



## SHREVEPORT FIRE DEPARTMENT

K-9 Search and Rescue Task Force  
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### Canine Search and Rescue Task Force Operating Guidelines

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## **I. By - Laws**

### ***Section 1.1 Purpose***

The purpose of the Canine Search and Rescue Task Force is to work closely with area Search and Rescue Agencies, Law Enforcement Agencies, and any other Agency requesting the assistance of K-9 Resources both local, state, or federal, (as The Shreveport Fire Department can allow) in an effort to preserve the lives and welfare of individuals that may find themselves in life threatening situations and/or exposed to the elements, or to assist any other agency in the detection or identification of potential forensic remains.

### ***Section 1.2 Membership***

Membership to the Canine Team shall be limited to those individuals who are members of the Shreveport Fire Department, or who have been granted special provisions by the Fire Chief's Office and has met the requirements of all provisions as set forth for the team under training, agility, and physical fitness.

Any person who is a member of the K-9 Team prior to the adoption of these By- Laws shall maintain such membership as defined and described below. After said date, any person or persons requesting membership will be allowed to operate within the team, but will be required to complete set standards before being allowed full privileges.

Members of the Task Force shall be granted all rights and privileges set forth by the team. Members shall train to meet the requirements set forth by these By-Laws, and will continue to maintain this knowledge as long as they are a member of the team. Other positions set forth in these provisions such as Helper, Medical, Safety, Cooks, Veterinarian, Scout, or any other support position, will be required to follow set guidelines.

### ***Section 1.3 Eligibility***

No member will be accepted to the K-9 Team that has been convicted of a felony crime. If a member is being tried for a felony, said member will be placed on leave in good standing until a court ruling has been made.

No member with progressive diabetes, heart disorder, or epilepsy shall be allowed to operate in the field, but may with special allowances, be allowed to operate in a support function within the command area.

All dogs being considered for acceptance into the K-9 Team will be tested for any disease and proper immunizations prior to being accepted into the program. All dogs will be tested for temperament, agility, ability to cope with stress, and acceptance of others, both human and animal.

All Handlers will be a Certified Emergency Medical Technician or greater prior to acceptance to the team. All support members will be required to complete a basic first aid course within one (1) year of membership, or will be placed on suspension.

As stated in Article II - Membership, there will be an associate member position program of members that will not be expected to do extensive training. This is a Support Position Only. There shall be no member below the age of 18 years.

### ***Section 1.4        Responsibilities***

The K-9 Team members will maintain documentation of training on both dog and handler. Each member will attend at a minimum, 75% of all training provided each month. Failure to do so will result in said member being placed on probation for two (2) months at which time he/she will be placed back in good standing if training has been current. Failure to attend training during this period will result in termination from the team. This decision will be made by a closed vote of the team as a majority. **THERE WILL BE NO APPEAL PROCESS**

Members will be required to attend at a minimum, 75% of the fund raising events, public functions, and/or any other function by the team or support group.

Professionalism in both uniform and conduct will be mandatory. Lack of professionalism in either will be considered detrimental to the team as referred to in Section 8 - Termination.

Any member having a canine run away or otherwise become lost from their possession shall make all efforts to locate said canine for a maximum of 30 minutes. If after 30 minutes said canine has not been located, he/she will notify communication and have them alert the team by pager and any other means available of a lost dog situation. The team will mobilize and use all available resources to find and return said canine. All available resources includes additional Fire Companies.

## ***Section 1.5 Requirements of the Team***

The K-9 Search and Rescue Task Force shall maintain a roster of not less than 6 dogs in the following areas of expertise.

- 2 Cadaver or Forensic Detection
- 2 Wilderness/Disaster Air Scent Search
- 2 Tracking or Trailing

When a dog reaches 75% of its expected search abilities, another dog will be placed in training to maintain a full roster.

Any dog failing to meet required team standards will not be allowed to respond or be operational.

## ***Section 1.6 Training***

Training will be scheduled and conducted as often as necessary to maintain proficiency, and meet requirements set forth by team standards. This training will be not less than 3 times a month, and does not replace individual training needs.

## ***Section 1.7 Voting Rights***

Placing any member on probation will be at the discretion of the team Coordinator and in accordance with written procedures. In the process of termination, it shall be a team vote also in accordance with written procedures. Any member can request and bring to a vote revisions or change in written procedures. A 3:1 vote will be required to change any procedure.

## ***Section 1.8 Leave of Absence***

Any Search Team Member that will not be available to respond for more than two (2) days, or will be out of the paging distance is required to contact the Team Coordinator or his/her designee as to his/her status, so the Team Coordinator will have an accurate status count for incoming response request. If any member will be out of their response area for a period of more than 4 days, their canine will be placed in the care of another handler for care and response needs, unless said canine requires time away from response due to stress or other conditions which will be allowed under special provisions.

## ***Section 1.9 In-Active Membership***

In-Active membership shall be when a member does not wish to be called for searches or to be required to attend meetings or training. If a person remains inactive for a period in excess of four (4) months, re admittance to the team shall be as if the person is applying for membership and will require a 75% vote of membership. If a member does request leave, his /her canine will be placed in the custody of another handler for continued training and response.

## ***Section 1.10 Termination***

Any handler will be terminated from the K-9 team for mishandling of a dog or for failure to properly care for or maintain their dog. Said termination to follow written procedures.

Conduct unbecoming of team members shall be grounds for termination from the team. Any conduct detrimental to the operation, proficiency, or maintenance of the team shall be considered unbecoming.

Said member shall be informed by the Team Coordinator, in writing, that his/her position has been terminated and said member shall have 15 days to present a written statement in their defense. The written statement shall be reviewed by the membership for possible reinstatement to previous status.

## ***Section 1.11 Committees***

The K-9 Team shall have the right to establish or abolish any committee as needed.

