

# **PPCA** Pennsylvania Police Canine Association



The objectives and goals of the PPCA are as follows:

- To provide for the humane treatment of all dogs
- To promote the use of working dogs for Police Service and other related uses
- To demonstrate the advantages of Police Service Dog training
- To support and organize Certifications/Trials for Police Canine Teams and related service dogs
- To support the use of working dogs by all police departments
- To generate interest and educate the public concerning Police Service Dogs and their purpose
- To develop, promote and maintain uniform standards for Police Canine and related service dogs

March 24 2009



BYLAWS

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*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 Ray J. Kauffman, Jr., 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 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.

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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.

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, notified by the Secretary, and 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. 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, Recording Secretary, Membership 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 (2) 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 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 must 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 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. **RECORDING SECRETARY** – Duties of the Recording Secretary shall include:
- Shall accurately recording the minutes of the proceedings of all Board and General Meetings of the organization;
- Shall read and record any and all communications regarding the business of the PPCA;

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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 correspondences with persons and/or organizations both within and outside the PPCA as required;

Shall call the Roll of Officers, Board of Directors and Judges at the beginning of every meeting;

Shall maintain an accurate, permanent record of attendance at both Board and General Meetings;

Shall send via U.S. mail or e-mail the minutes of the previous meeting to all active members within 14 calendar days following the meeting;

Shall ensure that all requisite documents of the PPCA carry the Official Seal of the organization;

Shall work in direct conjunction with the Treasurer and Membership Secretary at all times and shall persist in maintaining open communications and good working relationship with all Officers and members of the Board;

Shall work in direct conjunction with any/all Trial Committees and the Membership Secretary for events held by the organization;

Shall maintain a record of all expenses incurred in the duties of Recording Secretary, to be reimbursed by the organization (subject of review/approval of the Board).

Section 8. **MEMBERSHIP SECRETARY** – Duties of the Membership Secretary shall include:

Shall be responsible for sending out new membership applications as requested;

Shall be responsible for sending out renewal notices, membership card and membership handbook to any new or existing member within 30 days of receipt of dues;

Shall maintain an accurate, up to date roster of all members of 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 30 days of delinquency. If said delinquency persists by any member, the Membership Secretary shall send a second notice at 60 days via certified mail to said member informing them that if the dues are not made current within 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;

Shall work in direct conjunction with the Rules and Bylaws Committee in the processing and distribution of update changes to the Member Handbook;

Shall work in direct conjunction with the Treasurer and Recording Secretary at all times and shall persist in maintaining open communications and good working relationship with all Officers and members of the Board;

Shall work in direct conjunction with any/all Trial Committees and the Recording Secretary for events held by the organization;

Shall maintain a record of all expenses incurred in the duties of Membership Secretary, to be reimbursed by the organization (subject of review/approval of the Board).

- Section 9. 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 on each check.

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- Section 10. 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 11. 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 12. All officers shall deliver to their successors all official material in their possession within fifteen (15) days following the election of a new officer.

### *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.

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- 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.
- 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.

*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.

*CERTIFICATION OF JUDGES*

LICENSED JUDGE STATUS FOR ACCREDITED JUDGES from the following Organizations:

EPCA (Eastern Police Canine Association), USPCA (United States Police Canine Assoc.), NAPWDA (North American Police Work Dog Assoc.) or any other similar organization(s) approved by the PPCA Board of Directors.

Applicant must become a member of the PPCA, must have held judging credentials a minimum of five (5) years from a nationally recognized Canine Organization listed above, and must submit a resume to the PPCA Board of Directors. Applicant must then meet with the Board for an interview. Upon acceptance by the Board, he/she must then apprentice one certification at a PPCA sanctioned event. After review of the applicants score sheets, the Board shall either approve or disapprove the individuals Judging Credentials within sixty (60) days of receiving same.

REQUIREMENTS FOR MAINTAINING JUDGING CREDENTIALS FOR ALL LICENSED PPCA JUDGES:

Must attend a minimum of three meetings per year, one of those meetings being that immediately preceding the Certification he/she is to Judge (due diligence to be exercised) or in the event the Judge is not present at this meeting, he/she must meet with the Board of Directors or members of the Trial Committee one day before the scheduled certification.

A LICENSED JUDGE IS ONE THAT HAS:

Completed the Apprentice Judge Program and receives a majority vote of acceptance to be qualified and certified as a Licensed Judge under this organization, and has maintained his/her status as described above.

JUDGING Credentials shall be issued to all Judges, valid for life. Credentials shall include a Certificate and wallet card with the Judge's photo included and shall be numbered.

***APPRENTICE JUDGE PROGRAM***

- A. In order to qualify, the applicant must have attended twelve (12) General Meetings within the previous eighteen (18) months. He/she must submit a letter of intent along with a resume to the Board of Directors stating their intent to enter the Apprentice Judge Program. Applicant will then be interviewed privately by the Board of Directors, and must be voted on and approved by a majority of same. He/she must personally handled and/or trained two (2) or more dogs in the following areas at previous PPCA Certification events and meet the following criteria for each area of interest

**Patrol Dog Judge**

Must be an active or retired Law Enforcement Officer or trainer of same and have handled or trained two (2) or more dogs that have certified with the PPCA in at least five(5) of the following eight (8) areas:

Obedience, Agility, Man Tracking, Evidence Tracking, Building Search, Open Area Search, Article Search and Protection.

**Narcotics Detection Judge**

Must be an active or retired Law Enforcement Officer or trainer of same and have handled two (2) or more dogs that have certified with the PPCA in Narcotics Detection.

