



# CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



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|   | <b>Chapter 6 Policy 10<br/>Canine Certification Requirements</b> | <b>Revised: 01/01/2020</b>   |
| <b>Authorizing Source: WAC 139-05-915</b> |  | <b>Applies to: All Staff</b> |

## I. PURPOSE:

The purpose of this policy is to set the requirements of certification for law enforcement and corrections canine teams pursuant to WAC 139-05-915. To include certification, expiration of certification, recertification of teams, record keeping, and maintenance training. These rules are intended to set minimum standards of performance for the certification of canine teams, in their assigned disciplines, which are used for law enforcement or corrections purposes.

This process is not related to nor does it have any effect upon the requirements for peace officer certification. Nothing in these rules is intended to limit the use of canine teams employed by other state or federal agencies for law enforcement purposes, or the use of volunteer canine teams where the handler is not a Washington peace officer, Washington tribal officer, or corrections officer.

## II. DEFINITIONS:

**Alert** - A change of behavior or indication, recognized by the handler, when the canine encounters a trained odor.

**Canine team** - A specific dog handler and a specific canine controlled by that officer in the capacity of handler, formally assigned by the employing agency to work together in the performance of law enforcement or corrections duties. The handler and the canine will be considered as a team and it will be the team that is certified; if one member of the team changes, a new team exists, and the new team will need to be certified.

**Decoy** – The actor portraying a suspect for training purposes. Given the possibility of injuries, it shall be the responsibility of the actor to obtain permission/consent from their employer prior to participating as a decoy.

**Distraction odor** – An odor that entices the canine away from the intended course.

**Dog handler** - Any fully commissioned Washington state certified peace officer, Washington state certified tribal police officer, or corrections officer of a state, county, city, municipality, or combination thereof, agency who is responsible for the routine care, control, and utilization of a police canine within a law enforcement or corrections assignment.

**Evaluator** - A full time Washington state certified peace officer, certified tribal police officer, or corrections officer who has a minimum of four years of experience as a dog handler and who has been recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers and subsequently

approved, by the commission, as an evaluator with expertise in canine training of a specific police canine subject for the purpose of evaluating and certifying dog handlers and canines to work as a canine team.

Experienced Handler – A handler who has previously received the minimum training hours as specified in the current CJTC canine certification requirements in the discipline in which they are certifying in.

False response / alert - A final response by the dog that the handler believes is an alert and/or the handler calls it as a find and/or attempts to reward when there is no target odor present.

Inexperience Handler – Does not meet the definition of experienced canine/handler as listed above.

Training - Any structured classroom or practical learning exercise conducted, evaluated, and documented by an experienced dog handler or trainer, certified as an instructor with recognized expertise on canine subjects associated with the development of the trainee's competency in the care, control, and utilization of a police canine.

Walk - The dog has a change of behavior, works to source, pinpoints, and moves on without giving a final response.

### III. POLICY:

- A. Expiration of canine team certification - Each certification issued pursuant to these rules will remain valid for twenty-four (24) months, as long as the composition and responsibility of the canine team does not change.
  - 1. A canine team certification shall automatically expire if the specific handler and canine, originally paired at the time of certification, cease to perform canine team functions together or if the function for which the team was certified changes. Using an approved form within 60 days of the team ceasing to function, the agency must notify the commission that the team has disbanded.
- B. Expiration of evaluator certification - Each certification issued pursuant to these rules will remain valid for sixty (60) months, with exception to the evaluator separating from employment as a state certified peace officer, Washington State certified tribal police officer, or corrections officer of a state, county, city, or municipality.
- C. Initial Certification - The canine handler shall submit an application, as prescribed by the commission, certifying the team has successfully completed the evaluation as prescribed. Upon receipt of the application, the Commission shall certify the canine team.
- D. Maintenance training - Best practice dictates the canine team should conduct regular objective-oriented training sufficient to maintain operational proficiency.

Maintenance training is meant to sustain and enhance the performance of the handler, canine, and the canine team.

1. The canine team should spend an average of four hours per week in routine training to maintain the proficiency level of the team.
  2. Routine maintenance training, conducted by the handler to maintain the canine's proficiency and to reinforce odor recognition is an acceptable form of training but may be combined with supervised training on a regular basis. Supervised training is conducted by a qualified trainer other than the handler, in order to improve performance, identify and correct training deficiencies. Performing proficiency assessments is considered a best practice.
- E. Recertification - A canine team shall be evaluated prior to their certification expiration date to maintain their certification.
1. The canine handler shall submit an application, as prescribed by the commission, certifying the team has successfully completed the phases of this evaluation. A separate application is required for each discipline. Upon receipt of application, the Commission shall certify the canine team.
- F. Recordkeeping - Each agency is required to keep training, performance, and identification records on canines. The records must stay with the agency responsible for the canine team. The records will be made available for review in the event that the canine is sold or transferred to another agency.
1. The records will include, but not be limited to:
    - a. Microchip number (if applicable);
    - b. Canine's name;
    - c. Breed;
    - d. Training records;
    - e. Certification date;
    - f. Date acquired or purchased;
    - g. Source from which the canine was acquired;
    - h. Purpose, use, or assignment of canine;
    - i. Handler's name;
    - j. The date and reason the canine was released from service; and
    - k. Copies of all incident reports in which use of the canine resulted in the use of force.
  2. These records must be retained for a period of one year from the date the canine is removed from active service unless a longer retention is required by statute or local ordinance.
  3. It is the responsibility of the handler to advise their employing agency of the fact that they have met the standards for canine certification. The proof of certification with the evaluator's signature along with a request for canine

certification must be submitted to the commission by the employing agency. This will be considered as a request for certification. Upon verification that the minimum requirements have been met, the commission will issue certification to the canine team.

4. It is recommended that a canine intended for use by a law enforcement or corrections agency, be positively identified by having a microchip medically inserted in the canine. Any canine that is sold by a vendor to a Washington state governmental agency for use as law enforcement or corrections canine should be able to be identified by microchip placed in the canine at the vendor's expense prior to the canine being sold to the law enforcement or corrections agency. Once the microchip has been inserted, it is recommended that it not be removed except for medical necessity. If it becomes necessary to remove the microchip, the reason for the removal must be documented and entered into the canine's training records and a new microchip inserted, if medically appropriate.
- G. Reevaluation - A detection team who fails to locate/indicate on one aid during the certification may be tested again the same day, if the Evaluator rules that the miss is the handler's error and requires no additional training of the canine. All other certification failures require the team reschedule another certification on a later date. All decisions made by Evaluators are final.

#### IV. PROCEDURES:

##### A. Criteria to be an Evaluator:

1. Must be a fully commissioned Washington State Certified Peace Officer, Washington State Certified Tribal Police Officer, or Corrections Officer.
  - a. Applicant must provide proof their employment is in good standing.
2. Must have four years of dog handler experience.
  - a. Applicant may provide this information in a resume format or in a letter.
3. Must be recognized as a trainer of canines by a professional organization of police and/or corrections dog handlers/trainers (includes departments and associations) in the discipline they are applying.
  - a. A letter from the professional organization or employer indicating what training and/or experience makes them eligible for this criteria.
4. Must have certified to the WAC in the past in the discipline in which they are applying.
  - a. Applicant may provide this information in a resume format, copies of past certifications, or in a letter.
    - i. In instances where a variance is requested, the applicant must provide documentation showing how they believe their experience and training should be substituted for this criteria.

5. Must have completed the CJTC Instructor Development class or other approved CJTC Instructor Course.
  - a. Copies of certificates or a letter explaining what training they completed that should be recognized as equivalent to the CJTC course.
    - i. In instances where a variance is requested, the requester must provide proof of how the training they completed compares to CJTC's.
6. Must submit a letter from their agency supporting the applicant's position as an evaluator for CJTC to certify teams on department time, as approved.

B. Patrol:

A canine handler who is responsible for the routine and regular utilization of a police patrol canine within general patrol or investigative activities.

- Experienced handlers must successfully complete a minimum of 200 hours of training as a team.
- Inexperienced handlers must successfully complete a minimum of 400 hours of training; 200 of the 400 hours of training is with their assigned duty canine.

Training will include, but is not limited to:

- Philosophies/theories of police canine;
- Legal and liability aspects, including applicable department policies;
- Public relations;
- Care and maintenance;
- Master protection;
- Tracking/trailing;
  - i. Area search;
  - ii. Building search;
  - iii. Evidence search;
  - iv. Pursuit and holding.
- Obedience and control.

