

VIRGINIA POLICE WORK DOG ASSOCIATION

BYLAWS

ARTICLE 1:

This Association shall be known as the Virginia Police Work Dog Association.

ARTICLE 2: OBJECTIVES

To unite and assist all law enforcement agencies and working dog teams in the training and continued improvement of all police and working dogs.

To establish a working standard for all working dogs, handlers and trainers through an accreditation program.

To provide educational material through publications, visual aids and training seminars.

To improve the image of the police and working dog.

ARTICLE 3: MEMBERSHIP

Section A:

The membership of the association shall consist of those persons who have signed the Certificate of Incorporations, together with all persons who are hereinafter received in or elected to membership as hereinafter provided.

Section B:

Regular Members - Full initial membership in this association shall be open to any active law enforcement officer, military police, federal, state, county, municipal or correction officers who is a canine handler, trainer, canine administrator or person who was a law enforcement canine officer and is now employed full time as a canine trainer or handler for a recognized law enforcement agency. Full membership shall also be open to any retired (vested or collecting a pension) law enforcement officer, military police, federal, state county, municipal or correction officer who was a canine handler who was a canine, trainer or canine administrator at the time of retirement. Regular VPWDA members who are current in their dues at the time they leave their canine unit and remain in a law enforcement officer are still eligible to be a Regular member so long as they remain active in VPWDA and current in their dues. All regular members will be ineligible to vote at the first Executive Committee election following their membership acceptance. If a law enforcement agency pays for the member's membership dues, the agency has the right to reassign that membership to another person anytime during that dues period. The change in membership by the law enforcement agency must be in writing to the membership chairperson. The written change will include the current member's complete information and the new replacement person's complete information on a VPDWA membership application. Accredited Master Trainer's in good standing who have been in VPWDA for 20 years or more are awarded the lifetime memberships.

Section C:

Associate Members – An associate member shall enjoy all privileges except that he/she shall not have any voting privileges, nor shall serve on the Executive Committee Board. All Associate members must provide a current Criminal History Records Check at the time they initially join and upon renewing yearly. **This records check must be obtained from a law enforcement Agency and cover that person for the entire United States or entire State they live in (not just a city or county level).** Any criminal convictions for crimes are grounds for review by the Membership Committee and can result in denial or revocation of or from Associate membership. All Associate members must be re-sponsored each year with a signature of a sponsoring member.

Associate members may include:

- 1.) Any person who trains canines for an established law enforcement agency and sponsored by a regular member.

- 2.) Any person sponsored by a regular member.
- 3.) An active firefighter who is a canine handler or trainer with their fire department and is assigned arson investigation duties through the use of a trained Accelerant K9 for that department.

Certifications of Associates member's dogs will be determined by the Master Trainer. Associate members dogs can only be certified in: Obedience, Article Search, Area Search, Search and Rescue Area Search, Tracking, Trailing, Building Search, Explosive, Cadaver and Accelerant **(Accelerant – only if the Associate member is an active firefighter who is a canine handler or trainer with their department and is assigned arson investigation duties through the use of the trained Accelerant K9 for that department. This test certification will not be valid for any private or non-Fire/Law Enforcement Department in investigation.)**

Section D:

Life Member – In order for a regular member to receive Life Membership he/she must be nominated by a regular member. The member will be nominated for outstanding service, above and beyond the norm to the VPWDA. The nomination will be made to the Executive Board. The Board will conduct any necessary investigation. The Board will vote for approval, and then it will put to a vote before the general body. If the general body vote is yes, then the member will become a Life member. A Life Member will have all the privileges of a regular member. A Life Member will not be required to pay dues. This will remain in effect unless revoked by vote by the Executive Board and the General Membership. Accredited VPWDA Master Trainers in good standing who have been in VPWDA for 20 years or more are awarded life time membership.

Honorary Member – In order for anyone to become an honorary member he/she must be nominated by a regular member. The nomination will be made to the Executive Board. If they vote for approval then the person will become an Honorary Member. This title will remain in effect until such time that the Executive Board votes to remove the Honorary Members title. An Honorary Member will not be able to vote or hold office. Honorary members will not be required to pay dues.

Retired Member - In order for a regular member to become a retired member the following will be required. First the regular member must apply to the Executive Board for such a title. Second, he/she has to prove that they are retired from a law enforcement agency, as described in the regular members section of the VPWDA bylaws. Third, the regular member must have been a paid regular member for a period of at least (10) year's prior to applying for the retired membership title. Retired members will have all the privileges of a regular member. Retired members will only be required to pay half (1/2) of the regular members' dues which are applicable for that year. The retired member title will remain in effect, unless revoked by a vote of the Executive Board of the VPWDA.

ARTICLE 4: DUTIES OF DIRECTORS

No officer, Director or member serving on a committee as such shall receive any salary or compensation for services rendered to the Association. However, Officers, Directors or members may be reimbursed for their out of pocket expenses incurred reasonably and necessary in conducting the affairs of the Association.

EXECUTIVE BOARD:

The Executive Board consists of the elected VPWDA officers.

PRESIDENT

It shall be the duty of the President to call and preside at all regular and special meetings. He/she shall see that the Bylaws and all Rules and regulations are respected and obeyed. He/she shall cast the deciding vote in case of a tie. He/she shall appoint committees and may designate their Chairperson. He/she shall appoint the following committees: Membership, Newsletter, Grievance, Election, Accreditation Committee and any Ad-Hoc committees necessary to conduct the affairs of the Association. He/she shall appoint a Parliamentarian to sit on the Executive Board without voting privileges. He/she shall appoint pro-tempore, officers, in the event of absences. He/she shall perform such duties as are usual and incidental to the office of President. He/she is a member ex-officio of all committees except the Executive Committee.

VICE PRESIDENT

The Vice President shall actively assist and support the President in his/her duties, and shall be the President pro-tempore in the absence of the President, during which time the Vice President shall assume all the duties and responsibilities of that office. He/she shall be required to attend, with the President, all hearing, committee meeting, conferences, etc., to which the President is required or expected, in the interest of and/or behalf of the membership of this Association in order that he/she may be as informed of all matters concerning the Association as is the President. He/she shall act as liaison between the President and Chairpersons of Committees. In the event of a vacancy in the office of President during the elective term, he/she shall succeed to that office for the remainder of the unexpired term.

SECRETARY

It shall be the duty of the Secretary to accurately record the proceeding at meetings, read the minutes of previous meetings and all communications. He/she shall call the roll of Officers and not absentees. He/she shall communicate and correspond with all persons and organizations both within and outside the association relative to Executive Committee business. He/she shall receive all moneys in absence of the Treasurer. He/she shall also keep all paper and electronic records, documents and library materials of this organization.

TREASURER

It shall be the duty of the Treasurer to collect all monies due to this association, giving receipt thereof. He/she shall keep a suitable set of books of record of same. He/she shall deposit all monies of this Association in a bank designed by the Board of Directors; He/she shall render statements in detail at each meeting of the Association, showing receipts and disbursements in full to date, and the monies in the Treasury. He/she shall draw all checks or other obligations authorized by the President, Executive Committee, and attested to by the Secretary, including payments of all benefits. The account books as well as all papers in his/her custody shall be open for inspection and examination by the Board of Directors. He/she shall not lend or invest any funds except when duly authorized by the Executive Committee.

MEMBERSHIP CHAIRPERSON

The Membership Chairperson shall keep a record of all members, the standing of each and their date of admission and termination. The Membership Chairperson shall be an elected office and is a member of the Executive Board with full voting privileges. He/she shall be responsible for mailing cards, dues notices and election ballots.

BOARD OF TRUSTEES

The Board of Trustees shall consist of three (3) Regular members and one (1) alternate Regular member; all members to be elected every four (4) years by ballot. The Board of Trustees shall act as agents of the Executive Committee in all financial transactions between the Committee and all other institutions and individuals. They shall designate the bank(s) and or other institutions in which the Treasurer shall deposit such monies in the general fund as he/she may have on hand from time to time. They shall, in conjunction with the Treasurer have custody of all bonds and other securities, which shall be deposited in a safety deposit box in some reliable institution and shall not be withdrawn there from except in the presence of the Treasurer and at least one member of the Board of Trustees. The Trustees shall be the custodians of all bonds of Officers and all annual audits of the assets and liabilities of the Executive Committee for the year ending December 31st and submit the financial statement at a regular meeting. They are hereby authorized to employ the services of a Certified Public Accountant, at a reasonable fee to prepare this annual audit and report. The alternate member of the Board of Trustees shall attend all meetings of the Board, and shall in the absence of a regular member act in his place. They shall cause to be made an audit of all books, accounts, funds, etc., of any and all officers, committees, or members who collect and or disburse funds of this association, not less than once each year or at any time said Board has given just cause to believe such audit should be made,. The President of the Association will make sure that the Trustee's understand and perform above duties as defined.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Board of Trustees, Membership Chairperson. This committee shall recommend such rules, regulations, amendments or deletions as may deemed necessary for the governing of the Association. In case of an emergency, the Executive Board, by Quorum vote, may act for the entire membership. A quorum will consist of the majority of the Executive Board members present. Vacancies which occur in any of the association's offices through resignation, death, impeachment or other reasons, with the exception of the President, shall be filled by appointment made by the Executive Board and shall expire at the next elective term. All matters of accreditation are voted upon by the Executive committee. The only persons eligible to vote at an Executive Board meeting are the elected Executive Board (President, Vice President, Secretary, Treasurer, Membership Chairperson, each of the three (3) Trustees (The alternate Trustee would only vote in the absence of one of the elected Trustees). At the beginning of an Executive Board meeting those in attendance eligible to vote will be temporarily issues a VPWDA voting card which they will display when casting a their vote.

ARTICLE 5: ELECTIONS

SECTION A: All candidates for the office shall be nominated at the General Membership at the VPWDA meeting on the year of the election. During Membership meeting anyone nominated for an elected office and who accepts that nomination will immediately stand up and address the general membership telling them why he/she wants to be elected, what his/her qualifications are for that office and what he/she will do for this association if elected. The general membership may ask questions of that person at this time. Additionally, the nominated person may write a one (1) page summary of their qualifications for that office, why they want to be elected, what they will do for the association if elected and have it published in the VPWDA News Letter. At the General Membership meetings U.S. mailed with post mark nominations will be accepted by the Judge of Elections. U.S. mailed (with post marked) in nominations must be accompanied by:

- 1.) Written permission by the nominee.
- 2.) The signature of the Regular Member making the nomination.

SECTION B: An appropriate ballot will be mailed by the Membership Chairperson to every Regular Member eligible to vote. An envelope that is marked "Official Ballot" will be used by a member to return the ballot to the Judge of

Elections. Only the ballots received in that envelope will be counted. Any signature or note written on the ballot that would identify the voter will cause that ballot to be considered invalid. Any envelope that is opened before being received by the Election Committee will be declared invalid.

SECTION C: Official Ballot envelopes will contain a serial number, starting will be #1 through the total number of Regular members eligible to vote, on the VPWDA mailing list at the time of mailing. Names of Nominees on the ballots shall be placed in alphabetical order for each office.

SECTION D: Official Ballot in envelope will be mailed back to the Judge of Elections postmarked no later than two (2) months after nominations. The Judge of Elections will check the serial number and signature on the envelope against the list supplied to him/her by the Membership Chairperson, ensuring that only one (1) envelope with the same number is received.

SECTION E: The Judge of Elections will hold all Official Ballot envelopes unopened until meeting with the Election Committee at the Fall Executive Committee meeting.

SECTION F: The current President will appoint a committee of three (3) members, not involved in the election. One of the committee members will be appointed Judge of Elections. The committee will open the envelopes and not unfold the ballots. The envelopes will be discarded and the ballots will then be unfolded and counted, the committee will attest to the correct total. Ballots will be counted at the Fall Executive Board Meeting. The ballots will be destroyed by the VPWDA secretary immediately after the Executive Board meeting of the following the following workshop.

SECTION G: A plurality of votes cast shall elect. Members are to be notified as soon as possible.

SECTION H: Newly elected Officers shall take office at the Fall Executive meeting.

SECTION I: Election of Officers will be held every four (4) years.

SECTION J: Anyone elected as a VPWDA Executive Committee Officer shall not hold any elected office with in any other National or International Law Enforcement K9 Association.

ARTICLE 6: OATH OF OFFICE

Officers elected will repeat after me and say, using your name where I do mine. "I, _____, having been duly elected an Officer of this Association in the presence of almighty God and this company assembled, do hereby solemnly and sincerely promise that I will, to the best of my ability in word and deed. Without fear or favor, faithfully, honestly and with strict impartiality, carry out as an Officer of this Association, the principles of this Association. Now by the power vested in me as Installing Officer on this occasion, I do hereby declare the officers elect legally installed and qualified to enter upon the discharge of their duties for the term ending December 31, 20__ or until their successors are duly elected and installed."

ARTICLE 7: MEETING

A quorum shall consist of the majority of the Executive Committee present. The President shall call at least two (2) regular meetings of the Executive Committee during the calendar year. He/she shall set the dates for such meetings with the approval of the majority of the Executive Committee; there shall be at least one (1) yearly General Membership Meeting, and at least one (1) Association Training Workshop. Meetings shall be conducted according to parliamentary law. Robert's Rules of Order, newly revised, shall be the guide for conducting all meetings. All Executive Committee members shall be notified adequately as to any and all meetings.

ARTICLE 8: BYLAWS

Amendments, Additions or Deletions: It shall be the duty of the Bylaws Committee, which shall consist of at least three (3) members appointed by the President, to codify all proposed changes, additions or deletions to the Bylaws. All proposed changes must be summited in writing to the Bylaws Committee. The Bylaws Committee shall present the final form to the Executive Committee with recommendations. Regardless, if any amendment.

Addition or deletion is passed unanimously; it shall be null and void if it is in direct conflict with the Articles of Incorporation. All recommended changes to the Bylaws must be presented to the General Membership present at the meeting for their vote of approval before they become official.

ARTICLE 9: DUES

The yearly dues of the Association will be \$20.00. Dues will be collected on January 1st. Notices will be mailed out by the Membership Chairperson. After recording the date received and the amount, The Membership Chairperson will forward all monies to the Treasure. Yearly membership cards will be issued by the Membership Chairperson. All members and Chairpersons needing a complete membership list mailing list will be notified by the Membership Chairperson. If the current membership fee is not paid or postmarked by March 31st of the dues year, then there WILL BE a late fee of \$10.00 assessed. The membership year is from January 1st through December 31st of each year.