## ***Section 1.12 Canine Search and Rescue Support Group***

This is a Not For Profit Group that has made considerations to assist with funding, training, and any other support issues that may arise. Members of the Support Group can assist with training as helper, runners, or victims. They shall be trained in the proper methods of training and all efforts will be made to afford comfort and care of these individuals. Safety and control of these individuals will be maintained at all times

## ***II. Physical Standards / Testing***

### **Section 1 Introduction:**

Physical fitness and agility are essential for Canine Search and Rescue Task Force members to effectively and safely perform sustained strenuous physical tasks under difficult and dangerous conditions. The K-9 Team may be called upon for a variety of responses varying from disasters, urban search, forensic evidence or human remains, water search and wilderness searches. The outcome of every mission is based on individual performance, which is directly affected by the stamina and agility of each team member. The following standard is intended as a minimum obligation or starting point. K-9 members who cannot successfully complete the test would quickly jeopardize the outcome of their mission, and other members involved in the search. The K-9 team strongly recommends each member to have an annual physical, prior to beginning any training or testing for physical fitness.

The following standards are broken into four (4) geographically determined sections; disaster, wilderness, forensic evidence search, and urban search procedures. The test for all of these will be based upon NASAR, FEMA, TBSAR, COSAR, GHSAR, and Shreveport Fire Department minimal requirements.

All search and rescue operations that are performed by this team will require that any handler or search team member, who enters the field, will be able to perform the following:

- \* Search and/or rescue for the duration of the assignment
- \* Negotiate rubble piles and uneven surfaces
- \* Work in confined spaces
- \* Climb ladders, work in and on elevated heights
- \* Quickly exit hazardous environments
- \* Demonstrate minimal water safety and survival
- \* Be able to function within environments that involve water

Equipment Needed:

- \* 50 ft x 2.5 ft diameter tube
- \* 24 ft ladder or greater
- \* 2 duffel bags or container capable of carrying 100 lbs or greater
- \* Pickup Truck or surface of similar height to demonstrate such
- \* Various items for weight capable of 10 lb denominations
- \* Personal Protective Equipment (PPE) to include but not limited to:
  - Long sleeve shirt or uniform shirt
  - Boots
  - Gloves
  - Hard Hats
  - Long Pants
  - Web Gear

## **Section 2                      Medical Standards**

- 2.2.1 Members with debilitating injuries or illnesses shall not perform field activities as outlined in these guidelines. They can however, be used in support positions as long as their injury or illness does not compromise the success of the operation.
- 2.2.2 Members which are dependant diabetes, have coronary heart disease, epilepsy, or any other serious illness will fall within the guideline of Sub paragraph A.
- 2.2.3 Members will maintain a physical fitness test as required by the Shreveport Fire Department. Any abnormalities will be reported to the Team Coordinator as soon as they are detected. It should be the responsibility of the Chief Safety Officer to notify the Team Coordinator if such an event should occur so the member can be taken off of active responses until said issue can be resolved if he or she has knowledge of such.
- 2.2.4 Because of the requirements tasked to the members of this team, each member is

responsible for his/her own fitness and will be held accountable for such. If a member cannot function in the field because of any such issue, (i.e. overweight or out of shape), he/she will be removed from the active list.

### **III. Agility and Testing**

- 2.3.1 The first test consists of confined space entry. The K-9 Team member will crawl through the 20 ft long tunnel or tube. Upon reaching the end of the tunnel, the member must crawl backwards to his/her starting point.
- 2.3.2 The second test involves the member retrieving an extension ladder, properly placing it against a structure, climbing to a height not less than 20 ft, placing an object of not less than 20 lbs on the structure, climbing back down the ladder and placing the ladder back to its beginning position. Two members will secure the ladder at the bottom when in use.
- 2.3.3 The third test consists of lifting and carrying. The K-9 Team member will lift and carry the duffel bag or case loaded with 50% of their body weight, (not less than 30 lbs or more than 100 lbs), for a distance of 200 ft. The member will carry the bag to the first floor of the drill tower and return it to its original position on the ground. The member may not set the load down at any time.
- 2.3.4 The fourth test will consist of loading and positioning a load. The member will load 10 duffel bags or containers with 30% of their body weight. (Not less than 30 lbs or more than 60 lbs) in the back of a pickup truck. The candidate will then climb into the apparatus, move the load of bags to the front of the truck for hauling. The candidate will then replace the load on the tailgate, climb out, and return the load to its original position.
- 2.3.5 The member will be able to climb the outside of the drill tower using the ladder cage and descend down the exterior fire escape in not more than four (4) minutes.
- 2.3.6 The member will walk or run, with canine on lead, a minimum of 1 mile in full PPE with web gear loaded to a weight of not less than 30% of their body weight, but not to exceed 50 lbs. Time allowed for this evolution will be 15 minutes maximum.
- 2.3.7 The member will be able to run on a flat surface, a distance of 150 ft in less than 15 seconds.
- 2.3.8 The member will be able to swim a minimum of 200 ft and tread water for three minutes in deep water without touching the sides.



2.3.9 Member will negotiate a 2 mile hike through prearranged wilderness using map and compass, and return to a predesignated area within 1 hour. Member will record the number designated on each flag within his/her course on each turn.

2.3.10 Member will be able to carry his/her dog from any position without causing harm or pain to the dog, up the exterior fire stairs a minimum of five floors and return to the ground. Member will maintain complete control of dog during process.

## **Back Country**

Back country Search and rescue requires that field personnel be able to do the following:

- \* Negotiate hazardous terrain for extended periods
- \* Carry a field pack
- \* Maneuver to a helicopter landing zone quickly
- \* Rapidly move injured patients over long distances

Materials for the tests are:

- \* Stokes litter with ATV wheel
- \* 180-220 lbs load
- \* Personal PPE

2.3.11 The first test requires 4 members as a team to navigate a 1 mile trail of variable grade. The team must work together to complete the course in 21 minutes or less. The team may stop if required, but may not drop or overturn the litter at anytime.

