

**Search and Rescue Council of Walla Walla County
Policies and Procedures**

TABLE OF CONTENTS

- I. Fundamentals
- II. Incident Action and Organization
- III. Membership
- IV. Officers, Executive Committee and Standing Committees
- V. Units
- VI. Finances
- VII. Meetings
- VIII. Radios, GPS and Procedures –to be developed
- IX. Dealing with the Media
- X. Documentation of Injury or Accident
- XI. Political Activity Prohibited
- XII. Amendment or Repeal

Attachments:

Attachment A	Call Out Organizational Chart
Attachment B	Personal Injury Compensation WAC118-04-300
Attachment C	Property Loss and Damage WAC118-04-340
Attachment D	Volunteer Immunity Provision RCW38.52.180
Attachment E	Form EMD-077
Attachment F	Form EMD-078
Attachment G	Form EMD-079
Attachment H	Training Event Numbers WAC118-04-280
Attachment I	After Action Reporting WAC118-04-400
Attachment J	Membership Intake Form
Attachment K	WWSO Record Check Form
Attachment L	Emergency Worker Card Application
Attachment M	Physical Fitness Form
Attachment N	Personal Responsibilities Form
Attachment O	New Member Handout
Attachment P	Certification Classes WAC 118-04-120
Attachment Q	Grant Application Process
Attachment R	Grant Award and Grant Management Process
Attachment S	Training Committee Certification/Training Outline
Attachment T	Mounted Unit Equine Certification Requirements
Attachment U	Mounted Unit Equine Health & 24/48 Hour Equipment Levels
Attachment V	Mounted Unit Training and Conditioning Levels
Forms	Injury and/or Accident EMD Forms (Forms available from EMD or http://emd.wa.gov/search_rescue/sar_forms.shtml)
Attachment W	K9 Unit attachments

Search and Rescue Council of Walla Walla County
Policies and Procedures

I. Fundamentals

- A. The name of the organization shall be the Search and Rescue Council of Walla Walla County and shall be referred to throughout this document as the SAR Council. The administrative and fiscal year of the SAR Council shall be January 1 through December 31.
- B. The Search and Rescue Council of Walla Walla County is organized exclusively to provide assistance in the field of search and rescue to the Walla Walla County Sheriff's Office (WWCSO) and other responsible agencies involved in search and rescue operations according to RCW 38.52 and Chapter 118-04 WAC Emergency Worker Program. The objectives are:
 - 1. To aid and assist in finding lost or missing persons including first aid care and evacuation.
 - 2. To provide a training structure and documentation to ensure a qualified group of search and rescue volunteer members.
 - 3. To promote public education of wilderness safety.
 - 4. To provide other activities requested by the WWCSO and Walla Walla County Emergency Management Department (EMD) pursuant to RCW 38.52 and WAC 118-04.
- C. An "authorized organization" for purposes of this document is the Walla Walla County Sheriff's Office (WWCSO) and the Walla Walla County Emergency Management Department. Authorized officials are the representatives of the authorized organization. WAC118.04.060.
- D. Per RCW 38.52.010, "search and rescue" means the acts of searching for, rescuing, recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used.
- E. The SAR Council supports the ethical, humane treatment and training of canine and equine partners. No abuse or neglect of animals will be tolerated.

II. Incident Action and Organization

A. Mission Call Outs

- 1. Requests for the SAR Council's assistance will be initiated and dispatched through the Walla Walla County Sheriff's Office. The method of the call out will be as agreed upon by the Sheriff's Office and the Executive Committee as set forth in these policies and procedures. Call Out Organizational Chart, Attachment A.

2. Members of the SAR Council who are on an official mission and/or training are eligible for personal injury compensation pursuant to RCW 38.52 and WAC 118.04.320. Attachment B
3. Members of the SAR Council (and their animals and vehicles) who are on an official mission and/or training are eligible for property loss and damage pursuant to RCW 38.52 and WAC 118.04.340. Attachment C
4. All rescue activities involving the SAR Council will be directed through the Walla Walla County Sheriff's Office. This person will be known throughout this document as the "Incident Commander." All SAR operations will be organized and directed as defined by the national standard commonly known as the National Incident Management System or "NIMS."
5. Individual Unit members are not authorized to undertake official rescue operations on an individual basis unless specifically authorized by the Incident Commander. In no case shall an operation be undertaken under the auspices of the SAR Council without prior notification and approval from the Walla Walla County Sheriff's Office. If any SAR Council member is contacted by the public with a request for the Council's help, the member should direct the requesting party to the Walla Walla County Sheriff's Office.
6. Emergency workers are considered to be on duty when they are performing their duties during a mission, evidence search mission, or training event authorized by the emergency management division and they are under the direction and control of an authorized official.
7. Volunteer emergency workers immunity provision, RCW 38.52.180. Attachment D

B. Mission Call Out Procedures:

1. The WWCSO contacts the President of the SAR Council advising of a search and rescue call out. The WWCSO advises the President of the search location, type of terrain, Unit resources needed and briefing time and location and other pertinent information. (If the President is not available the following are contacted in order: Vice-President, Secretary, Treasurer, Members at Large.)
2. The WWCSO will contact the Walla Walla County Emergency Management Department for a mission number, Form EMD-077. Attachment E
3. The President (or alternate) initiates a telephone call out to active members by calling each Unit Leader and advises them of the search information and the Unit resources needed. Inactive members are only contacted when a mission requires an unusually large number of members or when the member's unique individual skills may be required.

4. The Unit Leader contacts Unit members and secures the number of members needed. The Unit Leader notifies the President (or alternate) of the resources available.
5. The President (or alternate) contacts the WWCSO and reports the available resources.
6. Members responding should report to the staging site as instructed.
7. At the briefing, or at staging, the Incident Commander may designate a Council member as Staging Officer. The Staging Officer will be responsible for completing the sign in roster. The Incident Commander may designate other members' assignments for the mission.
8. All members are expected to present the Staging Officer their Council ID and Emergency Worker card for sign in.
9. All members are responsible to sign out with the Staging Officer when they leave the mission site.
10. The WWCSO will contact the Walla Walla County Emergency Management Department for maps, extra radios, signs, porta-potty, and other resources needed for the mission.
11. The WWCSO will bring SO radios to be used for the mission.
12. The WWCSO will complete the final report, EMD-078 (Attachment F), including other reports, rosters, mission events and communications logs, lost person information forms, and any other information that may be helpful in a descriptive reconstruction of the mission. These reports will be submitted to the Walla Walla County Emergency Management Department within 18 working days of the termination of the mission.

C. There are several types of call outs:

1. Immediate: Members are instructed to promptly report to a staging location.
2. Delayed: Members are requested to pack equipment and prepare for departure at some future time. Members then mobilize upon a second call out or at the scheduled time. An example may be a search mission where operations cannot commence until weather clears or the following morning.
3. Standby: Members are placed on standby when it is not yet certain that a field response is required. A Stand-by Call-out is used to give members advance notice of a possible mission. An example might be the case of a hiker whose return is delayed, but for which a search will not yet be launched.

D. Things to Remember:

1. Often, not much detailed information is available when a call out is initiated. The caller will give basic mission description and ask if you can respond.
2. Some calls are to place members on standby for a designated mission. If you agree to be on a standby call, insure that you stay by the phone you were reached on or give the caller a number at which you can be reached.
3. On local call outs, most members respond to the site in their own vehicles or you may be asked to car pool.
4. Keep questions to a minimum, the caller has more calls to make. You only need pertinent information to decide whether you can devote the time to respond and whether you are physically up to the call.
5. Callers not making personal contact with the potential responders may leave the basic information and ask the responder to call them back at a designated time.

E. Mission Numbers for Training

1. Training numbers will be requested from the Walla Walla County Emergency Management Department for individual training events or for a series of routine, recurring, training activities such as monthly training meetings or for an established training program.
2. The President or their designee, the Training Committee, will request a training event number, for the purpose of developing, maintaining, or upgrading emergency worker skills, in writing using Form EMD-079 (Attachment G) for approval by the Walla Walla County Emergency Management Department.
3. All requests for training event numbers (Form EMD-079) shall be submitted by the SAR Council to the Walla Walla County Emergency Management Department at least 12 working days before the training event.
4. The Walla Walla County Emergency Management Department will submit the form to the state emergency management division at least 10 working days before the training event. Once approval is given the Walla Walla County Emergency Management Department will issue the training mission number to the SAR Council representative.
5. Training event requests submitted less than ten days will be considered by the state on a case by case basis.
6. All training shall conform to local comprehensive emergency management plans. The request for training event number shall cite those portions of the plans, annexes, appendices, and tabs which specifically address the activities for which emergency workers are being trained. Training activities planned for an area outside the jurisdiction of the requesting agency should be coordinated with the

local emergency management agency in the jurisdiction where the training will take place.

7. A training course curriculum, plan of instruction, or course outline shall accompany the training event approval request. If that particular curriculum, plan of instruction, or course outline will be used as a standard, recurring course of instruction, then the requesting local emergency management agency may number and title that curriculum, plan of instruction, or outline, keep it on file with the state, and refer to that number and title when requesting a training event approval for the same training in the future. Training event number requests for a series of training activities also shall include a schedule with proposed subjects, dates, times and locations.
8. Emergency worker daily activity report, Form EMD-078 or equivalent, shall be used as a part of the administrative record for each training event. When a series of training activities is covered by a single training event number, separate emergency worker daily activity reports, Form EMD-078, or equivalent, shall be used for each activity.
9. The Training Committee will submit the completed training report to the Walla Walla County Emergency Management Department within 18 working days of the termination of the training event. The required information includes data on the training activities conducted, resources used, problems noted, corrective actions assigned, training event logs, plans of instruction, instructor lists, and other information of a training nature.
10. WAC118-04-280, Attachment H & I, is attached for reference.

III. Membership

A. Process

1. Individuals interested in SAR Council membership will be referred to the Membership Chairperson for a membership packet: SAR Council New Member handout (Attachment O), intake form, WWCSO record check form, emergency worker card application, physical fitness form, personal responsibility form, instructions for completing IS 100 and IS 700, membership dues information and other materials as applicable.
2. WWCSO will conduct a background check of criminal history and driving record. Results will be given to the Membership Chairperson.
3. Membership Chairperson will schedule a meeting with the Unit Leader(s) of the Unit(s) the prospective member is interested in for initial review.
4. Membership Chairperson will submit the completed application to the President, who will schedule a prospective member interview with the Executive Committee. Membership Chair will provide appointment time to the prospective member.

5. Subsequent to the prospective member interview, the Executive Committee will approve/disapprove the application and provide an orientation to the applicant. At least three Executive Committee members must be present.
6. A completed application includes:
 1. Intake form (Attachment J)
 2. WWCSO completed record check form (Attachment K)
 3. Emergency worker card application (Attachment L)
 4. Physical fitness form (Attachment M)
 5. Personal responsibilities form (Attachment N)
 6. Driver License or, if not available, other picture identification
 7. IS 100 and IS 700 certificates
 8. Duty specific documentation
 9. Proof of vehicle insurance
 10. EMT or other medical licensure, as applicable
 11. First Aid and CPR cards, if available
7. Upon approval by the Executive Committee the Membership Chairperson will submit the approved new member's information to the Emergency Management Department for an emergency worker card. The card will be submitted to the member and notice given to the member's assigned Unit Leader by the Membership Chairperson.
8. Membership Chairperson will maintain a membership database.
9. All Active members will be issued a Walla Walla County Sheriff's Office Search & Rescue ID.

B. Classes of Membership

1. Trainee Member: all new members are started as a Trainee member until they have achieved Active member status. They will not have voting rights and they may not be called out on missions.
2. Active Member: Active members have achieved at least Novice level Certification and their membership dues are current. Active members are able to vote at SAR Council meetings. Active members are expected to participate regularly in SAR Council meetings, trainings and missions. Active members are expected to:
 1. Attend at least 50% of scheduled meetings and training sessions on an annual basis.
 2. Acquire and maintain the 24 hour and 48 hour equipment.
 3. Participate in at least one community event per year.

4. Maintain a level of physical conditioning commensurate with their participation in SAR Council activities. Verification may be requested.
 5. Active Members will be classified in one or more of the following types: Novice, Support or Field as further defined in the policies and procedures.
3. Inactive Member:
1. Membership in the SAR Council requires a significant investment of time. From time to time, a member may have circumstances that prevent them from meeting and training commitments. In such a case, the member or the Unit Leader may request that the Executive Committee place the member on Inactive status until the member can resume regular participation. Inactive members will:
 - i) Not be eligible to vote.
 - ii) Only receive call outs when a mission requires an unusually large number of members or when the member's unique individual skills may be required.
 - iii) Contact the Executive Committee annually to confirm if they wish to continue to be carried as inactive.
 - iv) Pay annual membership dues.
 2. An Inactive member may return to Active status at his/her request to the Executive Committee. If, however, the member has been Inactive for more than six months, the Executive Committee may, at its discretion, restrict reinstatement to Trainee member level.
4. Temporary Member: individuals, who in emergency situations requiring immediate or on-scene recruiting of volunteers, assist in time-critical or life-threatening situations; or individuals recruited in training or exercise situations who are not registered emergency workers but whose participation may be essential or necessary for the conduct of the training or exercise activity; and/or other situations outlined in WAC 118.04.080 (3). These individuals' service commences on the date and time of the mission or training event and concludes at the termination date and time of each.
5. Animals, such as dogs and horses, and vehicles, such as ATV, motorcycles, and bicycles, used in search and rescue and other disaster response shall be documented with the local emergency management agency per WAC 118.04.080 (5). Registration of an animal also will facilitate the processing of claims for that animal should it become injured or killed during a training event or mission.
- C. Certification Classes: Per WAC 118-04-120 (Attachment P) there are three classes of search and rescue emergency workers: Novice, Support, and Field. The basic qualifications listed below define each of the three classes. Local

requirements may include more extensive and detailed qualifications to meet local needs.

1. Novice:

1. Be physically and mentally fit for the position assigned.
2. Possess sufficient knowledge of search and rescue skills and techniques to fulfill their emergency assignment.
3. Be aware of their duty to comply with personal responsibilities contained in WAC 118.04.200.

2. Support:

1. Possess Novice level qualifications.
2. Possess knowledge in wilderness navigation, map and compass, outdoor living, survival skills, helicopter basics, crime scene recognition, evidence recognition, human remains recognition and the provisions of RCW 68.50.010, 68.50.020, and 68.50.050.
3. Successful completion of a program(s), approved by the Washington State Department of Labor and Industries, in First Aid and course in CPR sponsored / approved by The American Heart Association and complete a blood-borne pathogens training.

3. Field:

1. Possess Novice and Support level qualifications.
2. Possess demonstrated proficiency in wilderness navigation, map and compass, survival techniques and outdoor living.
3. If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate, and, as applicable, advanced course approved by the emergency management division, satisfies this requirement.
4. Canine handlers must complete the following:
 - a) Possess knowledge of scent theory and be proficient in interpreting environmental conditions that affect scent.
 - b) Possess knowledge/exposure of canine first aid.
 - c) The canine/handler team must show consistent ability to successfully complete day and night assignments. These assignments shall include a variety of terrain, weather and ground cover conditions. The assignments shall be of varying duration.

D. In order to maintain a novice, support or field level qualification, members must maintain their active member status.

E. The SAR Council may require search and rescue emergency workers to demonstrate proficiency in the skills required to carry out their assignments above and beyond what is required in a Classification level. Emergency workers who

are not qualified for specific search and rescue duties shall not be assigned to such duties unless specifically directed by an authorized official and then only when under the direct supervision and control of personnel who are qualified for that specific assignment.

- F. If the budget allows, the Executive Committee will consider assisting with the cost of attending out-of-area training (e.g. Washington State SAR Conference) for SAR Council members. Members with inactive status will not be considered for funding assistance.
- G. All team equipment is intended for emergency or SAR training use and must be available to the team at all times. Members may not borrow team equipment for personal use without the express prior approval of the Executive Committee. In the rare cases that the Executive Committee allows non-SAR use of team equipment, the member shall be responsible for returning the equipment in a timely fashion and in as-good or better condition as when it was checked out. Members with inactive status will not be allowed to borrow team equipment.
- H. Member Behavior and Responsibilities: members are expected to maintain professional behavior. It is in the best interest of the SAR Council to have members who are courteous, thoughtful, alert to danger, and respectful of other persons and property. Search and Rescue is a team activity and members are expected to be able to work with others in a positive team environment. Members not acting in the best interest of the SAR Council may be brought before the Executive Committee for review.
- I. The Walla Walla County Sheriff's Office may terminate a member for just cause and the action will be effective immediately.
- J. The Executive Committee may terminate a member for just cause.
- K. A member may withdraw from the SAR Council by submitting a letter of resignation to the President.
- L. Terminated or withdrawing members must return any identification cards, badges or other Council property. A letter will be issued to the terminated or withdrawing member encouraging them to wear/use any personally purchased SAR clothing, hats and/or other applicable items in a manner respectful to the SAR Council and the WWCSO. Such persons could also choose to donate said items to the SAR Council.

