



# **Search & Recovery K-9 Association of Victoria**

# **Standards Manual**



## Revision of Personnel Handbook

| Date        | Item Changed  | Notes |
|-------------|---|-------|
| Jan 2015    | Creation of the Standards   |       |
| 21 Aug 2019 | Removal of all things not Recovery related for K9 search.<br>Addition of Social Media, Call-out procedures and discipline |       |
| 23 Oct 2019 | formatting, editing and final revisions   |       |
| 27 Oct 2019 | All changes accepted and Approved   |       |
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## **1.0 Introduction**

The purpose of this document is to provide Search and Recovery K-9 Association of Victoria, Society (SARDAV) Members with information on expectations, and information on the progression of training and testing leading up to a search-ready team.

## **2.0 History**

In January 2015, SARDAV was registered with the Corporate Registry of the province of British Columbia under the Societies Act. SARDAV Society obtained CRA charitable status in October of 2015

Many of our members have belonged on various Search and Rescue/Recovery (SAR) teams and managed to come together for a common goal and philosophy to have highly skilled Handlers, K-9's, Field Technicians and Administrative Members. The team also wanted to include the local youths to create continuity of our group and to assist in youth development.

There were nine original members of SARDAV and the team has now grown to include 30 members and 27 K-9's.

In the Spring of 2019, the team changed the name from Rescue to Recovery, focusing on training and certifying human remains recovery K-9 and Handler teams as well as Field Technicians and administrative support members.

SARDAV would like to thank the Search and Rescue K-9 Association of Alberta for assisting with the startup of our group and Precision Search K-9 for all your valuable training information and guidance.

## **3.0 Mission Statement**

Our mission is to prepare and provide professionally trained, certified K-9 and Handler teams to assist in the recovery of human remains and provide answers when traditional tools have been exhausted.

## **4.0 Mandate**

SARDAV's primary mandate is to provide skilled and professionally trained K-9 and Handler teams that can be deployed for search and recovery purposes and to assist authorities/agencies when requested. To accomplish this, the team provides ongoing skill training necessary to meet specific standards and certifications.



## 5.0 Philosophy

Our philosophy is to assist authorities/tasking agencies, local SAR teams and families to find answers using highly skilled recovery K-9 and Handler teams.

SARDAV believes our value lies in ensuring that K-9 and Handler teams, and support tech members are trained in a proper and professional manner. To this end, SARDAV ensures that K-9 and Handler teams understand their value and their limitations as well as meet and exceed all Standards and requirements.

## 6.0 Objectives

Our objective is to train K-9 and Handler teams in the skills required for deployment throughout Vancouver Island, and elsewhere, during disasters or emergencies and to provide professional mutual support to local response teams to aid in the recovery of lost or missing persons.

Not all Handlers or K-9's are suited for SAR work in SARDAV. It is through team training and the SARDAV evaluation process that we determine if our members can serve the community by being part of the SARDAV team. During the 6 month internship program, interns will be evaluated by trainers and Directors to determine if they will be eligible for member status.

SARDAV Training Standards and Objectives from the attached annexes are the minimum level of performance that is required by SARDAV. It is important to remember that both K-9's and Handlers, plus technicians must be prepared to continue to train on an ongoing basis to maintain and develop their skills.

In addition to K-9 training, all members must achieve the objectives as laid out in the **Annex B: Personnel Handbook** by participating in weekly skills training. The skills acquired from this handbook will allow qualified members to be certified and participate in searches as a Field Technicians when needed. For K-9 Handlers, this would be expected to be completed within the first two years of joining SARDAV. Once ready, the Handler will apply to run through the Field Technicians Evaluation to test their skills.

Field Technicians who are not K-9 Handlers are expected to apply for the field evaluation within the first year and a half of joining the team.

Note - SARDAV members do not freelance or self-deploy; our teams only respond to official agencies and families deployment requests approved by team leadership.



## 6.1 Expected Outcomes

The Board of Directors ensures the following results are achieved:

- Train and certify volunteer Handlers and field support to team search and recovery standards
- Train and certify of K-9's in recovery profiles
- Provide certified volunteer Handler/K-9 teams and field support members that respond to public requests for assistance
- Provide assistance from our certified teams within our primary region defined as the Lower Vancouver Island Region of BC as well as our secondary region that includes the BC Mainland,
- Provide occasional assistance from our K-9/Handler teams-in-training based on the recommendation of the training team.
- Assist and support other regional search teams as requested.

## 7.0 Officer Positions for Board of Directors

Officers are elected by the voting membership for a term of one year with no restriction on the number of terms a position may be held. Officer positions are:

- **President** - oversees the business of the team, delegates tasks as required, oversees communications with all public and social media.
- **Vice President** - assists the President and assumes tasks delegated by President. Assists President with media/public communications and assumes the duties of President in when President is absent.
- **Secretary** - this can be a dual person position with one member in charge of all tasks. Secretary is responsible for preparing and filing minutes of meetings, sending meeting notices, preparing agendas, managing/filing documents, coordinating manual updates, booking meeting locations, organizing social media sites and such.
- **Director of Finance (Treasurer)** - oversees all financials, accounts, year ends, CRA, annual reporting and such
- **Director of K-9 Training** - oversees all K-9 training, develops and maintains standards, manages training aids
- **Director of Member Skill Training** - oversees all member skill training, develops and maintains standards, determines training equipment requirements
- **Director of Community Outreach** - fundraising and event coordination, oversees the activities of the committee leaders coordinating these tasks, develops relationships with sponsors and coordinates donor programs.



There are no Director at Large positions. Officer responsibilities are listed above and in the Bylaws. Officers must resign at the end of every AGM.

Members who want to run for positions at the AGM, must have been a member of SARDAV for a minimum of one year, assisted on a committee, and have a solid working knowledge of SARDAV.

At the AGM, members are to present a brief introduction to the team advising of your experience and training, what qualifications you will bring to the role, what you want to accomplish during your term and what benefits this role would be for you and the team. Directors must oversee committees as part of their role. The intent is to work with the committee leader and members overseeing their activities.

Interns cannot apply for Director positions.

## 7.1 Committees

To be a member of SARDAV means that, in addition to training self and K-9, each member must participate on a committee or major project (other than Directors who oversee various committee activities). Committees will be established at the AGM and include a team leader position. Committee members can define their committee's participation timelines. Each committee will be assisted by one Board Member who will be responsible for overseeing the committee. Committees will prepare a "road map" of expectations and responsibilities including timelines, goals and targets. Team leader and members in conjunction with Board Member will define committee positions and activities. All committees must work in conjunction with established team protocols.

### Two Committees Required:

- **May Training Conference Committee** – the two team trainer Directors oversee this committee. Their role is to oversee the committee and develop the training programs for the conference. They are NOT to organize the overall logistics of the conference. That is assigned to the committee members. A team leader will be chosen and members will be assigned positions. The team will prepare a Punch List of assignments, responsibilities and timelines. Roles will be defined so all members are clear as to expected outcomes and submissions. This committee works with Director(s) overseeing Communications regarding media messaging and methods (ie press releases, poster messaging), and also works in with Secretary(ies) regarding social media postings/messaging



- **Fundraising/Social Events Committee** – Director of Community Outreach oversees this committee. The Director works in conjunction with the Director of Finance and other Board Members. The Directors are NOT to organize the day to day activities of the committee. This responsibility is assigned to the committee members. A team leader will be chosen and members will be assigned positions. The team will prepare a Punch List of events, assignments, potential sponsors, responsibilities and timelines. Roles will be defined so all members are clear as to expected outcomes and submissions All interns must participate in this program. All public events and public/media/social media information will be preapproved by the Director(s) overseeing Communications regarding media messaging and methods (ie press releases, poster messaging), and also works in with Secretary(ies) regarding social media postings/messaging.