ARTICLE 10: SERGEANT AT ARMS

The President shall appoint one (1) member Sergeant at Arms. It shall be his/her duty to preserve order at all meetings, prevent unauthorized persons from attending meetings and perform such other duties as may be directed by the President or Presiding Officer. In the event that the appointed Sergeant at Arms is unable to attend the meeting the President will appoint a temporary Sergeant at Arms for that meeting.

ARTICLE 11: RULES AND REGULATIONS

Any member desiring the privilege of the floor shall rise and address the Chair. No member shall be allowed to speak until properly recognized by the Chair. No questions can come before the meeting unless the properly moved, recorded and declared upon for discussion by the Chair.

Any member may call for ayes and nays on any question which each member present shall be required to answer to his name on the roll, unless excused by the Chair.

A motion to consider must come from a member who votes with the majority when the motion to reconsider was taken.

No member shall leave the room during a meeting, unless permission is given to that member by the Chair.

When a point of order is raised by any member, a person having the floor shall take his/her seat until the point is decided by the Chair, when, he/she may resume his/her remarks.

No subject laid on the table shall be taken up again during the same meeting unless it was so understood when disposed of. Any member may appeal to the Association from the decision of the Chair when the question shall be stated thus: "Shall the decision of the Chair be sustained?" It shall be decided by a majority of the votes cast.

ARTICLE 12: IMPEACHMENT

Any Officer or member may be removed for any violation of the provisions of the Bylaws, for any personal conduct as defined in Article 12 Section A, VPWDA Code of Ethics. Charges for the impeachment of any Officer or member may be initiated by any member in good standing or a Grievance Committee appointed by the President and shall be presented in writing to the Grievance Committee Chairperson. If the member filing the charges is a member of any Committee or Elected Office, he/she shall abstain from any vote on this matter. The accused Officer or member will be given a copy of the charges against him/her. If the Grievance Committee ascertains that there is enough evidence to warrant a hearing, the accused member will be notified by certified return requested U.S. Postal Service of the meeting and location at which the hearing will be held. Not less than thirty (30) days prior to the hearing date. The accused shall be given the right to present evidence on his/her behalf at the hearing.

Failure to appear on the hearing date without prior authorization from the Committee Chairperson will result in the hearing being held in absentia. Any member filing a complaint will be assessed a \$25.00 fee, returnable upon a true finding.

The Grievance Committee will then decide if the charges are valid and present a recommendation to the Executive Board. If the allegation is found to be valid the Executive Board will decide his/her penalty. If it is decided the charges warrant impeachment, with a majority vote of the Executive Committee present, the accused Officer shall be removed from Office and the accused Officer or member shall never hold any Office in the Association.

ARTICLE 13: CODE OF ETHICS

SECTION A: Any elected Officer and/or member of the Virginia Police Work Dog Association may be removed from office and/or expelled from the Association as a member for any violation of the Bylaws or personal conduct which through an impartial investigation, is determined as bringing or will bring discredit upon Virginia Police Work Dog Association.

SECTION B: Complaint(s) may be initiated against an elected Officer and/or member by a member in good standing with the Association or the Grievance Committee itself. A Grievance complaint must be filed within 180 days of the date that the action alleged took place.

SECTION C: Complaint(s) against those alleged member(s) must be submitted, in writing, to the Grievance Committee Chairperson.

SECTION D: The Grievance Committee Chairperson will provide the accused member(s) a written copy of the complaint(s) against him or her. Upon completion of a thorough investigation, the Grievance Committee believes there is sufficient evidence to warrant a hearing, a hearing date will be established.

SECTION E: The accused member(s) will then be notified in writing by certified return U.S. Postal Service and not less than thirty (30) days prior to the date of the hearing. Failure to appear on the hearing date without prior authorization from the Committee Chairperson will result in the hearing being held in absentia.

SECTION F: The accused member(s) shall be given the right to present evidence in his/her behalf at the hearing. Upon conclusion of the hearing, the Grievance Committee will determine if the charges are valid and present its recommendation to the Executive Board.

The accused shall have the right to present an appeal, in writing by Certified Return Receipt U.S Mail sent to the Grievance Committee Chairperson, posted marked within sixty (60) days of the Grievance Committee's recommendation at this time.

SECTION G: If the allegation is found to be valid, the Executive Board will decide the disciplinary action to be taken. Disciplinary action may include but not limited to, temporary suspension of privileges, censure, expulsion or any other appropriate action.

SECTION H: An impeached Virginia Police Work Dog Association Officer and/or member(s) shall never hold any future office in this Association. Any expelled member shall not be associated with VPWDA in any official capacity in any future events or functions.

SECTION I: Member(s) found by the Executive Board to have initiated baseless complaint(s) against member(s), with other underlying and or vindictive motives in doing so, may have appropriate disciplinary action initiated against them by the Executive Board.

SECTION J: No disciplinary action shall be taken against an accused member(s) or the complaint member(s) unless having been afforded the opportunity of a hearing before the Grievance Committee, with the right of appeal to the Executive Board.

SECTION K: All member(s) are presumed clear of allegations unless otherwise found to be valid by presented and supported evidence facts which have been adjudicated before the Grievance Committee.

VIRGINIA POLICE WORK DOG ASSOCIATION

CERTIFICATION RULES

ALL REVIEWED OR ADVISED AND APPROVED JUNE 2015.

VIRGINIA POLICE WORK DOG ASSOCIATION

CERTIFICATION RULES PAGE 1

Certification Rules will be only reviewed and changed if needed every odd year, 2015, 2017, 2019 etc. **Any proposed change(s) will be submitted in writing to the VPWDA Secretary at least ninety (90) days prior to the Fall Executive Board meeting held at the VPWDA Workshop.** The VPWDA Secretary will forward a copy of the proposed change(s) to the VPWDA Accreditation Chairperson. **If the proposed change(s) are not received in writing and at least ninety (90) days prior to the Executive Board meeting, it (they) will not be considered.**

The following test rules have been adopted by the Virginia Police Work Dog Association. Each of the following tests is designed to determine the proficiency of the work team for certification in each phase of police work for canines. Whenever practical, a police work dog team graduating from an accredited training school should be tested and accredited. The successful passing and accreditation of these courses is usually acceptable testimony in court. Each test is based on a pass/fail basis. Master Trainers and handlers should review these rules in their entirety.

During any certification test, unwarranted aggression is grounds for failure.

There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.

Master Trainers:

Master Trainers will act as Evaluators for these tests. Master Trainers will designate the area, phase and manner of each phase to be tested. The Master Trainer should make every effort not to interfere with or distract the dog. The Master Trainer will observe the work dog during each test for willingness, enjoyment, interest and accuracy. Handlers will be observed for ability and overall control of his/her dog. A Master Trainer may decline to certify any team at his or her discretion and will explain their reason for declining to the handler.

Certification Validity:

Upon successful completion of each test the Master Trainer will issue permanent credentials and they will be valid for **one (1) year from the date of issue.** The teams must pass each phase test no matter in what order or combination they are tested in. A VPWDA certification of a Regular member K-9 team in any and all phases will **only be valid when the K9 team is being utilized by:**

- (1.) The Law enforcement agency they are employed by.
- (2.) A law enforcement agency they are on official assignment to by authority of their own law enforcement agency employer, (e.g. County, State, and Federal Task Force).
- (3.) A Law enforcement agency which requested and received official mutual aid from the K-9 team's law enforcement agency employer.

*****NOTE***** Under **NO** circumstances will a VPWDA K9 team certification be valid when the team is being utilized for **ANY** and **ALL NON LAW ENFORCEMENT** agency uses.

Certain Equipment Prohibited:

At no time during any of the certifications will sticks or whips of any type be used. Collars, including pinch or electronic, may be used as long as it is proven to be properly worn and inactive if electronic, to the Master Trainer at the time of certification, **except that no electronic collar will be permitted to be worn during Explosive Detection certification or training regardless whether or not it is active or inactive.**

VIRGINIA POLICE WORK DOG ASSOCIATION

CERTIFICATION RULES PAGE 2

FEES:

There will be a \$5.00 fee imposed for each phase which is failed. ***There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.***

Appeal:

A work dog team that fails any of the following tests may reapply for the next and most convenient date.

Test Results:

All of the following tests are recorded on a pass/fail basis. Any work dog team that fails and feels that they have been tested unfairly, will, at the time of the test notify the Master Trainer of his/her appeals. The handler will then file a complete report of his/her observations and the reasons they feel they were tested unfairly. The Master Trainer having been notified of the appeal will file a report of his/her observations, all testing sheets and basis for failing the team. All reports will be filed within thirty (30) days of the test to VPWDA Executive Board. Reports or copies thereof will be forwarded to an Appeals Committee. Findings of the committee will be returned to VPWDA Executive Board and in turn forwarded to the handler and the Master Trainer. **The decision of the Appeals Committee must be by a majority vote and will be final.** ***If during the time period that a certification certificate is issued for any or all phases, the K-9 team retests in any or all of the same phases AND FAILS, then the initial certificate which was issued in the failed phase or phases will become NULL AND VOID. Further, a letter to this effect will be sent to the K-9 team and their Department, including the recommendation that they be re-tested with thirty (30) days of this certification.***

MEMBERSHIP:

- (1.) Police work dog teams wishing to be tested and certified under these rules and by this Association must be regular members of this organization.
- (2.) Associate members can be tested and certified under these rules in the following phases:
 - A.) Obedience
 - B.) Tracking or Trailing
 - C.) Area Search
 - D.) Search and Rescue Area Search
 - E.) Article Search
 - F.) Building Search
 - G.) Explosive Detection
 - H.) Cadaver (The Associate member SAR canine handler) **must** provide the testing Master Trainer(s) Proof of Completion of the following courses **prior to testing**:
 1. Crime Scene Preservation Course
 2. HAZMAT Awareness Course
 3. Blood Borne Pathogens Course
 4. NIMS and ICS Training Courses, IS-100.B, IS-700.A, IS-200.B, IS-800.B.

Associate Members will receive an Associate Member Certification Certificate from VPWDA Secretary which is designed specifically for Associate Members who successfully test in any of the above phases.

VIRGINIA POLICE WORK DOG ASSOCIATION

POLICE UTILITY DOG CERTIFICATION TITLE

PAGE 1

To obtain a "**Police Utility Dog**" certification title, the Police work dog team must pass all phases of the Utility Dog Testing areas.

Prior to testing for this title, the handler must notify the Master Trainer of his/her intent to obtain this title.

The testing will be conducted during a one day test, unless it is conducted during a VPWDA Work Shop. The team **must pass each phase on the first attempt** and will be tested in the following areas:

- 1.) Obedience (Must be passed to go on to other areas).
- 2.) Article Search
- 3.) Area Search
- 4.) Tracking or Trailing
- 5.) Building Search
- 6.) Aggression Control

NOTE: There will be a break between tests.

All tests given will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

OBEDIENCE CONTROL TEST PAGE 1

This test is to determine if the police work dog is capable of performing off lead obedience exercises. The test is designed to test the dog's ability and proficiency and the handler's total control over his/her dog.

This test must be passed before proceeding on to other Utility phases which may include aggression control and where the dog will be utilized off lead, the SAR Area Search and the Cadaver Detection tests.

The police work dog team will be tested in the following three (3) phases:

- 1.) Heeling Phase
- 2.) Walking Phase
- 3.) Distance Phase

Each phase may be tested in any order and will be judged on a pass/fail basis. All phases will be done under the direction of a Master Trainer. **No cruel or abusive corrections will be displayed at any time. If such is observed, the Master Trainer will note same and forward to VPWDA Headquarters for file information.**

HEELING PHASE:

The heeling phase of this test will consist of the following exercises:

- 1.) Normal pace
- 2.) Fast pace or double time
- 3.) Slow pace or half step
- 4.) A minimum of two (2) right turns; two (2) left turns: two (2) about turns.

Each leg of the above must be a minimum of thirty (30) feet long, the different phases may be conducted on any leg. On one leg of the course, the team must heel through a group of stationary people. Group minimum of three (3) persons.

WALKING PHASE:

The handler and dog will begin from the "Finished" position and walk forward together. At a point designated by the Master Trainer, the handler will place their dog in a stay position, (Sit or down) and continue walking. This is to be done without breaking stride. At a point designated by the Master Trainer, the handler, while continuing to walk away from his/her dog, will command his/her dog to heel. The Master Trainer will instruct the team to "About Turn" and then walk forward. At a point designated by the Master Trainer, the handler will stay his/her dog. (Sit or down), and without breaking stride, will continue walking. At a point designated by the Master Trainer, the handler will turn and retrieve his/her dog and return to place of origin.

DISTANCE PHASE:

At a point designated by the Master Trainer, the handler will leave his/her dog in a "Stay". At a distance of no less than ten (10) feet, nor more than thirty (30) feet the handler will be directed to turn and face his/her dog. At the direction of the Master Trainer the handler will complete the following commands (Choice and order of command or signals will be at the direction of the Master Trainer.):

"Sit and Down" (by VOICE)

"Sit and Down" (by HAND)

The dog will remain in a down or sit position (the position will be the handler's discretion) for three (3) minutes. During this three (3) minute down period the handler may reinforce the command by voice or hand signal while no less than ten (10) feet nor more than thirty (30) feet away.

OBEDIENCE CONTROL TEST

CONTINUED PAGE 2

The Master Trainer will then instruct the handler to recall his/her dog by hand or by voice. At a point prior to reaching the handlers, the Master Trainer WILL order the handler to stop his/her dog by voice or by hand signal. (Note: Stopping the dog may be either by down or sit command). Upon completion of the "Stop". The Master Trainer will direct the handler to recall his/her dog to the "Finish" position by voice or hand signal command.

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

ARTICLE SEARCH TEST PAGE 1

This test is designed to test the police work dogs ability and proficiency in searching a designed area for articles having human scent on them. This would represent a search for discarded evidence or lost items. Master Trainer will observe the test from outside the search area. The Master Trainer will designate the search area.

SEARCH AREA:

The area to be searched will be no less than 60 feet by 60 feet. It will be covered by heavy vegetation no less than ten (10) inches high. The search area will be contaminated prior to the test by one or more subjects crossing through the area at least twice with a dog.

SEARCH ARTICLES:

Three (3) articles of different composition (metal, wood, paper, etc.) will be throw at random into the search area. The team to be tested will not view this being done. One (1) article will be of metal composition. The article to be used will be selected from, but not limited to, the following list:

- | | |
|-------------------------|-------------------------------------|
| a.) Plastic credit card | e.) Wood handle screwdriver (4"-6") |
| b.) Paper match book | f.) Crumpled cigarette package |
| c.) Shotgun shell | g.) Empty metal hand gun |
| d.) Leather wallet | h.) Empty pop gun |

Articles are to be selected by the Master Trainer according to availability.

