



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 general and standards meetings that are open to all SARDOC members.

Guideline:

All SARDOC general meetings, executive board and standards meetings shall be held at a time and place established by the President and the Standards chairperson. 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 and/or placed on the SARDOC Calendar.

1.2. Administrative action on behalf of SARDOC

1.2.1. Outside presentations by SARDOC members

The President shall give prior approval for any presentations about SARDOC and organize them when necessary. Committees or individuals must have the President's approval before making and distributing handouts, visual aids or endorsements relating to SARDOC.

1.2.2. Supplier Discounts

Members are prohibited from seeking individual discounts based on their SARDOC membership without prior approval of the Executive Board. However, group or individual purchases through Board approved Team supplier contacts are acceptable.

1.2.3. 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 monetary 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.

1.2.4. Reimbursement of Expenses

SARDOC officers 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.

1.2.5. 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 statewide training or in written form in a SARDOC newsletter.

When possible, the Standards committee and/or Executive Board will publish dates of upcoming training conferences for which members could be reimbursed for attending, one to two months prior to registration deadlines. In turn, SARDOC members wishing to attend should advise the Board 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).

1.2.6. 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.

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).

1.4. 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 three years from the date of issue. (Exception: Support Certifications do not have an expiration date)
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. 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 a 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:

- Mistreatment, neglect or abuse of canine;
- Disruptive or abusive behavior;
- Bullying
- 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, its programs, policies, actions, members or other people that may be involved in a mission except through official channels as provided in the Bylaws;
- 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 on a mission must be granted by the Incident Commander of that mission.

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 or postmarked by all members by October 21st 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 an airline, the Fielding Coordinator will consider all requests by certified personnel to fly with dogs in the 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 non-certified personnel will not fly in the cabin. When permission has been granted, the Fielding 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 of the SARDOC training 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 a member of the Executive Board.

2.3.2. Infractions in the Field

Infractions believed to have occurred in the field will be brought to the attention of the Executive Board. The reporting party will not disclose the matter to other members of the team.

2.3.3. Executive Board Actions

The Executive Board will consider infractions believed to have occurred and decide if and what action is needed based on the following four levels of actions:

Level 1

Insufficient cause for any action. The matter is dropped.

Level 2

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

Level 3

Counsel the member in writing stating the problem and the Executive Board's expectations for the member's future behavior. A copy of this statement will be kept in the SARDOC records. This action will usually follow a second offense.

Level 4

The 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 email

correspondence shall constitute service of notice. The next meeting of the Executive Board will consider a motion for the removal of the member as set forth in the Bylaws. This action will usually only be taken after repeated minor infractions, but may also be taken for any single serious offense. The member accused of the infraction will be notified of the time and place of the meeting and invited to attend and speak at the meeting. All meetings are open to any member, except in the event of a meeting to discuss personnel issues. Those meetings will be closed to all but the Board and the individual in question. The concerned party may attend the meeting if the Executive Board deems it necessary.

3. DOG HANDLING POLICIES AND PROCEDURES

3.1. SARDOC Practices and/or Training Sessions

3.1.1. All dogs will be leashed, crated, or contained in a vehicle when not actively working at a training.

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/handlers will be subject to the process for addressing infractions detailed in section 2.3 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 the 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 aircraft, 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 mission call outs 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 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 when rendering aid to subjects or other persons.

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
- Circulation- Airway-Breathing/Bleeding (CAB)
- 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. 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. Members with medical credentials (EMT, RNs, MDs, Paramedics etc.) should consider purchasing their own professional liability insurance, especially if offering their services for a fee.
3. All members should attend wilderness emergency medical care classes whenever possible.

Recommended First Aid Equipment

The following equipment or its equivalent is recommended.