## 7.2 Meetings

Meetings will be guided by Robert's Rules of Order as determined by the meeting chair. This protocol provides order, consistency and clarity avoiding bias and unfairness accusations. As Board Members we want to ensure that meetings are fair, efficient, democratic and orderly. Following these protocols, all members be supported to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard.

Meeting agendas will be sent to members prior to general meetings.

Members must confirm or decline attendance at meetings A 'non-response" will be considered by the Board of Directors as an inactive member. Members are to make every effort to attend meetings as important decisions are made at meetings and duties and tasks need to be delegated and shared by all members.

## 8.0 Candidate and K-9 Criteria

### 8.1 Candidate Criteria

To join SARDAV and begin training, candidates must:

- be a minimum of 18 (eighteen) years of age, though a possible exception may be made for minors joining with participation of guardian or parent
- be in good physical condition.
- be willing to volunteer his/her time on deployments (this includes Handlers, K-9's and Field Technicians)



- Candidates agree to the **6 month Internship** requirements for prospective new members.
  - internship is six months in duration (minimum)
  - All potential interns must attend an initial intake/evaluation and the policies and protocols and team rules will be reviewed so all potential new interns clearly understand what they are enrolling into. Internships can be extended if Directors determine member requires more time.
  - New interns will sign a contract at the start of the six month probation period. In the contract, all terms will be clearly listed
  - 80 percent training attendance Van Island Members
  - 80 percent training by out of town members via video or telephone conversations. Out of town members must obtain weekly training objectives from trainers to make sure they are on track with training program. Facetime/WhatsApp from trainers for out of town members once per month (eg)
  - Interns are subject to dismissal at any time within six months with no “reasons given”, and dismissal will be determined solely at the discretion of the Board of Directors. There will be no voting, or negotiations.
  - Must meet mandatory training expectations
  - Mandatory fundraising and event participation
  - Contract will define expectations including targets and goals and expected outcomes
  - New interns (and members) agree to not discuss team business, team members and team activities with media or other news/social media organizations without pre-authorization of the BOD, due to liability considerations.
- have an appreciation of the outdoors.
- be willing to commit the time needed to train and work with K-9's.
- be willing to allow their K-9 to be evaluated for aptitude by senior SARDAV members. This evaluation assesses the K-9's level of sociability and its drives. The objective is to screen applicants with the view of accepting only those K-9's that exhibit the aptitudes expected by team trainers and are well suited to the work. No training is required to undergo evaluation. Evaluations are conducted as needed at the sole discretion of team trainers.
- participate in fundraising and public event activities in addition to training
- wear team uniform colours. SARDAV requires that team personnel wear the team uniform when attending training, searches or taking part in a public function on behalf of the organization. The team uniform consists of the red SARDAV shirts, black or dark grey pants, and will eventually include the SARDAV jacket. Currently, a red coloured jacket is preferred.

Your willingness and ability to follow instructions and to commit your efforts to SARDAV will help us determine if you have the qualities that we expect in all our members. We work for the victim; ego and personal objectives/agendas have no place in search and



rescue generally, nor in our organization specifically.

## 8.2 K-9 Pre-Selection Criteria

The SARDAV Director of K-9 Training will make the final determination as to the K-9's fitness.

- K-9 must have all required health vaccinations or titer certificates.
- K-9 will be in good physical condition and meet physical demands of search activities

## 8.3. K-9 Breed Selection

The SARDAV Director of K-9 Training will make the final determination as to the K-9's potential for placement on the team, as the risk and stress of SAR work can cause many problems in the K-9, the right selection is of the utmost importance.

- The K-9 selected for SAR work must have an excellent temperament, and have a strong desire to perform this type of training.
- The best K-9's for SAR work are ones that have a high drive and/or prey drive.
- The most common breeds used in SAR work come from the working, herding and sporting groups. Mixed breeds are also known to work well.
- The K-9 gender is not of any great importance, whether male or female, it is usually left up to the individual Handler to make that decision.
- K-9 must show no aggression towards people or other K-9's.
- K-9's with physical or mental disabilities will not be accepted on the team.
- K-9's that have done Schutzhund/IPO/French Ring Sport-style bite work, or general protection work will not be accepted.

## 9.0 Membership Obligations

SARDAV Members must:

- Provide their own K-9, unless they join as a Field Technician or administrative member.
- Cover any expenses incurred by them. SARDAV is a volunteer Association; any money raised goes towards training costs, equipment, running of the organization, and costs that occur while on a search. It is the responsibility of SARDAV Members to pay out of pocket expenses for themselves and their K-9 during training exercises.
- Have their K-9 enrolled in obedience classes. SARDAV expects all K-9's in its program to have successfully completed a SARDAV recognized obedience training program. Since SARDAV training days are mostly spent on search training, SARDAV encourages Handlers to take obedience classes from a reputable



instructor.

- Attend training sessions. It is the K-9 Handler's obligation to work their K-9 in between these sessions. SARDAV training sessions run every Sunday with the exception of statutory holiday weekends and a break in December.
- SARDAV will, on occasion, hold two-day or longer training sessions. SARDAV does not usually schedule training on weekdays or holidays. It is essential that Handlers work their K-9's in between those times of regular training sessions to give their K-9 the foundation and reinforcement needed. Attendance for training and any extra time required to learn skills also applies to Field Technicians.
- Ensure they obtain all the information distributed by SARDAV. If a member is not attending regular training sessions or not attending meetings, it is up to that member to ensure they are kept abreast of SARDAV happenings.
- Members must demonstrate an 80% training attendance / participation record to be qualified for call out/deployment.
- \*\*\*\*\*Out of town members are expected once per quarter to either visit Vancouver Island and participate in training, or else meet with the K9 trainer and Field Technicians instructor in a common location for a two day training cycle. \*\*\*\*\*
- keep up to date training log books on their training. Log sheets are to be provided to SARDAV upon request.. It is important to keep up to date training logs on the member's and K-9's lessons. This information is valuable when training to keep an eye on where mistakes may have been made in training, when/what corrections were made, and when training moved forward. At some point, training logs can also be requested by a court of law, if the Handler is requested to give testimony on their reputation/training and their K-9's reputation/training.
- Ensure they are properly outfitted for working outdoors on lower Vancouver Island. Working in all types of weather conditions better prepares the Handler / K-9 for the possibility of having to search in bad conditions. It is up to each member to be prepared for the likelihood of training or searching in the elements. See **Annex B:Personnel Handbook** for a list of recommended clothing and gear.
- Provide any necessary gear for training. All Handlers will need to provide leashes, collars, harnesses, etc. for their K-9 partner. As well, members must provide any equipment needed for training of Handler or Field Technician requirements; i.e., compass, light sources etc.
- Complete an accepted level of personal training in accordance with the **Annex B:Personnel Handbook**.
- Successfully complete the Field Technician Field Evaluation.

**No K-9/Handler team or Field Technicians will attend a formal search unless specifically called out by SARDAV.**



## 10. Categories of Membership

- Supporting Associate
- Field Technicians
- Associate
- Active
- Friends of SARDAV
- Associate for Life

**PLEASE BE AWARE THAT MEMBERSHIP IN OTHER SAR K-9 ORGANIZATIONS MAY NOT BE COMPATIBLE WITH SARDAV MEMBERSHIP BEYOND THE SARDAV SUPPORTING ASSOCIATE (REGULAR) OR Field Technicians LEVELS. QUESTIONS IN THIS REGARD MAY BE DIRECTED TO THE PRESIDENT.**

### 11.0 Call Out Procedures

Once SARDAV has been placed on notice that they are being called out (activated), the team will use the Incident Command System structure (ICS) from time of activation until the search has been stood down. Activation begins when you are advised you are a member of the search team, not when the actual search in the field begins.

All members will follow the ICS organization chart developed for the search underway. All communications and information will be passed to your immediate team leader following Chain of Command protocols as determined by the Incident Commander (IC). No member will speak with other teams, media or the victim's family without pre-authorization from SARDAV command. Members must ensure command is aware of and authorizes all communications **BEFORE** communication efforts are undertaken.

