



## Administrative Policies & Procedures

Revised March 2002

## 1.0 Administrative Policies

### 1.1 Meeting Time and Place

1.1.1 There shall be scheduled business meetings and training meetings that are open to all members.

1.1.2 These meetings shall be held at a time and place established by the Board of Directors.

### 1.2 Administrative Action on Behalf of Wake Canine

#### 1.2.1 Outside Presentation by Wake Canine Personnel

**Objective:** Wake Canine Search and Rescue will provide personnel and canines for the purpose of promoting Search and Rescue in the community through educational programs or demonstrations. In order for such programs to be presented in a uniform, professional manner, the following policy shall be adhered to.

**Program Requests:** Whenever a member of WCSAR is contacted in regards to doing a Presentation, the member should contact a Director to make them aware of the request. The member is then required to submit in writing, a request to represent WCSAR at the function. This must be received no later than two weeks prior to the event. If approved, the member will be notified immediately and the Board will assign at least one other member to assist, with preferably no more than four attending. This will be amended as deemed necessary for the size of group, etc.

**Presentation:** All personnel representing WCSAR will be in uniform when doing presentations. Canines will be clean and neat and stay on lead. Dogs may be off lead whenever performing demonstrations. WCSAR will provide the member doing the presentation with materials regarding Search and Rescue, brochures about WCSAR and other available materials.

**Follow Up Report:** The member leading the presentation shall submit a brief report to the President about the event including the number of attendees. The report should describe the Organization the presentation was for (i.e. fire dept, law enforcement, etc.) and include a roster of WCSAR members in attendance. These reports will be kept on file to document our educational programs.

#### 1.2.2 Executive Committee Approval of Documents and Endorsements

The Executive Committee reserves the right to approve any and -all brochures, documents, signs, or other handouts or like materials utilizing the name or emblem of Wake Canine and shall approve all endorsements of Wake Canine

#### 1.2.3 Supplier Discounts

Members are prohibited from seeking individual discounts based upon their membership in Wake Canine. However, group or individual purchases made through pre-established agreements with the Board of Directors are permitted. Any supplier who expresses an interest in participating in such an agreement should be forwarded to a Director for investigation.

1.2.4 Donations of Products, Services, or Funds

All requests to businesses for donations by Wake Canine personnel must be approved by the Board of Directors prior to submitting the request to the business. All monetary income shall be included in Wake Canine accounting. Earmarked monies shall be spent for the stated purpose and the donor informed in writing by the President when the decision is made on the actual purchase.

All donations of products, services, and funds shall be acknowledged by a written letter from the President on agency letterhead.

1.2.5 Reimbursement of Expenses

Wake Canine personnel will be reimbursed for purchases that are approved by Board of Directors, including those that occur during the normal function of an office, such as long distance phone calls, mailing and postage, etc.

**2.0 Personnel Policies and Procedures**

2.1 Team Identification

The magnetic vehicle signs should only be displayed while on official WCSAR Business. (searches, training, demo, etc.)

2.1.1 Identification Cards

Members will be issued photo identification cards upon obtaining membership in the organization. These cards will remain the property of Wake Canine and are revocable by the Board of Directors at anytime.

2.1.2 Uniforms

The official uniform will be Navy Blue pants with an orange top, Battle Dress Uniform pants are recommended. A Navy Blue Battle Dress Uniform Jacket is recommended for individuals when working in command positions or presenting to the public.

2.1.3 Display of Emblems and Patches

Only voting members in good standing may display the Wake Canine patch, or insignia. (See restrictions and responsibilities while displaying emblems in Standards of Conduct; sec: 2.2) Authorized Wake Canine emblems on personal vehicles will only be displayed while actually on missions or training.

Guidelines:

1. The following patches may be displayed on the shirt and field jacket. Any additional requires the approval of the Board.