**Explosives/Bomb Detection Judge**

Must be an active or retired Law Enforcement Officer or trainer of same and have handled or trained two or more dogs that have certified with the PPCA in Explosives/Bomb Detection.

**Man Trailing Judge**

Must have handled or trained two (2) dogs that have certified with the PPCA or other organizations with similar criteria/standards approved by the Board of the PPCA.  
*(This category is open to civilian members)*

- A. An Apprentice Judge shall be responsible for judging fairly and honestly and independently of all other Judges or Apprentice Judges.
- B. He/she must Judge a minimum of three (3) certification events. After each event the apprentice must present his score sheets to the Board with a written separate page in essay form explaining deductions and overall performance of the dog and handler within thirty (30) days of the certification. The Board will examine this report and he/she must receive a majority vote of the Board for acceptance.
- C. During the course of the apprentice Judgeship assignment, he/she must Judge at least one (1) dog and handler for each of the below; pass or fail:

*For Patrol Dog Judge:*

1. Obedience
2. Protection
3. Building Search
4. Open Area Search
5. Article Search
6. Evidence Tracking
7. Man Tracking
8. Agility

*For Narcotics Detection Judge:*

All Phases offered in Narcotics Detection

*For Explosives/Bomb Detection Judge:*

All Phases offered in Explosives/Bomb Detection

*For Man Trailing Judge:*

*All Phases offered in Man Trailing*

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D. An Apprentice Judge is one that has:

Submitted in writing his/her desire and qualifications to enter the Apprentice Judge Program.

Has met all the requirements of entry into the Apprentice Judge Program

Has received a majority vote to be accepted into the Apprentice Judging program. Such a vote, if in favor of the candidate, certifies the candidate as an Apprentice Judge under the PPCA.

### *KENNEL ACCREDITATION PROCEDURE*

The Pennsylvania Police Canine Association recognizes the need for certified canine units in the State of Pennsylvania as well as all across the United States. The PPCA recognizes that there are qualified kennel facilities that strive to produce only the finest, well-trained canines to put on the front lines. We see the need for the ability of a kennel owner/trainer to want to certify a dog through the PPCA in order to entice an agency to obtain a better-trained dog instead of opting for an inferior, inadequately trained dog.

The PPCA has approved the following process to be followed for a kennel owner/trainer to have his/her facility accredited through the PPCA. This will allow his/her designee the ability to certify a canine at PPCA sanctioned certifications.

1. The kennel owner/trainer will submit a letter of intent to the PPCA Board of Directors. This will include a resume explaining training and experience as well as a listing of certifications obtained.
2. The kennel owner/trainer will submit three (3) letters of reference from law enforcement agencies.

The PPCA Board will accept and review the application. The application procedure could include, but is not limited to the following:

1. Interviews with references.
2. Meeting with the kennel owner/trainer and staff.
3. Visits to the kennel facility.

If approved, the PPCA Board will then allow the kennel owner/trainer to certify at the next scheduled PPCA sanctioned Certifications. The kennel owner will be awarded a Certification from the PPCA upon satisfactorily completing all required tasks in each discipline he/she is obtaining certification in.

His/her kennel will then be considered accredited by the PPCA. This will then allow his/her kennel the ability to enter staff with canines at certifications.

Kennel Accreditation will have a one-year life span. This will need to be renewed in January of each year. This does not affect the standard PPCA twelve (12) month expiration for Certifications of canines and handler teams.

The fees for Kennel Accreditation will be \$100.00. The kennel owner/trainer as well as any staff who plan on certifying will be required to pay necessary membership fees as per the Association's By-Laws. If for just cause the PPCA Board decides to reject the kennel owner/trainer's request for accreditation, the fees will be returned minus any administrative fees the Board finds necessary to impose. Kennel Re-Accreditation will cost \$70.00 per year, which will include the owner/trainer's membership fees. The PPCA will require as part of the Re- Accreditation that the owner/trainer update his/her resume and certifications through the PPCA as well as certify (handle) one canine annually.

*RULES FOR JUDGING PPCA CERTIFICATION EVENTS*

- A. Certification Events may be Judged by a licensed Judge or by three (3) Apprentice Judges.
  - 1. Apprentice Judges will be picked by the board at a private lottery.
  - 2. If you were drawn, you must remove your name for the following Certification so each person (Apprentice Judge) gets a chance.
  
- B. In the case where a Licensed Judge is judging the event, his/her score shall be final. The scores of the apprentice Judges shall not be submitted as event scores except as required for the Apprentice Judge Program.
  
- C. In the absence of the licensed Judge, the certification and/or trial shall be Judged in the following manner:
  - 1. Three apprentice Judges are required to hold the certifications.
  - 2. If two of the three apprentice Judges give a team a passing score, the team shall pass.
  
- D. Any participant in a certification event who feels he/she has not been fairly Judged by either a licensed Judge or an apprentice Judge(s) may file a written grievance to the Board.
  - 1. Grievance must be submitted in writing by the end of the certification event and given to the Trial Secretary.
  - 2. The PPCA shall provide the correct form, which shall be available from the Trial Secretary.
  
- E. The Board, upon receipt of the written grievance, shall investigate said grievance. If, in the opinion of the Board, there is evidence to support the grievance, the Board shall take whatever action it deems necessary for the particular situation and reply to the grievance in writing within 45 days of receipt.