2.3.12 The second test requires individuals to complete a 5k run in less than 55 minutes. Members with an adversity to running may opt for either carrying a full field pack of at least 30 lbs during an extended training or mission, or step test. The step test requires that the participant step up onto a standard height bench (18-20 inches) once every two seconds for five minutes. The participant then measures his/her pulse for 30 seconds; one minute; two minutes, and three minutes after stopping. The candidates pulse must be within acceptable levels for their personal statistics.

### **III. Canine Obedience, Agility, and Certification Standards**

#### **Section I Obedience Level I**

**PURPOSE:** This section of the Obedience and Agility Standards is in place mainly for younger dogs (under 6 months of age). Dogs 6 months up should be able to pass test 1-10 and quickly move on to section 2 of these standards. All dogs will pass and maintain all ten areas of the AKC Canine Good Citizen Test. At no time will the dog show aggression to other dogs or humans.

Dogs 6 months and under will be required to pass test 1,2,3,5,& 8 of this section. All dogs will be required to pass all tests before being allowed on any Team functions such as, but not limited to seminars, fund raisers, demonstrations, etc..

The following was taken directly from the AKC Canine Good Citizen Program Participants Handbook. Upon completion, an AKC Canine Good Citizen certificate will be issued to the dog.

##### **3.1.1 Accepting a friendly stranger**

This test demonstrates that the dog will allow a friendly stranger to approach it and speak to the handler in a natural, everyday situation.

The evaluator walks up to the dog and handler and greets the handler in a friendly manner, ignoring the dog.

The evaluator and handler shake hands and exchange pleasantries. The dog must show no sign of resentment or shyness, and must not break position or try to go to the evaluator.

##### **3.1.2 Sitting Politely for Petting**

This test demonstrates that the dog will allow a friendly stranger to touch it while it is out with its handler. With the dog sitting at the handler's side, (either side is permissible) to begin the exercise, the evaluator pets the dog on the head and body only. The handler may talk to his / her dog throughout the exercise. The dog may stand in place once petting begins. The dog must not show shyness or resentment.

##### **3.1.3 Appearance and Grooming**

This test demonstrates that the dog will welcome being groomed and examined and will permit someone, such as a veterinarian, or friend of the handler, to do so. It also demonstrates the handler's care, concern, and sense of responsibility.

The evaluator inspects the dog to determine if it is clean and groomed. The dog must appear to be in healthy condition, (i.e., proper weight, clean, healthy, and alert). The handler should supply the comb or brush commonly used on the dog. The evaluator then softly combs or brushes the dog and, in a natural manner, lightly examines the ears and gently picks up each front foot.

It is not necessary for the dog to hold a specific position during the examination, and the handler may talk to the dog, praise it and give it encouragement throughout the test.

### **3.1.4 Out for a Walk (Walking on a loose lead)**

This test demonstrates the handler is in control of the dog. The dog may be on either side of the handler, whichever the handler prefers. (Note: The left-side position is required in AKC obedience competition and all activities where dog serves man, such as guiding the blind).

The dog's position should leave no doubt that the dog is attentive to the handler and is responding to the handler's movements and change of direction. The dog need not be perfectly aligned with the handler and need not sit when the handler stops.

The evaluator may use a predetermined course or may direct the handler/dog team by instructions or commands. In either case, there must be a left and right turn, and an about turn, with a least one stop in between and another at the end. The handler may talk to the dog along the way to praise or command it in a normal tone of voice. The handler may also sit the dog at the halt, if desired.

### **3.1.5 Walking through a crowd**

This test demonstrates that the dog can move about politely in pedestrian traffic and is under control in public places.

The dog and handler walk around and pass close to several people (at least 3). The dog may show some interest in the strangers but should continue to walk with the handler, without evidence of over exuberance, shyness, or resentment. The handler may talk to the dog and encourage or praise the dog throughout the test. The dog should not be straining the leash.

(Note: Children may be used in this test, as well as test 9. However, whenever children participate in a test they must be instructed on their role and be supervised. It is permissible to have one dog in a crowd but the dog must be on-leash and well mannered).

### **3.1.6 Sit and Down Command / Staying in place**

This test demonstrates that the dog has training, will respond to the handler's commands to sit and down and will remain in the place commanded by the handler (sit or down position, whichever the handler prefers).

Prior to this test, the dog's leash is replaced with a 20 ft line. The handler may take a reasonable amount of time and use more than one command to make the dog sit and then down. The evaluator must determine if the dog has responded to the handler's commands. The handler may not force the dog into either position but may touch the dog to offer gentle guidance.

When instructed by the evaluator, the handler tells the dog to stay and walks forward the length of the line, turns and returns to the dog at a natural pace (the 20 ft line is not removed). The dog must remain in the place in which it was left (it may change position) until the evaluator instructs the handler to release the dog. The dog may be released from the front or the side.

### **3.1.7 Coming when called**

This test demonstrates that the dog will come when called by the handler. The handler will walk 10 ft from the dog; turn to face the dog, and call the dog. The handler may use encouragement to get the dog to come. Handlers may choose to tell the dogs to stay or wait, or they may simply walk away, giving no instructions to the dog as the evaluator provides mild distractions, (i.e. Petting).

### **3.1.8 Reaction to another dog**

This test demonstrates that the dog can behave around other dogs

Two handlers and their dogs approach each other from a distance of about 10 yds, stop, shake hands and exchange pleasantries, and continue on for about 5 yds.

The dogs should show no more than a casual interest in each other. Neither dog should go to the other dog or its handler.

