

# VIRGINIA POLICE CANINE ASSOCIATION

## BYLAWS and CERTIFICATION RULES



*This book belongs to* \_\_\_\_\_

All Reviewed/Revised January 09, 2019

# VIRGINIA POLICE CANINE ASSOCIATION

## Bylaws

### ARTICLE 1:

This Association shall be known as the VIRGINIA POLICE CANINE ASSOCIATION, Inc.

### ARTICLE 2:

#### OBJECTIVES

To unite and assist all law enforcement agencies in the training and continued improvement of all Police work dogs.

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

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

To improve the image of the police work dog.

### ARTICLE 3:

#### MEMBERSHIP

##### Section A:

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

##### Section B:

**Regular Members** - Full initial membership in this association shall be open to any active law enforcement officer, military police, federal, state, county, municipal or correction officer who is a canine handler, trainer, canine administrator or person who was a law enforcement canine officer and is now employed full time as a canine trainer for a recognized law enforcement agency. Full membership shall also be open to any retired (vested or collecting a pension) law enforcement officer, military police, federal, state, county, municipal or correction officer who was a canine handler, trainer or canine administrator at the time of retirement. Regular VPCA members who are current in their dues at the time they leave their canine unit and remain a law enforcement officer are still eligible to be a Regular member so long as they remain active in VPCA and current in their dues. All regular members will be ineligible to vote at the first Executive Committee election following their membership acceptance. If a law enforcement agency pays for the member's membership dues, the agency has the right to reassign that membership to another person anytime during that dues period. The change in membership by the law enforcement agency must be in writing to the membership chairperson. The written change will include the current member's complete information and the new replacement person's complete information on a VPCA membership application. Accredited VPCA Instructor / Evaluator's in good standing who have been in VPCA for 20 years or more are awarded lifetime memberships. **Revised/Reviewed 01/18**

##### Section C:

**Associate Members** - An Associate member shall enjoy all privileges except that he/she shall not have any voting privileges, nor shall serve on the Executive Committee Board. All Associate members must provide a current Criminal History Records Check at the time they initially join and upon renewing yearly. Any criminal convictions for crimes are grounds for review by the Membership Committee and can result in denial or revocation of or from Associate membership. All Associate members must be re-sponsored each year with the signature of a sponsoring member. **Revised/Reviewed 04/18**

Associate members may include:

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

2.) Any person sponsored by a regular member.

Certification of Associate member's dogs will be determined by the Instructor / Evaluator. **Associate members dogs can only be certified in the passive tests, that is: Obedience, Agility, Article Search, Area Search, Search and Rescue Area Search, Tracking and Trailing.** **Revised/Reviewed 04/18**

### ARTICLE 4:

#### DUTIES OF DIRECTORS

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

#### EXECUTIVE BOARD

The Executive Board consists of the elected VPCA officers.

## **PRESIDENT**

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

**Revised/Reviewed 04/18**

## **VICE PRESIDENT**

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

## **SECRETARY**

It shall be the duty of the Secretary to accurately record the proceeding at meetings, read the minutes of previous meetings and all communications. He/she shall call the roll of Officers and note absentees. He/she shall communicate and correspond with all persons and organizations both within and outside the association relative to Executive Committee business. He/she shall receive all moneys in the absence of the Treasurer.

## **TREASURER**

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

## **MEMBERSHIP CHAIRPERSON**

The Membership Chairperson shall keep a record of all members, the standing of each and their date of admission and termination. The Membership Chairperson shall be an elected office and is a member of the Executive Board with full voting privileges. He/she shall be responsible for mailing membership cards, dues notices and election ballots. **Revised/Reviewed 04/18**

## **BOARD OF TRUSTEES**

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

**Revised/Reviewed 04/18**

## **STATE COORDINATORS**

The President shall appoint one Coordinator for each state. State Coordinators may appoint assistants. State Coordinators, or their co-coordinator in the absence of the state coordinator, will have a vote at executive board meetings **except for matters of VPCA accreditation.** Revised/Reviewed 04/18

## **EXECUTIVE COMMITTEE**

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

Revised/Reviewed 04/18

## **ARTICLE 5: ELECTIONS**

**Section A:** All candidates for office shall be nominated at the General Membership Meeting at the State Training Workshop in the year of the election. At that time, the Judge of Elections will accept mail in nominations. Mail in nominations must be accompanied by:

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

Revised/Reviewed 04/18

**Section B:** The Membership Chairperson will mail an appropriate ballot to every Regular Member eligible to vote. The member to return the ballot to the Judge of Elections will use a special, lined envelope that is marked "Official Ballot". Only ballots received in the special lined envelope will be counted. Any signature or note written on the ballot that would identify the voter will cause that ballot to be considered invalid. Any envelope that is opened before being received by the Election Committee will be declared invalid.

Revised/Reviewed 04/18

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

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

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

**Section F:** The current President will appoint a committee of three (3) members, not involved in the election. One of the committee members will be appointed Judge of Elections. The committee will open the envelopes and not unfold the ballots. The envelopes will be discarded and the ballots will then be unfolded and counted, the committee will attest to the correct total. Ballots will be counted at the Fall Executive Board Meeting. The ballots will be kept a reasonable length of time.

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

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

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

## **ARTICLE 6: OATH OF OFFICE**

"Officers elect will repeat after me and say, using your name where I do mine." "I \_\_\_\_\_, having been duly elected an Officer of this Association in the presence of almighty God and this company assembled, do hereby solemnly and sincerely promise that I will, to the best of my ability in word and deed, without fear or favor,

faithfully, honestly and with strict impartiality, carry out as an Officer of this Association, the principles of this Association. Now by the power vested in me as Installing Officer on this occasion, I do hereby declare the officers elect legally installed and qualified to enter upon the discharge of their duties for the term ending December 31, 20\_\_ or until their successors are duly elected and installed.”

**ARTICLE 7:  
MEETINGS**

A quorum shall consist of the majority of the Executive Committee present. The President shall call at least two (2) regular meetings of the Executive Committee during the calendar year. He/she shall set dates for such meetings with the approval of the majority of the Executive Committee. There shall be at least one (1) yearly General Membership Meeting, and at least one (1) Association Training Workshop. Meetings shall be conducted according to parliamentary law. Robert's Rules of Order, newly Revised/Reviewed 01/08, shall be the guide for conducting all meetings. All Executive Committee members shall be notified adequately in advance as to any and all meetings.

**ARTICLE 8:  
BYLAWS**

Amendments, Additions or Deletions: It shall be the duty of the Bylaws Committee, which shall consist of three (3) members appointed by the President, to codify all proposed changes, additions or deletions to the Bylaws. All proposed changes must be submitted in writing to the Bylaws Committee. The Bylaws committee shall present the final form to the Executive Committee with recommendations. Regardless, if any amendment, addition or deletion is passed unanimously, it shall be null and void if it is in direct conflict with the Articles of Incorporation.

**ARTICLE 9:  
DUES**

The yearly dues of the Association will be \$35.00. Dues will be collected on JANUARY 1. The Membership Chairperson will mail notices out. After recording the date received and the amount, the Membership Chairperson will forward all moneys to the Treasurer. The Membership Chairperson will issue yearly membership cards. The Membership Chairperson will notify all members and Chairpersons needing a complete membership mailing list. If a current membership fee is not paid or postmarked by September 1 of the due's year, then their WILL BE a late fee of \$10.00 assessed.

A \$25.00 service charge will be assessed for any bad/bounced check, no matter what the reason for it being dishonored. In addition, any paperwork, such as certifications, is suspended until the check is made good. After December 1, the team will no longer hold a valid VPCA certification for non-payment of dues.

Revised/Reviewed 05/04

**ARTICLE 10:  
SERGEANT AT ARMS**

The President shall appoint one (1) member Sergeant at Arms. It shall be his/her duty to preserve order at all meetings, prevent unauthorized persons from attending meetings and perform such other duties as may be directed by the President or Presiding Officer.

**ARTICLE 11:  
RULES AND REGULATIONS**

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

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

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

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

When any member raises a point of order, a person having the floor shall take his/her seat until the Chair decides the point, when, if proper, he/she may resume his/her remarks.

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

**ARTICLE 12:  
IMPEACHMENT**

Any Officer or member may be removed for any violation of the provisions of the Bylaws, for any personal conduct that may bring discredit upon the Association. Charges for the impeachment of any Officer or member may

be initiated by any two (2) members in good standing or a Grievance Committee appointed by the President and shall be presented in writing to the Grievance committee Chairperson. The accused Officer or member will be given a copy of the charges against him/her. If the Grievance committee ascertains that there is enough evidence to warrant a hearing, the accused member will be notified of the meeting and location at which the hearing will be held, not less than thirty (30) days prior to the hearing date. The accused shall be given the right to present evidence in his/her behalf at this hearing. Any member filing a complaint will be assessed a \$25.00 fee, returnable upon a true finding.

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

### **ARTICLE 13: CODE OF ETHICS**

**Section A:** The application for membership shall provide that the applicant, if elected, agrees to abide by these By Laws and all Rules adopted by the Executive Committee. He/she further agrees to abide by the Code of Ethics.

