

North American Police Work Dog Association
**“DEDICATED TO ASSISTING WORKING DOG TEAMS
THROUGHOUT THE WORLD”**

BYLAWS and CERTIFICATION RULES

This book belongs to: _____

All Reviewed or Revised and Approved November 5, 2023.

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NORTH AMERICAN POLICE WORK DOG ASSOCIATION

Bylaws

ARTICLE 1:

This Association shall be known as the North American Police Work Dog Association, Inc.

ARTICLE 2: OBJECTIVES

To unite and assist all law enforcement agencies and working dog teams in the training and continued improvement of all police and working dogs.

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

To provide educational material through publications, visual aids, and training seminars. To improve the image of the police and working dog.

ARTICLE 3: MEMBERSHIP

Section A:

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

Section B:

Regular Members - Full initial membership in this association shall be open to any active law enforcement officer, military working dog handler, federal, state, county, municipal or correction officer who is a canine handler, trainer, canine administrator, or person who was a law enforcement canine officer and is now employed full time as a canine trainer or handler for a recognized law enforcement agency. Full membership shall also be open to any retired (vested or collecting a pension) law enforcement officer, military working dog handler (with DD-214 documentation), federal, state, county, municipal or correction officer who was a canine handler, trainer, or canine administrator at the time of retirement. Regular NAPWDA members who are current in their dues at the time they leave their canine unit and remain a law enforcement officer are still eligible to be a Regular member so long as they remain active in NAPWDA and current in their dues. All regular members will be ineligible to vote at the first Executive Committee election following their membership acceptance. If a law enforcement agency pays for the member's membership dues, the agency has the right to reassign that membership to another person anytime during that dues period. The change in membership by the law enforcement agency must be in writing to the membership chairperson. The written change will include the current member's complete information and the new replacement person's complete information on a NAPWDA membership application. Accredited

NAPWDA Master Trainer's in good standing who have been in NAPW- DA for 20 years or more are awarded lifetime memberships.

Section C:

Associate Members - An Associate member shall enjoy all privileges except that he/she shall not have any voting privileges, nor shall serve on the Executive Committee Board. All Associate members must provide a current Criminal History Records Check at the time they initially join and upon renewing yearly. This record check must be obtained from a Law Enforcement Agency and cover that person for the entire United States or entire State that they live in (not just a city or county level). Any criminal convictions for crimes are grounds for review by the Membership Committee and can result in denial or revocation of or from Associate membership. All Associate members must be re-sponsored each year with the signature of a sponsoring member.

Associate members may include:

- 1.) Any person who trains canines for an established law enforcement agency and sponsored by a regular member.
- 2.) Any person sponsored by a regular member.
- 3.) An active firefighter who is a canine handler or trainer with their fire department and is assigned arson investigation duties using the trained Accelerant K9 for that department.

Certification of Associate member's dogs will be determined by the Master Trainer. Associate members dogs can only be certified in: Obedience, Article Search, Search and Rescue Area Search, Tracking, Trailing, Building Search, Narcotics, Explosive, Cadaver and Accelerant (Accelerant -only if the Associate member is an active firefighter who is a canine handler or trainer with their fire department and is assigned arson investigation duties using the trained Accelerant K9 for that department. This test certification will not be valid for any private or non-Fire/Law Enforcement Department investigation).

ARTICLE 4: DUTIES OF DIRECTORS

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

EXECUTIVE BOARD

The Executive Board consists of the elected NAPWDA officers. Members of the Executive Board shall be reimbursed for such internet access, if funds are available, as necessary to maintain constant communication with said Board. All members of the Executive Board shall be responsible for attending meetings, electronic or in person, responding to mail/email to and from the board in a timely manner, and actively participating in any such matters as required by their position. In the event a member of the

Executive Board cannot meet the above requirements, the President, in conjunction with a majority of the remaining Executive Board, may appoint a regular member to serve in that position until such a time as the elected member can fully maintain the responsibilities of their office.

PRESIDENT

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

VICE PRESIDENT

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

SECRETARY

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

TREASURER

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

MEMBERSHIP CHAIRPERSON

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

BOARD OF TRUSTEES

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

STATE COORDINATORS

The President shall appoint one Coordinator for each state and SAR. State Coordinators may appoint assistants. State Coordinators, or their Co-coordinator in the absence of the state coordinator, will have a vote at executive board meetings except for matters of NAPWDA accreditation. State Coordinators are required to appear at or submit an annual report of the activities in their respective states to the National Secretary prior to the Fall Executive Board Meeting.

EXECUTIVE COMMITTEE

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

TRAINERS

A member who has appeared before the Accreditation Committee and been approved by the Executive Board, after meeting all requirements including written and oral interviews, to obtain Trainer accreditation for specific disciplines. Trainers within NAPWDA cannot certify dog teams.

MASTER TRAINERS

A member who has demonstrated further education and ability, mentored Trainers and Trainer applicants, and has appeared before the Accreditation Committee and been approved by the Executive Board, after meeting all requirements including written and oral interviews, to obtain Master Trainer accreditation for specific disciplines. Master Trainers are tasked with completing certifications for the organization.

SENIOR MASTER TRAINERS

A Master Trainer who has served as same for twenty (20) years and reached the age of 65.

ARTICLE 5: ELECTIONS

Section A:

All candidates for office shall be nominated at the General Membership meeting at the National Training Workshop in the year of the election. During the General Membership meeting anyone nominated for an elected office and who accepts that nomination will immediately stand up and address the general membership telling them why he/she wants to be elected, what his/her qualifications are for that office and what he/she will do for this association if elected. The general membership may ask questions of that person at this time. Additionally, the nominated person may write a one (1) page summary of their qualifications for that office, why they want to be elected, what they will do for this association if elected and have it published in the NAPWDA Newsletter (effective 06-20-04). At the General Membership meeting U.S. Mailed with post mark nominations will be accepted by the Judge of Elections. U.S. Mailed (with post mark) in nominations must be accompanied by:

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

Section B:

An appropriate ballot will be mailed by the Membership Chairperson to every Regular Member eligible to vote. An envelope that is marked "Official Ballot" will be used by the member to return the ballot to the Judge of Elections. Only ballots received in that envelope will be counted. Any signature or note written on the ballot that would identify the voter will cause that ballot to be considered invalid. Any envelope that is opened before being received by the Election Committee will be declared invalid. In the event that a candidate is unopposed, Roberts Rules of Order shall prevail and the unopposed candidate will be declared the winner by acclamation.

Section C:

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

Section D:

Official Ballot in envelope will be mailed back to the Judge of Elections postmarked no later than two (2) months after nominations. The Judge of Elections will

check the serial number and signature on the envelope against the list supplied to him/her by the Membership chairperson, ensuring that only one (1) envelope with the same number is received.

Section E:

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

Section F:

The current President will appoint a committee of three (3) members, not involved in the election. One of the committee members will be appointed Judge of Elections. The committee will open the envelopes and not unfold the ballots. The envelopes will be discarded, and the ballots will then be unfolded and counted, the committee will attest to the correct total. Ballots will be counted at the Fall Executive Board Meeting. The ballots will be destroyed by the national secretary immediately after the executive board meeting of the following national workshop.

Section G:

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

Section H:

Newly elected Officers shall take office at the Fall Executive meeting.

Section I:

Election of Officers will be held every four (4) years in concurrence with United States Presidential Elections.

Section J:

Anyone elected as a NAPWDA Executive Committee officer shall not hold any elected office within any other national or international law enforcement K9 association.

ARTICLE 6: OATH OF OFFICE

“Officers elect will repeat after me and say, using your name where I do mine.”: “I (Name), having been duly elected an Officer of this Association in the presence of almighty God and this company assembled, do hereby solemnly and sincerely promise that I will, to the best of my ability in word and deed, without fear or favor, faithfully, honestly and with strict impartiality, carry out as an Officer of this Association, the principles of this Association. Now by the power vested in me as Installing Officer on this occasion, I do hereby declare the officers elect legally installed and qualified to enter upon the discharge of their duties for the term ending December 31, 20____or until their successors are duly elected and installed.”

ARTICLE 7: MEETINGS

A quorum shall consist of the majority of the Executive Committee present. The President shall call at least two (2) regular meetings of the Executive Committee during the calendar year. He/she shall set dates for such meetings with the approval of the majority of the Executive Committee. There shall be at least one (1) yearly General Membership Meeting, and at least one (1) Association Training Workshop. Meetings shall be conducted according to parliamentary law. Robert's Rules of Order, newly revised, shall be the guide for conducting all meetings in those matters which are not specified within these by-laws. All Executive Committee members shall be notified adequately in advance as to any and all meetings.

ARTICLE 8: BYLAWS

Amendments, Additions or Deletions: It shall be the duty of the Bylaws Committee, which shall consist of at least three (3) members appointed by the President, to codify all proposed changes, additions, or deletions to the Bylaws. All proposed changes must be submitted in writing to the Bylaws Committee. The Bylaws committee shall present the final form to the Executive Committee with recommendations. Regardless, if any amendment, addition, or deletion is passed unanimously, it shall be null and void if it is in direct conflict with the Articles of Incorporation. All recommended changes to the Bylaws must be presented to the General Membership present at that meeting for their vote of approval before they become official.

ARTICLE 9: DUES

The yearly dues of the Association will be \$50.00. Dues will be collected on January 1. Notices will be mailed out by the Membership Chairperson. After recording the date received and the amount, the Membership Chairperson will forward all moneys to the Treasurer. Yearly membership cards will be issued by the Membership Chairperson. All members and Chairpersons needing a complete membership mailing list will be notified by the Membership Chairperson. If a current membership fee is not paid or postmarked by March 31 of the dues year, then there WILL BE a late fee of \$10.00 assessed. The membership year is from January 1 through December 31 of each year.

A \$30.00 service charge will be assessed for any bad/bounced check, no matter what the reason for it being dishonored. In addition, any paperwork, such as certifications, is suspended until the check is made good.

ARTICLE 10: SERGEANT AT ARMS

The President shall appoint one (1) member Sergeant at Arms. It shall be

his/her duty to preserve order at all meetings, prevent unauthorized persons from attending meetings and perform such other duties as may be directed by the President or Presiding Officer. If the appointed Sergeant at Arms is unable to attend the meeting the President will appoint a temporary Sergeant at Arms for that meeting.

ARTICLE 11: RULES AND REGULATIONS

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

Any member may call for ayes and nays on any question which each member present shall be required to answer to his name on the roll, unless excused by the chair. A motion to reconsider must come from a member who votes with the majority when the motion to reconsider was taken.

No member shall leave the room during a meeting, unless permission is given to that member by the Chair. When a point of order is raised by any member, a person having the floor shall take his/her seat until the point is decided by the Chair, when, if proper, he/she may resume his/her remarks.

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

ARTICLE 12: IMPEACHMENT

Any Officer or member may be removed for any violation of the provisions of the Bylaws, for any personal conduct as defined in Article 13 Section A, NAPWDA Code of Ethics. Charges for the impeachment of any Officer or member may be initiated by any member in good standing or a Grievance Committee appointed by the President and shall be presented in writing to the Grievance committee Chairperson. If the member filing the charges is a member of any committee or elected office, he/she shall abstain from any vote on this matter. The accused Officer or member will be given a copy of the charges against him/her. If the Grievance committee ascertains that there is enough evidence to warrant a hearing, the accused member will be notified by certified return receipt requested U.S. Postal Service of the meeting and location at which the hearing will be held, not less than thirty (30) days prior to the hearing date. The accused shall be given the right to present evidence on his/her behalf at this hearing. Failure to appear on the hearing date without prior authorization from the Committee Chairperson will result in the hearing being held in absentia. Any member filing a complaint will be assessed a \$25.00 fee, returnable upon a true finding.

The Grievance Committee will then decide if the charges are valid or invalid and present a recommendation to the Executive Board. If the allegation is found to be valid the Executive Board will decide his/her penalty. If it is decided the charges warrant impeachment, with a

majority vote of Executive Committee present, the accused Officer shall be removed from Office and the accused Officer or member shall never hold any Office in the Association.

ARTICLE 13: CODE OF ETHICS

Section A:

Any elected officer and/or member of the North American Police Work Dog Association may be removed from office and/or expelled from the Association as a member for any violation of the Bylaws or personal conduct which through an impartial investigation is determined as bringing or will bring discredit upon the North American Police Work Dog Association.

Section B:

Complaint(s) may be initiated against an elected officer and/or member by a member in good standing with the Association or the Grievance Committee itself. A Grievance complaint must be filed within 180 days of the date that the action alleged took place.

Section C:

Complaint(s) against those alleged member(s) must be submitted, in writing, to the Grievance Committee Chairperson

Section D:

The Grievance Committee Chairperson will provide the accused member(s) a written copy of the complaint(s) against him or her. Upon completion of a thorough investigation, the Grievance Committee believes there is sufficient evidence to warrant a hearing, a hearing date will be established.

Section E:

The accused member(s) will then be notified in writing by certified return receipt requested U.S. Postal Service and not less than thirty (30) days prior to the date of the hearing. Failure to appear on the hearing date without prior authorization from the Committee Chairperson will result in the hearing being held in absentia.

Section F:

The accused member(s) shall be given the right to present evidence in his or her behalf at the hearing. Upon the conclusion of the hearing, the Grievance Committee will determine if the charges are valid or invalid and present its recommendation to the Executive Board.

The accused shall have the right to present an appeal, in writing by Certified Return Receipt U.S. Mail sent to the Grievance Committee Chairperson, postmarked within sixty (60) days of the Grievance Committee's recommendation at this time.

Section G:

If the allegation is found to be valid, the Executive Board will decide the disciplinary action to be taken. Disciplinary action may include but not limited to, temporary suspension of privileges, censure, expulsion or any other appropriate action.

Section H:

An impeached North American Police Work Dog Association officer and/or member(s) shall never hold any future office in this Association. Any expelled member shall not be associated with NAPWDA in any official capacity in any future events or functions.

Section I:

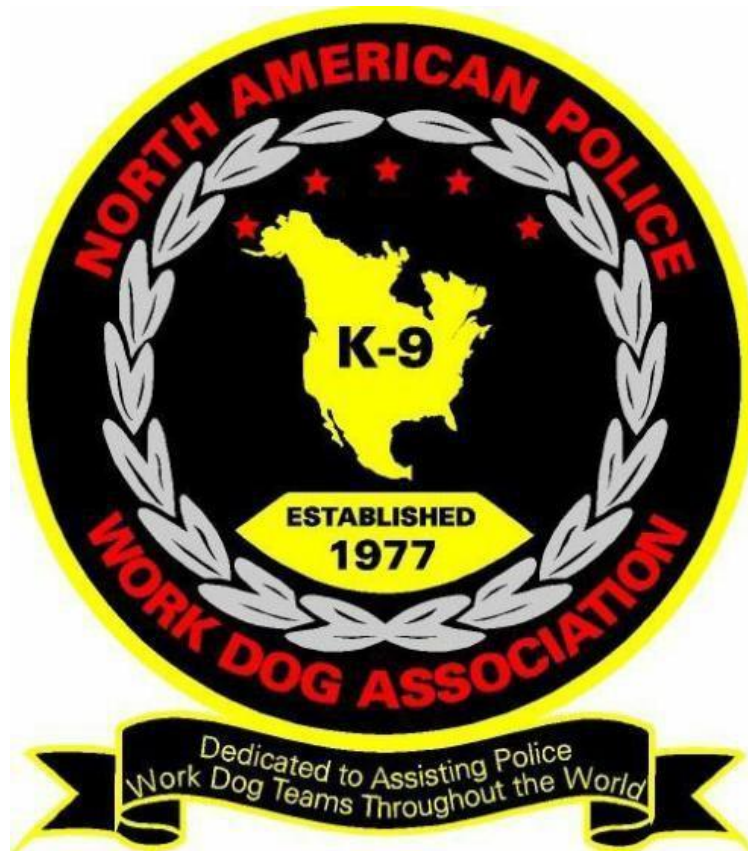
Member(s) found by the Executive Board to have initiated baseless complaint(s) against another member(s), with other underlying and or vindictive motives in doing so, may have appropriate disciplinary action initiated against them by the Executive Board.

