought before the Executive Board with a recommendation for action, or report action taken to the Executive Board.

2.3.3 Executive Board Actions -

The Executive Board will consider infractions believed to have occurred in non-field situations and will also consider recommendations from the Standards Committee concerning field problems. Four levels of action are available to the Executive Board:

Level 1 -

Insufficient cause for any action. The matter is dropped.

Level 2 -

Counsel the member verbally explaining the problem and recommending future action. This will be the usual result of a first offense.

Level 3 -

Counsel the member in writing stating the problem and the Executive Board's expectations

for the member's future behavior. A copy of this statement will be kept in the SARDOC records. This action will usually follow a second offense.

Level 4 -

The Executive Board may suspend the member's participation in SARDOC activities. Suspension means no participation in SARDOC practices or missions and not displaying the SARDOC emblem. The member shall not represent themselves as a SARDOC member in any way. All SARDOC owned property shall be returned to SARDOC at this time. Failure to return SARDOC owned property will constitute theft. The member will be mailed the notice of suspension which will state the reasons for the Executive Board's actions. Proof of mailing shall constitute service of notice. The next meeting of the Executive Board will consider a motion for the removal of the member as set forth in the Bylaws. This action will usually only be taken after repeated minor infractions, but may also be taken for any single serious offense. The member accused of the infraction will be notified of the time and place of the meeting and invited to attend and speak at the meeting. All meetings are open to any member.

3.0 DOG HANDLING POLICIES AND PROCEDURES

3.1 SARDOC Practices and/or Training Sessions

- 3.1.1 After a brief socialization training session all dogs will be leashed, crated, or returned to the vehicle.
- 3.1.2 All leash rules will be obeyed at all times unless the dog is participating in his/her training session.
- 3.1.3 All handlers shall carry plastic bags so all dog defecation in public areas and on trails can be picked up and placed in the proper disposal containers.
- 3.1.4 Fighting among dogs will not be tolerated. It is essential that fighting be controlled through training or the handler may be asked to not return with that dog.
- 3.1.5 Use of Pseudo Scent: All Sigma Pseudo products, although not infectious, are toxic and carcinogenic and, can cause severe burns if they come in contact with the skin of humans and dogs. It is the policy of SARDOC that these products will not be used at any SARDOC Practices and/or Training Sessions, including SARDOC testing sessions.

3.2 Missions Requesting SARDOC Dog/Handler Teams

- 3.2.1 When responding to a mission the dog shall remain in the vehicle until the handler has logged in at Incident Base and ascertained the location of the point last seen (PLS). The dog may then be taken for a relief walk. Defecation shall be picked up if in a public area/incident base and/or removed from trails.
- 3.2.2 While in incident base, dogs shall remain on leash, be returned to the vehicles, or crated, at all times.
- 3.2.3 No dog will be allowed at a briefing or a debriefing. They will be returned to the vehicles or crated.
- 3.2.4 Leashes will be used on all dogs while being transported into the field on a mission.
- 3.2.5 A leash shall be carried with you in the field and dogs shall be leashed and under control at all times when not working.
- 3.2.6 If there is any concern about a dog biting when crowded into a vehicle or air craft, a muzzle must be carried and used to prevent any unfortunate accidents.

## 4.0 MEDICAL POLICIES AND PROCEDURES

### 4.1 Medical Responsibilities

#### 4.1.1 Responsibilities -

##### Guidelines:

1. Each SARDOC member is expected to decline call out if their physical or emotional health will impair the member's ability to perform.
2. Each SARDOC member is expected, while on missions, to report any suspected illness or injury of themselves or any other SARDOC member to the SAR Dog Field Team Leader immediately.
3. SARDOC members are expected to treat themselves for minor medical conditions while on a mission.
4. SARDOC members are not to exceed the level of their medical training in giving First Aid.

##### Qualifications -

1. Every SARDOC member is expected to be able to perform a primary medical assessment which includes:
  - \* scene evaluation, environmental threats to rescuer or patient
  - \* consciousness or unconsciousness
  - \* Airway-Breathing-Circulation (ABC)/Bleeding
  - \* obvious deformities
  - \* primary complaints

##### Training Requirements -

1. CPR, Basic First Aid, Advanced First Aid, First Responder, and EMT training are available throughout the state. The completion of American and/or International Red Cross courses or other recognized medical training schools or classes will be the basis for determining the level of medical expertise of SARDOC members.
2. EMT's should consider purchasing their own professional liability insurance, especially if offering EMT services for a fee.
3. All members should attend wilderness emergency medical care classes whenever possible.