### **3.1.9 Reaction to Distractions**

This test demonstrates that the dog is confident at all times when faced with common distraction situations.

The evaluator will select only two of the following: (Note: Since some dogs are sensitive to sound and others to visual distractions, it is preferable to choose one sound and one visual distraction).

- A) A person using crutches, a wheelchair, or a walker. (This distraction simulates a disabled person who requires the use of service equipment).
- B) A sudden closing or opening of a door.
- C) Dropping a large book, no closer than 10 ft behind the dog.
- D) A jogger running in front of the dog.
- E) A person pushing a shopping cart approaching from the front or rear, passing within 10 ft.
- F) A person on a bicycle approaching from the front or rear, passing about 6 ft to the side of the dog.
- G) Knocking over a chair, no closer than 6 ft from the dog.

### **3.1.10 Supervised Separation**

This test demonstrates that a dog can be left with a trusted person, if necessary, and will maintain its training and good manners. Evaluators are encouraged to say something like, “Would you like me to watch your dog?” And then take hold of the dog’s leash. The handler will go out of sight for three minutes. The dog does not have to stay in position but should not continually bark, whine, or pace unnecessarily, or show anything stronger than a mild agitation or nervousness.

## **Section 2 Obedience Level II**

**Purpose:** Level II of the canine obedience and agility standards is in place to maintain a high level of canine professionalism. The ability to control a search dog in any situation is a must. These standards are not meant to make the dog so obedient that it is always looking to the handler for direction. Search dogs must have the ability to think and solve for themselves.

Dogs advancing to this level of the standards will maintain the AKC Canine Good Citizen certification in addition to the basic obedience set forth.

All dogs will have the ability and training necessary to be worked by another handler. At no time will the dog show aggression to other dogs or humans.

### **3.2.1 Sit / Down**

The handler will give the command to sit. The dog will stay in this position until asked to do otherwise. The handler will then give the dog the command to down. Again, the dog will stay in this position until asked to do otherwise. Repeated commands are not acceptable.

### **3.2.2 Sit while heeling**

The dog will sit in the heel position when the handler stops. If the handler must give the dog a sit command, it is not acceptable. Repeated commands are not acceptable.

### **3.2.3 Heel**

The dog shall be on the handler's left side. A shoulder in-line / torso is not required but excessive lagging or forging is not allowed. The handler will change paces, the dog will stay on the left side, with no excessive slowing or advancing by the dog. Repeated commands are not acceptable.

### **3.2.4 Stay / Come**

The handler will place the dog in either a sit or down stay and move away from the dog to a minimum distance of 20 ft, wait a minimum of 30 seconds, then call the dog. The dog will come to the handler when called and either position itself in front of the handler and then to the side or go directly to the side. Repeated commands are not acceptable.

### **3.2.5 Drop on recall**

The handler will place the dog on a stay command and move away to a minimum distance of 20 ft. The handler will then call the dog and before the dog is within 10 ft of the handler, the handler will drop (to a down stay) the dog. The handler will again call the dog. The dog will come to the handler and position itself as in #4.

### **3.2.6 Wait**

This command is done with the other search dogs present and one handler attending all of the dogs. The handler will put the dog in either a sit or down stay. After the dog is placed on a wait command, the handler will walk a minimum of 20 ft away and position themselves out of the dog's sight. Several handlers will rotate into the attending handler position with all dogs remaining on a wait. After a minimum of 15 minutes, the handlers will return to their dogs. Repeated commands or breaking of the dogs is not acceptable.

## **Section 3 Agility**

**3.3.1 Closed and open tunnels** - The canine will be able to travel unassisted through a tunnel no less than 36 inches in diameter and no more than 50 ft long. The canine will travel through the tunnel without turning back and with confidence.

**3.3.2 A-Frame** - The canine will be able to maneuver onto and over an A - Frame no less than 6 ft tall and no more than 8 ft tall at the peak.

**3.3.3 Movement and Machinery** - The canine will be able to work in and around loud noises and movement of machinery and other devices that may be incurred during an operation. Said noises can include but not be limited to sirens, bangs, yelling, etc..The canine will show no aggression or intolerance to any of these processes.

**3.3.4 Loading and Unloading** - The canine will knowingly and obediently load and unload into their perspective crate or other transport unit. They will be capable of jumping into and from a vehicle with minimal assistance.

- 3.3.5 Riding ATV's or other vehicles** - All canines will be capable of confidently and obediently riding on or in an ATV or other vehicle which may be used to transport them to or from a search.
- 3.3.6 Water Transport** - All canines will be able to enter and exit a water craft with minimal assistance. Exception will be those performing water work which will be required to have exceptional confidence and obedience while in and on such vehicle.
- 3.3.7 Helicopters** - Canines will be required to have confidence while riding in a helicopter. The canine will show no aggression during such an operation.
- 3.3.8 Long line / Harness** - All dogs will be required to accept without aggression, to be lowered over an edge to the ground, or from one elevated location to another. The canine will show confidence and no aggression.
- 3.3.9 Exterior/open stairs** - The canine will be able to walk up and down an open stairway such as a fire escape. Said walkway will be no less than 4 stories high, and shall be open to the air beneath and on at least one side. The canine will walk with confidence and obedience.
- 3.3.10 Disaster training props**
- a. ladders** -The canine will walk confidently up or over a ladder that has been placed in a secure location to allow the canine access. Said canine will function on said prop without jumping.
  - b. elevated walks** - The canine will walk with obedience and confidence up and over the elevated walk which shall be no less than 7 ft tall at its highest point, 12 in. wide, and no less than 12 ft long. The canine will be required to make at least one 45 degree turn and sit on command.
  - c. platforms** - The canine will climb onto a platform not less than 5 ft tall and will sit on command, wait for the order to continue, and proceed step by step down from the platform. No jumping is allowed

**d. teeter totter** - The canine will enter the prop from one side, slowly climb the 12 in wide slope, and continue in a controlled manner to the other side. Jumping will not be allowed

**e. bark boxes (when applicable)** - Canines using bark boxes will approach with confidence, make the appropriate alert, and alert their handler of the location of the victim. No aggression will be allowed toward the victim.