*CERTIFIED TRAINER PROGRAMS*

The purpose of the "Certified Trainer" and "Certified Master Trainer" accreditation is to add credibility to the PPCA. These certifications and positions in the organization along with the following rules, regulations and guidelines were voted on and approved at a meeting of the Board of Directors and approved at the general membership meeting on December 20, 1999.

1. Applicant must be a member in good standing of the PPCA for a minimum of one (1) year and have attended a minimum of two (2) general membership meetings within the previous twelve (12) months.
2. In order to apply for the status of Certified Master Trainer, applicant must first have been accredited as a PPCA Certified Trainer for a minimum of three (3) years. The applicant for Certified Master Trainer Accreditation must also:
  - A. Be a full-time law enforcement officer who is either his/her departments Canine Trainer or a handler for a minimum of three (3) years: or
  - B. Is a retired law enforcement officer and the departments' canine Trainer or administrator or handler for at least three (3) years: or
  - C. Was a law enforcement canine officer/handler or Administrator serving as his/her departments canine trainer for at least three (3) years.
3. Any applicant for the position of Certified Trainer or Certified Master Trainer must exhibit a canine before the Accreditation Committee and demonstrate all phases of training he or she is applying for. The Accreditation Committee shall consist of at least two (2) Certified Master Trainers, or one (1) Certified Master Trainer and one (1) PPCA Judge.
4. All dogs must be trained to the testing standards of the PPCA.
5. Certified Trainer and Certified Master Trainer standards must meet all local and regional requirements, and must conform with all performance standards set forth by the PPCA.
6. All applicants (certified Trainer and Certified Master Trainer) must be capable and experienced in training for any and all phases of the Police Service dog to include completely training at least three (3) canine teams which were certified through a PPCA certified Judge.
7. All applicants must present a letter of recommendation from at least one (1) PPCA Certified Master Trainer; that letter shall include:

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- A. List any certifications that you, the Certified Master Trainer have witnessed that have been trained by the applicant.
  - B. Report the appropriate number of hours that you have personally worked with the applicant in pertinent areas.
  - C. Your (the Certified Master Trainers) personal knowledge of the applicants' participation in PPCA functions.
  - D. Any other relative information you (the Certified Master Trainer) may have concerning the applicant.
8. The accreditation committee shall review all applicants' resumes' and training curriculum, as well as the training history. The committee shall then (within 90 days) of receipt of said application and supporting documents, schedule an interview to be conducted by the accreditation committee. Applicant will then be notified of his/her approval or disapproval within thirty (30) days as to their status.
9. Said accreditation may be revoked or suspended for "just cause" as deemed by the accreditation committee after a full investigation regarding any formal or informal complaints received in writing by said committee.
10. Accreditation of Certified Trainer or Certified Master Trainer will remain valid as long as he/she remains an active member of the PPCA in good standing and attends a minimum of two (2) general membership meetings within each calendar year.

***CERTIFIED DECOY/HELPER ACCREDITATION***

The purpose of the Certified Decoy/Helper Accreditation is to add credibility to the PPCA

All Requirements and Guidelines for this program are published in the "Decoy Certification Handbook", available on request from any member of the Decoy Committee.

**PPCA Certified Level 1 Decoy**

Applicant must have served as a decoy at a minimum of five (5) PPCA Certification events. Individual may then apply (submit his/her resume) to a PPCA Certified Master Trainer and a Certified Level II Decoy for review. Upon review of same by two or more PPCA Certified Master Trainers and one (1) or more PPCA Certified Level II Decoys, credentials may be either approved or disapproved. Once accredited as same, the individual (Certified Level I Decoy) must attend a minimum of one (1) PPCA certification event per year to maintain status.

**PPCA Certified Level II Decoy**

Must hold credentials of a PPCA Level I Decoy, and have served as a decoy at a minimum of ten (10) PPCA certification events. Individual may then apply (submit his/her resume) to a Certified Master Trainer for review. Upon review of the applicants resume by two (2) or more PPCA Certified Master Trainers, the credentials shall be either approved or disapproved. Once accredited as a Certified Level II Decoy, the individual must attend a minimum of one PPCA certification per year to maintain status as same.

**NOTE:** *The above Decoy accreditations are in development and are evolving as time goes on. Beginning in August 2003, they shall include workshops/seminars for decoys as well as testing standards....*

## CERTIFICATIONS

### A. Certification Requirements

1. Applicant must be a member in good standing of the PPCA.
2. Dog and handler (K-9 Team) must supply a letter of current employment as a working K9 Team on Department letterhead.
3. K9 Teams eligible for trials and/or certifications are:
  - A. Full or part time law enforcement officers:
  - B. Correction officers.
  - C. Security officers (Currently employed and must be PA Act 235 Certified).
  - D. PA Act 235 Certification, a Detectives License (or other states equivalent) are acceptable to obtain an actual Certification. *A copy must be submitted along with the letter of employment and entry form.*
  - E. Accredited kennels approved by the Board of Directors as a kennel with canines for sale to police departments.
4. Working K9 Teams will receive certification for a working dog and handler team.
5. Civilians will receive a Certificate of Achievement for their dog.

### B. Certifications:

1. Certifications shall be Judged on a pass/fail system.
2. Scheduling of a certification event shall be arranged by contacting the Board of Directors. Requests shall be in writing 60 days before the Date of Event.
3. All certification entries shall be pre-scheduled (pre-registered). Special certification event costs shall be paid in full to the PPCA or covered by the requesting agencies.
4. Certifications are only valid as long as the certified team (dog and handler) remains together.
5. A K9 Team failing certification cannot repeat the same certification on the same day.
6. Judges of certification events shall be assigned by the Board of Directors.
7. Special certification event locations shall be arranged and provided for by the requesting agencies.