##### Required Equipment -

The following equipment or its equivalent is required.

- \* Assorted sterile dressings (large and small)
- \* Soft roller bandages
- \* Chemical cold pack
- \* Triangular bandages
- \* Scissors
- \* Wound Antiseptic
- \* Moleskin or Molefoam
- \* Lanacaine or Cortacaine
- \* Eye solution
- \* 1 in. roll adhesive tape
- \* Petroleum jelly
- \* Tincture of Benzoin
- \* Tweezers
- \* Needle
- \* 3 Large safety pins
- \* Single edge razor blade
- \* Band-Aids

\* Butterfly bandages

4.1.2 Medical References -

Guideline:

1. Recommended references include:

Mountaineering First Aid (5th edition) by Dick Mitchell

5.0 EQUIPMENT POLICIES AND PROCEDURES

5.1 Search Equipment

5.1.1 Equipment -

Search equipment is considered to be all personal and SARDOC owned equipment used in SAR missions and practices. It does not include vehicles or radio communication equipment covered in separate sections of these policies.

5.1.2 Eligibility and Authorization for Use -

SARDOC equipment may only be used for SAR missions, SARDOC practices and demonstrations.

5.1.3 Maintenance -

The SAR Dog Coordinator or a Standards Committee member is responsible for maintaining SARDOC owned search equipment. SARDOC members are responsible for maintaining personal equipment.

5.1.4 Location of Equipment -

SARDOC owned search equipment will be kept at whatever location the SAR Dog Coordinator shall see fit to designate as convenient and appropriate.

5.2 Use of Private Vehicles on SARDOC Activities

5.2.1 Members will use their own vehicles or make their own arrangements while on SARDOC activities.

5.2.2 Vehicle damage, personal or passenger injury, and traffic violations are the responsibility of the owner/operator.

5.2.3 Seat belts shall be provided for and worn by everyone while on SARDOC activities when possible.

5.2.4 SARDOC is not to be used as an excuse for any accident or traffic violation. No private vehicle is authorized to violate traffic laws while on SARDOC activities.

5.2.5 The cost of fuel may be shared with passengers, but no profit is to be made.

5.2.6 Executive Board of Directors and the local County Sheriff's Department approval is required before any member's private vehicle may be fitted with lights and siren.

5.3 Radio Communication Equipment

5.3.1 Types of Devices -

Definition: Base stations, vehicle radios, hand held radios, and pagers owned or operated by SARDOC and/or its members are governed by these policies.

5.3.2 Radio Frequencies -

Definition: The frequencies covered by the policies of this document are those frequencies whose specific use have been granted to SARDOC by the FCC through their licensing authority and those frequencies whose use and limitations have been specifically authorized in writing to SARDOC by a holder of an FCC radio communications license.

Guidelines:

1. Authorizations for use of non-SARDOC licensed frequencies will be made in writing to SARDOC. The grantee shall notify the Executive Board in writing of any non-SARDOC licensed frequency that he/she has been authorized to use on behalf of SARDOC or during the execution of SARDOC duties. All correspondence shall include the make, model, serial number, output power and duration of use for each authorized device.
2. Individual members of SARDOC who wish to own and operate a personal radio must submit a letter to the Executive Board requesting authorization for use of specific frequencies. If the frequencies are not included on the SARDOC FCC license, where appropriate, the Executive Board will attempt to obtain authorization for use of those frequencies through the proper channels.
3. All members operating radio equipment on behalf of SARDOC will attend SARDOC approved radio communications training.
4. During search emergency situations the SAR Dog Coordinator or Standards Committee member may authorize the use of SARDOC authorized frequencies by field personnel under his/her authority.

5.3.3 Vehicle Radio -

Definition: Radio owned or operated by SARDOC or its members that is operated from a vehicle and whose power exceeds 10 watts.

Guideline:

1. Only SARDOC members who have received written permission from SARDOC's Executive Board are authorized to purchase and/or operate a vehicle radio using SARDOC frequencies. The number of authorized vehicle radios will be limited to the FCC SARDOC licensed levels. Priority will be given to vehicle radios owned by SARDOC and to radios used for SAR work that are not eligible for licensing through another agency.

5.3.4 Hand-held Radio -

Definition: A radio owned or operated by SARDOC or its members whose power is less than or equal to 10 watts.