**3.3.11 Burned or dark damp rooms** - Canine will enter said building or room with confidence and search the area for potential victims or sources. The canine shall show no fear of the darkness or environment. The handler may stand at the door to the room, but may not enter the room. A light may be used at the discretion of the evaluator, which will be dependant upon light conditions.

## **Section 4                      Operational Certifications**

### **3.4.1    Area Search / Wilderness**

**a.** The canine and handler as a team will show confidence and obedience during all certification processes.

**b.** The canine and handler shall demonstrate a pop out and runaway exercise used to motivate the canine. The canine shall go directly to the victim, show an appropriate alert, and return to the handler once the exercise is complete.

**c.** The canine and handler shall clear an area not more than 2 acres. The time allowed for this exercise shall be 15 minutes.

**d.** The canine shall clear an area of not less than 5 acres. The victim shall enter the area from an undisclosed location. The time allowed for this exercise shall be 45 minutes.

**e.** The canine, at night, shall clear an area of not less than 10 acres. Time for this exercise will be 2 hours. The handler shall be responsible for the overall exercise, and can opt to have the assistance of a scout. The scout shall be used to assist with equipment and navigation only.

### **3.4.2    Disaster Search**

**a.** Canine will show confidence and obedience during all certification processes. All certification shall take place on rubble approved by the Team Coordinator. All areas can have from 0-3 victims. Victims may be exposed or totally occluded from access.

**b.** The canine and handler shall search an area approx 50 x 50 yds and notify the evaluator of the number of victims. Time for this exercise shall be 15 minutes.

**c.** The canine and handler shall search an area approx 50 x 100 yds and notify the evaluator of the number of victims upon completion. Time for this shall be 30 minutes.

**d.** The canine and handler shall search an area approx 100 x 200 yds and notify



the evaluator of the number of victims upon completion. Time for this exercise shall be 1 hour.

### **3.4.3 Cadaver Search**

**a.** The canine and handler shall demonstrate the ability to understand and operate under any environmental conditions to include scent theory. There shall be 0-5 sources with distractions in all areas. Areas to search may be wooded, grass, or any other terrain which is concurrent with existing search areas. All finds must be within 2 ft of source.

**b.** The canine with its handler shall search an area 50 x 50 ft and notify the evaluator of the number of sources within said area. Time for this exercise shall be 5 minutes.

**c.** The canine and handler shall search an area 200 x 200 ft and notify the evaluator of the number of sources within said area. Time for this exercise shall be 30 minutes.

**d.** The canine and handler shall search an area 100 x 50 yds and notify the evaluator of the number of sources within said area. Time for this exercise shall be 60 minutes.

**e.** The canine and handler shall search a building with a minimum of 8 rooms. There shall be 0-3 sources in said building, and the building shall be dimly lighted. Time for this exercise shall be 20 minutes.

### **3.4.4 Water Search**

**a.** Water searches will follow the same guidelines as for cadaver except that the environment shall be water. Water may be moving or stationary. The handler shall notify the evaluator of any finds at the end of each search. Water current must be taken into account when calculating location of source. Source shall be in the water a minimum of 12 hours prior to evaluations.

**b.** Canine and handler shall search an area of land along a waterway approx 200 ft long. Time for this exercise shall be 15 minutes

**c.** The canine and handler shall search a waterway a minimum of 100 ft from land. The area shall be approx 100 x 100 ft in diameter and a depth not more than 5 ft. Time for this exercise shall be 30 minutes.

**d.** The canine and handler shall search an area a minimum of 200 ft from land in a minimum of 20 ft of water. The area shall be 200 x 200 ft in diameter. Time for this exercise shall be 60 minutes.

**e.** The canine and handler shall work an area in open water which is a minimum of 20 ft in depth. The area shall be approx 100 x 100 yds. Time for this exercise shall be 2 hours.

### **3.4.5 Trailing / Tracking** - Trailing dogs may be exempt from many of the basic agility processes at the discretion of the Team Coordinator.

- a. The canine and handler shall demonstrate the proper method of running a motivational puppy trail
- b. The canine and handler shall run a trail that has been laid not more than 30 minutes or less than 15 minutes. The length of the trail shall be a minimum of 100 yds. Time for this exercise shall be 5 minutes.
- c. The canine and handler shall run a trail a minimum of .5 miles and successfully find the victim within 15 minutes with a maximum of one turn.
- d. The canine and handler shall run a trail that has been aged a minimum of 24 hours, that is a minimum of 1.5 miles, has a minimum of 3 turns, and covers a variety of terrain. Time for the exercise shall be 1 hour.
- e. The canine and handler shall trail a person that has left a specified location for a minimum of 5 city blocks through traffic in an urban environment. Time for this exercise shall be 15 minutes.
- f. The canine and handler shall trail a person at night. Said trail shall be a minimum of 30 minutes old, and shall travel a minimum of 1 mile in wilderness and 1.5 miles in an urban environment. Time for this exercise shall be 30 minutes each.