IV. Officers, Executive Committee and Standing Committees

- A. Officers shall consist of a President, Vice President, Secretary, Treasurer and Members At Large (3). Officers shall typically agree to at least a one year commitment.
- B. Duties of the Officers:
 - 1. President: the President shall preside over the Executive Committee and SAR Council meetings. Agendas will be developed by the President for

each meeting. Members wanting a topic added to the agenda will coordinate with the President prior to the meeting. The President will ensure the distribution of a monthly communication to the membership. The President shall have general supervision over the affairs of the SAR Council. The President or their designee will represent the SAR Council to the Sheriff's Office. The President serves as the initial contact for SAR Council call outs by the WWCSO or the Emergency Management Department. The President will call Unit Leaders of those member units needed by the WWCSO or EMD for that search operation. The President shall make a comprehensive report to the membership at the November meeting concerning the Units and affairs of the SAR Council during the previous year. This may also be done via a written report.

2. Vice President: the Vice President shall act as an assistant to the President and shall assume all duties of the President in the event that the President is absent.
3. Secretary: the Secretary shall keep the minutes and records at all meetings of the SAR Council. The Secretary shall be responsible for all correspondence of the SAR Council as directed by the President and/or the Executive Committee. The Secretary shall preside over all meetings of the SAR Council and Executive Committee in the absence of the President and Vice President.
4. Treasurer: the Treasurer shall receive and disburse the funds of the SAR Council. The Treasurer shall present a detailed account of the finances of the SAR Council at each SAR Council meeting and when requested by the Executive Committee. Responsibilities of the Treasurer are further outlined in the Finances section of the policies and procedures.
5. Members At Large: the Members At Large assists in the administration of the SAR Council.

C. The Executive Committee: The Executive Committee shall be comprised of the officers and Members At Large. Ex-officio members shall be the Sheriff's Office SAR Coordinator(s) and the Past President.

1. No SAR Council member may hold more than one Executive Committee position at the same time.
2. The Executive Committee will meet at least quarterly to take care of official business and to conduct planning.
3. The Executive Committee shall have the power to impose disciplinary action or expel any member guilty of an offense which affects the best interest of the SAR Council.
4. The majority of the Executive Committee members must approve any expenditure over \$25.00.
5. All Executive Committee members shall maintain a 50% attendance at all meetings.

6. Executive Committee responsibilities are further explained in other sections of the policies and procedures.

D. Committees: Committees will be composed of members from the membership of the SAR Council. Purpose, authority and objectives will be established by the Executive Committee for all committees. The chairperson, for all committees, is appointed by the President with the concurrence of the Executive Committee and will serve at the pleasure of the Executive Committee. An appointed chairperson may choose a co-chairperson pursuant to the approval of the Executive Committee.

1. Standing committees: The following are ongoing, standing committees.

1. Community Outreach: This committee is responsible for increasing the communities' awareness of SAR through various programs or activities (ex. Child ID cards, community programs, parades, publicity (pamphlets, newspaper), and community events).
 - i) Submit an annual Community Outreach Event Plan to the Executive Committee by January.
 - ii) All programs, activities and publicity shall be approved by the Executive Committee.
 - iii) The committee will prepare a year end report for the November meeting and prepare reports as requested. The annual report will include number of events, number of participants at each, a list of SAR member volunteers and hours served, detail of Child Find outcomes and other information as applicable.
2. Equipment Committee: This committee is responsible for maintaining a current inventory list of all property belonging to or assigned to the SAR Council. The list shall include serial number and identifying information.
 - i) The committee shall keep equipment operative and ready to go at all times. They will run monthly checks on all equipment and inform the Executive Committee of needed repairs or replacements.
 - ii) They will maintain a current inventory on SAR gear (vests, t-shirts, jackets, patches, etc.).
 - iii) The committee shall conduct a complete year end inventory of SAR Council property and submit a report to the Executive Committee by the January meeting.
 - iv) The committee will prepare a year end report for the November meeting and other reports as requested. The annual report will include equipment needing to be replaced or new equipment needed.

3. Fund Raising Committee: This committee is in charge of coordinating all fund raising activities.
 - i) The committee will schedule fund raising events to meet the financial needs of the SAR Council.
 - ii) Submit an annual Fund Raising Plan to the Executive Committee by January.
 - iii) The committee is responsible for researching and writing grant requests for the SAR Council as requested by the Executive Committee to meet the financial needs of the SAR Council. (Attachments Q & R)
 - iv) No group is allowed to initiate any fund raising action without first consulting with the Fund Raising Committee.
 - v) All fund raising activity will be submitted to the Executive Committee for approval.
 - vi) The Fund Raising Committee shall coordinate all activities with the Sheriff's Office.
 - vii) The Fund Raising Committee will coordinate their activities with the Treasurer.
 - viii) The committee will submit an annual report at the November meeting and complete other reports as requested. The report will include number of fund raising events, amount of funds procured, fund raising or grant activity projected for the next calendar year.
4. Membership Committee: This committee is responsible for promoting new membership and assisting prospective members with the application process. This committee shall ensure an up to date SAR Council member database. This committee and the Training Committee work cooperatively.
 - i) This committee will maintain a current list of active members, by working directly with the unit leaders. This list shall include phone numbers, email and addresses.
 - ii) The committee will provide Call Out Lists to the WWCSO SAR Coordinators, Executive Committee and Unit Leaders as membership information changes.
 - iii) The committee will maintain current emergency worker cards for all members.
 - iv) The committee will keep member activity records.

- v) The committee will submit an annual membership report at the November meeting and other reports as requested. The annual report will include number of trainee/active/inactive members, number of members by level of certification and units, description of new members for year and description of recruitment methods, description of membership needs and membership recruitment planned for the next year and other information as applicable.
 - vi) Membership and Training Committees will provide members with ID cards signed by the WWCSO and update them annually.
5. Training Committee: The Training Committee is responsible for developing a training schedule that meets the requirements in section 3 and any other requirements needed as determined by the Executive Committee, WWCSO, and the Emergency Management Department.
- i) The committee will ensure that the physical fitness form and the personal responsibilities form are updated each calendar year.
 - ii) The Training Committee is responsible for assigning a member or outside person to conduct the training sessions.
 - iii) With consultation from the Units, the committee will develop a training calendar for the calendar year and seek WWCSO approval. The calendar for the upcoming calendar year will be submitted to the membership at the January meeting.
 - iv) The committee will schedule training sessions to meet the required training and schedule practical exercises to improve skills. This will include the National Incident Management System (NIMS). Attachment S - Training Committee Certification/Training Outline.
 - v) The Training Committee will keep a record of member attendance at all training sessions and mission call-outs and a list of all members and their levels of certification.
 - vi) The committee will submit the appropriate DEM forms for training events as set forth in WAC 118.04.280. Detailed information and process included in Section II, E Training Mission Numbers.
 - vii) The Training Committee will assure that training information for each member is collected.

- viii) The committee shall review and evaluate all requests by SAR Council members for changes in certification levels.
 - ix) The committee will submit an annual report, which includes a member attendance record, at the November meeting and other reports as requested.
6. Special Committees: The President may, from time to time, appoint special committees to undertake a specific task. After completing such task, the committee will disband or continue at the direction of the Executive Committee.

V. Units

- A. SAR Council maintains six regular ongoing Units: Ground, K9, Support, Medical, Mounted and Transportation. The Units will be led by a Unit Leader who is recommended by the Unit members and appointed by the Executive Committee. Unit Leader's respond to mission callouts, organize teams for missions and coordinate with the Incident Commander or the appropriate designee.
- B. Unit Leaders may request the removal of a Unit member's name from the Call Out sheet for cause by notifying the member, Membership Chairperson and the Executive Committee of said action. The Executive Committee may review the action upon the request of the member or Unit Leader.
- C. Members of all Units must have the 24/48 hour equipment packs. Individual Units may have additional equipment requirements as specified in the specific Unit section.
 - 1. 24-Hour (Quick Response) Backpack:
 - 1. Boots, hiking
 - 2. Clothing, appropriate for weather condition (extra clothing stored in a plastic bag)
 - 3. First aid kit, appropriate for level of training
 - 4. Flashlight, with extra batteries and a spare bulb
 - 5. Gaiters
 - 6. Gloves
 - 7. Headgear, appropriate for weather conditions
 - 8. Knife
 - 9. Matches (waterproof) and fire starter
 - 10. Navigation equipment:
 - 11. Compass
 - 12. Maps, appropriate for search location

13. UMS ruler
14. Notebook and pencil
15. Signal device (flare, mirror, whistle, etc.)
16. Socks, appropriate for weather conditions (wool or synthetic)
17. Tape, grid
18. Two-way communication (one radio per team)
19. Water, 2 quarts and water purifier tablets
2. 48-Hour Backpack (For extended searches and for out-of-county searches). All items listed on 24-hour backpack plus:
 1. Cooking and eating kit: pan, stove with fuel, and utensils
 2. Food: hot meals for cooking and snack food for energy
 3. Nylon line, 50 feet
 4. Rain gear
 5. Shelter
 6. Solar blanket
 7. Survival kit:
 8. Candles
 9. Fish hook and line
 10. Saw with wire and rings
 11. Toilet paper
 12. Water, 2 additional quarts
3. Optional Personal Protective Equipment
 1. Blood borne pathogen gloves
 2. CPR mask
 3. Helmet with chinstrap
 4. Safety glasses
 5. Sunscreen
 6. Sunglasses
 7. Personal care items: brush or comb, toothbrush and toothpaste

D. Ground:

1. Purpose of the Unit: The Ground Search Unit is a foot search and rescue team. SAR team members are cross trained and many are also members of other Units. The Ground Search Unit members are trained to observe and be alert for clues that may have been left behind by the lost person. The Unit Leader and Unit members will be Field certified.
2. Ground Unit Leader Responsibilities:
 1. Schedule unit meetings at least semi-annually.
 2. Ensure that unit members are active and maintain at least Field level of certification.
 3. Coordinate with the Training Committee Chairperson for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).

4. Inform Membership Committee Chairperson of any changes in address or phone numbers.
5. Attend monthly SAR business meetings, or schedule an alternate from the Ground Unit to report the Unit's activities to the SAR Council.
6. Inform Unit members of upcoming events.
7. As needed, appoint Team Leaders within the Unit. A Team Leader is an active field qualified member in charge of a team. Team leaders assist Unit Leaders in checking team readiness and equipment, serve as a communications contact between base operations and the team in the field and, in consultation with their team members, make decisions as leader of the team.
8. Perform other duties as assigned by the Executive Committee or at a SAR business meeting.
9. During SAR missions, perform the following:
 - i) Make call out of members as required by the Sheriff's Office.
 - ii) Attend briefing sessions prior to search.
 - iii) Check unit members for required gear.
 - iv) Make sure all unit members sign in and out properly and report any claims for reimbursement promptly.
 - v) Complete any reports required during search operations.
 - vi) Attend any debriefing required by the Sheriff's Office.
3. Ground Unit members are required to demonstrate proficiency as established by the Unit Leader and reviewed by the SAR Council Executive Committee.

E. K-9:

1. Purpose of the Unit: The K-9 Unit is made up of trained and tested handlers and their canine partners who provide assistance in the search for and the recovery of lost and missing persons. The Unit will also provide education programs to educate and inform the public on how K-9 search dogs are involved with search and rescue and how to avoid becoming lost and what to do if it happens.
2. Members of the K-9 Unit will be Active and Field certified
3. Only certified Canine/Handler teams are considered operational and allowed to respond to WWCSO/SAR Council searches.
4. Canine must be a minimum of twelve (12) months of age before being allowed to certify.
5. Younger dogs may participate in Unit activities if approved by the K-9 Unit Leader.
6. Dogs older than 3 years of age are generally not accepted for certification unless they have been already started in at least one of the SAR Council trained disciplines. An evaluated assessment test must be performed by the K-9 Unit's evaluator.
7. Handler must provide the following for their canine:

- a. Annual proof of rabies vaccination and other vaccinations provided by an accredited veterinarian.
 - b. Proof of canine's successful completion of a temperament evaluation (present an AKC Canine Good Citizen or Therapy Dog International certificate, a Schutzhund title, AKC obedience title, or other nationally known obedience title)
 - c. Current training logs for their team for the past six (6) to twelve (12) months
8. Canines must be able to demonstrate the pre-certification obedience expectations before being considered for certification (Attachment Canine/Handler Pre-certification Requirements)
9. Canine/Handler teams who have successfully demonstrated the pre-certification requirements and have an AKC approved Canine Good Citizen Certificate or other breed standards as approved by the Executive Committee may participate in SAR Council training opportunities and practice searches.
10. The Unit certifies all canine and handlers who are members of the Unit. Canine/Handler teams will be evaluated by the SAR Council trainer or an external evaluator approved by the SAR Council.
11. Unit will utilize the SAR Council approved Certification Standards, (Attachment Canine/Handler Certification Standards & Testing)
12. Teams will be re-certified every two (2) years. This evaluation should be conducted within 90 days of the anniversary date of the previous successful completion of the requirements, but no longer than 90 days after the anniversary date. If a team fails the initial re-certification test, they will be allowed to have an additional 2 opportunities to re-test in the specific component within the grace period. If unsuccessful, the team will not be operational until after successfully passing the initial Wilderness Search certification test with an outside evaluator approved by the SAR Council.
13. Canine/Handler Areas of Certification include:
 - a. Rural /Wilderness: area search
 - b. Urban Search: building, etc.
 - c. Article Detection
14. All documentation will be on SAR Council Canine/Handler forms and kept in the SAR Council member file and SAR Council training database.
15. Field Support Person, from the SAR Council, may be assigned to a dog team.
 - a. Is responsible to assist the canine handler in all aspects, such as radio communications, location assessment, tracking, and administering aid to a found subject. Additional duties and responsibilities of the field support person are determined and assigned by the canine handler, and may include but not be limited to the following: Navigation, Course mapping, Radio communications, Observer
 - b. Works with the canine handler to search the designated area, and shall follow the reasonable instructions of the canine handler and Unit Leader
 - c. Reviews the assigned search area by assessing terrain, weather and precipitation.

- d. While in search base, field support personnel will assist with the care of SAR Council dogs in search base whose owners are in the field, including the feeding, watering, relieving, exercising or tending to other needs and well-being of the dogs.
16. Health Certificates and Vaccinations for SAR Council Canines
- a. All field and/or trainee members for canine handler positions are required to provide the Executive Committee with past and current records of immunizations for their SAR Council dog, and a current health certificate from a licensed veterinarian.
 - b. All canine handlers shall provide the K-9 Unit Leader with updated vaccinations records for their search dog on a yearly basis, to be submitted with the individual
 - c. \$ yearly membership dues.
 - d. Records not received in a reasonable time, as determined by the Executive Committee, shall be considered late. Lack of current records may preclude the dog to participate in any SAR Council, missions, trainings or events.
 - e. Required vaccinations for each SAR Council search dog are as follows:
 - i. DHLPP-C (Distemper, Hepatitis, Leptospirosis, Para influenza, Parvovirus, Corona): All puppies should be vaccinated with DHLPP between 6 and 8 weeks of age, then with DHLPP-C every 3-4 weeks until 19 weeks of age. Dogs over 19 weeks of age with no or unknown vaccine histories are vaccinated with two DHLPP-C vaccines 3-4 weeks apart.
 - ii. DHLPP booster vaccines are give one year after the initial series, then every 3 years thereafter for life.
 - iii. Rabies: Given to puppies after the age of twelve (12) weeks, repeated one year after the initial vaccine, then every three years thereafter for life.
 - iv. Bordetella: Given yearly, beginning no earlier than twelve (12) weeks of age.
 - v. Vaccination for Kennel Cough
 - f. Any member discovering that his/her dog may have exposed or potentially exposed other SAR Council dogs to an infectious disease is required to inform all affected owners/handlers immediately, and the Executive Committee within one (1) week.
 - g. Any dog diagnosed with or suspected to have an infectious disease of any kind, including but not limited to infectious rhinotracheitis (kennel cough), canine parvovirus or canine distemper, shall be segregated immediately from all other dogs in SAR Council for a minimum of seven (7) days, and continuing until the cessation of clinical signs or such a time as the Executive Council, acting on veterinary advice, determines the dog is no longer a health risk to other dogs in the group.