Members are required to follow all radio protocols following chain of command protocols and only use radio devices as directed by SARDAV command.

To be part of the call-out team, the member will need to have an 80% team training attendance, must have Field Technician certification and if member is a K-9 Handler, must have an Active Certified K-9. Exceptions can be determined by the K9 trainer and the training team.

### 11.1 FAMILY MEMBERS OF THE VICTIM

Common sense, compassion and good judgment should always be exercised when and if team members have occasion to become involved with the victim's family. Do not offer



false hope, or your opinions on what you think happened to the victim and how the search is being handled.

On most searches, the tasking agency in charge will act as a buffer between the family and the searchers. In some situations, our teams will have occasion to meet members of the family. You will be briefed by command, in advance, as to the expectations on how to interact with family members.

Focus on your job as a K-9 Handler, know what your role is, know how you plan to cover your search area and keep accurate notes and logs. You are qualified to answer questions about your role, and about your own and your K-9's training, capabilities and limitations.

We have found that the experience of having members of the family at the search site is stressful to our teams. SARDAV Board of Directors and the senior K-9 Handler on site will be tasked with taking a lead role in acting as a buffer between the family and the Handlers. Where possible and if necessary, municipal or agency Victim Services can be engaged to assist SARDAV teams with relations with the victim's family on site.

## 11.2 Debriefing Procedures

Immediately following each search incident, and when practical, a short debriefing will take place away from the search site for all team members involved in the incident. Within one week of the incident, a formal debriefing will take place with a facilitator. All team members involved in the search must attend this debriefing. SARDAV also maintains members who are trained in Critical Incident Stress Management (CISM) debriefing; all members are encouraged to make use of this expertise. Refer to **Annex B: Personnel Handbook** for more details.

## 12.0 Social Media

The following applies to all SARDAV members:

### 12.1 Definitions

- **Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- **Member:** Any member of SARDAV, regardless of membership status or category.
- **SAR Incident:** An incident, as defined in the ICS, where SARDAV has been deployed by a Tasking Agency.
- **Social Media:** A category of Internet based resources that integrate user generated content and user participation/collaboration. This includes, but is not limited to, blogs, social networking sites such as Pinterest, Facebook, MySpace,



LinkedIn, Twitter, Nixie, Flickr, YouTube, Wikipedia, Digg, Instagram, Google, and personal/special interest blogs.

- **Traditional Media** - newspaper, magazine, TV and Radio sources
- **Tasking Agency:** RCMP, Fire Service, EMBC, other SAR groups, as amended from time to time.

## 12.2 Use of Social Media by SARDAV

The Directors have two goals with respect to using social media formats:

- To foster relationships with other SAR teams and emergency services agencies
- To promote the team and its position in the community.

SARDAV encourages members to use social media to promote member volunteer efforts of the team. We want members to feel proud they volunteer with SARDAV, so we aim to provide the tools needed to successfully post SARDAV activities on social media. The following must be considered at all times:

- **Copyright** is straight forward, as we have to comply with copyright law especially when using third-party content.
- **Privacy** is key. Members must familiarize themselves with publishing/posting and disclosure requirements and know how to handle search and victim information
- **Confidentiality** refers to respecting SARDAV's internal information. Be aware of the ramifications and liabilities of disclosing information on social media that the organization considers private.

**Members are prohibited** from providing/posting any information through any type of Social Media or Traditional Media about any SAR incident where SARDAV has been tasked, regardless of **whether the SAR incident is ongoing or completed**. Disciplinary actions may be taken and those actions may include immediate dismissal from the team.

Members who have been tasked on a SAR Incident are prohibited from speaking to any media representatives about the incident, at any time, unless they have the express permission of the Incident Commander.

### **Members shall comply with the following rules when using Social Media:**

- All information representing SARDAV should come from easily identified "official" SARDAV accounts on each of the social media systems, and using SARDAV email addresses. Information shall not include any defamatory comments, photos that do not have permission of subjects to post, controversial comments that put SARDAV in a negative position, and such.
- No Member shall represent SARDAV in any social media format that is not an official SARDAV account, without the written authorization of the SARDAV Board of



Directors.

- Members and their actions shall be depicted in a manner consistent with a safe and professional SAR team, and be respectful to the public and the subjects we serve.

## SARDAV Social Media Assets

The following is a list of SARDAV social media accounts and systems, and their intended uses:

- **Twitter**
- **YouTube** – not currently in use
- **LinkedIn**
- **Facebook**

<https://www.facebook.com/VicK-9's/>

<https://www.facebook.com/groups/1511800299087754/>

Facebook is used to post links to articles, photos with captions, updates on team activities, announcements, public safety updates, and to allow public contact with the team. The team will also re-post certain links from partner agencies and provincial and federal emergency management agencies.

- **Google+** - not currently in use
- **CanadaHelps.org**

The team's primary online donation portal is CanadaHelps.org. While not necessarily a social media platform, it is an online system that identifies the team as a charitable organization and contains information about the team's activities and role in the community.

- **Instagram**
- **Gmail** – [infosardav@gmail.com](mailto:infosardav@gmail.com)

Main method within which the public and team communicates with the team. Also linked to all the social media sites.

- **Other accounts**

Other accounts can be created as systems evolve. The SARDAV Board of Directors is responsible for the creation and maintenance of these accounts. Accounts will be created to fit similar purposes as outlined in the goals section of this document.

## 12.3 Policy Breach

If a member contravenes this policy, they may be subject to discipline in accordance with SARDAV's bylaws.



## **13.0 Leave of Absence**

Leave of Absence requests must be submitted to the Board of Directors (BOD) in writing. The following considerations will apply:

- Leaves of Absence will be granted for a term of not more than one year for Active members, six months for all other membership levels, with the possibility of an extension upon written request to the Board of Directors.
- Active members on leave will not be called out on searches unless specially called by the BOD back to active duty.
- Members on Leaves of Absence forfeit any privileges provided by SARDAV, such as seminars, equipment funding, etc.
- Membership fees shall be waived during Leave of Absence.
- On return from a leave of absence, Active members will be on a three-month evaluation period and must successfully complete a callout evaluation before being reinstated for call outs.

## **14.0 Termination of Membership**

A member may terminate membership in SARDAV, at any time, by submitting a letter of resignation and or a verbal acknowledgment of termination of membership in SARDAV to the Board of Directors. The Board will acknowledge the resignation by letter.

Non-payment of dues will constitute resignation.

The BOD may ask any member to resign if the Directors have reasonable grounds to believe that the member is not meeting training requirements and/or is not functioning as a team member, and/or is treating their K-9 in a manner that the BOD believes in negligent or is harmful while participating in SARDAV activities and/or is damaging the reputation of SARDAV. Additionally, membership may be terminated if at least two-thirds of the voting members vote in favor of termination. Membership fees will not be refunded.

## **15.0 Finance**

### **15.1 Budget / Financials / CRA Status**

SARDAV has obtained Charitable Organization Status through Canada Revenue Agency (CRA), allowing tax receipts to be issued to eligible donors, following strict CRA guidelines. Charitable donation receipts must be issued and signed by a member of the SARDAV BOD.



Tax receipts will be issued for donations and other contributions at the time of the donation. Contributions in kind will be for cost of items or cost of services.

A financial statement is compiled following the end of the fiscal year (December 31).

## **15.2 Reimbursements of Members Attending Call Outs**

Active Team members who are called by the SARDAV Board of Directors to attend official searches shall be reimbursed for reasonable out-of-pocket expenses.

Reimbursement may originate with the tasking agency responsible for the search incident, or in some cases, by SARDAV itself. A SARDAV expense form shall be completed by each team for each call out, signed by the individual and by the Director responsible for the call out. Forms are available from the Director of Finance.