1. Evaluating Exercises:

Handlers must be evaluated with their assigned duty canine. Performance will be rated on a pass/fail basis. The evaluator has the discretion to discontinue the evaluation if excessive time has been spent without results, or if there is a concern about safety issues involving the canine, handler, or equipment.

During obedience, protection and control, each minor violation will result in a 2-point deduction. Each major violation will result in a 10 deduction. The deductions listed in the "ALL EXERCISES" category will apply to each exercise as well as the deductions indicated for specific exercises. A team cannot have more than 30 points in deductions.

During Area Search, Building Search, and Tracking, the exercises will be Pass or Fail.

- a. Obedience: The obedience phase will be done off leash.
  - i. This test is to determine the ability of the handler to control the police dog while the animal is off lead. (This test must be passed before proceeding to any other phase of the evaluation process.) The Evaluator may terminate any exercise for lack of progress, failure to perform, or unsafe conditions.
  - ii. Two point deductions all exercises: failure to use follow-up commands, failure to stay / breaking position (one time), and urinating in the test area;
  - iii. Ten point deductions all exercises: failure to use follow-up commands, failure to stay / breaking position (two times) and leaving in the test area;
  - iv. The Evaluator may conduct the exercises in the obedience phase in any order, and will be the only person to determine when each of the exercises has been completed.
- b. Heeling - This exercise will consist of normal, slow, and fast paces; right, left and about turns. The dog must stay within arm's length of the handler and sit at halt. A minimum of one right turn, one left turn, one about turn. Each leg of the above must be a minimum of (50) fifty feet long. The different paces may be conducted on any leg.
  - i. Two point deduction: excessive commands (more than 1 command per change of pace or direction), arm's length away, impeding the handler and failure to sit at halt.
- c. Recall - This exercise will begin with the canine in a stay position. The handler must indicate what position the canine will stop in. The handler will move 100- feet away in a straight line from the canine. At the direction of the Evaluator, the handler will call the canine to him/her stopping the canine at the 50- foot position. During this time the Evaluator will have the handler perform a stay exercise. The handler will indicate which position to leave the canine in. The length of time that the canine shall stay shall not exceed one-minute.
  - i. Two point deduction: each additional command, non-direct return, failure to stop within five feet, non-compliance (sit, stand, down).
  - ii. Ten point deduction: failure to stop and failure to return.
- d. Heeling Control - This exercise will begin with the canine in the heel position. At the Evaluator's direction, the handler and canine will step off, moving in a straight line. At the 50- foot position, the handler will stop the canine while continuing to move to the 100- foot position where the handler will stop and face the canine. At the direction of the Evaluator, the handler will cause the canine to return to the handler's side.
  - i. Two point deduction: each additional command, arm's length away, impeding the handler, creeping over 2 inches, and non-compliance (sit, stand, down).

- ii. Ten point deduction: failure to stop and creeping over four feet.
- e. Protection and Control - The Evaluator will conduct the exercises in any order, and will be the only person to determine when the exercise has been completed. All exercises in this phase may be performed on or off leash. It must be clear to the Evaluator at all times that the handler is not physically restraining the canine.
  - i. Two point deductions all exercises: each additional command, physically restraining the canine (one time), failure to stay / breaking position (one time), obvious weak contact, closer than 5 feet to gain a release, and failure to give follow-up command.
  - ii. Ten point deductions all exercises: physically restraining the canine (two times), failure to stay / breaking position (two times), failure to make contact when appropriate, re-bite (one time) after the release
  - iii. Automatic failure all exercise: re-bite (two times) after the release and intentionally touching the canine for a release.
- f. Standing Call–Off - There will be three clearly marked positions, the 50-foot position, the 75-foot position, and the 100-foot position. At the direction of the Evaluator, the decoy will begin to run from the 50- foot position. The canine will be sent after the decoy passes the 75-foot position. The decoy will stop at the 100-foot position with their hands at their side. The canine will be recalled / stopped after passing the 50-foot position. The handler may run with the canine, but must stop at the 50-foot mark.
  - i. Two point deduction: slow / non-direct recall
  - ii. Ten point deduction: handler recalls dog early, handler crosses 50-foot line, and body contact with decoy
  - iii. Automatic failure: mouth contact with decoy.
- g. Master Protection - The team will move to a location designated by the Evaluator. The decoy will approach to within 20 feet of the team’s position. The handler will leave their dog and approach the decoy. After a period of conversation, the decoy will assault the handler. After the canine makes contact, the Evaluator will direct the handler when to out the canine. The handler will place his canine approximately 20 feet from the decoy on a stay, search the decoy and then return to the canine. The evaluator will indicate when the exercise is complete.

This exercise may be done, off-leash, on-leash, or by deploying the canine from a vehicle. If on-leash, the handler may not touch the leash during the out. The handler may pick up the leash or leash the canine once the Evaluator has called the exercise complete.
- h. Scent Phases - The Evaluator may conduct the scent phases in any order. The Evaluator may terminate the exercise for lack of progress, failure to perform the scent work, or unsafe conditions.

- i. Area and Building Search: The decoy will have no equipment and will give no indication to their presence. The evaluator will ensure the canine cannot gain access to the decoy and cause injury.
  - i1. Building search with a contact at the end. In this phase, the decoy will have sufficient equipment for a passive find and contact. The evaluator will place the decoy in a location out of view and accessible to the K9. The decoy will give no indication of his/her presence. The dog must engage at the end of the search.
  - ii. Tracking / Trailing: In this phase, decoy equipment is optional; however, he/she will give no indication to their presence. If no equipment is used, the evaluator will ensure the canine cannot gain access to the decoy and cause injury.
- i. Area Search: Once the search command is given by the handler, the K9 Team will be given a reasonable amount of time to complete the exercise. The search time will be determined by the Evaluator based upon the respective search areas. Each search exercise is complete when the canine gives an indication of the concealed decoy, the handler recognizes the indication and informs the Evaluator of said indication and location of decoy, or the established time limit expires.
  - i. The canine must locate the decoy through scent work.
  - ii. This exercise is Pass / Fail.
- j. Building Search: This scent exercise will consist of a building (minimum of three rooms and may vary in size, location and environment) designated by the Evaluator. The decoy will be placed in a building contaminated by human scent. The search will have a minimum set-up time of ten minutes. The handler and the canine will start at a point determined by the Evaluator. The team will be evaluated on the manner in which they accomplish the exercise.
  - i. The canine must locate the decoy through scent work.
  - ii. This exercise is Pass / Fail.
- k. Tracking / Trailing: The track will be planned by and/or approved by the Evaluator. The track will be a minimum of 600–feet and consist of minimum of one turn, and two legs with at least one change of surface. Three articles of evidence (combination of hard and soft), will be placed on the track by the decoy. The articles of evidence will be well scented by the decoy. The track will have a minimum time delay of ten minutes. The handler and the canine will start at a point determined by the Evaluator. The team will be evaluated on the manner in which they accomplish the exercise. The canine must locate the decoy through the demonstration of tracking/trailing. The team must locate a minimum of one article of evidence. The evidence may be recovered during the original track or on the back track.
  - i. The team must locate a minimum of one article of evidence through scent work.
  - ii. This exercise is Pass / Fail.



### C. Narcotic Detection:

A canine handler who is responsible for the primary and specialized utilization in the search for and detection of specific controlled substances. Experienced handlers must successfully complete a minimum of 80 hours of training as a team; inexperienced handlers must successfully complete a minimum of 200 hours of training as a team which will include, but not be limited to:

- Philosophies/theories of police canine;
  - Legal and liability aspects, including applicable department policies;
  - Public relations;
  - Care and maintenance;
  - Detection of specific controlled substances;
  - Building search;
  - Vehicle search;
  - Exterior search, and
  - Obedience and control.
1. Evaluating sections: Handlers must be evaluated with their assigned duty canine. Performance evaluations will be divided into two sections: narcotics and team effort.
    - a. Narcotics sections - The mandatory controlled substance training aids will consist of two of each, representing the three different odors: Heroin, Cocaine, and Methamphetamines. The weights of the substances used should be consistent with the mission of the team's being tested, with a minimum of 2 grams of each substance. Five of the six aids must be located.
      - i. Elective Odors - Teams may certify to Marijuana. Two aids will be added to the certification. A separate search area will be provided for the Marijuana.

*If this elective is chosen, seven of the eight aids must be located.*

        - The aids will be set in each phase not less than 30 minutes prior to the phase being evaluated. Each aid the dog specifically pinpoints, and the handler verbally indicates to the evaluator, will be recorded as a find.
    - b. Team effort section - A team is allowed only one miss and cannot have more than 20 points in deductions in the team scoring portion. Each error observed that has an indicated deduction will result in the loss of the appropriate number of points.
      - i. Canine deductions: working to source, final response, walk, and false response.
      - ii. Handler deductions: search pattern, presentation, manipulation of objects, control of environment, recognition of CB, control, and negative cueing.