- h. Any SAR Council dog with a history of allergic reactions to a vaccine component, with the exception of Bordetella, canine parvovirus, canine distemper and rabies, may forgo that vaccine only by the written authorization of a veterinarian. A copy of this written authorization will be kept in the owner/handler's member file.
 - i. Other dogs training with SAR Council as guests or visitors must have appropriate vaccines or proof of protection for the diseases listed above.
- 17. Canine Obedience and Behavior
 - a. Each dog used on any search mission or attending any training session or other SAR Council-related event shall be expected to respond to the handler's commands and control at all times.
 - b. SAR Council dogs must be balanced in and around horses and riders and handlers must keep their dogs under control and on a leash when in the same area as livestock.
 - c. If any SAR Council dog demonstrates aggression toward a human, the situation shall be reviewed and dealt with by the Executive Committee on a case-by-case basis.
 - d. If any SAR Council dog demonstrates aggression toward other canines or horses, to the extent that it becomes a problem at training sessions, search missions or other SAR Council related events, the Executive Committee shall review the situation and deal with the matter on a case by case basis.
 - e. A SAR Council dog used in a mission, training session, or attending a public meeting or demonstration shall be free of injuries, wounds and/or diseases that limit the movement or abilities of the dog, or otherwise pose a threat or compromise the dog's health or that of other SAR Council dogs or the general public.
 - f. Crating and Confinement
 - i. When not actively working on a search mission or in a training session, each dog shall be on leash and under the handler's control, or otherwise confined to the handler's vehicle or crate.
 - ii. There shall be no loose dogs in search base at any time.
 - g. For a one (1) month period while an intact or unsprayed female dog remains in season (peri-estrus two (2) weeks before, and two (2) weeks following estrus), the bitch is not to attend training sessions or search missions, and must remain at home. The handler is expected to maintain attendance requirements.
- 18. K-9 Unit Leader Responsibilities:
 - a. Schedule unit meetings at least semiannually.
 - b. Keep unit members informed and trained on K-9 rescue training requirements.
 - c. Ensure that unit members are Active and maintain at least Field level of certification and that Canine/Handler teams are certified.
 - d. Communicate unit training needs to the Training Committee Chairperson and participate/or designate a K-9 Unit member to participate with training.

- e. Coordinate with the Training Committee for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).
 - f. Inform Membership Committee Chairperson of any changes in address or phone numbers.
 - g. Attend monthly SAR business meetings or schedule an alternate from the K-9 Unit to report the Unit's activities to the SAR Council.
 - h. Inform unit members of upcoming events.
 - i. As needed, appoint Team Leaders within the Unit. A Team Leader is an active Field qualified member in charge of a team. Team leaders assist Unit Leaders in checking team readiness and equipment, serve as a communications contact between base operations and the team in the field and, in consultation with their team members, make decisions as leader of the team.
 - j. Perform other duties as assigned by the Executive Committee or at a SAR business meeting.
 - k. Provide K-9 Canine/Handler documentation to the Membership & Training Chairs for member files and training database.
 - l. During SAR missions, perform the following:
 - 1. Call out of members as required by the Sheriff's Office.
 - 2. Attend briefing sessions prior to search.
 - 3. Check unit members for required gear.
 - 4. Make sure all unit members sign in and out properly and report any claims for reimbursement promptly.
 - 5. Complete any reports required during search operations.
 - 6. Attend any debriefing required by the Sheriff's Office.
19. Unit members will maintain their K-9 packs which are in addition to the SAR Council 24/48 hour equipment list. (Attachment K-9 Unit Pack List)

F. Support:

- 4. Purpose of the Unit: The Support Unit provides support to the Incident Commander during a search or training mission.
- 5. Responsibilities of the Unit Leader
 - 1. Have an excellent working knowledge of the National Incident Management System (NIMS), Incident Command System (ICS) and be Support certified.
 - 2. Schedule unit meetings at least semiannually.
 - 3. Ensure that unit members have a good working knowledge of search and rescue techniques and are proficient with the concepts of NIMS and ICS.
 - 4. Ensure that unit members are Active and maintain at least Novice level of certification.
 - 5. Communicate unit training needs to the Training Committee Chairperson.

6. Coordinate with the Training Committee Chairperson for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).
7. Inform Membership Committee Chairperson of any changes in address or phone numbers.
8. Attend monthly SAR business meetings, or schedule an alternate from the Support Unit to report on Unit activities to the SAR Council.
9. Inform unit members of upcoming events.
10. As needed, appoint Team Leaders within the Unit. A Team Leader is an active Support qualified member in charge of a team. Team leaders assist Unit Leaders in checking team readiness and equipment, serve as a communications contact between base operations and the team in the field and, in consultation with their team members, make decisions as leader of the team.
11. Perform other duties as assigned by the Executive Committee or at a SAR business meeting.
12. During SAR missions, perform the following:
 - i) Make call out of members as required by the Sheriff's Office.
 - ii) Responsible for mobilizing the SAR Council trailer to the search location and setting it up.
 - iii) Attend briefing sessions prior to search.
 - iv) Provide support to the Incident Commander as requested.
 - v) Check unit members for required gear.
 - vi) Make sure all unit members sign in and out properly and report any claims for reimbursement promptly.
 - vii) Complete any reports required during search operations.
 - viii) Attend any debriefing required by the Sheriff's Office.
6. Support Unit members are required to demonstrate proficiency with the NIMS and ICS as established by the Unit Leader and reviewed by the SAR Council Executive Committee.

G. Medical:

7. Purpose of the Unit: The Medical's primary mission is to provide trained medical personnel in support of Search and Rescue operations and training missions as needed.
8. Medical Unit Leader Responsibilities:
 1. Schedule unit meetings at least semiannually.
 2. Keep unit members informed of required medical training and make sure all members complete their OTEP required training on time to maintain the level of their medical card.
 3. Ensure that unit members are Active and maintain at least Support level of certification. Unit members must make at least a three

year membership commitment. Unit members must be 1st Responders, EMT's or Paramedics.

4. Unit members are required to work a minimum of four (4) shifts during the event season (April through September).
5. Communicate unit training needs to the Training Committee Chairperson.
6. Inform Membership Committee Chairperson of any changes in address or phone numbers.
7. Attend monthly SAR business meetings, or schedule an alternate from the Medical Unit to report Unit activities to the SAR Council.
8. Schedule Medical Unit events and ensure unit member participation.
9. Coordinate with the Training Committee Chairperson for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).
10. Inform unit members of upcoming SAR Council events.
11. By January of each year, submit an events list with dates to the Executive Committee.
12. Submit an annual report at the November meeting summarizing the Unit's activities, member participation and hours.
13. Coordinate with the Training Committee Chairperson for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).
14. Perform other duties as assigned by the Executive Committee or at a SAR business meeting.
15. Maintain appropriate medical supplies in jump kits (2).
16. During SAR missions, the Unit leader or their designee will perform the following:
 - i) Make call out of members as required by the Sheriff's Office.
 - ii) Attend briefing sessions prior to search.
 - iii) Check unit members for required gear.
 - iv) Make sure all unit members sign in and out properly and report any claims for reimbursement promptly.
 - v) Complete any reports required during search operations.
 - vi) Attend any debriefing required by the Sheriff's Office
9. Medical Unit members are required to demonstrate proficiency as established by the Unit Leader and reviewed by the SAR Council Executive Committee.

H. Mounted:

10. Purpose of the Unit: The Mounted Unit provides searchers on horseback with an elevated position of the searcher which can enhance the ability to see sign and track the subject. It also provides a wider range of view. The independent awareness of sound, movement and odor that a horse possesses can lead to the conclusion of a successful search. The speed in

which a horse/human partnership can move will assist in covering outlying areas. The strength and power of the horse can be utilized for subject evacuation, canine rescue when needed, and movement of supplies to areas not accessible to vehicles.

11. Mounted Unit Leader Responsibilities:

1. Schedule unit meetings at least semi annually.
2. The Unit certifies all horses and riders who are members of the Unit. Certification Requirements, Attachment T.
3. Unit members must keep their mounts conditioned. Annual Riding Hours, Attachments U & V.
4. Unit members will maintain their 24 hour and 48 hour packs which are in addition to the SAR Council 24/48 hour equipment list. Mounted Unit 24/48 Hour Equipment List, Attachment U.
5. Keep unit members informed and trained on mounted rescue training requirements.
6. Ensure that unit members are Active and maintain at least Field level of certification.
7. Communicate unit training needs to the Training Committee Chairperson.
8. Coordinate with the Training Committee Chairperson for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).
9. Inform Membership Committee Chairperson of any changes in address or phone numbers.
10. Attend monthly SAR business meetings or schedule an alternate from the Mounted Unit to report the Unit's activities to the SAR Council.
11. Inform unit members of upcoming events.
12. As needed, appoint Team Leaders within the Unit. A Team Leader is an active Field qualified member in charge of a team. Team leaders assist Unit Leaders in checking team readiness and equipment, serve as a communications contact between base operations and the team in the field and, in consultation with their team members, make decisions as leader of the team.
13. Perform other duties as assigned by the Executive Committee or at a SAR business meeting.
14. Maintain appropriate medical supplies in jump kits.
15. During SAR missions, perform the following:
 - i) Make call out of members as required by the Sheriff's Office.
 - ii) Attend briefing sessions prior to search.
 - iii) Check unit members for required gear.
 - iv) Make sure all unit members sign in and out properly and report any claims for reimbursement promptly.
 - v) Complete any reports required during search operations.

- vi) Attend any debriefing required by the Sheriff's Office.
- 12. Mounted Unit members are required to demonstrate horsemanship proficiency as established by the Unit Leader and reviewed by the SAR Council Executive Committee.

I. Transportation Unit:

1. Purpose of the Unit is planning, organizing, maintaining, operating and coordinating available means of transportation for the movement of supplies, evacuees, personnel, service animals, livestock and equipment during actual missions, training events or evidence search activities. Included are 4x4 and 4x2 vehicles. They are also used for perimeter containment and can transport mobile repeaters to high points to increase communication capabilities. Bicycles are also utilized by members of this Unit.

2. Transportation Unit Leader Responsibilities:

1. Schedule unit meetings at least semi annually.
2. Keep unit members informed of required equipment for Transportation Unit.
3. Keep unit members informed and trained on mounted rescue training requirements.
4. Ensure that unit members are Active and maintain at least Field level of certification.
5. Communicate unit training needs to the Training Committee Chairperson.
6. Coordinate with the Training Committee Chairperson for mission number assignments of Unit's events and/or trainings (see Training Committee section for process).
7. Inform Membership Committee Chairperson of any changes in address or phone numbers.
8. Keep a listing of all Council members, their vehicles which may be used for missions, training exercises or evidence searches, and ensure members have current copies of their proof of insurance on file with the Membership Committee Chairperson.
9. Attend monthly SAR business meetings or schedule an alternate from the Transportation.
10. Inform unit members of upcoming events.
11. Unit Leaders will appoint Team Leaders within their Unit. A Team Leader is an active Field qualified member in charge of a team. Team leaders assist Unit Leaders in checking team readiness and equipment, serve as a communications contact between base operations and the team in the field and, in consultation with their team members, make decisions as leader of the team.
12. Perform other duties as assigned by the Executive Committee or at a SAR business meeting.
13. During SAR missions, perform the following:
 - i) Make call out of members as required by the Sheriff's Office.

- ii) Attend briefing sessions prior to search.
- iii) Check unit members for required gear.
- iv) Make sure all unit members sign in and out properly and report any claims for reimbursement promptly.
- v) Complete any reports required during search operations.
- vi) Attend any debriefing required by the Sheriff's Office.

3. In addition to the 24/48 hour equipment packs the Transportation Unit also requirements the following:

14. 4X4 Equipment List

- i) Required:
 - i. Ax
 - ii. Blanket
 - iii. Communication
 - iv. Fire Extinguisher (Recommended ABC)
 - v. Flares, 15 minute (3)
 - vi. Helmet
 - vii. Fuses, vehicle electrical system
 - viii. Hand held spotlight
 - ix. Jack and lug wrench
 - x. Oil
 - xi. Shovel
 - xii. Spare tire
 - xiii. Tape, grid
 - xiv. Tools
 - xv. Tow strap or chain
 - xvi. Water, vehicle (1 gallon)
- ii) Optional
 - i. Anti-Freeze, 50/50 mixture
 - ii. Air compressor
 - iii. Binoculars
 - iv. Camera
 - v. Cash (\$20)
 - vi. Credit/debit card
 - vii. Duct tape
 - viii. Fan belt
 - ix. Fuel (gasoline or diesel)
 - x. Fuel filter
 - xi. Gloves
 - xii. Hand saw
 - xiii. Hard hat
 - xiv. High lift jack
 - xv. Jumper cables
 - xvi. Keys, extra vehicle set
 - xvii. Radio, AM/PM
 - xviii. Tire chains

xix. Tubeless tire repair kit

15. ATV Equipment List

- i) Required
 - i. Communication
 - ii. Eye protection
 - iii. Flat tire repair kit
 - iv. Fuses, if needed
 - v. Gloves
 - vi. Headlights and tail lights
 - vii. Helmet
 - viii. Spark plug
 - ix. Tire gauge (0-5 PSI)
 - x. Tools tow strap or chain
 - xi. Extra fuel & oil (required in transportation vehicle)
- ii) Optional
 - i. Air compressor
 - ii. Fire extinguisher, small (recommend ABC)
 - iii. Hand-held spotlight
 - iv. Tire chains
 - v. Winch

16. Bicycle Equipment List

- i) Required
 - i. Air pump
 - ii. Communication
 - iii. Chain tool
 - iv. Flat tire repair kit
 - v. Helmet
 - vi. Spare inner tube
 - vii. Tools to remove wheel and tire (tire iron and wrench)
- ii) Optional
 - i. Eye protection
 - ii. Gloves
 - iii. Tire gauge, standard

4. Transportation Unit members are required to demonstrate proficiency in the operation of the 4X4, ATV and/or bicycle as established by the Unit Leader and reviewed by the SAR Council Executive Committee.

J. The Executive Committee may form additional units as necessary.

K. The SAR Council also works cooperatively with the Civil Air Patrol, Communications – ARES, and the Explorer Search and Rescue groups.

VI. Finances

The SAR Council is organized as a non-profit 501(c) (3) organization funded through public donations, membership dues, and other fund raising activities.

- A. Each member shall pay annual dues of \$5.00 by January 31 of the calendar year to the Treasurer. Dues paid after January 31 shall be \$10.00. If the dues are not paid by February 28, the member will be put on inactive status until they are paid in full.
- B. Annual dues amount will be established at the November SAR Council meeting.
- C. As a non-profit the SAR Council is authorized to raise operating funds by such means as are consistent with the purposes of the SAR Council and are approved by the Executive Committee and the Sheriff's Office.
- D. Fund raising will be accomplished through the Fund Raising Committee as set forth in the Bylaws and the Policies and Procedures.
- E. The President or their designee, with Executive Committee direction, shall make financial requests of the Sheriff's Office through the WWCSO SAR Coordinators.
- F. The SAR Council shall maintain accounts such as the Executive Committee deems appropriate in such banks, financial institutions, treasury branches or credit unions as it deems necessary.
- G. The officers with signing power on the account will be President, Vice President, Secretary, and Treasurer.
- H. The books, accounts and records of the SAR Council shall be audited at least once per year by a duly qualified accountant or by two members of the SAR Council elected by the membership for that purpose.
 - 1. An election of two members of the SAR Council as auditors may occur at any time.
 - 2. No member of the Executive Committee may be an auditor.
 - 3. The Auditors' report shall be presented to a general meeting of the SAR Council no later than three months following the November meeting.
- I. A complete and proper statement of the books, accounts and records of the SAR Council for the annual year shall be presented at the January meeting by the Treasurer.
- J. The Executive Committee shall have access to the books, accounts and records of the SAR Council at all times.
- K. The Treasurer shall conduct a budget needs assessment for the following calendar year.
 - 1. By June 30, Unit Leaders and Committee Chairpersons shall submit their budget needs to the Treasurer.
 - 2. By July 30, the Executive Committee shall prioritize the budget needs for the next calendar year.
 - 3. The prioritized list shall be submitted by the Executive Committee to the SAR Council for their review. Subsequent to the review, the prioritized list shall be submitted to the Sheriff's Office by the President or their

designee for consideration in the Sheriff's Office budget building process.

4. By September 30, the Treasurer shall submit a proposed budget of revenues and expenditures to the Executive Committee for their review and approval.
 5. The Treasurer will submit the approved proposed revenue and expenditure budget for the next calendar year to the SAR Council membership at the November meeting.
- L. No officer or member of the SAR Council shall receive any remuneration from the organization.
 - M. All checks, drafts or other orders for the payment of money, notes or evidence of indebtedness issued in the name of the SAR Council shall be signed by two elected officers of the SAR Council. At no time will two related (or of the same household) officers sign the same check.
 - N. All funds of the SAR Council shall be deposited in a timely manner to the credit of the SAR Council in such banks, financial institutions, treasury branches or credit unions that holds SAR Council funds.
 - O. Requests for reimbursement of expenditures by SAR Council members shall be submitted in writing to the Treasurer within 90 days of purchase. Any expenditure over \$25.00 should be reviewed and approved by the Executive Committee in advance of purchase. An approved purchase order should be submitted to the Treasurer with the receipt of purchase.
 - P. In August of each year, the Treasurer will submit the annual report to the Secretary of State.

VII. Meetings

- A. The monthly meeting of the SAR Council shall be held on the 3rd Wednesday of the month of each month of the calendar year with the exception of May, July and December. Meetings will begin at 7:00 p.m. and will be held in the meeting room of Maxson-Box Stables unless announced differently to the membership by the Executive Committee. The monthly meetings shall cover official business of the SAR Council and/or training.
- B. Notice will be given as outlined in the Bylaws.
- C. Quorum for the meeting will be the majority of the members present unless otherwise set forth in the Bylaws or Policies and Procedures.
- D. The meetings will be conducted according to Roberts Rules or other process approved by the Executive Committee.
- E. Executive Committee meetings will be conducted at least quarterly as set forth in the Bylaws and Policies and Procedures.
- F. The annual meeting of the SAR Council shall be held in November.
- G. Special Meetings will be conducted as set forth in the Bylaws.