TIME:

There will be a five minute (5) time limit for this test. A warning will be given when thirty (30) seconds remain for the test. Time will start when the handler send his/her dog out to search from any point around the perimeter of the search area.

HANDLER:

The handler will inform the Master Trainer what the dog's final response is. The handler may enter the search area and direct the search as he/she would in an actual situation. After each final response and article recovery the handler will command the dog to continue to search. The dog will be tested on the final response to the search article. **This must be obvious to the Master Trainer.** The dog must make two (2) finds out of three (3) with a final response on both in order to pass this test. **Failure of this test may be based on lack of handler control, or disinterest on the part of the dog.**

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will be certified.**

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only , if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

AREA SEARCH TEST PAGE 1

This test is designed to test the police dogs ability and proficiency in search for hidden suspect within a large area when no known track is available. The team being tested should use the wind and air currents to their best advantage.

MASTER TRAINER:

The Master Trainer will observe the team during the entire test. The Master Trainer will make every effort not to distract or interfere with the dog while he/she is working. The Master Trainer will designate the general area to be searched.

HANDLERS:

Handlers may select the starting point outside the search area that he/she wishes. Any leash may not be longer than thirty (30) feet. The handler will inform the Master Trainer the area in which the suspect is hidden, within ten (10) feet of the suspect.

HELPER:

The helper will hide in the area at least ten (10) minutes prior to the beginning of the test. The helper should be an unknown person not normally used in training with the dog. The helper will hide themselves from view of the team using available concealment.

TIME AND AREA:

The area size the search takes place in and the time allowed for the search will be at the discretion of the Master Trainer.

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon completion of the test. **The handler and dog will be considered a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for One (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of the travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

SEARCH AND RESCUE AREA SEARCH TEST PAGE 1

This test is designed to test the team's ability and proficiency in searching designed areas to locate a lost or missing person. It is required that the canine team passes the VPWDA Obedience Phase prior to testing for this Search and Rescue Area Test certification. It is required that this canine team demonstrates sociability with the Master Trainer conducting this Search and Rescue Test prior to this certification. Any display of aggression by the canine during any part of this testing will constitute a failure.

This certification test is open to current VPWDA Regular and Associate members. Any accredited full Utility or Tracking/Trailing Master Trainer who has either provided to the VPWDA Secretary written documentation showing that he/she has successfully completed a formal Land Navigation Class or who has attended the approved VPWDA Land Navigation Class (Includes Administration of this test), may conduct this certification test.

All handlers who wish to test must have a current certificate from the American Red Cross in Basic First Aid and CPR.

Land Navigation Testing:

All handlers must successfully complete Land Navigation Testing to the satisfaction of the Master Trainer prior to performing any field testing. The handler is required to supply the following:

- I. Compass
- II. Protractor
- III. A topographical Map

The Master Trainer will require the handler to perform the following tasks:

- 1.) Utilizing the compass, shoot a bearing to a distance landmark selected by the Master Trainer.
- 2.) Utilizing the compass, orient the map.
- 3.) Give the declination of the map.
- 4.) Name a minimum of three (3) terrain features on the map selected by a Master Trainer.
- 5.) Given a compass (magnetic) azimuth, give the grid (map) azimuth for the map being utilized.
- 6.) Given a ten-digit UTM grid coordinate, find this point on the map.
- 7.) For a point given on the map, give the ten-digit UTM grid coordinate.
- 8.) Plot a bearing from the point in task #6 to the point task #7.
- 9.) Give the compass (magnetic) azimuth to be followed for the bearing in task #8.
- 10.) Give the approximate distance between these two (2) points.

The Master Trainer will determine if the handler has successfully completed Land Navigation Testing.

The Master Trainer's decision is final.

It is the responsibility of the handler to ensure the Master Trainer has access to topographical maps of the area to be tested in. If the Master Trainer does not have maps of the area to be tested in, it will be the responsibility of the handler to supply them. If problems arise with the availability of topographical maps of the test area, the Master Trainer may select an alternative type of map for this test.

The handler must tell the Master Trainer what the K9 alert will be prior to entering the search area and the "Victims" will be unknown to the canine team. The use of GPS devices is allowed during this portion of the test.

SEARCH AND RESCUE AREA SEARCH TEST

CONTINUED PAGE 2

Test Areas:

The team shall be given grid coordinates on a map and must clear the assigned areas. There will be two (2) test areas; the combined area will be a minimum of 40 acres and a maximum of 160 acres. The terrain shall be light to medium and the area will be shorted if the terrain becomes denser. There will be anywhere from zero (0) to two (2) "Victims" in each search area. Upon locating a "Victim", it will be up to the handler if they want the subject to stay with them or leave the search area. The "Victims" shall lie still and not stimulate or make any noises or movements to get the K9's attention. The alert must be obvious to the Master Trainer. The maximum time for both areas to be cleared will be two (2) hours.

There will be a break between search areas and the K9 team may stop inside the areas to rest, which will not count towards the two (2) hour time limit. The length of the rest period will be at the discretion of the Master Trainer. The team may not miss any victims in the time permitted, as this will constitute a failure. A team miss is any incorrect response by the K9 team. All tests given will be on a team pass/fail basis. **The handler and dog will be considered as a team and it is the team that will be certified. If the dog changes handlers, a new team exists and the team will need to certified.**

This certification will be valid for one (1) year from the date of issue as defined in the certification Validity paragraph. **There will be no fee charge for VPWDA certification testing. A fee may be imposed to cover expenses of travel. Lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

TRACKING PAGE 1

This test is designed to determine if the police work dog is capable of tracking an unknown subject in an unfamiliar area. This test is intended to be closely simulative of working situations. This is a test of the dogs ability and proficiency and the handler's control of the dog.

HANDLERS:

Handlers shall use the appropriate equipment while tracking.

SUSPECTS:

The suspect will be unknown to the dog when possible. The suspect will receive instruction from the Master Trainer for the method and direction that the track is to laid. **Before the track is laid, the Master Trainer will inform the handler whether a suspect or a scent article from the suspect will be at the end of the track.**

TRACK:

The handler and dog will be secluded from view of the track while it is being laid. When the test begins the Master Trainer will inform the handler of the approximate area to begin. The handler will not be told in which direction the track leads. There will be one (1) fresh cross track laid at least fifteen (15) minutes after the original track is laid. The cross track will be laid by a second person to test the dogs scent discrimination. The track must be at least one quarter mile long and have at least two (2) types of surfaces which are covered (dirt, grass, concrete, asphalt, woods, etc.). The track will be at least one (1) hour old prior to beginning the test and have at least three (3) turns in it. **Due to climatic conditions the age of the track will be at the discretion of the Master Trainer.**

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for One (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certifications testing. A fee may be imposed to cover the expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

K-9 TRAILING TEST PAGE 1

This test is to determine if the police canine is capable of performing a trailing exercise in a simulation of conditions which are encountered during working situations by the police work dog team. This test is designed to test the dogs ability and proficiency and the handlers control of the dog.

HANDLERS:

Handlers shall use the appropriate equipment while trailing.

For this test, the handler and canine will be hidden from the view prior to the test start. Whenever possible, the suspect will be an unknown person, not regularly worked with the canine. The Master Trainer will follow the handler and in no way interfere with or distract the canine. In the event the team loses the trail and the handler is made aware of the same, he/she will be given five (5) minutes by the Master Trainer to recover the trail and continue. The Master Trainer will advise the handler when the five (5) minutes have elapsed and will notify the team that they have failed this test. Due to climatic conditions, the age of the trail will be at the discretion of the Master Trainer.

The canine will start the trail one (1) hour old and trail at least one and one half miles. Surface covered at the start of the trail will be vegetation but will run at least 500 feet on pavement, cross a stream if available and cross two (2) fresh human trails. There will be at least three (3) turns in this trail. **The suspect will remain at the end of the trail until found.**

This test will begin at the direction of the Master Trainer in the designated area. The handler will not be instructed in which direction the trail has been laid. The handler may encourage his/her dog as needed with commands and praise.

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for One (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certifications testing. A fee may be imposed to cover the expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

BUILDING SEARCH TEST PAGE 1

This test is designed to be simulative of a working situation. Three (3) basic types of buildings are selected and described for the use on this test. The Master Trainer will accompany the team to observe the entire test, as could happen when a backup Officer or Superior Officer would accompany the work dog team during an actual search. Survival tactics should be considered.

BUILDING TYPES:

- 1.) Residential dwellings.
- 2.) Warehouse, armory, barn, open areas within the building.
- 3.) School, hotel, office building, multi-room interior.

HELPERS:

- 1.) Will be hidden at least ten (10) minutes prior to the start.
- 2.) Will be hidden in a place of concealment which is not visible to the work dog and handler.
- 3.) Will wear protective sleeve if necessary for protection.
- 4.) Whenever possible, will be a person unknown to the dog and normally used in training with the dog.
- 5.) Should be brought into the building by way of a different route than that to be used by the dog and handler.
- 6.) Will be placed in concealment at any height.

MASTER TRAINERS:

- 1.) Will designate the area of the building to be used for the test.
- 2.) Will designate the area in which the team is to begin their search.
- 3.) Will observe the team during the entire test. The Master Trainer should make every effort not to interfere with the test and should confer with the handler to reach an agreement as how not to disturb the dogs work, follow behind and observe from doorways, ladder, etc.
- 4.) When it is obvious to the Master Trainer that the dog is not searching for the suspect, The Master Trainer will inform the handler of the failure for the test.

HANDLER:

- 1.) This test may be done off leash.
- 2.) The handler may accompany the dog throughout the test and may encourage his/her dog with commands and praise as needed.
- 3.) **In No case will the handler open any doors that are closed within his/her search area.** Rooms with open doors should be searched thoroughly.
- 4.) The dog's final response of the location of the helper must be obvious to the Master Trainer. The handler will inform the Master Trainer of the helper's location.

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for One (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certifications testing. A fee may be imposed to cover the expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

AGGRESSION CONTROL TEST PAGE 1

This test is to determine if the police work dog is capable of performing exercises encountered by the police handler and his/her dog under simulated situations encountered while working. The test is designed to test the dog's ability, proficiency, courage and the handler's total control of his/her dog.

There are three (3) phases of this test. The dog and handler will be tested in all phases **in order listed**. Each phase is tested on a pass/fail basis **and must be passed before proceeding to the next phase**.

There are options for equipment utilized during the test. Prior to the test the Master Trainer must approve of the option utilized, inspect and approve all equipment used. Hidden, concealed protective gear will be worn by the suspect. This equipment is to be completely concealed by clothing so as to provide no visual cue to the dog as to its existence or location or a visible colored (other than jute color) full protective aggression suit may be used. **In the event of a safety issue raised by the suspect, handler or Master Trainer, the Master Trainer has the discretion to mandate the use of a protective aggression suit described above.**

The type of lead used by the handler will be at his/her discretion, but will not be over six (6) feet long. **Each phase shall be completed off lead unless specified otherwise. A prong collar and/or electronic collar maybe utilized by teams that use this type of equipment while deployed on the street. The remote to the electronic collar must be given to the Master Trainer prior to the start of the test.**

Guns and ammunition will be a handgun loaded with blanks which at least have the rapport of a .38 cal. live round and **will be checked by a Master Trainer or their appointed steward prior to the phase.**

Whenever possible, the suspect will be unknown to the dog. The suspects may be other handlers being tested or volunteers with the approval of the Master Trainer, or in some cases the Master Trainer themselves.

In the phases requiring the dog to physically apprehend the suspect, the dog must fully engage and hold/fight the suspect. Failure to engage or excessive, unnecessary mouthing and readjusting of the apprehension are grounds for failure.

In the phases required the dog to stop his pursuit and apprehension of the suspect, the handler may use any command or series of commands to control the dog. Failure of the dog to release and/or to respond to obedience commands in a timely manner is grounds for failure.

The handler must demonstrate sound tactics during all phases of the test. When a search of the suspect is called for, the handler must demonstrate a safe approach, stimulate handcuffing and search the suspect for weapons.

The order of the phases is as followed:

PHASE 1: Termination of Chase

The dog will begin this phase from the heel position. The suspect will begin at a distance of approximately 40 yards away from the team. At the direction of the Master Trainer, the suspect will run away from the team in any direction. The Master Trainer will inform the handler when to send their dog. The suspect will stop and surrender terminating the pursuit when instructed by the Master Trainer.

The type of call off used is at the handler's discretion, but the Master Trainer must be informed of the type to be used prior to the test. It may be one of the following:

- 1.) Dog is recalled to the heel position.
- 2.) Dog is commanded to down, sit or stand position and the handler will join their dog or recall the dog to the heel position.
- 3.) The dog will display reasonable force or detaining behavior.

AGGRESSION CONTROL TEST

CONTINUED PAGE 2

The importance of this test is that the suspect is not mouthed, nipped or bitten by the dog regardless of the type of call off used. Non aggressive incidental contact made by the dog while attempting to respond to the call off is not faulty. This phase will be completed when the dog is in the heel position with the handler.

PHASE 2: Gun Fire Control

The dog will be in the heel position. The suspect carrying a handgun loaded with blanks which at least have the rapport of a .38 cal. live round, will start approximately 30 yards away from the team and run away. The suspect will fire a minimum of two shots as directed by the Master Trainer. The handler will then return fire with two shots. The dog will remain at the heel position at all times showing no signs of aggression. This phase is now complete.

PHASE 3: Chase From or Next to a Vehicle

The dog and handler in or next to a stationary vehicle will order the suspect approach to them. When the suspect refuses and after the handler issues the appropriate verbal warnings, the handler will command their dog to apprehend the suspect. The dog will pursue, apprehend and hold the suspect. Upon the handler's arrival at the location of the dog and suspect and at the direction of the Master Trainer, the handler will command the dog to release and call off. At the direction of the Master Trainer, the following pat down searches may take place in either order. The handler then orders the suspect to an appropriate position approaches the suspect and then simulates handcuffing the suspect. The suspect then simulates assaulting the handler. The dog will apprehend and hold the suspect. At the direction of the Master Trainer, the handler will command the dog to release and call off. The handler then orders the suspect to an appropriate position approaches the suspect and then simulates handcuffing the suspect. The handler then searches the suspect for weapons. No assault of the handler is to take place this time. This phase is completed when the dog is returned to the heel position with the handler.