- Tourniquet
- Assorted sterile dressings (large and small)
- Soft roller bandages
- Chemical cold pack
- Triangular bandages
- Scissors
- Wound Antiseptic
- Moleskin or Molefoam
- Eye solution
- 1 in. roll adhesive tape
- Petroleum jelly
- 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

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 Fielding 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 Fielding 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 transportation 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 check in with the Incident Command Post (ICP) so their presence is known and to receive an assignment. Members departing must also check out with ICP.

Guidelines:

1. SARDOC members will only call the Sheriff's Department dispatcher for information when the Fielding Coordinator or back up coordinator is not available, or when instructed to do so in route.
2. If a member must leave the mission early for any reason it is the responsibility of the member to notify 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 Participation

Operational canine handlers are required to respond on a minimum of 3 missions annually. Operational handlers not able to meet this requirement may have their operational status reviewed by the executive board. Mission participation will be tracked by the Fielding Coordinator. Proof of fielding will be tracked by submitted mission reports.

6.3. Mission Debriefing

6.3.1. 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 most senior handler on scene 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.

6.3.2. 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.

6.4. Response to Missions by SARDOC Members

6.4.1. Certified and operational support members may respond to missions at the request of their own SAR teams, or other agencies which contact them directly, or the SARDOC Fielding Coordinator or back up coordinator. They need not get the permission of the Fielding Coordinator for responding in a capacity for which they are certified. Handlers will notify the Fielding Coordinator or back up coordinator upon termination of the mission if it is appropriate.

6.4.1.1. If an operational dog sustains an injury requiring lengthy recovery time, the Fielding Coordinator may request documentation from the teams veterinarian authorizing the canine return to work to the Fielding Coordinator before they will be considered fieldable. All Fielding Decisions are ultimately the decision of the Fielding Coordinator.

6.4.1.2. 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 the Fielding Coordinator or an operational handler designated by the Fielding Coordinator, a Standards committee approved member prior to fielding on missions. If a handler feels this decision was made in error, they may appeal to the Executive Board for review.

6.4.2. Certified handlers who wish to respond to a mission in a capacity for which they are NOT certified must get the permission of the Fielding Coordinator or back up 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 Fielding Coordinator's permission to do so.

6.4.3. In rare instances, the Fielding Coordinator may ask a non-certified dog team to respond to a mission. However, the concerns listed below must be considered before he/she does so. ANY NON-CERTIFIED DOG TEAM WHO FIELD THEMSELVES WITHOUT OR AGAINST THE PERMISSION OF THE Fielding 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.

6.4.4. All Handlers will submit a written mission report to the Fielding Dog Coordinator by email attachment within two weeks of the conclusion of each mission. Operational handlers are required to submit mission reports for any mission they field their canine on under their SARDOC credentials. Operational handlers not able to meet this requirement may have their operational status reviewed by the executive board. On missions where multiple handlers respond, each handler will send in a separate report.

6.5. Fielding Coordinator and Backup Coordinator Protocol

6.5.1. The fielding coordinator will ensure there is a coordinator available to field call outs at all times. The on duty coordinator will immediately notify the Fielding Coordinator, or the other Coordinators if they are fielding or otherwise not available to respond to requests. The next available 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.

6.5.2. The Fielding Coordinator will supply an updated list of fieldable SARDOC dog teams with contact information to all back up coordinators when changes are made.

6.5.3. The coordinators 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 coordinators shall also log the 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 Fielding Coordinator and Backup Coordinator upon conclusion of the mission.

6.5.4. The coordinator will help the requesting party determine the type of dog teams needed for the mission and dispatch the appropriate dog teams. If no dog teams in a specifically requested discipline are available, the Fielding 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.)

6.5.5. When a SARDOC Coordinator receives a request for dog teams, the acting coordinator will page all members, operational personnel and operational support. The Coordinator will field 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.

6.5.6. The coordinator will publish via the website, the handlers and support personnel who responded as available and which teams were fielded to ensure transparency.

6.5.7. Operational handlers should advise the Fielding Coordinator if they will be unavailable for missions for a significant length of time.

