



Pennsylvania Police Canine Association

Decoy Certification Handbook

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Bite Suit Standard

1. The suit shall be multi-colored and palatable for the dog to bite.
2. The suit shall not show any signs of wear in spots or patches in such a way that a dog's tooth could hang causing it to break.
3. No uncovered metal snaps on the jacket.
4. The pant legs shall be no more than thirty-six (36) inches in circumference.
5. The arms shall be no more than twenty-six (26) inches in circumference at the top portion of the suit.

Note: All suits shall be approved before the Protection Work begins by a Judge and a Decoy Committee Member.

Decoy Certification Requirements

1. The Decoy must submit a doctor's health certificate.
2. The Decoy must pass a written test of 10 questions: five (5) from the PPCA Bylaws and five (5) from the handbook on Decoy protection work. A score of 80% is needed to pass.
3. The Decoy shall be required to work two (2) dogs: one (1) K9 Team may be provided by the Decoy and the other shall be provided by the PPCA. Both dogs are required to be Certified through the PPCA.
4. The Decoy is required to attend at least five (5) Decoy workshops and attend at least 1 PPCA Organization meeting per calendar year.
5. Two (2) or more members of the Decoy Committee and/or a Certified PPCA Judge shall carry out the Decoy Certification.

Decoy Safety

1. Leather boots with six (6) inch tops are highly recommended.
2. A sports cup must be worn by both men and women.
3. Emergency contact information shall be provided by all Decoys along with a list of medications that he/she is allergic to. This information shall be given to the Trial Secretary before the Trial/Certification begins.

Decoy Protection Requirements for The Protection Exercises

Apprehend a Fleeing Suspect

1. K9 team shall enter the field on leash. Approximately fifty (50) yards away a suspect shall flee away from the K9 team. After telling the suspect to stop, the dog shall be released. The dog shall then chase down the suspect gripping him/her firmly thus preventing any further escape.
2. After the dog engages the Decoy, he/she must go a minimum of five (5) steps and a maximum of ten (10) steps away from the Handler in a straight line, then turn and face the Handler.
3. The Decoy when directed to be motionless/passive shall at all times maintain his/her arms in front of his/her chest area interlocking his/her hands for support.
4. The K9 Handler shall have three chances to “out” his dog. If the dog still fails to “out”, the team fails this exercise.
5. The escort will be done at a normal walking pace with no unnecessary or animated movement, with both hands in front of his/her chest.

Decoy Work Apprehending a Fleeing Suspect

1. At the Judge's signal the Decoy shall enter the field and turn and proceed toward the K9 Team with no provocation towards the dog at a normal walking pace.
2. The Decoy will begin to speak to the Handler. The conversation will be cut off at the Judge's signal, both will shake hands and the decoy will move past the Handler.
3. The Decoy will be silent when leaving the Handler after the handshake. They will move away from each other in a straight line. The Decoy shall walk away from the Handler for five (5) paces. At this point the Decoy will turn and walk five (5) paces toward the Handler and then charge the K9 Team. An arm will be raised above the head as though he had a knife or club in his hand. The Decoy will attack the Handler in a manner allowing for a frontal bite.
4. Should the dog approach before the attack, the Decoy must stay passive and become motionless.
5. After the dog engages the Decoy, he/she must go a minimum of five (5) steps and a maximum of ten (10) steps away from the Handler in a straight line, then turn and face the Handler.
6. When the Decoy is directed to be motionless/passive, he/she shall maintain his arms in front of his/her chest area while interlocking his/her hands for support.
7. The escort will be done at a normal walking pace with no unnecessary or animated movement with both hands in front of the chest.

THE K9 HANDLER WILL HAVE THE CHOICE BETWEEN EXERCISES “A” OR “B” LISTED BELOW, AND MUST INFORM THE JUDGE WHICH EXERCISE HE/SHE CHOOSES.

A. Call-Off from Apprehension

1. The K9 team enters the field.
2. A suspect begins to run away from the K9 team
3. Approximately fifty (50) yards down the field.
4. The K9 handler then releases his/her dog. After the dog has gone a minimum of twenty five (25) yards, the handler orders the dog to stop the pursuit or recalls the dog.
5. The handler shall then call his dog to heel and remain in position until the judge declares the exercise complete.