All tests given the K9 team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for One (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certifications testing. A fee may be imposed to cover the expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

NARCOTIC DETECTION TEST PAGE 1

This test is designed to determine the proficiency and reliability of dogs in the detection of narcotics. As defined by VPWDA narcotic detection rules for testing, the minimum acceptable level required to pass is 91.66 %. The basic narcotic odors (and their derivatives) that can be tested in are marijuana, cocaine, heroin, methamphetamines and ecstasy and are not to exceed five (5) **different** narcotic odors. **The safety of the detection dog will be the sole responsibility of the handler, such as overdose.** The general rules for testing narcotic detection dogs will be as follows:

- 1.) The "Reward" toy or object" used during a narcotic detection certification test, to reward the dog upon finding a narcotic hide, **WILL NOT** contain any narcotics or narcotic odor/residue.
- 2.) **All odors attempting to be certified in WILL be hidden in ALL areas tested in. Conflict odors will be present in all testing areas.**
- 3.) All searches will include a minimum of **two (2) blank uncontaminated areas to be searched, e.g. vehicle, room, luggage, locker, area, etc.**
- 4.) **Testing will be conducted in at least three (3) areas.**
Areas of concealment are:
 - a.) Vehicle, mandatory search area and mandatory minimum 6 vehicles for test (inside and outside count as one (1) area).
 - b.) Buildings, mandatory search area.
 - c.) Any other designated areas.
 - d.) If luggage, any type of package or container is used, there will be a minimum of 15 pieces used for testing.
 - e.) If lockers are used, there will be a minimum of 25 lockers used for testing.
- 5.) A "team miss" is defined as any incorrect response by the K9 team.
- 6.) **Only one (1) miss total overall** of all odors attempted to be certified in, will be permitted for a successful "pass" certification. **If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.**
- 7.) Narcotics successfully certified in will be listed by their "Laboratory" names on the certification certificate.
- 8.) Pseudo narcotics **WILL NOT** be used for certification tests.
- 9.) The Master Trainer will place the aids in locations unknown to the team. Hides may be high and low.
- 10.) The amount of narcotic substance used for testing will be less than one (1) gram.
- 11.) When testing in three or more odors of narcotics, a **minimum of one (1) hide of each odor attempted to be certified in WILL** be hidden in "Building" searches **and** in "Other" searches, tested in.

NARCOTIC DETECTION TEST

CONTINUED PAGE 2

12.) When testing in three or more odors of narcotics, there will be a minimum of one (1) hide of each odor attempted to be certified in, hidden INSIDE the vehicle and a minimum of one (1) hide of the SAME ODOR, hidden on the OUTSIDE of the vehicle, thus making a TOTAL of two (2) hides of EACH ODOR attempted to be certified in for the vehicle portion of the narcotic detection certification test. **There will be at least two (2) blank uncontaminated vehicles searched/used during this test.**

13.) If only one (1) odor is attempted to be certified in, there WILL be a minimum of twelve (12) total finds, consisting of a minimum four (4) hides in building search, minimum four (4) hides in "Other" searches, and a minimum of four (4) hides – two (2) inside and two (2) outside a vehicle. **There will be at least two (2) blank uncontaminated vehicles searched/used during this test.**

14.) If two (2) odors are attempted to be certified in, there WILL be a minimum of twelve (12) total finds, consisting of a minimum two (2) hides of each odor in building search, minimum two (2) hides of each odor in "Other" searches, and a minimum two (2) hides of each odor – one (1) of each odor inside and one (1) of each odor outside a vehicle. **There will be at least two (2) blank uncontaminated vehicles searched/used during this test.**

15.) Time limits on searches will be at the discretion of the Master Trainer and so long as the Master Trainer determines that the team is still working.

**** NOTE: There will be a break between the narcotic building searches and the narcotic vehicle searches. ****

All tests given the Narcotic Detection Team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for one (1) year from the date as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

NARCOTIC COURIER TEST PAGE 1

This test is designed to determine the proficiency and reliability of a **PASSIVE RESPONSE DOG** in the detection of narcotics while being used in the screening of people, luggage and other areas. As defined by the VPWDA narcotic detection rules for testing, the minimum acceptable level to pass is 91.66 %. The basic narcotic odors (and their derivatives) that can be tested in are marijuana, cocaine, heroin, methamphetamines and ecstasy and are not to exceed five (5) **different** narcotic odors. **The safety of the detection dog will be the sole responsibility of the handler, such as overdose.** The general rules for testing narcotic detection dogs will be as follows:

- 1.) The "Reward" toy or object" used during a narcotic detection certification test, to reward the dog upon finding a narcotic hide, **WILL NOT** contain any narcotics or narcotic odor/residue.
- 2.) **All odors attempting to be certified in WILL be hidden in ALL areas tested in. Conflict odors will be present in all testing areas.**
- 3.) All searches will include a minimum of **two (2) blank uncontaminated areas to be searched, e.g. People, vehicle, room, luggage, locker, area, etc.**
- 4.) Testing **will be conducted in at least three (3) areas.**
Areas of concealment are:
 - a.) People - Mandatory search area and mandatory minimum of five (5) blank people for the testing. **(One hide "high or Low" of each odor with a minimum of One (1) hide high of any odor).**
 - b.) Building – Mandatory search area.
 - c.) Other designated areas are:
 - 1.) If luggage, any type of package or container is used, there will be a minimum of 15 pieces used for testing.
 - 2.) Freight
 - 3.) Mail
 - 4.) Vehicles **(EXTERIOR ONLY)**
- 5.) A "team miss" is defined as any incorrect response by the K9 team.
- 6.) **Only one (1) miss total overall** of all odors attempted to be certified in, will be permitted for a successful "pass" certification. **If the testing K9 team has more than one (1) team miss, which is a failure, then he K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.**
- 7.) Narcotics successfully certified in will be listed by their "Laboratory" names on the certification certificate.
- 8.) Pseudo narcotics **WILL NOT** be used for certification tests.

NARCOTIC COURIER TEST

CONTINUED PAGE 2

9.) The Master Trainer will place the aids in locations unknown to the team. Hides may be high and low **EXCEPT ON PEOPLE. SEARCHES WHERE THERE MUST BE A MINIMUM OF ONE (1) HIGH HIDE AF ANY ODOR.**

10.) The amount of narcotics to be used for testing will be determined by the Master Trainer: however the amount of narcotic substance used for testing will not be less than one (1) gram.

11.) When testing, the below listed minimums of each odor that **CERTIFICATION IS BEING ATTEMPTED** will be hidden on people, buildings and any other designated search area.

- a.) Five (5) odors - A minimum of five (5) hides with at least one (1) **"HIGH"** of any odors on people.
- b.) Four (4) odors – A minimum of four (4) hides with at least one (1) **"HIGH"** of any odor on people.
- c.) Three (3) odors – A minimum of four (4) hides with at least one (1) **"HIGH"** of any odor on people.
- d.) Two (2) odors – A minimum of four (4) hides with at least one (1) **"HIGH"** of any odor on people.
- e.) One (1) odor – A minimum of four (4) hides with at least one (1) **"HIGH"** of any odor on people.

12.) Courier Certification (PEOPLE ONLY) will be conducted in the following manner depending on the number of odors that are being attempted. There will be **NO CONTACT BETWEEN THE INDIVIDUAL BEING SCREENED AND THE CANINE.**

- a.) Five (5) odors – A minimum of five (5) hides with one (1) **"HIGH"** find of any odor on people.
- b.) Four (4) odors – A minimum of four (4) hides with one (1) **"HIGH"** find of any odor on people.
- c.) Three (3) odors – A minimum of four hides with one (1) **"HIGH"** find of any odor on people.
- d.) Two (2) odors – A minimum of four (4) hides with one (1) **"HIGH"** find of any odor on people.
- e.) One (1) odor – A minimum of two (2) hides with four (4) **"HIGH"** find on people.

13.) If two (2) odors are being attempted to be certified in, there will be a minimum of twelve (12) finds consisting of a **minimum of four (4) hides of each odor in buildings, a minimum of four (4) hides of each odor in "Other Designated areas" and a minimum of four (4) hides of each odor with at least one (1) high find on people.** For the people search there will be no contact between the individuals being searched and the dog.

14.) There will be a minimum of five (5) blank people to be screened in addition to each find.

15.) There will be a minimum of two (2) blank uncontaminated rooms used during building searches.

16.) If **LUGGAGE** is to be used as other area, there will be a minimum of ten (10) blank suitcases to be screened per find.

17.) If **VEHICLES** are used as the other area there will be a minimum of two (2) blank uncontaminated vehicles used during this testing procedure. **FOR THE VEHICLE EXAMINATION PORTION OF THE COURIER EXAM, THE CANINES WILL ONLY CONDUCT A SEARCH OF THE EXTERIOR OF THE VEHICLE.**

NARCOTIC COURIER TEST
CONTINUED PAGE 3

18.) Time limits on searches will be at the discretion of the Master Trainer and so long as the Master Trainer determines that the team is still working. **** NOTE: THERE WILL BE A BREAK BETWEEN EACH SEARCH AREA. ****

19.) All tests given the Narcotic Detection Team will be on a pass/fail basis. The Master Trainer will determine if the dog responds in a passive manner. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

20.) This certification will be valid for one (1) year from the date as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

EXPLOSIVE DETECTION TEST PAGE 1

This test will determine the proficiency and reliability of dogs in the detection of explosives.

No electronic collar will be permitted to be worn by the K9 during Explosive Detection certification or training regardless whether or not active or inactive.

Search Time: It is recognized that increased search time endurance and proficiency of the explosive detection canine teams for deployment and future training requirements is necessary. Agencies should be including this in their in-service training. Explosive Detection K9 teams should be training towards being able to work 30 minutes searches and still be proficient.

During testing, all necessary precautions should be taken to ensure that the handler has prior no knowledge as to the location of explosives training aids. Canine teams should search the way they were trained. No assistance or leading the team by the Master Trainer or anyone else shall be permitted. The canine team should be able to locate all explosive training aids within a 2 meter (6.56 feet) radius of the source without disturbing the source, regardless of the height of the source, barring extenuating environmental conditions deemed relevant by the Master Trainer. If the handler identifies a canine find response that is within 3.05 meters (10 feet) of a hidden explosives training aid, but not in the immediate area of the explosives training aid, the Master Trainer will advise the handler "Not at Source." Prior to the test beginning and to encourage handlers to trust their canine and discourage handlers from counting the training aids during testing, handlers shall be informed by the Master Trainer that once they leave a search area, (room, vehicle, etc.) they will not be permitted to come back to that specific search location.

All canine teams must be tested on ALL odors. The mandatory odors to be tested on are:

Mandatory Odors:

- 1.) Powders (Black, Single Base Smokeless and/or Pyrodex)
- 2.) Double Base Smokeless and/or Triple Base Smokeless Powder
- 3.) Commercial Dynamite AN or NG)
- 4.) (RDX) Plastic Explosive (C-4 or Flex-X) Semtex, A5
- 5.) T.N.T or Military Dynamite or Comp B
- 6.) (PETN) Primer Cord or Det Cord – Sheet Explosives (or substituted explosive with PETN, Master Trainer Discretion)
- 7.) Water-Gel or slurries or Emulsion

EXPLOSIVE DETECTION TEST

CONTINUED PAGE 2

In addition to the mandatory odor and at the discretion of the Master Trainer the below optional explosive odors may be utilized for testing.

Optional Odors:

- 1.) Black powder substitutes.
- 2.) Blasting agents.
- 3.) Cast boosters.
- 4.) Nitro methane.
- 5.) Photoflash/fireworks/pyrotechnic powders.
- 6.) Plastic explosives (unmarked and marked with detection agent).
- 7.) Tetryl.

Homemade explosives (HME) that include:

- 1.) Chlorate based mixtures (e.g., potassium chlorate and sodium chlorate).
- 2.) Nitrate based mixtures (e.g., Ammonium nitrate, Urea nitrate).
- 3.) Perchlorate based mixtures (e.g., potassium perchlorate).

Due to the increased popularity of improvised explosives, nitrated and peroxide based explosives used by terrorist elements worldwide, it is recommended that the current testing standard include peroxide based and nitrated explosives when available. Once the seven (7) odors are tested and Peroxide Based and Urea Nitrate Explosives are available, at the Master Trainers discretion, the Certification Test may include Peroxide Based Explosives and/or Urea Nitrate. Due to the sensitivity and safe handling of the explosive compounds listed, it is recommended that an exception to certification weights be allowed. Current availability of Peroxide Based Explosives is limited to one (1) to two (2) grams in order to handle and transport the explosives safely. It is further recommended that at least one (1) gram of the explosive compound be used during testing and not "trace" amounts.

The maximum weight of explosives used shall be unlimited; however a minimum of 113.4 grams (1/4 pound) shall be used for testing **except for Peroxide Base Explosives. Those weights are written above.** Each area tested will contain three (3) aids. Each aid will be a different explosive. The handler will not be informed of the actual type of explosive training aids being utilized for testing. The term "explosive aid" means any explosive substance used for VPWDA certification testing.

Five (5) areas will be provided for testing. The canine team will be tested in four (4) of the five (5) areas. The five (5) areas will be:

- 1.) Building (see page 31 for definition)
- 2.) Vehicles (see page 31 for definition)
- 3.) Baggage (see page 32 for definition)
- 4.) Open Area (see page 32 for definition)
- 5.) Aircraft, Watercraft or Mass transit Vehicle (see page 32 for definition)

The canine team must search the area of Building, Vehicles and Baggage. The fourth area will be either Open Area, Aircraft, Watercraft or Mass Transit Vehicle.

EXPLOSIVE DETECTION TEST

CONTINUED PAGE 3

To successfully test for certification, **the dog's final response must be passive** and the canine team **CANNOT miss more than one (1) explosive aid in all phases of testing.** A "**team miss**" is defined as any incorrect response by the K9 team. This **includes but is not limited to:**

- 1.) All improper responses (such as the dog giving its final trained response to non-explosive odor).
- 2.) Failure to detect the explosive aid (includes when the handler fails to direct the K9 to search the area where the explosive aid is hidden).
- 3.) The K9 exhibiting any Aggressive Response.
- 4.) Exceeding the allotted testing time.
- 5.) Opening of any closed doors, drawers or containers of any kind by either the handler or K9.

If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES and in ALL ODORS that they are seeking accreditation for. All testing will be done on a pass/fail basis.

The minimum acceptable level required to pass is 91.6% as defined by the VPWDA explosive detection rules. It is recommended that testing be administered over a two (2) day period or more. The final decision as to the length of the testing period shall rest with the Master Trainer conducting the certification. All aids will be placed at least thirty (30) minutes prior to the testing of the canine team. **No DETONATING DEVICES WILL BE allowed to be used for testing or BE PLACED WITH THE EXPLOSIVE TRAINING AIDS! ALL HANDLING OF EXPLOSIVE TRAINING AIDS WILL BE DONE IN A SAFE MANNER!** If an explosive aid requires being removed to a new location, the previously used area will be removed as a testing sight. An accredited VPDWA Master Trainer in Explosive Detector Dogs will conduct all testing.