## **15.3. Funding**

Funding is obtained through membership fees, sale of commemorative items (t-shirts, pins, decals, ball caps etc.) and through donations from sponsors, organizations and individuals. SARDAV also runs fundraising events throughout the year. Our members organize our fundraisers without the assistance of outside paid fundraising organizations. All Active, Supporting Associate, Field Technicians, Associate and Intern members are expected to actively participate in fundraising as well as attend these events. As well, family and guests are invited to attend and participate.

## **16.0 Discipline**

SARDAV implements a three-step notification process for all disciplinary matters.

**STEP 1** Verbal Warning Notice by President

**STEP 2** Second warning in writing from Board of Directors

**STEP 3** Third and final notification in writing from BOD which may include termination and/or other disciplinary actions

Fragrant violations of Bylaws and/or Standards and/or egregious actions or behaviors that are staggeringly bad or obviously wrong and beyond any reasonable degree, may result in immediate membership termination and any or all options pursued that are available to SARDAV Society.



## 17.0 Supporting Associate

### 17.1 Details of SA Membership

- All K-9 Handlers must initially start at this level of membership.
- SARDAV uses a specific screening process for all new K-9 Handlers. The following requirements must be met:
  - Complete SARDAV application form and submit to SARDAV Director of Finance with annual fee.
  - Complete the Standards Manual Waiver
  - Complete the photo/social media waiver
- Once their application is received, members will be given access to the SARDAV Standards Manual and Annexes,
- Supporting Associate members are encouraged to attend weekly regular training sessions and SARDAV organized courses.
- Supporting Associate members are encouraged to start using the **Annex B: Personnel Handbook** as a guide to personal training.
- Members are required to undergo a Supporting Associate Evaluation after a minimum six month period of training and K-9's are a minimum of one year of age. Before the Supporting Associate K-9 / Handler move on to Associate Member training they must have passed the Supporting Associate Evaluation, and be recommended by the Director of K-9 Training and/or Co-Trainers.
- Each Supporting Associate is required to participate in the mandatory training courses as per Personnel Handbook. It is recommended that Supporting Associate successfully complete the following courses before moving up to the Associate Membership level:
  - Heart-saver or basic CPR
  - Standard First Aid Training
  - SARDAV Field Technicians Training

They may wish to further their training by taking optional courses (see optional courses).

### 17.2 Evaluation Criteria

The purpose of this outline is to describe the minimum performance standards for K-9's and Handlers who wish to advance to the Associate Member level of SARDAV.

The Supporting Associate is required to submit to this evaluation within a timely manner of acquiring their membership in SARDAV. K-9/Handler teams who do not satisfactorily complete the evaluation on two occasions will need to sit with the training team to see what can be done to increase the likelihood of successfully completing the evaluation.



### 17.3 K-9/Handler Obedience

The K-9, on leash, will be asked to demonstrate an obedience pattern, which will include the following exercises, not in any particular order:

- heeling on lead - the team will be asked to demonstrate a pattern showing a normal, fast and slow walk, commanding the K-9 to sit as required when halted.
- sit / stay and down / stay - the K-9 will be placed in either position and left on lead; the Handler will walk thirty paces from the K-9 and remain away from the K-9 for one minute.
- recall - the K-9 will be placed in either the sit or down position and left; the Handler will walk thirty paces away from the K-9 and call the K-9 to 'come'; the K-9 will return to the Handler and sit in front or at the Handlers side.

The K-9 / Handler team will be tested to determine the level of control the Handler has of the K-9 and also whether there is a bond and working cooperation existing between them.

### 17.4 K-9/Handler Transportation

The K-9 / Handler team will be evaluated on how they respond to being transported in a vehicle (truck, van) with other K-9 / Handler teams and Evaluator.

- The team to be tested will be placed in a vehicle with at least **two** other K-9/Handler teams (The Evaluator may be one of the other teams).
- The K-9 shall show no aggression or fear at any time during this exercise.
- At the conclusion of this transportation exercise, a person other than the K-9's Handler will lift the K-9 from the vehicle and walk the K-9 away at heel position.

The Evaluator will be observing the K-9 / Handler teams to see if there is any aggression towards the other teams in the vehicle or fear of being in a confined space. During their career, teams may be loaded into small spaces, back of trucks, helicopters or small aircraft to be transported to search locations. It is essential to determine beforehand how the K-9 reacts to the situation. They will also see how well the K-9 handles being lifted by a person other than its Handlers and led away. There may be an occasion when the K-9's Handler is injured or otherwise occupied, in which case the K-9 may have to be taken from the Handler and put somewhere safe. The K-9 must show acceptance to being taken from its Handler.



## 17.5 K-9/Handler Agility

The Agility evaluation consists of the K-9, upon direction and off leash, with complete control by the Handler, negotiating high jumps, crawling through a tunnel approximately 10 feet in length, negotiating a plank with which is three feet off the ground.

The equipment used may be man-made or objects in the environment that may replicate the agility testing criteria.

The K-9 / Handler team should move at a comfortable pace, with the K-9 under control:

- Jump 3 high jumps not to exceed the K-9's height at its withers.
- Crawl through a tunnel approximately 10 feet in length.
- Walk over a plank minimum of 3 feet above the ground, not exceeding 10 feet in length.

The agility exercises are evaluated on the control demonstrated by the Handler over the K-9, also by the K-9's ability to take direction through the various obstacles. K-9's must show flexibility and jumping ease to the Evaluator. If the K-9 refuses obstacles more than two times, a determination will be made as to the cause; i.e., lack of control of the K-9 by its Handler, lack of the physical ability to work in this field, etc. Agility is important since it is this ability that will take the K-9 and Handler through tough terrain or allow them to negotiate a disaster site or forest floor.

## 17.6 K-9/Handler Article Search

Using appropriate search strategy, the K-9 / Handler team will demonstrate the K-9's ability to locate and alert on three small-to-medium sized articles placed at random on the ground. They will be required to locate articles that have human remains related scent on them. (See below for examples of the types of articles)

**This test is rated Pass or Fail.**

## 17.7 Evaluation Location

Field of mixed grasses.

## 17.8 Evaluation Area Size

Approximately 100 feet by 100 feet or 30 metres by 30 metres. The corner boundaries of the area must be flagged.



## **17.9 Articles:**

Three articles ranging in size from small to medium that may be of such materials as cloth, metal, plastic, wood or leather; the articles shall be randomly placed and will have human remains related scent on them.

The articles will be placed by the SARDAV Evaluator or his / her designate a minimum of 30 minutes and not more than 60 minutes prior to the beginning of the test.

**Time Limit:** 20 minutes.

### **17.10 Evaluator**

One Evaluator is required who shall be a SARDAV Trainer/Co-Trainer or a SARDAV Active member.

Evaluators will be aware of the location of the test articles. Evaluators may follow K-9/Handler team through the search area.

The Evaluator will be assessing the K-9's ability to source out the articles under a controlled situation, and give its trained alert.

The Evaluator will also assess the Handler's ability to read the K-9, and how the Handler conducts a search of the area.

**A passing grade will be awarded if the following criteria are met satisfactorily**

### **17.11 Handler**

Evaluation Criteria is as follows:

- Before the test begins, the Handler will inform the Evaluator of how the K-9 will alert to the articles (i.e., down, sit, stand over them, and/or bark).
- The team may start from any side of the area.
- Handlers may enter the search area.
- The Handler may give as many verbal commands and as much encouragement to the K-9 as he/she deems necessary.
- The Handler is not permitted to cue the K-9's alert.
- When the K-9 has located each article, the Handler will inform the Evaluator. The items may be picked up by the Evaluator or an assistant as they are located by the K-9.
- The Handler may restart the K-9 as often as required within the 20 minute time



period.

- Handlers should demonstrate that they have an understanding of search strategy by using the wind to their advantage, and by properly clearing the designated search area.