**Section B:** No member will act in a manner prejudicial to the Association or to the best interests of the Association. No member will knowingly falsify any record or document in connection with the certification or sale of a dog. In any exhibition or workshop, no member will conduct him/herself otherwise than in accordance with the highest traditions and standards of fair play and good sportsmanship.

**Section C:** Any member in good standing may prefer charges against any other member for alleged conduct in violation of the above Code of Ethics. Such charges must be in writing signed by the complainant, setting forth the facts upon which the charges are based in a concise and summary manner, and shall be filed with the Grievance Committee Chairperson. The complainant must agree to appear and furnish full evidence in support of the charges if requested to do so. The Grievance Committee will then proceed as described in Article 12.

**Section D:** Disciplinary action may include the temporary suspension of privileges, censure, expulsion or any other appropriate action.

**Section E:** If the Executive Committee finds that a member in preferring charges against another member did so for spurious reasons, out of improper motives and if the charges are wholly false and without proper foundation, then the Executive Committee may, if it desires, take appropriate disciplinary action against the complainant.

**Section F:** No disciplinary action shall be taken against a member, be he/she the complainant or accused, unless the member shall have been afforded the opportunity of a hearing before the Grievance Committee, with the right of appeal to the Executive Committee.

**Section G:** Every member shall be presumed innocent of misconduct, and disciplinary action shall be taken against a member only if he/she is found guilty of misconduct by evidence that is clear, precise and indubitable.

**Section H:** Any member who is found guilty by the Grievance Committee and the VPCA Executive Board of any violations of VPCA Bylaws and/or Rules and Regulations, shall have a maximum of sixty (60) calendar days from the date of his/her written notification, to file a written appeal of the findings and punishment to the VPCA Executive Board for their consideration. Said appeal will be sent to the VPCA Secretary.

**These bylaws were last Revised/Reviewed 04/18 and approved by the General Membership.**

# VIRGINIA POLICE CANINE ASSOCIATION

“DEDICATED TO ASSISTING POLICE WORK DOG TEAMS THROUGHOUT THE WORLD”

## ADDED RULES

### \*\*\*\*\*Patrol Dog Team – Please Note\*\*\*\*\*

As of January 01, 2009, all Patrol Dog Teams must be certified Decoys. The only Teams that will be “Grandfathered”, are the Certified Teams prior to June of 2008. Any member who is not a certified decoy and is grandfathered must be a certified decoy upon the completion of their next Basic Patrol K-9 School with their new canine partner.

K-9 Team may not miss more then (2) consecutive training in a row that will not allot the K-9 Team a minimum of 16 – hours per discipline a month. If the K-9 misses more then (2) consecutive trainings in a row, that team MUST complete the minimum of (8) hours of training before returning to active service.

**Revised/Reviewed 04/18and Approved**

# VIRGINIA POLICE CANINE ASSOCIATION

## CERTIFICATION RULES

Certification Rules will only be reviewed and changed if needed every odd year, e.g. 1995, 1997, 1999, etc. **Any proposed change(s) will be submitted in writing to the VPCA Secretary at least ninety (90) days prior to the summer Executive Board meeting held at the National Workshop.** The VPCA Secretary will forward a copy of the proposed change(s) to the VPCA Accreditation Chairperson. **If the proposed change(s) are not received in writing and at least ninety (90) days prior to the executive board meeting, it (they) will not be considered.**

The VIRGINIA POLICE CANINE ASSOCIATION has adopted the following test rules. Each of the following tests is designed to determine the proficiency of the work dog team for certification in each phase of police work for canines. Whenever practical, a police work dog team graduating from an accredited training school should be tested and accredited. The successful passing and accreditation of these courses is usually acceptable testimony in court. Each test is based on a pass/fail basis. **There will be no fee charged for VPCA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.** Revised/Reviewed 04/18

### **Instructor / Evaluators:**

Instructor / Evaluators will act as Judges for these tests. Instructor / Evaluators will designate the area, phase and manner of each phase to be tested. The Instructor / Evaluator should make every effort not to interfere with or distract the dog. The Instructor / Evaluator will observe the work dog during each test for willingness, enjoyment, interest and accuracy. Handlers will be observed for ability and overall control of his/her dog.

### **Certification Validity:**

Upon successful completion of each test the Instructor / Evaluator will issue permanent credentials and they will be valid for **one (1) calendar year** from the date of issue (Certifications will expire at the end of that calendar year: IE December 31). **Testing dates will be announced for April and October of each year, if a team does not test on these assigned dates other arrangements must be made with an Instructor / Evaluator for testing.** The team being tested must pass each phase of each test no matter in what order or combination they are tested in. A VPCA certification of a Regular member K9 team in any and all phases will **ONLY BE VALID when the K9 team is being utilized by: Revised /Reviewed05/04**

- (1.) The law enforcement agency they are employed by.
- (2.) A law enforcement agency they are on **official assignment to** by authority of their own law enforcement agency employer, (e.g. county, state, federal task force).
- (3.) A law enforcement agency, which requested and received official mutual aid from the K9 Team's law enforcement agency employer.

Revised/Reviewed 05/04

\*\*\*NOTE\*\*\* Under **NO** circumstances will a VPCA K9 team certification be valid when the team is being utilized for **ANY** and **ALL NON**-law enforcement agency uses.

### **Certain Equipment Prohibited:**

At **no time during any of the offered certification tests** will sticks or whips of any type, pinch collars, electronic or ultrasonic devices be used. Revised/Reviewed 01/08

### **Fees:**

There will be a \$5.00 fee imposed for each phase, which is failed. **There will be no fee charged for VPCA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.** Revised/Reviewed 04/18

### **Appeal:**

A work dog team that fails any of the following tests may reapply for testing at the next and most convenient date but must stay within the re-testing rules as outlined below.

### **Re-Testing**

A work team that fails any of the following testing may re-test within 24 hours of the failed test. If a work team fails the second attempt, they will not be able to test again for 1 week but not to exceed 30 - days. After the 1-week period, the work team may test for the third and final attempt. If a work team fails the third and final attempt, they must attend a basic K-9 training school and may only re-test upon the successful completion of this school.

### **Scoring:**

All of the following tests are scored on a pass/fail basis. Any work dog team that fails a test and feels that they have been judged unfairly, will, at the time of the test notify the Instructor / Evaluator of his/her appeals. The testee will then file a complete report of his/her observations and the reasons they feel they were judged unfairly.

The Instructor / Evaluator having been notified of the appeal will file a report of his/her observations, all testing sheets and basis for failing the team. All reports will be filed within thirty (30) days of the test. Reports or copies thereof will be forwarded to an Appeals Committee. Findings of the Committee will be returned to the testee and the Instructor / Evaluator. **The decision of the Appeals Committee must be by a majority vote and will be final.** ***If during the time period that a certification certificate is issued for any or all phases, the K-9 team retests in any or all of the same phases AND FAILS, then the initial certificate which was issued in the failed phase or phases will become NULL AND VOID.*** ***Further, a letter to this effect will be sent to the K-9 team and their department, including the recommendation that they be retested with thirty (30) days of this notification.*** Revised/Reviewed 04/18

**MEMBERSHIP:**

- (1.) Police work dog teams wishing to be tested and certified under these rules and by this Association must be regular members of this organization.
- (2.) Associate members can be tested and certified under these rules in the following phases:
  - A.) Obedience
  - B.) Tracking or Trailing
  - C.) Area Search
  - D.) Search and Rescue Area Search
  - E.) Article Search
  - F.) Agility
  - G.) Building search
  - H.) Criminal apprehension
  - I.) Narcotic Detection
  - J.) Explosive Detection

**This section Revised/Reviewed 04/18**

**Associate members will receive an Associate Member Certification Certificate from the VPCA Secretary, which is designed specifically for Associate Member's who successfully test in any of the above phases. This complete section Revised/Reviewed 04/18**

# VIRGINIA POLICE CANINE ASSOCIATION

## **“POLICE UTILITY DOG” CERTIFICATION TITLE**

To obtain a “Police Utility Dog” certification title, the police work dog team must pass **all** phases of the utility dog testing areas excluding the agility phase.

**Prior to testing for this title, the handler must notify the Instructor / Evaluator of his/her intent to obtain this title.**

The testing will be conducted during a one-day test, unless it is conducted during a VPCA national or state workshop. The team **must pass each phase on the first attempt** and will be tested in the following areas:

- 1.) Obedience (**MUST be passed to go on to the other areas.**)
- 2.) Article Search
- 3.) Area Search
- 4.) Tracking or Trailing - Expert or Distinguished Expert only, **not Novice.**
- 5.) Building Search
- 6.) Criminal apprehension -Aggression Control

Revised/Reviewed 04/18

**NOTE: There will be a break between tests.**

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

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

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## **OBEDIENCE CONTROL TEST**

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

**This test must be passed before proceeding on to any other Utility phases, which may include aggression and where the dog will be utilized off lead.** Revised/Reviewed 04/18

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

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

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

### **HEELING PHASE:**

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

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

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

### **WALKING PHASE:**

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

### **DISTANCE PHASE:**

At a point designated by the Instructor / Evaluator, the handler will leave his/her dog in a "Stay". At a distance of no less than ten (10) feet, not more than thirty (30) feet the handler will be directed to turn and face his/her dog. At the direction of the Instructor / Evaluator the handler will complete the following commands (Choice and order of command or signals will be at the direction of the Instructor / Evaluator.):

- "Sit and Down" (by VOICE)
- "Sit and Down" (by HAND)

Revised/Reviewed 04/18

The dog will then remain in a down or sit position (the position will be the handler's discretion) for three (3) minutes. During this three (3) minute period the handler may reinforce the command by voice or hand signal while no less than ten (10) feet no more than thirty (30) feet away. **Added 06-14-03 \*\*\*\***

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

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

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

Reviewed and Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## AGILITY TEST

This test is to determine the ability of the police work dog to surmount obstacles. This test will be done off lead. The Instructor / Evaluator will decide the order of obstacles for each dog. There will be no set routine. The work dog must surmount all obstacles successfully. The work dog will be allowed two (2) attempts to complete each obstacle. Handlers will be allowed to verbally encourage their dog, but will not physically help the dog unless physical harm to the dog is imminent.