Guideline:

1. SARDOC members who have attended a SARDOC approved radio communications class, and hold SARDOC operational status are authorized to purchase and/or operate a hand-held radio using SARDOC licensed frequencies. The number of authorized radios will be limited to the number authorized by SARDOC's FCC license. Priority will be given to radios owned by SARDOC and to radios used for SAR work that are not eligible for licensing through another agency.

5.3.5 Pager -

Definition: A one way communications device owned and operated by or on behalf of SARDOC that provides signaling or information transfer by such means as tone, touch tone, tactile, optical readout, etc.

Guidelines:

1. SARDOC owned pagers will be assigned to the SARDOC Dispatcher and/or to Operational members by the SAR Dog Coordinator with approval of the Executive Board.
2. The use of non-team owned pagers is solely governed by arrangements made with the local Search and Rescue Team or Sheriff's Department. Frequency authorization must be obtained through the local agency.

#### 5.3.6 Restrictions -

In addition to any limitations outlined in other sections of this document, the use of SARDOC radio communications equipment will be limited as per any FCC or third party authorization agreements.

#### 5.3.7 SARDOC Member Eligibility and Authorization for Using SARDOC Radio Communications Equipment -

The SAR Dog Coordinator shall be responsible for authorizing the use of SARDOC radio communications equipment and maintaining the requirements of any FCC license or third party communication equipment use agreements. As a part of these responsibilities the SAR Dog Coordinator will maintain lists of SARDOC members who are eligible to use SARDOC owned or authorized radio communications equipment.

#### 5.3.8 Assignment of Radio Communication Identification (Call Signs) -

The SAR Dog Coordinator shall be responsible for assigning radio call signs that are used by SARDOC members to identify themselves to other radio operators. The assignment of these call signs shall not violate any limitations or restrictions that are imposed by agencies authorizing SARDOC to use radio frequencies.

##### Guidelines:

1. Radio call signs may be assigned to SARDOC members who have attained operational status (handler and field support).
2. SARDOC call signs will be prefaced by the designator "SARDOC" followed by a number. Numbers shall start serially with "1".

#### 5.3.9 Maintenance of Communication Equipment -

The SAR Dog Coordinator shall maintain a program of testing and maintenance for all SARDOC owned or operated radio communications equipment. The schedule for this program will be approved by the Executive Board and the budget for this program will be included in the SAR Dog Coordinator's budget.

##### Guidelines:

1. All repairs and routine maintenance of SARDOC owned radio communication equipment shall be done through the SAR Dog Coordinator.
2. Generally, vehicle radios will be tested and certified to be within tolerance once every five years or when the device is relocated to another location (vehicle). Hand held radios will be tested once every two years. The successful use of the above equipment in emergency situations will not be considered a valid test. All testing shall be done by a FCC licensed technician.
3. Pagers will be tested at least monthly at a fixed time each month. It will be the responsibility of the individual holding the pager to report any malfunctions to the SAR Dog Coordinator.
4. Member owned communication equipment is subject to these same requirements at the owner's expense.

## 6.0 MISSION RESPONSE POLICIES AND PROCEDURES

### 6.1 Reporting to Missions

6.1.1 No member is required to participate in any given mission.

#### 6.1.2 Reporting to a Mission -

SARDOC members reporting for a mission must log in with incident base so their presence is known and so they can receive an assignment. Members departing must log out with incident base. If the designated SAR Dog Field Team Leader leaves, leadership will be delegated to another qualified SARDOC member. In all responses one individual will represent the responding SARDOC members to the coordinating organization.

#### Guidelines:

1. SARDOC members will only call the Sheriff's Department dispatcher for information when the SARDOC dispatcher(s) is not available.
2. If a member must leave the mission early for any reason it is the responsibility of the member to notify the SAR Dog Field Team Leader and the Mission Leader in advance that he/she must be back by a given time. Transportation is then the responsibility of the member who is leaving early.

### 6.2 Mission Debriefing

#### 6.2.1 Debriefing -

A debriefing shall be held after each mission for the purpose of allowing all participating SARDOC members input into the analysis of the mission. This shall be a SARDOC debriefing not a total search debriefing. The debriefing will be held immediately following the mission (on scene) if possible, or no later than the next SARDOC quarterly meeting. The SAR Dog Field Team Leader is responsible for coordinating the debriefing.