2. Phase evaluations: Phase evaluations will be divided into three phases: buildings, vehicles search, and exterior search.

Minor deductions will result in a 1-point deduction.

Major deductions will result in a 3-point deduction, based on the evaluator's evaluation of the severity of the violation and the team's performance in other aspects of the same exercise.

False Responses will be deducted 10-points for the first occurrence. A second false response will be an automatic failure.

- a. Building phase - The building search will consist of an area designated by the Evaluator, and may vary in size, location or environment, but will consist of three rooms. The canine will start at a point determined by the handler.
- b. Vehicle search phase - The vehicle search will consist of three vehicles, which may vary in size, location and environment. The search may consist of both the interior and exterior of the vehicles. The canine will start at a point determined by the handler.
- c. Exterior search phase - The exterior search phase will consist of an area (minimum of 30 ft. by 30 ft.) in open air that may vary in location and environment and may include buried Narcotics. The canine will start at a point determined by the handler.

#### D. Explosive Detection:

A canine handler who is responsible for the primary and specialized utilization of a police canine in the search for and detection of explosive substances and devices.

- Experienced handlers must successfully complete a minimum of 200 hours of training as a team.
- Inexperienced handlers must successfully complete a minimum of 400 hours of training; 200 of the 400 hours of training is with their assigned duty canine.

Training will include, but is not limited to:

- Philosophies/theories of police canine;
- Legal and liability aspects, including applicable department policies;
- Public relations;
- Care and maintenance;
- Detection of explosive substances and devices;
- Building search
- Vehicle search
- Commercial vehicle search;
- Luggage search;
- Area search; and

- Obedience and control.
1. Evaluations - Handlers must be evaluated with their assigned duty canine. Performance evaluations will be divided into two phases: team application and team effort.
    - a. A team is allowed only one miss and cannot have more than 20 points in deductions in the team scoring portion.
    - b. The mandatory explosive substances are:
      - i. Black Powder
      - ii. Smokeless Powder / Double-Base Smokeless Powder
      - iii. TNT
      - iv. RDX / C4
      - v. PETN / Sheet Explosive
      - vi. Nitroglycerin Dynamite
      - vii. Ammonia Dynamite / Kinepak / Emulsion.
    - c. Fourteen explosive training finds consisting of two of each mandatory explosive substance shall be used.
      - i. Training aids used shall be a minimum of quarter pound.
    - d. A minimum of one of the fourteen training finds will be placed as a high find. This is defined as a find which is no less than six (6) feet high.
    - e. The types of substances placed in each phase will be at the discretion of the evaluator.
    - f. There shall be a minimum of one find in each phase (buildings, vehicles, commercial vehicles, luggage, and area search).
    - g. There is no maximum number of finds in any given phase. There shall be no more than one find in any given room or vehicle.
    - h. The training aids shall be set up a minimum of 30 minutes prior to the start of the accreditation.
    - i. When the handler believes a trained odor has been located, he/she shall verbally indicate the team has positive alert and indication. The handler shall then indicate the location of the find. The evaluator may ask the handler to be more specific regarding the location.
    - j. The evaluator has the authority to discontinue the accreditation process if excessive time has been spent searching without results. Prior to leaving the search area the evaluator may ask the handler to state any "areas of interest" they observed during the search. The evaluator may allow the team to return and re-search those specific areas.
  - A. Team application phase:
    - a. Building search:

- i. A minimum of three rooms, and a maximum of six, designated by the Evaluator, which may vary in size. Each room must be at least 100 square feet and contain furniture, inventory, or other equipment. Each room will consist of no more than one find; and/or
  - ii. A large building or warehouse which will be at least 250 square feet. No more than 2 finds in this area.
- b. Vehicle search: This phase will consist of a minimum of 10 passenger vehicles which may vary in size, location, and environment. The vehicle search will be exterior only.
- c. Commercial vehicle search: This phase will consist of not more than three commercial vehicles (bus, semi, 15 passenger van, plane, etc.) which may vary in size, location, and environment. The commercial vehicle search may be interior and exterior
- d. Luggage search: This phase will consist of a minimum of 10 pieces of luggage, parcel, or boxes. These pieces may vary in size, location, and environment.
- e. Area search: This phase will consist of an exterior area search (minimum of 30 yards by 15 yards). The area search may consist of articles, vehicles, brush, or open field.
- f. Obedience and control: Each handler shall demonstrate a minimum level of obedience and control of their canine. This will consist of a 1 minute sit/stay, a 3 minute down/stay, and recall to the handler from a distance of no less than 10 feet.

**B. Team effort:**

A team is allowed only one miss and cannot have more than 20 points in deductions in the team effort portion. Deductions will be 1, 2, or 3, depending on the severity of the error for each of the search areas (building, vehicle, commercial vehicle, luggage, and area). The team can have multiple point deductions per room, vehicle, or area searched.

- a. Handler: The handler will be scored in the following areas:
  - i. Presentation (e.g. over presenting, lack of presentation)
  - ii. Search pattern
  - iii. Control of environment
  - iv. Manipulation of Objects
    - i. Doors, manipulating items, turning on lights, burping bags
    - ii. A second deduction may result in a failure
  - v. Reading canine/Recognition of Change of Behavior
  - vi. Reward
  - vii. Negative Cueing (stall, over-presentation)
  - viii. Leash Control

b. Canine: The canine will be scored in the following areas:

- i. Hunt
- ii. Confidence
- iii. Alert
- iv. Walk

2. Obedience and control phase:

Each handler will demonstrate obedience and control with their canine. The Evaluator may conduct the exercises in the obedience phase in any order, and will be the only person to determine when each of the exercises has been completed.

- i. Sit - Stay: The canine must perform this skill for one minute. A half point will be deducted for additional commands and failure to stay / breaking position.
- ii. Down - Stay: The canine must perform this skill for three minutes. A half point will be deducted for failure to stay / breaking position.
- iii. Come: The canine must come when called. A half point will be deducted for additional commands, and failure to stay / breaking position, and failure to return / non-direct return.
- iv. All exercises:
  1. One half point will be deducted for urinating in the test area
  2. Three points will be deducted for each time the handler fails to conduct follow-up commands.

D1: Explosive Team Elective Discipline for Open Air Detection Team

All minimum standards mentioned in *D. Explosive Detection* must be met prior to participating in this elective discipline. As this is an elective discipline, it cannot be recognized on its own.

These rules are intended to set minimum standards of performance for the certification of explosive detection canine teams with the elective discipline of "Open Air Detection" which are used for law enforcement or corrections purposes.

Performance evaluations will consist of three of the four following phases: Line Up, Moving Line, Small Group, and Moving Target Corridor Search.

- Each phase will consist of two separate searches.
- During these elective phases, a minimum of 5 training aids and a maximum of 6 training aids shall be used at the discretion of the evaluator. Teams will be allowed one miss.
  - Evaluators will place no more than one (1) training aid within one search of any given phase.

- The certified evaluator will designate which three of the four phases will be utilized during a particular evaluation.
- In the line-up, moving line and small group phases there shall be no less than 8 and no more than 15 persons per search.
- The explosive substances that are to be utilized during an open air evaluation are:
  - i. Smokeless Powder / Double-Based Smokeless Powder,
  - ii. TNT,
  - iii. RDX / C4,
  - iv. PETN / Sheet Explosive,
  - v. Nitroglycerin Dynamite,
  - vi. or Ammonia Dynamite / Kinepak / Emulsion.
- The types of substances placed in each phase will be at the discretion of the evaluator.
- Training aids used shall be a minimum of 2 pounds and a maximum of 10 pounds.
- Training aids used shall be a minimum of a 1/2 pound and a maximum of 4 pounds.
- There will be a minimum set up time of 60 minutes for training aids placed into luggage or hand carried bags/items.
- There will be a minimum set up time of 30 minutes for training aids placed onto the body of a decoy.
- No training aids will be placed on any decoy between the sternum and chin to avoid any inhalation hazards.

## 1. Evaluating Phases:

### a. Line Up

- i. Two separate line searches of people designated by the evaluator which may vary in size however there will no fewer than 8 persons and no more than 15 persons per line up search.
- ii. At least one of the line searches shall contain a find and there shall be no more than one find per line up search.
- iii. Line searches may contain bags designated by the evaluator to be searched in conjunction with the people.
- iv. During this phase the team can use First Pass and Systematic Search patterns, however at the end of the second completed systematic search the handler will either call the line clear or indicate which person in the line is concealing a trained odor.