### **HURDLES:**

- 1.) 42" - 48" high and a minimum of 36" wide.
- 2.) Consisting of five (5) jumps. The dog must go over four (4) of the five (5) jumps.
  - a.) Chain Link Fence
  - b.) Window Jump - opening of 30" by 30"
  - c.) Solid Wall - brick, cinder block or wood
  - d.) Vehicle Door Window-will have a platform or vehicle seat up against the inside of the door, the dog will jump onto the seat or platform and then go through the Window. This has been changed to aid in the prevention of injury to the dog due to the change in designs of vehicle doors over the years. **Revised/Reviewed 04/1806-19-94**
  - e.) Picket Fence Jump
- 3.) The handler may run along with his/her dog during the exercise commanding his/her dog over each hurdle. **Revised/Reviewed 04/18**
- 4.) All fence jumps may have a clear backing to aid in the prevention of injuries to the K-9. **Revised/Reviewed 04/18**

### **TRESTLE WALK:**

- 1.) It shall be three (3) feet off the ground: 12 to 18 feet long with 2" by 4" cross boards 4" apart. The width will be at least 36".
- 2.) The dog will surmount the trestle by jumping onto the trestle and walking from one end to the other.
- 3.) The handler may walk alongside the dog, but will not touch the dog except to prevent injury.
- 4.) **The trestle walk may have a clear Plexiglas backing (under the boards) to aid in the prevention Of injuries to the K-9. Revised/Reviewed 04/18**

### **TUNNEL WALK:**

- 1.) It shall be 18" to 32" in diameter and 8 to 12 feet in length.
- 2.) The tunnel can be made of metal, wood or concrete.
- 3.) If the dog back out it is a miss. The dog will be given two (2) attempts at completion.

### **PLATFORM CLIMB:**

- 1.) 4 foot by 4-foot platform at least 6 feet off the ground with three (3) types of ladders or stairs attached to it.
- 2.) Ladders/stairs will be at a 35 to 45-degree angle.
- 3.) Material of ladders is optional: wood, metal, etc.
- 4.) The dog will climb whichever ladder required by the Instructor / Evaluator and dismount whichever ladder required by the Instructor / Evaluator. **Revised/Reviewed 04/18**

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

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

This section reviewed and Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## ARTICLE SEARCH TEST

This test is designed to test the police work dog's ability and proficiency in searching a designated area for articles having human scent on them. This would represent a search for discarded evidence or lost items. Instructor / Evaluators and handlers should review these rules in their entirety. Instructor / Evaluators will observe the test from outside the search area. The Instructor / Evaluator will designate the search area.

### **SEARCH AREA:**

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

### **SEARCH ARTICLES:**

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

- |                         |                                     |
|-------------------------|-------------------------------------|
| a.) Plastic credit card | e.) Wood handle screwdriver (4"-6") |
| b.) Paper matchbook     | f.) Crumpled cigarette package      |
| c.) Shotgun Shell       | g.) Empty metal handgun             |
| d.) Leather Wallet      | h.) Empty popgun                    |

Articles are to be selected by the Instructor / Evaluator according to availability.

### **TIME:**

There will be a five (4) minute time limit for this test. A warning will be given when thirty (30) seconds remain for the test. Time will start when the handler sends his/her dog out to search from any point around the perimeter of the search area.

### **HANDLER:**

The dog, on clearly indicating or finding a search article may be encouraged to down or retrieve it. Preferably, the handler will elect to recover it themselves. The handler may enter the search area and direct the search as he/she would in an actual situation. After each indication and article recovery the handler will command the dog to continue to search. The dog will be judged on the alert and indication to the search article. **This must be obvious to the Instructor / Evaluator.** The dog must make two (3) finds out of three (3) with a strong indication on both in order to pass this test. **Failure of this test may be based on lack of handler control, disinterest on the part of the dog, biting of the Instructor / Evaluator or other non-aggressive personnel assisting in this test.**

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

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

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## AREA SEARCH TEST

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

### **INSTRUCTOR / EVALUATOR:**

The Instructor / Evaluator will accompany the team during the entire test. The Instructor / Evaluator will make every effort not to distract or interfere with the dog while he/she is working. The Instructor / Evaluator will designate the general area to be search.

### **HANDLERS:**

Handlers may select the starting point outside the search area that he/she wishes. This test may be done off leash. The leash may not be any shorter than six (6) feet or longer than thirty (30) feet. Standard leashes, collars, correction collars or harnesses may be used. The handler will indicate to the Instructor / Evaluator the area in which the suspect is hidden within ten (10) feet of the suspect and call for the suspect to show themselves.

Revised/Reviewed 04/18

### **SUSPECTS:**

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

### **TIME AND AREA:**

The area size the search takes place in and the time allowed for the search will be at the discretion of the Instructor / Evaluator. Revised/Reviewed 04/18

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

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

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## **SEARCH and RESCUE AREA SEARCH TEST**

This test is designed to test the K-9 team's ability and proficiency in searching designated areas to locate a lost or missing person.

This certification test will be open to current VPCA Regular and Associate members. Any accredited full Utility Instructor / Evaluator who has either provided to the VPCA secretary written documentation showing that he/she has successfully completed a formal Land Navigation class or who has attended the approved VPCA Land Navigation class (which includes the administration of this test), may conduct this certification test if they so desire. **Revised/Reviewed 04/18**

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

### Land Navigation Testing:

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

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

The Instructor / Evaluator will require the handler to perform the following tasks:

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

The Instructor / Evaluator will determine if the handler has successfully completed Land Navigation Testing.

The Instructor / Evaluator's decision is final.

It will be required that the handler has passed the OBEDIENCE phase prior to testing for the search and rescue phase.

### Sociability Test:

The team will be required to pass the following exercises to test the K9's sociability and temperament. Any display of aggression by the K9 will constitute a failure.

While in a heeling position with the handler, a neutral stranger will approach the handler and the K-9 and engage in conversation with the handler, but ignore the K9. Following this the stranger will make non-threatening physical and verbal contact with the K9.

While walking on loose leash the handler and K9 shall complete a figure eight (8) heeling pattern around two (2) handlers, spaced eight (8) feet apart, with their K9's on lead and sitting at their side. The handler and K9 shall complete the pattern passing within two (2) feet of each team.

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

The handler must tell the Instructor / Evaluator what the K9 alert will be prior to entering the search area, and the "victims" will be unknown to the K9 team. The use of GPS devices is allowed during this portion of the test.

### Test Areas:

The team shall be given grid coordinates on a map and must clear the assigned areas. There will be two (2) test areas, the combined area of which shall not exceed one (1) square kilometer. The terrain shall be light to medium and the area will be shortened if the terrain becomes denser. There will be anywhere from zero (0) to two

(2) “victims” in each search area. Upon locating a “victim”, it will be up to the handler if they want the subject to stay with them or leave the search area. The “victims” shall lie still and not stimulate or make any noises or

movements to get the K9’s attention. The alert must be obvious to the Instructor / Evaluator. The maximum time for both areas to be cleared will be two (2) hours.

There will be a break between search areas, and the K9 team may stop inside the areas to rest, which will not count towards the two (2) hour time limit. The length of the rest periods will be at the discretion of the Instructor / Evaluator.

The team may not miss any victims in the time permitted, as this will constitute a failure. A team miss is any incorrect response by the K9 team. All tests given will be on a team pass/fail basis. The Instructor / Evaluator will determine if the team will be certified upon the completion of the test. The handler and dog will be considered as a team and it is the team that will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.

Only VPCA Instructor / Evaluators accredited in full Utility and that have either attended a VPCA instructed class on administering this test or have provided written documentation for their Instructor / Evaluator file folder from a formal course of Land Navigation, may administer this test.