### C. Participants conduct during the certification:

1. Each participant must follow the instructions of the Judge(s).
2. The handler must work his dog in a sporting manner.
3. Unsportsmanlike behavior will result in the disqualification of the team. This decision will be made by the Judge and is final.
4. Pinch collars and electric shock collars are prohibited during certification.
5. The handler should praise his dog only when the exercise is over.
6. In all exercises, double commands will be penalized.
7. Hand and foot movements or other gestures may be considered double commands.
8. A handler shall not carry or offer food or use any motivational tools while the dog is

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being Judged, except for scent discriminating dogs.

9. The handler shall not use severe corrections or any form of severe discipline during or between exercises.
- D. Certification (and/or Trial) Chairperson and his/her duties:
1. He/she shall arrange for the tracking fields, buildings, obedience and protection areas.
  2. He/she shall make available all necessary equipment for the suspect(s).
  3. Assure that proper suspects/decoys are available.
  4. Will assure that safe, sturdy obstacles and equipment are available.
  5. Shall check all equipment for both the safety of the dogs and their suspects/decoys.
  6. Shall conduct a safety check to inspect all firearms, blank guns, and blanks to be utilized.
  7. Assist the Judge(s) on the field in all matters required by the Judge.
- E. Certification (an/or Trial) Co-Chairpersons and his/her Duties:
1. Shall assist the Certification Chairperson with all above-mentioned duties.
- F. Certification (and/or Trial) Secretary and his/her Duties:
1. He/she shall inform the Judge(s) that permission has been granted by the PPCA to hold the event on a particular date.
  2. Is responsible for the having the Judge's books, score sheets, certification certificates, and all other paperwork needed at the time of the event.
- G. Suspects (Decoy) Responsibilities:
1. Before the exercise, the decoy will talk with the Judge and act as directed by the Judge.
  2. Assure his/her own safety confirming that he/she is well protected.
  3. Will be impartial and act the same with every K9 team.
  4. In all stick hits, shall hit the dog on the less sensitive parts of the body.
- H. Judging Certifications:
1. A Judge shall be limited to thirty six (36) certifications per day.
- I. Judges Responsibilities:
1. PPCA Accredited Judges shall Judge fairly, honestly and independently.
  2. The Judge shall rate the K9 teams performance in the field according to PPCA rules and regulations.

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3. The Judge's decision in the field is final.
4. The Judge(s) shall ensure that only qualified K9 Teams will earn their certifications.
5. Before all certifications, the Judge shall examine any and all records, certifications, and diplomas of training required.
6. The Judge shall call or all movements required in the obedience certifications.
7. The Judge shall secure and check all blank guns before each exercise in which they are to be used.

*Any decision(s) on the day of the certification event not relating to judging shall be made by the Certification Chairperson(s), Certification Co-Chairpersons and the Certification Secretary.*

*In the event a Law Enforcement (or equivalent) K9 Team does not have the required documentation on or prior to the day of the certification, a Certificate of Achievement shall be issued should the team pass. This can be converted to an actual Certification provided all required documentation is received within 90 days of the date of the certification.*

**PPCA CERTIFICATIONS**

The following list of certifications is offered by the PPCA and is governed under the rules and regulations set forth by the Pennsylvania Police Canine Association.

- A. Obedience
- B. Protection
- C. Building Search
- D. Open Area Search
- E. Article Search
- F. Evidence Tracking
- G. Man Tracking
- H. Agility
- I. Narcotics detection
- J. Explosive/Bomb Detection
- K. Man Trailing

OBEDIENCE

The Judge(s) shall call out all movements required in the obedience certifications.

A. On Leash

1. As directed by the Judge(s), the team will execute left and right turns, halts, pace changes, and while in motion from a walking and running pace, execute a stand, sit, and a down.
2. The team shall enter a moving group of at least four (4) people, make a left and a right turn around them, stopping next to one of them.
3. After directed by the Judge, the K9 team shall exit the group and remove the leash and place it either around the handlers' body or hand the leash to the Judge.

B. Off Leash

1. The K9 team shall be directed to heel within the moving group again. The team will make a left and a right turn around the group, stopping next to one of the members of the group. After directed by the Judge, the team shall heel away from the group.
2. The Judge shall direct two (2) gunshots to be fired.
3. As directed by the Judge, the team will execute left and right turns, halts, pace changes, and while in motion from a walking and running pace, shall execute a stand, sit, and down.
4. After walking at least ten (10) paces, the handler will stand the dog in motion. The handler will continue to go another thirty (30) paces, then shall turn and face the dog. After appx. three (3) seconds, the handler will down the dog by voice or hand signal. After appx. three (3) more seconds the handler shall give a sit command by voice or hand signal. After appx. another three (3) seconds the handler shall recall and finish the dog.

C. Long Down

1. Five (5) minutes in length minimum.
2. Three (3) distractions at the Judge's discretion.
3. Handler must remain in sight of dog, at least thirty (30) paces away.
4. The dog must be placed in an appropriate "basket" type muzzle during this exercise.

PROTECTION

A. *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 has apprehended the suspect, the handler will order the suspect to give up. At this time the dog shall be ordered to release his grip.
3. The K9 handler shall have three chances to "out" his/her dog. If the dog fails to "out" (release), the fails this exercise.
4. The suspect will then be searched and escorted to the Judge.