Wake Canine patch  
Name strip  
WCSAR strip  
Medical Certification patch  
NASAR Membership Patch  
NASAR Certification Patch

2. The Wake Canine patch shall be displayed 1/2" below the shoulder seam on the left shoulder. The name strip shall be displayed centered above the right pocket. The WCSAR strip shall be displayed centered above the left pocket. The Medical or NASAR Certification / membership patch shall be displayed 1/2" below the shoulder seam on the right shoulder.

## 2.2 Standards of Conduct and Responsibilities of Wake Canine Members

### 2.2.1 Attitude

Each member is responsible for maintaining a positive team image. Wake Canine members are equally responsible for maintaining team integrity, working in a mutually supportive and respectful manner.

### 2.2.2 Specific Examples of Prohibited Conduct

Behavior contrary to a positive Wake Canine image or that is detrimental to the proper functioning of Wake Canine as a unit is prohibited. This includes but is not limited to:

- disruptive or abusive behavior
- unstable behavior, including the display of verbal or physical aggression, offensive or immoral behavior, and the use of racial or sexual slurs
- drinking alcoholic beverages in public while in uniform
- undue criticism of Wake Canine or its programs, policies, actions, or members, except through official channels as provided by the by-laws
- harsh or undue criticism of self or others
- use of the Wake Canine membership as an excuse for any misconduct or disregard of the law
- being under the influence of alcohol, illegal drugs, or abuse of legal drugs at Wake Canine activities
- careless and/or inappropriate use of private, Wake Canine, or public property
- knowingly making false verbal or written statements or report in any way involving WCSAR
- disobedience of any reasonable order issued by a operations leader while in the field
- Solicitation or acceptance of gifts, gratuities, loans, presents, or fees for personal gain through association with WCSAR
- failure to obey the -approved policies, by-laws, standards, and evaluation procedures of WCSAR
- blatant disregard of Wake Canine policies, by-laws, and standards
- misrepresentation of your level of Wake Canine certification

### 2.2.3 Firearms

Firearms shall be carried on Wake Canine missions only by certified NC Law Enforcement Officers.

### 2.2.4 Policing of Meeting Areas

Wake Canine members shall clean up all meeting/training areas or areas and leave them in no worse condition than they were found.

### 2.2.5 Dog Safety and Liability

The ultimate responsibility for the care, behavior, and safety of Wake Canine dogs is that of the handler. All members should be watchful for possible injury to dogs or damage caused by dogs. Wake Canine shall maintain a file on each dog

The file will include the following-

1. Shot Record
2. Certification Record
  - Bitches in season will not be allowed to participate in search and rescue functions
  - All dogs should be compatible with people and other dogs
  - All dogs must be transported humanely:
  - No dog shall be transported in an open vehicle unless they are contained in a crate. This means that no dog will be chained in an open vehicle.
  - No dog will be left in a vehicle without proper heating and cooling ability
  - All handlers will be responsible for providing water on all missions
  - A six-foot lead and a properly fitting chain collar are necessary
  - All handlers are responsible for keeping up with the training program
  - There will be no prong or shock collars used
  - No dogs will be handled by the scruff or tail roughly
  - No beatings are permitted - objects or hands

## 3.0 Dog Handling Policies and Procedures

### 3.1 Wake Canine Training Sessions

- After a brief socialization session, all dogs will be leashed, crated, or returned to their vehicle or holding pen
- All leash rules will be obeyed at all times unless the dog is participating in his/her training session.
- Fighting among dogs will not be tolerated. It is essential that fighting be controlled through training or the handler may be asked not to return with that dog
- All handlers shall carry plastic bags so all defecation in public areas and on trails can be picked up and placed in the proper container,

### 3.2 Responding to a Search

- When responding to a search, the dog shall remain in the vehicle until the handler has logged in at the staging or command post and received his/her assignment. The dog may then be taken for a relief walk. Defecation shall be picked up if in a public place, command post, and/or removed from trails.
- While at the command post, dogs shall remain on leash, be returned to the vehicles or crated, at all times.
- No dogs will be allowed at a briefing or debriefing. They will be returned to their holding areas.
- Leashes will be used on all dogs while being transported into the field on a search
- A leash shall be carried with you in the field and dogs shall be leashed and under control at all times when not working
- If there is any concern about a dog biting when crowded into a vehicle or aircraft, a muzzle must be carried and used to prevent any unfortunate accidents.