VIII. Radios, GPS and Procedures – to be developed

IX. Dealing with the Media

- A. At a search mission, all requests for information concerning the search shall be referred to the Incident Commander or the Public Information Officer, if one has been appointed.
 - B. Routine media requests for information concerning the SAR Council (aside from mission operations) are to be referred to the President. The President may designate a public relations person to respond to the particular requests.
- X. Documentation of Injury or Accident
- A. In the event of injury or other incident occurring during a mission or training, the injured person or owner of an injured animal will report to the Training Officer (training event) or the Incident Commander (mission). All witnesses will provide a written statement detailing their observation of the incident. The report(s) are to be prepared immediately or as soon as circumstances permit, and submitted to the President or Incident Commander, if during a mission, for inclusion with the mission or training log. Attachment Z
 - B. The Walla Walla County Sheriff's Office SAR Coordinators will be notified immediately of any injury or incident set forth in this section.
- XI. Political Activity Prohibited
- A. No organization for emergency management established under the authority of RCW 38.52 shall participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes. RCW 38.52.120
- XII. Amendment or Repeal
- A. Suggested amendment(s) to these Policies and Procedures should be forwarded through the Executive Committee for review and approval. Any amendments will be ratified by the Sheriff's Office. These Policies and Procedures will be reviewed annually by the Executive Committee or such committee they appoint.

Approved by SAR Council Executive Committee on February 25, 2008.

Effective Date: February 25, 2008

Annual Review Dates:

Amended 2/9/2010 3 year requirement deleted

Amended 4/14/2011 K9 Unit addition

Amendment 10/19/2011 dues change

Attachment A

Attachment B

WAC 118-04-320 Eligibility requirements and procedures for filing personal injury claims.

(1) The injured person shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter [38.52](#) RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official.

(2) The emergency management division shall provide forms for personal injury claims (Form EMD-084, medical expenses claim), parts of which must be completed by the local emergency management agency, the claimant, and the attending physician. This form shall be submitted with documentation to the local emergency management agency.

(3) For missions occurring outside an injured person's jurisdiction of residence, the claimant may file the claim with the local agency in the jurisdiction of residence, provided that the local emergency management agency director in the injured person's jurisdiction of residence coordinates the claim with the local emergency management agency director in the jurisdiction where the mission occurred.

(4) In the event of injury to an emergency worker, the responsible agency's on-scene authorized official shall be notified as soon as possible.

(5) The on-scene authorized official shall advise the local emergency management agency director of any injuries, as soon as possible, and shall provide appropriate and timely documentation. The local emergency management agency director shall notify the emergency management division of any injuries as soon as possible. The emergency management division shall assist the local emergency management agency director in processing claims.

(6) Labor and industries workers' compensation forms shall not be used, nor shall medical expense claims be submitted to the department of labor and industries for a claim made pursuant to chapter [38.52](#) RCW.

(7) Documentation shall include any reports, mission logs, ambulance and hospital bills, receipts, medical reports, or other information helpful in describing the extent of the injury, the circumstances under which the injury occurred, and the costs that were incurred as a result of the injury.

(8) The injury, disability, or death shall not have been caused by the willful misconduct, gross negligence, or bad faith of the claimant.

(9) Compensation for injury, disability, death, and related claims shall be adjusted and paid in accordance with department of labor and industries workers' compensation schedules.

(10) For claims in excess of the amount set by RCW [38.52.220](#), a compensation board shall convene to review the claim under RCW [38.52.210](#), [38.52.220](#), [38.52.230](#), [38.52.240](#), and

38.52.250.

(a) The local emergency management agency shall notify the emergency management division of any pending claim in excess of the amount set by statute.

(b) The claimant shall be notified of date, time, and place of the compensation board hearing by the local emergency management agency director by personal service or registered mail.

(c) The compensation board established under chapter 38.52 RCW may request that the claimant appear before the board.

(d) The local emergency management agency director shall transmit the findings and recommendations of the compensation board to the emergency management division for disposition.

(11) In accordance with RCW 51.28.050, no claim for injury shall be valid unless filed within one year after the day upon which the injury occurred or the rights of dependents or beneficiaries accrued except as provided in RCW 51.28.055.

Attachment C

WAC 118-04-340 Eligibility requirements and procedures for filing property loss and damage claims.

(1) The person seeking reimbursement shall have been a registered emergency worker, activated by an authorized official for an authorized activity under the provisions of chapter 38.52 RCW, and shall have reported to or been in the process of reporting to the authorized on-scene official.

(2) The emergency management division will provide forms (Form EMD-086, property loss or damage claim) for reimbursement of property loss or damage claims as authorized by chapter 38.52 RCW. All claims must include receipts and documentation and be submitted to the local emergency management agency.

(3) For missions occurring outside the person's jurisdiction of residence, the claimant may file the claim with the jurisdiction of residence, provided that the local emergency management agency director in the jurisdiction of residence coordinates the claim with the local emergency management agency director in the jurisdiction where the mission occurred.

(4) The original of the claim shall be sent to the department of general administration, division of risk management, who will register the claim and forward it to the emergency management division. The claimant should send a copy of the claim to the emergency management division.

(5) In the event of property loss or damage, the on-scene authorized official shall be notified as soon as possible.

(6) The on-scene authorized official shall advise the local emergency management agency director of any significant property loss or damage and shall provide appropriate and timely documentation. The local emergency management agency director shall notify the emergency management division of any significant property loss or damage. The emergency management division shall assist the local emergency management agency director in processing claims.

(7) Loss or damage shall not have been caused by the willful misconduct, gross negligence, or bad faith of the claimant.

(8) Only property that is deemed necessary and reasonable for the mission activity shall be considered for compensation, if lost or damaged.

(9) Loss or damage to personal property caused by normal wear and tear, mechanical or electrical breakdown, or any inconvenience consequent to such loss or damage that was not the result of the mission activity shall not be eligible for compensation.

(10) Compensation for the loss or theft of property left unsecured or for damage which could have been prevented through reasonable care may be denied.

(11) Animals such as dogs and horses, used in an official capacity on missions are considered personal property. Claims for the injury or loss of animals during either an authorized training event or mission shall be submitted on the property loss or damage claim form (Form EMD-086). Evaluation of the claim shall consider, at a minimum, replacement cost of the animal, special training required, and other costs for preparing the animal for the mission or duty.

(12) For claims in excess of the amount set by RCW 38.52.220, a compensation board shall meet to review the claim under RCW 38.52.210, 38.52.220, 38.52.230, 38.52.240, and 38.52.250.

(a) The local emergency management agency director shall notify the emergency management division of any pending claim in excess of the amount set by statute.

(b) The claimant shall be notified of the date, time, and place of the compensation board hearing by the local emergency management agency director by personal service or registered mail.

(c) The compensation board established under chapter 38.52 RCW may request that the claimant appear before the board.

(d) The local emergency management agency director shall transmit the findings and recommendations of the compensation board to the emergency management division for disposition.

(13) As provided in RCW 4.16.080, claims for property damage or loss shall be filed within three years after the date of the occurrence.

Attachment D

RCW 38.52.180 Liability for property damage, bodily injury, death — Immunity — Assumption by state — Indemnification — Immunity from liability for covered volunteers.

(1) There shall be no liability on the part of anyone including any person, partnership, corporation, the state of Washington or any political subdivision thereof who owns or maintains any building or premises which have been designated by a local organization for emergency management as a shelter from destructive operations or attacks by enemies of the United States for any injuries sustained by any person while in or upon said building or premises, as a result of the condition of said building or premises or as a result of any act or omission, or in any way arising from the designation of such premises as a shelter, when such person has entered or gone upon or into said building or premises for the purpose of seeking refuge therein during destructive operations or attacks by enemies of the United States or during tests ordered by lawful authority, except for an act of willful negligence by such owner or occupant or his servants, agents, or employees.

(2) All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done or attempted during or while traveling to or from an emergency or disaster, search and rescue, or training or exercise authorized by the department in preparation for an emergency or disaster or search and rescue, under the color of this chapter in a bona fide attempt to comply therewith, except as provided in subsections (3), (4), and (5) of this section regarding covered volunteer emergency workers, shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity, or their dependents, for damage done to their private property, or for any judgment against them for acts done in good faith in compliance with this chapter: PROVIDED, That the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence or bad faith on the part of any agent of emergency management: PROVIDED, That should the United States or any agency thereof, in accordance with any federal statute, rule or regulation, provide for the payment of damages to property and/or for death or injury as provided for in this section, then and in that event there shall be no liability or obligation whatsoever upon the part of the state of Washington for any such damage, death, or injury for which the United States government assumes liability.

(3) No act or omission by a covered volunteer emergency worker while engaged in a covered activity shall impose any liability for civil damages resulting from such an act or omission upon:

- (a) The covered volunteer emergency worker;
- (b) The supervisor or supervisors of the covered volunteer emergency worker;
- (c) Any facility or their officers or employees;

(d) The employer of the covered volunteer emergency worker;

(e) The owner of the property or vehicle where the act or omission may have occurred during the covered activity;

(f) Any local organization that registered the covered volunteer emergency worker; and

(g) The state or any state or local governmental entity.

(4) The immunity in subsection (3) of this section applies only when the covered volunteer emergency worker was engaged in a covered activity:

(a) Within the scope of his or her assigned duties;

(b) Under the direction of a local emergency management organization or the department, or a local law enforcement agency for search and rescue; and

(c) The act or omission does not constitute gross negligence or willful or wanton misconduct.

(5) For purposes of this section:

(a) "Covered volunteer emergency worker" means an emergency worker as defined in RCW 38.52.010 who (i) is not receiving or expecting compensation as an emergency worker from the state or local government, or (ii) is not a state or local government employee unless on leave without pay status.

(b) "Covered activity" means:

(i) Providing assistance or transportation authorized by the department during an emergency or disaster or search and rescue as defined in RCW 38.52.010, whether such assistance or transportation is provided at the scene of the emergency or disaster or search and rescue, at an alternative care site, at a hospital, or while in route to or from such sites or between sites; or

(ii) Participating in training or exercise authorized by the department in preparation for an emergency or disaster or search and rescue.

(6) Any requirement for a license to practice any professional, mechanical or other skill shall not apply to any authorized emergency worker who shall, in the course of performing his duties as such, practice such professional, mechanical or other skill during an emergency described in this chapter.

(7) The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the workers' compensation law, or under any pension or retirement law, nor the right of any such person to receive any benefits or compensation under any act of congress.

Attachment E – G

Emergency Management Forms

Forms available from EMD or

http://emd.wa.gov/search_rescue/sar_forms.shtml

Attachment H

WAC 118-04-280 Training event numbers — Requests and requirements.

(1) Jurisdictions may request a training event number for individual training events or for a series of routine, recurring, training activities such as monthly training meetings or for an established training program such as a search and rescue academy.

(2) A request for a training event number for the purpose of developing, maintaining, or upgrading emergency worker skills for all types of emergency management activities shall be forwarded in writing using Form EMD-079, training mission request or equivalent, for approval by the emergency management division.

(a) All requests for training event numbers shall be signed by the local emergency management agency director or designee of the jurisdiction where the organization sponsoring the training activity is located.

(b) The Form EMD-079, training mission request or equivalent, shall be forwarded to the emergency management division so as to arrive ten working days prior to the scheduled date of the training activity.

(c) For training events that come to the attention of the local emergency management agency director less than ten working days prior to the scheduled date of the training activity, approval may be requested from the emergency management division by facsimile, telephone, or other method. Such requests shall be considered by the emergency management division on a case-by-case basis.

(3) All training shall conform to local comprehensive emergency management plans. The request for training event number shall cite those portions of the plans, annexes, appendices, and tabs which specifically address the activities for which emergency workers are being trained. Training activities planned for an area outside the jurisdiction of the requesting agency should be coordinated with the local emergency management agency in the jurisdiction where the training will take place.

(4) A training course curriculum, plan of instruction, or course outline shall accompany the training event approval request. If that particular curriculum, plan of instruction, or course outline will be used as a standard, recurring course of instruction, then the requesting local emergency management agency may number and title that curriculum, plan of instruction, or outline, keep it on file with the state, and refer to that number and title when requesting a training event approval for the same training in the future. Training event number requests for a series of training activities also shall include a schedule with proposed subjects, dates, times and locations.

(5) Upon approval of the training event, the emergency management division shall issue a training event number. The training event number assigned shall provide a reference for the

local, state, or federal organization taking part in the training activity. Administrative records and reimbursement of eligible emergency worker compensation claims, filed as a result of activities on a training event shall include the training event number.

(6) The training event number issued is for the specified training activity or series of training activities at the specified date(s), time(s), and location(s). Any significant change in the training activity, location, date or time shall be reported to the emergency management division as soon as possible. The local authorized official may approve reasonable changes to the proposed schedule.

(7) If additional organizations other than those originally listed on Form EMD-079 request to participate in the training event and are approved by the sponsoring emergency management agency director, they shall provide appropriate information (the organization's name and address, names of participating personnel and emergency worker registration numbers) to the sponsoring local emergency management agency director for inclusion in the training event report prior to submittal to the emergency management division.

(8) Upon notification that the emergency management division has issued a training event number for a training event at a specific date, time, and place, emergency workers will be eligible for benefits and compensation under the provisions of chapter 38.52 RCW when acting in compliance with the notification and these rules.

(9) Compensation will be limited to medical services, property loss or damage, and liability under chapter 38.52 RCW during the time necessary to travel to the training site, performance of the training activity, and reasonable time to return to the point of origin.

(10) Authorized officials shall ensure that emergency workers participating in a training event or exercise are not placed in unnecessarily hazardous situations.

(11) Authorized officials shall ensure that emergency workers have successfully completed applicable helicopter operations training course(s), approved by emergency management division, prior to being transported by aircraft during a training event.

(12) Emergency worker daily activity report, Form EMD-078 or equivalent, shall be used as a part of the administrative record for each training event. When a series of training activities is covered by a single training event number, separate emergency worker daily activity reports, Form EMD-078, or equivalent, shall be used for each activity.

(13) Training event numbers shall not be assigned for any activities which involve the search for, apprehension of, detention, or arrest of suspects or persons in the act of committing or having committed a crime.

(14) Training event numbers shall not be assigned for training activities which involve the use of aircraft of any type without specific, prior approval of the emergency management division. The state shall not assume any liability for any accidents or incidents resulting from the unauthorized use of aircraft.

Attachment I

WAC 118-04-400 After action reporting.

(1) The emergency management division shall provide forms for use by local emergency management agency directors in providing after action information. After action reports shall be filed for:

(a) Search and rescue missions (Form EMD-077, search and rescue mission data sheet). The required information includes data on the subject, location of incident, response, weather conditions, results, subject behavior, and resources used.

(b) Training events. The required information includes data on the training activities conducted, resources used, problems noted, corrective actions assigned, and other information of a training nature. Form EMD-105L, incident report data sheet may be used.

(c) Other missions, including evidence search missions (Form EMD-105L, incident report data sheet). The required information includes location and other data on the incident, response, weather conditions, results, and resources used.

(2) All mission, evidence search mission, and training event after action reports shall include information from the participating emergency workers, including individual daily activity reports (EMD-078, or equivalent), other reports, rosters, mission event and communications logs, lost person information forms, training event logs, plans of instruction, instructor lists, and any other information that may be helpful in a descriptive reconstruction of the mission or training event.

(3) The local emergency management agency director shall forward all mission, evidence search mission, and training event after action reports to the emergency management division within twenty working days from the termination or suspension of the activity.