- b. Moving Line
  - i. Two separate moving line searches of people designated by the evaluator which may vary in size; however there shall be no fewer than 8 persons and no more than 15 persons per search.
  - ii. At least one of the line searches shall contain a find and there shall be no more than one find per line up search.
  - iii. Moving searches may contain bags designated by the evaluator to be searched in conjunction with the people.
  - iv. During this phase the team can use First Pass and Systematic Search patterns, however at the end of the second completed systematic search the handler will either call the line clear or indicate which person in the line is concealing a trained odor.
- c. Small Group
  - i. Two separate small group searches of people designated by the evaluator which may vary in size; however there shall be no fewer than 8 persons and no more than 15 persons per search.
  - ii. The group search may contain bags designated by the evaluator to be searched in conjunction with the people. The configuration of the group will be designated by the evaluator. There shall be no more than one find in each separate search of this phase.
  - iii. During this phase the team can use First Pass and Systematic Search patterns, however at the end of the second completed systematic search the handler will either call the group clear or indicate which person in the group is concealing a trained odor.
- d. Moving Target Corridor Search
  - i. Two separate searches conducted in a narrow corridor designated by the evaluator with people moving back and forth through the corridor. The corridor search may contain bags designated by the evaluator to be searched in conjunction with the people.
  - ii. The team can move from one side of the corridor to the other side at their discretion. The handler may not make any presentations on any one person or bag during the phase, however search commands may be use to keep the canine engaged.
  - iii. This search is to be designed to demonstrate the canine ability to follow the trace/ribbon of odor to source.
  - iv. There shall be no more than one find during each individual search phase.

## E. Evaluations

Teams may attempt an evaluation prior to the hours specified in this policy, however, the CJTC will not accept an application until the team completes all hours listed by discipline and experience level.

CJTC Certified Evaluators shall conduct evaluations as described in this policy; they do not have the authority to modify these standards in any way.

When evaluating a team from their own department, the CJTC evaluator cannot sign a team's application where they are the trainer of record for that team.

F. Additional Disciplines:

It is recommended that any other discipline not listed in this policy be certified through an organization responsible for management and implementation of said discipline in which they set standards within the relevant field.



## Appendix A

| Date     | Revisions  | Area   |
|----------|--|--|
| 12/21/17 | Updated Decoy definition   | Section II – Definitions                                   |
| 12/21/17 | Adjusted equipment use for the Scent Phase and Area Search in Patrol   | Section IV – Procedures Sub-part B                         |
| 11/20/17 | Added Definition for Experienced and Inexperienced Handler   | Section II – Definitions                                   |
| 11/20/17 | Updated lettering and numbering within Section III – Policy, also updated recertification information, added verbiage regarding retesting, & changed “certification” to “initial certification.” | Section III - Policy                                       |
| 11/20/17 | Added verbiage regarding experienced handler’s minimum training hours  | Section IV – Procedures Sub-part’s A, B, & C               |
| 11/20/17 | Updated the testing exercise information for Patrol  | Section IV – Procedures Sub-part B                         |
| 11/20/17 | Adjusted numbering and lettering of Sub-part D, also added verbiage regarding scored areas, and provided additional direction regarding Team Effort  | Section IV – Procedures Sub-part D                         |
| 11/20/17 | Added Explosive Team Elective Discipline for Open Air Detection Team   | Section IV – Procedures Sub-part D-1                       |
| 11/20/17 | Changed Police Patrol Canine to Patrol   | Section IV – Procedures Sub-part A                         |
| 11/20/17 | Removed Human Trailing Discipline and replace with “Additional Disciplines.”   | Section IV – Procedures Sub-part E                         |
| 03/09/17 | Added “aka Narcotic Detection” This is the recognized industry norm when identifying this discipline.  | Section IV – Procedures Sub-part C                         |
| 03/09/17 | Added detailed instructions of what documentation is required to prove each of the six criteria to become an evaluator.  | Section IV – Procedures Sub-part A                         |
| 03/09/17 | Added detailed instructions of what documentation is required. To include requirements when a variance to any of the six criteria is asked for.  | Section IV – Procedures Sub-part A                         |
| 01/25/17 | The term “as a team” was removed from each discipline; it was draft language that was not intended to be incorporated into the final version.  | Section IV – Procedures Sub-parts B, C, D, & E             |
| 01/25/17 | Adjusted certification expiration from twelve months to twenty-four months; it was draft language that was not intended to be incorporated into the final version.                               | Section III – Policy Sub-part B                            |
| 01/25/17 | Adjusted lettering so that sub-part C could reflect the addition of “expiration of evaluator certification;” this language was inadvertently left out.   | Section III – Policy Sub-parts C-F                         |
| 11/28/18 | Replaced the term “testing” with evaluation(s)   | All Sections   |
| 11/28/18 | Updated weight of narcotic evaluations   | Section III – Policy Sub-parts C                           |
| 07/12/19 | Updated minimum training, grammar updates, equipment update  | Section IV – Patrol Sub-part B, B (1)(d),(e),(g), (h) (ii) |
| 07/12/19 | Updated minimum training, grammar updates, equipment update  | Section IV – Patrol Sub-part D                             |
| 07/12/19 | Added clarification as to evaluation expectations which resulted in a new Section E.   | Section E  |

|          |  |                                  |
|----------|--|----------------------------------|
| 12/02/19 | Updated information in Patrol (1)(g) Master Protection | Section IV – Sub-part B          |
| 12/02/19 | Updated point deductions                               | Section IV – Sub-part D          |
| 12/02/19 | Updated information related to team effort scoring     | Section IV – Sub-parts B, C, & D |
| 12/02/19 | Updated all changes to score sheets.                   | Score Sheets                     |



# APPLICATION FOR CERTIFICATION OF CANINE TEAM

Washington State Criminal Justice  
Training Commission

Send completed form to:  
[certmail@cjtc.wa.gov](mailto:certmail@cjtc.wa.gov)

This is an application for  INITIAL Team Certification or  RECERTIFICATION of Team

**Section 1:** All sections must be completed; incomplete forms will not be processed.

|                      |                     |                |
|----------------------|---------------------|----------------|
| HANDLER'S FULL NAME: | HANDLER'S FULL SSN: | CANINE'S NAME: |
|----------------------|---------------------|----------------|

|                             |                                 |
|-----------------------------|---------------------------------|
| AGENCY and MAILING ADDRESS: | HANDLER'S AGENCY EMAIL ADDRESS: |
|                             | HANDLER'S CONTACT PHONE NUMBER: |

**Canine Team Discipline** (A separate application for each discipline is required)

- POLICE PATROL                     
  NARCOTIC DETECTION                     
  EXPLOSIVE DETECTION  
   
  ELECTIVE MARIJUANA ODOR                     
  ELECTIVE OPEN AIR DETECTION

### Section 2: Canine Handler

I recognize this is an application for certification or training to the Commission (See [RCW 43.101.105\(b\)](#)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.

As the identified canine handler, I declare under penalty of perjury under the laws of the state of Washington that this Canine Team has met or exceeded the minimum training hours as outlined, for this discipline, in the CJTC Policy "K-9 Certification Requirements."

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in \_\_\_\_\_, Washington.

\_\_\_\_\_  
Applicant's Signature

### Section 3: CJTC Certified Canine Team Evaluator

I recognize this is an application for certification or training to the Commission (See [RCW 43.101.105\(b\)](#)); therefore, I hereby attest that I have read and understand the requirements outlined in the CJTC Policy "K-9 Certification Requirements" and WAC 139-05-915.

As the CJTC certified canine team evaluator, I declare under penalty of perjury under the laws of the state of Washington that this Canine Team has met or exceeded the team evaluation requirements outlined, for this discipline, in the CJTC Policy "K-9 Certification Requirements."

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in \_\_\_\_\_, Washington.

\_\_\_\_\_  
Evaluator's Signature

|                                     |                             |
|-------------------------------------|-----------------------------|
| CERTIFIED EVALUATOR'S PRINTED NAME: | DATE OF CERTIFICATION TEST: |
|-------------------------------------|-----------------------------|

## Instruction's for Application for Certified Canine Team

### **Section 1: This sections should be completed by the handler prior to evaluation**

- Mark either "INITIAL" or RECRTIFICATION."
- Handler's full name, Canine's name – self-explanatory.
- Agency and Mailing Address – this will be used to mail certificates to.
- Handler's agency email address – to be used if CJTC needs to contact handler.
- Handler's contact phone number – as CJTC will use this number for business purposes, should not be a personal phone.
- Canine Team Discipline – mark the discipline the team is applying for. You must submit a separate application for each discipline.