Prior to the first explosive detector team entering the test area, a human and canine will be walked through the testing area. Prior to testing, each handler will brief the Master Trainer as to the particular dogs alert and response to the explosive aids. Each indication to an explosive training aid by the canine will be obvious to the Master Trainer. Prior to each phase, the Master Trainer will inform the handler of the boundaries, time, starting point, etc. of the search problem. With the exception of an Aircraft Search, **a maximum time limit of thirty (30) minutes will be allotted for each phase of testing.** There is no maximum time limit during an Aircraft Search. The Master Trainer can terminate the test and fail the team if at the discretion of the Master Trainer the team is **not** working. The Master Trainer will maintain the time limit during the testing and begin when the canine team begins to search. The test time will stop upon the handler's indication that the search is complete or the time expires. Conversation between tested and untested handlers will not be allowed while testing is in progress. Handlers undergoing testing will not be allowed to observe other canine teams during the testing procedure.

No overly harsh or inappropriate physical corrections by the handler to the dog will be permitted. At the Master Trainers discretion, any such behavior will be grounds for failure of the Explosive Detection Test.

The purpose of accreditation testing is to observe the team's ability to locate a hidden explosive. It should be noted that all explosive aids may not be pinpointed to source by the dog due to height, wind current or placement of the aid. The Master Trainer will exercise reasonable judgment and the handler should consider all changes in behavior by the dog towards explosive odor.

EXPLOSIVE DETECTION TEST

CONTINUED PAGE 4

Each certification certificate will be valid for one (1) year from date of the test. It should be noted that normal training and retraining of the canine team must be conducted to maintain and enhance the team's capability.

All explosive aids used in training should be of recent manufacture and in separate containers. It will be the responsibilities of the agencies being tested to provide the required explosive aids. All explosive aids utilized for testing will be actual explosives. No pseudo or non-explosive substitutes will be used for testing. STRICT SAFETY MEASURES will be upheld during testing! All outdoor testing will immediately discontinue with the imminent threat of any inclement weather that is associated with lightning. All explosives aids will be places in such a manner that the dog cannot touch or retrieve same.

Use of Distractors:

Natural distractors are normally present and vary depending on the area where the certification testing is done. Placement of distractors in the certification area is required when no natural distractors are present. Care must be taken not to place artificial distractors in a manner that causes contamination with the test substance odor. Distractors can be the same as used in the odor recognition assessment.

BUILDING SEARCH (MANDATORY):

The building search will consist of four (4) rooms to be searched by the canine team. Each room will be a minimum of 400 square feet in size and contain some type of furniture. Only one (1) explosive aid will be placed within each room. One room will be black, containing no explosive aid. The explosive aids will be placed anywhere from eight (8) feet high to the ground level. The handler and/or dog will not open any closed doors, cabinet's desk drawers, etc. during testing.

VEHICLE SEARCH (MANDATORY)

A minimum of eight (8) motor vehicles will be utilized for testing. Any type or model of a passenger vehicle, including pickup trucks, tractor-trailers, vans and buses may be utilized for testing (subject to availability). Testing may include the interior of vehicle. The vehicles will be parked in a configuration similar to a parking lot in order to allow access to each vehicle by the canine team being tested. Only one (1) explosive aid will be placed on or in each vehicle. **One (1) explosive aid must be placed inside of a closed engine compartment.** Additional explosive aids will be placed on or with in the vehicles at the discretion of the Master Trainer; recommended but not to:

- 1.) Fuel tank exterior or fuel filler pipe.
- 2.) Drive shaft.
- 3.) Interior of closed trunk compartment.
- 4.) Closed passenger compartment.
- 5.) Undercarriage.
- 6.) Outer body.

EXPLOSIVE DETECTION TEST

CONTINUED PAGE 5

BAGGAGE SEARCH (MANDATORY)

This type of baggage utilized for testing will be defined as hard and soft suitcases, attaché, cases, clothing bags, briefcases, golf bags, sea bags, duffel bags, boxes, parcels and any other containers used for the transport of personnel items or shipping purposes. The Master Trainer will have ultimate discretion over the types of bags utilized for testing. **A minimum of twenty (20) bags will be utilized for testing.** All explosives aids will be secured within each bag utilized for testing. One (1) or more bags should contain clothing or other items associated with the types of baggage used. The baggage should be placed in a straight line and broken up into rows.

OPEN AREA SEARCH:

Open area search shall be defined as:

- 1.) Building Exteriors.
- 2.) Open fields.
- 3.) Wooded areas.
- 4.) Any area outside not covered in the above.

The Open Area utilized for testing will be no larger than 100 yards (300 feet by 300 feet) and no smaller than 50 yards by 50 yards (150 feet by 150 feet) or any configuration thereof. At the discretion of the Master Trainer, all explosive aids will be placed no more than 3 feet below surface level to a maximum of eight (8) feet above surface level.

IMPORTANT NOTICE REGARDING AIRCRAFT, WATERCRAFT AND MASS TRANSIT VEHICLES USED DURING VPWDA CERTIFICATION TESTING:

It is **highly recommended by VPWDA** that the testing Master Trainer record the Registration number of Aircraft, Watercraft, or Mass Transit Vehicles used during the Certification Test on the VPWDA Certification Test sheet. This high recommendation is due to the wide use of Aircraft, Watercraft, and Mass Transit Vehicles in VPWDA Certification Testing and the possibility of inadvertent odor contamination of these Aircraft, Watercraft, and Mass Transit Vehicles and further possibility of these being used again for Certification Testing and/or training in other jurisdictions. The registration numbers noted on the VPWDA Certification Test sheet would afford The Virginia Police Work Dog Association an ability to track Aircraft, Watercraft, and Mass Transit Vehicle used in certification testing, should there be a need. **Registration Number:** Is any identifying number, either permanent or temporarily, assigned to an Aircraft, Watercraft, and Mass Transit Vehicle.

AIRCRAFT SEARCH:

The availability of aircraft will be the deciding factor in this phase of testing and at the discretion of the Master Trainer. Commuter, commercial and military aircraft capable of carrying a minimum of 16 people may be utilized for this tests phase. Inoperable aircraft (used for ground training purposes only but mechanically incapable of flying) are acceptable for certification purposes. The search shall include the interior and exterior of the aircraft along with all ground support equipment. One (1) explosive aid will be placed in the interior of the aircraft; the interior of the aircraft includes the passenger compartment, cockpit, lavatories and cargo compartments.

EXPLOSIVE DETECTION TEST

CONTINUED PAGE 6

Additional explosive aids may be placed at the discretion of the Master Trainer either inside or outside the aircraft. The exterior of the aircraft includes the landing gear, wings, engines and ground support equipment. There is no time limit during the aircraft search test. **Strict safety measures while working inside of a busy airport will be adhered to. All explosive aids used will require the use of a “Barrier” object such as a towel, paper towel, cardboard, etc., to prevent the explosive aid from coming into direct contact with any physical part of the aircraft, causing residue contamination.**

WATERCRAFT SEARCH:

The availability of watercraft will be the deciding factor in this phase of testing and at the discretion of the Master Trainer. The types of watercraft used for testing shall be, but not limited to, cruise ships, freighter, cargo ships, tug boats, barges, military vessels or any other type of watercraft with an open deck and an interior cabin area. One (1) explosive aid will be placed inside of an interior portion of the watercraft such as a cabin, wheelhouse, cargo compartment or engine room. Two (2) explosive aids will be placed on or about the open deck area of the ship or dockside support equipment. **Strict safety measures while working near the water and around steep stairwells, which are the norm for many ships, will be adhered to. The Master Trainer will use discretion in placing explosive aids in a location that may expose the canine to the risk of falling over board or being injured by deck equipment. On smaller watercraft, personnel flotation jackets should be utilized.**

MASS TRANSIT VEHICLE SEARCH:

The availability of Mass Transit Vehicles will be the deciding factor in this phase of testing and at the discretion of the Master Trainer. Passenger trains, subways, overhead rail and commercial touring buses will be utilized for testing. A minimum of one (1) explosive aid will be placed in the interior of the mass transit vehicle. Additional explosives may, at the discretion of the Master Trainer, be placed either inside or outside of the mass transit vehicle. The exterior includes support equipment, loading docks, platforms and baggage handling equipment. **Strict safety measures while working near busy rail yards, depots and electrical equipment will be adhered to. All explosive aids used for testing will require the use of a “Barrier” object such as a towel, paper towel, cardboard, etc., to prevent the explosive aid from coming into contact with any physical part of the mass transit vehicle causing residue contamination.**

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover the expenses of travel, lodging and meals only, if necessary.**

Explosive Odor Recognition Assessment (Optional):

The main purpose of the Explosive Odor Recognition Assessment is not meant to be a pass/fail test but rather an assessment tool by the Master Trainer on the first day of the training/certification workshop. The odor Recognition Assessment is designed to assess the canine’s ability to detect the required explosive odors and to improve the K-9 team’s proficiency on the odors they’re having difficulty detecting. **This is NOT a VPDWA Certification and will only be noted on the test sheet under the “Master Trainer Comments” section.**

The Explosive Odor Recognition Assessment is strictly optional at the discretion of the Master Trainer. If the Master Trainer has a large number of K-9 teams, he/she may not have time to conduct an Odor Recognition

EXPLOSIVE DETECTION TEST

CONTINUED PAGE 7

assessment. If the Master Trainer chooses, he/she can attempt to imprint the canine on the odors missed in the Explosive Odor Recognition Assessment. The K-9 Team can choose to attempt certification regardless of how they did on the Odor Recognition Assessment.

The Explosive Odor Recognition Assessment is not meant to replace any other federal, state or local agencies Odor Recognition Test or program. The following is a guideline in setting up Explosive Odor Recognition Odor Assessment.

The Odor Recognition Assessment consists of 20 one gallon paint or concrete blocks. Inside each one gallon can or block should be a smaller quart can. The purpose of the smaller quart paint can is to hold the training aid and to help prevent the dog from getting the explosive training aids. The smaller quart paint cans should have lids on them with a minimum of eight (8) 1/16 inch diameter holes in each lid.

The selection and quantity of explosives used in the Odor Recognition Assessment are left up to the discretion of the Master Trainer. The selection of explosives/ oxidizers used should be from the approved list of basic odors, oxidizers or improvised explosives. The intent is to use the same odors in the assessment that will be used during the certification test. Caution should still be taken to prevent the canines from getting the training aids. The containers can be set up in a straight line or a large circle.

Many agencies who currently have odor recognition test are mission specific. Some agencies are looking for trace amounts as well as larger amounts. Many other agencies don't want their canine's threshold brought down so low. Each one of these mission specific canine programs plays a very important role in fighting both domestic and international terrorism. Our Master Trainers work with a wide range of canine teams with different missions. The intent of giving the Master Trainer the discretion on the amounts is to give the Master Trainer flexibility in working with these different teams without changing the way the canine teams have been trained.

The containers used in the Odor Recognition Assessment should be one gallon metal cans or 8 in. x 8 in. concrete blocks. The containers used should be kept as sterile as possible. Note: If training with peroxide based explosive i.e. TATP and HMTD, concrete blocks should be used for safety reasons.

Each large circle or straight line should have ten (10) gallon paint cans with quart can inside evenly spaced about 3 feet apart from each other. Five (5) of the cans in each circle or straight line should a small amount of a target explosive odor. The five (5) other one gallon cans in each circle or straight line should contain small amounts of distracter odors commonly found during searches i.e. dried cat food/dog food, pieces of Kong's and tennis balls, etc.

The canine should show a change in behavior and recognizable passive alert on each can or block containing an explosive training aid. The canine should detect all 10 explosive odors with no team miss. To make the cans more stable so the dogs will not knock them over, each can should be screwed down to a 12 inch x 12 inch square piece of plywood board using a ½ inch screw. Cost of the materials and equipment is the responsibility of the host or requesting agency.

VIRGINIA POLICE WORK DOG ASSOCIATION

SMOKELESS POWDER DETECTION TEST PAGE 1

This test is designed to determine the proficiency and reliability of dogs in the detection of Smokeless Powder. **No electronic collar will be permitted to be worn by the K9 during Smokeless Powder Detection certification or training regardless whether or not active or inactive.**

The general rules for testing Smokeless Powder Detection will be as follows:

1.) Aids will be concealed in at least three (3) areas, with at least six (6) total aids concealed. Suggested lists of aids are follows:

- a.) Smokeless powder.
- b.) Ammunition.
- c.) Spent casings.
- d.) Firearms.

2.) The Master Trainer will place a minimum of six (6) aids in a concealed location which is unknown to the handler.

3.) The amount to be used for testing will be determined by the Master Trainer.

4.) Testing will be conducted in at least three (3) areas. Suggested areas of concealment are:

- a.) Vehicles
- b.) Buildings
- c.) Any other designated area.

In reference to vehicles: the hide will be inside and outside of the vehicle(s).

In reference to building searches: The hide will be left up to the Master Trainer.

There will be uncontaminated vehicles, buildings, rooms, and any other designated areas.

5.) There will be no time limit in searches. It is up to the Master Trainer as to whether the team is still working.

NOTE: THERE WILL BE A BREAK BETWEEN THE SMOKELESS POWDER BUILDING SEARCH(S) AND THE SMOKELESS POWDER VEHICLE SEARCH(S).

6.) The safety of the Smokeless Powder Detection Dog will be solely the responsibility of the handler (such as ingesting smokeless powder).

7.) All tests given the Smokeless Powder Detection Team will be on a pass/fail basis. The Master Trainer will determine if the dog responds in a passive manner. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is**

SMOKELESS POWDER DETECTION TEST
CONTINUED PAGE 2

the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.

8.) This certification will be valid for one (1) year from the date as defined in Certification Validity paragraph. *There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.*

VIRGINIA POLICE WORK DOG ASSOCIATION

CADAVER SEARCH TEST PAGE 1

This test is designed to evaluate the K9 Teams ability and proficiency in searching designated areas for the scent of a cadaver. **It is required that the canine team passes the VPWDA Obedience Phase prior to testing for this Cadaver Certification. It is required that this canine team demonstrates sociability with the cadaver Master Trainer prior to the Cadaver certification. ANY DISPLAY OF AGGRESSION BY THE K9 DURING ANY PART OF THIS TEST WILL CONSTITUTE A FAILURE.** The Associate member SAR canine handler **must** provide the Master Trainer(s) Proof of Completion of the following courses **prior to testing:**

- 1.) Crime Scene Awareness Course
- 2.) HAZMAT Awareness Course
- 3.) Blood Bourne Pathogens Course
- 4.) NIMS and ICS Training Course, IS-100.B, IS-700.A, IS-200.B, IS-800.B

The testing Master Trainer will attach the submitted proof of completion of the above courses to the certification test sheet that he/she will send in to the VPWDA secretary who will issue the associate member certification certificate.