B. *Handler Protection (Attack on Handler)*

1. A different suspect other than the one utilized in exercise A, begins to walk down the field.
2. The K9 team walks toward the suspect. A brief conversation takes place and the handler and suspect shake hands. The suspect then exits, walking past (behind the K9 team) and the K9 team exits walking straight ahead.
3. After approximately five (5) paces separates the suspect and K9 team, the suspect shall turn around and make a realistic attack upon the handler.
4. The dog should grip the attacking suspect firmly.
5. The suspect will offer a realistic fight toward the dog.
6. The handler will then order the suspect to give up, at which time the dog shall be ordered by his handler to release his grip ("out") upon the suspect.
7. The K9 handler shall have three (3) chances to "out" his/her dog. If the dog fails to out, the team fails this exercise.
8. The suspect shall then be searched and escorted to the Judge.

**THE K9 HANDLER WILL HAVE THE CHOICE BETWEEN EXERCISES "C" OR "D" LISTED BELOW, AND MUST INFORM THE JUDGE WHICH EXERCISE HE/SHE CHOOSES.**

C. *Call-Off from Apprehension*

1. The K9 team enters the field.
2. A suspect begins to run away from the K9 team approximately fifty (50) yards down the field.
3. 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.
4. The handler shall then call his dog to heel and remain in position until the Judge declares the exercise complete.

OR

*D. 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 arms at his 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.

*E. Apprehension Under Gunfire*

1. The Judge shall inspect all guns and blanks utilized in this exercise.
2. A suspect enters the field with a gun in hand and begins a verbal confrontation directed toward the handler from a distance of approximately eighty (80) yards.
3. The K9 handler orders the suspect to desist in his actions and drop the gun.
4. The suspect fires a blank gun (center fire large caliber or shotgun blank) in the direction of the K9 team, but not directly at them.
5. The K9 handler upon the hearing the gun shots which have been directed at him/her, releases the dog. As soon as the dog has been released, the handler returns fire, with a center fire blank gun, firing a minimum of three (3) shots.
6. While the dog is approaching, the suspect shall fire two (2) more shots. Upon being apprehended by the dog, suspect shall drop (lay down) the blank gun.
7. After the apprehension has occurred, the handler shall order the suspect to give up. Upon the suspect offering no more resistance toward the dog, the will then order his/her dog to release ("out") his grip from the suspect.
8. The K9 handler shall have three (3) chances to "out" the dog.
9. The handler shall then search the suspect, retrieves the weapon, and escorts the suspect to the Judge.

### Building Search

- A. The Judge shall keep written records of all previous finds.
- B. The suspect shall be hidden in the same location within the building for each K9 team.
- C. The Judge shall see that the building is contaminated before the first team begins their search.
- D. The handler is not permitted to open any doors without first getting the Judges permission.
- E. All buildings must first be approved by the Judge. (Approximately 1200 sq. ft.)
- F. The suspect shall not wear any protective clothing, but will be hidden in an area providing for his/her safety.
- G. The handler must make his/her announcement of intent to utilize the dog into the building.
- H. The test shall consist of one find of a person unknown to the dog, and may be done either on or off lead; *a time limit of fifteen (15) minutes allowed for each team.*
- I. The dog must indicate to the handler and the Judge the hiding place of the suspect.

Open Area Search

- A. The suspect shall be well protected, but is not permitted to wear an exposed sleeve.
- B. The handler must make an announcement as to his/her intention to utilize the dog.
- C. The suspect shall be hidden at least ten (10) minutes prior to the beginning of the test.
- D. The Judge shall insure that the area to be utilized for this test will be contaminated before the K9 team begins their search.
- E. The dog must indicate to his/her handler and the Judge that he/she has located the suspect: *twenty (20) minute time limit per team.*

### Article Search

- A. The area to be utilized shall be approved by the Judge.
- B. The search will be conducted off leash only and the handler will not be allowed to influence the dog during the search, but may be allowed to redirect the dog only if the dog leaves the search area.
- C. The handler must inform the Judge how his/her dog will indicate the finding of articles before beginning the test.
- D. The test shall consist of four (4) articles to be approved by the Judge. All articles will be supplied by the PPCA. Articles will be plastic, leather, fabric and metal. All articles will be scented by the PPCA chair people.
- E. The dog must find and indicate three (3) articles out of four (4) to pass this test. A ten (10) minutes time limit per team allowed.
- F. Articles will be laid out by the Judge in the search area. The articles will have five (5) minutes to permeate in the area before the search begins.
- G. The area will be approximately thirty (30) feet by thirty (30) feet.
- H. The vegetation shall be approximately equal in height and density the day or days of testing.
- I. Each dog team shall have its own search area.
- J. The handler will not enter the search area unless the dog is a passive indicator. The handler can retrieve the article and display the article to the Judge. The handler can restart the article search then exit the search area.
- K. Any canine urinating or defecating in the search area will result in an automatic disqualification.

Evidence Tracking

- A. The tracking field shall be approved by the Judge.
- B. The start of the track will be marked with a flag or other marker.
- C. The track shall be approximately 800 to 1000 paces in length.
- D. The track shall consist of four (4) turns.
- E. Four (4) articles will be laid on the track at the Judges' discretion.
- F. In order to pass this test the dog must track to and indicate two (2) of the four (4) articles.
- G. One of the articles shall be made of metal, preferably a handgun.
- H. The handler must notify the Judge before the test begins on the manner in which his/her dog indicates the found articles.
- I. The track will be at least thirty (30) minutes old.