#### Guideline:

1. A special debriefing session following disturbing missions that involve death or serious injury is recommended. The debriefing process would be facilitated by a community crisis and information center representative. The goal of this special debriefing would be to help SARDOC members come to grips with their emotions about the mission.

#### 6.2.2 Location of Debriefing -

Debriefings shall not be held in public places because mission particulars may be of a delicate nature and comments may be misunderstood by the public.

### 6.3 Response to Missions by SARDOC Members

6.3.1 Certified, operational handlers and support members may respond to missions at the request of their own SAR teams, of other agencies which contact them directly, or of the SARDOC dispatcher. They need not get the permission of the SARDOC Coordinator for responding in a capacity for which they are certified.

- 6.3.1.1 If an operational dog or handler sustains an injury requiring recovery time of one month or longer, the dog/handler team, after submitting a doctor's release, must be evaluated by a standards committee-approved member prior to fielding on missions.
- 6.3.1.2 If an operational dog/handler team has not trained with another SARDOC member for a period of longer than three months, the team must be evaluated by a standards committee-approved member prior to fielding on missions.
- 6.3.2 Certified handlers who wish to respond to a mission in a capacity for which they are NOT certified must get the permission of the SARDOC Coordinator before fielding themselves and their dogs. For example, a dog team certified in air scent which receives a request to do a water search must get the SARDOC Coordinator's permission to do so.
- 6.3.3 In rare instances, the SARDOC Coordinator may ask a non-certified dog team to respond to a mission. However, the concerns listed below must be considered before he/she does so. **ANY NON-CERTIFIED DOG TEAM WHO FIELD THEMSELVES WITHOUT OR AGAINST THE PERMISSION OF THE SARDOC COORDINATOR WILL BE SUBJECT TO DISCIPLINARY ACTION** as outlined under section 2.0 of these "Policies."

Considerations before sending a non-certified dog team on a mission:

- \* liability factor, for SARDOC and for the individual;
- \* the safety of the handlers, who themselves may not be field ready;
- \* the safety of team members on the mission who may have to take care of an inexperienced handler if he/she becomes injured in the field;
- \* the safety of the missing subject, particularly if a non-certified handler convinces search leaders that his/her dog has cleared a given area--and it turns out the subject WAS there;
- \* if an uncertified dog team passes itself off as being field ready, further efforts to contact a dog team that HAS proven its reliability may be suspended in the belief that fielding any dog is better than waiting for a certified team;
- \* the credibility of search dogs in general can be irreparably damaged if an uncertified dog team fields itself and then fails to perform effectively.

- 6.3.3.1 Handlers may appeal to SAR Dog Coordinator after passing the large area test to field in their own county for a period of up to two (2) months during which time the night test and multiple victim test will be given. If those two other tests are not passed within the two (2) months, the dog/handler team will no longer field until those tests are successfully completed.
- 6.3.4 Any SARDOC member who responds to a mission should assess their own state of physical and mental well-being before going.
- 6.3.5 Before leaving a mission to which multiple SARDOC teams responded, a decision should be made as to who will fill out a mission report form to submit to the SARDOC Coordinator.
- 6.4 SARDOC Dispatcher Protocol
- 6.4.1 The dispatcher shall keep his/her pager on at all times; if the dispatcher will be unavailable to receive requests for assistance, he/she will notify the SARDOC Coordinator to take over on-call status.
- 6.4.2 The SARDOC dispatcher shall keep a current list of certified handler/dog teams and support members and how they can be reached.
- 6.4.3 The SARDOC dispatcher will keep a log of every request for dog teams SARDOC receives, even if SARDOC is unable to fill the request or refers the agency to another dog team. The dispatcher shall also log number/type of dog teams requested, which SARDOC dog teams were contacted, which ones responded and the amount of time the teams spent at each mission. This information will be provided to the SARDOC Coordinator at the end of every year or upon request.

- 6.4.4 When the SARDOC dispatcher or Coordinator receives a request for dog teams, the acting dispatcher will move through the call list of operational handlers beginning with those teams who would have the quickest response time to the scene (based on their place of residence) and ending with those teams who would have the longest response time.
- 6.4.5 The SARDOC dispatcher will not send a dog team of a discipline other than the type requested without first consulting with the SARDOC Coordinator. For example, if the request is for water certified dogs and no water certified dogs are available, the dispatcher will consult with the Coordinator if he/she wishes to provide air scent dog teams to the requesting agency.
- 6.4.6 Operational handlers should advise the SARDOC dispatcher and/or Coordinator if they will be unavailable for missions for any length of time.
- 6.4.7 The SARDOC Coordinator should be advised any time an out-of-state request for dog teams is received, preferably before any teams respond.