### **Section 2: This section is completed by the handler**

- This is a legal declaration. CJTC does not maintain the training records of the team. If questions regarding minimum training hours required for the applicable discipline should arise, it is the sole responsibility of the handler to produce said proof.
- If it is found the handler falsified this document, they are subject to revocation of their peace officer or tribal officer certification as described in RCW 43.101.105 and Chapter 139-07 WAC.

### **Section 3: This section is completed by the evaluator**

- This is a legal declaration. CJTC does not maintain the evaluation records. If questions regarding this evaluation should arise, it is the sole responsibility of the evaluator to produce said proof.
- If it is found the evaluator falsified this document, they are subject to revocation of their peace officer or tribal officer certification as described in RCW 43.101.105 and Chapter 139-07 WAC.

**Email is the only acceptable way to submit this form.**

**Mailing or faxing this application will not only cause delay in the issuance of certification, but could result in the application not being received.**

**Questions regarding this form, or any portion of the certification process may be emailed to Tisha Jones at [tjones@cjtc.wa.gov](mailto:tjones@cjtc.wa.gov) or you may call 360-486-2431.**

# SCORESHEET PACKET

## PATROL CANINE TEAM

Handlers must be evaluated with their assigned duty canine. Performance will be rated on a pass / fail basis. The evaluator has the discretion to discontinue the evaluation if excessive time has been spent without results, or if there is a concern about safety issues involving the canine, handler, or equipment.

Each phase will be briefly described, followed by a list of deductions and their point values. Each error observed that has an indicated deduction will result in the loss of the appropriate number of points.

- During Phase I - Obedience and Phase - II Protection and Control, each minor violation will result in a 2-point deduction. Each major violation will result in a 10 deduction. The deductions listed in the "ALL EXERCISES" category will apply to each exercise as well as the deductions indicated for specific exercises. A team cannot have more than 30 points in deductions.
- During Phase III - Area Search, Phase IV - Building Search, and Phase V - Tracking, the exercises will be Pass or Fail.

### Phase I - Obedience:

The obedience phase will be done off leash.

- This test is to determine the ability of the handler to control the police dog while the animal is off lead. (This test must be passed before proceeding to any other phase of the evaluation process.) The Evaluator may terminate any exercise for lack of progress, failure to perform, or unsafe conditions.
- Two point deductions all exercises: failure to use follow-up commands, failure to stay / breaking position (one time), and urinating in the test area;
- Ten point deductions all exercises: failure to use follow-up commands, failure to stay / breaking position (two times) and leaving in the test area;
- The Evaluator may conduct the exercises in the obedience phase in any order, and will be the only person to determine when each of the exercises has been completed.
  - i. Heeling - This exercise will consist of normal, slow, and fast paces; right, left and about turns. The dog must stay within arm's length of the handler and sit at halt. A minimum of one right turn, one left turn, one about turn. Each leg of the above must be a minimum of (50) fifty feet long. The different paces may be conducted on any leg.
    1. Two point deduction: excessive commands (more than 1 command per change of pace or direction), arm's length away, impeding the handler and failure to sit at halt.
  - ii. Recall - This exercise will begin with the canine in a stay position. The handler must indicate what position the canine will stop in. The handler will move 100- feet away in a straight line from the canine. At the direction of the Evaluator, the handler will call the canine to him/her stopping the canine at the 50- foot position. During this time the Evaluator will have the handler perform a stay exercise. The handler will indicate which position to leave the canine in. The length of time that the canine shall stay shall not exceed one-minute.

# SCORESHEET PACKET

## PATROL CANINE TEAM

1. Two point deduction: each additional command, non-direct return, failure to stop within five feet, non-compliance (sit, stand, down).
  2. Ten point deduction: failure to stop and failure to return.
- iii. Heeling Control - This exercise will begin with the canine in the heel position. At the Evaluator's direction, the handler and canine will step off, moving in a straight line. At the 50- foot position, the handler will stop the canine while continuing to move to the 100- foot position where the handler will stop and face the canine. At the direction of the Evaluator, the handler will cause the canine to return to the handler's side.
1. Two point deduction: each additional command, arm's length away, impeding the handler, creeping over 2 inches, and non-compliance (sit, stand, down).
  2. Ten point deduction: failure to stop and creeping over four inches.

### Phase II - Protection and Control:

All exercises in this phase may be performed on or off leash. The Evaluator may conduct the exercises in the order any order, and will be the only person to determine when the exercise has been completed. It must be clear to the Evaluator at all times that the handler is not physically restraining the canine.

- Two point deductions all exercises: each additional command, physically restraining the canine (one time), failure to stay / breaking position (one time), obvious weak contact, closer than 5 feet to gain a release, and failure to give follow-up command.
- Ten point deductions all exercises: physically restraining the canine (two times), failure to stay / breaking position (two times), failure to make contact when appropriate, re-bite (one time) after the release
- Automatic failure all exercise: re-bite (two times) after the release and intentionally touching the canine for a release.
  - i. Standing Call-Off - There will be three clearly marked positions, the 50-foot position, the 75-foot position, and the 100-foot position. At the direction of the Evaluator, the decoy will begin to run from the 50- foot position. The canine will be sent after the decoy passes the 75-foot position. The decoy will stop at the 100-foot position with their hands at their side. The canine will be recalled / stopped after passing the 50-foot position. The handler may run with the canine, but must stop at the 50-foot mark.
    1. Two point deduction: slow / non-direct recall
    2. Ten point deduction: handler recalls dog early, handler crosses 50-foot line, and body contact with decoy
    3. Automatic failure: mouth contact with decoy.
  - ii. Master Protection - The team will move to a location designated by the Evaluator. The decoy will approach to within 20 feet of the team's position. The handler will leave their dog and approach the decoy. After a period of conversation, the decoy will assault the handler. After the canine makes contact, the Evaluator will direct the handler when to recall the canine.

# SCORESHEET PACKET

## PATROL CANINE TEAM

### Scent Phases

All exercises in this phase may be performed on or off leash. The Evaluator may conduct the scent phases in any order. The Evaluator may terminate the exercise for lack of progress, failure to perform the scent work, or unsafe conditions.

#### Phase III - Area Search

- The decoy will have no equipment and will give no indication to their presence. The evaluator will ensure the canine cannot gain access to the decoy and cause injury. Once the search command is given by the handler, the K9 Team will be given a reasonable amount of time to complete the exercise. The search time will be determined by the Evaluator based upon the respective search areas. Each search exercise is complete when the canine gives an indication of the concealed decoy, the handler recognizes the indication and informs the Evaluator of said indication and location of decoy, or the established time limit expires.

1. This exercise is Pass / Fail.

#### Phase IV - Building Search

- The decoy will have no equipment and will give no indication to their presence. The evaluator will ensure the canine cannot gain access to the decoy and cause injury. This scent exercise will consist of a building (minimum of three rooms and may vary in size, location and environment) designated by the Evaluator. The decoy will be placed in a building contaminated by human scent. The search will have a minimum set-up time of ten minutes. The handler and the canine will start at a point determined by the Evaluator. The team will be evaluated on the manner in which they accomplish the exercise.

1. The canine must locate the decoy through scent work.
2. This exercise is Pass / Fail.

#### Phase V – Tracking / Trailing

- In this phase, decoy equipment is optional; however, he/she will give no indication to their presence. The evaluator will ensure the canine cannot gain access to the decoy and cause injury. The track will be planned by and/or approved by the Evaluator. The track will be a minimum of 600–feet and consist of minimum of one turn, and two legs with at least one change of surface. Three articles of evidence (combination of hard and soft), will be placed on the track by the decoy. The articles of evidence will be well scented by the decoy. The track will have a minimum time delay of ten minutes. The handler and the canine will start at a point determined by the Evaluator. The team will be evaluated on the manner in which they accomplish the exercise. The canine must locate the decoy through the demonstration of tracking/trailing. The team must locate a minimum of 1 article of evidence. The evidence may be recovered during the original track or on the back track.

1. The team must locate a minimum of one article of evidence through scent work.
2. This exercise is Pass / Fail.

# SCORESHEET PACKET

## PATROL CANINE TEAM

### PHASE I – OBEDIENCE DEDUCTION GUIDE

This phase consists of 3 exercises. The Evaluator may conduct the exercises in the obedience phase in any order, and will be the only person to determine when each of the exercises has been completed. A team cannot have more than 30 points in deductions.