NEW MEMBER INFORMATION

DATE _____

Name _____

Date of Birth _____

Mailing Address _____

E-Mail Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

Place of Business _____

Member Unit(s) Requested _____

Describe Assets (Personal, Animal and/or
Mechanical) _____

Medical License and Expiration Date _____

Prior Related Training:

Course _____

Instructor _____

Date(s) of Training _____

Organization _____

Attachment K

EMERGENCY SERVICES REGISTRATION FORM
BACKGROUND CRIMINAL RECORD FORM
(Please Print in Ink)

1. NAME _____
FIRST MIDDLE INITIAL LAST NAME
2. ALIAS (AKA) NAME _____ RACE _____ SEX _____
3. ADDRESS _____
4. CITY _____ STATE _____ ZIP _____
5. BUS
PHONE _____ HOME _____ COUNTY _____
6. PAGER? No ___ Yes ___ # _____ pager type:
Voice ___ Digital ___ Alph/Numeric _____
7. DATE OF BIRTH _____ EYE COLOR _____ HAIR
COLOR _____
8. HEIGHT _____ FT _____ IN WEIGHT _____ LB
SSN _____
9. DRIVERS LICENSE
_____ STATE _____
10. OTHER STATES YOU HAVE HELD A DRIVERS LICENSE IN: _____

THE ABOVE INFORMATION MAY BE USED TO CONDUCT A BACKGROUND
CRIMINAL INVESTIGATION. I CERTIFY THAT THE INFORMATION SET FORTH IN
MY APPLICATION IS COMPLETE TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF APPLICANT

DATE

Attachment L

EMERGENCY WORKER REGISTRATION CARD					
Jurisdiction:				Issue Date:	Registration Number:
Name (Last):		(First):	(Middle):	Social Security Number:	
Address 1:				PHOTOGRAPH	
Address 2:					
City:		State:	Zip Code:		
Driver's License No.:	Date of Birth:	Blood Type:	Sex (M-F):		
Height:	Weight:	Color Eyes:	Color Hair:		
Physical Disabilities (If any):					
Home Telephone:		Work Telephone:			
I certify that the information on this card is true and correct to my best knowledge and belief.				- In Case of Emergency - Please Notify:	
Emergency Worker Signature:			Date of Signature:	Name:	
Emergency Worker Assignment (WAC-118-04-110): EOC Support				Telephone Number with Area Code:	
Authorizing Signature: Jurisdiction:		Local Walla Walla County	Date of Signature:	Relation to Emergency Worker:	

Emd-024 (7/00) (FRONT)

EMERGENCY WORKER TRAINING RECORD		
COURSE	HOURS	DATE COMPLETED

ADDITIONAL INFORMATION - REMARKS:

Emd-024 (7/00) (BACK)

Attachment M Search and Rescue Council of Walla Walla County (Revised 10/20/07)

STATEMENT OF PHYSICAL ABILITY FOR SEARCH DUTIES

<u>Name</u>	<u>Birthdate</u>	<u>Classification</u>
(Last, First, Middle)	(Month, Day, Year)	(Trainee, Novice, Support, Field)
<u>Address</u>	<u>Unit Identification</u>	<u>Dept. Emergency Services</u> <u>Registration #</u>

SECTION A – PHYSICAL LIMITATIONS		
Answer the questions below by placing an “X” in the appropriate box		
To the right. If you answer “YES” to any item give additional details in section “D”		
1. Do you have any problem:	Yes	No
a. reading small newspaper print (glasses permitted)?		
b. reading ordinary newspaper headlines without glasses?		
c. seeing distant objects with either eye (glasses permitted)?		
2. Do you have difficulty in distinguishing basic colors (red, green, blue)?		
3. Do you have difficulty in distinguishing shades of colors?		
4. Do you have any hearing problem?		
5. Do you wear a hearing aid?		
6. Do you have any speech impairment which hinders:	Yes	No
a. person to person conversation?		
b. telephone conversation?		
c. talking to groups of people?		
7. Do you have an amputation or abnormality of a leg, foot, arm, hand, and/or finger?		
8. Do you have difficulty in using arms, hands, or fingers for reaching in any direction, grasping, handling, or fingering?		
9. Do you have any disease or disability which would make your volunteer status a hazard to yourself or others?		

SECTION B – PHYSICAL ENDURANCE FACTORS		
Answer the questions below by placing an “X” in the appropriate box to the right.		
If you answer “NO” to any item, give additional details in section “D”		
During physical activity are you able to normally perform activities involving:	Yes	No
1. Standing for long periods of time?		
2. Some walking on flat surfaces, slight to moderate inclines, climbing stairs?		
3. Frequent walking and/or climbing on uneven terrain and inclines?		
4. Frequent pushing or pulling?		
5. Frequent bending, stooping, and crouching?		
6. Frequent lifting and carrying of objects between 10 to 20 pds.?		
7. Frequent lifting and carrying of objects between 20 to 40 pds.?		

CONTINUE ON REVERSE SIDE

SECTION -C- ENVIRONMENTAL FACTORS

Answer the questions below by placing an "X" in the appropriate box to the right.

If you answer "NO" to any item, give additional details in section "D"

CAN YOU WORK UNDER THE FOLLOWING CONDITIONS?

	Ye s	No		Ye s	No
1. Outside (Frequently)			10. Some exposure to fumes, smoke, or gases		
2. Severe heat			11. Some contact with solvents, greases and oils		
3. Severe cold			12. Working at ground level		
4. Severe humidity			13. In closed areas (with no fear of)		
5. Severe dampness or chilling			14. Can you work alone		
6. Dry atmospheric conditions			15. Can you work as a team member		
7. Severe noise			16. At altitudes at or above 6,000 feet		
8. Constant noise			17. From a boat (with no fear of water)		
9. Dusty atmospheres			18. Under stress		

SECTION -D- ADDITIONAL DETAILS

This space is for detailed answers to sections A, B, and C (Give section letter and item #.

Item #
Item #
Item #
Item #
Item #
Item #
Item #

SECTION -E- CERTIFICATION BY VOLUNTEER

I certify that all the information I have furnished is correct to the best of my knowledge and belief.

Volunteer's

Signature: _____

Date

(month,day,year)

SECTION -F- FOR WWCSO AND SAR TRAINING COMMITTEE ONLY

Certified volunteer status, per questionnaire: place an X in appropriate box	Active	Inactive
--	--------	----------

Member Training Committee	Member WWCSO	Date	
X	X		

Walla Walla County Sheriff Search and Rescue
Personal Responsibilities of Emergency Worker Form

Washington Administrative Code (WAC) 118-04-200

1. Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in the following rules.

- 1) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.
- 2) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.
- 3) Participation by emergency workers in any mission, training event or other authorized activity while under the influence of alcohol is prohibited.
- 4) Emergency workers participating in any mission, training event or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW38.52.180.
- 5) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter 46.29RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW38.52.180.
- 6) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.

2. Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.

3. When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties.

4. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.

5. Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

By signing this form I attest that I have read and understand the above information.

Printed Name

Emergency Worker ID#

Signature

Date

RCW38.52.180 Liability for property damage, bodily injury, death-Immunity-Assumption by state-Indemnification-Immunity from liability for covered volunteers; RCW46.29 Motor Vehicles-Financial Responsibility

Search and Rescue Council of Walla Walla County
MEMBERSHIP INTRODUCTION
January 2011

Introduction:

The Search and Rescue Council of Walla Walla County is a non-profit volunteer organization (501c3) formed in 1988. The Council is governed by the Revised Code of Washington, RCW 38.52 and the Washington Administrative Code, WAC 118.04, under the direction of the Walla Walla County Sheriff's Office. Search and rescue resources come primarily from citizen volunteers who give of their time and personal resources:

- To assist in finding lost or missing persons including first aid and evacuations
- To provide training and documentation to ensure a qualified group of search and rescue volunteers.
- To promote Child Find Identification within the community.
- To promote public education of wilderness survival and outdoor safety
- To promote community disaster preparedness by supporting the National Incident Management System (NIMS) training in coordination with the Walla Walla County Sheriff's Office, Department of Emergency Management Services, local agencies and neighboring counties.

New Members Welcomed:

The Council is always looking for new members interested in search and rescue. If you are interested in participating or just finding out more about the Council's activities, you are welcome at our business meetings and most board and team training sessions. Persons who are interested in joining the Search and Rescue Council should have the ability and desire to spend the time necessary to get and stay trained and to respond to missions that always seem to occur at the worst possible time. Rescue is our goal but safety is the foundation of everything we do. To be safe, we expect that members are in physical shape, are equipped properly, and actively participate in the trainings and practice search activities sponsored or supported by the Council.

Council Organization:

Meetings:

General membership meetings are held on the third Wednesday evening of each month at 7:00 p.m. at Maxson-Box Stables, 522 Last Chance Road, Walla Walla. Interested members of the public are always welcome. The membership meeting is generally preceded by a meeting of the Executive Committee at 6:30 p.m. Classroom trainings are held at the conclusion of many of the monthly business meetings. Field training sessions are held at announced times throughout the year. An annual training calendar is adopted at the beginning of the calendar year. Individual Units may have additional meeting and training requirements.

*Attachment A: Annual Meeting and Training Calendar

Governance:

Membership in the Council is governed by the Bylaws and Operating Policies and Procedures. Officers (President, Vice-President, Secretary, Treasurer) are elected by the members each November and serve a one year term from January 1 through December 31. Three board

members serve a 2-year term, beginning on January 1. The Council has five standing committees: Community Outreach, Equipment, Fund Raising, Membership, and Training.
*Attachment B: Officers, Committee Chairpersons, and Unit Leader List

Funding:

The Council is funded through public donations, membership dues, grants and other fund raising activities. Each member is expected to help with fund raising activities. Each member pays annual membership dues of \$5.00. Dues are intended to cover administrative expenses of the Council. There are no other member fees although participation in missions and practices often results in a variety of individual expenses borne by members.

Becoming a Member:

If you are interested in joining the Council, you are invited to attend one of the monthly Council meetings and/or contact the Membership Chairperson, Margaret Schacht at 509-301-7525 or buckschacht@charter.net for an application packet and answer questions you may have about applying for membership

Membership Application:

An application packet is comprised of the following:

1. New Member Information Form
2. Statement of Physical Ability for Search Duties
3. Criminal Background Investigation Authorization Form
4. Personal Responsibilities Form
5. Emergency Worker Registration Card – Department of Emergency Management
 - i. Complete ICS-100, Introduction to Incident Command System, and IS-700, Introduction to NIMS, training before a Department of Emergency Management ID card can be issued. These courses are available on-line at <http://www.training.fema.gov/EMIWeb/IS/crslist.asp>. There is no charge for these classes and they should take two to three hours to complete.

The application packet, including copies of the certificates of completion of ICS-100 and IS-700, should be returned to the Membership Chairperson, Margaret Schacht, 1108 Rooster Road, Walla Walla, WA 99362 . Once you have submitted the application packet, you will be asked to meet informally with members of the Executive Committee to review the application and discuss the Council's goals. The purpose will be to better understand your interest in the Council. The Executive Committee will then review the application. If an application is accepted, new members will be issued an Emergency Worker card and Search and Rescue Council ID card. New Members are placed in Trainee status until they achieve the Novice certification level.

Classes and Qualifications of Search and Rescue Emergency Workers:

Active Status:

Members have completed at least Novice level training and have paid dues for the current year.

Certification Levels:

There are three classes of search and rescue emergency workers: novice, support and field. The basic qualifications and training listed define each of the three classes. WAC 118-04-120

1. Novice Level:
 - a. Be physically and mentally fit for the position assigned – Current Physical Fitness form on file
 - b. Possess sufficient knowledge of search and rescue skills and techniques to fulfill their emergency assignment –completion of Search and Rescue Techniques class
2. Support Level:
 - a. Be an active SAR member and possess Novice certification
 - b. Possess knowledge of the skills required of field search and rescue emergency workers but are not required to have the field tested experience nor the physical capabilities of field-qualified members. Classroom requirements include successful course completion in:
 - i. Map and Compass and Wilderness Navigation
 - ii. Survival Skills and Outdoor Living
 - iii. Crime Scene Recognition
 - iv. Helicopter Basics
 - v. First Aid and CPR Cards
3. Field Level:
 - a. Be an active member and possess knowledge requirements of Novice and Support Level
 - b. Possess knowledge of and demonstrated proficiency in the following:
 - i. Wilderness, Map and Compass Navigation
 - ii. Survival Techniques and Outdoor Living
 - c. Completion of the Human Remains Form
 - d. If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations – successful completion of a helicopter operations intermediate, and, as applicable, advanced course approved by the emergency management division.

Search and Rescue Member Units:

The Council has the following member units:

- Ground (on foot, skis, dogs)
- Medical (First Responder level or higher)
- Mounted Patrol (horses)
- Support (paperwork, base camp – no field training)
- Transportation (4X4 vehicles, snowmobile, motorcycle, 4-wheel ATV, bicycle)

Each member is assigned to at least one unit. Each unit has a Unit Leader who is the primary contact person for that unit. If your application is approved by the Executive Committee, you will initially be placed in the Ground Unit. Membership into all other units is contingent upon the desired unit's acceptance and meeting the additional requirements of the unit. Volunteers are responsible for updating their contact information to their Unit Leader and the Membership Committee Chairperson.

24 hour and 48 hour Equipment List:

Members of all units are required to personally acquire and have available essential equipment for their 24 hour and 48 hour packs. It is understood that new members may not have all items immediately. Preference should be given to those items necessary for personal safety and

survival. Also note that units may have equipment requirements in addition to this list. The Unit
*Attachment C: Equipment List

Washington State Search & Rescue Information:

Provided are three Web sites for your review. The first is the Revised Code of Washington, 38.52 which is the legal authority for Search & Rescue. Other subsections of RCW 38.52 are available at the site for more detail. The second site is the Washington Administrative Code, WAC 118.04, which gives more operational information. The last site is an overview of the Emergency Management Division.

<http://apps.leg.wa.gov/RCW/default.aspx?cite=38.52.400> RCW

<http://apps.leg.wa.gov/WAC/default.aspx?cite=118-04> WAC

http://emd.wa.gov/search_rescue/sar_index.shtml emergency management division

Do you have questions about becoming a member of the Search & Rescue Council of Walla Walla?

Contact Margaret Schacht, Membership Chairperson:

1108 Rooster Road, Walla Walla, WA 99362

509-301-7525 or buckschacht@charter.net

02/25/2011

Officers, Unit Leaders and Committee Chairpersons
SAR COUNCIL POINT OF CONTACT LIST FOR CALL OUT
Revised 2/24/2011

EXECUTIVE COMMITTEE

President	John Sicocan
Vice President	Margaret Schacht
Secretary	Nanci Shaw
Treasurer	Keith Weathermon
Member at Large #1	Levi Heidenrich,(10-11,1st term)
Member at Large #2	Anita Moro (11-12,1st term)
Member at Large #3	David Fesler (11-12,2nd term)

MEMBER UNITS & Unit Leaders

Ground	Tom Beyer
K9	Brooke Martin
Medical	Mickie Maxson-Box
Mounted Patrol	Mickie Maxson-Box
Support	Sherri Krumbah
Transportation	David Fesler

STANDING COMMITTEES & Chairpersons

Community Outreach/Marketing	Amber Randall Anita Moro
Equipment	Levi Heidenrich
Fundraising	Amber Randall Sandy Meliah
Membership	Margaret Schacht
Training	Don Schacht Shanda Zessin

Walla Walla County Sheriff's Office SAR Coordinators

Undersheriff Edward L. Freyer
Captain Barry D. Blackman

Attachment P

WAC 118-04-120 Classes and qualifications of search and rescue emergency workers.

There are three classes of search and rescue emergency workers: Novice, support personnel, and field personnel. The basic qualifications listed below define each of the three classes. Local requirements may include more extensive and detailed qualifications to meet local needs. Authorized officials also may require search and rescue emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

Emergency workers who are not qualified for specific search and rescue duties shall not be assigned to such duties unless specifically directed by an authorized official and then only when under the direct supervision and control of personnel who are qualified for that specific assignment.

(1) The following are basic qualifications for novice search and rescue emergency workers without specific duties including those personnel in a training status. Novice personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess sufficient knowledge of search and rescue skills and techniques to fulfill their emergency assignment.

(2) The following are basic qualifications for support search and rescue emergency workers. Support-qualified personnel shall:

(a) Be physically and mentally fit for the position assigned.

(b) Possess knowledge of the skills required of field search and rescue emergency workers but are not required to have the field tested experience nor the physical capabilities of field-qualified personnel.

(c) Possess knowledge in first aid for the control of bleeding, cardiopulmonary resuscitation, bone immobilization, protection from the elements, and protection from exposure to bloodborne pathogens.

(d) Possess basic knowledge of helicopter operations. Successful completion of a helicopter operations basic course approved by the emergency management division satisfies this requirement.

(e) If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate and, as applicable, advanced course, approved by the emergency management division satisfies this requirement.

(3) The following are basic qualifications for field search and rescue emergency workers.

Field-qualified personnel shall:

- (a) Be physically and mentally fit for the position assigned.
- (b) Possess knowledge of and demonstrated proficiency in survival techniques and outdoor living.
- (c) Possess knowledge in first aid for the control of bleeding, cardiopulmonary resuscitation, bone immobilization, protection from the elements, and protection from exposure to bloodborne pathogens.
- (d) Possess knowledge in wilderness navigation including map, compass, and other navigation methods as appropriate.
- (e) Possess basic knowledge of helicopter operations. Successful completion of a helicopter operations basic course approved by the emergency management division will satisfy this requirement.
- (f) Possess knowledge of search and rescue techniques.
- (g) Possess knowledge of crime scene recognition, evidence recognition, human remains recognition and the provisions of RCW 68.50.010, 68.50.020, and 68.50.050.
- (h) If duties require involvement in helicopter operations, possess demonstrated knowledge and proficiency in helicopter operations. Successful completion of a helicopter operations intermediate, and, as applicable, advanced course approved by the emergency management division, satisfies this requirement.

Attachment Q

SAR Council Funding Committee Grant Application Process

Identify potential grants

Request application from grant resource

Prepare application abstract

- Name of grant

- Contact name for grant source

- Source of funding (ie. local, state, federal government; foundation; trust; etc.)

- Submission date

- Funding source start and end dates for award

- Grant funding guidelines – program description and maximum funding (including match requirements)

- Funding committee suggested funding request –program and financial (brief overview)

Submit application abstract to executive committee for review and authorization to start application writing

Develop application checklist

- Scope of application – detail requirements for program description

- Financial background needed for submission (ie. Income/expenditure report for 2006) and attach report format provided by funding entity, if applicable .