For certification the team CANNOT miss more than one (1) aid in all phases of testing. A “team miss” is defined as any incorrect response by the K9 team. **If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST IN ALL PHASES AND IN ALL ODORS that they are seeking accreditation for.**

With the exception of the building and the water searches, the minimum search area must be 50 yards by 50 yards. The area size for building and water searches will be at the discretion of the Master Trainer.

One test area will **Not** contain an aid. At least one of the test areas will contain the remains of an animal.

A total of twelve (12), **legally** obtained aids must be provided by the handler; six (6) of the aids must be less than three (3) months old and six (6) must be more than three (3) months old. Each must consist of bone, decomposition fluid and/or soft tissue.

Pseudo aids are **Not** acceptable.

Safety Equipment for rubble Searches:

Mandatory:

Standard work/duty clothing to include long pants, work gloves and work type boots with ankle support.

Recommended:

- Helmet (ANSI rated Z89.1-1997 Type 1)
- Safety Boots (ANSI Z41 PT99 M1/75 C/75)
- Eye Protection (ANSI Z-87.1)
- Knee Pads

CADAVER SEARCH TEST

CONTINUED PAGE 2

TYPES OF SEARCHES TO BE PERFORMED:

Building Search (#4) and Vehicle Search (#6) are mandatory searches.

- 1.) **Two (2)** scent hides will be placed in a rubble area, simulating a collapsed building.
- 2.) **Two (2)** scent hides will be covered with dirt, leaves, brush or tree branches.
- 3.) Twelve hours before testing, **two (2)** scent hides will be buried in a highly vegetated area. There will be a minimum of 20 feet in all directions between holes. The aids must be at least three (3) months of age and be buried to the depth of 10 inches from the top of the training aid to the ground surface. A minimum of five (5) holes will be dug.
- 4.) **Two (2)** scent hides will be placed in an elevated position a minimum of six (6) feet from the ground level or floor. **One (1)** elevated scent hide will be in a building/structure and **one (1)** elevated scent hide outdoors.
- 5.) **Two (2)** scent hides will be submerged in two (2) feet of water for a minimum of thirty (30) minutes prior to the test or if a boat is available will be submerged in a minimum of six (6) feet of water for a minimum of 30 minutes prior to the test. The choice will be at the discretion of the Master Trainer.
- 6.) A minimum of five (5) vehicles will be utilized, **two (2)** of which will contain a scent hide placed at least one (1) hour prior to the search.

An optional searching area may be substituted for one of the above areas, except number 4 or 6.

- 7.) **Two (2)** scent hides will be placed in an organic or inorganic rubbish pile.

In order to certify. A team must **successfully** find at least eleven (11) of the twelve (12) scent hides.

Handler: The handler will advise the Master Trainer how the dog will indicate. He/she may enter the search area to direct the dog. This test may be done on or off lead. The dog's indication must be obvious to the Master Trainer.

*****NOTE*** There will be a break between searches.**

All tests given the Cadaver Search Team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.**

VIRGINIA POLICE WORK DOG ASSOCIATION

Master Trainer or Trainer Applicant Critiques Form Instructions 1

The following are the instructions for filling out and filing all Master Trainer or Trainer applicant critique forms. These instructions must be strictly adhered to otherwise your application packet will not be considered complete and therefore will not be considered at the Accreditation Committee meeting or Executive Board meeting.

No critique hours will be given to an applicant for VPWDA certification testing.

It is up to you, the applicant, to make additional copies of the critique forms as needed by you.

1.) You, the applicant must have critique forms filled out by at least two (2) different VPWDA Master Trainers for each discipline except Utility. Applicant must submit a minimum of one (1) critique form from a Master Trainer other than the "Recommending" Master Trainer annually (Jan.1st through Dec. 31st). If this is not done the applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson. For the Utility discipline, you must have critique forms filled out by at least two (2) different VPWDA Master Trainers for each specific phase. **NOTE:** The applicant **must have a letter from at least one (1) Master Trainer. The applicant must have a written letter of recommendation from at least one (1) VPWDA Master Trainer. Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time:**

- a.) 200 Hours for Utility Master Trainer
- b.) 100 Hours for Utility Trainer
- c.) 100 Hours for any Detector Master Trainer
- d.) 50 Hours for Detector Trainer
- e.) 100 Hours for any Police Tracking/Trailing Master Trainer
- f.) 50 Hours for any Police Tracking/Trailing Trainer

These hours will be documented in the letter (on the VPWDA form supplied with the applicant package) as to the breakdown in hours of the skills covered during training. There will be an overall final rating given in each skill covered. THE CURRENT CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS and must be obtained from the required number of Master Trainers as specified in the Critique Form Instructions. The Master Trainer writing the Letter of Recommendation WILL NOT fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant.

Total Hours Required for **Trainer:**

Utility Only: Critique Hours – 66	Master Trainer writing Recommendation Letter Hours-100 = Total 166
Detector Only: Critique Hours -25	Master Trainer writing Recommendation Letter Hours - 50 = Total 75
Tracking/Trailing Only: Critique Hours -25	Master Trainer writing Recommendation Letter Hours – 50 = Total 75
Dual purpose: Critique Hours – 91	Master Trainer writing Recommendation Letter Hours- 150 = Total 241

Total Hours Required for **Master Trainer:**

Utility Only: Critique Hours – 123	Master Trainer writing Recommendation Letter Hours-200 = 323
Detector Only: Critique Hours – 50	Master Trainer writing Recommendation Letter Hours- 100 = 150
Tracking/Trailing Only: Critique Hours – 50	Master Trainer writing Recommendation Letter Hour-100 = 150
Dual Purpose: Critique Hours – 173	Master Trainer writing Recommendation Letter Hours-300 = 473

Master Trainer or Trainer Application Critique Form Instructions
CONTINUED PAGE 2

2.) **ALL** applicants for Trainer **must** have their application packet **at least 90 days prior** to coming to any Workshop and wishing to be critiqued. A Trainer must notify the Accreditation Chairperson and be entered into the Accreditation process for Master Trainer before obtaining critique and recommendation hours towards their Master Trainer accreditation.

3.) Any time you work directly with a VPWDA Master Trainer and want to be critiqued, it is **your (the applicant) responsibility** to give that Master Trainer a critique form **in triplicate (either self-car boning or carbon paper between the pages)** for those phases you assisted training or taught in. Examples are, or all of the Utility Phases and narcotic detection. You would give the Master Trainer the critique form in triplicate for Utility Phases and the Critique form in triplicate for Narcotic Detection.

4.) The **Master Trainer** will answer those questions which are applicable on each critique form, make sure to fill in the total amount of hours for the specific phase(s) worked and sign the form in the appropriate location.

5.) **Each** critiqued phase which has a recording rating of **Poor or Fair** will not apply towards the minimum hours required for critiques in that phase. **All Poor or Fair ratings must** have a **written comment** explaining that specific rating given.

6.) The Master Trainer gives one copy back to the applicant, the Master Trainer keeps one copy for their records and the **Master Trainer sends one copy to the Accreditation Chairperson *Immediately* for the file.** It is your responsibility to confirm that the Master Trainer(s) who critique you have sent in the completed critique form(s) within sixty (60) days of the date the critique took place. The Master Trainer is the **only** person that is to send in the completed critique form(s) to the accreditation Chairperson.

7.) **Any and all critique forms not on file with the Accreditation Chairperson prior to the applicant filing their application package will not be considered for review by the Accreditation Committee.**

8.) It is the applicant's responsibility to make sure that they have worked the mandatory minimum number of hours in each specific phase as required.

Mandatory total minimum number of critique hours on VPWDA critique forms required in each specific phase before complete application package may be submitted to the Accreditation Chairperson for consideration by that committee.

Master Trainer or Trainer Application Critique Form Instructions

CONTINUED PAGE 3

For Trainer Applicants:

Phase:	Minimum Number of Hours Required:
Obedience	8 Hours
Agility (Does not have to have accredited course)	2 Hours
Article Search	3 Hours
Area Search	5 Hours
Building Search	8 Hours
Tracking/Trailing	25 Hours
Aggression Control	15 Hours (5 hours must be as a decoy catching K9's)
Narcotic Detection	25 Hours
Explosive Detection	25 Hours
Cadaver Detection	25 Hours

For Master Trainers Applicants:

Phase:	Minimum Number of Hours Required:
Obedience	12 Hours
Agility (Does not have to have accredited course)	2 Hours
Article Search	5 Hours
Area Search	8 Hours
Building Search	16 Hours
Tracking/Trailing	50 Hours
Aggression Control	30 Hours (10 hours must be as a decoy catching K9's)
Narcotic Detection	50 Hours
Explosive Detection	50 Hours
Cadaver Detection	50 Hours

9. **Applicants for Master Trainer that are denied accreditation must wait a minimum of one (1) year before retesting.**

To obtain a complete Trainer or Master Trainer Application Package or if you have any question please contact the VPWDA Accreditation Chairperson. You must receive your applicant package directly from the Accreditation Chairperson and be in the VPWDA system prior to being critiqued by a VPWDA Master Trainer.

VIRGINIA POLICE WORK DOG ASSOCIATION

MASTER TRAINER ACCREDITATION PAGE 1

Members wishing to be accredited as a Master Trainer of Police Work Dogs must conform to the following:

1.) Obtain an application packet from VPWDA Accreditation Chairperson. The packet will include instructions as to what is required and one copy of the VPWDA Critique Sheet. The Critique sheet must be completed and signed by at least two (2) Master Trainers before the complete application package may be sent in for consideration. You, the applicant must have critique forms filed out by at least two (2) different VPWDA Master Trainers for each discipline except Utility. For the Utility discipline, you must have critique forms filled out by at least two (2) different VPWDA Master Trainers for each specific phase. A Trainer must notify the Accreditation Chairperson and be entered into the Accreditation process for Master Trainer before obtaining critique and recommendation hours towards their Master Trainer accreditation. Applicant must submit a minimum of 1 critique form from a Master Trainer other than the "Recommending" Master Trainer annually (Jan. 1st through Dec. 31st). If this is not done applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson.

*****NOTE*** All incomplete applications packages and packages not received postmarked by the deadline will not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board Meetings. The Accreditation Chairperson has the authority to not accept a packet if any of the required questions on the critique forms have never been observed and rated.**

2. Applicant **must** be a **Regular Member** of the Virginia Police Work Dog Association in good standing, **and** is **an accredited Virginia Police Work Dog Association Trainer of police work dogs for a minimum of three (3) consecutive years** immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years, unless the applicant is already a Master Trainer. To apply for and be considered for accreditation as a VPWDA Master Trainer, the applicant must be a full time Law Enforcement Officer who is either that Departments K9 Trainer or handler for at least 2 years; or is retired Law Enforcement Officer and was the Departments full time K9 Trainer or handler for at least 2 years; or was a Law Enforcement K9 Officer and is employed full time as the Law Enforcement agency's K9 Trainer for at least 2 years. Full time means a minimum of 40 hrs. per week **and must receive full benefits** from the employing agency as do all other full time employees of that agency.

3.) Anyone applying for accreditation of Master Trainer may be required to bring a K9 or K9 team before the Accreditation Committee and show all phases of the status that he/she is requesting. The only exception would be if a quorum if the Accreditation Committee has observed the applicant's dog(s) in a different location, they may make a recommendation based on their knowledge.

4.) Dogs trained must be trained to this Association's testing standards.

5.) The Master Trainers standards must meet with all local or area.

requirements and conform to the standards set forth by Virginia Police Work Dog Association.

MASTER TRAINER ACCREDITATION

CONTINUED PAGE 2

6.) Applicant must be capable and experienced in training for any or all phases of the police work dog, to include completely training a minimum of three (3) K9 teams which are certified by VPWDA in those areas the applicant is applying for.

7.) The applicant **must have a written letter of recommendation from at least one VPWDA Master Trainer. Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time:**

a.) 200 Hours for Utility Master Trainer.

b.) 100 Hours for Detector Master Trainer.

c.) 100 Hours for any Police Tracking/Trailing Master Trainer.

These hours will be documented in a letter (on the VPWDA form supplied with the applicant package) as to the breakdown in hours of the skills covered during the training. There will be an overall final rating given in each skill covered. THE CURRENT CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS and must be obtained from the required number of Master Trainers as specified in the Critique Form Instructions. The Master Trainer writing the Letter Recommendation WILL NOT fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant. Any Master Trainer can, if they wish, write a letter of support for an applicant but the applicant still must have at least one letter of recommendation. All Master Trainers who write a letter of recommendation must at least include in that letter the following:

7.1) List any certification that you (the Master Trainer) have done of K9 teams this applicant has trained.

7.2) State the approximate number of hours that you (the Master Trainer) have worked with this applicant (see 7 above for the number of hours required and make sure to include the VPWDA form letter supplied by the Accreditation Chairperson).

7.3) Your (the Master Trainer) personnel knowledge of the applicants part participation in any VPWDA functions.

7.4) Any other relative information you (the Master Trainer) may have about the applicant.

The applicant must send two (2) copies of the complete application package to the VPWDA Accreditation Chairperson at least ninety (90) days prior to the Executive Board meeting. The Accreditation Chairperson will do a VPWDA background to make sure that **ALL** VPWDA requirements have been met and then forward a complete application package to the VPWDA Secretary. **If the application package is NOT COMPLETE, the VPWDA Accreditation Chairperson WILL RETURN THE ENTIRE PACKAGE TO THE APPLICANT** advising what is missing. If the application package is complete, the Accreditation Chairperson will send a written letter via certified, returned receipt requested mail to the applicant advising of: the receipt of the complete package; the date; the location; and the time that the applicant must appear before VPWDA Accreditation Committee and the Executive Board. **Included** with the applicants application package **WILL BE:**

MASTER TRAINER ACCREDITATION

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7A.) At least one letter of recommendation from a VPWDA Master Trainer. (See #7above)

7B.) Their current resume accounting for his/her practical experience with working police dogs, their length of time as a handler/trainer, copies of applicable certificates, etc.

7C.) His/her reasons for applying for the accreditation.