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

**This section reviewed and Revised/Reviewed 04/18**

# VIRGINIA POLICE CANINE ASSOCIATION

## TRACKING TEST

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

### HANDLERS:

Handlers may use leads, tracking ropes, harnesses, correction collars or leather collars while tracking.  
Revised/Reviewed 04/18

### SUSPECTS:

The suspect will be unknown to the dog when possible. The suspect will receive instruction from the Instructor / Evaluator for the method and direction that the track is to be laid. **Before the track is laid, the Instructor / Evaluator will inform the Handler whether a suspect or a scent article from the suspect will be at the end of the track.** Revised/Reviewed 04/18

### TRACK:

The handler and dog will be secluded from view of the track while it is being laid. When the test begins the Instructor / Evaluator will inform the handler of the approximate area to begin. The handler will not be told in which direction the track leads. There will be one (1) fresh cross track laid at least fifteen (15) minutes after the original track is laid. The cross track will be laid by a second person to test the dogs scent discrimination. The track must be at least one-quarter mile long and have at least two (2) types of surfaces, which are, covered (dirt, grass, concrete, asphalt, woods, etc.). The track will be at least one (1) hour old prior to beginning the test, and have at least three (3) turns in it. **Due to climatic conditions the age of the track will be at the discretion of the Instructor / Evaluator.** Revised/Reviewed 04/18

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

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

This section reviewed and Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## K-9 TRAILING TEST

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

Three (3) classifications will be available: Novice, Expert and Distinguished Expert. Upon the first application the handler may designate the level of classification for which he/she wish testing. Failure of the first test will require a team to be tested at the Novice level before being allowed to apply for the Expert level testing. Upon successful passing of each test the handler may then be tested at the Distinguished Expert level.

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

(Adopted/Revised/Reviewed 01/08)

### **NOVICE:**

The canine will start the trail ten (10) minutes old and trail for one half mile. Surface cover will be vegetation and no other human trails will be present. **The suspect making the trail will remain at the end of the trail until found.**

### **EXPERT:**

The canine will start the trail one (1) hour old and trail for one (1) mile. Starting surface cover will be vegetation, but should run about 500 feet on pavement during the course of the trail. There will be old human trails in the trailing area. **The suspect will remain at the end of the trail.**

### **DISTINGUISHED EXPERT:**

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

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

Revised/Reviewed 04/18

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

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

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## **BUILDING SEARCH TEST**

This test is designed to be simulative of a working situation. Three (3) basic types of buildings are selected and described for use on this test. The Instructor / Evaluator will accompany the team to observe the entire test, as could happen when a backup officer or superior officer would accompany the work dog team during an actual search. Officer survival tactics should be considered. **Revised/Reviewed 04/18**

### **BUILDING TYPES:**

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

### **SUSPECTS:**

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

**Revised/Reviewed 04/18**

### **INSTRUCTOR / EVALUATORS:**

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

**Revised/Reviewed 04/18**

### **HANDLER:**

- 1.) This test may be done off leash. Equipment normally used, collars, harness, etc., may be used.
- 2.) Confer with the Instructor / Evaluator prior to the test and agree on how the Instructor / Evaluator will observe the test (see Instructor / Evaluator section of this test, Rule #3).
- 3.) The handler will accompany the dog throughout the test, and may encourage his/her dog with commands and praise as needed.
- 4.) **In NO case will the handler open any doors that are closed within his/her search area.** Rooms with open doors should be searched thoroughly.
- 5.) The dog's indication of the find of the suspect must be obvious to the Instructor / Evaluator. If the dog indicates that the suspect is behind a closed door, the handler will inform the Instructor / Evaluator of their observation.

**Revised/Reviewed 04/18**

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

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

**Revised/Reviewed 04/18**

# VIRGINIA POLICE CANINE ASSOCIATION

## AGGRESSION CONTROL TEST

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

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

There are options for equipment utilized during the test. Prior to the test the Instructor / Evaluator must approve of the option utilized, inspect and approve all equipment used.

Hidden, concealed protective gear will be worn by the suspect. This equipment is to be completely concealed by clothing so as to provide no visual cue to the dog as to its existence or location **or** a visible colored (other than jute color) full protective aggression suit may be used. **In the event of any safety issue raised by the suspect, handler or Instructor / Evaluator, the Instructor / Evaluator has the discretion to mandate the use of a protective aggression suit described above.**

The type of lead used by the handler will be at his/her discretion, but will not be over six (6) feet long. **Each phase shall be completed off lead unless specified otherwise.**

Guns and ammunition will be approved blank calibers by the testing evaluators, and **will be checked by an Instructor / Evaluator or their appointed steward prior to the phase.**

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

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

In the phases requiring the dog to stop his pursuit and apprehension of the suspect, the handler may use any command or series of commands to control the dog. The handler will inform the Instructor / Evaluator prior to testing as to the command sequence used. Failure of the dog to release and/or to respond to obedience commands in a timely manner is grounds for failure.

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

Only the phases and exercises listed/described are required for successful completion of this test. The order of the phases and the exercises performed in each phase are as follows:

### **PHASE 1: Termination of Chase**

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

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

- 1.) Dog is recalled to the heel position.
- 2.) Dog is commanded to the down, sit or stand position and the handler will join their dog.
- 3.) Dog is commanded to the down, sit or stands position and then recalled by the handler to the heel position.

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

### **PHASE 2: Short Chase with Gun Fire**

The dog will begin this phase from the heel position. The suspect carrying a .38 caliber weapon loaded with blanks will start approximately 30 yards away from the team and run away. The suspect will fire a **minimum** of two shots as directed by the Instructor / Evaluator. The handler sends his dog when the second shot is fired. The suspect must fire the last shot before the dog gets within five (5) yards of him/her. The dog will apprehend and hold the suspect. Upon the handler's arrival at the location of the dog and suspect and at the direction of the Instructor / Evaluator, the handler will order the suspect to drop the weapon and then command the dog to release and call off as described in phase one (1). This phase is complete when the dog is returned to the heel position with the handler.

### **PHASE 3: Chase from or Next to a Vehicle**

The dog and handler in or next to a stationary vehicle will order the suspect approach to them. When the suspect refuses and after the handler issues the appropriate verbal warnings, the handler will command their dog to apprehend the suspect. The dog will pursue, apprehend and hold the suspect. Upon the handler's arrival at the location of the dog and suspect and at the direction of the Instructor / Evaluator, the handler will command the dog to release and call off as described in phase one (1). The handler then orders the suspect to an appropriate position approaches the suspect and then simulates handcuffing the suspect. The suspect then simulates assaulting the handler. The dog will apprehend and hold the suspect. At the direction of the Instructor / Evaluator, the handler will command the dog to release and call off as described in phase one (1). The handler then orders the suspect to an appropriate position approaches the suspect and then simulates handcuffing the suspect. The handler then searches the suspect for weapons. No assault of the handler is to take place this time. The handler will return to the K9 and assume on lead control ending the complete Aggression Control Test.

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

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

\*\*\* During our 2012 Trainers and Evaluators meeting we discussed "End Control" of the K9 during the apprehension phase of testing and training.

End Control is defined by the "Command and Release of the K-9 when ordered by the handler"

Acceptable means of "End Control"

1. Verbal call off to a down and guard
2. Verbal call off to a recall and heel position
3. Tactical lift off to a down and guard
4. Tactical lift off to a recall and heel position
5. "E Collar" to a down and guard
6. "E Collar" to a recall and heel position

The K-9 MAY NOT REENGAGE on the physical apprehension during this phase of testing

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This section reviewed and Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## NARCOTIC DETECTION TEST

This test is designed to determine the proficiency and reliability of dogs in the detection of narcotics.

As defined by the VPCA narcotic detection rules for testing, the minimum acceptable level required to pass is 91.6%. The basic narcotic odors (and their derivatives) that can be tested in are marijuana, cocaine, heroin and methamphetamine and are not to exceed five (5) **different** narcotic odors. Additional odors such as PCP, MDMA, Hash, etc. May also be tested for; however, you must meet with the Instructor / Evaluator prior to testing.

The general rules for testing narcotic detection dogs will be as follows:

- 1.) The "Reward toy or object" used during a narcotic detection certification test, to reward the dog upon finding a narcotic hide, **WILL NOT** contain any narcotics or narcotic odor/residue.
- 2.) **All odors attempting to be certified in WILL be hidden in ALL areas tested in.**
- 3.) All searches will include a minimum of one (1) blank uncontaminated area to be searched, e.g. Vehicle, room, luggage, locker, area, etc.
- 4.) **Testing will be conducted in at least three (3) of the five (5) areas.**  
**Areas of concealment are:**
  - a.) Vehicles, mandatory (inside and outside count as one (1) area.).
  - b.) Buildings, mandatory.
  - c.) Exterior hides
  - d.) luggage / boxes, etc.
  - e.) Any other designated areas.
- 5.) A "team miss" is defined as any incorrect response by the K9 team.
- 6.) **Only one (1) miss total overall of all odors attempted to be certified in**, will be permitted for a successful "pass" certification. **If the testing K9 team has more than one (1) team miss, Which is a failure, then the K9 team MUST RETEST in that PHASES AND in ALL ODORS That they are seeking accreditation for.** Revised/Reviewed 04/18
- 7.) Narcotics successfully certified in will be listed by their "Laboratory" names on the certification certificate.
- 8.) **Pseudo narcotics WILL NOT** be used for certification tests.
- 9.) The Instructor / Evaluator will place the aids in locations unknown to the team. Hides may be High or low.
- 10.) The amount of narcotic substance used for testing will not be less than one (1) gram.
- 11.) When testing in three or more odors of narcotics, a minimum of one (1) hide of each odor Attempted to be certified in WILL be hidden in "Building" searches **and** in "Other" Searches, tested in.
- 12.) When testing in three or more odors of narcotics, there will be a minimum of one (1) hide of Each odor attempted to be certified in, hidden INSIDE or OUTSIDE of the vehicle. Narcotic detection certification test. There will be at least one (1) blank uncontaminated Vehicle searched/used during this test
- 13.) If only one (1) odor is attempted to be certified in, there WILL be a minimum of twelve (12) Total finds, consisting of a minimum four (4) hides in building search, minimum four (4) hides in "Other" searches, and a minimum of four (4) hides - two (2) inside and two (2) outside a Vehicle. There will be at least one (1) blank uncontaminated vehicle searched/used during this Test.
- 14.) If two (2) odors are attempted to be certified in, there WILL be a minimum of twelve (12) total finds, consisting of a minimum two (2) hides of each odor in building search, minimum two (2) hides of each odor in "Other" searches, and a minimum two (2) hides of each odor - one (1) of Each odor inside and one (1) of each odor outside a vehicle. There will be at least one (1) blank Uncontaminated vehicle searched/used during this test.