Section J:

All member(s) are presumed clear of allegations unless otherwise found to be valid by presented and supported evidence facts which have been adjudicated before the Grievance Committee.

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NORTH AMERICAN POLICE WORK DOG ASSOCIATION



NORTH AMERICAN POLICE WORK DOG ASSOCIATION

CERTIFICATION RULES

Absent exigent circumstances, Certification Rules and By-laws will be reviewed annually and changed only on odd numbered years i.e., 2021, 2023, 2025...) An exigent circumstance is defined as; a Federal Court ruling, or identified training issue, that would cause increased liability or risk to our members and the North American Police Work Dog Association. Any proposed change(s) shall be submitted in writing to the NAPWDA Secretary at least sixty (60) days prior to the Executive Board meeting. The NAPWDA Secretary will forward a copy of any proposed certification change(s) to the NAPWDA Accreditation Chairperson. By-Law changes must be approved at the General Membership meeting held annually during the National workshop unless exigent circumstances require immediate attention.

The following test rules have been adopted by the North American Police Work Dog Association. Each of the following tests is designed to determine the proficiency of the work dog team for certification in each phase of police work for canines. Whenever practical, a police work dog team graduating from an accredited training school should be tested and accredited. The successful passing and accreditation of these courses is usually acceptable testimony in court. Each test is based on a pass/fail basis. Master Trainers and handlers should review these rules in their entirety.

During any certification test, unwarranted aggression is grounds for failure.

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

Master Trainers:

Master Trainers will act as Evaluators for these tests. Master Trainers will designate the area, phase, and manner of each phase to be tested. The Master Trainer should make every effort not to interfere with or distract the dog. The Master Trainer will observe the work dog during each test for willingness, enjoyment, interest, and accuracy. Handlers will be observed for ability and overall control of his/her dog. A Master Trainer may decline to certify any team at his or her discretion and will explain their reason for declining to the handler.

Certification Validity:

Upon successful completion of each test the Master Trainer will issue permanent credentials and they will be valid for one (1) year from the date of issue. The team being tested must pass each phase of each test no matter in what order or combination they are tested in.

A NAPWDA certification of a Regular member K9 team in all phases will ONLY BE VALID when the K9 team is being utilized by:

- (1.) The law enforcement agency they are employed by.

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

NOTE: NAPWDA K9 team certifications are not valid when utilized for ANY non-law enforcement purpose.

Certain Equipment Prohibited:

At no time during any of the certification tests will sticks or whips of any type be used. Collars, including pinch or electronic, may be used if it is proven to be properly worn and inactive if electronic, to the Master Trainer at the time of certification, except that no electronic collar will be permitted to be worn during Explosive Detection certification or training regardless of whether or not it is active or inactive.

Fees:

There is a \$20.00 fee for duplicate copies of completed test sheet(s) and/or certification certificate(s) from any year. This fee applies for both Regular and Associate members. The fee must be paid before any documents are released. Checks are made payable to NAPWDA. Handlers may contact the Master Trainer that conducted the testing and see if they have copies and if so request a copy.

There is no charge for the copies if they come from the testing Master Trainer. It is the total responsibility of the handler to maintain and keep on file their NAPWDA certification test sheets and issued certificates.

A work dog team that fails any of the following tests may reapply for testing at the next and most convenient date.

Test Results:

All tests are recorded on a pass/fail basis. In the event of a team failure and subsequent re-test failure the Team must wait a period of no less than 15 days before presenting itself for certification. If the initial failure happens at a National or State Workshop, and the Team elects to retest, the retest shall be conducted by the same Master Trainer who issued the original failure. Any work dog team that fails a test and feels that they have been tested unfairly, will, at the time of the test notify the Master Trainer of his/her appeals. The handler will then file a complete report of his/her observations and the reasons they feel they were tested unfairly. The Master Trainer having been notified of the appeal will file a report of his/her observations, all testing sheets and basis for failing the team. All reports will be filed within thirty (30) days of the test at National Headquarters. Reports or copies thereof will be forwarded to an Appeals Committee. Findings of the Committee will be returned to National Headquarters and in turn forwarded to the handler and the Master Trainer. The decision of the Appeals Committee must be by a majority vote and will be final. If during the time that a certification certificate is issued for any or all phases, the K-9 team re-tests in any or all the same phases AND FAILS, then the initial certificate which was issued in the failed phase or phases will become NULL AND VOID. Further, a letter to this effect will be sent to the K-9 team and their department, including the recommendation that they be re-tested with thirty (30) days of this notification.

MEMBERSHIP:

- (1.) Police work dog teams wishing to be tested and certified under these rules and by this Association must be regular members of this organization.
- (2.) Associate members can be tested and certified under these rules in the following phases:
 - A.) Obedience
 - B.) Tracking/Trailing
 - C.) SAR Area Search
 - D.) Article Search
 - E.) Building Search
 - F.) Narcotics Detection
 - G.) Explosive Detection
 - H.) Cadaver (The Associate member SAR canine handler must provide the testing Master Trainer(s) Proof of Completion of the following courses prior to testing:
 1. Crime Scene Preservation Course
 2. HAZMAT Awareness Course
 3. Blood borne Pathogens Course
 4. NIMS and ICS Training Courses, IS-100.B, IS-700.A, IS-200.B, IS-800.B.

I.) Ignitable Liquids (Only if the Associate member is an active firefighter who is a canine handler or trainer with their fire department and is assigned arson investigation duties through the use of the trained Ignitable Liquids K9 for that department.) This test certification will not be valid for any private or non- Fire/Law Enforcement Department investigation. The Associate member ignitable liquids canine handler must provide the testing Master Trainer(s) Proof of Completion of the following courses prior to testing:

1. Crime Scene Preservation Course
2. HAZMAT Awareness Course
3. Blood borne Pathogens Course
4. NIMS and ICS Training Courses, IS-100.B, IS-700.A, IS-200.B, IS-800.C (Formerly IS-800.B).

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
“POLICE UTILITY DOG” CERTIFICATION TITLE

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

Prior to testing for this title, the handler must notify the Master Trainer of his/her intent to obtain this title.

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

- 1.) Obedience (MUST be passed to go on to the other areas.)
- 2.) Article Search, (except EOD)
- 3.) Area Search
- 4.) Tracking or Trailing
- 5.) Building Search
- 6.) Aggression Control

NOTE: There will be a break between tests.

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
OBEDIENCE CONTROL TEST

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

The obedience test must be passed during the current consecutive maximum 7-day testing period prior to attempting certification in the following areas: SAR Area Search, Building Search (Aggression Trained Dogs), Aggression Control and Cadaver Detection Teams.

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

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

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

HEELING PHASE:

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

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

Each leg of the above must be a minimum of thirty (30) feet long. The different phases may be conducted on any leg.

WALKING PHASE:

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

retrieve his/her dog and return to place of origin.

DISTANCE PHASE:

At a point designated by the Master Trainer, the handler will leave his/her dog in a "Stay". At no less than thirty (30) feet the handler will be directed to turn and face his/her dog. At the direction of the Master Trainer the handler will complete the following commands

(Choice and order of command or signals will be the direction of the Master Trainer.):

"Sit": (by HAND AND VOICE simultaneously)

"Down": (by HAND AND VOICE simultaneously)

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

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

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

ARTICLE SEARCH TEST

This test is designed to test the police work dog's ability and proficiency in searching a designated area for articles having human odor on them. This would represent a search for discarded evidence or lost items. Master Trainers will observe the test from outside the search area. The Master Trainer will designate the search area.

SEARCH AREA:

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

SEARCH ARTICLES:

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

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

Articles are to be selected by the Master Trainer according to availability.

TIME:

There will be a five (5) minute time limit for this test. A warning will be given when thirty (30) seconds remain for the test for the test. Time will start when the handler sends his/her dog out to search from any point around the perimeter of the search area.

HANDLER:

The handler will inform the Master Trainer what the dog's final response is. The handler may enter the search area and direct the search as he/she would in an actual situation. After each final response and article recovery the handler will command the dog to continue to search. The dog will be tested on the final response to the search article. This must be obvious to the Master Trainer. The dog must make two (2) finds out of three

(3) with a final response on both to pass this test. Failure of this test may be based on lack of handler control, or disinterest on the part of the dog.

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
AREA SEARCH TEST

The obedience test must be passed during the current consecutive maximum 7- day testing period prior to attempting certification this test. This test is designed to test the police work dog's ability and proficiency in searching for a hidden suspect within a large area when no known track is available. The team being tested should use the wind and air currents to their best advantage.

MASTER TRAINER:

The Master Trainer will observe the team during the entire test. The Master Trainer will make every effort not to distract or interfere with the dog while he/she is working. The Master Trainer will designate the general area to be searched.

HANDLERS:

Handlers may select the starting point outside the search area that he/she wishes. The Area Search test may be administered on or off leash. If a leash is utilized it may be no less than 15 feet nor longer than 30 feet in length. The handler will inform the Master Trainer the area in which the suspect is hidden, within ten (10) feet of the suspect.

HELPER:

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

TIME AND AREA:

The area size the search takes place in and the time allowed for the search will be at the discretion of the Master Trainer.

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

SEARCH and RESCUE AREA SEARCH TEST

The obedience test must be passed during the current consecutive maximum 7-day testing period prior to attempting certification this test. This test is designed to test the K-9 team's ability and proficiency in searching designated areas to locate a lost or missing person. It is required that this canine team demonstrates sociability with the Master Trainer conducting this Search and Rescue Area Search Test prior to this certification. Any display of aggression by the K9 during any part of this test will constitute a failure.

This certification test is open to current NAPWDA Regular and Associate members. Any accredited full Utility or Tracking/Trailing Master Trainer who has either provided to the NAPWDA secretary written documentation showing that he/she has successfully completed a formal Land Navigation class or who has attended the approved NAPWDA Land Navigation class (includes administration of this test), may conduct this certification test.

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

Land Navigation Testing:

All handlers must successfully complete Land Navigation Testing to the satisfaction of the Master Trainer prior to performing any field testing. The Master Trainer will forward all completed (passed and/or failed) written tests to the NAPWDA National Secretary no later than 90 days after it was administered. The handler is required to supply the following:

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

The Master Trainer will require the handler to perform the following tasks:

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

10.) Give the approximate distance between these two (2) points.

The Master Trainer will determine if the handler has successfully completed Land Navigation Testing. The Master Trainer's decision is final.

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

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

Test Areas:

The team shall be given grid coordinates on a map and must clear the assigned areas. There will be two (2) test areas; the combined area will be a minimum of 40 acres and a maximum of 160 acres. The terrain shall be light to medium and the area will be shortened if the terrain becomes denser. There will be anywhere from zero (0) to two (2) "victims" in each search area. Upon locating a "victim", it will be up to the handler if they want the subject to stay with them or leave the search area. The "victims" shall lie still and not stimulate or make any noises or movements to get the K9's attention. The alert must be obvious to the Master Trainer. The maximum time for both areas to be cleared will be two (2) hours.

There will be a break between search areas, and the K9 team may stop inside the areas to rest, which will not count towards the two (2) hour time limit. The length of the rest periods will be at the discretion of the Master Trainer. The team may not miss any victims in the time permitted, as this will constitute a failure. A team miss is any incorrect response by the K9 team. All tests given will be on a team pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. The handler and dog will be considered as a team, and it is the team that will be certified. If the dog changes handlers, a new team exists, and the team will need to be certified.

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
TRACKING TEST

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

HANDLERS:

Handlers shall use the appropriate equipment while tracking.

SUSPECTS:

The suspect will be unknown to the dog when possible. The suspect will receive instruction from the Master Trainer for the method and direction that the track is to be laid. Before the track is laid, the Master Trainer will inform the Handler whether a suspect or a odor article from the suspect will be at the end of the track.

TRACK:

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

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

K-9 TRAILING TEST

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

HANDLERS:

Handlers shall use the appropriate equipment while trailing.

For this test, the handler and canine will be hidden from view prior to the test start. Whenever possible, the suspect will be an unknown person, not regularly worked with the canine. The Master Trainer will follow the handler and in no way interfere with or distract the canine. Due to climatic conditions, the age of the trail will be at the discretion of the Master Trainer.

The canine will start the trail one (1) hour old and trail at least one and one-half miles. Surface cover at the start of the trail will be vegetation but will run at least 500 feet on pavement, cross a stream if available and cross two (2) fresh human trails. There will be at least 3 turns in this trail. The suspect will remain at the end of the trail until found.

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

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
BUILDING SEARCH TEST

The obedience test must be passed during the current consecutive maximum 7-day testing period prior to attempting certification this test. This test is designed to be simulative of a working situation. Three (3) basic types of buildings are selected and described for use on this test. The Master Trainer will accompany the team to observe the entire test, as could happen when a backup officer or superior officer would accompany the work dog team during an actual search. Survival tactics should be considered.

BUILDING TYPES:

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

HELPERS:

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

MASTER TRAINERS:

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

HANDLER:

- 1.) This test may be administered on or off leash. If a leash is utilized, it may be no less than 15 feet nor longer than 30 feet in length.
- 2.) The handler may accompany the dog throughout the test and may encourage his/her dog with commands and praise as needed.
- 3.) In NO case will the handler open any doors that are closed within

his/her search area. Rooms with open doors should be searched thoroughly.

- 4.) The dog's final response of the location of the helper must be obvious to the Master Trainer. The handler will inform the Master Trainer of the helper location.

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
AGGRESSION CONTROL TEST

The obedience test must be passed during the current consecutive maximum 7-day testing period prior to attempting certification this test. This test is to determine if the police work dog can perform exercises encountered by the police handler and his/her dog under simulated situations encountered while working. The test is designed to test the dog's ability, proficiency, courage, and the handler's total control of his/her dog.

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

There are options for equipment utilized during the test. Prior to the test the Master Trainer must approve of the option utilized, inspect and approve all equipment used. Hidden, concealed protective gear will be worn by the suspect. This equipment is to be completely concealed by clothing so as to provide no visual cue to the dog as to its existence or location or a visible colored (other than jute color) full protective aggression suit may be used. In the event of any safety issue raised by the suspect, handler or master trainer, the master trainer has the discretion to mandate the use of a protective aggression suit described above.

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

Guns and ammunition will be a handgun loaded with blanks which at least have the rapport of a .38 cal. live round and will be checked by a Master Trainer or their appointed steward prior to the phase.

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

In the phases requiring the dog to physically apprehend the suspect, the dog must fully engage and hold/fight the suspect. Failure to engage or excessive, unnecessary mouthing and readjusting of the apprehension is grounds for failure. In the phases requiring the dog to stop his pursuit and apprehension of the suspect, the handler may use any command or series of commands to control the dog.

Failure of the dog to release and/or to respond to obedience commands in a timely manner is grounds for failure.

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

The order of the phases is as follows:

PHASE 1: Termination of Chase

The dog will begin this phase from the heel position. The suspect will begin at

approximately 40 yards away from the team. At the direction of the Master Trainer, the suspect will run away from the team in any direction. The Master Trainer will inform the handler when to send their dog. The suspect will stop and surrender terminating the pursuit when instructed by the Master Trainer.

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

- 1.) Dog is recalled to the heel position.
- 2.) Dog is commanded to the down, sit, or stand position and the handler will join their dog or recall the dog to the heel position.
- 3.) The dog will display reasonable force or detaining behavior.

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

PHASE 2: Gun Fire Control:

The dog will be in the heel position. The suspect carrying a handgun loaded with blanks which at least have the rapport of a .38 cal. live round, will start approximately 30 yards away from the team and run away. The suspect will fire a minimum of two shots as directed by the Master Trainer. The handler will then return fire with two shots. The dog will always remain at the heel position showing no signs of aggression. This phase is now complete.