## 17.12 K-9

Evaluation Criteria is as follows:

- The K-9 must show its independent trained alert on the articles located.
- The K-9 must locate and alert on 2 out of 3 articles to receive a passing grade.
- The K-9 is required to work the majority of the time approximately 6 metres away from the Handler.
- Any K-9 who consistently refuses to obey its Handler's commands; or who leaves the test zone for more than two minutes and cannot be readily redirected by its Handler; or ignores placed articles; or does not perform the described alert will be failed.

## 18.0 Field Technicians

### 18.1 Details of Membership

**This membership category applies to those who wish to participate fully but without a K-9**

- All new Field Technicians candidates start at this level.
- SARDAV uses a specific screening process for all new Field Technicians. The following requirements must be met:
- Complete SARDAV application form and submit to SARDAV treasurer the annual fee
- Complete the waiver for the standards manual
- Complete the waiver for the social media policy
- Once their application is received and approved, the member will be given access to the SARDAV Standards Manual,

Field Technicians are encouraged to attend SARDAV organized courses. Field Technicians are encouraged to attend training regularly. They offer important assistance to the K-9 Handlers. In training, they will be asked to perform the following duties, depending on the search profile:

- **Wilderness/Urban Search Profile** - Act as a backup for the wilderness/urban K-9 team to help navigate, man track, search, offer search strategies, operate the radio and in case of emergencies, aid in performing first aid.



- **Disaster Profile (or training exercise if appropriate equipment)** - mark areas of indication by the K-9 during disaster search exercises, operate the radio and in case of emergencies, aid in performing first aid.

Before a field evaluation, the Field Technicians must:

- Complete their six month probation period.
- Complete the training criteria as per Annex B:Personnel Handbook.

Before a Field Technicians may move up to the Call-Out Team, they must:

- Have completed their six month probation period.
- Have passed the Field Technicians Evaluation.

It is important that the Field Technicians train with the K-9/Handler teams to have an understanding how the K-9 resource works. The training for the Field Technicians includes courses, understanding the K-9/Handler team, navigation, survival/safety skills, communication and search & rescue basics. See Personnel Handbook for more details, which entail the Wilderness/Urban Search. They may wish to further their training by taking additional related courses (see optional courses)

## 18.2 Evaluation Criteria

The purpose of this outline is to briefly describe how a Field Technician will be evaluated when they wish to advance to the Call Out status level of SARDAV. This advancement is anticipated within one and a half years of acquiring their membership into SARDAV.

Details of what is expected can be found in the Personnel Handbook.

- Field Technicians must demonstrate during normal team training that they are comfortable working with all of the team K-9's and all the members.
- All mandatory courses must be completed.
- Their Personnel Handbook must be completed, signed off by a qualified trainer, submitted and accepted by the Director of Training.
- They must pass the Field Technician Field Evaluation. Any Field Technician who does not satisfactorily complete the evaluation on two occasions will not be permitted to attempt the evaluation again without further review by the Director of Training and other qualified trainers.
- Existing SARDAV members may challenge the Field Technician Field Evaluation and act as Field Technicians if:
  - They are already an Active member and meet the criteria.



- They meet the criteria but have a K-9 in training.
- They no longer have a K-9 working and meet the criteria.

## **19.0 Associate**

### **19.1 Details of this Membership**

Associate Membership Criteria is as follows:

- K-9 / Handler team must have passed the Supporting Associate Evaluation
- It is recommended that the K-9 be a minimum of one year of age
- Must have completed and maintained current CPR / Standard First Aid
- Associate Members are entitled to attend any courses conducted and funded by the organization. See optional courses
- May attend any SARDAV promotional events (tradeshows, Preventive SAR education) with their K-9
- May Attend SARDAV Funded courses
- Must maintain training log on SARDAV forms, or equivalent
- Associate Members must attend and document training sessions with other SARDAV team members during the course of a year. This attendance level must be sustained each year
- Associate Members must attend two weekend sessions per year if they are offered
- It is suggested that Associate Members from locations off of Vancouver Island attend regular scheduled practice sessions at least once a quarter if possible. But will need to be in contact with the trainer on a regular basis and will to send in video of training sessions.
- An Associate Member must have passed their Field Technician Evaluation prior to submitting to an internal search profile evaluation

### **19.2 Evaluation Criteria**

The purpose of this outline is to describe the minimum performance standards for K-9's and Handlers who wish to advance to the Active Member level of SARDAV.

Associate members are encouraged to attempt an evaluation within 24 months of acquiring their membership into SARDAV. K-9 / Handler teams who do not satisfactorily complete the chosen evaluation on two occasions will not be permitted to attempt the evaluation again without further review by the Director of K-9 Training and a Co-Trainer.

Associate Members will produce their training logs on evaluation day illustrating previous training under a variety of conditions.



### **19.3 Human Remains Detection (HRD) Search**

As in the case of many other SAR disciplines, HRD search K-9s provide an additional resource to the search and recovery effort. K-9's can be an effective tool but should not be considered the only tool at the SAR manager's disposal. The teams have located human remains buried, portions of dismembered bodies and skeletal remains missed by grid searchers.

As with other SAR K-9 profiles, the K-9 must be under control. It is necessary that K-9's working under this profile be highly focused with strong concentration of the task at hand. HRD K-9's work in a slow and methodical way, grid searching every inch of an area to locate the smallest scent source. When a K-9 alerts on a scent source, a second K-9 is dispatched to honor the alert. All indications are documented in order to contribute to the overall search effort.

Since actual HRD searches may be of criminal nature and a court appearance could result, all Handlers must keep up-to-date log books on their team's training. These logs must be provided prior to testing.

This search K-9 profile takes a dedicated team since it requires many months of training and proofing to produce a reliable HRD K-9.

On-going training is required with formal evaluations occurring throughout each season. The overall aim is to encourage a continuous process throughout the K-9/Handler's career in human remains detection. This on-going process is designed to develop the team through training and through evaluations, in contrast to a team training for a 'test' that occurs once a year.

### **19.4 HRD Handlers**

HRD Handler Evaluation Criteria is as follows:

- Handlers must be in full ready SAR gear suitable for the environment. Handlers must be in good physical condition.
- Handlers must identify to Evaluators how their K-9 will alert on recovery material. Handlers must identify to Evaluators how they will work each search segment.
- They must also explain when and why changes may be needed during the evaluation.
- Handlers will be briefed on their search segments, just as during a real search. They will be expected to document the briefing as well as their search segments.
- When clues or recovery material are found they will radio in locations and document.
- Handlers will be expected to fill out search reports at the end of their evaluation.



## 19.5 HRD K-9's

HRD K-9 Evaluation Criteria is as follows:

- K-9's must have on their search gear suitable for the environment of the test. K-9's should be in good physical condition.
- K-9's will be required to give their trained alert, on recovery material as identified by their Handler.

## 19.6 Area Search

- K-9's will be required to give their trained alert (primary and secondary), on all scent sources located. The Handler will tell the Evaluators what the K-9's trained alert is, prior to the beginning of the test.
- Handlers are required to submit a detailed search report at the end of the evaluation.

## 19.7 Evaluation Area

Evaluation Criteria is as follows:

- There will be four evaluation areas that may consist of a mixture of bush, field and an urban setting (rubble, buildings, and vehicles).
- Each of the evaluation areas should be a minimum of 12 metres by 12 metres (approximately 40 feet by 40 feet) up to a maximum of 18 metres by 18 metres (approximately 60 feet by 60 feet)
- In three of the areas, two to three scent sources of cadaver type material shall be placed on the ground, open and exposed, or covered by not more than 0.15 metre of debris (approximately 0.5 feet), or hanging not more than 1.8 metres (approximately 6 feet) off the ground.
- One area shall be a negative area consisting of no purposely placed scent sources.

## 19.8 Scent Sources

Sources will consist of Human remains-type material.

Depending on the conditions of the evaluation and type of scent source, scent sources will be placed in each area 30 to 60 minutes prior to testing.



## 19.9 Distractions

- Scent distractions may be placed in any or all of the four areas.
- Distractions of animal remains and or clothing must be placed a minimum of 30 to 60 minutes prior to testing.
- Other distractions may be workers and or other K-9's working nearby.
- It is to be taken into consideration that the evaluation areas may already hold scent distractions.