## Man Tracking

- A. The tracking field shall be approved by the Judge(s). Type of field depends on location – rural, agricultural or urban.
- B. This track shall have a search start between two (2) flags approximately thirty (30) feet apart. The handler shall have the responsibility of exhibiting proficiency to the Judge in being capable of locating the start of the track which could be anywhere between the two (2) flags.
- C. The track will be approximately 1,000 to 1,200 paces in length and cover at least two (2) different types of terrain (surfaces), to include the possibility of concrete, asphalt, stone, grass or other vegetation types and may also include water terrain.
- D. The track will cross a road (concrete, asphalt, sand, stone or dirt).
- E. The dog must indicate the person at the end of the track (passive or aggressive) and shall be indicated by the handler to the Judge prior to commencement of the track.
- F. The track shall be at least one (1) hour old (maximum of two (2) hours). If it goes over the two (2) hour time period, the handler shall have the option of running the track or having a new track laid for the dog team.
- G. All dogs shall be on a thirty (30) foot lead.
- H. The track will have a minimum of four (4), maximum of five (5), turns with ninety degree (90°) turns. The dog shall show proficiency, minimum of two (2) corners (turns).
- I. The dog may drift thirty (30) feet to either side of the actual track.
- J. The dog should exhibit a predominance of ground scenting but is permitted to occasionally air scent or trail.
- K. All tracks will be completed by twelve noon (12:00 p.m.).

## Agility

- A. The handler shall enter the field facing the first obstacle. Handler will then take the leash off the dog, and either hand it to the Judge or rap it around his/her body.
- B. The handler shall command the dog over the first obstacle and will proceed through the course. Handler will be allowed to offer verbal praise and encouragement as the dog completes each obstacle.
- C. The handler will not be allowed to touch the dog, except to prevent injury.
- D. The Judge may allow a second attempt for an obstacle if in the Judges opinion the dog is a victim of circumstance.
- E. The following obstacles shall be utilized:
  - 1. Four (4') foot high chain link fence jump
  - 2. Four (4') foot high wall jump.
  - 3. Six (6') foot high slanted wall jump.
  - 4. Window jump.
  - 5. Car door jump.
  - 6. Open stairs, cat walk, and slant board.
  - 7. Tunnel crawl.
- F. All jumps shall be examined by the Judge prior to the start of the test. He/she shall inspect the obstacles for safety and to see that the jumps/obstacles comply in his/her opinion with that which is to be tested.

## Narcotics Detection

In this test the dog will be searching for the odors of marijuana/hashish, cocaine and heroin.

A. In order for the dog to be considered for certification, the handler shall submit to the Judge (on demand) training records, certificates or diplomas that cover a continuous ninety (90) day period prior to the certification test. There shall be a find ratio of 90%. The training records should exhibit training in the following areas:

1. Open area detection (*ten {10} minute time limit*)
2. Vehicle exterior (*ten {10} minute time limit*)
3. Vehicle interior (*ten {10} minute time limit*)
4. Package(s) or luggage (*five {5} minute time limit*)
5. Building or room. (*ten {10} minute time limit*)

B. The certification test shall include one training aid placed in the above listed locations. The dog may be worked either on or off lead. Scents used for this test will include:

1. Marijuana/hashish
2. Cocaine
3. Heroin

Street drugs shall not be used unless they have been tested by a forensic laboratory and are certified by same to be pure with no additives or cutting agents added. Pseudo-narcotics may be used for the odors of cocaine and heroin. Scenting agents should be contained in an odor-free canvas bag. Scenting objects should be placed and packaged with care taken not to contaminate the aids with foreign odors or human scent.

C. The K9 handler shall inform the Judge whether the dog indicates (alerts) actively or passively.

- D. The test(s) shall be conducted in the following manner:
1. *Open Area Detection:* The training aid shall be placed in an open area out of the handlers' sight in the crook of a tree, fence post, etc... The dog will be started downwind of the scent article and at least one hundred (100') feet away. The dog should quarter back and forth until he/she indicates, and then should follow the scent to its source.
  2. *Vehicle Exterior:* The scent article shall be placed on any exterior portion of the vehicle within ready reach of the dog. This can include articles placed in doorjambs, gas cap covers, headlight frames, etc... The K9 team should exhibit a definite search pattern while conducting the search.
  3. *Vehicle Interior:* The scent article shall be placed anywhere in the interior of a passenger car, small truck, or van. The trunk shall be considered the interior of the vehicle. Dogs should be worked off leash while in the passenger compartment. The same vehicle shall not be used for both interior and exterior searches
  4. *Package or Luggage:* Scent articles shall be packaged in an unused cardboard container and tightly sealed at least twenty four (24) hours prior to the test. A separate container shall be prepared for each dog being tested (hot box). The container shall be placed in a group of ten (10) similar packages. At least three (3) of the packages shall contain scent-producing articles (distracting scents) such as dry dog food, coffee grounds, and hay or straw is suggested. The dog will be permitted to show interest in the distracting odors, but must correctly identify the package containing the narcotic odor. The handler shall interpret the dogs alert and call it out to the Judge.
  5. *Building or Room:* the scent article will be concealed in a building or room within reach of the dog while standing on his/her hind legs. The team should demonstrate a systematic pattern while conducting the search. Consideration to airflow patterns caused or varied by heating or cooling systems should be considered when placing the scent articles.

### Explosive/Bomb Detection

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

Teams must be tested on the following basic odors:

1. Black or Smokeless Powder
2. Commercial Dynamite
3. TNT or Military Dynamite
4. C-4 or Flex-X
5. Primer Cord (Det Cord) or Safety Fuse
6. Potassium Chlorate

There is no maximum limit on the amount of each substance used; however a minimum of four (4) ounces of each substance is required for each "hide" and is to be provided by the K9 handler to the PPCA Judge or Trial Chairman. All substances should be of recent manufacture and stored in suitable, separate containers.