PHASE 3: Chase and Apprehension of a Suspect:

Chase and Apprehension of a Suspect: The dog and handler from a position of cover, if available, will order the suspect to approach them. When the suspect refuses and after that handler issues the appropriate verbal warnings, the handler will command their dog to apprehend the suspect. The handler shall move to a position of cover if available. The dog will pursue, apprehend, and hold the suspect. Upon the handler's arrival at the location of the dog and suspect and at the discretion of the Master Trainer, the handler will command the dog to release and call off. The handler then orders the suspect to an appropriate position, approaches the suspect and then simulates handcuffing and a search of the suspect. During this process, the suspect will display behavior consistent with a suspect that has just been bitten, including stumbling, loud vocalization, and passive resistance. The amount of stimulation displayed will be at the discretion of the Master Trainer. Any additional intentional physical contact by the dog with the decoy at any time following the release of the initial apprehension will result in failure. (Effective 01-01-2018)

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
NARCOTIC DETECTION TEST

This test is designed to determine the proficiency and reliability of dogs in the detection of narcotics. As defined by the NAPWDA narcotic detection rules for testing, the minimum acceptable level required to pass is 91.66%. The basic narcotic odors (and their derivatives) that can be tested in are marijuana, cocaine, heroin, and methamphetamine and are not to exceed five (5) different narcotic odors. The safety of the detection dog will be the sole responsibility of the handler, (such as overdose). The general rules for testing narcotic detection dogs will be as follows:

- 1.) The "Reward toy or object" used during a narcotic detection certification test, to reward the dog upon finding a narcotic hide, WILL NOT contain any narcotics or narcotic odor/residue.
- 2.) All odors attempting to be certified in WILL be hidden in ALL areas tested in. Conflict odors will be present in all testing areas.
- 3.) All searches will include a minimum of two (2) blank uncontaminated areas to be searched, e.g. vehicle, room, luggage, locker, area, etc.
- 4.) Testing will be conducted with a minimum of four (4) areas. A total of 16 hides are required for certification in which all 4 odors are attempted.
Areas of concealment are:
 - a.) Vehicles (Exterior), mandatory search area and minimum 6 vehicles for test.
 - b.) Buildings, mandatory search area.
Minimum of six (6) rooms for test.
 - c.) Vehicle Interiors. Minimum of 6 vehicles for test. (NAPWDA recommends training in this area)
 - d.) If luggage, any type of package or container is used, there will be a minimum of 15 pieces used for testing.
 - e.) If lockers are used, there will be a minimum of 25 lockers used for testing.
 - f.) Open Areas (Consisting of a minimum area size equal to 150ft x150ft.)
- 5.) A "team miss" is defined as any incorrect response by the K9 team.
- 6.) Only one (1) miss total overall of all odors attempted to be certified in, will be permitted for a successful "pass" certification. If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.
- 7.) Narcotics certified in will be listed by their "Laboratory" names on the certification certificate.
- 8.) Pseudo narcotics WILL NOT be used for certification tests.
- 9.) The Master Trainer will place the aids in locations unknown to the team. Hides may be

high or low.

10.) The amount of narcotic substance used for testing will not be less than one (1) gram.

11.) When testing in three or more odors of narcotics, a minimum of one (1) hide of each odor attempted to be certified in WILL be hidden in "Building" searches and in "Other" searches, tested in.

12.) When testing in three or more odors of narcotics, there will be a minimum of twelve (12) hides.

13.) If only one (1) odor is attempted to be certified in, there WILL be a minimum of twelve (12) total finds, consisting of a minimum four (4) hides in building search, minimum four (4) hides in "Other" searches, and a minimum of four (4) hides - two (2) inside and two (2) outside a vehicle. There will be at least two (2) blank uncontaminated vehicles searched/used during this test.

14.) If two (2) odors are attempted to be certified in, there WILL be a minimum of twelve (12) total finds, consisting of a minimum two (2) hides of each odor in building search, minimum two (2) hides of each odor in "Other" searches, and a minimum two (2) hides of each odor - one (1) of each odor inside and one (1) of each odor outside a vehicle. There will be at least two (2) blank uncontaminated vehicles searched/used during this test.

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

Modified Double Blind (REQUIRED):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer, and any other parties with knowledge of the exercise content, cannot be seen by the canine or handler being tested while they are conducting the search.
- The modified double-blind exercise search will be documented on the test sheet by entering "MDB" in the "Location of Aid" field of the search.
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

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

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

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

This complete section reviewed and/or revised 11-11-2021.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
EXPLOSIVE DETECTION TEST

This test will determine the proficiency and reliability of dogs in the detection of explosives. No Electronic Collar will be permitted to be worn by the canine during Explosive Detection Certification or training regardless of whether it is active or inactive.

Search Time: It is recognized that increased search time endurance and proficiency of the explosive detection canine teams for deployment and future training requirements is necessary. Agencies should be including this in their in-service training. It is highly recommended that Explosive Detection Canine / Explosive Odor Tracking teams should be training towards working 30-minute searches and maintain proficiency. If the certifying canine teams' mission parameters require an extended search, the Master Trainer has the authority to extend any phase to accommodate that need.

During testing, all necessary precautions should be taken to ensure that the handler has no prior knowledge as to the location of explosives training aids. Canine teams should search the way they were trained. No assistance or leading the team by the Master Trainer or anyone else, shall be permitted. The canine team should be able to locate all explosive training aids within a 2-meter (6.56 feet) radius of the source without disturbing the source, regardless of the height of the source, barring extenuating environmental conditions deemed relevant by the master trainer. If the handler identifies a canine final response that is within 3.05 meters (10 feet) of a hidden explosives training aid, but not in the immediate area of the explosives training aid, the master trainer will advise the handler "Not at Source." Prior to the test beginning and to encourage handlers to trust their canine and discourage handlers from counting the training aids during testing, handlers shall be informed by the Master Trainer that once they leave a search area, (room, vehicle, etc.) they will not be permitted to come back to that specific search location. (An exception to this would be an initial cursory search prior to a detailed search)

All canine teams must be tested on ALL odors. The required testing odors for the North American Police Work Dog Association Standard are:

Mandatory Odors:

- 1.) Powders (Black, Single Base Smokeless and/or Pyrodex)
- 2.) Double Base Smokeless and/or Triple Base Smokeless Powder
- 3.) Ammonium Nitrate
- 4.) RDX based explosive
- 5.) PETN based explosive
- 6.) TNT / Military Dynamite / Composition B
- 7.) Slurries / Emulsions

If one of the mandatory odors is not available, the team must be tested using the remaining

six mandatory odors. If two (2) or more are unavailable, the testing will not be conducted until the required odors are obtained. In addition to the mandatory odors and at the discretion of the Master Trainer the below optional explosive odors may be utilized for testing.

Optional Odors:

- 1.) Black powder substitutes.
- 2.) Blasting agents.
- 3.) Cast boosters.
- 4.) Nitromethane.

**** CAUTION. Excessive use as a training aid may result in canine olfactory injury****

- 5.) Photoflash/fireworks/pyrotechnic powders.
- 6.) Plastic explosives (unmarked and marked with detection agent).
- 7.) Tetryl
- 8.) Homemade explosives (HME) that include:
 - 1.) Chlorate based mixtures (e.g., Potassium Chlorate and Sodium Chlorate).
 - 2.) Nitrate based mixtures (e.g., Ammonium Nitrate, Urea Nitrate).
 - 3.) Perchlorate based mixtures (e.g., Potassium Perchlorate).

Due to the increased popularity of improvised explosives, nitrated and peroxide based explosives used by terrorist elements worldwide, it is recommended that the current testing standard include peroxide based and nitrated explosives when available. Once the seven (7) basic odors are tested and Peroxide Based and Urea Nitrate Explosives are available, at the Master Trainer's discretion, the Certification Test may include Peroxide Based Explosives and/or Urea Nitrate. Due to the sensitivity and safe handling of the explosive compounds listed, it is recommended that an exception to certification weights be allowed. Current availability of Peroxide Based Explosives is limited to one (1) to two (2) grams in order to handle and transport the explosives safely. It is further recommended that at least one (1) gram of the explosive compound be used during testing and not "trace" amounts.

The maximum weight of explosives used shall be unlimited; however, a minimum of 113.4 grams (¼ pound) shall be used for testing except for the Peroxide Base Explosives. Those weights are written above. Each area tested will contain three (3) aids. Each aid will be a different explosive. The handler will not be informed of the actual type of explosive training aids being utilized for testing. The term "explosive aid" will mean any explosive substance used for NAPWDA certification testing. No pseudo or non-explosive variants will be utilized for the NAPWDA Certification test.

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

The five (5) areas will be:

- 1.) Building (see page 25 for definition)
- 2.) Vehicles (see page 25 for definition)
- 3.) Baggage (see page 25 for definition)

- 4.) Open Area (see page 25 for definition)
- 5.) Aircraft, Watercraft or Mass Transit Vehicle (see page 26 for definitions)

The canine team must search the areas of Building, Vehicles and Baggage. The fourth area will be Open Area, Aircraft, Watercraft or Mass Transit Vehicle. It will be the responsibility of the testing or hosting agency to provide suitable training areas.

A (sixth) area for a Canine Team that meets the requirements as an Explosive Odor Tracking Canine Team may be utilized in place of testing areas number Four (4) and five (5) above. (See page 25 for definitions)

To successfully test for certification, the dog's trained response must be passive and the canine team CANNOT miss more than one (1) explosive aid in all phases of testing. A "team miss" is defined as any incorrect response by the canine team. This includes but is not limited to:

- 1.) All improper, or nonproductive responses
- 2.) Failure to detect the explosive aid (includes when the handler fails to direct the K9 to search the area where the explosive aid is hidden or identifies an area without an explosive training aid.
- 3.) The canine exhibiting any physical aggression toward the Explosive aid.
- 4.) Exceeding the allotted testing time.
- 5.) Opening of any closed doors, drawers, or containers of any kind by either the handler or canine.
- 6.) The canine or canine team's inability to sustain a productive search for up to 30 minutes, within each search area.
- 7.) If the canine handler discontinues the search of their own volition.

If the testing canine team has more than one (1) team miss, which is a failure, then the team MUST RETEST in ALL PHASES and in ALL ODORS that they are seeking accreditation for. Any Re-Test will be at the discretion of the testing Master Trainer. In the event the Canine Team fails the Re-Test, the Canine Team will not be eligible to attempt certification again for a minimum period of fifteen (15) days. This is in order for the Canine Team to complete remediation training. All testing will be done on a pass/fail basis. The minimum acceptable level required to pass is 91.6% as defined by the NAPWDA explosive detection rules. It is recommended that testing be administered over a two (2) day period or more. The final decision as to the length of the testing period shall rest with the Master Trainer conducting the certification. All aids will be placed at least thirty (30) minutes prior to the testing of the canine team. **NO DETONATING DEVICES WILL BE ALLOWED TO BE USED FOR TESTING OR BE PLACED WITH THE EXPLOSIVE TRAINING AIDS! ALL HANDLING OF EXPLOSIVE TRAINING AIDS WILL BE DONE IN A SAFE MANNER!** If an explosive aid requires being moved to a new location, the previously used area will be removed as a testing sight. An Accredited NAPWDA Master Trainer in Explosive Detector Dogs will conduct all testing.

Prior to the first explosive detector team entering the test area, a human and canine may be walked through the testing area. Prior to testing, each handler will brief the Master Trainer as to that dog's trained response to the explosive aids. Each indication to an explosive training aid by the canine will be obvious to the Master Trainer. Prior to each phase, the Master Trainer will inform the handler of the boundaries, time, starting point, etc. of the search problem. As long as the team is actively searching there is no time limit for the searches.

The Master Trainer can terminate the test and fail the team if at the discretion of the Master Trainer the team is not conducting a productive search. The Master Trainer will maintain the time limit during the testing and will begin when the canine team begins to search. The test time will stop upon the handler's indication that the search is complete, or the time expires. Conversation between tested and untested handlers will not be allowed while testing is in progress. (Providing training aid locations or otherwise "cheating" will be grounds for Failure) Handlers undergoing testing will not be allowed to observe other canine teams during the testing procedure.

No overly harsh or inappropriate physical corrections by the handler to the dog will be permitted. At the Master Trainers discretion, any such behavior will be grounds for a failure of the Explosive Detection Test.

The purpose of accreditation testing is to observe the team's ability to locate a hidden explosive. It should be noted that all explosive aids may not be pinpointed to source by the dog due to height, wind current or placement of the aid. The Master Trainer will exercise reasonable judgment and the handler should consider all changes in behavior by the dog towards explosive odor.

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

All explosive aids used in testing should be of recent manufacture and in separate containers. It will be the responsibility of the agencies being tested to provide the required explosive aids. All explosive aids utilized for testing will be actual explosives. No pseudo or non-explosive substitutes will be used for testing. STRICT SAFETY MEASURES will be upheld during testing! All outdoor testing will immediately discontinue with the imminent threat of any inclement weather that is associated with lightning. All explosive aids will be placed in such a manner that the dog cannot touch or retrieve same.

Use of Distractor:

Natural distractor are normally present and vary depending on the area where the certification testing is done. Placement of distractors in the certification area is required when no natural distractors are present. Care must be taken not to place artificial distractions in a manner that

causes contamination with the test substance odor. Distractors can be the same as used in the odor recognition assessment.

BUILDING SEARCH (mandatory):

The building search will consist of four (4) rooms to be searched by the canine team. Each room will be a minimum of 400 square feet in size and contain some type of furniture. Only one (1) explosive aid will be placed within each room. One room will be blank, containing no explosive aid. The explosive aids will be placed anywhere from eight (8) feet high to ground level. The handler and/or canine will not open any closed doors, cabinet's desk drawers, etc. during testing.

VEHICLE SEARCH (mandatory):

A minimum of eight (8) motor vehicles will be utilized for testing. Any type or model of passenger vehicle, including military vehicles, pickup trucks, tractor-trailers, vans, buses, or trailers (towed behind vehicles) may be utilized for testing (subject to availability). Testing may include the interior of vehicles. The vehicles will be parked in a configuration similar to a parking lot in order to allow access to each vehicle by the canine team being tested. Motorcade and vehicle checkpoint configuration are also permitted. Only one (1) explosive aid will be placed on or in each vehicle. One (1) explosive aid must be placed inside of a closed engine compartment. Additional explosive aids will be placed on or within the vehicles at the discretion of the Master Trainer; recommended but not limited to:

- 1.) Fuel tank exterior or fuel filler pipe.
- 2.) Drive shaft.
- 3.) Interior of closed trunk compartment.
- 4.) Closed passenger compartment.
- 5.) Undercarriage.
- 6.) Outer body.

BAGGAGE SEARCH (mandatory):

The type of baggage utilized for testing will be defined as hard and soft shell suitcases, attaché, cases, clothing bags, briefcases, golf bags, sea bags, duffel bags, boxes, parcels and any other containers used for the transport of personal items or shipping purposes. The Master Trainer will have ultimate discretion over the types of bags utilized for testing. A minimum of twenty (20) bags will be utilized for testing. All explosive aids will be secured within each bag utilized for testing. One (1) or more bags should contain clothing or other items associated with the types of baggage used. The baggage should be placed in a straight line and broken up into rows.

OPEN AREA SEARCH:

Open area search shall be defined as:

- 1.) Building Exteriors.
- 2.) Open fields.
- 3.) Wooded areas.
- 4.) Any area outside not covered in the above.

The Open Area utilized for testing will be no larger than 100 yards by 100 yards (300 feet by 300 feet) and no smaller than 50 yards by 50 yards (150 feet by 150 feet) or any configuration thereof. At the discretion of the Master Trainer, all explosive aids will be placed no more than 3 feet below surface level to a maximum of eight (8) feet above surface level.

Important Notice regarding Aircraft, Watercraft and Mass Transit Vehicles used during NAPWDA Certification Testing:

It is highly recommended by NAPWDA that the testing Master Trainer record the Registration numbers of Aircraft, Watercraft, or Mass Transit Vehicles used during the Certification Test on the NAPWDA Certification Test sheet. This high recommendation is due to the wide use of Aircraft, Watercraft, and Mass Transit Vehicles in NAPWDA Certification Testing and the possibility of inadvertent odor contamination of these Aircraft, Watercraft, and Mass Transit Vehicles and the further possibility of these being used again for Certification Testing and/or training in other jurisdictions. The registration numbers noted on the NAPWDA Certification Test sheet would afford The North American Police Work Association an ability to track Aircraft, Watercraft, and Mass Transit Vehicle used in Certification Testing, should there be a need. Registration Number: Is any identifying number, either permanent or temporarily, assigned to an Aircraft, Watercraft, or Mass Transit Vehicle.