## 19.10 Evaluators

Two Evaluators are required for the evaluation.

- SARDAV Trainer, Co-Trainer, or designated by the Trainer an Active member qualified in HRD profile.
- Evaluators are to follow the K-9/Handler team on their search evaluation to effectively evaluate the team. The Evaluators are given evaluation cards on which to indicate the K-9 /Handlers performance.
- Both Evaluators must know ahead of time where scent sources and purposely placed distractions are hidden.
- If the scenting conditions at the time of the evaluation deteriorate, it will be at the Evaluators' discretion to make the call of continuing or closing the evaluation and continuing at a later date or when conditions improve.

## 19.11 Evaluation time

Since conditions may vary from one search to the next, depending on wind, weather or terrain, the minimum required time for this evaluation **is one hour with a maximum of two hours for completion.** The K-9 / Handler team may take reasonable breaks in between search areas.

## 19.12 Evaluation System

- The Team is evaluated on each aspect of the assessment card
- See **Annex 2 Part 1 and 2 HRD Marking Card/Obedience/Agility**
- Assessment categories range from 1-5 with 1 being unacceptable to 5 being excellent. For missed subjects, clues or other, letters will be used with explanation of what each letter stands for.
- A combination of letters and numbers may be used.

If the K-9 team performs poorly by receiving more than 3 marks of 3 or below for any aspects of the search process, they will not be passed by the Evaluators.



Handlers who do not receive sufficient evaluation marks are encouraged to reevaluate at a later date.

**Note:**

- The K-9 must alert on a minimum of **ONE** scent source per positive search area.
- It is deemed a failure for a K-9 to false alert on any scent distractions.
- It is deemed a failure if K-9 consumes or physically destroys any scent source.

### **19.13.1 Wilderness Search**

The use of K-9's to locate persons who are lost or missing in rural and urban areas is of great value. As in any search training, both the K-9 and Handler must train and prepare themselves to avoid becoming a lost person as well.

Wilderness search is very tiring and both K-9 and Handler must be in good physical and mentally shape to permit them to work over long periods and over very rough terrain.

Each Handler must know his/hers K-9's indications and alerts and must be able to read them in a wide range of variable scent circumstances.

### **19.13.2 Urban Search**

Urban search, with a wide range of terrain from parks to city streets and buildings, it is not without its challenges. K-9's and Handlers have to deal with a multitude of distractions and potential dangers such as persons, loose K-9's or vehicles in the search area.

The K-9 works off lead and with guidance from its Handler, quarters the search zone.

Distractions may originate from other searchers being in the area, or animals. During urban searches, air scenting becomes more difficult; there is human scent just about everywhere, garbage, persons on the streets and in parks.

There are also other distractions such as animal wild/domestic.

### **19.14 Obedience**

Off leash, the K-9/Handler will be asked to demonstrate an obedience pattern, which will include the following exercises, not in any particular order:

- K-9 will heel at a walk, run, slow and drop in motion with K-9 returning to heel position on command by Handler.
- K-9 will perform sit & down signals from approx. 10 metres away (approximately 33 feet). Both voice and hand signals will be permitted.
- K-9 will be placed in a sit position with Handler approximately up to 30 metres



away (approximately 100 feet) and the K-9 will perform a drop on recall.

- Upon command, the K-9 will jump into an open truck box (or something similar); the Handler will leave the K-9 and go out of sight for five minutes.
- Emergency Stop - with the K-9 sitting at heel position, the K-9 will be sent away from the Handler. The Handler will, using command and /or signals, stop the K-9 while the K-9 is in motion. The K-9 may stay in any of the following positions, down, sit or stand. The Handler will then give an alternate command and or signal for the K-9 to come. When the K-9 is half way back to the Handler, the Handler will command and or signal the K-9 to stay. After a completed stay at the midway point, the Handler will recall the K-9, using command and or signal to a front or heel position. The K-9 may not move more than one body length of the K-9's after the stay command is given each time.

The Evaluators will be looking for the control of the K-9 by the Handler while it is off leash and K-9's attentiveness to its Handler and quickness to respond to commands. The out-of-sight stay will demonstrate the K-9's confidence level while away from its Handler.

## **19.15 Agility**

The K-9 will perform the following agility exercises off leash and in a controlled manner by its Handler. The equipment used may be man-made or objects in the environment that may replicate the agility testing criteria:

- K-9 will jump over a high jump (not to exceed the K-9's height at the withers) and over two barrel jumps.
- K-9 will negotiate a plank approximately four feet high off the ground, walk the plank of a ten foot length, then jump onto a platform stay for a count of 5, then jump onto the ground.

The Evaluators will be evaluating the K-9's performance of physical ability as well as control of the K-9 by the Handler.

## **20.0 Active**

### **20.1 Details of Membership**

- This applies to
  - K-9/Handler team having achieved Associate Membership.
  - K-9/Handler team having achieved a level of training as prescribed by SARDAV under their Training Standards and Personnel Handbook,
  - Members who have proven equivalent training from other outside sources



may be considered for Active membership.

- New Active level K-9/Handler memberships must submit to an Active Accreditation evaluation, involving an outside agency, in order to be placed on the call out list
- May attend SARDAV funded courses. See optional courses.
- Active members are expected to be continuously participating in training and, to participate in any and all activities of the Association (training sessions, meetings, fundraising activities etc.), to a minimum of 80% for Call-Outs
- May attend any SARDAV promotional events (Tradeshows, preventive SAR education) with their K-9.
- Active members will receive a black SARDAV SAR-K-9 Handler shirt and crests.
- Active members will be expected to be available for searches
- Active members must keep accurate training logs.
- Active K-9 Handlers should expect to be re-evaluated from one of the Active Plus evaluations every year.
- Active members must attend two all day sessions per year if they are offered.
- Active members normally will be working with K-9's that have passed the SARDAV training standards associated with Active Level membership; however, it is recognized that K-9's will eventually be retired from active service.
- Providing an Active Member continues to participate in training sessions regularly, their membership status remains unchanged.
- Active members normally expect to begin training another K-9 and special privileges will be given to that Handler and their young K-9.
- Any active member may at any time attend training sessions with their young K-9. They will be expected to train for and successfully complete the same evaluations as all other young K-9's in SARDAV. The objective of this special privilege is to recognize that an Active Member Handler has experience with training and working a SAR K-9 and therefore they should be permitted the opportunity to accelerate training by bringing their young to training, from the very beginning.
- Active members must never participate on a search unless called out by the SARDAV team.
- Active team members must respond to **50 percent of eligible search call outs in each calendar year**. Failure to do so will result in a membership review by the SARDAV Board of Directors.
- Active members will receive a search K-9 vest, cost shared with SARDAV (50/50) (for future implementation).
- Active members are expected to keep current first aid qualification to the St. John's Ambulance Standard level (with CPR level A) or other recognized organization equivalent.

## 20.2 Accreditation

**Important Note:** So that SARDAV maintains high standards, on-going training and



accreditations ensure that Active members on the Call-Out list maintain their search readiness.

The evaluation process is designed to test the Handler on search tactics, clue awareness, understanding of their own and their K-9's abilities and performance. The use of SAR K-9 teams is of little value if the teams don't maintain their training. The objective of this evaluation is to give the Handler an indication of where their strengths and weaknesses lie.