#### 2 POINT DEDUCTION

##### ALL EXERCISES

- Failure to use follow-up commands
- Failure to stay / breaking position (1X)
- Urinating in the test area

##### HEELING

- Excessive commands (more than 1 command per change of pace or direction)
- Arms length away
- Impeding the handler
- Failure to sit at halt

##### RECALL

- Each additional command
- Non-direct return
- Failure to stop within 5'
- Non-compliance (sit, stand, down)

##### HEELING CONTROL

- Each additional command
- Arms length away
- Impeding the handler
- Creeping over 2'
- Non-compliance (sit, stand, down)

#### 10 POINT DEDUCTION

##### ALL EXERCISES

- Failure to stay / breaking position (2X)
- Bolting from the evaluation area  
**(Failure)**

##### HEELING

- Failure to stop
- Failure to return

##### RECALL

##### HEELING CONTROL

- Failure to stop
- Creeping over 4'



# SCORESHEET PACKET

## PATROL CANINE TEAM

### PHASE II - PROTECTION AND CONTROL DEDUCTION GUIDE

This phase consists of 2 exercises. The exercises in this phase will be conducted in the order indicated. A team cannot have more than 30 points in deductions.

#### 2 POINT DEDUCTION

##### ALL EXERCISES

- Each additional command
- Physically restraining the canine (1X)
- Failure to stay / breaking position (1X)
- Obvious weak contact
- Closer than 5' to gain a release
- Failure to give follow-up command

##### CALL OFF

- Slow / non-direct recall

#### 10 POINT DEDUCTION

##### ALL EXERCISES

- Physically restraining the canine (2X)
- Failure to stay / breaking position (2X)
- Failure to make contact when appropriate
- Re-bite (1x) after the release
- Re-bite (2x) after the release  
**(Failure)**
- Intentionally touching the canine for a release  
**(Failure)**

##### CALL OFF

- Handler recalls dog early
- Handler crosses 50-foot line
- Body contact with decoy
- Mouth contact with decoy -  
**(Failure)**

# **SCORESHEET PACKET PATROL CANINE TEAM**

## **SCENT EXERCISES**

The scent phases may be conducted in any order.

### **PHASE III - AREA SEARCH**

This exercise is PASS / FAIL. The canine must locate the decoy through scent work.

### **PHASE IV - BUILDING SEARCH**

This exercise is PASS / FAIL. The canine must locate the decoy through scent work.

### **PHASE V - TRACKING**

This exercise is PASS / FAIL. The canine must locate the decoy through scent work.  
The team must locate a minimum of 1 article of evidence.

# SCORESHEET PACKET PATROL CANINE TEAM

## Overall Record Sheet

|                 |                           |
|-----------------|---------------------------|
| Location: _____ | Date: _____               |
| Handler: _____  | Yrs. K9 Experience: _____ |
| Agency: _____   |                           |

|                    |   |
|--------------------|---|
| Canine Name: _____ | Cross Trained: <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--------------------|---|

Using the Deduction Guide, provide deduction results below:

| Phase I – Obedience<br>Maximum Points – 100  |                   |
|--|-------------------|
| <u>Exercise:</u>   | <u>Deductions</u> |
| Heeling  |                   |
| Recall   |                   |
| Heeling Control  |                   |
| Total Deduction:   | Final Score:      |
| Pass: <input type="checkbox"/> Retested: <input type="checkbox"/> Fail: <input type="checkbox"/> |                   |
| Comments:  |                   |
|  |                   |
|  |                   |

| Phase II – Protection and Control<br>Maximum Points – 100  |                   |
|--|-------------------|
| <u>Exercise:</u>   | <u>Deductions</u> |
| Standing Call-Off  |                   |
| Master Protection  |                   |
| Total Deduction:   | Final Score:      |
| Pass: <input type="checkbox"/> Retested: <input type="checkbox"/> Fail: <input type="checkbox"/> |                   |
| Comments:  |                   |
|  |                   |
|  |                   |

# SCORESHEET PACKET

## PATROL CANINE TEAM

### Phase III – Area Search

**Exercise:**

The canine must locate the decoy through scent work.

Pass:  Retested:  Fail:

Comments:

### Phase IV – Building Search

**Exercise:**

The canine must locate the decoy through scent work.

Pass:  Retested:  Fail:

Comments:

### Phase V – Tracking / Trailing

**Exercise:**

The canine must locate the decoy through the demonstration of tracking/trailing. The team must locate a minimum of 1 article of evidence.

Pass:  Retested:  Fail:

Comments:

**Evaluator**

Print Name:

Signature:

Agency:

Contact Phone:

Contact Email:

Handler's Copy

# SCORESHEET PACKET

## NARCOTIC DETECTION CANINE TEAM

### Testing sections

Handlers must be evaluated with their assigned duty canine. Performance testing will be divided into two sections: narcotics and team effort.

The aids will be set in each phase not less than 30 minutes prior to the phase being evaluated. Each aid the dog specifically pinpoints, and the handler verbally indicates to the evaluator, will be recorded as a find.

- Narcotics sections
  - The mandatory controlled substance training aids will consist of two of each, representing the three different odors: Heroin, Cocaine, and Methamphetamines. The weights of the substances used should be consistent with the mission of the team's being tested, with a minimum of 2 grams of each substance. Five of the six aids must be located.
    - Elective Odors

Teams may certify to Marijuana. Two aids will be added to the certification. A separate search area will be provided for the Marijuana. *If this elective is chosen, seven of the eight aids must be located.*
- Team effort section
  - A team is allowed only one miss and cannot have more than 20 points in deductions in the team scoring portion. Each error observed that has an indicated deduction will result in the loss of the appropriate number of points.

### **Deductions:**

- Canine deductions: working to source, final response, walk, and false response.
- Handler deductions: search pattern, presentation, manipulation of objects, control of environment, recognition of CB, control, and negative cueing.

### **Phase testing**

Phase testing will be divided into three phases:

1. Buildings
2. Vehicles search
3. Exterior search.

### **Deductions:**

- Minor deductions will result in a 1-point deduction.
- Major deductions will result in a 3-point deduction, based on the evaluator's evaluation of the severity of the violation and the team's performance in other aspects of the same exercise.
- False Responses will be deducted 10-points for the first occurrence. A second false response will be an automatic failure.

# SCORESHEET PACKET

## NARCOTIC DETECTION CANINE TEAM

Building phase - The building search will consist of an area designated by the Evaluator, and may vary in size, location or environment, but will consist of three rooms. The canine will start at a point determined by the handler.

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: BUILDING Date: \_\_\_\_\_

### Narcotics Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               | Total           |              |

### Team Effort Section

**Canine**

1 pt.    3 pt.

**Handler**

1 pt.    3 pt.

|       |                         |  |
|-------|-------------------------|--|
|       | Search Pattern          | _____  |
|       | Presentation            | _____  |
|       | Manipulation of Objects | _____  |
|       | Control Of Environment  | _____  |
|       | Recognition of CB       | _____  |
|       | Control                 | _____  |
|       | Negative Cueing         | _____  |
| _____ | Working to Source       |  |
| _____ | Final Response          |  |
| _____ | Walk                    |  |
| _____ | False Response          | 1 <sup>st</sup> time = 10 pts    2 <sup>nd</sup> time = Fail |

Total: \_\_\_\_\_

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## NARCOTIC DETECTION CANINE TEAM

Vehicle search phase - The vehicle search will consist of three vehicles, which may vary in size, location and environment. The search may consist of both the interior and exterior of the vehicles. The canine will start at a point determined by the handler.

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: VEHICLE Date: \_\_\_\_\_

### Narcotics Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               | Total           |              |

### Team Effort Section

**Canine**

1 pt.    3 pt.

**Handler**

1 pt.    3 pt.

|  |                         |  |
|--|-------------------------|--|
|  | Search Pattern          |  |
|  | Presentation            |  |
|  | Manipulation of Objects |  |
|  | Control Of Environment  |  |
|  | Recognition of CB       |  |
|  | Control                 |  |
|  | Negative Cueing         |  |
|  | Working to Source       |  |
|  | Final Response          |  |
|  | Walk                    |  |
|  | False Response          | 1 <sup>st</sup> time = 10 pts    2 <sup>nd</sup> time = Fail |

Total: \_\_\_\_\_

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## NARCOTIC DETECTION CANINE TEAM

Exterior search phase - The exterior search phase will consist of an area (minimum of 30 ft. by 30 ft.) in open air that may vary in location and environment and may include buried Narcotics. The canine will start at a point determined by the handler.