AIRCRAFT SEARCH:

The availability of aircraft will be the deciding factor in this phase of testing and at the discretion of the Master Trainer. Commuter, commercial and military aircraft capable of carrying a minimum of 16 people may be utilized for this test phase. Inoperable aircraft (used for ground training purposes only but mechanically incapable of flying) are acceptable for certification purposes. The search shall include the interior and exterior of the aircraft along with all ground support equipment. One (1) explosive aid will be placed in the interior of the aircraft. The interior of the aircraft includes the passenger compartment, cockpit, lavatories, and cargo compartments. Additional explosive aids may be placed at the discretion of the Master Trainer either inside or outside the aircraft. The exterior of the aircraft includes the landing gear, wings, engines and ground support equipment. There is no time limit during the aircraft search test. Strict safety measures while working inside of a busy airport will be adhered to. All explosive aids used will require the use of a "Barrier" object such as a towel, paper towel, cardboard, etc., to prevent the explosive aid from coming into direct contact with any physical part of the aircraft, causing residue contamination.

WATERCRAFT SEARCH:

The availability of watercraft will be the deciding factor in this phase of testing and at the discretion of the Master Trainer. The types of watercraft used for testing shall be, but not limited to, cruise ships, freighters, cargo ships, barges, military vessels, or any other type of watercraft with an open deck and an interior cabin area. One (1) explosive aid will be placed inside of an interior portion of the watercraft such as a cabin, wheelhouse, cargo

compartment or engine room. Two (2) explosive aids will be placed on or about the open deck area of the ship or dockside support equipment. Strict safety measures while working near the water and around steep stairwells, which are the norm for many ships, will be adhered to. The Master Trainer will use discretion in placing explosive aids in a location that may expose the canine team to the risk of falling overboard or being injured by deck equipment. On smaller watercraft, personal flotation jackets should be utilized.

MASS TRANSIT VEHICLE SEARCH:

The availability of Mass Transit Vehicles will be the deciding factor in this phase of testing and at the discretion of the Master Trainer. Passenger trains, subways, overhead rail and commercial touring buses will be utilized for testing. A minimum of one (1) explosive aid will be placed in the interior of the mass transit vehicle. Additional explosives may, at the discretion of the Master Trainer, be placed either inside or outside of the mass transit vehicle. The exterior includes support equipment, loading docks, platforms and baggage handling equipment. Strict safety measures while working near busy rail yards, depots and electrical equipment will be adhered to. All explosive aids used for testing will require the use of a "Barrier" object such as a towel, paper towel, cardboard, etc., to prevent the explosive aid from coming into contact with any physical part of the mass transit vehicle causing residue contamination.

Modified Double Blind (REQUIRED):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer, and any other parties with knowledge of the exercise content, cannot be seen by the canine or handler being tested while they are conducting the search.
- The modified double-blind exercise search will be documented on the test sheet by entering "MDB" in the "Location of Aid" field of the search.
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

This certification will be valid for one (1) year from the date of issue as defined in

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

CERTIFICATION OF EXPLOSIVE ODOR TRACKING TEAMS:

PURPOSE:

The purpose of this test is the screening of people in an operational environment for the detection of hand carried and/or body worn explosives, otherwise referred to as explosive odor tracking.

This testing as outlined herein is conducted to test the proficiency of this specific type of canine utilization only. It is not intended to replace the traditional testing of canine explosive teams.

Prior to taking the test the team must be a member in good standing with the North American Police Work Dog Association. The canine team must have completed an actual Explosive Detection Canine Team course, with specific training in Explosive Odor Tracking deployment.

The test will be conducted in conjunction with the three required mandatory search areas and will be considered the Optional/Other fourth search area in the North American Police Work Dog Association Explosive Detection Test.

It is the handler's responsibility to fully understand the certification requirements prior to the start of the test.

Prior to starting the test, the Master Trainer will ensure that the testing handler(s) fully understand the testing process and what is expected of the team during the test for successful completion.

At NO time will any canine trained for dual purpose use including any specialized training in Aggression Control (Police Utility Title) or Police Canine Patrol duties be allowed to attempt the Explosive Odor Tracking Certification. The Master Trainer will have the authority to request training records or other proof of training specific to this portion of the Explosive Detection Certification. The Master Trainer also has the authority to deny this specific testing to any Canine Team that does not meet the specific training requirements for "Explosive Odor Tracking".

Upon the successful completion of this phase and in conjunction with the 3 (three) required test areas, the canine teams' certification will be titled "EXPLOSIVE DETECTION/EXPLOSIVE ODOR TRACKING TEAM"

RULES:

The explosive odors to be used for this category of the certification will utilize; but are not limited to any of the seven (7) mandatory odors for Explosive Detection Teams. The minimum amount training aid for this phase of testing will be one (1) pound, with no

maximum. To achieve the minimum explosive training aid amount, the Master Trainer has the discretion to place any additional explosive training aids together to be considered as one.

The agency team(s) being tested in this phase may also elect to provide a specific explosive odor in addition to the above mandatory odors depending on their specific mission statement.

CERTIFICATION TESTING OF EXPLOSIVE ODOR TRACKING TEAMS

There will be three (3) areas of testing with one explosive aid in each of the areas tested. The area to be used for testing should be a public place, such as a Train Station, Shopping Area (Interior or Exterior), Airport, Bus Station, Stadium/Arena, or where larger volumes of people traveling by foot congregate. The volume of people flowing through the searchable area should be commensurate with normal foot traffic and should be sustained throughout a 30-minute search for each test.

The trained response will be communicated to the Master Trainer prior to starting the evaluation. A Master Trainer may also terminate the test if at any point the dog “jumps” up on a person, shows any type of aggression towards people or if the team is not actively working. For the first and second test the team will be given an area to search that should be longer than 50 feet and wide enough to accommodate the team’s side to side movement. The team may leave the 50-foot area to conduct a scan or as part of a canine indication. The order in which the below test will be conducted will also be at the discretion of the Master Trainer.

If Logistics do not support a continuous volume of foot traffic and at the Master Trainer’s discretion, all available persons utilized may continually return and walk through the area tested.

APPLICATION:

1. The training aid should be placed beneath person’s clothes in a manner so as not to draw attention to the area by being bulky or displaying sharp edges. The decoy will be put into the flow of pedestrian traffic at the Master Trainer’s discretion.

2. The training aid should be placed in a bag, pulled, or pushed type container (such as a shopping cart, rolling luggage etc.) and carried or pushed/pulled by a person through the searchable area. The type of bag and the way it is carried will be at the Master Trainer’s discretion.

3. This test will be a static decoy with the training aid either on or attached to the person in the form of a backpack, bag, rolling tote, briefcase or other carrying device utilized at the discretion of the Master Trainer. The search technique to be utilized for this will be a roving patrol with the area to be determined by the Master Trainer. The volume of people flowing through the searchable area should be commensurate with normal foot traffic, to include the

decoy. The training aid will be placed 30 minutes prior to the decoy being put into the searchable area.

Searchable areas can be Terminal areas, Theaters, Shopping Malls, and other areas with a minimum of 10,000 square feet.

All target persons carrying training aids utilized for this test shall be unknown to the Canine Team. A different person will be utilized for each of the three (3) individual testing phases. With the exception of the static decoy in phase three (3), The Target Person will be allowed to pass in close proximity six (6) feet or less of the testing canine team a maximum of three (3) times during this testing phase.

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

Explosive Odor Recognition Assessment (Optional):

The main purpose of the Explosive Odor Recognition Assessment is not meant to be a pass / fail test but rather an assessment tool by the Master Trainer on the first day of the training / certification workshop. The Odor Recognition Assessment is designed to assess the canine's ability to detect the required explosive odors and to improve the K-9 team's proficiency on the odors they're having difficulty detecting. This is NOT a NAPWDA Certification and will only be noted on the test sheet under the "Master Trainer Comments" section.

The Explosive Odor Recognition Assessment is strictly optional at the discretion of the Master Trainer. If the Master Trainer has a large number of K-9 Teams, he/she may not have time to conduct an Odor Recognition Assessment. If the Master Trainer chooses, he/she can attempt to imprint the canine on the odors missed in the Explosive Odor Recognition Assessment. The K-9 Team can choose to attempt certification regardless of the Canine Teams' performance in the odor recognition Assessment.

The Explosive Odor Recognition Assessment is not meant to replace any other federal, state or local agencies Odor Recognition Test or program. The following is a guideline in setting up the Explosive Odor Recognition Assessment:

The Odor Recognition Assessment consists of 20 one-gallon metal paint cans, concrete blocks. Inside each one gallon can or block should be a smaller quart can. The purpose of the smaller quart paint can is to hold the training aid and to help prevent the dogs from getting the explosive training aids. The smaller quart paint cans should have lids on them with a minimum of eight (8) 1/16-inch diameter holes in each lid.

The selection and quantity of explosives used in the Odor Recognition Assessment are left up to

the discretion of the Master Trainer. The selection of explosives / oxidizers used should be from the approved list of basic odors, oxidizers or improvised explosives. The intent is to use the same odors in the assessment that will be used during the certification test. Caution should still be taken to prevent the canines from getting the training aids. The containers can be set up in a straight line or a large circle.

Many agencies who currently have odor recognition test are mission specific. Some agencies are looking for trace amounts as well as larger amounts. Many other agencies don't want their canine's threshold brought down so low. Each one of these mission specific canine programs plays a particularly important role in fighting both domestic and international terrorism. Our Master Trainers work with a wide range of canine teams with different missions.

The intent of giving the Master Trainers the discretion on the amounts is to give the Master Trainer flexibility in working with these different teams without changing the way the canine teams have been trained.

The containers used in the Odor Recognition Assessment should be one-gallon metal cans or 8 in. x 8 in. x 16 in. concrete blocks. The containers used should be kept as sterile as possible. Note: If training with peroxide-based explosives i.e. TATP and HMTD, concrete blocks should be used for safety reasons.

Each large circle or straight line should have ten (10) one-gallon paint cans with a quart can inside evenly spaced about 3 feet apart from each other. Five (5) of the cans in each circle or straight line should have a small amount of a target explosive odor. At the discretion of the Master Trainer, the five (5) other one-gallon cans in each circle or straight line will contain small amounts of distractor odors commonly found during searches i.e. but not limited to; dried cat food / dog food, pieces of rubber gloves, pieces of canine reward toys.

The canine should show a change in behavior and a recognizable passive alert on each can or block containing an explosive training aid. The canine should detect all 10 explosives odors with no team miss. To make the cans more stable so the dogs will not knock them over, each one-gallon can should be screwed down to a 12-inch x 12-inch square piece of plywood board using a ½ inch screw. Cost of the materials and equipment is the responsibility of the host or requesting agency.

This complete section reviewed and/or revised 11/8/2020.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

IGNITABLE LIQUIDS DETECTION TEST

This test will determine the proficiency and reliability of dogs in the detection of ignitable liquids in a variety of realistic search scenarios. The only Associate member permitted to test in Ignitable Liquids Detection is an active firefighter that is the canine handler or trainer with their fire department and is assigned arson investigation duties through the use of the trained Ignitable Liquids K9 for that department. This test certification will not be valid for any private or non-Fire/Law Enforcement Department investigation.

The Associate member ignitable liquids canine handler must provide the testing Master Trainer(s) Proof of Completion of the following courses prior to testing:

1. Crime Scene Preservation Course
2. HAZMAT Awareness Course
3. Blood borne Pathogens Course
4. NIMS and ICS Training Courses, IS-100.B, IS-700.A, IS-200.B, IS-800.C (Formerly IS-800.B).

The testing Master Trainer will attach the submitted proof of completion of the above courses to the certification test sheet that he/she will send in to the NAPWDA secretary who will issue the associate member certification certificate.

Modified Double Blind (REQUIRED):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer, and any other parties with knowledge of the exercise content, cannot be seen by the canine or handler being tested while they are conducting the search.
- The modified double-blind exercise search will be documented on the test sheet by entering “MDB” in the “Location of Aid” field of the search.
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

For certification the team CANNOT miss more than one (1) aid in all phases of testing. A “team miss” is defined as any incorrect response by the K9 team. If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for. It is recommended that the testing be done over a two (2) day period or more. However, this is only a recommendation and the final decision shall rest with the Master Trainer. All aids will

be placed at least five (5) minutes prior to testing. As defined by the NAPWDA ignitable liquids detection rules for testing, the minimum acceptable level required to pass is 91.6%.

For the purpose of these certification rules, the term "Aid" is a sample of an ignitable liquid that has been poured or dropped in an area.

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

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

6.) Jet-A-Fuel

6.) Octane

6.) Coleman
Fuel

It shall be the responsibility of the agencies / K9 teams being tested to provide samples of all ignitable liquid odors.

The Master Trainer will select the odors used to test each division at random from these samples.

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

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

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

The areas will be picked by availability.

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

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

Paint Can Line Up: It shall be the responsibility of the agencies / K9 Teams being tested to provide the correct number of properly prepared paint cans for this test. A minimum of six (6) and a maximum of ten (10) unused one gallon

paint cans, each containing burned wood, paper and plastic material are placed in a line a minimum of three (3) feet apart. No accelerant material is used to prepare the ash samples. If the dog to be tested indicates aggressively (scratching & biting) lids are placed on the paint cans with a minimum of eight (8) 1/16-inch diameter holes in each lid.

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

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

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

There is no time limit for a team to complete each phase of testing; however, the Master Trainer may stop the test once it has been made evident that the team cannot locate the aids.

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph.

It should be noted that normal training and retraining must be conducted to maintain and enhance the teams' capability. There will be no fee charged for NAPWDA certification testing. A fee may be imposed to cover expenses of travel, lodging and meals only, if necessary.

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
CADAVER SEARCH TEST

The obedience test must be passed during the current consecutive maximum 7-day testing period prior to attempting certification this test. This test is designed to evaluate the K9 Team's ability and proficiency in searching designated areas for the odor of a cadaver. Any display of aggression by the K9 during any part of this test will constitute a failure.

The Associate member SAR canine handler must provide the testing Master Trainer(s) Proof of Completion of the following courses prior to testing:

1. Crime Scene Preservation Course
2. HAZMAT Awareness Course
3. Blood borne Pathogens Course
4. NIMS and ICS Training Courses, IS-100.B, IS-700.A, IS-200.B, IS-800.C (Formerly IS-800.B).

The testing Master Trainer will attach the submitted proof of completion of the above courses to the certification test sheet that he/she will send in to the NAPWDA secretary who will issue the associate member certification certificate.

For certification the team CANNOT miss more than one (1) aid in all phases of testing. A "team miss" is defined as any incorrect response by the K9 team. If the testing K9 team has more than one (1) team miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES AND in ALL ODORS that they are seeking accreditation for.

Except for the building and the water searches, the minimum search area must be 50 yards by 50 yards.

The area size for the building and water searches will be at the discretion of the Master Trainer.

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

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

Pseudo aids are Not acceptable.

Safety Equipment for Rubble Searches: Mandatory:

Standard work/duty clothing to include long pants, work gloves and work type boots with ankle support.

Recommended:

Helmet (ANSI rated Z89.1-1997
Type 1) Safety Boots (ANSI Z41
PT99 M1/75 C/75) Eye
Protection (ANSI Z-87.1)
Knee Pads

TYPES OF SEARCHES TO BE PERFORMED:

NOTE ** Buried Search (#3), Building Search (#4) and Vehicle Search (#6) are mandatory searches. At least one of the test areas will contain the remains of an animal.