**Evaluations will be conducted by a SARDAV Trainer and by one of the following: certified K9 Evaluator; by a search manager from one of the local police agencies, National Parks Service, USAR groups, Fire, RCMP or one of the ground search groups in the province of BC.**

**Records will be kept by the SARDAV Secretary Director as to which teams require evaluation.**

## **20.3 Handlers**

- Handlers must be on the Active member list.
- Handlers must have obtained the mandatory courses needed for the profile they are testing in.
- Handlers must be in full ready SAR gear suitable for the environment of the evaluation.
- Handlers must be in good physical condition.
- Handlers must identify to Evaluators how their K-9 will alert on both clues and victims.
- Handlers must identify to Evaluators how they will work each search segment. They must also explain when and why changes may be needed during the evaluation.
- Handlers will be briefed on their search segments, just as during a real search. They will be expected to document the briefing as well as their search segments. When clues or victims are found they will radio in locations and document.
- Handlers will be expected to fill out search reports at the end of their evaluation.

## **20.4 K-9's**

- K-9's must be on the Active members list.
- K-9's must have on their search gear suitable for the environment of the evaluation.
- K-9's should be in good physical condition





## 20.5 Area Search

- K-9's will be required to give their trained alert (primary and secondary), on all scent sources located. The Handler will tell the Evaluators what the K-9's trained alert is, prior to the beginning of the test.
- Handlers are required to submit a detailed search report at the end of the evaluation.

## 20.6 Evaluation Area

- There will be three evaluation areas that may consist of a mixture of bush, field and an urban setting (rubble, buildings, and vehicles).
- Each of the evaluation areas should be a minimum of 18 metres by 18 metres (approximately 60 feet by 60 feet) up to a maximum of 30 metres by 30 metres (approximately 100 feet by 100 feet).
- In two of the areas two to three scent sources of cadaver type material shall be placed on the ground, open and exposed, or covered by not more than three feet of loose debris, or hanging not more than six feet off the ground.
- One area shall be a negative area consisting of no purposely placed scent sources.

## 20.7 Scent Sources

Depending on conditions of the evaluation and type of \*scent source, scent sources will be placed in each area 30 to 60 minutes prior to testing.

\*Human remains-type material.

## 20.8 Distractions

- Scent distractions may be placed in any or all of the three areas.
- Distractions of animal remains and or clothing must be placed a minimum of 30 to 60 minutes prior to testing.
- Other distractions may be workers and or other K-9's working nearby.
- It is to be taken into consideration that the evaluation areas may already hold scent distractions.

## 20.9 Evaluators

- Two Evaluators are required for the evaluation. One Evaluator must be a non-SARDAV member.
- One Evaluator must be a SARDAV Trainer, or designated by the Trainer a Co-



trainer, or Active member who is qualified in HRD profile. The second Evaluator may be a recognized SAR Manager or Agency personnel.

- Evaluators are to follow the K-9/Handler team on their search evaluation to effectively evaluate the team. The Evaluators are given evaluation cards on which to indicate the K-9 /Handlers performance.
- Both Evaluators must know ahead of time where scent sources and purposely placed distractions are hidden.
- If the scenting conditions at the time of the evaluation deteriorate, it will be at the Evaluators' discretion to make the call of continuing or closing the evaluation and continuing at a later date or when conditions improve.

## 20.10 Evaluation Time

Since conditions may vary from one search to the next, depending on wind, weather or terrain, the minimum required time for this evaluation is one hour with a maximum of 1.5 hours for completion. The K-9 / Handler team may take reasonable breaks in between search areas.

## 20.11 Evaluation System

The Team is evaluated on each aspect listed on the assessment card. See **Annex C Part 3 HRD Marking Card.**

- Assessment categories range from 1-5 with 1 being unacceptable to 5 being excellent.
- For missed subjects, clues or other, letters will be used with explanation of what each letter stands for.
- A combination of letters and numbers may be used.

If the K-9 team performs poorly by receiving more than 3 marks of 3 or below for any aspects of the search process they will not be passed by the Evaluators.

Handlers who do not receive sufficient evaluation marks are encouraged to reevaluate at a later date.

### Notes:

- The K-9 must alert on a minimum of two scent source per positive search area. It is deemed a failure for a K-9 to false alert on any scent distractions.
- It is deemed a failure if K-9 consumes or physically destroys any scent source.

## 20.12 Obedience

Off leash, the K-9/Handler will be asked to demonstrate an obedience pattern, which will



include the following exercises, not in any particular order:

- K-9 will heel at a walk, run, slow and drop in motion with K-9 returning to heel position on command by Handler.
- K-9 will perform sit & down signals from approx. 10 metres away (approximately 33 feet). Both voice and hand signals will be permitted.
- K-9 will be placed in a sit position with Handler approximately up to 30 metres away (approximately 100 feet) will perform a drop on recall.
- Upon command, the K-9 will jump into an open truck box(or something similar); the Handler will leave the K-9 and go out of sight for five minutes.
- Emergency Stop - with the K-9 sitting at heel position, the K-9 will be sent away from the Handler. The Handler will, using command and /or signals, stop the K-9 while the K-9 is in motion. The K-9 may stay in any of the following positions, down, sit or stand. The Handler will then give an alternate command and or signal for the K-9 to come. When the K-9 is half way back to the Handler, the Handler will command and or signal the K-9 to stay. After a completed stay at the midway point, the Handler will recall the K-9, using command and or signal to a front or heel position. The K-9 may not move more than one body length of the K-9's after the stay command is given each time.

The Evaluators will be looking for the control of the K-9 by the Handler while it is off leash and K-9's attentiveness to its Handler and quickness to respond to commands.

The out-of-sight stay will demonstrate the K-9's confidence level while away from its Handler.

## 20.13 Agility

The K-9 will perform the following agility exercises off leash and in a controlled manner by its Handler. The equipment used may be man-made or objects in the environment that may replicate the agility testing criteria:

- K-9 will jump over a high jump (not to exceed the K-9's height at the withers) and over two barrel jumps.
- K-9 will negotiate a plank approximately four feet high off the ground, walk the plank of a ten foot length, then jump onto a platform stay for a count of 5, then jump onto the ground.

Evaluators will be evaluating the K-9's performance of physical ability as well as control of the K-9 by the Handler.

**Note:** if the Handler/K-9 have passed the Agility and Obedience from the Associate Evaluation within 18 months of the Active Evaluation and both have maintained their training, then both scores from this level will stand for the Active Evaluation.



## 21.0 Active Plus (Advanced)

Only an Active team may apply for these Active Plus evaluations in lieu of the Active evaluations:

- Once the Active team have completed a 12 month cycle, maintain all training logs and 80% attendance rate.
- The Head Trainer or Director can choose what Evaluation will be completed one evaluation only per session
- Handler can request any evaluation out of the list below all distances, area sizes and timings may be altered. The Annex Evaluation sheets will be the true distances, area sizes and timings.
- All Annex Evaluation sheets be the preferred reference for the Active Plus Evaluations

### 21.1 Water Search – Shoreline Search

The K-9 and Handler will demonstrate the ability to locate scent source set out in a particular area. All will be 'blind' problems.

- The search area will be 200 metres along the shore line.
- The scent source will be set out at a distance of approximately 15 feet (5 metres) from shore at a depth of 6-12 feet (2-4 metres) and will be positioned up wind from the shore.
- Animal distractions may also be present.
- The scent source will be set out by boat so as to eliminate any human tracks in the shoreline area.
- The scent source will be set out 15 to 30 minutes prior to the K-9 starting the evaluation.
- The K-9 and Handler will not be permitted to observe the placing of the scent source.
- The Handler will be required to state how the search area will be covered and to describe the K-9's alert/indication of human scent. Indication of residual scent will also be described.
- Time available for the test will be found in the Annex Evaluation sheet.
- Two Evaluators will conduct the test - comprising a trained, experienced water search K-9 Handler and a SAR manager familiar with the use of canine resources.
- One Evaluator will accompany the Handler and the other will observe from a distance.

The team will pass if the K-9 alerts as predicted by the Handler on the scent source if it is present in the search area.



Excessive attention to or alert on distractions will result in failure of the test, as will false alerts.

## **21.2 Disaster Search**

There is significant risk involved in Disaster SAR for the Handler and their K-9. We must ensure that the teams are well trained and have the skills to save lives - including their own!