OR

B. Minimal Force Apprehension

1. The K9 team shall enter the field.
2. The suspect shall enter the field approximately fifty (50) yards away and begins to run away from the K9 team.
3. The handler shall order the suspect to stop.
4. When the suspect does not stop, the handler shall then release his/her dog.

5. As the dog approaches approximately twenty (20) yards away from the suspect, the suspect shall turn and face the approaching dog and stand still. The suspect shall hold his/her arms at his/her side or directly in front of his/her body.
6. The dog is not allowed to grip the suspect. Slight mouthing, bumping, or touching the suspect will be tolerated at the discretion of the Judge.
7. The only body movement allowed by the suspect is he/she may pivot to remain facing the dog.
8. The handler under the direction of the Judge shall approach his/her dog and the suspect, search the suspect, and escort the suspect to the Judge.

Decoy Work for Apprehension Under Gunfire

1. At the Judge's signal, the Decoy shall enter the field and move to the center of the field. At this point the Decoy will be facing the K9 Team using verbal confrontation with the Officer.
2. At the point where the Officer asks you to lay down your gun you fire one shot in the direction of the K9 Team and flee. After the Decoy has gone about ten (10) additional steps, a second shot should be fired in the direction of the Officer.
3. The Decoy will continue until the apprehension has occurred. At the point when the dog is engaged in a bite the final shot should be fired. After the dog engages the Decoy, he/she must go a minimum of five (5) steps and a maximum of ten (10) steps away from the Handler in a straight line, then turn and face the Handler.
4. When directed to become motionless/passive, the Decoy shall at all times maintain his/her arms in front of his/her chest area while interlocking his/her hands for support.
5. The escort will be done at a walking pace with no unnecessary or animated movement with both hands in front of his/her chest.

Note: The gun will be in the opposite hand of the arm intended for the initial bite.

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BYLAWS

ARTICLE I – NAME

The name of this organization is the Pennsylvania Police Canine Association (hereinafter referred to as the “PPCA”)

ARTICLE II – LOCATION

The primary location of the PPCA shall be at the office of the Secretary: Currently Linda Kauffman, 360 West State Street, Hamburg, PA 19526, unless otherwise designated by the Board of Directors.

ARTICLE III – BASIC POLICIES

- Section 1. The PPCA shall be noncommercial, nonsectarian, and nonpartisan.
- Section 2. Neither the name of the organization nor the name of any workers in their official capacities shall be used in connection with commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purposes and objectives of the PPCA.
- Section 3. The PPCA may cooperate with other organizations and agencies concerned with police service dogs .
- Section 4. In the event of the dissolution of the PPCA, its assets shall be distributed for one or more of the exempt purposes specified in the Internal Revenue Code after payment of all liabilities of the corporation. Further, in such event it shall be attempted to assure that the assets are distributed to an organization with similar purposes and interests in dogs.

ARTICLE IV – ORGANIZATION

The PPCA shall be governed by the Non-Profit Corporation Law of Pennsylvania, by its Articles of Incorporation and by these Rules and Bylaws. Meetings shall be

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conducted in accordance with Roberts Rules of Order, Revised, where they do not conflict with the governing documents of the PPCA.

ARTICLE V – MEMBERS

Section 1. Membership

- A. All members shall be entitled to vote and other benefits of the PPCA.
- B. Application for membership shall be made in writing on a form which shall be provided.
- C. Application for membership shall be read at the next General Membership Meeting after receipt of same; such application shall be automatically approved until the next General Membership Meeting. At said Meeting, the applicants membership status shall be contingent upon the application receiving a three-quarter (3/4) majority vote of members in attendance.

Section 2. Resignation

Any member may resign at any time and shall be deleted from the membership rolls upon receipt of the resignation.

Section 3. Suspension

- A. Any member may be suspended by a majority vote of the Board of Directors that are present at a Board Meeting or automatically suspended as set forth hereafter.
- B. Any member under suspension shall not be entitled to vote, hold office or participate in any organizational activities and further, after six months of suspension, can be removed as a member of the organization by a majority vote of the Board of Directors.