7D.) A copy of their training course (curriculum) he/she offers for the training of police work dogs. It *MUST* consist of a minimum of four hundred (400) hours. Anyone applying for multiple accreditations will provide a 400 hour curriculum for each accreditation (example is: utility is a 400 hour curriculum, narcotic detection is a separate 400 hour curriculum and so on).

7E.) All applicants must submit a signed waiver so that all employment information can be verified by the VPWDA Accreditation Board.

7f.) **Applicant must submit** with their application package the following items:

- 1.) A letter on Department letter head stating dates of his/her current employment, position and job description and must include a list of dogs trained by the applicant for his/her Department. This letter will state whether the training of this Department's dogs was a complete training course or regular maintenance training.
- 2.) Applicant must include a letter on Department letter head from any and all Departments for which dogs have been trained by the applicant. This letter will state whether the training of this Department's dog was a complete training course or regular maintenance training.

All incomplete application packages and packages not received postmarked by the deadline, will not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board meetings.

8.) An accredited Master Trainer will have the responsibility of testing and certifying, for this Association, Police Officers and their Department work dog under the testing rules set forth by this organization.

9.) *Upon initial accreditation as a Master Trainer, **applicant will serve a two (2) year interim period.***

10.) *Applicants for Master Trainer that are denied accreditation must wait a minimum of one (1) year before retesting. An applicant for Master Trainer that is denied accreditation shall only appear for testing a total of two (2) times before that applicant must start the complete process over to include all critique hours and hours working with the Master Trainer writing the letter of recommendation.*

11.) **The Accreditation Committee has the authority to order a Master Trainer to appear before the Accreditation Board in response to any formal or informal complaint(s). The Accreditation Committee also has the authority to temporarily suspend the Master Trainer privileges and rights until the Master**

MASTER TRAINER ACCREDITATION

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Trainer appears before the Accreditation Committee or until a formal grievance is filed and the respective procedure followed.

12.) Said accreditation may be **Removed** or **Revoked** at any time by this Association for “Just Cause” **after** a full investigation **and** hearing is held by the Virginia Police Work Dog Association Accreditation Committee.

13.) Accreditation will be valid as long as the member remains in good standing and REMAINS ACTIVE.

Active is defined as: Attending at least one (1) VPWDA Workshop annually and conducting a minimum of five (5) VPWDA certifications for at least a minimum of five (5) different K9 teams yearly. Exceptions to this can be approved by the Executive Board. **All VPWDA Master Trainers are required to obtain a minimum of eight (8) hours of documented Continuing Education hours per year. At least four (4) of this required will be offered at every VPWDA workshop each year.** Acceptable subject matter for continuing education credit must have a direct correlation to law enforcement canine training, canine behavior, deployment, care, or health. A VPWDA Master Trainer may receive Continuing Education hours for a classroom instruction class that he/she instructs during a VPWDA Workshop. **VPWDA Master Trainers, due to personal disabilities, may be excuse from the annual activity rule.** *Continuing Education Waiver Request: Master Trainers in good standing who have more than 20 years with VPWDA with 10 or more years as a Master Trainer may request exemption from the annual continuing education requirements. This request must be made in writing to the Accreditation Committee. The request shall include: Dates of Law Enforcement experience; Dates of K9 service; Dates of VPWDA Membership; Date of Master Trainer Accreditation; A request to receive the waiver; Reasons for the waiver request. This waiver does not exempt any other requirements for maintaining Master Trainer Accreditation.*

Book Report Requirements: A book report may be submitted to comply with continuing education credit. This book report must meet all of the following requirements and is submitted to the Education Committee for review. The book report must be submitted no later than December 31st. The Education Committee Chairman will review the report and, if all requirements are met, issue a letter indicating the number of CE credits awarded for the report.

Literature Selection: The literature selected must be published material with the subject matter having a direct correlation to law enforcement canine training, deployment, care, or health.

Literature Length: CE hours will be awarded at a rate of one (1) hour per 25 pages of literature reviewed.

MASTER TRAINER ACCREDITATION

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Book Report: The Trainer or Master Trainer must submit a book report on the text outlining the following:

- Literature Title
- Author
- Publisher
- Number of pages
- An explanation of the correlation of the literature to canine law enforcement of not apparent.

The Trainer or Master Trainer must then outline the material included in the literature and their opinions of the material. There is a minimum word count of 500 words per 25 pages of literature. This equates to approximately one typed page per 25 pages of literature reviewed and one (1) hour of CE credit. Exact word count can be obtained by checking the “tools” section in any word program.

The chart below provides some guidance of the literature length and report length requirements:

Literature Length	Report Length	C.E.U. Hours
25 Pages	500 Words	1 Hour
50 Pages	1000 Words	2 Hours
75 Pages	1500 Words	3 Hours
100 Pages	2000 Words	4 Hours
125 Pages	2500 Words	5 Hours
150 Pages	3000 Words	6 Hours
175 Pages	3500 Words	7 Hours
200 Pages	4000 Words	8 Hours

A current resume update *WILL* be submitted in writing to the VPWDA Secretary no later than January 31st of each year, beginning in January, 1997. It is the responsibility of the Master Trainer to confirm that their update resume was received by the VPWDA Secretary as required.

Noncompliance to this rule will result in the following:

First Offense: Suspension of **all** Master Trainer privileges for a period of 60 days, effective immediately upon approval by the Executive Board.

Second Offense: Suspension of all Master Trainer privileges for a period of 1 year, effective immediately upon approval by the Executive Board.

Third Offense: Immediate change to “Inactive Status” upon approval by the Executive Board. Inactive Status is defined as not being permitted to test and certify K9 teams to VPWDA rules and from representing themselves as a VPWDA Master Trainer at any workshops or seminars. To go back to “Active Status”, the member must submit in writing their current resume as required and reappear before the Accreditation Committee for review.

MASTER TRAINER ACCREDITATION

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A letter will be sent via certified return receipt requested U.S. Mail to the Master Trainer notifying him/her of the suspension and that they have two weeks from receipt of said letter to comply. A noncompliance will result in termination of their Master Trainer accreditation. If the letter is returned or marked as undeliverable these rules remain in effect and will be carried out.

14.) VPWDA dues **must be paid by March 31st** of each year. If the dues are not current by that date then any and all VPWDA accreditation's and or elected positions from VPWDA are **immediately null and void**. If dues are paid after March 31st all accreditations must be reapplied for as required by their respective rules.

15.) Applicant **must** pass a written examination at the accreditation Committee prior to appearing before the oral examination Board. The applicant must pass a written and oral test before the Accreditation Committee.

16.) *Any Master Trainer wishing to add on additional accredited phases **must** train a K9 team in the requested phase(s) and have that K9 team VPWDA certified. The applicant must have a letter of recommendation from a VPWDA Master Trainer of the requested new phase(s) **as per number 7 above**. The applicant must also turn in a 400 hour curriculum as defined in **7D above** for the add on requested accreditation. The applicant **must** submit their written request, including written information of the newly trained/certified K9 team (including handler name, Department name, City, State, phone number and a copy of that team's VPWDA certification test sheet), at least 90 days prior to the Accreditation Committee meeting. The applicant will then appear before the Accreditation Board to take the written test and oral assessment center.*

17.) It is the responsibility of the Master Trainer applicant to keep records of all testing and other assistance rendered.

18.) Classifications of Master Trainers:

- a.) Police Utility Work Dogs
- b.) Police Narcotic Detector Dogs
- c.) Police Explosive Detector Dogs
- d.) Police Tracking/Trailing Dogs/SAR Area Search
- e.) Police Cadaver Detector Dogs

VIRGINIA POLICE WORK DOG ASSOCIATION

TRAINER ACCREDITATION PAGE 1

A. Members wishing to be accredited as a Trainer of Police Work Dogs must conform to the following:

1.) Obtain an application packet from the VPWDA Accreditation Chairperson. The packet will include instructions as to what is required and one copy of the VPWDA Critique Sheets. The critique sheets must be completed and signed by at least two Master Trainers before the complete application package may be sent in for consideration. You, the applicant must have critique forms filled out by at least two (2) different VPWDA Master Trainers for each discipline except Utility. For Utility discipline, you must have critique forms filled out by at least two (2) different VPWDA Master Trainers for each specific phase. **ALL** applicants for Trainer wishing to be critiqued at any VPWDA workshop must have their application packet **at least 90 days prior** to coming to the workshop. **The applicant has 5 years from the date of request for a Trainer's Packet to complete his/her package and appear before the Accreditation Committee to take the written tests and oral assessment board. Critiques are only valid for 5 years from the date they were issued. Applicant must submit a minimum of 1 critique form from a Master Trainer other than the "Recommending" Master Trainer annually (Jan. 1st through Dec.31st). If this is not done the applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson.**

*****NOTE*** All incomplete application packages and packages not received postmarked by the deadline will not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board Meetings.**

2.) Applicant **must** be a **Regular Member** in **good standing** of the Virginia Police Work Dog Association for at **LEAST three (3) consecutive years** immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years.

3.) To apply for and be considered for accreditation as a VPWDA trainer, the applicant must be a full time law enforcement officer who is either that Departments K9 trainer or handler for at least 2 years; or is a retired law enforcement officer and was the Departments full time K9 trainer or handler for at least 2 years; or was a law enforcement K9 officer and is employed full time as the law enforcement agency's K9 trainer for at least 2 years. Full time means a minimum of 40 hours per week **and must receive full benefits** from the employing agency as do all other full time employees of that agency.

4.) Applicant **must be sponsored, in writing,** by an Accredited Virginia Police Work Dog Association Master Trainer.

5.) Applicant must have assisted and tested with an Accredited Virginia Police Work Dog Association Master Trainer in at least (2) accreditation tests where all phases have been tested.

6.) Anyone applying for accreditation of VPWDA Trainer may be required to bring a K9 or K9 Team before the Accreditation Committee and show all phases of the status that he/she is requesting. The only exception would be if a quorum of the Accreditation Committee has observed the applicant's dog(s) in a different location, they may make a recommendation based on their knowledge.

7.) **An Accredited Virginia Police Work Dog Association Trainer cannot certify a police work dog for accreditation.**

VIRGINIA POLICE WORK DOG ASSOCIATION

TRAINER ACCREDITATION PAGE 2

8.) The applicant **must have** a written letter of recommendation from at least one VPWDA Master Trainer. Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time:

- a.) 100 Hours for Utility Trainer
- b.) 50 Hours for any Detector Trainer
- c.) 50 Hours for any Police Tracking/Trailing Trainer

These hours will be documented in the letter (on the VPWDA form supplied with the applicant package) as to the breakdown in hours of the skills covered during the training. There will be an overall final rating in each skill covered. THE CURRENT CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS and must be obtained from the required number of Master Trainers as specified in the critique Form Instructions. The Master Trainer writing the Letter of Recommendation WILL NOT fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant. Any Master Trainer can, if they wish, write a letter of support for an applicant still must have at least one letter of recommendation. All Master Trainers who write a letter of recommendation must at least include in that letter the following:

8.1) List any certifications that you (the Master Trainer) have done of this applicant and their dog and K9 teams they have trained.

8.2) State the approximate number of hours that you (the Master Trainer) have worked with this applicant (see 7 above for the number of hours required and make sure to include the VPWDA form letter supplied by the Accreditation Chairperson).

8.3) Your (the Master Trainer) personal knowledge of the applicants participation in any **VPWDA** functions.

8.4) Any other relative information you (the Master Trainer) may have about the applicant.

The applicant must send two (2) copies of the complete application package to the VPWDA Accreditation Chairperson at least ninety (90) days prior to the Executive Board meeting. The Accreditation Chairperson will do a VPWDA background to make sure that **ALL** VPWDA requirements have been met and then forward a complete application package to the VPWDA Secretary. **If the application package is NOT COMPLETE, the VPWDA Accreditation Chairperson WILL RETURN THE ENTIRE PACKAGE TO THE APPLICANT** advising what is missing. If the application package is complete, the Accreditation Chairperson will send a written letter via certified, returned receipt requested mail to the applicant advising of: the receipt of the complete package; the date; the location; and the time that the applicant must appear before VPWDA Accreditation Committee and the executive Board. **Included** with the applicants application package **WILL BE:**

8.A) A current color photograph of the applicant, no larger than a "Polaroid" size.

8.B) At least one letter of recommendation from a VPWDA Master Trainer. (See #8 above).

VIRGINIA POLICE WORK DOG ASSOCIATION

TRAINER ACCREDITATION PAGE 3

8.C) Their current resume accounting for his/her practical experience with working police dogs, their length of time as a handler/trainer, copies of applicable certifications, etc.

8.D) His/her reasons for applying for the accreditation.

8.E) A copy of their training course (curriculum) he/she offers for the training of police work dogs. It MUST consist of a minimum of four hundred (400) hours. Anyone applying for multiple accreditations will provide a 400 hour curriculum for each accreditation (example is: utility is 400 hour curriculum, narcotic detection is a separate 400 hour curriculum and so on...)

8.F) All applicants must submit a signed waiver so that all employment information can be verified by the VPWDA Accreditation Board.

8.G) Applicant must submit with their application package the following items:

- 1.) A letter on Department letter head stating dates of his/her current employment, position and job description and must include a list of dogs trained by the applicant for his/her Department. This letter will state whether the training of this Department's dogs was a complete training course or regular maintenance training.
2. Applicant must include a letter on Department letter head from any and all Departments for which dogs have been trained by the applicant. This letter will state whether the training of this Department's dogs was a complete training course or regular maintenance training.

All incomplete packages and packages not received postmarked by the deadline, will not be considered and no written tests or oral interviews will be conducted by the Accreditation Board at the Executive Board meetings if the above requirements are not met.

9.) Applicants ***must*** pass a written examination at the Accreditation Committee prior to appearing before the oral examination board.

10.) Upon initial accreditation as a Trainer, applicant will serve a two (2) year interim period.

11.) **Applicants for Trainer that are denied accreditation must wait a minimum of one (1) year before retesting. An applicant for Trainer that is denied accreditation shall only appear for testing a total of two (2) times before that applicant must start the complete process over to include all critique hours and hours working with the Master Trainer writing the letter of recommendation.**

VIRGINIA POLICE WORK DOG ASSOCIATION

TRAINER ACCREDITATION SECTION-2

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B.) Members wishing to apply for Section 2 status for Trainer shall conform to the following:

B1.) Notify the VPWDA Accreditation Chairperson of their intent to apply for section 2 status.