#### **3.4.6 Forensic Detection**

- a. Forensic Detection shall be a rigid exercise that must show consistent and reliable detection work by the canine and handler. The indication must be within 1 ft of source. Sources for this exercise shall be trace evidence such as bone fragments, hair, teeth, blood, etc..Distractions normally found in such searches to mask or otherwise deter locating said site will be used.
- b. The canine and handler shall located in an area 100 x 100 ft, 0 - 5 sources and notify the evaluator of the location of said sources by marking them with flags. Time for this exercise shall be 15 minutes.
- c. The canine and handler shall locate in an area 200 x 200 ft, 0-5 sources and notify the evaluator of said sources by marking them with flags. Time for this exercise shall be 30 minutes.
- d. The canine and handler shall search an area of not less than 200 yds in all directions. The terrain shall be wooded, and shall have a minimum of medium vegetation. There shall be 0 - 2 sources in said area. They shall be marked with flags, and the area secured to demonstrate protection of evidence and scene for forensic authorities. Time for this exercise shall be 2 hours.
- e. The canine and handler shall search a building with 0-3 sources in said building. The building shall be damp, dimly lighted, and have limited access. Time for this exercise shall be 30 minutes.

#### **3.4.7 Historical Detection**

- a. All guidelines set forth by this standard shall follow those set forth by the Historical Resource Foundation or HRF. They shall be broken down into two categories which are: Grave and Artifact Detection

##### **1. Historical Grave Detection**

## **2. Historical Artifact Detection**

**THIS AREA LEFT BLANK ON PURPOSE FOR FUTURE WORK**

### **Personnel Training / Certification**

#### **IV Personnel Training / Certification**

#### **4.1 Survival**

**A. Wilderness** All members will be in such physical condition as to be capable of performing in the wilderness environment. This shall include being able to perform without relief for many hours at a time in the field. This does not mean breaks cannot be taken while in the field, but will not involve teams returning to BoO. This could also involve teams spending the night in the outdoors.

**B. Urban Disaster** All members will be aware of dangers and precautions involved with the Urban Disaster. This shall include but not be limited to collapse, biological contamination, chemical contamination, or any other danger that may cause harm to the team.

#### **4.2 Map and Compass** All members will be proficient with map and compass skills.

They shall also be capable of operating within a grid system using GPS, aerial photo's, topographical maps, and other suitable aids to be used for the success of the operation

#### **4.3 Canine / Handler Techniques** All members shall be trained and aware of techniques and proper training needs for the team. All members will have extensive knowledge of their perspective discipline, but in addition shall have a working knowledge of all other areas of search canine behavior. Training electronic collars shall never be used while in the presence of non team members, and shall be used only under the written guidelines as set forth by this procedure.

#### **4.4 Incident Command System** All members shall have extensive knowledge of the ICS system and be able to operate under such system at all operations. The Team shall operate under the system already established by the Shreveport Fire Department, with the exception of establishing teams and/ or search sectors as A-Alpha, B-Bravo, etc...

#### **4.5 First Aid and Patient Care** All members will be trained in the proper care and handling of patients that said team members may be challenged to care for. This shall include but not be limited to caring for the patient in the field, transporting the patient through wilderness terrain, establishing an LZ in the wilderness using GPS, etc...

Members will be aware of penetrating extrications, utilizing a helicopter hovering at tree level and lowering a line to the ground. When working around such devices, static charges must be considered a potential threat.

#### **4.6 Canine First Aid and Care** All members shall have knowledge that will enable them to care for their canine in the field and abroad. This shall include snake bites, cut, heat related injuries, or any other illness or injury that may occur. This will also include IV administration, sutures, staples, airway management, and more.

**4.7 Establishing the Search Plan** All members will be capable of establishing a search plan that will direct, coordinate, and insure a successful operation, with safety as the primary concern to canine and handler. This plan shall include sectors, lay of the land, dangers, land marks, communications plan, Mayday alert, and more. All personnel shall be briefed on the Search Plan before any operation is begun.

**4.8 Water Safety and Survival** All members must be capable of swimming in accordance with written procedures set forth in this standard. All personnel shall wear an approved PFD when in or near the edge of the water unless it will cause a greater danger to the member by doing so. Said actions shall be discussed before action plans are put into place. When necessary, the canines will also be placed in a PFD suited for this purpose.

**4.9 Burned Buildings and environments** When a search is requested for the purpose of searching burned buildings or areas where burning has taken place, the primary concern shall be for safety. Hot spots, weakened structures, falling debris, and more shall be a major concern. The canine shall not work through areas that have not been visually checked prior to the search. All areas will be inspected and the integrity of all areas shall be insured before said search. The Senior Canine Handler or designee shall make this determination, and shall do so under the auspices of the OSC, On Scene Commander.

**4.10 NASAR Certifications** All members will complete and maintain at a minimum SAR Tech 11 through NASAR, National Association of Search and Rescue.

**4.11 NIMS, National Incident Management System** All members will complete at a minimum IS 100, IS 700 with the emergency Management Institute or EMI.

## **V. Documentation**

### **5.1 Travel, Response, and Reimbursement**

**5.1.1** All travel by the Canine Search and Rescue Task Force will follow the Shreveport Fire Department procedures for travel. All members will be required to sign said travel request and is required to have said travel request completed and authorized within 2 weeks of said travel if possible.

**5.1.2** All members will have 5 working days to complete and turn in all receipts and reimbursement request upon return from said travel. Failure to do so will result in member not receiving reimbursement for travel.

**5.1.3** Team travel request forms will be filled out and turned into the Support Group at Town South Animal Hospital. All receipts will be placed on the

appropriate form. If more than 5 days were used during travel, the additional form will be used to document said days.

- 5.1.4** Members must keep City of Shreveport reimbursements separate from Support Group reimbursement. Appropriate forms must be files.
- 5.1.5** No expenses will be paid to members unless it is authorized by the Team Coordinator prior to purchase. An Emergency does not follow this guide, but a written statement will be required to accompany the request.
- 5.1.6** No travel will be authorized without prior approval of Team Coordinator.
- 5.1.7** Each member will be solely responsible for making arrangements with their District and Assistant Chiefs for travel, training, or any other team events. The Team Coordinator will do all possible to keep them advised of team issues, but the final responsibility must come from the individual member.
- 5.1.8** All members will answer all pages sent for response or training. If the page is for training, and you cannot make said training, each member will be required to advise the Team Coordinator. If the page is for a response, all members will respond within 10 minutes of said page to get details for the response.