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: EXTERIOR SEARCH Date: \_\_\_\_\_

### Narcotics Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               | Total           |              |

### Team Effort Section

**Canine**

1 pt.    3 pt.

**Handler**

1 pt.    3 pt.

|       |                         |   |
|-------|-------------------------|---|
|       | Search Pattern          | _____   |
|       | Presentation            | _____   |
|       | Manipulation of Objects | _____   |
|       | Control Of Environment  | _____   |
|       | Recognition of CB       | _____   |
|       | Control                 | _____   |
|       | Negative Cueing         | _____   |
| _____ | Working to Source       |   |
| _____ | Final Response          |   |
| _____ | Walk                    |   |
| _____ | False Response          | 1 <sup>st</sup> time = 10 pts 2 <sup>nd</sup> time = Fail |

Total: \_\_\_\_\_

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_



# SCORESHEET PACKET

## NARCOTIC DETECTION CANINE TEAM

**Elective Odor:** Teams may certify to **Marijuana**. Two aids will be added to the certification. A separate search area will be provided for the Marijuana. The aids will be set in each phase not less than 30 minutes prior to the phase being evaluated. Each aid the dog specifically pinpoints, and the handler verbally indicates to the evaluator, will be recorded as a find.

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: ELECTIVE ODOR - Marijuana Date: \_\_\_\_\_

### Search Area (Choose 1 Location)

| <u>Amount</u> | <u>Location</u>  | <u>Found</u> |
|---------------|--|--------------|
|               | <b>Exterior search phase</b> - The exterior search phase will consist of an area (minimum of 30 ft. by 30 ft.) in open air that may vary in location and environment and may include buried Narcotics. The canine will start at a point determined by the handler.       |              |
|               | <b>Building phase</b> - The building search will consist of an area designated by the Evaluator, and may vary in size, location or environment, but will consist of three rooms. The canine will start at a point determined by the handler.                             |              |
|               | <b>Vehicle search phase</b> - The vehicle search will consist of three vehicles, which may vary in size, location and environment. The search may consist of both the interior and exterior of the vehicles. The canine will start at a point determined by the handler. |              |

### Team Effort Section

**Canine**

1 pt.      3 pt.

**Handler**

1 pt.      3 pt.

|       |                         |   |
|-------|-------------------------|---|
|       | Search Pattern          |   |
|       | Presentation            | _____   |
|       | Manipulation of Objects | _____   |
|       | Control Of Environment  | _____   |
|       | Recognition of CB       | _____   |
|       | Control                 | _____   |
|       | Negative Cueing         | _____   |
| _____ | Working to Source       |   |
| _____ | Final Response          |   |
| _____ | Walk                    |   |
| _____ | False Response          | 1 <sup>st</sup> time = 10 pts   2 <sup>nd</sup> time = Fail |

Total: \_\_\_\_\_

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## NARCOTIC DETECTION CANINE TEAM

### Overall Record Sheet

|                 |                           |
|-----------------|---------------------------|
| Location: _____ | Date: _____               |
| Handler: _____  | Yrs. K9 Experience: _____ |
| Agency: _____   |                           |

|                      |   |
|----------------------|---|
| Canine Name: _____   | Yrs. Narcotic Experience: _____   |
| Type of Alert: _____ | Cross Trained: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reward: _____        | Breed: _____  |

### Evaluation

**Phase**

- 1 Building
- 2 Vehicles
- 3 Exterior

**Narcotic's**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL**

**Team Effort**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Narcotics Section**

Mandatory Odors

PASS

FAIL

Elective Odors – Marijuana

PASS

FAIL

**Team Effort Section**

Team Effort

PASS

FAIL

**Evaluator**

Print Name:

Signature:

Agency:

Contact Phone:

Contact Email:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Handler's Copy

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

The evaluation phases may be conducted in any order. However, the Evaluator may suggest a starting point based on training aid set up time, availability of training locations or weather factors.

A team is allowed only one miss and cannot have more than 20 points in deductions in the team scoring portion.

The mandatory explosive substances are:

- Black Powder
- Smokeless Powder / Double-Base Smokeless Powder
- TNT
- RDX / C4
- PETN / Sheet Explosive
- Nitroglycerin Dynamite
- Ammonia Dynamite / Kinepak / Emulsion.

Fourteen explosive training finds consisting of two of each mandatory explosive substance shall be used.

- Training aids used shall be a minimum of quarter pound.

A minimum of one of the fourteen training finds will be placed as a high find. This is defined as a find which is no less than six feet high.

The types of substances placed in each phase will be at the discretion of the evaluator.

There shall be a minimum of one find in each phase

- Buildings
- Vehicles
- Commercial vehicles
- Luggage
- Area search

There is no maximum number of finds in any given phase. There shall be no more than one find in any given room or vehicle.

The training aids shall be set up a minimum of 30 minutes prior to the start of the accreditation.

When the handler believes a trained odor has been located, he/she shall verbally indicate the team has positive alert and indication. The handler shall then indicate the location of the find. The evaluator may ask the handler to be more specific regarding the location.

The evaluator has the authority to discontinue the certification process if excessive time has been spent searching without results. Prior to leaving the search area the evaluator may ask the handler to state any "areas of interest" they observed during the search. The evaluator may allow the team to return and re-search those specific areas.

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

### Explosive Team Application Phases

- Building search:
  - A minimum of three rooms, and a maximum of six, designated by the Evaluator, which may vary in size. Each room must be at least 100 square feet and contain furniture, inventory, or other equipment. Each room will consist of no more than one find; and/or
  - A large building or warehouse which will be at least 250 square feet. No more than 2 finds in this area.
- Vehicle search:
  - This phase will consist of a minimum of 10 passenger vehicles which may vary in size, location, and environment. The vehicle search will be exterior only.
- Commercial vehicle search:
  - This phase will consist of not more than three commercial vehicles (bus, semi, 15 passenger van, plane, etc.) which may vary in size, location, and environment. The commercial vehicle search may be interior and exterior
- Luggage search:
  - This phase will consist of a minimum of 10 pieces of luggage, parcel, or boxes. These pieces may vary in size, location, and environment.
- Area search:
  - This phase will consist of an exterior area search (minimum of 30 yards by 15 yards). The area search may consist of articles, vehicles, brush, or open field.
- Obedience and control:
  - Each handler shall demonstrate a minimum level of obedience and control of their canine. This will consist of a 1 minute sit/stay, a 3 minute down/stay, and recall to the handler from a distance of no less than 10 feet.

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

### Explosive Team Effort Scoring

A team is allowed only one miss and cannot have more than 20 points in deductions in the team scoring portion. Deductions will be 1, 2, or 3, depending on the severity of the error for each of the search areas (building, vehicle, commercial vehicle, luggage, and area). The team can have multiple point deductions per room, vehicle, or area searched.

### Explosive Team Effort Scoring – (This was cut and pasted from Open Air, with changes)

Deductions will be 1 or 3 depending on the severity of the error; however, any miss of a mandatory training aid will be 5-points, and a false response will result in a 10-point deduction. A team is allowed only one miss and cannot have more than 20 points in deductions in the team scoring portion. The team can have multiple point deductions per room, vehicle, or area searched.

NOTE- Since a miss is a deduction, it will need to be added each sheet to reflect which search area the miss occurred. See bottom of pages 5, 6, 7, 8, and 9.

All exercises:

- Three points will be deducted for urinating in the test area
- Three points will be deducted for each time the handler fails to conduct follow-up commands.
- Handler: The handler will be scored in the following areas:
  - Presentation (e.g. over presenting, lack of presentation)
  - Search pattern
  - Control of environment
  - Manipulation of Objects
    - Doors, manipulating items, turning on lights, burping bags
      - A second deduction may result in a failure
  - Reading canine/Recognition of Change of Behavior
  - Reward
  - Negative Cueing (stall, over-presentation)
  - Leash Control
- Canine: The canine will be scored in the following areas:
  - Hunt
  - Confidence
  - Alert
  - Walk

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

- Final Response
- False Response
- Obedience and control phase: Each handler will demonstrate obedience and control with their canine. The Evaluator may conduct the exercises in the obedience phase in any order, and will be the only person to determine when each of the exercises has been completed.
  - Sit - Stay: The canine must perform this skill for one minute. A half point will be deducted for additional commands and failure to stay / breaking position.
  - Down - Stay: The canine must perform this skill for three minutes. A half point will be deducted for failure to stay / breaking position.
  - Come: The canine must come when called. A half point will be deducted for additional commands, and failure to stay / breaking position, and failure to return / non-direct return.

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: BUILDING SEARCH Date: \_\_\_\_\_

### Explosive Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               |                 |              |

### Team Effort Section

Canine  
1 pt.    3 pt.