7.0 RELATIONSHIP TO OTHER STATE AND VOLUNTEER ORGANIZATIONS

7.1 In The State of Colorado

SARDOC operates under the policies of the requesting agency and under the policies and guidelines established by SARDOC unless explicitly directed otherwise.

7.2 Outside The State of Colorado

Outside the State of Colorado, SARDOC operates under the policies of the requesting agency and under the policies and guidelines established by SARDOC unless explicitly directed otherwise. SARDOC Standards of Conduct and Responsibility will be maintained in all out of state missions or training exercises.

7.2.1 Team Representative -

For all missions in or out of the state of Colorado a qualified member will be designated as the SAR Dog Field Team Leader, and will act as SARDOC's representative to the requesting team's mission coordinator.

7.2.2 Equipment -

SARDOC equipment is available for out of state missions but not out of state training. A sufficient amount of equipment must remain within the state to fulfill the requirements of a mission.

## 8.0 SARDOC WEEKEND POLICIES

### 8.1 Purpose Of The SARDOC Weekend

SARDOC will hold formal training sessions to provide times and places for search and rescue dog teams to...

1. Train dog, dog handler, and field support members in various aspects of Search and Rescue.
2. Meet and exchange ideas, critique missions, plan the coordination of operations, and develop new concepts of search and rescue work with dogs.
3. Time must be allotted for a General Business meeting.

#### 8.1.1 Standards Committee Responsibilities -

##### Guidelines:

1. To plan a minimum of 4 formal training sessions per year and notify all members of the date and location at least twenty one (21) days in advance.
2. Designate a topic for each weekend.
3. Committee member(s) will be selected to organize the weekend or chair the committee organizing the weekend.
4. Committee members must attend 3/4 of the SARDOC formal training sessions per year.

##### Training Requirements -

1. SARDOC Weekends must incorporate aspects of training for both advanced and beginning dogs, handlers, and field support.
2. Training should focus on hands-on field training and may include limited classroom sessions.

#### 8.1.2 SARDOC Member's Responsibilities -

##### Guidelines:

1. Each SARDOC member will be required to participate in a minimum of 2 of the SARDOC Weekends (formal training sessions) per year which include business meetings. Members not able to participate in the formal SARDOC session must work with an operational team at least twice per session missed and will supply to the SAR Dog Coordinator a written description and evaluation of their training done during the time period to satisfy this requirement. This description must be signed by the operational handler(s) training with the team. An operational team which misses more than 2 of the formal SARDOC training sessions within a year may be subject to a review of its operational status by the Colorado SAR Dog Coordinator and/or the Standards Committee. In some cases certification cards may not be reissued.
2. Members should observe and critique each other in training.

## 8.2 Organization Of A SARDOC Weekend

### 8.2.1 Structure -

##### Guidelines:

1. An outline of the event to be held must be approved by the Executive Board of Directors.
2. All expenses must meet prior approval of the Executive Board of Directors.
3. SARDOC Weekends shall not be co-sponsored with any other organization - outside speakers and/or helpers may be brought in, but SARDOC will be the solo sponsor.

#### 8.2.2 Participation -

##### Guidelines:

1. Each SARDOC member is required to participate in a minimum of 2 of the SARDOC Weekends (formal training sessions) per year.
2. Any non-SARDOC individual interested in search and rescue work with dogs is welcome to attend any SARDOC Weekend but must sign a waiver from the hosting agency beforehand.
3. Any non-SARDOC individual interested in participating in a SARDOC Training must receive prior approval from the person coordinating the SARDOC Training.
4. Operational handler must work with another SARDOC member at least once every three months. If not, they must be evaluated by an operational SARDOC handler.

#### 8.3 Regional Conference and/or Special Functions

##### 8.3.1 Participation -

##### Guidelines:

1. SARDOC may choose to sponsor, co-sponsor and/or participate in regional conferences or special functions, but these shall be in addition to and not incorporated as any part of a SARDOC Weekend.

##### 8.3.2 Structure -

##### Guidelines:

1. An outline of the event to be held must be approved by the Executive Board of Directors.
2. All expenses must meet prior approval of the Executive Board of Directors.