Five areas will be provided for testing. Each team will be tested in four of the five areas. The K9 team must search the areas of: Buildings, Vehicles and Open Area. The fourth area will be either Baggage or Aircraft/Watercraft (at the discretion of the K9 handler) The five areas will be:

- a. Building
- b. Vehicles
- c. Open Area
- d. Baggage
- e. Aircraft/Watercraft

*A twenty-five (25) minute time limit maximum is allowed for each category/search.*

All hides shall be made at least forty-five (45) minutes prior to starting each test. Each area to be tested shall contain a minimum of three (3) aids and a maximum of four (4), with each being a different explosive compound. The handler will not be told the number or type of

substances they are searching for. *Under no circumstances shall any detonating devices be used in any testing or permitted near the testing area!*

If a training aid must be moved or relocated for any reason, the previously used area must be removed as a testing site.

Each handler shall brief the Judge as to the dogs alert and response to aids prior to testing. Each indication by the canine should be obvious to the Judge. All indications should be of the "passive type" alert. An "active alert" (digging, scratching) shall result in immediate failure of the team.

*A time limit of twenty-five (25) minutes will be allotted for each phase of testing. The time will be kept by the Judge and shall begin when the team leaves the starting point. The time will stop when the handler indicates his/her search is complete or when the time limit expires. No conversation shall be permitted between the tested and untested teams while certifications are in progress. All scoring shall be by pass/fail criteria. The Judge should exercise reasonable judgment and all changes of behavior noted by the handler for consideration.*

### Building Search

The building should consist of a minimum of three (3) rooms and a maximum of six (6); preferably with some type of furniture in each. Only one (1) aid is to be placed in each room. One or more rooms should contain no aids. One aid must be placed high; a minimum of four (4') feet above the floor. Aids can be placed anywhere between floor grade and six (6') above same. All aids shall be placed so the canine cannot retrieve same. Cabinet drawers, desk drawers, closet doors etc... may not be opened by the handler.

### Vehicle Search

A minimum of three (3) hot vehicles with a total of six (6) vehicles, any type including pick-up trucks may be used. The vehicles will be placed twenty (20) feet apart from each other. The aids shall be placed so canine cannot retrieve same. Only one (1) aid can be placed in or on each vehicle. One (1) aid will be placed inside a closed engine compartment. Additional aids will be placed at the discretion of the Judge and be placed (but are not limited to):

1. Exterior gas cap or filler tube
2. Drive shaft
3. Interior of a closed trunk
4. Passenger compartment (closed)
5. Underside of outer body.

### **Open Area Search**

The open area shall be defined as:

1. Exterior of buildings
2. Open Fields
3. Wooded Areas
4. Any outdoor area not covered above

The area will be no larger than 100 x 100 yards and no smaller than 30 x 30 yards or any configuration thereof. Aids will be placed at the discretion of the Judge and may be placed anywhere from a minimum one (1') below ground surface level to a maximum of eight (8') above surface level.

### **Baggage Search**

Baggage shall be defined as hard or soft shell suitcases, attaché' cases, clothes bags (suit carriers), briefcases, golf bags, duffel bags, etc... A minimum of ten (10) bags and a maximum of twenty (20) shall be used. All aids shall be placed inside the bags in a manner that the canine cannot retrieve same.

## CANINE STANDARDS for Man-trailing

### Man-trailing Overview:

The man-trailing tests are covered in this section. Typically man-trailing is performed with a handler and the canine partner on lead. The team is expected to have previous training before testing. These tests are for a trailing dog (scent discriminating canine) and the trail will be "contaminated" by other person(s) on the trail by design and in addition it is likely others may be using the land between the times the trail was laid and when it was worked by the team. It is also expected that the team works over and cross various surfaces and terrain.

### Definitions:

Alert / Identification - A recognizable action initiated by the canine which indicates to the handler that the canine has located the subject.

Handler - The human part of the team. This person is responsible for the canine at all times.

Scent Discrimination - This type of canine is generally used to identify a particular subject by scent. This canine, working on lead, requires a scent article from the lost subject to begin searching. The canine should follow the scent trail until it identifies the subject, or until it indicates the end of the trail (vehicle pick up, etc.)

Subject - The lost or missing person(s) that the canine is trying to locate.

Cross-Runner - A person that crosses or follows a portion of the subject's trail (track). The cross-runner(s) track is typically "fresher" (less age than the Subject's track)

Team - A team is defined as one dog and one handler who normally train and work together.

Trailing Dog - The trailing dog works on lead. Typically known to work with his head down, but may work with his head raised based on age of trail and weather conditions. His focus is on human scent that has settled on the ground around where the subject traveled. He may work some distance from the actual trail, depending on the weather conditions when the trail was laid, and the age of the trail. As an example, a trailing dog may work the downwind side of the trail and may either cut or overshoot the turns of the subject's trail.

Training Log - Handlers are expected to keep a training log. This log should include the following:

- Date & time when the trail was "laid" and when it was worked by the team
- Weather conditions, when the trail was "laid" and when it was worked by the team
- Location, and type of training
- General description of the trail (type of terrain and ground cover, etc.)

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- Map of the trail (hand sketch)
- How the canine worked
- Areas for improvement
- Subject's full name and other people the canine had to ignore (cross-runners)

This log should be maintained neatly and made available to the evaluator

### **GENERAL QUALIFICATIONS**

#### Handler

The handler is cooperative and professional and is willing to work as a "team" member.