Handler  
1 pt.    3 pt.

|       |   |
|-------|---|
|       | Search Pattern _____  |
|       | Presentation _____  |
|       | Control of Environment _____  |
|       | Manipulation of Objects <u>1<sup>st</sup> time=3 pts; 2<sup>nd</sup> time= Fail</u> |
|       | Reading _____   |
|       | Canine/Recognition of CB _____  |
|       | Leash Control _____   |
|       | Negative Cueing _____   |
|       | Reward _____  |
|       |   |
| _____ | Hunt  |
| _____ | Confidence  |
| _____ | Alert   |
| _____ | Walk  |
| _____ | Final Response  |
| _____ | False Response <u>1<sup>st</sup> time= 10 pts; 2<sup>nd</sup> time= Fail</u>        |
| _____ | Urinating in Search Area  |
|       | Miss – <u>1<sup>st</sup> time =5 pts; 2<sup>nd</sup> time= Fail</u>                 |
|       | Total: _____  |

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: VEHICLE SEARCH Date: \_\_\_\_\_

### Explosive Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               |                 |              |

### Team Effort Section

|                      |  |  |
|----------------------|--|--|
| <b><u>Canine</u></b> |  | <b><u>Handler</u></b>  |
| 1 pt.    3 pt.       |  | 1 pt.    3 pt.   |
|                      | Search Pattern   | _____  |
|                      | Presentation   | _____  |
|                      | Control of Environment   | _____  |
|                      | Manipulation of Objects  | _____ 1 <sup>st</sup> time=3 pts; 2 <sup>nd</sup> time= Fail |
|                      | Reading  | _____  |
|                      | Canine/Recognition of CB                                       | _____  |
|                      | Leash Control  | _____  |
|                      | Negative Cueing  | _____  |
|                      | Reward   | _____  |
|                      |  |  |
| _____                | Hunt   |  |
| _____                | Confidence   |  |
| _____                | Alert  |  |
| _____                | Walk   |  |
| _____                | Final Response   |  |
| _____                | False Response   | 1 <sup>st</sup> time= 10 pts; 2 <sup>nd</sup> time= Fail     |
| _____                | Urinating in Search Area                                       |  |
|                      | Miss – 1 <sup>st</sup> time =5 pts; 2 <sup>nd</sup> time= Fail |  |
|                      | Total: _____   |  |

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_



# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: COMMERCIAL VEHICLE SEARCH Date: \_\_\_\_\_

### Explosive Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               |                 |              |

### Team Effort Section

**Canine**  
 1 pt.      3 pt.

**Handler**  
 1 pt.      3 pt.

|       |                          |  |
|-------|--------------------------|--|
|       | Search Pattern           | _____  |
|       | Presentation             | _____  |
|       | Control of Environment   | _____  |
|       | Manipulation of Objects  | _____ 1 <sup>st</sup> time=3 pts; 2 <sup>nd</sup> time= Fail   |
|       | Reading                  | _____  |
|       | Canine/Recognition of CB | _____  |
|       | Leash Control            | _____  |
|       | Negative Cueing          | _____  |
|       | Reward                   | _____  |
|       |                          |  |
| _____ | Hunt                     |  |
| _____ | Confidence               |  |
| _____ | Alert                    |  |
| _____ | Walk                     |  |
| _____ | Final Response           |  |
| _____ | False Response           | _____ 1 <sup>st</sup> time= 10 pts; 2 <sup>nd</sup> time= Fail |
| _____ | Urinating in Search Area |  |
|       |                          | Miss – 1 <sup>st</sup> time =5 pts; 2 <sup>nd</sup> time= Fail |
|       | Total:                   | _____  |

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: LUGGAGE SEARCH Date: \_\_\_\_\_

### Explosive Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               |                 |              |

### Team Effort Section

**Canine**  
 1 pt.    3 pt.

**Handler**  
 1 pt.    3 pt.

|       |  |  |
|-------|--|--|
|       | Search Pattern   | _____  |
|       | Presentation   | _____  |
|       | Control of Environment   | _____  |
|       | Manipulation of Objects  | 1 <sup>st</sup> time=3 pts; 2 <sup>nd</sup> time= Fail   |
|       | Reading  | _____  |
|       | Canine/Recognition of CB                                       | _____  |
|       | Leash Control  | _____  |
|       | Negative Cueing  | _____  |
|       | Reward   | _____  |
|       |  |  |
| _____ | Hunt   |  |
| _____ | Confidence   |  |
| _____ | Alert  |  |
| _____ | Walk   |  |
| _____ | Final Response   |  |
| _____ | False Response   | 1 <sup>st</sup> time= 10 pts; 2 <sup>nd</sup> time= Fail |
| _____ | Urinating in Search Area                                       |  |
|       | Miss – 1 <sup>st</sup> time =5 pts; 2 <sup>nd</sup> time= Fail |  |
|       | Total:   | _____  |

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
 Phase: AREA SEARCH Date: \_\_\_\_\_

### Explosive Section

|   | <u>Type</u> | <u>Amount</u> | <u>Location</u> | <u>Found</u> |
|---|-------------|---------------|-----------------|--------------|
| 1 |             |               |                 |              |
| 2 |             |               |                 |              |
| 3 |             |               |                 |              |
| 4 |             |               |                 |              |
| 5 |             |               |                 |              |
|   |             |               |                 |              |

### Team Effort Section

**Canine**  
 1 pt.      3 pt.

**Handler**  
 1 pt.      3 pt.

|       |  |  |
|-------|--|--|
|       | Search Pattern _____   |  |
|       | Presentation _____   |  |
|       | Control of Environment _____                                   |  |
|       | Manipulation of Objects _____                                  | 1 <sup>st</sup> time=3 pts; 2 <sup>nd</sup> time= Fail   |
|       | Reading _____  |  |
|       | Canine/Recognition of CB _____                                 |  |
|       | Leash Control _____  |  |
|       | Negative Cueing _____  |  |
|       | Reward _____   |  |
|       |  |  |
| _____ | Hunt   |  |
| _____ | Confidence   |  |
| _____ | Alert  |  |
| _____ | Walk   |  |
| _____ | Final Response   |  |
| _____ | False Response   | 1 <sup>st</sup> time= 10 pts; 2 <sup>nd</sup> time= Fail |
| _____ | Urinating in Search Area                                       |  |
|       | Miss – 1 <sup>st</sup> time =5 pts; 2 <sup>nd</sup> time= Fail |  |
|       | Total: _____   |  |

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET

## EXPLOSIVE CANINE TEAM

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_  
Phase: **OBEDIENCE** Date: \_\_\_\_\_

### Team Effort Section

#### Sit – Stay (1 minute):

Failure to stay/breaking position

½ pt per violation

\_\_\_\_\_

#### Down – Stay (3 minutes):

Failure to stay/breaking position

½ pt per violation

\_\_\_\_\_

#### Come:

Additional Commands

Failure to stay/breaking position

Failure to return/non-direct return

½ pt per violation

\_\_\_\_\_

\_\_\_\_\_

#### All Exercises

Urinating in Test Area

½ pt per violation

\_\_\_\_\_

Failure to do follow-up commands

3 pt per violation

\_\_\_\_\_

Total: \_\_\_\_\_

Evaluator Initials: \_\_\_\_\_ Handler Initials: \_\_\_\_\_

# SCORESHEET PACKET EXPLOSIVE CANINE TEAM

## Overall Record Sheet

|                 |                           |
|-----------------|---------------------------|
| Location: _____ | Date: _____               |
| Handler: _____  | Yrs. K9 Experience: _____ |
| Agency: _____   |                           |

|                      |   |
|----------------------|---|
| Canine Name: _____   | Yrs. Explosive Experience: _____  |
| Type of Alert: _____ | Cross Trained: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reward: _____        | Breed: _____  |

### Evaluation

| <u>Phase</u>          | <u>Explosive's</u> | <u>Team Effort</u> |
|-----------------------|--------------------|--------------------|
| 1 Building            | _____              | _____              |
| 2 Vehicles            | _____              | _____              |
| 3 Commercial Vehicles | _____              | _____              |
| 4 Luggage             | _____              | _____              |
| 5 Area Search         | _____              | _____              |
| 6 Obedience           | _____              | _____              |
|                       | <b>TOTAL</b>       | _____              |

#### Explosive Section

Mandatory Odors

PASS

FAIL

#### Team Effort Section

Team Effort

PASS

FAIL

#### Evaluator

Print Name:

Signature:

Agency:

Contact Phone:

Contact Email:

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Handler's Copy