- 1) Two (2) odor hides will be placed in a rubble area, simulating a collapsed building.
- 2) Two (2) odor hides will be covered with dirt, leaves, brush, or tree branches.
- 3) Twelve hours before testing, two (2) odor hides will be buried in a highly vegetated area. There will be a minimum of 20 feet in all directions between holes. The aids must be at least three (3) months of age and be buried to the depth of 10 inches from the top of the training aid to the ground surface. A minimum of five (5) holes and a maximum of ten (10) holes shall be dug per (50) yards by fifty (50) yards.
- 4) Two (2) odor hides will be placed in an elevated position a minimum of six (6) feet from the ground level or floor. One (1) elevated odor hide will be in a building/structure and one (1) elevated odor hide outdoors.
- 5) Two (2) odor hides will be submerged in a minimum of two (2) feet of water for a minimum of thirty (30) minutes prior to the test or if a boat is available will be submerged in a minimum of six (6) feet of water for a minimum of 30 minutes prior to the test. The choice will be at the discretion of the Master Trainer.
- 6) A minimum of five (5) vehicles will be utilized, two (2) of which will contain a odor hide placed at least one-half (1/2) hour prior to the search.

An optional searching area may be substituted for one of the above areas, except number 3, 4 or 6. It is:

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

To certify, a team must successfully find at least eleven (11) of the twelve (12) odor hides.

Modified Double Blind (REQUIRED):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer, and any other parties with knowledge of the exercise content, cannot be seen by the canine

or handler being tested while they are conducting the search.

- The modified double-blind exercise search will be documented on the test sheet by entering “MDB” in the “Location of Aid” field of the search
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

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

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

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

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

This complete section reviewed and/or revised 11-05-23.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
WILDLIFE SEARCH TEST

This test is designed to test the proficiency and reliability of dogs in the detection of wild game (wildlife). As defined by the NAPWDA wildlife detection rules for testing, the minimum acceptable level required to pass is 91.66%. The safety of the detection dog will be the sole responsibility of the handler. The general rules for testing wildlife detection dogs will be as follows:

- 1) The “reward toy or object” used during a wildlife detection certification test, to reward the dog upon finding a wildlife hide WILL NOT contain any portion of the target wildlife.
- 2) All odors attempting to be certified in WILL be hidden in ALL areas tested in. Conflict odors will be present in all testing areas. Before beginning the test, the handler will inform the Master Trainer what the trained final response of the dog is to the target odors. A non-target species specimen will be present in at least one search area unknown to the handler. The dog must not give its trained final response to the non-target specimen and the handler must not call an alert to it. Either of these will be considered a team miss.
- 3) All searches will include two (2) blank uncontaminated areas to be searched, e.g., vehicle, room, luggage, locker, area, etc.
- 4) Testing will be conducted in at least three (3) areas.
- 5) Areas of concealment are:
 - a) Buildings. Mandatory Search
 - b) Vehicle (which can include automobiles, watercraft, aircraft, etc.) Mandatory Search
 - c) Other (area [minimum of 2500 square feet], packages, lockers, luggage/containers, etc.)
 - d) If luggage, any type of package or container is used, there will be a minimum of fifteen (15) pieces used for testing.
 - e) If lockers are used, there will be a minimum of twenty-five (25) lockers used for testing.
- 6) A “team miss” is defined as any incorrect response by the K9 team.
- 7) Only one (1) miss total overall of all odors attempted to be certified in, will be permitted for a successful “pass” certification. If the testing K9 team has more than one (1) miss, which is a failure, then the K9 team MUST RETEST in ALL PHASES and in ALL ODORS that they are seeking accreditation for.
- 8) Wildlife successfully certified in, will be listed by their scientific names (genus and species) on the certificate.
- 9) The Master Trainer will place the aids in locations unknown to the team. Hides may

be high or low.

- 10) Quantities: For large species (described as any species whose potential adult weight is 100 lbs. or greater) odor materials will be no less than ½ lb. in weight. For smaller species the odor materials will be no less than one ounce in weight. This will be at the discretion of the Master Trainer based upon species size and availability.
- 11) Handler must provide verifiable testing materials along with the scientific (Genus and species) names of the target wildlife. For large species, materials must be taken from the upper torso of the animal. Pseudo materials WILL NOT be used for certification purposes.
 - 11.1) Methods of verifying testing materials:
 - a) Certificate of Authenticity from a recognized laboratory, veterinarian, or wildlife biologist.
 - b) odor material must be reasonably fresh as determined by the Master Trainer.
- 12) When testing in three (3) or more odors of wildlife, a minimum of one (1) hide of each odor attempted to be certified in WILL be hidden in the building search and in the “Other” search area for testing.
- 13) When testing in three (3) or more odors of wildlife, a minimum of one (1) hide of each odor attempted to be certified in hidden INSIDE the vehicle and a minimum of one (1) hide of the SAME ODOR hidden on the outside of the vehicle, thus making a TOTAL of two (2) hides of EACH ODOR attempted to be certified in for the vehicle portion of the wildlife detection certification test. There will be at least two (2) blank uncontaminated vehicles searched/used during this test. If only one (1) odor is attempted to be certified in there WILL be a minimum of twelve (12) total finds, consisting of a minimum four (4) hides in building search, minimum four (4) hides – two (2) inside and two (2) out- side a vehicle and a minimum 4 hides in the “Other” search. There will be at least two (2) blank uncontaminated vehicles searched/used during this test.
- 14) If only one (1) odor is attempted to be certified in there WILL be a minimum of twelve (12) total finds, consisting of a minimum four (4) hides in building search, minimum four (4) hides – two (2) inside and two (2) out- side a vehicle and a minimum 4 hides in the “Other” search. There will be at least two (2) blank uncontaminated vehicles searched/used during this test.
- 15) If two (2) odors are attempted to be certified in, there WILL be a minimum of twelve (12) total finds, consisting of a minimum of two (2) hides of each odor in the building search, a minimum of two (2) finds of each odor –one (1) of each odor inside and one (1) of each odor outside a vehicle, and a minimum of two (2) hides of each odor in the “Other” search. There will be at least two (2) blank uncontaminated vehicles searched/used during thistest.
- 16) Time limits on searches will be at the discretion of the Master Trainer and so long as the Master Trainer deter-mines that the team is still working.

Modified Double Blind (REQUIRED):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer, and any other parties with knowledge of the exercise content, cannot be seen by the canine or handler being tested while they are conducting the search.
- The modified double-blind exercise search will be documented on the test sheet by entering “MDB” in the “Location of Aid” field of the search.
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

CURRENCY DETECTION TEST

This test is designed to determine the proficiency and reliability of dogs in the detection of currency. As defined by the NAPWDA currency detection rules for testing, the minimum acceptable level required to pass is 91.66%. The safety of the detection dog will be the sole responsibility of the handler. The general rules for testing currency detection dogs will be as follows:

- 1) The “reward toy or object” used during a currency detection certification test, to reward the dog upon finding a currency hide WILL NOT contain any portion of the target currency odor.
- 2) All odors attempting to be certified in WILL be hidden in ALL areas tested in. Conflict odors will be present in all testing areas. Before beginning the test, the handler will inform the Master Trainer what the trained final response of the canine is to the target odor. There are proofing odors that are specific to the currency detection. There shall be at least (2) proofing odors in the Parcels search area and Luggage search area. The Master Trainer cannot use the same proofing odors in both search areas. It is the responsibility of the handler to bring the proofing odors to certification unless at a certification workshop. These proofing odors include:
 - a) Bill straps
 - b) Currency money bands
 - c) Non-currency ink
 - d) Rubber bands
 - e) Shredded paper
 - f) Various types of paper
- 3) Testing will be conducted in all four (4) areas. A total of 3 finds in each search area for a total of 12 hides are required for certification. Areas of concealment are:
 - a) Buildings – Minimum of six (6) rooms.
 - b) Vehicles - Minimum of six (6) vehicles.
 - c) Parcels / Envelopes - Minimum of twenty (20) parcels / envelopes that can hold 500 grams.
 - d) Luggage - Minimum of twenty (20) luggage.
- 4) To successfully test for certification, the canine team CAN NOT miss more than one (1) currency aid in all phases of testing. A “team miss” is defined as any incorrect response by the canine team. If the canine team has more than one (1) miss, which is a failure, then the canine team MUST RETEST in all phases of the currency certification test. Any Re-Test will be at the discretion of the testing Master Trainer.

- 5) The Master Trainer will place the aids in locations unknown to the team 30 minutes before the test is to begin. Hides may be high or low.
- 6) Quantities: The Minimum weight per aid is 500 grams. There needs to be aids for both shredded and unshredded currency bills. The aids will be uncirculated and circulated bills. It is the responsibility of the handler to bring the training aids for certification. For each search area, there is a total of 3 finds which equals 1500 grams of aids needed to complete a search area for the currency certification test.
- 7) Handler must provide verifiable information on the training aids that are used for the currency certification test. The ways to show verifiable information either one of the following:
 - a) To provide a letter from the bank or federal reserve showing date, location, and amount received for the authenticity of the un-circulated and circulated bills.
 - b) A receipt from the bank showing date, location, and amount received for the authenticity of the un-circulated and circulated bills.
- 8) Time limits on searches will be at the discretion of the Master Trainer. They will determine that the team is still working.

Modified Double Blind (Required):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer and any other parties with knowledge of the exercise content, cannot be seen by the canine or handler being tested while they are conducting the search.
- The modified double-blind exercise search will be documented on the test sheet by entering "MDB" in the "Location of Aid" field of the search.
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

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

This certification added 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
LAW ENFORCEMENT THERAPY DOG CERTIFICATION

This test is to determine if the Therapy dog can perform their duties as a law enforcement Therapy dog. The dog must be social and well behaved. Their uses in Law Enforcement include on–Scene Response, Forensic Interviewing, Assisting DCF with Child Removal, Assisting State Attorneys by attending depositions of child victims/witnesses, and the ability to be present during any child testimony for trial; criminal or civil, relocating families of domestic violence, and immediate response to crisis incidents involving children, such as school shootings, homicide/suicide, major vehicle accidents, or any other violent acts.

The assessment is designed to test the dog's confidence and the handler's control over his/her K9. No cruel or abusive corrections will be displayed at any time. If such is observed, the Master Trainer will end testing, note documented actions observed, and forward documentation to the testing agency and to NAPWDA Headquarters for file information.

Only canine teams employed for use by a Law Enforcement entity shall be allowed to attempt certification in this area.

TEMPERAMENT / SOCIABILITY PHASE:

The following exercises are to evaluate the dog's temperament and sociability with other people, dogs, and/or distractions.

- 1) The dog and handler shall approach a person unfamiliar to the K9 team, exchange information necessary for the record, and shake hands.
- 2) The Master Trainer will pet the dog, examine the ears, pick up the front feet, and run his/her hands down the dog's body to the tail making note of any shyness or resentment.
- 3) The dog/handler team will be approached by another handler with a dog. Upon direction from the Master Trainer the second team will approach and walk a circle around the team being tested. The dog may show interest but no sign of unprovoked aggression and should not show any other inappropriate behavior such as barking.
- 4) Any dog that has been tested or trained in any form of aggression will not be allowed to work as a Therapy Dog.
- 5) Dogs that do not pass the Temperament/Sociability test are not eligible to take the obedience section of the test and will be ineligible for Therapy Dog Certification.
- 6) Both Temperament/Sociability and Obedience tests will be conducted on the same day.

HEELING/OBEDIENCE PHASE:

Handler's control of the dog on a loose lead. Each leg of the following must be a minimum of thirty (30) feet long. The different phases may be performed on any leg, and in any

order as decided by the Master Trainer. If there are multiple teams to certify, the Master Trainer has the discretion of performing the long sits and downs with several dogs at one time.

- 1) Normal pace
- 2) Fast pace or double time
- 3) Slow pace or half step
- 4) A minimum of two (2) right turns; two (2) left turns; two (2) about turns. The heeling exercise begins with the dog sitting in heel position and ending with the dog sitting in heel position.
- 5) At any time during the heeling phase to create a distraction and when designated by the Master Trainer, an assistant will drop something such as: Metal bowls, crutches, metal chairs, metal water dishes within 5 feet to create a loud noise to measure the dog's response. The dog may show interest, but may not show panic or aggression, and should proceed with handler without delay.
- 6) At any point designated by the Master Trainer, the team will be approached by a group of people, (no less than three) within a distance of no more than 5 feet to measure the dog's response and willingness to proceed with the handler while moving forward, the canine may show interest but cannot react to the group by jumping up or leaving the handler to investigate.
- 7) The canine will be placed in a down-stay for fifteen minutes. The handler will walk to no less than ten (10) feet nor more than thirty (30) feet and face the dog. During that time the team will be approached by a group of people, (no less than three) within no more than 5 feet to measure the dog's response and willingness to remain in a down. The canine may show interest but cannot react to the group by jumping up or leaving the down stay to investigate. At some point during the down-stay, and at the Master Trainer's discretion, the handler will be out of sight of the canine for no less than three minutes.
- 8) The handler will then return to the dog and heel through the group off-leash in a serpentine pattern. The dog should always remain neutral to the group.
- 9) The Master Trainer will instruct the handler to leave the dog in a "sit-stay" or "down-stay." The handler will leave the dog for at a distance of no less than thirty (30) feet and shall be told to turn and face the dog. The Master Trainer will instruct the handler to call his/her dog by voice and/or hand signal. The dog must return directly to the handler and finish in a heeling position.

All tests given the K9 team will be on a pass/fail basis. Any Master Trainer holding a utility accreditation may complete the assessment. The handler and dog will be considered a team and it is the team who will be certified. If the dog changes handlers, a new team exists, and the team will need to be certified.

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

This certification added 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
FIREARMS DETECTION TEST

Any Master Trainer accredited in a detection discipline can administer this test. This test is designed to determine the proficiency and reliability of dogs in the detection of firearms and firearm parts in a variety of environments.

Explosives Detection teams are not recommended to certify in this area.

The aids used for testing shall include handguns, long guns and firearm parts. All firearms used for testing must have been fired within six months of testing. All firearm parts must have been within a firearm when it was fired within six months of testing. All firearms will be unloaded prior to placement. As the signature odor in Firearm Detection is the residue created from a fired weapon, starter pistols, air guns, ammunition and spent casings are not to be used for testing.

- 1.) Testing will consist of a handgun, long gun, and firearm part placed in each of four areas, for a total of 12 finds. Conflict odors will be present in all testing areas. Conflict odors should include gun solvents, gun oils, burned and un-burned smokeless powder and ammunition. Any non-explosive trained team integrating this certification shall include smokeless powder as a conflict odor.
- 2.) Testing will be conducted in four (4) areas selected from the below:
 - A. Buildings – Search area will consist of a minimum of six rooms of which three (3) should be blank. One aid should be placed at least six (6) feet in height above floor level.
 - B. Vehicles – Vehicles shall consist of a minimum of six (6) vehicles with placement in both vehicle exterior and interior.
 - C. Lockers – Consisting of a minimum of twenty-five (25) lockers.
 - D. Open Area – Consisting of an area no larger than sixty (60) yards by sixty (60) yards and no smaller than twenty-five (25) yards by twenty-five (25) yards. Aids will be placed at the discretion of the Master Trainer but no more than six (6) feet above ground level.
 - E. Baggage/Packages – Baggage items shall consist of hard or soft shell suitcases, briefcases, backpacks, cloth bags, golf bags, sea bags, duffle bags, etc. Packages shall consist of cardboard boxes, shipping envelopes, paper boxes, and envelopes or Express mail envelopes. A minimum of ten (10) and a maximum of fifteen (15) items will be utilized.
- 3.) For certification the canine team cannot have more than one “miss” total throughout all testing areas. A “miss” is defined as any incorrect response by the canine team. Any overtly aggressive response toward the training aid is also considered a miss.
- 4.) All aids will be hidden a minimum of thirty (30) minutes prior to testing. Additional time may be used at the discretion of the Master Trainer.

5.) Each handler should brief the Master Trainer as to the dog's final trained response.