**5.2 Search Report:** All members will be knowledgeable in the process required to completely and accurately complete a search report. The report has a computer generated After Action report, and a hand written search report that requires a diagram of the search area as well as ground and air temps. environmental conditions, and much more. **All reports must be detailed and accurate because of future litigation. Every small detail must be included.** These reports shall be returned to the Coordinator within 72 hours of search.

**5.3 Sunpro Report:** All members will be knowledgeable in the operation of the Sunpro generated report. All information to include mutual aid agency shall be accurate. If the file is sensitive to the operation, such as an active crime scene, write classified material across top of summary at the end. If an agency is not in the Sunpro for mutual aid, notify the coordinator who will see that it is accurately placed there. The program is subject to review, so be brief in your description, do not allow any sensitive information to be placed in this report.

**5.4 Injury Report:** Members who are injured or may have been potentially injured, shall complete an accident report for such an event, which will then be given to the coordinator who will make sure it is directed to the proper personnel. If treatment is required, the member will furnish a written letter to the Coordinator stating the

exact cause, situation, location, and any preventative measures the team can take to prevent future events. The member will complete this form and the required SFD forms within 24 hours of the operation.

**5.5 Damaged / Lost Equipment Report:** The team will adhere to established guidelines as set forth by the Department, but will also have their own report for lost or damaged equipment. The purpose is to track equipment being damaged or lost to account for the cause and find measures to prevent future damage or loss.

## VI. Equipment

6.1 Personal Equipment

6.2 Team Equipment

6.3 Combustible Engine Maintenance

6.4 Research and Development

6.5 Returning equipment to service after deployment

*Under development*

## VII. Response / Notification

7.1 Receiving the Call

7.2 Verifying availability

7.3 Alert / Standby

## 7.4 Activation

# *Under Development*

## VIII. Mobilization at the Scene

8.1 Establishing the Base of Operation (BoO)

8.2 Operations within the BoO

8.3 Communications Sector

8.4 Logistics Sector

# *Under Development*

## IX. Demobilization / Critique

### 9.1 Demobilization

The Team Coordinator shall advise the OSC that our services are complete, and ask if there are any other needs. If not, the team shall begin breakdown operations. No breakdown will take place prior to the OSC releasing the team. We do not wish the agency being assisted to feel the team is in a hurry to move out. At the completion of the operation, all equipment shall be returned and serviced as soon as possible. No debris will be left behind by this team. This shall include paper, food, or any other items that may be generated by the search. Personnel shall inventory their equipment and return it to the trailer as soon as possible. If there are items that require replacement or repair, the appropriate forms shall be filed with the coordinator within 2 days. All team members shall work together to service and place back in service all equipment and vehicles. (It does not matter whether you made the response or not, you WILL assist other team members with this effort. Communication will be notified when the team is operational again.

### 9.2 Critique

Upon the completion of the operation, and within 72 hours, all team members



whether active with the search or not shall attend this critique. The purpose is to review operational needs, search techniques used, communications, or any other area of need to increase the success of the team in the future.

**a.** In the event a traumatic event occurred, such as a decomposed victim, buried remains, burned remains, or any other event that the coordinator may deem suitable for such, a Critical Incident Stress Debriefing will be requested. All members shall attend whether present or not during the operation to support other members.

**b.** In the event the coordinator deems the event a possible problem to any member, he or she may call for members of a Debriefing Team to meet the Search Team at their home base, and at such time, a diffusion process will be performed until the formal debriefing can take place which will be within 48 hours.

## **Section 10.0**

### **Canine Care and Medical**

#### **Medical / Vaccinations**

10.1 All canines will be current on vaccinations as set forth by this standard. These will include but not be limited to the following:

\* Monthly

\*\* Semi Annually

\*\*\* Annually

a. Distemper \*\*\*

b. Hepatitis \*\*\*

c. Lepto Spirosis\*\*\*

d. Para Influenza \*\*\*

e. Canine Parvo Virus \*\*

f. Corona \*\*\*

g. Rabies inoculation \*\*\*

h. Bordetella, Kennel Cough \*\*\*

I. Heartworm medication \*

j. Flea and Tick preventative \*

k. Heartworm check \*\*\*

l. Fecal Check \*\*\*

#### **Canine Care and Maintenance**

a. All canines will be placed in a crate during travel

b. All canines will wear an identifying vest and ID tag while being transported by air

c. If temperatures fall below 45 degrees, the canine will be:

1. Placed in a house approved by the coordinator with straw for bedding

2. Placed inside the handlers home in a crate or as the handler feels appropriate. (i.e. free to roam)

e. If the temperature falls below 30 degrees, the canine will be placed inside the residence, or other suitable area where the temperature can be maintained above 40 degrees, in an approved crate, or to run free as the handler feels appropriate.

f. If a canine runs from the handler and said handler cannot retrieve the canine within the first 30 minute, the Canine Team will be activated to respond and assist

with the search for said canine.

g. If any Fire Station or the Communications Center is called, and the caller states they have a canine identified as a Search and Rescue Canine, the communications center will notify the team by pager or any other means available. If no canine member can respond to secure the canine within 10 minutes, the nearest station or District Chief will be sent to secure the canine until said Canine Team member can take custody of the canine.

h. If no other team member is available to assist with the search for said canine, the nearest pump may be asked to assist with the search, as well as Law Enforcement.

i. No correction collar will be used on Search and Rescue Canines without the approval of the Team Coordinator. Only then will the canine be evaluated and trained members will perform the appropriate corrections.