6.5.8. The coordinator will immediately handle any out-of-state requests and will inform the appropriate state agencies (i.e. CSAR).

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, the responding canine handlers will come to a consensus to designate the handler who 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 trainings. A sufficient amount of equipment must remain within the state to fulfill the requirements of a mission.

8. SARDOC WEEKENDS, FOCUS DAYS, EVENTS, 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. The SARDOC Weekend should be utilized whenever possible to conduct a General Meeting.

8.1.1. Standards Committee Responsibilities

Guidelines:

1. To facilitate the planning of 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. Weekend Themes shall be selected by the hosting group. The Standards Committee may recommend a topic theme for each weekend if the hosting group has not already selected one.
3. Committee member(s) will keep an up to date calendar that includes weekend trainings, focus days, events and routine trainings that will be made available to the membership via the SARDOC website.

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 Out of region weekends or focus days of the SARDOC Weekends per year. Members not able to meet this requirement must attend a scheduled regional training outside of the member's home region, at least twice per regional weekend missed. An operational team that does not meet the above make-up requirements may be subject to a review of its operational status by the Board.
2. Members should observe, encourage, and respectfully provide constructive criticism to each other in training.

8.2. Organization of a SARDOC Weekend or Focus Day

8.2.1. Structure

Weekend Guidelines:

1. All expenses must meet prior approval of the Board. Up to \$500 may be allocated for each weekend. Reimbursement for focus days will be considered by the EB on a case by case basis.
2. 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.

Focus Day Guidelines:

1. Definition: A training day with a specific focus or location that is beyond what can be arranged for a routine regional training. For example, building search at Hughes Stadium, Rubble Pile at DIA, Testing Weekend etc.
2. All expenses must be approved by the executive board.
3. Any SARDOC Member may host a Focus Day/s.

8.2.2. Participation

Guidelines:

1. Each SARDOC member is required to participate in a minimum of 2 of the SARDOC out of region weekends, focus days or specialty training (water, HRD, avalanche) 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 Area 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 beginning. Each Area Director will have his/her own policies for when a prospective member may begin bringing their dog to practice, bearing in mind the recommendation is that the team observe 4 training sessions without their dog.
4. At the conclusion of the prospective handler's observations, the AD will make a recommendation to the board as to whether the prospective handler should be given an application for candidate member status. If the AD was not present for some of the observations, they should gather input from the members present in order to make an informed recommendation to the board.
5. No pets will be allowed at an observation training without permission being granted by the member in charge of the training. 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.

6. 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

Guideline:

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 have prior approval of the Board.

9. RECORD KEEPING POLICIES

9.1 Responsible Parties

9.1.1 The Testing Coordinator

Guidelines:

1. The Testing Coordinator shall ensure that records are compiled and maintained on dogs, members and testers.
2. The Testing Coordinator shall ensure all membership records are maintained online via an offsite servicer such as dropbox.
3. The Testing Coordinator shall back up the membership records quarterly to an external hardrive to be passed to the next Testing Coordinator.
4. The handler is responsible for submitting a copy of all testing/progression evaluation documents (scoresheets, map, debrief form, gps track, handler transcribe map) to the testing coordinator before proceeding with subsequent tests/progressions.
5. The Testing Coordinator may supply a member with a copy of all or a portion of their records upon request.

9.1.2 The SARDOC Member

Guidelines:

1. All SARDOC Members shall keep and maintain the original copies of their personal and their canines' records for as long as they are members of SARDOC. This includes all applications, testing/PE scoresheets, CPR cards etc. after they have been submitted to the Testing Coordinator. Documents can be submitted to the testing coordinator via scanned image,

photocopy or via mailing of either a copy. All originals will be returned to the SARDOC member for their records.

2. In the event that electronic records are missing, damaged or lost, the SARDOC Member must be prepared to supply any necessary records to the Testing Coordinator.