Modified Double Blind (REQUIRED):

- A minimum of one search scenario shall be conducted using a modified double-blind format, where the certifying Master Trainer, and any other parties with knowledge of the exercise content, cannot be seen by the canine or handler being tested while they are conducting the search.
- The modified double-blind exercise search will be documented on the test sheet by entering "MDB" in the "Location of Aid" field of the search.
- The selection of the search exercise using this format will be at the discretion of the Master Trainer.

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

In the event of a failure (two misses), the team, at the discretion of the Master Trainer may retest the area (buildings, vehicles, open area, luggage, etc.) in which the second miss occurred. New hides should be placed and the complete area must be run with no (0) misses. The test sheet should be marked accordingly for the re-test.

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

This complete section reviewed and/or revised 05-27-21.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
HOUND TEST

This test is to determine if the Bloodhound can perform a series of exercises in a simulation of conditions which are encountered during working situations by the police Bloodhound. This test is designed to test the Bloodhound's ability and proficiency and the handlers control of the dog. The Associate member Bloodhound handler must provide the testing Master Trainer(s) Proof of Completion of the following courses prior to testing:

1. Crime Scene Preservation Course
2. HAZMAT Awareness Course
3. Blood borne Pathogens Course
4. NIMS and ICS Training Courses, IS-100.B, IS-700.A, IS-200.B, IS-800.C (Formerly IS-800.B).

The testing Master Trainer (Utility only) will attach the submitted proof of completion of the above courses to the certification test sheet that he/she will send in to the NAPWDA secretary who will issue the associate member certification certificate.

HANDLERS:

Handlers shall use the appropriate equipment while trailing. The handler will notify the Master Trainer their partner's positive identification trained response.

SUSPECTS:

The suspect will be unknown to the Bloodhound when possible. The suspect will receive instruction from the Master Trainer for the method and direction that the trail is to be laid. The suspect will remain at the end of the trail until found. Any additional runners or decoys will remain at the end of the trail until exercise is completed. For every tested area, the suspect will leave a odor article in a baggie that is left at the start position.

Four (4) areas of testing will be completed. Must pass all four (4) areas to complete the Bloodhound test.

The four (4) areas will be:

- 1) Trailing
- 2) Urban Trailing
- 3) Negative Trail
- 4) odor Discrimination

TRAILING:

The Bloodhound will start this trail after it has been aged for two (2) hours. The trail will be one and one half (1.5) miles. Surface cover at the start of the trail will be vegetation but will run at least 500 feet on pavement, cross a stream (if available), cross an intersection, cross two (2) fresh human trails, and one (1) animal trail. There will be at least three (3) turns on the trail. The Bloodhound must give positive identification of a final trained response in locating the suspect at the end of the trail.

URBAN TRAILING:

The Bloodhound will start this trail after it has been aged for one (1) hour. The trail will be one (1) mile. Surface cover at the start of the trail will be on hard surface and will run on predominately hard surface. The trail can cross over small amount of vegetation (parking island, easement, small patch of vegetation) but must be laid on majority of hard surface. Suggested area would be shopping malls, downtown areas, etc. The trail will cross 3 intersections, have two (2) human cross trails, and one (1) animal cross trail. There will be at least three (3) turns on the trail. The Bloodhound must give positive identification of a final trained response in locating the suspect at the end of the trail.

NEGATIVE TRAIL:

The Bloodhound will start this exercise on vegetation. The handler will be given a odor article that is bagged. At the direction of the Master Trainer, the Bloodhound handler will go to an intersection and complete a location check. This will be repeated at intersections between 3 or 4 locations. This will show that the handler can decide a negative trail before one of the locations shows a positive trail. The handler will present this odor article to the Bloodhound at every intersection the handler will determine that there is a negative trail. The Master Trainer will send out a suspect one (1) hour before the start of the trail. The positive trail will be a quarter mile (1/4 mile) with 2 turns. The suspect will stay out of sight. The Bloodhound must give proper identification to a negative trail.

ODOR DESCRIMINATION:

The Bloodhound will start this trail after it has been aged for one (1) hour. The trail will be three quarter of a mile (.75 mile). Surface cover at the start of the trail will be on vegetation but will run at least 500 feet on pavement, cross a stream (if available), cross an intersection, cross one (1) animal trail. There will be at least three (3) turns on the trail. There will be a suspect (who leaves the odor article in a bag at the beginning of trail) and a decoy trail runner. The suspect and decoy trail runner will walk parallel to each other. During this trail, the decoy trail runner will cross the trail multiple times. Both the suspect and decoy trail runner will be at the end of the trail standing or sitting in plain sight. The decoy trail runner will be separated from the suspect by at least fifteen (15) feet. Also, at the end of the trail will be two (2) additional decoys who will be near the suspect and spaced by at least fifteen (15) feet apart. These decoy runners will be placed into position at least fifteen (15) minutes before the trail is started by the Bloodhound team. The Bloodhound must give positive identification of a final trained response in locating the suspect at the end of the trail.

All tests given the Bloodhound Team will be on a pass/fail basis. The Master Trainer will determine if the team will be certified upon the completion of the test. The Bloodhound Team must pass all four (4) areas to be certified by NAPWDA. The handler and bloodhound will be considered as a team, and it is the team who will be certified. If the bloodhound changes handlers, a new team exists and the team will need to be certified. This also applies to multiple handlers for a Bloodhound. Each handler must be certified under the guidelines of NAPWDA.

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

This complete section reviewed and/or revised 11.5.22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION
Master Trainer or Trainer Applicant Critique Form Instructions

The following are the instructions for filling out and filing all Master Trainer or Trainer applicant critique forms. These instructions must be strictly adhered to otherwise your application packet will not be considered complete and therefore will not be considered at the accreditation committee meeting or Executive Board meeting.

No critique hours will be given to an applicant for NAPWDA certification testing.

It is up to you, the applicant, to make additional copies of the critique forms as needed by you.

You, the applicant must have critique forms filled out by at least two (2) different NAPWDA Master Trainers for each discipline except Utility. Applicant must submit a minimum of 1 critique form from a master trainer other than the recommending Master Trainer per calendar year. If this is not done applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson. For the Utility discipline, you must have critique forms filled out by at least two (2) different NAPWDA Master Trainers for each specific phase. NOTE: The applicant must have a letter from at least one (1) Master Trainer. The applicant must have a written letter of recommendation from at least one NAPWDA Master Trainer. Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time: 200 Hours for Utility Master Trainer; 100 Hours for Utility Trainer; 100 Hours for any Detector Master Trainer; 50 Hours for any Detector Trainer; 100 Hours for any Police Tracking/Trailing Master Trainer; 50 Hours for any Police Tracking/Trailing Trainer. These hours will be documented in the letter (on the NAPWDA form supplied with the applicant package) as to the breakdown in hours of the skills covered during the training. There will be an overall final rating given in each skill covered. **CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS** and must be obtained from the required number of Master Trainers as specified in the Critique Form Instructions. The Master Trainer writing the Letter of Recommendation **WILL NOT** fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant.

Total Hours Required for Trainer:

Utility Only: Critique Form Hours – 66 Master Trainer Writing Recommendation Letter Hours - 100 = Total 166

Detector Only: Critique Form Hours - 25 Master Trainer Writing Recommendation Letter Hours - 50 = Total 75

Tracking/Trailing Only: Critique Hours - 25 Master Trainer Writing Recommendation Letter Hours - 50 = Total 75

Dual Purpose: Critique Hours – 91 Master Trainer Writing Recommendation Letter Hours - 150 = Total 241

Total Hours Required for Master Trainer:

Utility Only: Critique Form Hours - 123 Master Trainer Writing Recommendation Letter Hours - 200 = Total 323

Detector Only: Critique Form Hours - 50 Master Trainer Writing Recommendation Letter Hours - 100 = Total 150

Tracking/Trailing Only: Critique Hours- 50 Master Trainer Writing Recommendation Letter Hours - 100 = Total 150

Dual Purpose: Critique Hours – 173 Master Trainer Writing Recommendation Letter Hours - 300 = Total 473

- 1.) All applicants for Trainer must have their application packet at least 30 days prior to coming to any workshop and wishing to be critiqued. A Trainer must notify the Accreditation Chairperson and be entered into the Accreditation process for Master Trainer before obtaining critique and recommendation hours towards their Master Trainer accreditation.
- 2.) Any time you work directly with a NAPWDA Master Trainer and want to be critiqued, it is your (the applicant) responsibility to give that master trainer a critique form in triplicate (either carbon-less or with carbon paper between the pages) for those phases you assisted training or taught in. Examples are, any or all the utility phases and narcotic detection. You would give the master trainer the critique form in triplicate for Utility phases and the critique form in triplicate for Narcotic Detection.
- 3.) The Master Trainer will answer those questions which are applicable on each critique form, make sure to fill in the total amount of hours for the specific phase(s) worked and sign the form in the appropriate location.
- 4.) Each critiqued phase which has a recorded rating of Poor or Fair will not apply towards the minimum hours required for critiques in that phase. All Poor or Fair ratings must have a written comment explaining that specific rating given.
- 5.) The Master Trainer gives one copy back to the applicant, the Master Trainer keeps one copy for their records and the Master Trainer sends one copy to the Accreditation Chairperson Immediately for the file. It is your responsibility to confirm that the Master Trainer(s) who critiqued you have sent in the completed critique form(s) within sixty (60) days of the date the critique took place. The Master Trainer is the only person that is to send in the completed critique form(s) to the

Accreditation Chairperson.

- 6.) Any and all critique forms not on file with the Accreditation Chairperson prior to the applicant filing their application package will not be considered for review by the accreditation committee.
- 7.) It is the applicant's responsibility to make sure that they have worked the mandatory minimum number of hours in each specific phase as required.
- 8.) Mandatory Total Minimum Number of Critique Hours on NAPWDA critique forms required in each specific phase before complete application package may be submitted to the Accreditation Chairperson for consideration by that committee.

For Trainer Applicants:

Phase:	Minimum Number of Hours Required:
Obedience	8 hours
Agility (does not have to be a course)	2 hours
Article Search	3 hours
Area Search	5 hours
Building Search	8 hours
Tracking/Trailing	25 hours
Aggression Control	15 hours (5 hours must be as a decoy catching K9's)
Narcotic Detection	25 hours
Explosive Detection	25 hours
Cadaver Detection	25 hours
Ignitable Liquids Detection	25 hours

For Master Trainer Applicants:

Phase:	Minimum Number of Hours Required:
Obedience	12 hours
Agility (does not have to be a course)	2 hours
Article Search	5 hours
Area Search	8 hours
Building Search	16 hours
Tracking/Trailing	50 hours
Aggression Control	30 hours (10 hours must be as a decoy catching K9's)
Narcotic Detection	50 hours
Explosive Detection	50 hours
Cadaver Detection	50 hours
Accelerant Detection	50 hours

- 9.) Applicants for Trainer and Master Trainer that are denied accreditation must wait a

minimum of one (1) year before retesting.

To obtain a complete Trainer or Master Trainer Application Package or if you have any questions, please contact the NAPWDA Accreditation Chairperson (accreditationchair@napwda.com). You must receive your applicant package directly from the Accreditation Chairperson and be in the NAPWDA system prior to being critiqued by a NAPWDA Master Trainer.

An Associate Member who wishes to seek accreditation as a Trainer / Master Trainer in Cadaver Detection shall initially submit a resume and letter of intent explaining reasons for seeking accreditation, and three (3) letters of reference, one of which should be from a NAPWDA Master Trainer, to the Accreditation Chairman requesting entry into the process. Upon recommendation of the Accreditation Committee and approval by the Executive Committee, the applicant will be allowed proceed with the accreditation process. Once approved, all other Trainer and Master Trainer requirements apply to the applicant.

This complete section reviewed and/or revised 11-12-21.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

Master Trainer Accreditation

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

1.) Obtain an application packet from the NAPWDA Accreditation Chairperson.

The packet will include instructions as to what is required and one copy of the NAPWDA Critique Sheet. The critique sheet must be completed and signed by at least two master trainers before the complete application package may be sent in for consideration. You, the applicant must have critique forms filled out by at least two (2) different NAPWDA Master Trainers for each discipline except Utility. For the Utility discipline, you must have critique forms filled out by at least two (2) different NAPWDA Master Trainers for each specific phase. A Trainer must notify the Accreditation Chairperson and be entered into the Accreditation process for Master Trainer before obtaining critique and recommendation hours towards their Master Trainer accreditation. Applicant must submit a minimum of 1 critique form from a master trainer other than the "Recommending" master trainer annually (Jan. 1st through Dec. 31st). If this is not done applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson.

NOTE All incomplete application packages and packages not received postmarked by the deadline will not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board Meetings. The Accreditation Chairperson has the authority to not accept a packet if any of the required questions on the critique forms have never been observed and rated.

2.) Applicant must be a Regular Member of the North American Police Work Dog Association in good standing and is an accredited North American Police Work Dog Association Trainer of police work dogs for a minimum of three (3) consecutive years immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years, unless the applicant is already a Master Trainer. To apply for and be considered for accreditation as a NAPWDA Master Trainer, the applicant must be a full time law enforcement officer who is either that departments K9 trainer or handler for at least 2 years; or is a retired law enforcement officer and was the departments full time K9 trainer or handler for at least 2 years; or was a law enforcement K9 officer and is employed full time as the law enforcement agency's K9 trainer for at least 2 years. Full time means a minimum of 40 hrs. per week and must receive full benefits from the employing agency as do all other full-time employees of that agency.

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

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

5.) The Master Trainers standards must meet with all local or area requirements and conform to the standards set forth by North American Police Work Dog Association.

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

7.) The applicant must have a written letter of recommendation from at least one NAPWDA Master Trainer.

Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time: 200 Hours for Utility Master Trainer; 100 Hours for any Detector Master Trainer; 100 Hours for any Police Tracking/Trailing Master Trainer. These hours will be documented in the letter (on the NAPWDA form supplied with the applicant package) as to the breakdown in hours of the skills covered during the training. There will be an overall final rating given in each skill covered. THE CURRENT CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS and must be obtained from the required number of Master Trainers as specified in the Critique Form Instructions. The Master Trainer writing the Letter of Recommendation WILL NOT fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant. Any Master Trainer can, if they wish, write a letter of support for an applicant but the applicant still must have at least one letter of recommendation. All Master Trainers who write a letter of recommendation must at least include in that letter the following:

- 1) List any certifications that you (the master trainer) have done of K9 teams this applicant has trained.
- 2) State the approximate number of hours that you (the master trainer) have worked with this applicant (see 7 above for the number of hours required and make sure to include the NAPWDA form letter supplied by the Accreditation Chairperson).
- 3) Your (the master trainer) personal knowledge of the applicant's participation in any NAPWDA functions.
- 4) Any other relative information you (the master trainer) may have about the applicant.

The applicant must send two (2) copies, one of which is electronic and stored on a USB drive or SD card, of the complete application package to the NAPWDA Accreditation Chairperson at least ninety (90) days prior to the Executive Board meeting. The Accreditation Chairperson will do a NAPWDA background check to make sure that ALL NAPWDA requirements have been met and then forward a complete application package to the NAPWDA Secretary. If the application package is NOT COMPLETE, the NAPWDA Accreditation Chairperson WILL RETURN THE ENTIRE PACKAGE TO THE APPLICANT advising what is missing. If the application package is complete, the Accreditation Chairperson will send a written letter via certified, return receipt requested mail to the applicant advising of: the receipt of the complete package; the date; the location; and the

time that the applicant must appear before the NAPWDA Accreditation Committee and the Executive Board. Included with the applicant's application package WILL BE:

7A.) At least one letter of recommendation from a NAPWDA Master Trainer. (See #7 above) 7B.) Their current resume accounting for his/her practical experience with working police dogs, their length of time as a handler/trainer, copies of applicable certificates, etc.

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

7D.) A copy of their training course (curriculum) he/she offers for the training of police work dogs. The course shall consist of no less than 160 hours for a single purpose canine team and no less than 240 hours for a dual-purpose canine team.

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

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

- 1.) A letter on department letterhead (if permitted) stating dates of his/her current employment, position and job description and must include a list of dogs trained by the applicant for his/her department. This letter will state whether the training of this department's dogs was a complete training course or regular maintenance training.