The term "Disaster K-9" refers to K-9's trained to locate persons who are trapped under various types of debris that may have been caused by Tornados, earthquakes, explosions, bombs, etc. As lives hang in the balance and are measured in minutes - not hours - the use of trained K-9's may greatly reduce the loss of lives.

A K-9 trained in disaster work must have a high degree of control and agility, combined with a desire to pursue a scent source under adverse conditions. Since these adverse conditions include working with many other personnel on site and with machines present and operating, the K-9's must be trained to stay focused on locating a victim. All K-9's trained in disaster work are trained in air scenting.

There are two types of K-9's utilized for disaster work, the Live Person Search K-9 and the Human Remains Detection (HRD) or Recovery K-9.

The Recovery K-9 is a K-9 that is trained for HRD only or cross trained in the Live Person Search profile. All K-9's that have the human remains detection profile and or training must test in the Disaster Search HRD profile.

For both Live Person Search and HRD K-9 teams, when one K-9's alerts on a victim, a second or third K-9 team is dispatched to honor the alert.

Since rubble work is considered the most difficult and dangerous area of SAR work, Handlers must have a realistic approach for both training and mission response.

During all training, the placement of the victim is vital to their safety, as well as the safety of the Handler and K-9. SARDAV's disaster training for Handlers is a series of courses to prepare them to make the choice for themselves and their K-9's on whether they attempt to work the disaster site, or whether it is too dangerous.

### **21.2.1 Evaluation Area**

- There will be an area of rubble type terrain. Each of the evaluation area should be a minimum of 18 metres by 18 metres (approximately 60 feet by 60 feet) up to a maximum of 30 metres by 30 metres (approximately 100 feet by 100 feet).



- The scent sources of cadaver type material shall be placed on the ground, open and exposed, or covered by not more than 1 metre (approximately 3 feet) of debris.

### 21.2.2 Scent Sources

- There may be up to three HRD scent sources\* hidden in the search area at one time.
- Depending on existing conditions of the evaluation and type of scent source, scent sources will be placed in each area 15 to 60 minutes prior to testing.

\*Human remains-type material.

### 21.2.3 Distractions

- Contaminants of clothing-type articles, food, animal(s) and a live victim will be placed in the search area.
- There may also be site workers and machinery to create simulations of a real search.
- All distractions will be placed 15 minutes to 24 hours prior to testing

### 21.2.4 Evaluators

- Two Evaluators are required for the evaluation
- One Evaluator must be an Active member, Trainer, or Co-trainer of SARDAV.
- The second Evaluator may be a recognized SAR Manager or Agency personnel.

**Note** - one Evaluator must be a non- SARDAV member.

Evaluators are to follow the K-9/Handler team on their search evaluation to effectively evaluate the team. The Evaluators are given evaluation cards on which to indicate the K-9 /Handlers performance. Both Evaluators must know ahead of time where scent sources, distractions and victims are hidden

### 21.2.5 Evaluation Time

Since conditions may vary from one search to the next, depending on wind, weather or terrain, the minimum required time for this evaluation is 45 minutes for completion.

**Note:** The K-9 must alert on a minimum of two scent source per search area. It is deemed a failure for a K-9 to false alert on any non-HRD scent distractions.

It is deemed a failure if K-9 consumes or physically destroys any scent source.



## 21.3 Building Search

- The K-9/Handler will search a building approximately 900 – 8000 sq. ft in size.
- There will be 2-3 medium to large scent sources placed within the building
- The K-9 will give a trained and recognizable and sustained alert upon locating HRD material as indicated by the Handler to the Evaluator/s prior to testing. The bark alert is the preferred alert for this profile.
- The Handler shall let the K-9 enter the building before themselves, giving the K-9 a chance to clear the room before them, they will also allow the K-9 to enter all rooms before them, the Evaluators are looking for out of site and the ability for the K-9 to work independently of the Handler.

The K-9 should show ease of working in a building and be able to source as close as possible to the hidden articles. Handlers will clearly outline to the Evaluator/s their search strategy.

Evaluators will be looking for how well the Handler works the search area and how they interpret their K-9's actions.

**Time Limit – One hour**

## 21.4 Trail/Path Evaluation

This evaluates the ability of the Handler/K-9 to locate and alert on HRD placed material:

- The length of the trail shall be approximately 300 metres to 500 metres in length (approximately 985 feet to 1640 feet)
- Shall be up to 2-3 HRD scent articles placed up to 3 metres (approximately 10 feet) of the edge of the trail
- The team can opt to search one side of the trail at a time or search both in one pass.
- Time will be 30 minutes to complete the trail.
- Evaluators will follow in behind of the Handler/K-9 team
- Other distractions may be placed along the trail including people, K-9's, animals, human food, etc. The environment may also contain a number of natural distractions.

## 22.0 Active Administrator

The role of the SARDAV Administrator includes but not limited to:

- Aid in Receiving calls and dispatch K-9 teams and field technicians for search incidents.
- If requested by a Tasking Agency and deployed by the SARDAV team, the AA may act as an aid to the SAR Management at command base only.



- Aid with preceptor duties.
- Take directions from the SARDAV Board of Directors.

The SARDAV Active Administrator may act at times as dispatch of call outs of active members for deployment on searches. As such, it is critical that this person has a good working relationship with all these members. Just as important, they will maintain an understanding of each member's strengths and weaknesses. Their involvement with members will maintain they obtain the knowledge about each member and K-9.

The SARDAV Active Administrator must have:

- Worked with the SARDAV organization a minimum of one year
- Management and leadership skills
- Public relation skills
- Obtained mandatory courses as specified in the Personnel Handbook
- Obtained any additional courses deemed necessary by the Board of Directors
- Attended searches with any SAR organization
- Good understanding of subject profiles
- Good analysis skills
- Excellent map reading skills

The SARDAV Active Administrator may receive the same SARDAV privileges as a Field Operational Active Member with the exception of:

- participation in field operational courses that are not relevant to working in a command post.
- receiving team clothing or equipment that is deemed necessary to work out in the field beyond command post.

## **23.0 Friend of SARDAV**

- Any new member who applies to join SARDAV and whose interests do not fall under the membership categories of Supporting Associate or Field Technicians may join under this category.
- Any member of SARDAV who is no longer a K-9 Handler or a Field Technicians person but would like to remain a member will be moved to the Friends of SARDAV level upon payment of the appropriate fee.



## 24.0 Member For Life

Details of Membership:

- Life Membership is an honor bestowed by the membership upon long- standing members of the organization who have made outstanding contributions to the development of the SARDAV. Must be approved by the Board of Directors.

## 25.0 Optional Course List

SARDAV encourages members to further their training by taking any courses that would further their SAR careers and aid in the improvement of SARDAV's personnel.

**Optional Courses:**

- **Track Aware** is a course designed to aid the searchers in identifying clues and footprints of possible lost persons. This course is available through SARDAV
- **Critical Incident Stress Management** lecture, a one-day briefing to provide SARDAV teams information on the stress they or a team mate might experience on or after a search
- **Alzheimer** lecture given with the aid of guest speakers, helps teams better understand an individual diagnosed with Alzheimers and their possible behavior when they happen to lose their way. This course is given through SARDAV.
- **Gas Detection and Confined Space** is a course designed to teach teams the hazards not just with a disaster incident but in many other environments. This course is held through SARDAV.
- **Structural Collapse Awareness** is a course designed to teach the safety aspect of searching buildings or like structures. This course is held through SARDAV.
- **Disaster Search Theory** aids disaster search teams in planning and working in the disaster element. This course is offered through SARDAV. It is mandatory for Disaster Search Profile only.
- **Sudden Death Investigation** is a course held through the Medical Examiner's office to give students a lesson in human death. This course is offered through SARDAV.
- **Swift Water Awareness** is a course designed to teach the safety when working around water. This course is given through JIBC
- **Wilderness Survival** is a part theory and part practical course to teach wilderness survival skills. The course may be held through the local SAR groups.