



Search and Rescue Dogs of Colorado

Policies Manual

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1. 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:

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 sent at least two weeks in advance by email.

1.2. Administrative action on behalf of SARDOC

1.2.1. Outside presentations by SARDOC members

The Director at Large shall give prior approval for any presentations about SARDOC and organize them when necessary.

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

Committees or individuals must have Executive Board (hereafter referred to as “the 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 without prior approval of the Board. However, group or individual purchases through Board 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 Board prior to submitting the request to the business.

All money income shall be included in SARDOC accounting. Earmarked moneys shall be spent for the stated purpose and the 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 Board approved expenses incurred in the normal functioning of the office. Examples of such would include long distance telephone calls, faxing, and mailing expenses.

SARDOC is in no way responsible for reimbursement to the general membership 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 Board will budget funds to reimburse SARDOC members, in full or in part, 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 SARDOC Weekend or in written form in a SARDOC newsletter.

When possible, the Training Director 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 by email at least two weeks before the registration deadline or when possible, at the 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 incurred 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 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 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 Board and in accordance, other than stated above, with Article V of the SARDOC Bylaws.

1.3.2. As a statewide and a regional organization, it is 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.

Guidelines:

1. The Editor will make reports to the Board 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 or emailed 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 Board 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. Members may place personal ads (i.e. clothing, equipment). A disclaimer will be added to any professional ads. All ads must be approved in advance by the Board.

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 Board. These keys may not be duplicated.

2. PERSONNEL POLICIES AND PROCEDURES

2.1. Team Identification

2.1.1. Identification Cards

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

Guidelines:

1. Identification Cards will be issued with an expiration date five years from the date of issue.
2. Identification Cards will include each person's status with SARDOC.
3. Should the member's status change before the card expires, 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 Board is prohibited.

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, or members who possess a current concealed weapons permit. Permission to carry weapons must be granted by Incident Commander.

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 of each year in order to vote in the annual election. If dues are not paid by December 31st, the member will be dropped from the membership list. After December 31st, a late fee of \$10 per month, or any part thereof, will be assessed. The member must appeal to the Board to rejoin.

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. Dog Team Airline Policy

In the event of a mission or training requiring travel by airline, the Dog Coordinator and Training Director will together consider all requests by certified personnel to fly with dogs in cabin. Certified Handlers and dogs will be granted permission barring any concerns about the dog's possible behavior. Non-operational dog teams whose handler is certified in Support will be considered on a case by case basis depending on the proximity of the team to certification. Dogs belonging to uncertified personnel will not fly in cabin. When permission has been granted, the Dog Coordinator will write a letter of recommendation for the dog handler to send or deliver to the appropriate airline.

2.2.8. 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 Dog Coordinator, the Training Director, or any member of the Standards Committee or a member of the Board.

2.3.2. Infractions in the Field

The Dog Coordinator will discuss infractions believed to have occurred in the field with the Standards Committee over email or at the next Standards Committee meeting. The

Standards Committee will decide on an action to be taken or if the matter should be brought before the Board with a recommendation.

2.3.3. Executive Board Actions

The 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 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 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 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 emailed the notice of suspension which will state the reasons for the Board's actions. Proof of emailing shall constitute service of notice. The next meeting of the 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, except in the event of a meeting to discuss personnel issues. Those meetings will be closed to all but the Board, the Standards Committee, and the individual involved.

3. 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 Command Post and received their assignment. 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 the handler 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. 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 Unit Leader and the Incident Commander or their appointee 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:

Every SARDOC member is expected to be able to perform a primary medical assessment which includes:

- scene safety, environmental threats to rescuer or patient
- Level of consciousness or unconsciousness
- Airway-Breathing-Circulation (ABC)/Bleeding
- obvious deformities
- primary complaints

Training Requirements

1. CPR, and Basic First Aid are the minimum requirements for certification and must be kept current in order to field. Advanced First Aid, First Responder, and EMT training are also available throughout the state. The completion of American Heart Association 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.

Recommended Equipment

The following equipment or its equivalent is recommended.

- 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
- Vet-wrap
- Butterfly bandages

4.1.2. Suggested Medical References-

- NOLS Wilderness First Aid
- Medicine for Mountaineering

5. EQUIPMENT POLICIES AND PROCEDURES

5.1. Search Equipment Equipment

Search equipment is considered to be all personal and SARDOC owned equipment used in SAR missions and practices.

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 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 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.

5.3. Radio Communication Equipment

- 5.3.1. Radio usage by members will be determined by each member's fielding agency and the Operations Section of any mission to which they respond.

6. 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 Command Post (ICP) so their presence is known and so they can receive an assignment. Members departing must log out with ICP.

Guidelines:

1. SARDOC members will only call the Sheriff's Department dispatcher for information when the SARDOC dispatcher(s) is not available, or when instructed to do so en route.
2. If a member must leave the mission early for any reason it is the responsibility of the member to notify the SAR Dog Unit Leader and the Incident Commander 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 Unit 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 should be facilitated by a person trained in Critical Incident Stress Management. 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 Dog Coordinator for responding in a capacity for which they are certified. Handlers will notify the SARDOC dispatcher on duty and the Dog Coordinator upon termination of the mission if it is appropriate.