- List of items/documents needed as attachments to application

- Application due date

- Description of decision points – executive committee, Sheriff's Office, Council

- Timeline for application submission – include due dates for information/decision points as needed from other sources (ie. SAR Treasurer's financial information; processing through SAR Executive Committee and Council, as applicable)

- Date funding entity will award grants

Complete draft application

Submit draft application to Executive Committee for review

Make changes as applicable pursuant to the Executive Committee review

Submit final application to SAR Council President for signature

Attachment R

Grant Award and Grant Management Process

When a submitted application is awarded to the SAR Council, the SAR President or their designee will initiate award/contract development with the funding source. This will be accomplished with overview provided by the SAR Executive Committee. Depending on the complexity of the grant award, may want to have reviewed by legal representative. The complexity of the award and/or the source of funds (ie. Government, local, state or federal) will require more detail in the grant management process. If designated, the Funding Committee will provide grant management with the following process.

- Identify grant start and end dates

- Source of funds (ie government, foundation, trust)

- Identify program outcomes and method of tracking for successful completion (actual and match/inkind, as applicable)

 - Who is responsible

 - When outcomes are to be completed

 - What is to be counted

 - How will outcomes be counted

- Identify financial information and method of collecting (report format)

 - Expenditures

 - Match – real and inkind

 - Any audit requirements

 - Who is responsible (usually the Treasurer will track on format provided by the committee or funding source)

- Identify required Reports (either by grant or internal decision of SAR or Sheriff's Office)

 - To funding source

 - To SAR

 - To Sheriff's Office

- Develop Grant Award Timeline

 - Start and end dates

 - Outcome due dates

 - Report dates - program and financial

 - Progress review by

 - Funding entity

 - SAR Executive Committee and/or Council

 - Sheriff's Office

- Complete Grant award final report

 - Review by Executive Committee

 - Approved report submitted by the SAR President

Walla Walla County Sheriff Search and Rescue – Certification Training Outline

Trainee Level:

- After SAR membership is obtained you will be placed in this status.

Novice Level:

- Search and Rescue Techniques classroom or DVD Training: SAR Fundamentals, 3rd Edition Revised - Chapter 17 starting on page 253.
 - New SAR members will attend classroom training or receive the SAR Techniques DVD and a written test that would be done at their leisure. Once completed a meeting would be set up with a member of the Training Committee to grade the test and answer any questions they may have about SAR Techniques. After successful completion of this process the member would be considered certified at the Novice level.

Support Level: Classroom type training activity

- First Aid (course sponsored / approved by Washington State Department of Labor & Industries satisfies this requirement)
- CPR (course sponsored / approved by The American Heart Association satisfies this requirement)
- Basic Helicopter (course approved by DEM satisfies this requirement)
- Wilderness Navigation (which would cover the following topics):
 - General Map Reading
 - General Compass Use
 - GPS Basics
 - Nature's Compass
- Survival Skills / Outdoor Living (which would cover the following topics):
 - Basic plant knowledge
 - Shelter building
 - How to find water
 - Lay of the land - how it should impact your decisions
 - Basic understanding on how to watch weather signs
 - Fire building
 - Clothing – what's good and what's not
- Crime Scene / Evidence / Human Remains Recognition:
 - SAR Fundamentals, 3rd Edition Revised - Chapter 18: Handling Evidence

Field Level: Demonstrated proficiency training activity

- Survival Skills / Outdoor Living (which would cover the following topics):
 - Basic plant knowledge
 - Shelter building
 - How to find water
 - Lay of the land - how it should impact your decisions

- Basic understanding on how to watch weather signs
- Fire building
- Clothing – what's good and what's not
- Spending the night outside with the tools/equipment you normally pack for a search
- Basic use of map, compass and navigational skills

This process will happen twice annually, normally the last weekend in May and the 3rd weekend in August.

Walla Walla County Sheriff Search and Rescue

Mounted Patrol

Application for Equine Certification

As an Equine Unit, our animals are very important to our mission. If trained correctly they help us in making a search a success as well as provide for our safety and comfort. Appropriate on-going training and the right temperament are very important.

Equine certification (re-certification) will take place twice a year (Spring and Fall) normally in conjunction with a MSAR training. Be prepared to camp overnight, feed yourself and transport your equine.

Certified equines must maintain that certification by completing the conditioning training annually.

The MSAR member wishing to certify or re-certify an equine must be willing to commit to the responsibilities and requirements in maintaining this certification.

In order to be considered for certification the equine must meet the following criteria:

1. Be 4 years or older.
If age is questionable the Mounted Patrol Unit Leader will make the final decision.
2. Shod year around.
The equine needs to be ready to be deployed into any terrain at any time.
3. In sound physical condition.
A health inspection by a licensed vet must be completed annually.
Vaccinations be up to date.
Able to complete at least 10 miles in 2 1/2 hours.
Coggins test if you live in Oregon.
4. A mare or gelding - no stallions.
No pregnant or nursing mares or geldings within 6 months of being gelded.

For identification purposes please bring a copy of registration paperwork (if applicable) and a current brand inspection.

I have read and understand the above requirements and I wish to certify my equine (named below).

MSAR Member
State of Washington Emergency Worker ID Card

Date

Equine Information

Name: _____

Age: _____ Sex: _____ Owned by: _____

Endorsement Areas: (please check all that you want considered for)

Urban _____ Rural _____ Wilderness _____

MSAR - CONDITIONING FACTORS FOR HORSES

Horse's Ongoing Health and Readiness

- Shod year around – trimmed and shod every 6 to 8 weeks depending on horse's needs
- De-worming regiment through out the year
- Vaccinations up to date annually
- Annual health inspection by a licensed vet – to include Coggins test if live in Oregon ; carry current health certificate (in addition to brand inspection certificate)
- Horse Conditioning – see one example of a pre-conditioning schedule (attached)
 - Start with long slow distance (LSD) as basic stage
 - Increase activity, speed and intensity gradually
 - On going activity varying speed and intensity to maintain conditioning

Horse's Pulse

To take a horse's pulse, put a stethoscope behind and slightly above the left elbow. The lub-dub sound counts as one beat. Also can check by use of the fingers to palpate the facial artery under the skin in the area of the horse's lower jaw. Count for 15 seconds - multiply by 4.

- Resting heart rate is 32-40
- After exercise (walk and slow trot) the beat will be louder and faster – between 72 to 90 beats per minute (bpm)
- Fast trotting and/or slow loping 100 to 140 bpm
- Within 10 minutes the fit horse's pulse is in the 60's
- If it took 30 minutes for horse to recover to 64 bpm, the horse is being worked too hard for his degree of condition
- If after 10 to 15 minutes the horse's pulse recovers to 44 to 52 bpm, the horse can tolerate an increase in exercise.
- Optimum conditioning should put his working heart rate at 135 to 155 bpm
- Duration, intensity and distance are the three aspects of conditioning; increase only one at a time
- Be sure to warm up (5 minutes walking and 5 minutes trotting) before conditioning
- Be sure to cool down (5 minutes trotting and 5 minutes walking) to bring back to resting bpm rate; minimizes stiffness and soreness

Horse's Respiration

The resting repertory rate for a horse is of 2 to 20 breaths per minute. The horse's normal heart rate:respiratory rate ratio should be 3:1 or 2:1.

Dehydration

Two easy ways to recognize whether a horse is hydrated:.

1. Skin pinch test: pinch a fold of skin on horse's neck near the shoulder and release it. A normally hydrated horse's skin will flatten immediately; 5 seconds if slightly dehydrated; 10 seconds for moderately dehydrated; and severely dehydrated if skin doesn't flatten.

2. Press your thumb against gum of the horse's upper lip until it turns white. Remove thumb and record how many seconds it takes for pink color to return. A horse is normally hydrated if blood returns within 2 seconds

To help prevent dehydration allow the horse to drink and graze at every opportunity.

Humidity and Hot Climates

Caution to acclimate to higher humidity and increased temperatures. Should allow 10 days if change is extreme and sudden.

Additional things to look for in a stressed horse:

- Sweat that is white, lathery and sticky with a strong odor. Sweat of a well-conditioned horse is clean, clear and more watery.
- Urine the color of coffee is a sign of muscle breakdown.
- Lack of gut sounds
- Heavy breathing (watch flank area) that does not subside in 5 or so minutes

MSAR - SAMPLE PRE-CONDITIONING SCHEDULE

Week 1 & 2:	Ride at walk/trot 3 days a week for 1 hr each
Week 3:	Ride at walk/trot 3 days a week for 1 ½ hr each. Walk up/down hills
Week 4:	Ride 3 days a week 1 to 2 hrs each. Trot up small hills, rough terrain; walk up steep hills; always walk down hills
Week 5 & 6:	Ride 3 days a week: 2 hr slow trail ride; 2 hr primarily trot, some walk and a little cantering on flat areas; 2 to 3 hour primarily trot – work on hills and rough terrain
Week 7 & 8 :	Ride 3 days week for 2 hr each (one day a 4 hr ride)
Week 9 & 10:	Ride 2 to 4 days week at 2 hr each; primarily trot Don't increase speed and distance on same day.
Week 11 & 12:	2 days at 2-3 hrs each; adjust speed, length of work and toughness of terrain to your workout.

Note: A pastured horse conditions themselves while they graze and walk 2 to 4 miles per hour (factor resting time).

Additional equipment and supplies for MSAR deployment. These items are in addition to your SAR 24 / 48 hour packs.

Watch

Duct tape

Extra straps and/or rope

Horse First Aid kit (vet wrap, surgical scrub, hoof pick, medicated ointment, tube banamine)

Zip lock bags and garbage bags

Horse brush or rubber curry

Small amount of grain ration

Halter and lead (take it with you)

Attachment V

WALLA WALLA COUNTY SHERIFF SEARCH & RESCUE MOUNTED PATROL Annual Training Participation Commitments

The MSAR participation is in addition to the participation and certification commitment as a SAR member.

1. Monthly MSAR trainings: 70%
2. Attend one entire equine certification weekend annually

Total Riding Hours (individual and MSAR/SAR)

Based on equine certification level:

- | | |
|------------------------|------------------|
| • Urban Certified | 150 to 200 hours |
| • Rural Certified | 200 to 225 hours |
| • Wilderness Certified | 225 to 275 hours |

Total Annual Riding Hours: 150 to 275 hours

Members will log their riding hours on the tracking sheet provided by MSAR. These sheets will be submitted to the Mounted Unit Leader quarterly in April, July, October and January for the calendar quarter preceding.

EQUINE ENDORSEMENT LEVELS

URBAN:

- City streets, city parks, parking lots, lot of public interactions, parades
- Open for original equine certification applicants

RURAL:

- Farmland, open spaces, fairly easy access, gentle rolling hills
- Open for original equine certification applicants

WILDERNESS:

- Mountainous trails, rugged terrain, condition of equine bigger factor, not easy access, river crossing, snow crossing, remote, steep country, difficult transitions between terrain
- Open only for re-certifying horse/rider combinations and MSAR riders must be at the apprentice level or above

K-9 Attachments

Attachment for: I, 8

Attachment Canine/Handler Precertification Requirements:

1. walking on a loose lead with distractions and handler at distance of at least 20 feet for 5 minutes
2. recall from a distance of at least 20 feet through distractions
3. be able to load into the back of a vehicle with at least 2 dogs and people with handler
4. be able to be transported a distance of at least 50 feet by someone other than handler with handler out of site
5. negotiate a 24 inch diameter, three foot long tunnel/culvert with a bend; walk across an 18 inch wide plank/log at height of 3 feet with handler at side; climb an A-frame with peak at 6 feet, stop at apex and negotiate down ramp safely without jumping with handler at side (for Urban & Wilderness Search certification)
6. must load/unload and ride safely with Handler in and/or on motorized vehicles such as ATV, UTV, snowmobiles and boats
7. able to be controlled by other SAR Council canine handlers

Attachment for: I,9

Attachment Canine Good Citizen Certificate Testing Criteria

Attachment for: I, 11

Attachment Canine/Handler Certification Standards

Attachment for: I, 14

Attachment K-9 Unit List

1. ID
2. Vet records
3. leash
4. vet wrap
5. gauze pads, 4x4
6. gauze roll
7. adhesive tape, 1" & 2" rolls
8. dog boots
9. hemostat
10. toenail clippers
11. thermometer
12. irrigation syringe for wounds
13. Stop Bleed powder
14. Imodium-AD
15. Pepto-Bismol
16. eyewash
17. ear wash (Oti-Clen-R)
18. Polymycin
19. baking soda (bee stings)
20. Hydrogen peroxide (disinfectant)
21. Apomorphine (to induce vomiting)
22. Sunscreen, lotion or cream
23. Muzzle

**Search and Rescue Council of Walla Walla County
CANINE/HANDLER CERTIFICATION STANDARDS**

Index	1
Purpose and Definitions	2
Search Applications	2
Safety Considerations	2
Wilderness Search Dog	3
Hasty trail component	3
Day search component	3
Night Search	3
Test Rules	3-4
Recertification requirements	4
Article Detection	4
Test Rules	5
Recertification	5
Urban Search Dog - Building Search	5
Test Rules	5
Recertification	6
Trailing – Wilderness and Urban	6
Wilderness Search Dog Trailing I- Day Trailing—Night Trailing	6
Wilderness Search Dog Trailing II	6-7
Urban Search Dog – Tracking/Trailing	7-8

Certification Test Forms

Appendix

AREA SEARCH CERTIFICATION FORM - Night	A-1
AREA SEARCH CERTIFICATION - Day	A-2
HASTY TRAIL SEARCH TEST	B
ARTICLE DETECTION CERTIFICATION FORM	C
URBAN SEARCH DOG BUILDING	D
TRAILING WILDERNESS I –Day	E-1
TRAILING WILDERNESS I –Night	E-2
TRAILING WILDERNESS I	F
TRACKING/TRAILING URBAN	G

Purpose

To provide a uniform certification standard for new handlers and canines within the county as well as providing Standard's and expectations in maintaining continued operational status. The canine unit will follow the SAR Councils Standard Operating Procedures which have been deemed appropriate to the needs of the Walla Walla County and the communities we serve. To be considered certified, dog teams will be expected to meet or exceed the training and testing expectations outlined in this document. Only certified dog teams are considered operational and allowed to respond to searches.

DEFINITIONS

For the purpose of this document, the following definitions apply:

- A. **Alert:** natural behavior of the canine when in scent. Should be recognizable to the handler and considered a clue.
- B. **Indication:** trained behavior indicating a find.
- C. **Re-find:** trained indication where dog runs between the scent source and handler.
- D. **Passive indication:** trained indication where dog sits or downs at the scent source.
- E. **Team:** a dog and handler combination.
- F. **Handler:** the human part of the team.
- G. **NIMS:** National Incident Management System (FEMA 508-8).
SWGDOG: Science Working Group on Dogs and Orthogonal Detector Guidelines
SOG: Standard Operation Guidelines
- H. **Operational:** A team which has successfully completed all the sections of any individual search application. Upon fulfilling the requirements set forth in this document for that particular discipline, the team will be deemed operational for that specific type of search only.
- I. **Component:** Part of the whole.
- J. **Type I Terrain:** Clear, flat or where the largest cumulative elevation across area not more than 50 feet.
- K. **Type II Terrain:** At least 50 foot visibility through vegetation, or Type I where largest cumulative elevation across area shall not be more than 100 feet.
- L. **Type III Terrain:** At least 15 foot visibility through vegetation, areas which are difficult to walk due to ground conditions or Type II where largest cumulative elevation across area not more than 200 feet.
- M. **Type IV Terrain:** Visibility less than 15 feet and/or terrain that is not safely scalable by dog/handler /evaluator.

SEARCH APPLICATIONS

SAR Council of Walla Walla County Search Dogs offers the following operational canine certifications which are recognized by the Walla Walla County Sheriff's Office:

- 1. Rural/Wilderness
 - a. Area Search
 - 2. Article Detection
 - 3. Urban Search Dog
 - a. Building search
 - 4. Tracking /Trailing
 - a. Wilderness trailing level I
 - b. Wilderness trailing level II
 - c. Urban Tracking/Trailing

SAFETY CONSIDERATIONS

The following safety guidelines must be followed during certification testing:

A. Area Search/Urban Search/Trailing;

- 1. Victims must have a radio. Radio contact will be verified prior to the victims being placed and periodically throughout the test. Victims will have volume on speaker set to lowest level possible or be wearing an earpiece so as not to unintentionally cue the dog or handler.
- 2. The evaluator will know victim locations before the test begins.
- 3. Victims should be dressed appropriately and be prepared for all weather conditions for a minimum of six hours.

4. Dog may search off lead. Dog must be SAR identifiable

WILDERNESS SEARCH DOG

The purpose of this test is to simulate a missing person in a wilderness context.

The tests will be conducted as a mock search with the handler demonstrating appropriate scene management via delegation of duties, etc. The handler will be given as much incidental information as necessary and will be expected to use all of his/her training in scent theory and wilderness searching to formulate and conduct an effective and safe search. All components of the Wilderness test must be passed before the dog is deemed operational in this search discipline.