- 2.) Applicant must include a letter on department letter head from all departments for which dogs have been trained by the applicant. This letter will state whether the training of this department's dog was a complete training course or regular maintenance training.

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

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

9.) Upon initial accreditation as a Master Trainer, applicant will serve a two (2) year interim period.

10.) Applicants for Master Trainer that are denied accreditation must wait a minimum of one (1) year before retesting. An applicant for Master Trainer that is denied accreditation shall only appear for testing a total of two (2) times before that applicant must start the complete process over, to include all critique hours and hours working with the Master Trainer writing the letter of recommendation.

11.) The Accreditation Committee has the authority to order a Master Trainer to appear before the accreditation board in response to any formal or informal complaint(s).

12.) Said accreditation may be Removed or Revoked at any time by this Association for "Just Cause" after a full investigation and hearing is held by the North American Police Work Dog Association Accreditation Committee.

13.) Accreditation will be valid if the member remains in good standing and REMAINS ACTIVE.

Active is defined as: Conducting a minimum of ten (10) NAPWDA certifications yearly. All Master Trainers shall attend at least one (1) NAPWDA National Workshop or Fall Executive Board meeting every four (4) years. When attending the National Workshop, the Master Trainer shall attend, at a minimum, the General Membership meeting and two (2) days of training and certification. NAPWDA will cover expenses as usual for attendance at the National Workshop. If attending the Fall Executive Board meeting, expenses will be covered for those members required to attend who serve on any board, committee or as a state coordinator. NO general waivers of this requirement will be granted. Any waiver requested shall be reviewed by the Accreditation Committee and a recommendation submitted to the Executive Committee for denial or approval. Any Master Trainer who has reached the age of 65 years, retired, and has served as a Master Trainer for a period of 20 years is exempt from the activity rule and must only submit an updated resume annually for contact information purposes.

Master Trainers shall submit printed copies or electronic scans of all completed test sheets from certifications to the National Secretary within ninety (90) days from the testing date. Exceptions to this can be approved by the Executive Board. All NAPWDA Master Trainers are required to obtain a minimum of eight (8) hours of documented Continuing Education hours per year. At least four (4) hours of this requirement will be offered at every National Workshop each year. Acceptable subject matter for continuing education credit must have a direct correlation to law enforcement canine training, canine behavior, deployment, care, or health. A NAPWDA Master Trainer may receive Continuing Education hours for documentable instruction that he/she prepares and presents. NAPWDA Master Trainers, due to personal disabilities, may be excused from the annual activity rule.

Continuing Education Waiver Request: Master Trainers in good standing who have more than 20 years with NAPWDA with 10 or more years as a Master Trainer may request exemption from the annual continuing education requirements. This request must be made in writing to the Accreditation Committee. The request shall include the following: Dates of Law Enforcement experience; Dates of K9 Service; Dates of NAPWDA Membership; Date of Master Trainer Accreditation; A request to receive the waiver; Reasons for the waiver request. This waiver does not exempt any other requirements for maintaining Master Training Accreditation and must be requested in writing every year.

All Master Trainers are encouraged to remain current with court and training issues and attend continuing education when possible. Revised 05-06-17

Book Report Requirements: A book report may be submitted to comply with continuing education credit. This book report must meet all the following requirements and is submitted to the Education Committee Chairman for review. The book report must be submitted no later than December 31. The Education Committee Chairman will review the report and, if all requirements are met, issue a letter indicating the number of CE credits awarded for the report.

Literature Selection: The literature selected must be published material with the subject matter having a direct correlation to law enforcement canine training, deployment, care, or health.

Literature length: CE hours will be awarded at a rate of one hour per 25 pages of literature reviewed.

Book Report: The Trainer or Master Trainer must submit a book report on the text outlining the following:

- Literature Title
- Author
- Publisher
- Number of pages
- An explanation of the correlation of the literature to canine law enforcement if not apparent.

The Trainer or Master Trainer must then outline the material included in the literature and their opinions of the material. There is a minimum word count of 500 words per 25 pages of literature. This equates to approximately one typed page per 25 pages of literature reviewed and one hour of CE credit. Exact word count can be obtained by checking the “tools” section in any Word program.

Reviewed 10-24-14

An annual activity update WILL be submitted in writing to the NAPWDA Secretary no later than January 31st of each year. It is the responsibility of the Master Trainer to confirm that their up-dated resume was received by the NAPWDA Secretary as required.

Non-compliance with the activity rule will result in the following:

First Offense: Written Reprimand

Second Offense: Suspension of all Trainer/ Master Trainer privileges for a period of 30 days, effective immediately upon approval by the Executive Board.

Third Offense: Suspension of all Trainer/ Master Trainer privileges for a period of 90 days, effective immediately upon approval by the Executive Board.

Fourth Offense: Suspension of all Trainer/ Master Trainer privileges for a period of 180 days, effective Immediately upon approval by the Executive Board.

Fifth Offense: Subject to the recommendation of the Accreditation Committee, effective immediately upon approval by the Executive Board.

All such actions shall be removed from the Trainer/Master Trainer files after a period of five (5) years from the date of approval of the first offense if no further violations or disciplinary action is taken.

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

remain in effect and will be carried out.

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

15.) Applicant must pass a written examination (minimum 80% is required to pass) at the Accreditation Committee prior to appearing before the oral examination board. The applicant must pass a written and oral test before the Accreditation Committee.

16.) Any Utility Master Trainer wishing to add on additional accredited phases must train a K9 team in the requested phase(s) and have that K9 team NAPWDA certified. The applicant must also have a letter of recommendation from a NAPWDA Master Trainer of the requested new phase(s) as per number 7 above. The applicant must also turn in a 400-hour curriculum as defined in 7D above for the add on requested accreditation. The applicant must submit their written request, including written information of the newly trained/certified K9 team (including handler name, department name, city, state, phone number and a copy of that team's NAPWDA certification test sheet), at least 90 days prior to the Accreditation Committee meeting. The applicant will then appear before the Accreditation Board to take the written test and oral assessment center. Any Master Trainer wishing to add on additional accreditation in Utility must complete all requirements as set forth in the rules (must still train 3 K9 teams). Adopted 05-06-17.

17.) It is the sole responsibility of the Master Trainer applicant to keep records of all testing and any other assistance rendered.

18.) Classifications of Master

Trainers:

- a.) Police Utility Dogs
- b.) Police Narcotic
Detector Dogs
- c.) Police Explosive
Detector Dogs
- d.) Police Tracking/Trailing Dogs/SAR
Area Search
- e.) Police Cadaver Detector Dogs
- f.) Ignitable Liquids
Detector Dogs
- g.) Wildlife Detector
Dogs

An Associate Member who wishes to seek accreditation as a Trainer / Master Trainer in Cadaver Detection shall initially submit a resume, letter of intent explaining reasons for seeking accreditation, and three (3) letters of reference, one of which should be from a NAPWDA Master Trainer to the Accreditation Chairman requesting entry into the process. Upon recommendation of the Accreditation Committee and approval by the Executive

Committee, the applicant will be allowed proceed with the accreditation process. Once approved, all other Trainer and Master Trainer requirements apply to the applicant.

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

Trainer Accreditation

A.) Members wishing to be accredited as a Section 1 Trainer of Police Work Dogs must conform to the following:

1.) Obtain an application packet from the NAPWDA Accreditation Chairperson. The packet will include instructions as to what is required and one copy of the NAPWDA Critique Sheets. The critique sheets must be completed and signed by at least two master trainers before the complete application package may be sent in for consideration. You, the applicant must have critique forms filled out by at least two (2) different NAPWDA Master Trainers for each discipline except Utility. For the Utility discipline, you must have critique forms filled out by at least two (2) different NAPWDA Master Trainers for each specific phase. All applicants for Trainer wishing to be critiqued at any NAPWDA workshop must have their application packet at least 30 days prior to coming to the workshop. The applicant has 5 years from the date of request for a Trainer's Packet to complete his/her package and appear before the Accreditation Committee to take the written tests and oral assessment board. Critiques are only valid for 5 years from the date they were issued. Applicant must submit a minimum of 1 critique form from a master trainer other than the "Recommending" master trainer annually (Jan. 1 through Dec. 31). If this is not done applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson.

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

2.) Applicant must be a Regular Member in good standing of the North American Police Work Dog Association for at LEAST three (3) consecutive years immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years.

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

4.) Applicant must be sponsored, in writing, by an Accredited North American Police Work Dog Association Master Trainer.

5.) Applicant must have assisted and tested with an Accredited North American Police Work Dog Association Master Trainer in at least two (2) accreditation tests where all phases have been tested.

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

7.) An Accredited North American Police Work Dog Association Trainer cannot certify a police work dog for accreditation.

8.) The applicant must have a written letter of recommendation from at least one NAPWDA Master Trainer.

Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time: 100 Hours for Utility Trainer; 50 Hours for any Detector Trainer; 50 Hours for any Police Tracking/Trailing Trainer. These hours will be documented in the letter (on the NAPWDA form supplied with the applicant package) as to the breakdown in hours of the skills covered during the training. There will be an overall final rating given in each skill covered. THE CURRENT CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS and must be obtained from the required number of Master Trainers as specified in the Critique Form Instructions. The Master Trainer writing the Letter of Recommendation WILL NOT fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant. Any Master Trainer can, if they wish, write a letter of support for an applicant but the applicant still must have at least one letter of recommendation.

All Master Trainers who write a letter of recommendation must at least include in that letter the following:

- 1) List any certifications that you (the master trainer) have done of this applicant and their dog and K9 teams they have trained.
- 2) State the approximate number of hours that you (the master trainer) have worked with this applicant (see 7 above for the number of hours required and make sure to include the NAPWDA form letter supplied by the Accreditation Chairperson).
- 3) Your (the master trainer) personal knowledge of the applicant's participation in NAPWDA functions.
- 4) Any other relative information you (the Master Trainer) may have about the applicant.

The applicant must send two (2) copies of the complete application package to the NAPWDA Accreditation Chairperson at least ninety (90) days prior to the Executive Board meeting. The Accreditation Chairperson will do a NAPWDA background check to make sure that ALL NAPWDA requirements have been met and then forward a complete application package to the NAPWDA Secretary. If the application package is NOT COMPLETE, the

NAPWDA Accreditation Chairperson WILL RETURN THE ENTIRE PACKAGE TO THE APPLICANT advising what is missing. If the application package is complete, the Accreditation Chairperson will send a written letter via certified, return receipt requested mail to the applicant advising of: the receipt of the complete package; the date; the location; and the time that the applicant must appear before the NAPWDA Accreditation Committee and the Executive Board. Included in the applicant's application package WILL BE:

8A.) A current color photograph of the applicant, no larger than a "Polaroid" size.

8B.) At least one letter of recommendation from a NAPWDA Master

Trainer. (See #8 above). 8C.) Their current resume accounting for his/her practical experience with working police dogs,

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

8D.) His/her reasons for applying for the accreditation.

8E.) A copy of their training course (curriculum) he/she offers for the training of police work dogs. The course shall consist of no less than 160 hours for a single purpose canine team and no less than 240 hours for a dual-purpose canine team.

8F.) All applicants must submit a signed waiver so that all employment information can be verified by the NAPWDA Accreditation Board.

8G.) Applicant must submit with their application package the following items:

1.) A letter on department letter head (if permitted) stating dates of his/her current employment, position and job description and must include a list of dogs trained by the applicant for his/her department. This letter will state whether the training of this department's dogs was a complete training course or regular maintenance training.

2.) Applicant must include a letter on department letter head from any and all departments for which dogs have been trained by the applicant. This letter will state whether the training of this department's dogs was a complete training course or regular maintenance training.

All incomplete packages and packages not received postmarked by the deadline, will not be considered

and no written tests or oral interviews will be conducted by the Accreditation Board at the Executive Board meetings if the above requirements are not met.

9.) Applicant must pass a written examination (minimum 80% is required to pass) at the Accreditation Committee prior to appearing before the oral examination board.

10.) Upon initial accreditation as a Trainer, applicant will serve a two (2) year interim period.

11.) Applicants for Trainer that are denied accreditation must wait a minimum of

one (1) year before retesting. An applicant for Trainer that is denied accreditation shall only appear for testing a total of two (2) times before that applicant must start the complete process over, to include all critique hours and hours working with the Master Trainer writing the letter of recommendation.

B.) Members wishing to apply for Section 2 status for Trainer shall conform to the following:

B1.) Notify the NAPWDA Accreditation Chairperson of their intent to apply for section 2 status.

B2.) Applicant must be a Current Regular Member in good standing of the North American Police Work Dog Association before January 31st of the year they appear to test before the Accreditation Board.

B3.) To apply for and be considered for section 2 status for Trainer, the applicant must be a full time law enforcement officer who has a minimum of six (6) years in police canine, three (3) of those serving as the departments Trainer; or is a retired law enforcement officer with a minimum of six (6) years in police canine, three (3) of those serving as the departments Trainer; or was a full time law enforcement officer with a minimum of six (6) years in police canine and is currently serving as a law enforcement agency's Trainer with a total time serving in the capacity of a Trainer for a minimum of three (3) years.

B4.) Full time means a minimum of 40 hrs. per week and must receive full benefits from the employing agency as do all other full-time employees of that agency.

B5.) Applicant must be recommended for Section 2 status, in writing, by a minimum of one (1) Accredited North American Police Work Dog Association Master Trainer. In addition, the applicant must have at least two (2) letters of support from North American Police Work Dog Association Master Trainers. These recommendations and letters of support shall include personal training experience with the Applicant, any dog teams certified that were entirely trained by the Applicant, the benefits to the organization by allowing the Applicant's Section 2 status and any other pertinent information to justify the classification as a Section 2 Applicant by the Accreditation Board. The Master Trainer who makes the recommendation must have spent a minimum of one hundred (100) hours with the Applicant. Recommendation must state if the Applicant is recommended for Section two status for Trainer. It is the duty of the recommending Master Trainers to satisfy themselves that the Applicant meets all requirements, if selected for Section 2 status. The letters of recommendation must be mailed from the Master Trainers to the Accreditation Chairperson with copies provided to the Applicant. The Applicant shall provide copies of the recommendation letters, a complete resume and a letter stating his/her reasons for making the application for Section 2 status to the Accreditation Chairperson no later than ninety (90) days prior to the Fall Executive Board meeting. Applications for Section 2 status will only be reviewed during the Fall Accreditation/Executive Board meetings.

B6.) The Fall Accreditation Board will review the Master Trainer's recommendations

and application information and make a recommendation to the Executive Board to either approve the Applicant for Section 2 status or recommend the Applicant for the traditional process. If either the Accreditation or Executive Boards deny the application for Section 2 status, no further applications for Section 2 status from said Applicant will be permitted. No Master Trainer, who sits on the Accreditation Board and is one of the Master Trainers who recommended the Applicant, will be allowed to vote on the Applicants Approval or Disapproval for Section 2 status.

B7.) If accepted for Section 2 status, the Accreditation Board Chairperson will notify the Applicant by certified mail of his/her acceptance and mandatory appearance before the Accreditation and Executive Boards at the next National Workshop. The Applicant will also be informed that he/she will submit to written testing and Accreditation Board review. In addition, the Applicant will be informed of the documentation requirements that are to be submitted to the Accreditation Chairperson no later than ninety (90) days prior to the next National Workshop and Accreditation Board meeting. The Accreditation Chairperson will also notify the Applicant that failure to submit all required documentation or appear before the board at the indicated time will result in dismissal from Section 2 status.

B8.) Applicants approved for Section 2 Trainer Accreditation shall submit the following:

B8.1) A detailed resume describing all canine training attended or instructed since their beginning of involvement in police canine. This shall include hours of all training and any available prior accreditation, certifications, or certificates of attendance.

B8.2) A list of a MINIMUM of fifteen (15) canine teams the Applicant has trained from a completely untrained condition through to a national certification in the areas which the Applicant is seeking accreditation. This list shall include the handler and canine names, department and contact information to verify all teams listed.

B8.3) A 400-hour course curriculum for each discipline in which the Applicant seeks accreditation.

