



Search Dog Network

NEW MEMBER

Position Task Book

TASK BOOK ASSIGNED TO:
<i>INDIVIDUAL'S NAME AND PHONE NUMBER</i>
TASK BOOK INITIATED BY:
<i>OFFICIAL'S NAME, TITLE, AND PHONE NUMBER</i>
<i>LOCATION AND DATE OF TASK BOOK INITIATION</i>

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

VERIFICATION / VALIDATION OF COMPLETION FOR THE POSITION OF:
FINAL EVALUATOR'S VERIFICATION
<p>I verify that all tasks have been performed and are documented with appropriate initials. I also verify that, as a trainee, _____ has completed these tasks and should therefore be considered for this position.</p>
<i>FINAL EVALUATOR'S SIGNATURE AND DATE</i>
<i>FINAL EVALUATOR'S PRINTED NAME, TITLE, AND PHONE NUMBER</i>

Agency Certification

I certify that _____ has met all requirements for qualification of **SDN New Member** and that such qualification has been issued.

New Member Coordinator	Date
Vice President	Date

Past experience may be used to fulfill the requirements of this Task Book.

Past experience must be documented and verified by the Vice President.

POSITION TASK BOOK

This Position Task Book (PTB) lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off. Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur during the course of normal assignments and during training courses.

RESPONSIBILITIES:

1. **Search Dog Network** is responsible for:

- Selecting trainees based on the needs of the organization.
- Ensuring that the trainee meets the training and experience requirements.
- Initiating PTBs to document task performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Providing an evaluator for local assignments.
- Tracking progress of the trainee.
- Confirming PTB completion.
- Issuing proof of certification.

2. The **Trainee** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the Evaluation Record is complete.
- Notifying New Member Coordinator when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

- Understanding the PTB qualifications system.
- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task.
- Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing an Evaluation Record found at the end of this PTB.

4. The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for promotion.

New Member

Pre-Apprentice	Date	Comments	Evaluator Initials with Date
1. Complete Waiver of Liability and return to New Member Coordinator.			
2. Complete Criminal Background Release paperwork.			
3. SDN Secretary to conduct background check; verify satisfactory status.			
4. Read and explain the history of SDN.			
5. Know and explain the SDN organizational chart.			
6. Complete FEMA IS – 100. Training can be found online at http://training.fema.gov/IS/NIMS.asp			
7. Complete FEMA IS – 700. Training can be found online at http://training.fema.gov/IS/NIMS.asp			
8. Complete NASAR SARTECH III training/certification. Reading material includes <i>Introduction to Search & Rescue</i> , a NASAR text. This book may be ordered online at http://www.nasar.org in the NASAR Bookstore. The test may be taken online at http://www.nasar.org/nasar/online_exams.php			
9. Receive “Victim” Orientation training; understand different ways to be an effective victim: <ul style="list-style-type: none"> • Become familiar with various K9 reward systems • Read the article “The Role of the Helper” 			
10. Watch a puppy run-away.			
11. Watch a puppy run-away.			
12. Be the “victim” for a puppy run-away.			
13. Watch a certified Wilderness/Air Scent canine.			
14. Be the “victim” for a certified Wilderness/Air Scent canine.			
15. Watch a certified Human Remains Detection canine.			
16. Watch a certified Tracking/Trailing canine.			
17. During the Pre-apprentice stage, 10 training credits must be earned. Formal training occurs on Tuesday evenings and on Saturday mornings, which each count for 1 credit. The SDN training schedule may be found at www.searchdogs.org under Current Events. A minimum of three credits per month must be obtained, two of which must be Saturdays, during the Pre-Apprenticeship stage.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Apprentice	Date	Comments	EVALUATOR Initials and Date
1. Receive and understand basic Water Safety skills training, to include: <ul style="list-style-type: none"> • Proper fitting of a Personal Floatation Device (PFD) • Brief overview of SDN boat and its components • Establish New Member's swimming ability/comfort level 			
2. Receive and understand basic radio usage; understand SDN radio protocols. <ul style="list-style-type: none"> • How to receive and transmit messages on the SDN radios • How to address other SDN members when transmitting 			
3. Take SDN Environmental Safety course. This introductory level course highlights environmental hazards in the search environment.			
4. Take SDN Introduction to Map and Compass course.			
5. Demonstrate ability to use basic map and compass skills: <ul style="list-style-type: none"> • Shoot a bearing • Orient the map • Obtain a pace count 			
6. Receive basic GPS familiarity training.			
7. Demonstrate ability to use components of a basic GPS unit: <ul style="list-style-type: none"> • Mark a waypoint • Clear a track • Enable WAAS on the unit • Record location in UTM format 			
8. Receive basic K9 handling skills.			
9. Demonstrate ability to perform basic K9 handling skills: <ul style="list-style-type: none"> • Walk K9 on lead • Hold K9 in case of handler injury • Restrain K9 in case of K9 injury 			
10. Complete the SDN Physical Fitness test. <ul style="list-style-type: none"> • NWCG Work Capacity Test - Moderate • 2 mile walk in less than 30 minutes with a 25 pound pack More information about the Work Capacity Test can be found at http://www.nwcg.gov/pms/pubs/newshelt/workcptest_hi.pdf .			

INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's Name, SDN Title

Evaluator's Home Address and Phone

Name and Location of Simulation

Incident Kind: Enter kind of incident, e.g., urban search and rescue, wilderness search and rescue, classroom training, continuing education/seminar, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several consecutive SDN field trainings.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date

Signature

Evaluator's Name and SDN Title:			
Evaluator's Home Address and Phone:			
Name and Location of Incident or Simulation	Incident Kind	Number and Type of Resources Pertinent to Trainee's Position	Duration (Inclusive Dates in Trainee Status)
			- to -
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee (initial appropriate box):			
	The individual has successfully performed all tasks for the position and should be considered for certification.		
	The individual was not able to complete certain tasks (comments below) or additional guidance is required.		
	Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.		
	The individual is severely deficient in the performance of tasks for the position and needs further training (both required knowledge and skills needed) prior to additional assignment(s) as a trainee.		
Recommendations: _____ _____			
Date: _____		Evaluator's Signature: _____	

Evaluator's Name and SDN Title:			
Evaluator's Home Address and Phone:			
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Recommendations: _____			
Date: _____ Evaluator's Signature: _____			

Approval Date: August, 2008



Search Dog Network, Inc.

PROFESSIONALLY TRAINED VOLUNTEERS AND SEARCH DOGS,
WORKING FOR THEIR COMMUNITY, TO BRING HOME LOST INDIVIDUALS.

Emergency Callout: (979) 676-1630

Waiver of Liability and Statement of Personal Responsibility

Acknowledging your interest in volunteering your time with Search Dog Network, Inc. in support of search dog training exercises/tests and/or search dog missions, you are hereby asked to read the following information and sign the Waiver of Liability and Statement of Personal Responsibility below.

Search dog training exercises/tests are designed to train new dogs/puppies for search and rescue work and/or to provide ongoing training opportunities for dogs already qualified/certified for search and rescue work. One or more subjects are placed in the field and a dog, a dog handler, and one or more field support personnel carry out a mock mission to find the subject(s). Volunteer participants in search dog training exercises/test may function as both subjects and field support personnel.

Search dog missions involve providing dog teams in support of the work of public safety agencies. Missions may include searching for lost subjects, or locating deceased subjects, drugs, and evidence. Search Dog Network, Inc. fields search dog teams but, from time-to-time, requests the assistance of individuals with expertise in other search and rescue disciplines. Volunteer participants in search dog missions may function as overhead staff at base camp or as technical resources in the field.

Training and mission locations tend to be high elevation, wilderness areas with rugged, mountainous terrain and sometimes thick underbrush. Roads and trails are often not used and encounters with wildlife are not uncommon. Field work may be carried out in all kinds of weather, and at all times of the day or night. As a volunteer you must have the clothing and equipment appropriate to working in extremely rugged terrain under wildly varying weather conditions. Search Dog Network, Inc. is a Texas corporation that does not charge for services, but does accept donations, grants, gifts, and reward monies.