## 4.0 Medical Policies and Procedures

### 4.1 Medical Responsibilities

#### 4.1.1 Responsibilities

##### Guidelines:

- Each Wake Canine member is expected to decline call out if their physical or emotional health will impair the member's ability to perform
- Each Wake Canine member is expected, while on a search, to report any suspected illness or injury of themselves or any other Wake Canine member to the Operations Chief immediately
- Wake Canine members are expected to treat themselves for minor medical conditions while on a search
- Wake Canine members are not to exceed their level of training when rendering aid

##### Qualifications:

- Every Wake Canine member is expected to be able to perform a primary medical survey to include the assessment of breathing and circulation, identify life threatening injuries, and identify scene hazards

##### Training:

- All operational members shall successfully complete a First Aid course
- All members should attend Wilderness Emergency Care and survival classes whenever possible

## 5.0 Equipment Policies and Procedures

### 5.1 Use of Private Vehicles on Wake Canine activities

- Members will use their personal vehicles or make their own arrangements while on Wake Canine activities
- Vehicle damage, personal or passenger injury, and traffic violations are the responsibility of the driver/owner.

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- Seat belts shall be provided for and worn by everyone while on Wake Canine activities, when possible
- Wake Canine is not to be used as an excuse for any accident or traffic violation. No private vehicle is authorized to violate traffic laws.
- The cost of fuel may be shared with passengers, but without profit
- No member is authorized to use lights or siren while on Wake Canine activities

### **6.0 Mission Response Policies and Procedures**

#### 6.1 Reporting to Missions

- No member is required to participate in any given mission.
- WCSAR members reporting for a mission must log in with the command post so their presence is known and so they can receive an assignment. Members departing must log out with command post, if the designated SAR Team leader leaves, leadership will be delegated to another qualified WCSAR member. In all responses one individual will represent the responding WCSAR members to the coordinating organization

##### Guidelines:

- If a member must leave the mission early for any reason, it is the responsibility of the member to notify the SAR Team Leader in advance that he/she must be back by a given time. Transportation is then the responsibility of the member who is leaving early.

#### 6.2 Mission Debriefing

- A debriefing shall be held after each mission for the purpose of allowing all participating WCSAR members input into the analysis of the mission. This shall be a WCSAR debriefing not a total search debriefing. The debriefing will be held immediately following the mission (on scene) if possible, or no later than the next WCSAR monthly meeting. The SAR Team Leader is responsible for coordinating the debriefing.

##### Guidelines:

- A special debriefing session following disturbing missions that involve death or serious injury is recommended. The debriefing process would be facilitated by a community crisis and information center representative. The goal of this special debriefing would be to help WCSAR members come to grips with their emotions about the mission.
- Written Report
- Debriefings shall not be held in public places because mission particulars may be of a delicate nature and comments may be misunderstood by the public.

### **7.0 Relationship to Other State and Volunteer Organizations**

#### 7.1 In the State of North Carolina

- WCSAR operates under the policies of the requesting agency and under the policies and guidelines established by WCSAR unless explicitly directed otherwise.

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- For all missions in or out of the State of North Carolina a qualified member will be designated as the SAR Team Leader, and will act as WCSAR!S representative to the requesting team's mission coordinator.

### 7.2 Outside the State of North Carolina

- Outside the State of North Carolina WCSAR operates under the policies of the requesting agency and under the policies and guidelines established by WCSAR unless explicitly directed otherwise.
- WCSAR Standards of Conduct and Responsibility will be maintained in all out of state missions or training exercises.
- WCSAR equipment is available for out of state missions but not out of state training. A sufficient amount of equipment must remain within the state to fulfill the requirements of a mission.