Hasty Trail Search:

On a trail approximately 0.5 mile in length and in a mix of Type II/Type III terrain, one (1) victim shall be hidden off trail, a distance of no more than 20 feet. The search subject shall either be hidden upwind of the trail, have walked down the trail and hidden down-wind or have crossed the trail and hidden down-wind. The dog team shall be limited to one pass down the trail and back. A re-find or strong indication is required in some way to lead the handler to the victim. The victim must be found for successful completion of this section. Pass / fail test. The field evaluation of the team will last a maximum of 1 hour.

Day Search:

During daylight hours in an area of approximately 160 acres of terrain density which is typical in relation to WWCSSAR Search Dogs normal working environment, two (2) victims will be placed. The certification will be treated as a mock search. The team will be given a description of the "missing persons" and as much incidental information as needed to set up a plausible search situation. The handler will be given a topographic map of the area to be searched, and develop a strategy to work the sector and brief evaluators on the techniques that were chosen.

The handler will work the area as they would on an actual search and perform a debriefing whether or not both finds were made. The handler should be able to indicate and explain the probability of detection (POD) for the area covered, plot the location and direction of any alerts made by the dog, and determine the location of the victims and any clues that might have been found. The handler should be able to accurately relate their location, clue locations and/or victim locations to the evaluator while working the area.

The dog may pick up tracks, trail the victims or air-scent. The handler is expected to properly read their dog and trust their team skills to efficiently locate their victims while covering their area. The handler is expected to be able to determine when their dog is tracking, trailing or air-scenting. A re-find or strong indication is required in some way to lead the handler to the victim. If the team has not found both victims in the maximum length of time, they will report to the evaluator at the completion of the test and give a POD for the area. They should be able to show on the topo map locations of alerts, finds, etc., and suggest areas to be searched further. After the de-briefing the handler will be told the location of any unfound victims and articles. It will be at the handler's discretion to rest the dog when appropriate to maximize the dogs working capabilities and effectiveness. The victims must be found for successful completion of this section. Pass / fail test.

The field evaluation of the team will not exceed 6 hours.

Night Search:

At least 1 hour after sunset in an area of approximately 1/4 square mile (approximately 40 acres) of Type I/Type II terrain density typical in relation to Walla Walla County Search Dogs normal working environment, 1 victim will be placed. The same testing procedures apply as in the Day Search. The field evaluation of the team will last a maximum of 1.5 hours.

WILDERNESS SEARCH

TEST RULES:

1. Victim(s) will remain quietly in place and wear clothing that will help to blend in with environment.
2. The tests will be conducted in the morning or evening, providing appropriate atmosphere for testing. Night test will be conducted 1 hour after sunset.
3. The team will be given a scenario and pertinent information including a topo map. The handler will have up to 15 minutes, exclusive of the search time, to develop a plan based upon the scenario. Handler will advise evaluator of the search plan and the alert indication of the dog.

4. It is the handler's prerogative to utilize the evaluator as a flanker. The evaluator is restricted from revealing the location of the victim(s) until the test is complete, but can act as radio support, navigation support, etc. within reason.
5. The evaluator will accompany the test team into the field. The evaluator will remain behind the test team but within 50 feet so as not to interfere with the team.
6. The victim(s) will be placed in the search area no less than 30 minutes prior to the start of the test in widely separated areas. Handler should not be able to see victims from a distance of 20 feet.
7. Victim(s) will not be buried or hidden in a tree and will be accessible to the dog.
8. After maximum time allowed for the test, the evaluator will reveal location of any unfound victims. Dog will be allowed to work the area, but find will not be acknowledged toward the actual certification test.
9. After the completion of the test, the handler should be able to provide a post-search GPS map of area searched with victim locations within a reasonable time as part of their post-test paperwork.
10. The three parts of the Wilderness test may be run in any order as deemed by the tester.
11. A team may test a maximum of 3 times in any component. All three components must be successfully completed within one year from the first attempt for a team to be considered operational.
12. All documentation will be on Walla Walla County SAR Councils Search Dog certification forms

WILDERNESS SEARCH RE-CERTIFICATION

Using either the Day-search multi-subject problem, or the Night problem including the Hasty search, all dog/handler teams will be evaluated by the WWCSO/SAR Certifying Official, Canine Instructor, Operational Handler certified in Wilderness Search or an external evaluator who fulfills the evaluator requirements as per WWCSAR SOG's, every two years (handler's choice of component with alternate component the next test period). This evaluation should be conducted within 90 days of the anniversary date of the previous successful completion of the requirements, but no longer than 90 days after the anniversary date. A successful testing team will retain operational status for an additional 2 years. If a team fails the initial re-certification test, they will be allowed to have an additional 2 opportunities to re-test in the specific component within the grace period. If unsuccessful, the team will not be operational until after successfully passing the initial Wilderness Search certification test with an outside evaluator.

ARTICLE DETECTION

The purpose of this test is to simulate an article search as what might be seen in the assistance of Law Enforcement in evidence collection.

In a 50 foot by 50 foot vegetated and contaminated area, 4 articles of everyday use will be thrown at random. The articles will have an approximate minimum size of a shotgun shell and a maximum size of a baseball cap. There will be 1 metal, 1 leather, 1 cloth and 1 other article of the evaluator's choosing. Articles can include, but are not limited to; credit cards, screwdrivers, empty guns, shotgun shells, socks, leather wallets, etc.

The test will be conducted as a mock search with the handler demonstrating appropriate scene management and site preparation via delegation of duties, flagging of the articles, etc. The handler must report to the evaluator the method to be used to search said area and how the dog will indicate the articles. Dog must locate 3 of the 4 articles to pass the test. Article evaluation test will last a maximum of 15 minutes. Time starts when the handler gives the dog their search command.

TEST RULES:

1. All 4 articles will belong to one individual and will have been scented by that individual for at least 12 hours before being used for the test.
2. The articles will be tossed into the area at random by either the evaluator or by the owner of said articles. None of the articles may belong to the handler.
3. If articles thrown by their owner, the evaluator will accompany so as to have knowledge of the general location before the onset of the test.
4. Articles must be thrown to simulate a potential crime scene and so as not to allow the dog to track into the items. Items will be placed at a minimum of 2 hours before the beginning of the test.
5. None of the articles will be buried or inaccessible to the dog.
6. The testing area will be contaminated at least 1 hour before the onset of the test by at least 2 people, one of which may be the owner of the articles, randomly walking around within the perimeter.
7. The evaluator will stand in a spot designated by the handler before the start of the test and not move until

directed to by the handler. Individuals, other than the handler will not be allowed on the test site once the test has been started but may observe from a distance outside the perimeter.

8. Upon location of the articles, the handler will demonstrate appropriate technique when marking the article. They may request assistance from the evaluator in site preservation.
9. The dog shall not be faulted during the test if they attempt to mouth, pick-up, retrieve or paw at the article when indicating.
10. After maximum time allowed for the test, the evaluator will reveal location of any unfound article. Dog will be allowed to work the area, but find will not be acknowledged toward the actual certification test.
11. A team is allowed to test no more than 3 times during a calendar year for certification.
12. All documentation will be on WWCSO/SAR Search Dog Certification forms

ARTICLE DETECTION RE-CERTIFICATION

All dog/handler teams will be evaluated by the Certifying Official, Canine Instructor, Operational Handler certified in Article Detection or an external evaluator as defined by WWCSO/SAR SOG s, every two years. The re-certification evaluation will be the same as the initial certification test. This evaluation should be conducted within 90 days of the anniversary date of the previous successful completion of the requirements, but no longer than 90 days after the anniversary date. A successful testing team will retain operational status for an additional 2 years. If a team fails the initial re-certification test, they will be allowed to have an additional 2 opportunities to re-test within the grace period. If unsuccessful, the team will not be operational until after successfully passing the initial Article Detection certification test with an outside evaluator. All documentation will be on WWCSO/SAR County Search Dog Certification form

URBAN SEARCH DOG

The Operational Search Evaluations are the heart of the testing of a competent well prepared Urban Search Dog team. The evaluations must be rigorous and as close to field circumstances as is possible and may be contaminated with food, caged live animals, dead animals, noises, smoke and fuel odors. There may also be distracting workers in the search areas simulating search and medical personnel. All the areas should contain climbing and basic K9 agility skills.

The test will be conducted as a mock search with the handler demonstrating appropriate scene management and site preservation via delegation of duties, indication of the scent hides, etc. The handler will be given as much incidental information as necessary and will be expected to use all of his/her training in hazmat awareness to formulate and conduct an effective and safe search. The handler will brief the evaluator on the techniques that were chosen and will describe to the evaluator the type of indication that will be given by the dog.

A team is allowed to test no more than 3 times during a calendar year for certification. A dog must remain under control and take commands from the handler. Dog and handler will be scored as a team. Subject must be found to pass. Scoring is pass/fail.

All documentation will be on WWCSO/SAR Search Dog Certification forms.

URBAN SEARCH DOG - BUILDING

TEST RULES:

1. The search will be conducted within a single building or combination of buildings in natural/low light conditions. Artificial hand-held light (head-lamp/flashlight) may be used during the search. Building(s) must be vacated at the time of the test. The location of the victim will not be obvious to the handler.
2. There will be one subject placed within the area(s) to be searched
3. Subject will be placed a minimum of 10 minutes before the test starts.
4. If a room contains scent and the dog demonstrates difficulty in sourcing due to scent pooling, scent transfer, etc., the handler must verbalize what he/she is witnessing to the evaluator. Upon the completion of each building, the handler must declare the status of the building (negative or positive) with location of the subject so that searchers can complete the rescue.
5. Indication may include a sustained bark at the location of scent, a re-find back to the source of the scent or other active indication to indicate to the handler the location of the scent.
6. After declaring an indication, upon the completion of each building searched, the handler may not change the call of an indication. If the dog has made a false indication, testing ceases.
7. After maximum time allowed for the test, the evaluator will reveal location if victim not found. Dog will be allowed to work the area, but find will not be acknowledged toward the actual certification test.

8. Based upon the evaluator's judgment, search time will be based upon size, type of structure and contents of the building(s) used for testing purposes.
9. All documentation will be on WWCSO/SAR Search Dog Certification forms

URBAN SEARCH DOG (BUILDING) RE-CERTIFICATION

All dogs/handlers must be evaluated by the Certifying Official, Canine Instructor, Operational Handler certified in Disaster operations or an external evaluator as defined by WWCSO/SAR SOPs, every two years.

This evaluation should be conducted within 90 days of the anniversary date of the previous successful completion of the requirements, but no longer than 90 days after the anniversary date. A successful testing team will retain operational status for an additional 2 years.

If a team fails the initial re-certification test, they will be allowed to have an additional 2 opportunities to re-test in the specific component within the grace period.

If unsuccessful, the team will not be operational until after successfully passing the initial components certification test with an outside evaluator. All documentation will be on WWCSO/SAR Search Dog Certification forms

TRAILING WILDERNESS and URBAN

Trailing I Day and Night are combined certification tests and must pass both to meet Certification.

The Operational Search Evaluations are the heart of the testing of a competent well prepared Trailing Dog team. The evaluation must be rigorous and as close to the field circumstances as possible. The tests will be conducted as a mock search with the handler demonstrating appropriate scene management and site preservation via delegation of duties, indication of the scent hides, etc. The handler will be given as much incidental information as necessary and will be expected to use all of his/her training in trailing to formulate and conduct an effective and safe search. The handler will brief the evaluator on the techniques that were chosen and will describe to the evaluator the type of indication that will be given by the dog.

The trailing tests are mutually exclusive. A team may test in any of the trailing disciplines and upon successful completion will be deemed operational in that discipline only. A team is allowed to test no more than 3 times during a calendar year for certification. Dog and handler will be scored as a team. Subject must be found to pass. Scoring is pass/fail. All documentation will be on WWCSO/SAR Search Dog Certification forms

Wilderness Search Dog Trailing I

Day Trail:

Dog shall track/trail a trail-layer who departs a road on an unmarked trail approximately 1 mile in length over moderate terrain and aged between 2-4 hours. The handler will be given an area of the road 100 yards long that contains the start and will be expected to read their dog and relate to the evaluators when the dog has acquired scent. Trail will knowingly be crossed by a second person, within 300 feet of the start, 30 minutes before the start of the test. Trail-layer will be stationary at the end of the trail, hidden but not inaccessible to the dog.

Trail shall have at least four changes of direction (not to exceed 90 degrees) and cross one obstacle to include, but not be limited to; fence, road (dirt, gravel, asphalt), rubble, downfall, water, etc.

Night Trail:

Dog shall track/trail a trail-layer who leaves from an article of clothing (i.e. shirt, jacket, pants, etc.).

Trail shall be approximately ½ mile in length over moderate terrain and aged between 1-2 hours. The handler is only shown the object of evidence and is expected to read their dog and relate to the evaluator when the dog has acquired scent. Trail will knowingly be crossed by a second person, within 300 feet of the start, at least 20 minutes before the start of the test. Trail-layer will be stationary at the end of the trail.

Trail will have at least two changes of direction (not to exceed 90 degrees) and will cross one obstacle (fence, road, water, etc). Trail will be run one-hour after sunset.

It is considered an acceptable pass, in either component of the Trailing I test, if wind change allows the dog to air scent and find the trail-layer after it has located the direction of travel and has successfully worked past the cross track.

Dog handler will be expected to be able to map the route traveled of the part of the trail that they accomplished and where the dog picked up the air-scent. If dog unable to complete find from air-scent, handler expected to bring dog back to trail and continue. Time to complete either component based upon evaluator discretion.

Wilderness Search Dog Trailing II

Dog shall track/trail a trail-layer using an uncontaminated scent article on an unmarked trail approximately 1 mile in length over moderate terrain and aged between 6-12 hours which shall be dependent on weather, ground conditions and evaluator's discretion. All attempts will be made to lay trail in such a fashion that the dog cannot air-scent into the victim. The handler will be given a designated place last seen (PLS), with area approximately 20 X 20 feet. The PLS will be contaminated by one to two persons, in addition to the trail-layer, walking away in different directions leaving a trail of no less than 300 feet in length. Dog is expected to scent discriminate and follow the correct trail. Trail-layer will be stationary at the end of the trail, hidden behind light brush but not inaccessible to the dog. Trail shall have at least 2 terrain changes to include, but not be limited to; fields, dirt pastures, wild or domestic grasses, etc., and cross at least one obstacle to include, but not be limited to; fence, road (dirt, gravel or asphalt), water, downfall, etc. Trail shall have at least one major direction change (no greater than 90 degrees). If the trail is laid along an obvious path, the trail-layer must leave the path at least once. Handler must be able to effectively read their dog to determine if they are indeed still on the scent trail and work as a team with their dog when and if the dog loses scent to regain the trail.

It is considered an acceptable pass if wind change allows the dog to air scent and find the trail-layer after it has located the direction of travel and has successfully worked past the cross-track. Dog handler will be expected to be able to map the route traveled of the part of the trail that they accomplished and where the dog picked up the air scent.

If dog unable to complete find from air-scent, handler expected to bring dog back to trail and continue. Time to complete test based upon evaluator discretion.

TEST RULES:

1. On the Trailing II test, handler will be responsible for the collection of the scent article to be used. Handler is expected to interview the evaluator (aka Reporting Party), to assure that the scent article collected belongs to the trail-layer and has not been contaminated by anyone else to the best of the reporting Party's knowledge.
2. On the Trailing I night test, the article of evidence will be an uncontaminated item of clothing that has recently been worn by the trail-layer.
3. Trail must be laid in such a fashion that the trail-layer can be picked up by vehicle at the end and taken back to the area after the trail has aged and before the start of the test.
4. Handler has the option of letting the dog track/trail either on or off lead, in or out of harness depending on terrain and potential hazards.
5. A re-find or strong indication is required in some way to lead the handler to the victim if dog working Off lead.
6. Trail-layer will remain quietly in place and wear clothing that will help to blend in with the environment.
7. Trail-layer will be accessible by the dog.
8. The evaluator will remain behind the test team but within 50 feet so as not to interfere with the team.
9. A team may test a maximum of 3 times within one year from the first attempt to achieve certification.
10. All documentation will be on WWCSO/SAR Search Dog Certification forms.

Urban Search Dog – Tracking/Trailing

For purpose of this standard, urban is defined as any place with human habitation

(e.g. houses), schools, parks or developed areas of land (fairgrounds, school campuses, industrial parks, etc.).