Section 4. Dues and Special Levies

- A. The dues shall be set on an annual basis by the Board of Directors and in all cases shall be equal for all members and shall be paid in cash. Any dues shall be paid in full with application for membership and are required before presentation to a regular meeting. Such dues shall cover from the time of application until the end of the next membership year (December 31) Any new member joining during the last calendar quarter (October 31 thru December 31) shall have their membership carried over through the following year.

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Any member not paid by December 31, shall incur a service (late) charge of \$1.00 per month, January thru March. In the event the dues are not paid within 60 days of December 31, the member will be automatically suspended, and a certified/registered letter sent stating their membership will be terminated 30 days from the date of said letter unless all dues and fees levied are paid in full by said date, Any costs related to said certified/registered mailings shall be levied against said member.

- B. A five (\$5.00) additional application fee shall be assessed to all new Applications for Membership.
- C. The membership may approve, by majority vote, the collection of special equal levies against the membership to meet the expenses of the PPCA.

ARTICLE VI – CHARGES OF MISCONDUCT

Any member may prefer charges against another member for alleged misconduct prejudicial to the interests of the PPCA. Written charges with specifications must be made and forwarded to the Secretary of the organization. Any charges of misconduct against the Secretary shall be forwarded to the President of the PPCA. All charges will be heard before the Board of Directors only. The Board shall suspend or expel from the organization, or take such other measures as deemed advisable. The person whom the charges are filed against shall be entitled to at least fifteen (15) days written notice prior to any decisions being made, and shall be entitled to appear before and be heard at the next meeting of the Board of Directors following such notice. Any member whom charges have been filed against may, by a majority vote of the Board Members present at said meeting, be suspended or expelled from the organization.

ARTICLE VII – BOARD OF DIRECTORS

- Section 1. The control and management of affairs of the PPCA shall be vested in the Board of Directors.
- Section 2. The Board of Directors shall be elected from eligible members and shall consist of no more than fifteen (15) members and at least ten (10) members. The officers of the organization shall be included in the Board of Directors. The directors shall hold office until successors are duly elected and installed. The term for each Director shall be two (2) years.
- Section 3. Meetings of the Board of Directors shall be in January and May of each year, as well as such other times as deemed necessary, upon the call of the President or, upon written request of four (4) members of the Board.

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The purpose of any special meeting shall be set forth in the request for such meeting.

- Section 4. Attendance of three (3) members of the Board of Directors at any PPCA meeting shall constitute a quorum, and a majority vote of those in attendance shall decide action, except as may be provided otherwise herein.
- Section 5. Should any vacancy occur on the Board of Directors for any reason, it may be filled temporarily by a majority vote of the Board. The person or persons so selected shall serve until installation of Board members at the next annual election. The election for any former vacant position shall be for the term remaining in said position.
- Section 6. The Board of Directors shall have the power to remove any director for cause upon a majority vote of the entire Board of Directors provided that any director whose removal is made under this section shall be entitled to at least fifteen (15) days written notice prior to such removal, and shall be entitled to appear before and be heard by the Board of Directors at the next meeting following such notice.

ARTICLE VIII – OFFICERS

- Section 1. The officers of the PPCA shall consist of a President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. The officers shall hold office until their successors are duly elected and installed. At the discretion of the Board of Directors, it may appoint such Assistant Secretaries, Assistant Treasurers, and additional Vice Presidents as are deemed necessary. Such assistants shall have all privileges of said office and must meet all eligibility requirements. Length of term shall be two years for Officers.
- Section 2. The elected officials shall be installed immediately following their election.
- Section 3. The Board of Directors shall have the power to remove any officer for cause, upon a majority vote of the entire Board of Directors, provided that any officer whose removal is to be made under this section shall be entitled to at least fifteen (15) days written notice of such removal and shall be entitled to appear and be heard at the next meeting of the Board following such notice.
- Section 4. Should any vacancy occur for any reason among the Officers of the PPCA, it may be filled by a majority vote by the Board of Directors. Any person so elected shall serve until the installation of officers following the next annual election. In the case of a vacancy occurring in the office of

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President, the Vice-President shall serve as President until such time as the Board selects a new President.