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

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

**\*\*\*The safety of the detection dog will be the sole responsibility of the handler, (such as overdose). \*\*\***

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

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

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## EXPLOSIVE DETECTION TEST

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

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

- 1.) Powders (Black /Pyrodex/ Smokeless)
- 2.) Commercial Dynamite
- 3.) C-4 or Flex-X
- 4.) TNT or Military Dynamite
- 5.) Primer Cord
- 6.) Surries or Water-Gel

The maximum weight of explosives used shall be unlimited; however, a minimum of 1/2 pound shall be used for testing. Each area tested will contain a minimum three (3) aids and a maximum of four (4) aids with each aid being a different explosive. The handler will not be told the number or type of explosives they are searching for.  
**Revised/Reviewed 04/18**

Five (5) areas will be provided for testing. The canine team will be tested in four (3) of the four (4) areas. The canine team must search the areas of Building, Vehicles and Baggage. The fourth area will be either, Aircraft or Watercraft.

The four (4) areas will be:

- 1.) Building: Rooms / Lockers /etc.
- 2.) Vehicles
- 3.) Other: Baggage / Open Area
- 4.) Aircraft or Watercraft

**Revised/Reviewed 04/18**

For certification the team CANNOT miss more than one (1) aid in all phases of testing. A "team miss" is defined as any incorrect response by the K9 team. **If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.** All testing will be done on a pass/fail basis. As defined by the VPCA explosive detection rules for testing, the minimum acceptable level required to pass is 91.6%. It is recommended that testing be done over a two (2) day period or more. However, this is only a recommendation and the final decision shall rest with the Instructor / Evaluator. All aids will be placed at least thirty (30) minutes prior to testing. **No detonating devices will ever be placed with the aids or used in testing.** If an aid has to be moved to a new location, the previously used area must be removed as a testing sight. All testing will be done by an Instructor / Evaluator in Explosive Detector Dogs. **Revised/Reviewed 04/18**

Prior to the first detector team entering the test area a man and canine will be walked through the testing area. Each handler shall brief the Instructor / Evaluator as to the dog's alert and response to aids prior to testing and each indication to an aid by the canine should be obvious to the Instructor / Evaluator. The Instructor / Evaluator shall, prior to each phase, explain each problem that will be encountered by the handler, such as boundaries, time, starting point, etc.

**A minimum time limit of twenty (20) minutes will be allotted for each phase of testing.** The time will be kept by the Instructor / Evaluator doing the testing and will start when the handler and canine leave the starting point. The time will stop when the handler indicates his search is complete or the time expires. Conversation between tested teams and untested teams will not be allowed while testing is in progress.

The purpose of the testing is to observe the team's ability to locate a hidden explosive. It should be noted that all aids may not be pinpointed to source due to height, wind current or placement of the aid. Reasonable judgment should be exercised by the Instructor / Evaluator and all changes of behavior should be noted by the handler for consideration.

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

**All aids used in testing should be of recent manufacture and in separate containers. It shall be the responsibility of the agencies being tested to provide the testing aids. Strict safety measures shall be upheld during testing. No smoking will be allowed in test areas.**

The term "aid" shall mean, "an explosive substance."

### **BUILDING SEARCH (mandatory):**

The building search will consist of a minimum of three (3) rooms and a maximum of five (5) rooms. Each room will be at least 400 square feet and have some type of furniture in it. Only one (1) aid may be placed in each room. One or more rooms should contain no aid(s). One aid must be placed high. The aid may be placed anywhere

from eight (8) feet to ground level. The aids will be placed so the canine cannot retrieve same. Cabinet doors, desk drawers, closet doors, etc., may not be opened by the handler. At least one (1) mandatory “Blank” must be provided.

**VEHICLE SEARCH (mandatory):**

Four (4) vehicles minimum with a maximum of seven (7) vehicles, of any type or model including pickup truck’s, may be used. The vehicles will be parked in a park configuration (such as a parking lot) so as to allow the team to have access to each vehicle. The aids will be placed so the canine cannot retrieve same. Only one aid may be placed on or in each vehicle. **One aid must be placed inside a closed engine compartment.** Additional aids will be placed at the discretion of the Instructor / Evaluator and may be placed, but not limited to:

- 1.) The exterior of gas tank or filler pipe
- 2.) The drive shafts
- 3.) Interior of closed trunk
- 4.) Passenger compartment (closed)
- 5.) Underside and outer body

At least one (1) mandatory “Blank” must be provided.

**BAGGAGE SEARCH (mandatory):**

Baggage shall be defined as hard- and soft-shell suitcases, attaché cases, clothes bags, briefcases, golf bags, sea bags, duffel bags, boxes, parcels, etc. Fifteen (15) bags minimum with a maximum of twenty-five (25) bags may be used. All aids will be placed inside the bags in a manner such that the canine cannot retrieve same.

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

**OPEN AREA SEARCH:**

Open area search shall be defined as:

- 1.) Exterior of buildings
- 2.) Open fields
- 3.) Wooded area
- 4.) Any area outside not covered in the above

Area to be no larger than 100 yards by 100 yards and no small than 50 yards by 50 yards or any configuration thereof. Aids will be placed at the discretion of the Instructor / Evaluator and can be placed anywhere from a minimum of one (1) foot below surface level to a maximum of eight (8) feet above surface level.

**AIRCRAFT or WATERCRAFT SEARCH:**

Common sense shall rule as to the size of the aircraft or watercraft to be used. This will be at the discretion of the Instructor / Evaluator. Availability will be the ruling factor in the testing. The entire search shall include the interior and exterior of the aircraft or watercraft along with all ground support equipment. One (1) aid must be placed on the inside of the aircraft or watercraft. Additional aids will be placed at the discretion of the Instructor / Evaluator. This can be either inside or outside of the aircraft or watercraft. This testing phase is **not limited** to just one (1) aid inside the aircraft or watercraft. All aids will be placed so the canine cannot retrieve same.

Revised/Reviewed 04/1811-22-03

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for VPCA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.** Revised/Reviewed 04/18

This section reviewed and Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## ACCELERANT DETECTION TEST

This test will determine the proficiency and reliability of dogs in the detection of accelerant odors in a variety of realistic search scenarios. **For certification the team CANNOT miss more than one (1) aid in all phases of testing.** A “team miss” is defined as any incorrect response by the K9 team. **If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.** It is recommended that the testing be done over a two (2) day period or more. However, this is only a recommendation and the final decision shall rest with the Instructor / Evaluator. All aids will be placed at least five (5) minutes prior to testing. As defined by the VPCA accelerant detection rules for testing, the minimum acceptable level required to pass is 91.6%.  
Revised/Reviewed 04/18

For the purpose of these certification rules, the term “Aid” is a sample of an accelerant that has been poured or dropped in an area.

All canines must be tested on **nine (9) different** accelerant odors made up of **three (3)** odors from each division of heavy, medium and light hydrocarbons. The odors that may be used to test each division are as follows:

<b>Heavy</b>	<b>Medium</b>	<b>Light</b>
1.) #2 Fuel Oil	1.) Paint & Varnish Remover	1.) Charcoal Lighter Fluid
2.) Diesel Fuel	2.) Lacquer Thinner	2.) Paint Thinner
3.) Gum Turpentine	3.) Kerosene	3.) Naphtha
4.) Lamp Oil	4.) Gasoline	4.) Dry Gas
5.) Transmission Fluid	5.) Gasohol	
6.) Jet-A-Fuel	6.) Octane	

It shall be the responsibility of the agencies / K9 teams being tested to provide samples of all accelerant odors. The Instructor / Evaluator will select the odors used to test each division at random from these samples.

The maximum amount used for testing shall be ¼ cup and the minimum amount shall be one (1) drop from a hypodermic syringe and needle. Each area tested will contain a minimum of three (3) aids and a maximum of four (4) aids with each being a different accelerant odor. The handler will not be told the number or type of accelerant aids they are searching for.

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

- 1.) Structure / Fire Scene
- 2.) Open Area
- 3.) Paint Can Line Up
- 4.) Clothing Line Up
- 5.) Vehicle Interior

The areas will be picked by availability.