## **XII. Glossary**

**Activation Team** is being requested to respond to a search.

**After Action Report** Report to precede search which describes search operations.

**Agility** Program that test the physical abilities of canines and members.

**Area Search** A term used to describe wilderness search or a canine that ranges a large open area for persons.

**Bark Alert** An alert where the canine barks to tell the handler it has found something.

**BoO - (Base of Operations)** where all operations will be coordinated from.

**Cadaver Search** Search for decomposing remains or heavy scenting remains.

**Canine behavior** Behavior the canine may show such as obedience or an action of the body to scent.

**Canine Obedience** The behavior required by the canine

**Code Green** The team has found what they are looking for, recovery has been made.

**Code Red** We have a problem, send help

**Communication / Search Activity Log** A written log of the search to represent times and activity

**Disaster Search** Search during a horrific event whether natural or man made .

**Down Stay Alert** The canine will go to a down position, and stay there to alert the handler of a find.

**Forensic Detection** The detection canine that will work for trace evidence, goes beyond cadaver

**Handler** The member caring for or working the canine

**Historical Detection - Grave site** Detection work used to describe looking for Civil War or Native American Grave site, or any other grave of age

**Historical Detection - Artifacts** Detection work for the purpose of finding artifacts whether Native American or Civil War or other

**IC** Incident Commander, person in charge of event

**ICS** Incident Command System, system used to coordinate event.

**IST - Incident Support Team** Personnel used to support the overall search with logistics and other operational needs.

**OSC On Scene Commander,** Person or persons in charge of the scene

**PAR Check** Check for all personnel to account for safety and status.

**Re-find Alert** An alert indicated by the canine finding the victim and returning to the handler, to notify the handler, then leading the handler back to the victim.

**Search plan** A plan established prior to a search which should include maps, safety, sectors, etc

**Search Report** Report made after the search that will describe the entire search with detail and maps.

**Scout** A person used to assist the handler in searching. May be used to keep handler on course or to carry equipment.

**Source** An article or victim placed for the canine to find

**Tracking** Following a persons scent step by step

**Trailing** Following a persons scent, but may vary by wind and other environmental conditions.

**Water Search** Search for persons that may have drowned or placed in the water

**Wilderness Search** Search of wooded or other wilderness environments for persons otherwise lost or missing

**Appendix A**

**SHREVEPORT FIRE DEPARTMENT**

K-9 Search and Rescue Task Force

263 North Common

Shreveport, La. 71101

(318) 673-6650

**AFTER ACTION REPORT**

**Summary:**

Date:

Location

Incident #

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Member making Report:

Employee #:

**Appendix B-1**

**SHREVEPORT FIRE DEPARTMENT**

K-9 Search and Rescue Task Force  
 263 North Common  
 Shreveport, La. 71101  
 (318) 673-6650

**K-9 Search & Rescue Support Group**

2403 East 70<sup>th</sup> Street  
 Shreveport, Louisiana 71105

Phone: 318-797-8489  
 Fax: 318-797-7871  
 Email: [townsouth@bellsouth.net](mailto:townsouth@bellsouth.net)

**EXPENSE REPORT**

Date:	Event:	
Name:	Address:	
City:	State:	Zip:

Date	Description	Transportation/Mileage	Lodging	Meals	Other	Total

Subtotal	
Less Cash Advance	
Total owed to you	
Total Due	

Member signature\_\_\_\_\_

Date:\_\_\_\_\_

Approved By:\_\_\_\_\_

Date:\_\_\_\_\_

Number of Attached Documents:\_\_\_\_\_ Date Paid:\_\_\_\_\_

Check #\_\_\_\_\_

**Appendix B-2**

**EXPENSE REPORT**

Additional Page

Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

Page 2 of \_\_\_\_\_

Description of  
Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Date</b>	<b>Description</b>	<b>Transportation/Mileage</b>	<b>Lodging</b>	<b>Meals</b>	<b>Other</b>	<b>Total</b>

**Appendix B-3**

Expenses Report

Receipt submittal sheet

Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

**All receipts will be attached to this form and completed in full**

**Appendix C**

**Resource Request Form**

This is an informal notification form to keep track of information being acquired prior to a search. This information will be kept as part of the search package.

**Information:**

Date: \_\_\_\_\_ Incident # \_\_\_\_\_

Time Rec'd: \_\_\_\_\_ Team Called out: \_\_\_\_\_ En route: \_\_\_\_\_ On Scene: \_\_\_\_\_

Caller: \_\_\_\_\_

Requesting Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_ Pg \_\_\_\_\_

Location of Search: \_\_\_\_\_

Size of area / Estimate: \_\_\_\_\_

Age of site: \_\_\_\_\_

Description of site: \_\_\_\_\_

\_\_\_\_\_

Specific resources requested: \_\_\_\_\_



**Appendix D-1**

**SHREVEPORT FIRE DEPARTMENT**

K-9 Search and Rescue Task Force  
263 North Common  
Shreveport, La. 71101  
(318) 673-6650

**BASE of OPERATION**

*COMMUNICATIONS / SEARCH ACTIVITY LOG*

Date:	Location:	Incident #
Time	Team Designation	Transmission / Activity

Appendix E

**LOST OR DAMAGED EQUIPMENT**

<b>Date:</b>	<b>Incident #:</b>	<b>Location occurred:</b>
<b>Team Equipment: yes / no</b>	<b>Member Equipment: yes / no</b> <b>Member assigned to:</b>	
<b>Description of equipment:</b>		
<b>Damage to equipment:</b>		
<b>How was damage incurred:</b>		
<b>When was loss or damage found:</b>		
<b>Measures to find lost item:</b> _____ _____ _____		
<b>Measures to prevent future loss or damage:</b> _____ _____ _____		
<b>Investigation comments:</b> _____ _____		
<b>Replacement cost:</b>	<b>Replaced Date:</b>	<b>Approved by:</b>