- Section 5. President shall have general supervision of the affairs of the PPCA and shall see that all Orders and Resolutions of the Board are carried into effect. The President shall preside over all meetings of the PPCA and of the Board of Directors. The President shall be an ex-officio member of all committees except any Nominating Committee. The President shall perform all other duties as pertaining to the office.
- Section 6. Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President.
- Section 7. Duties of the Secretary shall include: accurately recording the minutes of the proceedings of all Board and General Meetings of the organization, and read and record any and all communications regarding the business of the PPCA. Shall maintain a record of unpublished minutes of all Board and/or Special Meetings conducted by the Board of Directors; shall read the minutes of the previous meeting at all General Meetings; shall handle all correspondence with persons and/or Organizations both within and outside the PPCA as required; shall call the Roll of Officers and the Board of Directors at the beginning of every meeting and shall maintain an accurate, permanent record of attendance at both Board and General Meetings; shall send via US mail or e-mail the minutes of the previous meeting to all active members within 14 calendar days following the meeting; shall be responsible for sending out new membership applications, renewal notices, and membership cards to any new or existing members within thirty (30) days of receipt of their dues, and shall maintain an accurate, up-to-date roster of all members the organization; shall be responsible for collecting all membership dues and is mandated to transfer/forward any and all monies collected to the treasurer within 14 calendar days of receipt for timely deposits to the account(s) of the PPCA; shall notify any member of delinquent dues at thirty (30) days of delinquency. If said delinquency persists by any member, the Secretary shall send a second notice at sixty (60) days via certified mail to said member informing them that if the dues are not made current within thirty (30) days their membership in the PPCA will be terminated. A surcharge of \$1.00 per month shall be added to the total owed by the delinquent member, as well as any/all certified mailing fees, Secretary shall also ensure that all requisite documents of the PPCA carry the Official Seal of the organization. Secretary shall work in direct conjunction with the treasurer at all times and shall persist in maintaining open communications and a good working relationship with all Officers and members of the Board. Secretary shall maintain a record of all expenses incurred in the duties as Secretary, to be reimbursed by the organization (subject to review/approval of the Board)

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- Section 8. Duties of the Treasurer shall include but are not limited to: Keep and maintain an accurate account/record of all receipts and disbursements of the PPCA to maintain proper books of all accounts
Shall be responsible for depositing all funds of the organization within fourteen (14) calendar days of receipt of same to the account(s) of the PPCA.
Shall render a Treasurers Report in detail at each meeting of the organization showing all receipts and disbursements (itemized by line) from the previous month to date, for all accounts.
In the event the Treasurer is unable to attend a meeting, the Treasurers Report shall be forwarded via fax, e-mail, US Mail, telephoned or hand delivered before the scheduled meeting, preferably to the Secretary; whereby the Secretary shall present the Treasurers Report to the membership at the meeting. Should the Secretary not be available to receive said report, it can be forwarded to any other member of the Executive Board (Officers).
All account books as well as any documents in possession of the Treasurer shall be open for inspection/examination by the Board of Directors.
All bills are to be presented to the general membership for approval of payment at a regular meeting.
Treasurer shall maintain a record and receipts of any expenses incurred in carrying out the duties to be reimbursed by the organization, subject to review/approval of the Board of Directors..
All disbursements from the accounts of the organization shall require two (2) signatures of each check.
- Section 9. Treasurers' account(s) shall be examined at the annual meeting of the organization to the satisfaction of the Board of Directors. An Audit Committee shall be selected to perform said examination. Should there be a change in the office of Treasurer at any time throughout the year, an audit of the accounts by an Audit Committee shall be completed before any new Treasurer shall take office.
- Section 10. Sergeant-at-Arms shall be in charge of maintaining all equipment used in certifications/trials and all related PPCA property. He/she shall also be in charge of providing or otherwise arranging for various equipment necessary for all certifications/trials, and shall greet visitors and control their location and movement at any PPCA events. Shall also be in charge of maintaining order at PPCA meetings/functions.
- Section 11. All officers shall deliver to their successors all official material in their possession within fifteen (15) days following the election of a new officer.