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 or vet's release, will be evaluated by their Area Director, or by an operational handler designated by the Area Director, to determine their fieldability.

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 Dog 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 Dog Coordinator's permission to do so.

6.3.3. In rare instances, the Dog 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 NONCERTIFIED DOG TEAM WHO FIELD THEMSELVES WITHOUT OR AGAINST THE PERMISSION OF THE DOG 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 include:

- 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, or he/she convinces leaders that the subject is there when they are not and misdirects the search;
- 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.

6.3.4. Any SARDOC member who is called for to a mission should assess their own state of physical and mental well-being before responding.

6.3.5. All Handlers will submit a written mission report to the Dog Coordinator and Training Director by email attachment within two weeks of the conclusion of each mission. On missions where multiple handlers respond, each handler will send in a report.

6.4. SARDOC Dispatcher Protocol

6.4.1. The Dispatcher shall keep his/her pager on at all times.. The Dispatcher will immediately notify the Dog Coordinator, or Backup Coordinator if the Dog Coordinator is not available, of all requests. The Dog Coordinator will then determine the callout procedure for that mission and assist with, or assume lead on, calling out the appropriate dog resources and communicating with the requesting party.

6.4.2. The Dog Coordinator will supply an updated list of fieldable SARDOC dog teams with contact information to all dispatchers on a monthly basis.

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 Dog Coordinator and Backup Coordinator upon conclusion of the mission.

6.4.4. When the SARDOC Dispatcher and Dog 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 qualifications) and ending with those teams who would have the longest response time.

6.4.5. The Dog Coordinator will help determine the type of dog teams needed for the mission according to the needs of the requesting party and dispatch the appropriate dog teams. If no dog teams in a specifically requested discipline are available, the Dog Coordinator will make the decision as to whether another type of dog team will be able to meet the needs of the mission. (e.g. Air Scent dogs in cases of recently deceased parties.)

6.4.6. Operational handlers should advise the SARDOC dispatcher and/or Dog Coordinator if they will be unavailable for missions for a significant length of time.

6.4.7. The Dog Coordinator will immediately handle any out-of-state requests and will inform the appropriate state agencies (i.e. CSRB and the office of the Governor).

7. 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 Unit 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. SARDOC WEEKEND, EVENT, AND TRAINING POLICIES

8.1. Purpose Of The SARDOC Weekend

SARDOC Weekends 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. Conduct a General Business meeting.

8.1.1. Training Director/Standards Committee Responsibilities

Guidelines:

1. To plan a minimum of 4 SARDOC Weekend training sessions per year and notify all members of the date and location at least thirty days in advance by email.
2. Designate a topic for each weekend. Topics may also be selected by the hosting group.
3. Committee member(s) will be selected to schedule the weekend which will be hosted by SARDOC regions around the state.
4. Committee members must attend 3/4 of the SARDOC Weekends per year.

Training Requirements

1. SARDOC Weekends must incorporate aspects of training for all levels of 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 is required to participate in a minimum of 2 of the SARDOC Weekends per year which include business meetings. Members not able to participate in at least 2 SARDOC Weekends must attend a scheduled regional

- training outside of the member's home region, at least twice per session missed, and must supply to the 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 weekends within a year may be subject to a review of its operational status by the Board.
2. Members should observe, encourage, 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 Board.
2. All expenses must meet prior approval of the Board. Up to \$500 may be allocated for each weekend.
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 sole sponsor.

8.2.2. Participation

Guidelines:

1. Each SARDOC member is required to participate in a minimum of 2 of the SARDOC Weekends per year.
2. Any non-SARDOC individual interested in search and rescue work with dogs is welcome to attend any SARDOC Weekend but have approval from the Training Director, must sign a waiver from the hosting agency beforehand, and may not bring his/her dog.

8.3. Training Policies

1. Any non-SARDOC individual interested in participating in a SARDOC Training must receive prior approval from the person coordinating the SARDOC Training.
2. Operational handlers must work with another certified Handler at least once every three months. If not, they must be evaluated by an operational SARDOC handler.
3. A potential new member should attend their initial practices without their dog. This encourages them to focus on learning what SARDOC is all about, and to learn how to start their dog's training before jumping in and doing it. Each Area Director will have his/her own policies for when a prospective member may begin bringing their dog to practice
4. No pets will be allowed at training without special permission being requested of, and granted by, the Area Director, or person in charge of the training, in advance. In the case of a pet attending training with permission, the pet will remain in the vehicle except for relief walks on leash away from the training area.

5. Previously uncertified handlers will be allowed to train only one dog in SARDOC. Certified handlers training more than one dog may train a maximum of two dogs to any training unless otherwise approved by the person in charge of the training.

8.4. Regional Conference and/or Special Functions

8.4.1. 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.

8.4.2. Structure

Guidelines:

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