**Structure / Fire Scene:** The structure / fire scene search shall consist of either an intact structure or the site of a structure fire. If a structure fire scene is selected, the fire must have occurred not less than eight hours nor more than three months prior to the test being conducted. The size of the area used for testing shall be not less than 1600 square feet or more than 2400 square feet. The dog will be searched through the area prior to aids being placed to ensure that no accelerant odors are present in the search area. The aids may be placed anywhere from a height of four (4) feet to a depth of three (3) inches under debris or ash.

**Open Area Search:** Open area shall be defined as: 1.) Exterior of buildings. 2.) Open Fields. 3.) Wooded area. 4.) Any outside area not covered in above. The area is to be no larger than 100 yards by 100 yards and no smaller than 50 yards by 50 yards or any configuration thereof. Aids used in this search shall consist of a minimum of ¼ cup of accelerant poured on the ground or a container concealed in the area containing at least 1/8 cup of accelerant.

**Paint Can Line Up:** It shall be the responsibility of the agencies / K9 Teams being tested to provide the correct number of properly prepared paint cans for this test. A minimum of six (6) and a maximum of ten (10) unused one-gallon paint cans, each containing burned wood, paper and plastic material are placed in a line a minimum of three (3) feet apart. No accelerant material is used to prepare the ash samples. If the dog to be tested indicates aggressively (scratching & biting) lids are placed on the paint cans with a minimum of eight (8) 1/16-inch diameter holes in each lid.

**Clothing Line Up:** A minimum of six (6) and a maximum of ten (10) piles of recently worn clothes are placed in a line a minimum of three (3) feet apart.

**Vehicle Interior:** A minimum of six (6) and a maximum of ten (10) vehicles of any type or model are parked in a line (such as a parking lot) so as to allow the team to have access to each vehicle. All aids will be placed in the interior (passenger compartment) of the vehicles and the teams will confine the search to the vehicle interiors only.

Prior to the first team entering the test area a person and canine will be walked through the testing area. Each handler shall brief the Instructor / Evaluator as to the dog's alert and response to aids prior to testing and each indication to an aid by the canine should be obvious to the Instructor / Evaluator. Prior to each phase the Instructor / Evaluator shall explain each problem that will be encountered by the handler such as boundaries, starting point, etc.

There is no time limit for a team to complete each phase of testing; however, the Instructor / Evaluator may stop the test once it has been made evident that the team can not locate the aids.

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

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. It should be noted that normal training and retraining must be conducted to maintain and enhance the team's capability. **There will be no fee charged for VPCA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.**

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## CADAVER SEARCH TEST

This test is designed to evaluate the police work dog's ability and proficiency in searching designated areas for the scent of a cadaver. As defined by the VPCA cadaver detection rules for testing, the minimum acceptable level required to pass is 91.6%. **For certification the team CANNOT miss more than one (1) aid in all phases of testing.** A "team miss" is defined as any incorrect response by the K9 team. **If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.** Revised/Reviewed 04/18

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

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

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

Pseudo aids are **not** acceptable.

### TYPES OF SEARCHES TO BE PERFORMED:

- 1.) **Two (2)** scent hides will be placed in a rubble area, simulating a collapsed building.
- 2.) **Two (2)** scent hides will be covered with dirt, leaves, brush, or tree branches.
- 3.) Twelve hours before testing, **two (2)** scent hides will be buried in a highly vegetated area. The aids must be at Least three (3) months of age and be buried to the depth of 10 inches. A minimum of five (5) holes will be dug.
- 4.) **Two (2)** scent hides will be placed in an elevated position, a minimum of six (6) feet from the ground level or Floor. This test may be conducted within the confines of a structure.
- 5.) **Two (2)** scent hides will be submerged in two (2) feet of water for a minimum of thirty (30) minutes prior to The test.
- 6.) A minimum of five (5) vehicles will be utilized, **two (2)** of which will contain a scent hide placed at least one (1) Hour prior to the search.

*An **optional** searching area may be substituted for one of the above areas. It is:*

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

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

Above sections Revised/Reviewed 04/18

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

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

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

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

Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## WILDLIFE DETECTION TEST

This test is designed to determine the proficiency and reliability of dogs in the detection of wild game (wildlife). As defined by the VPCA wildlife detection rules for testing, the minimum acceptable level required to pass is 91.6%.

The general rules for testing wildlife detection dogs will be as follows:

- 1.) The "Reward toy or object" used during a wildlife detection certification test, to reward the dog upon finding a wildlife hide, **WILL NOT** contain any portion of the target wildlife.
- 2.) **All odors attempting to be certified in WILL be hidden in ALL areas tested in.**
- 3.) All searches will include a minimum of one (1) blank uncontaminated area to be searched, e.g. Vehicle, room, area, etc...
- 4.) **Testing will be conducted in at least three (3) areas.**  
**Areas of concealment are:**
  - a.) Area (a minimum of 150 square yards). **Mandatory Search**
  - b.) Vehicle (which can include automobiles, water craft, aircraft, etc.....) **Mandatory Search**
  - c.) Other (building, packages, lockers, luggage/containers.....)
- 5.) Quantities: For large species, (described as anything whose potential adult weight is 100 lbs. or greater) scent materials will be no less than 1/2 lb. in total weight, with each individual aid no less than 18 grams for large species. In cases of smaller species, the recommended scent materials will be no less than an ounce in weight. This ultimately will be at the discretion of the Instructor / Evaluator

based

Upon species size and availability.

- 6.) Testee must provide verifiable testing materials. For large game materials must be taken from the upper torso of the animal. **Pseudo materials WILL NOT be used for certification purposes.**
  - 6.1) At least one of the areas will contain the remains of a non-target species. Adopted 06-17-01
  - 6.2) Methods of verifying test materials:
    - a.) certificate of authenticity from a recognized laboratory, Veterinarian, or wildlife biologist.
    - b.) Scent material must be reasonably fresh as determined by the Instructor / Evaluator
- 7.) Alert of the dog must be described in advance to the Instructor / Evaluator and be obvious to the Master Trainer when displayed.
- 8.) **Only one (1) miss total overall** of all odors attempted to be certified in, will be permitted for a successful "pass" certification. **If the testing K9 team has more than one (1) team miss, Which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS That they are seeking accreditation for.** Revised/Reviewed 04/1811-22-03
- 9.) A "team miss" is defined as any incorrect response by the K9 Team.
- 10.) The Instructor / Evaluator will place the aids in locations unknown to the testing team. Hides may be high or low.
- 11.) The Instructor / Evaluator will allow 20 minutes set up time before start of the exercise.
- 12.) When testing in three (3) or more odors of wildlife, a minimum of one (1) hide of each odor Attempted to be certified in will be hidden in all areas tested in.
- 13.) During motor vehicle searches, there will be two (2) hides per odor tested. At least one hide will be on the interior of a vehicle.
- 14.) If only one (1) odor is attempted to be certified in, there WILL be a minimum of 4 hides Within each test area.
- 15.) If two (2) odors are attempted to be certified in, there will be a minimum of 12 total finds (2) Hides of each odor in motor vehicle searches, (2) hides of each odor in area search, And (2) hides of each odor in an "other" test area.
- 16.) Time limits on searches will be at the discretion of the Instructor / Evaluator and so long as the Master Trainer determines that the team is still working.
- 17.) Wildlife successfully certified in will be listed by their "Scientific" name (Genus Species) on the certification certificate.

\*\*\*\* **NOTE: THERE WILL BE A BREAK BETWEEN EACH PHASE OF THE TESTING AREAS.** \*\*\*\*

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

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

This section reviewed and Revised/Reviewed 04/18

# VIRGINIA POLICE CANINE ASSOCIATION

## INSTRUCTOR / EVALUATOR ACCREDITATION

### “Master Trainer

Members wishing to be accredited as an Instructor / Evaluator of Police Work Dogs must conform to the following:

1.) Obtain an application packet from the VPCA Accreditation Chairperson. The packet will include instructions as to what is required and one copy of the VPCA Critique Sheet. The critique sheet must be completed and signed by at least two Instructor / Evaluators before the complete application package may be sent in for consideration. You, the applicant must have critique forms filled out by at least two (2) different VPCA Instructor / Evaluators for each discipline except Utility. For the Utility discipline, you must have critique forms filled out by at least two (2) different VPCA Instructor / Evaluators for each specific phase. **All** applicants for Instructor / Evaluator **must** have their application packet **at least 60 days prior** to coming to any workshop and wishing to be critiqued

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

2.) Applicant **must** be a **Regular Member** of the VIRGINIA POLICE CANINE ASSOCIATION in good standing, **and** is **an accredited VIRGINIA POLICE CANINE ASSOCIATION Trainer of police work dogs for a minimum of three (3) consecutive years, and a DCJS certified Instructor**, immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years, unless the applicant is already an Instructor / Evaluator. To apply for and be considered for accreditation as a VPCA Instructor / Evaluator, the applicant must be a full time law enforcement officer who is either that departments K9 trainer or handler for at least 2 years; or is a retired law enforcement officer and was the departments full time K9 trainer or handler for at least 2 years; or was a law enforcement K9 officer and is employed full time as the law enforcement agency's K9 trainer for at least 2 years. Full time means a minimum of 40 hrs. Per week **and must receive full benefits** from the employing agency as do all other full-time employees of that agency. Revised/Reviewed 04/18

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

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

5.) The Instructor / Evaluators standards must meet with all local or area requirements and conform to the standards set forth by VIRGINIA POLICE CANINE ASSOCIATION.