B2.) Applicant **must be a Current Regular Member in good standing of the Virginia Police Work Dog Association before January 31st of the year they appear to test before the Accreditation Board.**

B3.) To apply for and be considered for section 2 status for Trainer, the applicant must be a full time law enforcement Officer who has a minimum of six (6) years in police canine, three (3) of those serving as the Departments Trainer; or is a retired law enforcement officer with a minimum of six (6) years in police canine, three (3) of those serving as the Department Trainer; or was a full time law enforcement officer with a minimum of six (6) years on police canine and is currently serving as a law enforcement agency's Trainer with a total time serving in the capacity of a Trainer for a minimum of three (3) years.

B4.) **Full time means a minimum of 40 hrs. per week and must receive full benefits from the employing agency as do all full time employees of that agency.**

B5.) Applicant must be recommended for Section 2, in writing, by a minimum of one (1) Accredited Virginia Police Work Dog Association Master Trainer. In addition the applicant must have least two (2) letters of support from Virginia Police Work Dog Association Master Trainers. These recommendations and letters of support shall include personnel training experience with the Applicant, any dog teams certified that were entirely trained by the Applicant, the benefits to the organization by allowing the applicants Section 2 status and any other pertinent information to justify the classification as a Section 2 Applicant by the Accreditation Board. The Master Trainer who makes the recommendation must have spent a minimum of one hundred (100) hours with the Applicant. Recommendations must state specifically if the Applicant is recommended for Section two statuses for Trainer. **It is the duty of the recommending Master Trainers to satisfy themselves that the Applicant meets all requirements, if selected for Section 2 status. The letters of recommendation must be mailed from the Master Trainers to the Accreditation Chairperson with copies provided to the Applicant.** The Applicant shall provide copies of the recommendation letters, a complete resume and a letter stating his/her reasons for making the application for Section 2 status to the Accreditation Chairperson no later than ninety (90) days prior to the Fall Executive Board meeting. Applications for Section 2 Status will only be reviewed during the Fall Accreditation/Executive Board meeting.

B6.) The Fall Accreditation Board will review the Master Trainer's recommendations and application information and make a recommendation to the Executive Board to either approve the Applicant for Section 2 status or recommend the Applicant for the traditional process. If either the Accreditation or Executive Board denies the application for Section 2 status, no further applications for Section 2 Status from said Applicant will be permitted. No Master Trainer, who sits on the Accreditation Board and is one of the Master Trainers who recommended the Applicant, will be allowed to vote on the Applicants Approval or Disapproval for Section 2 Status.

VIRGINIA POLICE WORK DOG ASSOCIATION

TRAINER ACCREDITATION SECTION-2

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B7.) If accepted for Section 2 Status, the Accreditation Board Chairperson will notify the Applicant by certified mail of his/her acceptance and mandatory appearance before the Accreditation and Executive Boards at the next State Workshop. The applicant will also be informed that he/she will submit to written testing and Accreditation Board review. In addition the applicant will be informed of the documentation requirements that are to be submitted to the Accreditation Chairperson no later than ninety (90) days prior to the next State Workshop and Accreditation Board meeting. The Accreditation Chairperson will also notify the Applicant that failure to submit all required documentation or appear before the Board at the indicated time will result in dismissal from Section 2 status.

B8.) Applicants approved for Section 2 Trainer Accreditation shall submit the following:

B8.1) A detailed resume describing all canine training attended or instructed since their beginning of involvement in police canine. This shall include hours of all training and any available prior accreditations, certifications or certificates of attendance.

B8.2) A list of a **MINIMUM** of fifteen canine teams the Applicant has trained from a completely untrained condition through to a VPWDA certification in the areas which the Applicant is seeking accreditation. This list shall include the handler and canine names, Department and contact information to verify all teams listed.

B8.3) A 400 hour course curriculum for each discipline in which the Applicant seeks accreditation.

B8.4) The applicant's reason for seeking accreditation as a Trainer. This should include what benefits the Applicant feels they bring to the organization.

B8.5) All Applicant's shall submit a waiver so that all information can be verified by the Accreditation Chairperson or his/her designee.

B8.6) A letter on Department letter head from a Command Level Staff member of that Department stating the dates of the Applicants current or past employment, position and job description and reflect that the Applicant was employed by the Department for the minimum required time. The letter must include a list of dogs trained by the Applicant for the Department and whether the training of this Department's dog was a complete training course or regular maintenance training. This information will be verified by the Accreditation Board prior to testing.

B8.7) A current color photograph of the Applicant.

VIRGINIA POLICE WORK DOG ASSOCIATION
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B9.) All required documentation SHALL be submitted to the Accreditation Board Chairperson no later than ninety (90) days prior to the Applicant's appearance before the Board at the State Workshop. The Accreditation Chairperson or his/her designee shall verify as many trained teams as possible prior to the Applicant's appearance before the Board. The Accreditation Chairperson or his/her designee shall solicit feedback from all Departments for which the Applicant has trained teams and provide a written report of the findings to the Accreditation Board. The Accreditation Board may consider extenuating factors including the passage of time and prevalence of the training discipline in ruling on the acceptability of the application. All incomplete package and packages not received postmarked by the deadline will not be considered and no written tests or oral interviews will be conducted by the Accreditation Board if the above requirements are not met. **Applicants will not be allowed to participate in or re-apply for Section 2 status if they fail to meet the prescribed requirements.**

B10.) Applicants must pass written an oral review before the Accreditation Board. If approved to proceed, the Applicant will be assigned to accompany a Master Trainer who will conduct a review of the Applicant's capabilities in the areas which the Applicant is seeking accreditation for the duration of the State Workshop. **Any applicant may also be required to bring a team they have trained for review. This Master Trainer will then provide a report to the Accreditation Board of the Applicant's demonstrated proficiency in training and knowledge of VPWDA standards.**

The Accreditation Board will then make a recommendation to the Executive Board regarding the Applicant's accreditation. **No Master Trainer who provided initial recommendation for the Applicant will be allowed to conduct this review or vote on the Applicant's approval or disapproval for accreditation.**

B11.) Upon approval of the Board's recommendation of the Applicant's accreditation as a Trainer, the Applicant will serve a two (2) year interim period with renewal proceedings at the end of that time. The Applicant may begin the traditional process for accreditation as a Master Trainer upon receiving this accreditation.

Note: The following applies to all Section 1 and Section 2 Trainers:

12.) ***The Accreditation Committee has the authority to order a Trainer to appear before the Accreditation Board in response to any formal or informal complaint(s). The Accreditation Committee also has the authority to temporarily suspend the Trainer privileges and rights until the Trainer appears before the Accreditation Committee or until a formal grievance is filed and the respective procedure followed.***

13.) Said accreditation **may be REMOVED and REVOKED at any time** by this Association for **"Just Cause"** after a full investigation and hearing is held by the Virginia Police Work Dog Association Committee.

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TRAINER ACCREDITATION SECTION-2

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14.) Accreditation will be valid for two (2) years from the date of issue, and **MUST be renewed by the applicant in writing at least 90 days prior to the Executive Board meeting**, as long as the member remains in good standing and remains active. **Active is defined as:** Attending at least one (1) VPWDA State Workshop annually or assists a VPWDA Master Trainer in conducting a minimum of five (5) VPWDA certifications for at least a minimum of five (5) different K9 teams yearly. **All VPWDA Trainers are required to obtain a minimum of eight (8) hours of documented Continuing Education hours per year. At least four (4) hours of this requirement will be offered at every State Workshop each year.** Acceptable subject matter for continuing education credit must have a direct correlation to law enforcement canine training, canine behavior, deployment, care or health. A Trainer may receive Continuing Education hours for a classroom instruction that he/she instructs during a VPWDA State Workshop. **VPWDA Trainers, due to personal disabilities, may be excused from the annual activity rule.**

Book Report Requirements: A book report may be submitted to comply with continuing education credit. This book report must meet all of the following requirements and is submitted to the Education Committee for review. The book report must be submitted no later than December 31st. The Education Committee Chairman will review the report and, if all requirements are met, issue a letter indicating the number of CE credits awarded for the report.

Literature Selection: The literature selected must be published material with the subject matter having a direct correlation to law enforcement canine training, deployment, care, or health.

Literature Length: CE hours will be awarded at a rate of one (1) hour per 25 pages of literature reviewed.

Book Report: The Trainer or Master Trainer must submit a book report on the text outlining the following:

- Literature Title
- Author
- Publisher
- Number of pages
- An explanation of the correlation of the literature to canine law enforcement of not apparent.

The Trainer or Master Trainer must then outline the material included in the literature and their opinions of the material. There is a minimum word count of 500 words per 25 pages of literature. This equates to approximately one typed page per 25 pages of literature reviewed and one (1) hour of CE credit. Exact word count can be obtained by checking the “tools” section in any word program.

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The chart below provides some guidance of the literature length and report length requirements:

Literature Length	Report Length	C.E.U. Hours
25 Pages	500 Words	1 Hour
50 Pages	1000 Words	2 Hours
75 Pages	1500 Words	3 Hours
100 Pages	2000 Words	4 Hours
125 Pages	2500 Words	5 Hours
150 Pages	3000 Words	6 Hours
175 Pages	3500 Words	7 Hours
200 Pages	4000 Words	8 Hours

A current resume updates *WILL* be submitted in writing to the VPWDA Secretary no later than January 31st of each year, beginning in January, 1997. It is the responsibility of the Master Trainer to confirm that their update resume was received by the VPWDA Secretary as required.

Noncompliance to number 13 will result in the following:

First Offense: Suspension of **all** Trainer privileges for a period of 60 days, effective immediately upon vote of approval by the Executive Board.

Second Offense: Suspension of **all** Trainer privileges for a period of 1 year, effective immediately upon vote of approval by the Executive Board.

Third Offense: Immediate Termination of Trainer Accreditation upon approval by the Executive Board.

A letter will be sent via certified return receipt requested U.S. Mail to the Trainer notifying him/her of the suspension and that they have two weeks from receipt of said letter to comply. A noncompliance will result in Termination of their Trainer Accreditation. If the letter is returned or marked as undeliverable these rules remain in effect and will be carried out. Any and all time lost through suspensions will not apply towards time required for Master Trainer Accreditation.

15.) VPWDA dues must be paid by March 31st of each year. If the dues are not current by that date then any and all VPWDA accreditation's and or elected positions from VPWDA are **immediately null and void**. If dues are paid after March 31st, all accreditations must be reapplied for as required by their respective rules.

16.) It is the responsibility of the Trainer/Applicant to keep records of credibility.

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17.) Classifications of Trainers:

- a.) Police Utility Work Dogs
- b.) Police Narcotic Detector Dogs
- c.) Police Explosive Detector Dogs
- d.) Police Tracking/Trailing Dogs/SAR Area Search
- e.) Police Cadaver Detector Dogs

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TRAINING AREA ACCREDITATION PAGE 1

- 1.) Accredited training areas must have an agility course available.
- 2.) Accredited training areas must have an area which will accommodate a minimum of three (3) article search areas available.
- 3.) Said course must have tracking areas available. The area will consist of both hard and soft surfaces areas and may vary with geographical areas with the approval of a VPWDA Master Trainer.
- 4.) Said training areas must have available buildings for training and testing of dogs to search a building for a hidden suspect. These buildings do not have to be on the premises, but must be readily available.
- 5.) All of the above with any deviation must meet the approval of a VPWDA Master Trainer.
- 6.) Application for an Accredited VPWDA Training Area must include an outline of the area, courses available and photographs of the facilities. The Training Area must have a direct affiliation with VPWDA through VPWDA membership. An accredited VPWDA Master Trainer will review, inspect and investigate the application and make his/her recommendations to VPWDA headquarters. Upon approval, an Accreditation Letter will be issued and the name, address, etc., of the Training Area will be included and published in the VPWDA Accredited Training Area list.
- 7.) Said accreditation may be removed or revoked at any time by this Association for "Just Cause" after a full investigation and hearing held by the VPWDA Accreditation Committee.
- 8.) Accreditation will be valid for two (2) years unless moved, modified or changed in any way then a re-certification will be required at the next Executive Board meeting.

There will be no fee charged for VPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.

*****NOTE*** All fence jumps and trestle walk (under the boards) may have a clear Plexiglas backing to aid in the prevention of injuries to the K9.**

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CONSTRUCTION SPECIFICATIONS FOR VPWDA ACCREDITED AGILITY COURSE

PAGE 1

A. **Chain Link Fence Jump:** Height – minimum 42 inches, maximum 48 inches.
Width – minimum 36 inches.

Note: Clear Plexiglas may be attached to the fencing to prevent injury to the dog in the event it misses and a paw/leg would go through the fence.

B.) **Picket Fence Jump:** Height – minimum 42 inches, maximum 48 inches.
Width – minimum 36 inches.

Note: For safety to the dog, the picket fence tops should not be pointed and the tops should be even with a solid frame backing of the fence. Clear Plexiglas backing may be attached to aid in the prevention of injury to the K9.

C.) **Solid Wall Jumps: Brick, Cinder, Block or Wood etc.:** Height – minimum 42 inches, maximum 36 inches.
Width – minimum 36 inches.

D.) **Regular Car Door Jump:** Height (from ground to top of the door frame – minimum 42 inches, maximum 48 inches.
Width – “Regular car door”.

Note: A platform or vehicle seat is to be placed up against the inside of the vehicle door so that the K9 will jump onto it first and then jump through the vehicle door window. This has been added as an aid in the prevention of injury to the K9.

E.) **Window Jump:** Overall height – 6 feet.
Width – minimum 36 inches.
Window opening width – 30 inches by 30 inches.
Ground to bottom of window opening – minimum 42 inches, maximum 48 inches.

F.) **Tunnel Crawl:** Inside height (diameter) – minimum 18 inches, maximum 32 inches.
Overall length – minimum 8 feet, maximum 12 feet.

NOTE: Tunnel may be constructed of wood, metal or concrete. Examples to use are metal culvert pipe, concrete storm sewer pipe.

G.) **Trestle Walk:** Overall height – minimum 36 inches.
Width – minimum 36 inches.
Length – minimum 12 feet, maximum 18 feet.

NOTE: The distance between the boards which the dog will walk on should be no more than the normal width of a 2' x 4" board. The surface of the boards that the dog will walk on should be painted and made to be a non-slip surface. Sand can be sprinkled on the paint while it is still wet to accomplish this effect. The trestle walk may have a clear Plexiglas backing (under the boards) to aid in the prevention of injuries to the K9.

H.) **Platform Climb:** Platform height – minimum 6 feet from the ground.
Platform top - 4 feet by 4 feet square.
Platform ladders or stairs – must be three (3).

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NOTE: Ladders/Stairs will be at a 35 to 45 degree angle to the ground. Material of ladders can be wood, metal, etc.

ALL REVIEWED OR ADVISED AND APPROVED JUNE 2015.