Dog shall trail a trail-layer using an uncontaminated scent article on an unmarked trail that is approximately 1/4-1/2 mile in length and aged a minimum of 2 hours through a moderately populated urban setting. Trail must incorporate at least 2 changes in terrain (grass, asphalt, gravel, sand, etc.) and contain at least 2 obstacles (stairs, breezeways, road crossings, etc.). The handler will be given a designated place last seen (PLS), with area approximately 20 X 20 feet. Dog must be able to determine the direction of travel within 10 minutes of casting for the start of the trail. After acquiring the trail and determining the direction of travel, the canine must follow the scent trail and the handler must advise the evaluator that the canine is on trail. If the canine deviates from the scent trail, the handler must recognize the canine has lost scent and report this to the evaluator. The handler, after reporting this to the evaluator may cast the dog in order to reacquire the trail. The handler/dog team has five minutes to reacquire the trail. If the handler does not recognize that the canine has lost scent and is not on trail, the evaluator will stop the test when at least one of the following criteria has been met: 1) the team has drifted into an area where permission has not been

received to train. 2) The dog team has deviated from the trail and has traveled to an area where the victim's scent cannot be. 3) The handler reports the dog is on trail. Trail-layer will remain at the end of the track and may be inaccessible to the dog. It will be at the handler's discretion to rest the dog when appropriate to maximize the dog's working capabilities and effectiveness.

TEST RULES:

1. Handler will be responsible for the collection of the scent article to be used. Handler is expected to interview the evaluator (aka Reporting Party), to ensure that the scent article collected belongs to the trail-layer and has not been contaminated by anyone else to the best of the Reporting Party's knowledge.
2. The start of the trail shall be on a vegetated surface (e.g. grass) and no more than 50% of the track shall be on non-vegetated surfaces.
3. The track shall be run in the evening hours. Dusk vs. dark trailing at handler's discretion.
4. Due to increased hazards, dog shall be made to track in harness and lead. Lead length dependent on handler's preference.
5. Trail-layer will remain at the end of the track and may be inaccessible to the dog. Trail-layer may be behind a partially closed door of a building or parked vehicle with windows slightly open. Dog must indicate at the obstacle.
6. Trail-layer is not to incorporate travel through a residence as part of the track, but may utilize open stock barns or open storage facilities if traveling straight through.
7. Tester/evaluator shall obtain the permission of residents/landowners before conducting test.
8. The evaluator will accompany the test team into the field. The evaluator will remain behind the test team but within 50 feet so as not to interfere with the team and will act as safety for road crossings, etc. 50 feet distance may be modified by use of radio communications. A road guard safety may be assigned by the evaluator. The road guard will not know the location of the test.
9. A team may test a maximum of 3 times in any component within one year from the first attempt to achieve certification.
10. All documentation will be on WWCSO/SAR Search Dog Certification forms (Appendix M).

TRACKING/TRAILING WILDERNESS and URBAN RE-CERTIFICATION

All dog/handler teams will be evaluated by the WWCSO/SAR Certifying Official, Canine Trainer / Instructor, Operational Handler certified in Scent Specific Trailing or an external evaluator as defined by the SAR Councils SOPs, every two years. This evaluation should be conducted within 90 days of the anniversary date of the previous successful completion of the requirements, but no longer than 90 days after the anniversary date. A successful testing team will retain operational status for an additional 2 years. If a team fails the initial re-certification test, they will be allowed to have an additional 2 opportunities to re-test in the specific component within the grace period. If unsuccessful, the team will not be operational until after successfully passing the initial Scent Specific Trailing certification component test with an outside evaluator. All documentation will be on WWCSO/SAR Search Dog Certification forms

APPENDIX A-1

Search and Rescue Council of Walla Walla County

AREA SEARCH CERTIFICATION FORM

Handler: _____ Dog: _____

40 Acre Night Search Test (Maximum Test Time is 1.5 hours)

Date: _____ Certification: _____ Recertification: _____

Weather Conditions

Temp: _____ Ground conditions: _____ Wind speed and direction: _____

Test location (with coordinates <GPS or S/T/R>: _____

Victim s name: _____

Time victim placed: _____ Time dog started: _____ Time test completed: _____

Handler develops strategy and briefs evaluator on techniques that were chosen to search sector Yes___ No___

Handler able to describe alert indication of the dog Yes___ No___

On working the area, handler accurately able to relate location, clue locations and/or victim locations Yes___ No___

Handler able to indicate and explain the probability of detection for the area covered Yes___ No___

During debriefing, handler able to chart on the map and provide a GPS location of the location of alert s and victims Yes___ No___

Dog demonstrates a re-find or other strong indication to lead handler to victim Yes___ No___

Team found subject within 1.5 hour time limit Yes___ No___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by Walla Walla County Sheriff’s Office and the SAR COUNCIL of WALLA WALLA COUNTY SEARCH DOGS in a night search context that this team has:

_____ Passed _____ Failed

Signature of Evaluator: _____ Date: _____

Signature of Dog Handler _____ Date _____

Signature of Certifying Official _____ Date: _____

_____ *Please include a diagram with description of scenario on the back of this page.

Search and Rescue Council of Walla Walla County

AREA SEARCH CERTIFICATION FORM

Day Search Test (Maximum Test Time is 6 hours)

Handler: _____ Dog: _____

Date: _____ Certification: _____ Recertification: _____

Weather Conditions

Temp: _____ Ground conditions: _____ Wind speed and direction: _____

Test location (with coordinates <GPS or S/T/R>: _____

Approx. acreage size: _____

Victim 1 name: _____ Time placed: _____

Victim 2 name: _____ Time placed: _____

Time dog started: _____

Victim 1 located at: _____ Victim 2 located at: _____

Handler develops strategy and briefs evaluator on techniques that were chosen to search sector Yes___ No___

Handler able to describe alert indication of the dog Yes___ No___

While working the area, was handler able to relate location, clue locations and/or victim locations Yes___ No___

Handler able to indicate and explain the probability of detection for the area covered Yes___ No___

During debriefing, handler able to chart on the map and provide a GPS location of the location of alert s and victims Yes___ No___

Dog demonstrates a re-find or other strong indication to lead handler to victim Yes___ No___

Team found subject within 6 hour time limit Yes___ No___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth WWCSO/SAR Search Dogs in an area search context that this team has:

_____ Passed _____ Failed

Signature of Evaluator: _____ Date: _____

Signature of Dog Handler: _____ Date: _____

Signature of Certifying Official _____ Date: _____

*Please include a diagram with description of scenario on the back of this page. Handler to chart areas searched,

where victims/articles located

Appendix B

Search and Rescue Council of Walla Walla County

Hasty Trail Search Certification Form

Handler: _____ **Dog:** _____
(Maximum of 1 hour)

Date: _____ **Certification:** _____ **Recertification:** _____

Weather Conditions

Temp: _____ **Ground conditions:** _____ **Wind speed and direction:** _____

Test location (with coordinates <GPS or S/T/R>: _____

Victim s name: _____

Time victim placed: _____ **Time dog started:** _____ **Time test completed:** _____

Handler advises evaluator of the search plan and the alert indication of the dog Yes___ No___

Dog demonstrates a re-find or strong indication to lead handler to victim Yes___ No___

Victim found within 1 hour Yes___ No___

During debriefing, handler able to chart on the map and provide a GPS location of the location of alert s and victims Yes___ No___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by WWCSO/SAR Search Dogs in a hasty search context that this team has:

_____ **Passed** _____ **Failed**

Signature of Evaluator: _____ **Date:** _____

Signature of Dog Handler: _____ **Date:** _____

Signature of Certifying Official _____ **Date:** _____

*Please include a diagram with description of scenario on the back of this page.

APPENDIX C Search and Rescue Council of Walla Walla County

ARTICLE DETECTION CERTIFICATION FORM

Handler: _____ **Dog:** _____

Date: _____ **Certification:** _____ **Recertification:** _____

Test Location (with coordinates <GPS or S/T/R>: _____

Temperature: _____ **Ground Conditions:** _____ **Wind Speed and Direction:** _____

Article #1 Type: _____

Article #2 Type: _____

Article #3 Type: _____

Article #4 Type: _____

Time dog started: _____ **Time area search completed:** _____

There is a 15 minute maximum time limit for this test

Handler reports to evaluator method to be used to search area Yes___ No___

Handler reports to the evaluator how the dog will indicate on articles Yes___ No___

Handler demonstrates appropriate technique when marking articles Yes___ No___

Dog locates 3 out of 4 articles Yes___ No___

Test completed within 15 minutes Yes___ No___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by WWCSO/SAR Search Dogs in an article search context that this team has:

_____ **Passed** _____ **Failed**

Signature of Evaluator: _____ **Date:** _____

Signature of Dog Handler: _____ **Date:** _____

Signature of Certifying Official _____ **Date;** _____

*Please include a diagram with description of scenario on the back of this page.

APPENDIX D

Search and Rescue Council of Walla Walla County

URBAN SEARCH DOG BUILDING CERTIFICATION

Handler: _____ **Dog:** _____

Building Component (Maximum time at Evaluators discretion)

Date: _____ **Certification:** _____ **Recertification:** _____

Test location: _____

Approx. search size (in sq. feet): _____ **Max search time as determined by the evaluator:** _____

Brief description of scenario, hazards, air currents, building etc. used to determine search time :

Time started: _____ **Time finished:** _____ **Max time allowed:** _____

Victim name: _____ **Time placed:** _____ **Time found:** _____

Team searches area systematically and is able to verbalize search tactics before initiating search Yes___ No___

Dog under control and takes commands from handler Yes___ No___

Handler asked question appropriate in order to conduct a safe and effective search Yes___ No___

Handler able to recognize and verbalize interest/indications made by dog Yes___ No___

Handler briefs evaluator and describe indication Yes___ No___

Handler declares location of victim and dog finds subject Yes___ No___

Handler declares status of building (negative or positive) Yes___ No___

Dog offers false indication Yes___ No___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by WWCSO/SAR Search Dogs in a building search context that this team has:

_____ **Passed** _____ **Failed**

Signature of Evaluator: _____ **Date:** _____

Signature of Dog Handler: _____ **Date:** _____

Signature of Certifying Official _____ **Date;** _____

*Please include a diagram with description of scenario on the back of this page.

APPENDIX E

Search and Rescue Council of Walla Walla County

TRAILING WILDERNESS I –DAY

Handler: _____ Dog: _____

Wilderness Trail I Day Component

Date: _____ Certification: _____ Re-certification: _____

Test location (with coordinates <GPS or S/T/R>): _____

Trail-layers name: _____

Conditions at time of laying the track:

Time/date track was laid: _____

Temperature: _____ Ground conditions: _____ Wind speed/direction: _____

Humidity: _____ Cloud cover: _____ Precipitation: _____

Conditions at time of testing:

Time/date track was ran: _____

Aged between 2-4 hours

Temperature: _____ Ground conditions: _____ Wind speed/direction: _____

Humidity: _____ Cloud cover: _____ Precipitation: _____

Cross-track layer name: _____ Time cross-track laid: _____

Describe obstacles, terrain changes and direction changes involved in the track:
(Trail must have 1 obstacle for dog/handler to work through and four changes in direction)
Handler briefs evaluator on search technique and alert indication of dog if off-lead

Yes___ No___

Dog follows scent trail

Yes___ No___

Dog successfully scent discriminates and follows the correct trail

Yes___ No___

Handler advises evaluator dog is On Trail.

Yes___ No___

Handler/Dog Team correctly negotiates the cross track on the day test

Yes___ No___

Handler, upon finding subject, must reasonably detail subject s course of travel

Yes___ No___

If working off lead, dog demonstrates a re-find or other indication to lead handler to victim

Yes___ No___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set Forth by WWCSO/SAR Search Dogs in a simulated wilderness trailing search context that this team has:

_____ Passed

_____ Failed

Signature of Evaluator: _____ Date: _____

Signature of Dog Handler: _____ Date: _____

Signature of Certifying Official _____ Date; _____

*Please include a diagram with description of scenario on the back of this page.

APPENDIX E -2

Search and Rescue Council of Walla Walla County

TRAILING WILDERNESS I –Night CERTIFICATION

Handler: _____ Dog: _____

Wilderness Trail I- Night Component

Date: _____ Certification: _____ Re-certification: _____

Test location (with coordinates <GPS or S/T/R _____

Trail-layers name: _____

Conditions at time of laying the track:

Date _____ Time _____ track was laid

Temperature: _____ Ground conditions: _____ Wind speed/direction: _____

Humidity: _____ Cloud cover: _____ Precipitation: _____

Conditions at time of testing:

Time/date track was ran: _____

Aged between 1-2 hours, cannot be started until one hr after sunset

Temperature: _____ Ground conditions: _____ Wind speed/direction: _____

Humidity: _____ Cloud cover: _____ Precipitation: _____

Description of article of evidence: _____

Cross-track layer name: _____ Time cross-track laid: _____

Describe obstacles, terrain changes and direction changes involved in the track:
(Trail must have 1 obstacles for dog/handler to work through and two changes in direction)

Handler briefs evaluator on search technique and alert indication of dog if off-lead Yes ___ No ___

Dog follows scent trail. Yes ___ No ___

Dog successfully scent discriminates and follows the correct trail Yes ___ No ___

Handler advises evaluator dog is On Trail. Yes ___ No ___

Handler, upon finding subject, must reasonably detail subject s course of travel Yes ___ No ___

If working off lead, dog demonstrates a re-find or other indication to lead handler to victim Yes ___ No ___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by WWCSO/SAR Search Dogs in a simulated wilderness trailing search context that this team has:

_____ Passed _____ Failed

Signature of Evaluator: _____ Date: _____

Signature of Dog Handler: _____ Date: _____

Signature of Certifying Official: _____ Date _____

*Please include a diagram with description of scenario on the back of this page.

APPENDIX F

Search and Rescue Council of Walla Walla County

TRAILING WILDERNESS II CERTIFICATION FORM

Handler: _____ Dog: _____

Wilderness trail Component

Date: _____ Certification: _____ Re-certification: _____

Test location (with coordinates <GPS or S/T/R>): _____

Trail-layers name: _____

Scent discrimination person #1: _____ Scent discrimination person #2: _____

Conditions at time of laying the track:

Time/date track was laid: _____

Temperature: _____ Ground conditions: _____ Wind speed/direction: _____

Humidity: _____ Cloud cover: _____ Precipitation: _____

Conditions at time of testing:

Time/date track was ran: _____

Aged between 6-12 hours

Temperature: _____ Ground conditions: _____ Wind speed/direction: _____

Humidity: _____ Cloud cover: _____ Precipitation: _____

Cross-track layer name: _____ Time cross-track laid: _____

Describe obstacles, terrain changes and direction changes involved in the track:
(Trail must have two terrain changes, 2 obstacles for dog/handler to work around and at least one change in direction)

Handler briefs evaluator on search technique and alert indication of dog if off-lead Yes ___ No ___

Dog follows scent trail. Yes ___ No ___

Dog successfully scent discriminates and follows the correct trail Yes ___ No ___

Handler advises evaluator dog is On Trail. Yes ___ No ___

Dog completes trail and locates victim within 2 hours Yes ___ No ___

Handler/Dog Team negotiated the mandatory requirements necessary to pass this discipline Yes ___ No ___

Handler, upon finding subject, must reasonably detail subject s course of travel Yes ___ No ___

If working off lead, dog demonstrates a re-find or other indication to lead handler to victim Yes ___ No ___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by WWCSO/SAR Search Dogs in a simulated wilderness trailing search context that this team has:

_____ Passed

_____ Failed

Signature of Evaluator: _____ Date: _____

Signature of Dog Handler: _____ Date: _____

Signature of Certifying Official: _____ Date: _____

*Please include a diagram with description of scenario on the back of this page.

Search and Rescue Council of Walla Walla County

TRACKING / TRAILING URBAN CERTIFICATION FORM

Handler: _____ Dog: _____

Urban Trailing Component (Maximum Test Time is 1 hour)

Date: _____ Certification: _____ Recertification: _____

Test location (with coordinates <GPS or S/T/R>): _____

Track Layers name: _____

Conditions at time of laying the track:

Time/date track was laid: _____

Temperature: _____ Ground Conditions: _____ Wind Speed/Direction: _____

Humidity: _____ Cloud Cover: _____ Precipitation: _____

Conditions at time of testing:

Time/date track was ran: _____

Aged minimum of 2 hours

Temperature: _____ Ground Conditions: _____ Wind Speed/Direction: _____

Humidity: _____ Cloud Cover: _____ Precipitation: _____

Number of known x-tracks with age: _____

Describe obstacles, terrain changes and direction changes involved in the track:
(Trail must have two terrain changes and 2 obstacles for dog/handler to work around)

Approximate length of track: _____

Trail must be between 0.25-0.5 miles in length

Handler briefs evaluator on search technique and alert indication of dog if off-lead Yes___ No ___

Dog determines a direction of travel (10 Minute Time Limit) Yes___ No ___

Dog follows scent trail. Yes___ No ___

Handler advises evaluator dog is On Trail. Yes___ No ___

Handler recognizes and reports dog is Off Trail Yes___ No ___ NA___

Dog Reacquires trail within 5 minutes Yes___ No ___ NA___

Dog completes trail and locates victim within 45 minutes Yes___ No ___

COMMENTS:

It is my opinion, based upon the performance of this dog and handler team on this particular date and within the test criteria as set forth by WWCSO/SAR Search Dogs in a simulated urban trailing search context that this team has:

_____ Passed

_____ Failed

Signature of Evaluator: _____ Date: _____

Signature of Dog Handler: _____ Date: _____

Signature of Certifying Official: _____ Date: _____

*Please include a diagram with description of scenario on the back of this page.