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

7.) The applicant **must have a written letter of recommendation from at least one VPCA Instructor / Evaluator. All Instructor / Evaluators who write a letter of recommendation must at least include in that letter the following:**

7.1) *List any certifications that you (the Instructor / Evaluator) have done of K9 teams this applicant has Trained.* Revised/Reviewed 04/18

7.2) *State the approximate number of hours that you (the Instructor / Evaluator) have worked with this applicant.*

7.3) *Your (the Instructor / Evaluator) personal knowledge of the applicant's participation in any VPCA functions.*

7.4) *any other relative information you (the Instructor / Evaluator) may have about the applicant.*

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

7A.) At least one letter of recommendation from a VPCA Instructor / Evaluator,

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

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

- 7D.) a copy of their training course (curriculum) he/she offers for the training of police work dogs. It MUST consist of a minimum of four hundred (400) hours.

**All incomplete application packages and packages not received postmarked by the deadline, will Not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board meetings.** Revised/Reviewed 04/18

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

- 7F.) Applicant must submit with their application package the following items:

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

Revised/Reviewed 04/18

8.) An accredited Instructor / Evaluator will have the responsibility of testing and certifying, for this Association, police officers and their department work dogs under the testing rules set forth by this organization.

9.) Upon initial accreditation as an Instructor / Evaluator, applicant will serve a two (2) year interim period.

10.) **The Accreditation Committee *has the authority to order* an Instructor / Evaluator **to appear** before the accreditation board in response to any formal or informal complaint(s). **The Accreditation Committee also *has the authority to temporarily suspend the Instructor / Evaluator privileges and rights until the Instructor / Evaluator appears before the Accreditation Committee or until a formal grievance is filed and the respective procedures followed.*****

11.) Said accreditation may be **Removed** or **Revoked** at any time by this Association for "**Just Cause**" **after** a full investigation **and** hearing is held by the VIRGINIA POLICE CANINE ASSOCIATION Accreditation Committee.

12.) Accreditation will be valid as long as the member remains in good standing and REMAINS ACTIVE. **Active is defined as:** Attending at least one (1) VPCA State or National 40-hour Workshop annually or conducting a minimum of five (5) VPCA certifications for at least a minimum of five (5) different K9 teams yearly. **A current resume update WILL be submitted in writing to the VPCA Secretary no later than January 31st of each year, beginning in January, 2000. It is the responsibility of the Instructor / Evaluator to confirm that their updated resume was received by the VPCA Secretary as required.**

\*\*\* NOTE \*\*\*

**The Instructor / Evaluator MUST maintain a DCJS Instructor certification, and be evaluated by a VPCA Evaluator yearly to show competence in all areas of training. The Instructor / Evaluator must also have a minimum of 40 hours of maintenance training for all disciplines of training.**

Revised/Reviewed 04/18

**Non-compliance to this rule will result in the following:**

**First Offense:** Suspension of **all** Instructor / Evaluator privileges for a period of 60 days, beginning immediately.

**Second Offense:** Suspension of **all** Instructor / Evaluator privileges for a period of 1 year, beginning immediately.

**Third Offense:** Immediate change to "Inactive Status". Inactive Status is defined as not being permitted to test and certify K9 teams to VPCA rules and from representing themselves as a VPCA Instructor / Evaluator at any workshops or seminars. To go back to "Active" status, the member must submit in writing their current resume as required and reappear before the Accreditation Committee for review.

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

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

- 14.) The applicant must pass a written and oral test before the Accreditation Committee.

Revised/Reviewed 04/18

15.) Any Instructor / Evaluator wishing to add on additional accredited phases must train a K9 team in the requested phase(s) and have that K9 team VPCA certified. The applicant must also have a letter of recommendation from a VPCA Instructor / Evaluator of the requested new phase(s). The applicant must submit their written request, including written information of the newly trained/certified K9 team (including handler name, department name, city, state, phone number and a copy of that team's VPCA certification test sheet), at least 90 days prior to the Accreditation Committee meeting. The applicant will then appear before the Accreditation Board to take the written test and oral assessment center.

16.) It shall be the responsibility of the Instructor / Evaluator applicant to keep records of all testing and other Assistance rendered. **Revised/Reviewed 04/18**

17.) Classifications of Instructor / Evaluators:

- a.) Police Utility Work Dogs
- b.) Police Narcotic Detector Dogs
- c.) Police Explosive Detector Dogs
- d.) Police Tracking/Trailing Dogs
- e.) Police Cadaver Detector Dogs
- f.) Accelerant Detector Dogs
- g.) Wildlife Detection Dogs

**Revised/Reviewed 04/18**

# VIRGINIA POLICE CANINE ASSOCIATION

## TRAINER ACCREDITATION

### K-9 Instructor

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

1.) Obtain an application packet from the VPCA Accreditation Chairperson. The packet will include instructions as to what is required and one copy of the VPCA Critique Sheets. The critique sheets must be completed and signed by at least two Instructor / Evaluators before the complete application package may be sent in for consideration. You, the applicant must have critique forms filled out by at least two (2) different VPCA Instructor / Evaluators for each discipline except Utility. For the Utility discipline, you must have critique forms filled out by at least two (2) different

VPCA Instructor / Evaluators for each specific phase. **All** applicants for Trainer **must** have their application packet **at least 60 days prior** to coming to any workshop and wishing to be critiqued

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

2.) Applicant **must** be a **Regular Member** in **good standing** of the VIRGINIA POLICE CANINE ASSOCIATION for at **LEAST three (3) consecutive years**, and a **DCJS Certified Instructor**, immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years.

3.) To apply for and be considered for accreditation as a VPCA trainer, the applicant must be a full time law enforcement officer who is either that departments K9 trainer or handler for at least 2 years; or is a retired law enforcement officer and was the departments full time K9 trainer or handler for at least 2 years; or was a law enforcement K9 officer and is employed full time as the law enforcement agency's K9 trainer for at least 2 years. Full time means a minimum of 40 hrs. Per week **and must receive full benefits** from the employing agency as do all other full-time employees of that agency. **Revised/Reviewed 04/18**

4.) Applicant **must be sponsored, in writing**, by an Accredited VIRGINIA POLICE CANINE ASSOCIATION Instructor / Evaluator.

5.) Applicant must have assisted and tested with an Accredited VIRGINIA POLICE CANINE ASSOCIATION Instructor / Evaluator in at least two (2) accreditation tests where all phases have been tested.

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

7.) An Accredited VIRGINIA POLICE CANINE ASSOCIATION Trainer **may not qualify a police work dog for accreditation.**

8.) The applicant **must have a written letter of recommendation from at least one VPCA Instructor / Evaluator. All Instructor / Evaluators who write a letter of recommendation must at least include in that letter the following:**

8.1) **List any certifications that you (the Instructor / Evaluator) have done of this applicant and their dog and K9 teams they have trained. Revised/Reviewed 04/18**

8.2) **State the approximate number of hours that you (the Instructor / Evaluator) have worked with this applicant.**

8.3) **Your (the Instructor / Evaluator) personal knowledge of the applicant's participation in any VPCA functions.**

8.4) **any other relative information you (the Instructor / Evaluator) may have about the applicant.**

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

8A.) **a current color photograph of the applicant, no larger than a "Polaroid" size, must be Submitted with the completed application package.**

8B.) **At least one letter of recommendation from a VPCA Instructor / Evaluator.**

8C.) **Their current resume accounting for his/her practical experience with working police dogs.**

**Their length of time as a handler/trainer, copies of applicable certificates, etc.**

- 8D.) **His/her reasons for applying for the accreditation.**
- 8E.) **a copy of their training course (curriculum) he/she offers for the training of police work dogs. It MUST consist of a minimum of four hundred (400) hours.**
- 8F.) **All applicants must submit a signed waiver so that all employment information can be verified By the VPCA Accreditation Board.** Adopted 11-15-97
- 8G.) **Applicant must submit with their application package the following items:**
- 1.) A letter on department letter head stating dates of his/her current employment, position And job description and must include a list of dogs trained by the applicant for His/her department. This letter will state whether the training of this department's dogs Was a complete training course or regular maintenance training.
  - 2.) Applicant must include a letter on department letter head from any and all Departments for which dogs have been trained by the applicant. This letter will state Whether the training of this department's dogs was a complete training course or Regular maintenance training. Adopted 11-15-97

**All incomplete packages and packages not received postmarked by the deadline, will not be considered And no written tests or oral interviews will be conducted by the Accreditation Board at the Executive Board meetings if the above requirements are not met.** Revised/Reviewed 04/18

9.) Applicant **must** pass a written and oral test **before** the Accreditation Committee. Revised/Reviewed 04/18

10.) Upon initial accreditation as a Trainer, applicant will serve a two (2) year interim period. Revised/Reviewed 04/18

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

12.) Said accreditation **may be REMOVED and REVOKED at any time** by this Association for "**Just Cause**" after a full investigation and hearing is held by the VIRGINIA POLICE CANINE ASSOCIATION Accreditation Committee. Revised/Reviewed 04/18