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ARTICLE IX – COMMITTEES

- Section 1. President may appoint such committees as may be required to fulfill the purposes and objectives of the PPCA. In addition, a majority of the directors may direct the President to appoint special committees.
- Section 2. President may appoint members to committees who are not members of the Board of Directors.
- Section 3. A quorum at any committee meeting shall be one half (1/2) of the members of that committee. Decisions must have the support of the majority of the members present at such meeting.

ARTICLE X – NOMINATION AND ELECTION PROCEDURES

- Section 1. The election of Officers and Directors shall be done annually in May unless otherwise approved by a quorum of the Board of Directors. Ballot may be by secret ballot if desired by the membership present, or by show of hands. All officers and directors shall assume office immediately after the election results are known and they are sworn in. Each member shall be entitled to one (1) vote and must be present to exercise same. No proxy votes allowed.
- Section 2. In the event the April meeting of the general membership is not held (nomination meeting), a special meeting shall held at least one (1) week prior to the annual May meeting for the purpose of nominating candidates to office.
- Section 3. Nomination for officers shall be made from a list of eligible Board members in good standing at the April Meeting. In the event there are insufficient nominees to fill a vacancy, the President shall be responsible for nominating candidates to fill such vacancy(s) from the eligible general membership.
- Section 4. Nomination for directors shall be made from a list of eligible membership at the April Meeting. In the event there are insufficient nominees to fill a vacancy, the President shall be responsible for nominating candidates to fill such vacancy(s) from the eligible general membership.
- Section 5. An eligible member shall be one who has attended a minimum of fifty % (50%) of the meetings held within the previous twelve (12) months.

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- Section 6. Any individual who is certified as a PPCA Judge shall not be eligible to hold any office in the organization, nor shall that individual hold a position on the Board of Directors.
- Section 7. Upon the organizational meeting of this corporation, in the event the same occurs in an even numbered year, the officers shall be elected for a period of two (2) years, and thereafter shall be elected during even numbered years. The directors of the corporation shall be elected for one (1) year and thereafter shall be elected in an odd numbered years for a period of two (2) years.
In the event that the organizational meeting occurs in an odd numbered year, then the terms and succeeding election shall occur as described above, but with officers being elected for a first period of one year.
- Section 8. Prior to the election, the Secretary shall receive a written consent or firm assurance by all nominees of their intent to hold office.
- Section 9. Any member, whose membership fees or special levies remain unpaid at the time of the May meeting, shall not be permitted to vote or hold office.
- Section 10. In order to vote, members must be present at the meeting, and no proxy votes are available.

ARTICLE XI – AMENDMENTS

The bylaws of this organization may be amended, altered, or repealed by a two-thirds (2/3) majority vote of the membership present at any regular or special meeting. After a proposal is submitted from the Rules/Bylaws Committee and read at a general or special meeting, said changes shall be read and published in the minutes of said meeting. At the next general or special meeting, said changes shall be voted on by all members present; a two-thirds (2/3) majority vote of members shall pass said changes/amendments.

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ARTICLE XII – INDEMNIFICATION

- Section 1. The corporation shall indemnify any person who was or is a party or threatened to be made a party of any threatened, pending, or completed action, suit, or proceeding (including the actions by or in light of the corporation to procure a judgment in its favor) by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys fees), judgments, fines and amounts paid in settlement actually or reasonably incurred, if such person has been successful in the merits or otherwise in any such action, or upon a determination in the specific case that such indemnification is proper in the circumstances because he or she has met the standard of conduct applicable as set forth in the Pennsylvania Non-Profit Corporation Code. The corporation may purchase and maintain insurance for the purpose of indemnification on behalf of any or all persons to the full extent permitted under Pennsylvania Law.
- Section 2. Further, members and/or officers shall not be personally liable for any monetary damages for any actions taken, unless the director has breached or failed to perform the duties of his or her office under Pennsylvania Law, specifically the “Directors Liability Act”, 42 PA C.S. Section 8361 et seq or the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. Members and officers of this corporation shall have all right and privileges allowed under Pennsylvania Law, to include the “Directors Liability Act”, 42 PA C.S. Section 8361 et seq.