He/she has met the membership qualifications of the PPCA.

He/she is able to control the canine at all times.

He/she must recognize when water/ rest is needed for the team.

Documentation requirements:

The team needs to provide documentation of training sessions. See Training Log for details, above.

### **LEVEL 1 - TRAILING**

Semi-Rural Trail: over varied terrain, in a semi-rural environment. It should cross at least one road (surfaced or non-surfaced) or stream. It may or may not follow a wood's trail and shall have several turns. The canine should make a clear alert on the subject and should eagerly move in to subject. See table 1, column "Level 1," for other requirements and trail specifications.

### **LEVEL 2 - WILDERNESS TRAILING**

Wilderness to Semi-Rural Trail; trail through varied terrain and vegetation. It should follow a dirt road or trail for part of it, have about 5 turns and generally meander as a lost person may do. The canine must clearly identify the correct subject, provide a clear alert, and should eagerly move in to subject. See table 1, column "Level 2," for other requirements and trail specifications.

### **RE-EVALUATION**

Re-evaluation: Every two years.

Table 1, Man-trailing requirements:

Description	Level 1	Level 2
Log book documenting training	Required	Required
Uncontaminated scent article will be made available before the search.	Provided to handler	Provided to handler
Clear alert on subject (defined by handler before test) Note: canine should eagerly move into subject.	Required	Required
Age of trail (Hours)	4-6	18-24
Length of trail (miles)	0.5 to 0.75	1 to 1.5
Time limit for test (Hours)	1	2
Cross at least one road (surfaced or non surfaced) or stream	Required	Required
Trail will cover at least two terrain features (Vegetation zones, hills, etc.)	Required	Required
One recent cross track laid by another person (other than the Subject)	Required	NA
Two recent cross tracks laid by two other persons (other than the Subject)	Optional	Required
At end of trail, subject will be concealed from approximately 50'. Cross runner to be a minimum of 200' from runner & not in line of sight.	Required	NA
At end of trail, subject and cross-runner(s) will be about 15' apart, subject and cross-runner(s) will be concealed from approximately 50'.	NA	Required
Canine team must follow subject's path taken by subject, giving consideration for wind direction, weather conditions and traffic.	Required	Required

*The subject may travel on trails, fields, woods, go through brush, cross water, enter buildings, cross streets, etc. There should be several changes of direction and several changes in surfaces. The trail should contact a physical barrier such as a fence or stream.*

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All teams must pass 100% of the tests. The certifying Judge shall determine if the team will be certified upon completion of the tests (pass/fail system). The handler and dog are considered a team and it is the "team" that is certified. If the dog changes handler, a new team exists, and this new team will need to certify.

A schedule of fees may be imposed on the teams to pay for expenses involved in holding this certification.

Installation of Officers of the Pennsylvania Police Canine Association  
(Oath of Office)

*(Installing officer reads and has official(s) elect repeat after him/her)*

I, \_\_\_\_\_ (state your name) \_\_\_\_\_ having been duly elected as an officer of the Pennsylvania Police Canine Association, in the presence of Almighty God and this organization assembled, do hereby solemnly promise and swear that I will, to the best of my ability in word and deed, without fear or favor, faithfully, honestly, and with strict impartiality carry out my duties, as an officer of this association and will honor and uphold the principles and beliefs of this association. Further, I solemnly swear to faithfully perform my duties to serve the membership diligently in order to advancement the betterment of the Pennsylvania Police Canine Association in specific and the usage of Law Enforcement canine in general.

*(installing officer reads the following)*

Now, by the power vested in me as the Installing Officer on this occasion do hereby declare the officers elect, of the Pennsylvania Police Canine Association, legally installed and qualified to enter upon the discharge of their duties for the term beginning this day *(state day and date)* and ending on the day designated in the Month of May *(state year term expires)*, or until their successor(s) are duly elected and installed.

### Policy and Guidelines for use of PPCA Electronic Property

All real property purchased by the Pennsylvania Police Canine Association for use by same, shall become the sole property of the organization.

Receipts for said property, Serial Numbers and warranty information shall be kept on file with the Secretary of the PPCA.

All information (intellectual property) stored on any electronic device and/or removable storage media purchased by the PPCA shall be the sole property of the organization. No personal software/information shall be stored on said device(s), and its use is for organizational business only.

Regular back-ups of all contents (hard-drives and/or other removable media/devices) shall be created on a regular schedule, and a copy of same maintained by the Secretary of the PPCA.

Software Programs: Any and all software purchased (including any programs provided initially by the manufacturer of the hardware) are the property of the PPCA, and shall be registered in such a manner as to clarify that fact. The address of the Secretary (mailing address) of the organization shall be used for all registration purposes, as well as an e-mail address to be designated by the organization. (An individual's name can be used, as long as the PPCA is listed along with same as registered owner/purchaser.) Said individual's name, along with any and all passwords and/or registration codes are to be kept in a secure file by the Secretary of the PPCA.

A current copy of an Anti-Virus program (either Norton or McAfee) shall be installed and kept current before any device is connected to the Internet or any hard-wired or wireless network. Said software shall be updated on a weekly basis through the manufacturer's recommended route throughout the subscription term, cost of same to covered by the organization.

All automatic updates/patches released by the manufacturer of the operating system shall be installed by the person in control of the property at the time and upon receipt of same. (Example would be all versions of Windows XP, Win NT, Win 2000, etc...)