13.) Accreditation will be valid for two (2) years from the date of issue, and **MUST be renewed by the applicant in writing at least 90 days prior to the Executive Board meeting,** as long as the member remains in good standing and remains active. **Active is defined as:** Attending at least one (1) VPCA State or National Workshop annually or assists a VPCA Instructor / Evaluator in conducting a minimum of five (5) VPCA certifications for at least a minimum of five (5) different K9 teams yearly. **A current resume update will be submitted in writing to the VPCA Secretary no later than January 31st of each year,** beginning in January, 2000. **It is the responsibility of the Trainer to confirm that their updated resume was received by the VPCA Secretary as required. It is the responsibility of the Trainer to confirm that their request for renewal was received by the VPCA Accreditation Chairperson as required.** Revised/Reviewed 04/18

Non-compliance to Number 13 will result in the following:

**First Offense:** Suspension of **all** Trainer privileges for a period of 60 days, beginning Immediately.

**Second Offense:** Suspension of **all** Trainer privileges for a period of 1 year, beginning Immediately.

**Third Offense:** Immediate Termination of Trainer Accreditation.

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

Added 6-13-99 Revised/Reviewed 04/18

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

Added 6-13-99

15.) It shall be the responsibility of the Trainer/Applicant to keep records of credibility  
. Revised/Reviewed 04/18

16.) Classifications of Trainers:

- a.) Police Utility Work Dogs
- b.) Police Narcotic Detector Dogs
- c.) Police Explosive Detector Dogs
- d.) Police Tracking/Trailing Dogs

- e.) Police Cadaver Detector Dogs
- f.) Accelerant Detector Dogs
- g.) Wildlife Detection Dogs

**Revised/Reviewed 04/18**

# **VIRGINIA POLICE CANINE ASSOCIATION**

## **TRAINING AREA ACCREDITATION**

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

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

This section reviewed and Revised/Reviewed 04/18

**\*\*\*NOTE\*\*\* All fence jumps and the trestle walk (under the boards) may have a clear Plexiglas backing to aid in the prevention of injuries to the K-9.**

This section reviewed/revised 04/17

# VIRGINIA POLICE CANINE ASSOCIATION

## CONSTRUCTION SPECIFICATIONS FOR VPCA ACCREDITED AGILITY COURSE

(Revised/Reviewed 04/18)

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

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

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

**Note:** For safety to the dog, the picket fence tops should not be pointed and the tops should be even with the solid frame backing of the fence. Clear Plexiglas backing may be attached to aid in the prevention of injury to the K-9.

**B.) Solid Wall Jumps: Brick, Cinder block, Wood, etc.:** Height - minimum 42 inches, maximum 48 inches.  
Width - minimum 36 inches.

**C.) Regular Car Door Jump:** Height (from ground to top of door frame) - minimum 42 inches, maximum 48 inches. Width - "Regular car door".

**Note:** a platform or vehicle seat is to be placed up against the inside of the vehicle door so that the K-9 will jump onto it first and then jump through the vehicle door window. This has been added as an aid in the prevention of injury to the K-9. Revised/Reviewed 04/18

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

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

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

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

**Note:** The distance between the boards which the dog will walk on should be no more than the normal width of a "2 x 4" board. The surface of the boards that the dog will walk on should be painted and made to be a non-slip surface. Sand can be sprinkled on the paint while it is still wet to accomplish this effect. The trestle walk may have a clear Plexiglas backing (under the boards) to aid in the prevention of injuries to the K-9. Revised/Reviewed 01/2008

**G.) Platform Climb:** Platform height - minimum 6 feet from ground.  
Platform top - 4 feet by 4 feet square.  
Platform ladders or stairs - must be 3.

**Note:** Ladders/stairs will be at a 35 to 45-degree angle to the ground. Material of ladders can be wood, metal, etc.

This section reviewed/revised 04/2017

# **VIRGINIA POLICE CANINE ASSOCIATION**

## **Decoy Certification**

### **\*\*\*\*\*Patrol Dog Team – Please Note\*\*\*\*\***

As of January 01, 2009, all Patrol Dog Teams must be certified Decoys. The only Teams that will be “Grandfathered”, are the Certified Teams prior to June of 2008. Any member who is not a certified decoy and is grandfathered must be a certified decoy upon the completion of their next Basic Patrol K-9 School with there new canine partner.

All Virginia Police Canine Association Patrol Dog Handlers must be certified and must maintain “Decoy” status. All Decoys are required to have at least 40 hours of decoying per year. Each decoy is required to keep a log of training attended, or basic schools that they have attended and assisted by decoying. Any Decoy that has not met the minimum 40-hour requirement must attend a decoy school and re-certify. All Decoys must have their hours signed off by a Certified VPCA Instructor / Evaluator or a VPCA Trainer / Instructor showing competence in all areas of decoy techniques.

This section reviewed / revised 04/2017

# **VIRGINIA POLICE CANINE ASSOCIATION**

## **DECOY WORKSHOP/ CERTIFICATION**

### Learning Objectives:

As a result of this training experience, each Officer must be able to complete and or explain:

1. Understand the role of the decoy
2. Assist in training and certifications
3. Understand and be able to read - Canine Communication
4. Understand and be able to read - Human – Canine Communication
5. Explain and evaluate - Canine Aggression - 7 circles
6. Demonstrate - Stimulating Canine Aggression
7. Perform a safety inspection of all equipment used during apprehension work

8. Demonstrate skills with:

1. Sleeve
2. Bite suit
3. Stick work
4. Muzzle

9. Demonstrate and explain:

1. Fight drive
2. Defense
3. Social
4. Civil agitation

Training Aids:

1. Handouts
2. Review video during training exercises
3. 5 – types of sleeves used for training
4. Different types of bite suits
5. Different types of agitation sticks
6. Different types of muzzle
7. Additional canine equipment used for training

### **Day one and two – (Classroom)**

1. The role of the Decoy
  - A valuable tool
  - A communication expert
  - An aggression manipulator
2. Physical Requirements
  - Knowledgeable mind

- Sound body that can stand anaerobic and aerobic stress
- Good upper body strength
- Healthy back and the ability to absorb pain occasionally

### 3. Canine Communication

- Auditory
- Olfactory
- Tactile
- Visual
- Reading the dog
- Distance increasing signals
- Distance decreasing signals

### 4. Human – Canine Communication

- Arousal signals
- Distance increasing signals
- Distance decreasing signals

### 5. Canine Aggression - 7 circles

- Territorial
- Pain induced
- Fear induced
- Intermale
- Social
- Protective
- Maternal
- Learned
- Redirected
- Irritable
- Sexual
- Predatory
- Play
- Idiopathic

## **Legal**

- Graham vs. Conner
- 3 prong approach
- Felony K9 apprehension
- Misdemeanor K9 apprehension
- Deadly Force
- Where does K-9 fit in a use of force scale
- Is a Police K-9 Deadly Force
- K-9 General Orders – Standard Operating Procedure
- Deployment issues

(Students will now conduct scenario-based training to make critical use of force decisions in a timely manner)

- Debrief of scenario's

## 6. Stimulating Canine Aggression

- Territorial
- Pain induced
- Fear induced
- Social
- Predatory
- Combining types of aggression

## 7. Basic skills

- Proper mind set
  - Stake line
  - Condition of equipment
  - Footwear
  - Bite pants / suit
  - Sleeve pre-level 1 – level 3
  - Miscellaneous items
  - Good handler
  - Communication from handler to decoy
- A. Starting without dog
  - B. Sleeve presentation and bite placement
  - C. Working the sleeve
  - D. Working in a bite suit
  - E. Stick work

## 8. Common Procedures

- Civil agitation
- Sack or tug work
- External sleeves
- Dropping the external sleeve
- Hidden sleeves
- Muzzles
- Bite suit – target areas
- Stick work
- Gun fire

## 9. Fight Drive

- Prey
- Defense
- Social

## 10. Canine Case Law

- Documentation
- Use of Force
- 3 Prong approach
- Scenario – Force on Force – Officer / Handler must justify action taken

### **Day Three – Review and field work**

1. The Decoy will walk through all basic skills using another decoy as the dog. Once all basic skills are correct, we will then replace the 2<sup>nd</sup> decoy with a dog.

Prior to the K-9 being brought onto the field – the decoy and handler **must** meet and talk about the training exercise, give background about the dog if the decoy has never worked with that team and most important, what the goal is for that Exercise.

- Civil agitation
- Sack or tug work
- External sleeves
- Dropping the external sleeve

### **Day three – Review and field work**

1. Each student /decoy will show proficiency working several different canines from a new “green dog”, to a veteran dog using a sleeve. The student decoy will also have to explain the “Canine Communication” in each dog, along with any problems they see and how to fix them.

### **Day four– Review and field work and Introduction to muzzle work**

1. Each student /decoy will show proficiency working several different canines from a new “green dog”, to a veteran dog using the bite suit. The student decoy will also have to explain the “Canine Communication” in each dog, along with any Problems they see and how to fix them.
2. Introduction to Bite suit and Muzzle (classroom)

### **Day Five**

#### Muzzle Class

1. Muzzle work – drills  
The student decoy will review muzzle work using another student decoy as the

Added January 2008

Reviewed / Revised 04/2017