I knowingly and at my own risk, and in consideration of my acceptance as a participant or member of Search Dog Network, hereby forever waive and release any and all claims of injuries, illness, or death that may incur as a direct or indirect result of my participation in Search Dog Training Exercises/Tests and/or Search Dog Missions against Search Dog Network, Inc. federal/state/county/city government entities, and the owner(s) of any properties used to conduct the exercises/tests and/or visited during the course of missions. None of the above are responsible for any damage to or loss of any personal items. I accept and acknowledge that I am personally responsible for any of my actions, and all damages caused by myself or my dog(s). I have been warned that exercises/tests/missions are often conducted at high elevations, in wilderness settings, in the presence of wildlife, and possibly under adverse trekking and weather conditions. Furthermore, I understand that any reward monies earned on searches - whether or not I continue a search on my own - will accrue to the benefit of Search Dog Network, Inc.

In addition to the aforementioned, the undersigned jointly and severally hereby forever release, discharge, acquit and forgive Search Dog Network, Inc. from any and all claims, actions, suits, demands, agreements, and each of them, if more than one, liabilities, judgments, and proceedings both at law and inequity arising from this date to the ending of time and as more particularly related to or arising from Search Dog Network, Inc.

I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND ACCEPT MY RESPONSIBILITY AND LIABILITY FOR MY ACTIONS, SAFETY AND HEALTH AND THAT OF MY DOG(S) DURING SEARCH DOG NETWORK, INC. SEARCH DOG TRAINING EXERCISES/TESTS AND/OR SEARCH DOG MISSIONS THIS RELEASE SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE PARTIES, THEIR SUCCESSORS, ASSIGNS AND PERSONAL REPRESENTATIVES.

RELEASOR'S NAME (print) _____

ADDRESS (complete) _____

SIGNATURE _____

If under 18, signature of parent or guardian _____

WITNESS _____ Signed this ____ day of _____

Serving our community since 1997

Post Office Box 6196 • Bryan, Texas 77805 • Phone: (979) 676-1630



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Confidentiality

DEFINITION

Confidentiality is a legal protection that assures the right to privacy to the fullest extent allowable by state statutes.

APPLICATION

It applies to all communication pertaining to Search Dog Network and their activities.

Confidentiality is imperative in order to maintain a high level of trust with the public and to be perceived as a professional organization.

Confidentiality is not an absolute; there are circumstances in which information may be released. These exceptions will come directly from the Search Dog Network Public Information Officer (PIO) or other Search Dog Network officers.

WHAT THE MEMBERSHIP NEEDS TO KNOW

Maintaining confidentiality takes planning and practice.

Members should take reasonable steps to insure that they do not reveal identities, discuss information regarding searches or reveal the content of their communications with families or team members to others.

During a mission, no information regarding the search should be released to media or by-standers directly. Information should only be released through the Search Dog Network PIO. General information regarding SAR dog training and use in searches, as well as other general SAR information, may be released with approval of the Incident Command and/or the PIO.

Be aware of your surroundings to avoid unintentional information leaks. Do not discuss missions or privileged information in a public forum where others might inadvertently overhear.

Do not debrief in public places. Find a secluded/private area to debrief.

THE MEDIA

If someone from the media contacts you, direct him/her to the Search Dog Network PIO. The press is always looking to put a sensationalized slant on their report (it's their job). They are allowed to "editorialize." This means that they will take small fractions of the information you passed on to them and put them together to make what they view as a "better and more interesting story." They will not print what you say in its entirety. Therefore, they are interpreting your responses to questions, and it may not come across as you intended. Let trained PIOs communicate with the press to avoid any miscommunications.

EMPLOYERS

Our employers deserve information regarding our absences from our duties. Discuss such information in very general terms: young vs. a specific age, general location as necessary, etc.

- Tell co-workers that you are not free to discuss the details of a search. This is a very difficult task as you may be experiencing the need to discuss your experiences with others. Discuss these details only amongst Search Dog Network members, other participating search agency personnel or SAR specific debriefing professionals. Provide support for each other at these times.

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