B8.4) The Applicant's reason for seeking accreditation as a Trainer. This should include what benefits the Applicant feels they bring to the organization.

B8.5) All Applicants shall submit a waiver so that all information can be verified by the Accreditation Chairperson or his/her designee.

B8.6) a letter on department letterhead from a command level staff member of that department stating the dates of the Applicants current or past employment, position and job description and reflect that the Applicant was employed by the department for the minimum required time. The letter must include a list of dogs trained by the Applicant for the department and whether the training of this department's dog was a complete training course or regular maintenance training. This information will be verified by the Accreditation Board prior to testing.

B8.7) A current color photograph of the Applicant.

B9.) All required documentation SHALL be submitted to the Accreditation Board

Chairperson no later than ninety (90) days prior to the Applicant's appearance before the board at the National Workshop. The Accreditation Chairperson or his/her designee shall verify as many trained teams as possible prior to the Applicant's appearance before the board. The Accreditation Chairperson or his/her designee shall solicit feedback from all departments for which the Applicant has trained teams and provide a written report of the findings to the Accreditation Board. The Accreditation Board may consider extenuating factors including the passage of time and prevalence of the training discipline in ruling on the acceptability of the application. All incomplete packages and packages not received postmarked by the deadline will not be considered and no written tests or oral interviews will be conducted by the Accreditation Board if the above requirements are not met. Applicants will not be allowed to participate in or re-apply for Section 2 status if they fail to meet the prescribed requirements.

B10.) Applicants must pass written testing and an oral review before the Accreditation Board. If approved to proceed, the Applicant may be assigned to accompany a Master Trainer who will conduct a review of the applicant's capabilities in the areas which the Applicant is seeking accreditation for the duration of the National Workshop. Any applicant may also be required to bring a team they have trained for review. This Master Trainer will then provide a report to the Accreditation Board of the applicants' demonstrated proficiency in training and knowledge of NAPWDA standards. The Accreditation Board will then make a recommendation to the Executive Board regarding the applicants' accreditation. No Master Trainer who provided initial recommendation for the Applicant will be allowed to conduct this review or vote on the applicant's approval or disapproval for accreditation.

B11.) Upon approval of the board's recommendation of the Applicant's accreditation as a Trainer, the applicant will serve a two (2) year interim period with renewal proceedings at the end of that time. The Applicant may begin the traditional process for accreditation as a Master Trainer upon receiving this accreditation.

Note: The following applies to all Section 1 and Section 2 Trainers:

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

13.) Said accreditation may be REMOVED and REVOKED at any time by this Association for "Just Cause" after a full investigation and hearing is held by the North American Police Work Dog Association Accreditation Committee.

14.) Accreditation will be valid if the member remains in good standing and remains active. Active is defined as: Active is defined as: Participating in at least one (1) NAPWDA workshop on an annual basis and assisting a Master Trainer with a minimum of five (5) NAPWDA certifications for at least a minimum of five (5) different K9 teams yearly. A

NAPWDA Workshop is defined as two (2) or more consecutive calendar days in which training and/or certification is conducted to NAPWDA standards. All NAPWDA Trainers are required to obtain a minimum of eight (8) hours of documented Continuing Education hours per year. At least four (4) hours of this requirement will be offered at every National Workshop each year. Acceptable subject matter for continuing education credit must have a direct correlation to law enforcement canine training, canine behavior, deployment, care, or health. A NAPWDA Trainer may receive Continuing Education hours for documentable instruction that he/she prepares and presents NAPWDA Trainers, due to personal disabilities, may be excused from the annual activity rule. Revised 06-05-17

Book Report Requirements: A book report may be submitted to comply with continuing education credit. This book report must meet all of the following requirements and is submitted to the Education Committee Chairman for review. The Book report must be submitted no later than December 31st. The Education Committee Chairman will review the report and, if all requirements are met, issue a letter indicating the number of CE credits awarded for the report.

Literature Selection: The literature selected must be published material with the subject matter having a direct correlation to law enforcement canine training, deployment, care, or health.

Literature length: CE hours will be awarded at a rate of one hour per 25 pages of literature reviewed.

Book Report: The Trainer or Master Trainer must submit a book report on the text outlining the following:

- Literature Title
- Author
- Publisher
- Number of pages
- An explanation of the correlation of the literature to canine law enforcement if not apparent.

The Trainer or Master Trainer must then outline the material included in the literature and their opinions of the material. There is a minimum word count of 500 words per 25 pages of literature. This equates to approximately one typed page per 25 pages of literature reviewed and one hour of CE credit. Exact word count can be obtained by checking the “tools” selection in any Word program. The chart below provides some guidance of the literature length and report length requirements:

Literature Length	Report Length	C.E.U. Hours
25 Pages	500 words	1 hour
50 Pages	1000 words	2 hours
75 Pages	1500 words	3 hours

100 Pages	2000 words	4 hours
125 Pages	2500 words	5 hours
150 Pages	3000 words	6 hours
175 Pages	3500 words	7 hours
200 Pages	4000 words	8 hours

An annual activity update WILL be submitted in writing to the NAPWDA Secretary no later than January 31st of each year. It is the responsibility of the Master Trainer to confirm that their up-dated resume was received by the NAPWDA Secretary as required.

It is the responsibility of the Trainer to confirm that their request for renewal was received by the NAPWDA Accreditation Chairperson as required.

Non-compliance with the activity rule will result in the following:

First Offense: Written Reprimand

Second Offense: Suspension of all Trainer/ Master Trainer privileges for a period of 30 days, effective immediately upon approval by the Executive Board.

Third Offense: Suspension of all Trainer/ Master Trainer privileges for a period of 90 days, effective immediately upon approval by the Executive Board.

Fourth Offense: Suspension of all Trainer/ Master Trainer privileges for a period of 180 days, effective Immediately upon approval by the Executive Board.

Fifth Offense: Subject to the recommendation of the Accreditation Committee, effective immediately upon approval by the Executive Board.

All such actions shall be removed from the Trainer/Master Trainer files after a period of five (5) years from the date of approval of the first offense if no further violations or disciplinary action is taken.

A letter will be sent via certified return receipt requested U.S. Mail to the trainer notifying him/her

of the suspension and that they have two weeks from receipt of said letter to comply. A noncompliance will result in Termination of their Trainer Accreditation. If the letter is returned unaccepted or marked as undeliverable these rules remain in effect and will be carried out. All time lost through suspensions will not apply towards time required for Master Trainer Accreditation.

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

16.) It is the responsibility of the Trainer/Applicant to keep all records of credibility.

17.) Classifications of Trainers:

a.) Police Utility Work Dogs

b.) Police Narcotic

Detector Dogs

c.) Police Explosive

Detector Dog

d.) Police

Tracking/Trailing Dogs

e.) Police Cadaver

Detector Dogs

f.) Ignitable Liquids

Detector Dogs

g.) Wildlife Detector

Dogs

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

TRAINING AREA ACCREDITATION

1.) Accredited training areas must have an agility course available.

2.) Accredited training areas must have an area which will accommodate a minimum of three (3) article search areas available.

3.) Said course must have tracking areas available. The area will consist of both hard and soft surface areas and may vary with geographical areas with the approval of a NAPWDA Master Trainer.

4.) Said training areas must have available to it suitable buildings for training and testing of dogs to search a building for a hidden suspect. These buildings do not have to be on the premises but must be readily available.

5.) All of the above with any deviation must meet with the approval of a NAPWDA Master Trainer.

6.) Application for an Accredited NAPWDA Training Area must include an outline of the area, courses available and photographs of the facilities. The Training Area must have a direct affiliation with NAPWDA through NAPWDA membership. An Accredited NAPWDA Master Trainer will review, inspect, and investigate the application and make his/ her recommendations to NAPWDA headquarters. Upon approval, an Accreditation Letter will be issued and the name, address, etc., of the Training Area will be included and published in the NAPWDA Accredited Training Area List.

7.) Said accreditation may be removed or revoked at any time by this Association for "Just Cause" after a full investigation and hearing held by the NAPWDA Accreditation Committee.

8.) Accreditation will be valid for two (2) years unless moved, modified, or changed in any way then a recertification will be required at the next Executive Board meeting.

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

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

CONSTRUCTION SPECIFICATIONS FOR NAPWDA ACCREDITED AGILITY COURSE

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

Width - minimum 36 inches.

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

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

Width - minimum 36 inches.

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

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

Width - minimum 36 inches.

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

Width - "Regular car door".

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

D.) Window Jump: Overall height - 6 feet.

Width - minimum 36 inches.

Window opening width - 30 inches by 30 inches. Ground to bottom of window opening - minimum 42 inches, maximum 48 inches.

E.) Tunnel Crawl: Inside height (diameter) - minimum 18 inches, maximum 32 inches.

Overall length - minimum 8 feet, maximum 12 feet.

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

F.) Trestle Walk: Overall height - minimum 36 inches.

width - minimum 36 inches.

length - minimum 12 feet, maximum 18 feet.

Note: The distance between the boards which the dog will walk on should be no more than the normal width of a 2" x 4" board. The surface of the boards that the dog will walk

on should be painted and made to be a non slip sur- face. Sand can be sprinkled on the paint while it is still wet to accomplish this effect. The trestle walk may have a clear Plexiglas backing (under the boards) to aid in the prevention of injuries to the K-9.

G.) Platform Climb: Platform height - minimum 6 feet from ground.

Platform top - 4 feet by 4 feet
square. Platform ladders or
stairs - must be 3.

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

This complete section reviewed and/or revised 11-05-22.

NORTH AMERICAN POLICE WORK DOG ASSOCIATION

ADVANCED K9 INSTRUCTION

CLASS BLOCKS

This class is not mandatory nor is it part of the NAPWDA certification test rules. It is optional.

NAPWDA Utility Master Trainers that have attended and completed the NAPWDA Advanced K9 Instruction Class Blocks are then authorized to conduct this block instruction. They will complete this form, sign it, and immediately issue it to the K9 team successfully completing the class block. This complete section reviewed and/or revised 05-06-17.

SAFETY NOTES

- EACH HANDLER IS RESPONSIBLE FOR THE ACTIONS OF HIS OR HER DOG.
- NO LIVE WEAPONS OR MAGAZINES AT TRAINING SITE.
- NO CHEMICAL SPRAYS OR TASERS (UNLESS REQUESTED BY MASTER TRAINER).
- HORSEPLAY WILL NOT BE TOLERATED (WE TAKE THIS SERIOUSLY—SO SHOULD YOU).
- THERE WILL BE NO EXCESSIVE BEHAVIOR OR CORRECTION DIRECTED TOWARD ANY K9.

EQUIPMENT NEEDED

- LONG LINE
- MUZZLE
- COMPLETE DUTY BELT (HANDLERS)
- 4' OR 6' LEAD
- CORRECTION COLLAR(S)
- BLANK GUN AND BLANKS
- BITE SUIT
- EXPOSED SLEEVE
- DISTRACTIONS (I.E. TOYS, ETC.)

1. Group OB—on lead.

Utilizing proper praise and correction techniques.

- A.** Heeling—varied pace, gait, and directions
- B.** Down/sit/stay
- C.** Opposite of heel (stationary)
- D.** Down/sit/stay/kneel/prone—simulated drawing of weapon
- E.** Straddle dog—various positions for handler and dog (cover dog, over top of dog, sit/stay/down position, simulated draw weapon, 3rd party straddle/step over)

- F. Carry dog
 - G. Down/sit/stay and leave dog (3rd party correction via long line)
 - H. Prone position—handler crawling and rolling away and to K9 (3rd party correction)
 - I. Handler drop and roll distraction (3rd party correction)
 - J. Handler verbal conflict (issuing challenges through escalating tones and volume)
 - K. Long downs (3rd party correction)
2. Group OB—on lead WITH DISTRACTIONS (i.e. toys, food, equipment, animals).
Utilizing proper praise and correction techniques.
- A. Heeling—varied pace, gait and directions
 - B. Down/sit/stay
 - C. Opposite of heel (stationary)
 - D. Down/sit/stay/kneel/prone—simulated drawing of weapon
 - E. Straddle dog—various positions for handler and dog (cover dog, over top of dog, sit/stay/down position, simulated draw weapon, 3rd party straddle/step over)
 - F. Carry dog
 - G. Down/sit/stay and leave dog (3rd party correction via long line)
 - H. Prone position—handler crawling and rolling away and to K9 (3rd party correction)
 - I. Handler drop and roll distraction (3rd party correction)
 - J. Handler verbal conflict (issuing challenges through escalating tones and volume)
3. Long downs (3rd Group OB—on lead (gunfire—from dry fire to blanks).
Utilizing proper praise and correction techniques.
- A. Heeling—varied pace, gait and directions
 - B. Down/sit/stay
 - C. Opposite of heel (stationary)
 - D. Down/sit/stay/kneel/prone—simulated drawing of weapon
 - E. Straddle dog—various positions for handler and dog (cover dog, over top of dog, sit/stay/down position, simulated draw weapon, 3rd party straddle/step over)
 - F. Carry dog
 - G. Down/sit/stay and leave dog (3rd party correction via long line)
 - H. Prone position—handler crawling and rolling away and to K9 (3rd party correction)
 - I. Handler drop and roll distraction (3rd party correction)
 - J. Handler verbal conflict (issuing challenges through escalating tones

and volume)

K. Long downs (3rd party correction)

4. Group OB—off lead.

Utilizing proper praise and correction techniques.

A. Heeling—varied pace, gait and directions

B. Down/sit/stay

C. Opposite of heel (stationary)

D. Down/sit/stay/kneel/prone—simulated drawing of weapon

E. Straddle dog—various positions for handler and dog (cover dog, over top of dog, sit/stay/down position, simulated draw weapon,

3rd party straddle, step over)

F. Carry dog

G. Down/sit/stay and leave dog (3rd party correction via long line)

H. Prone position—handler crawling and rolling away and to K9 (3rd party correction)

I. Handler drop and roll distraction (3rd party correction)

J. Handler verbal conflict (issuing challenges through escalating tones and volume)

K. Long downs (3rd party correction)

5. Group OB—off lead with distractions.

Utilizing proper praise and correction techniques.

A. Heeling—varied pace, gait and directions

B. Down/sit/stay

C. Opposite of heel (stationary)

D. Down/sit/stay/kneel/prone—simulated drawing of weapon

E. Straddle dog—various positions for handler and dog (cover dog, over top of dog, sit/stay/down position, simulated draw weapon,

3rd party straddle/step over)

F. Carry dog

G. Down/sit/stay and leave dog (3rd party correction via long line)

H. Prone position—handler crawling and rolling away and to K9 (3rd party correction)

I. Handler drop and roll distraction (3rd party correction)

J. Handler verbal conflict (issuing challenges through escalating tones and volume)

K. Long downs (3rd party correction)

6. Group OB—off lead—gunfire.

Utilizing proper praise and correction techniques.

- A.** Heeling—varied pace, gait and directions
- B.** Down/sit/stay
- C.** Opposite of heel (stationary)
- D.** Down/sit/stay/kneel/prone—simulated drawing of weapon
- E.** Straddle dog—various positions for handler and dog (cover dog, over top of dog, sit/stay/down position, simulated draw weapon, 3rd party straddle/step over)
- F.** Carry dog
- G.** Down/sit/stay and leave dog (3rd party correction via long line)
- H.** Prone position—handler crawling and rolling away and to K9 (3rd party correction)
- I.** Handler drop and roll distraction (3rd party correction)
- J.** Handler verbal conflict (issuing challenges through escalating tones and volume)
- K.** Long downs (3rd party correction)

7. K9 Team Movements.

K9s in muzzle

Reduce number of teams

Off lead, but utilizing 3rd party long line correction as necessary

Types of Movements:

- A.** Leap frog movements (point to point) utilizing available cover and concealment
- B.** Wall movements (inside/outside corners)
- C.** Entry points
- D.** Choke points
- E.** Stairwells and landing

8. K9 Team Movements WITH DISTRACTIONS.

K9s in muzzle

Reduce number of teams

Off lead, but utilizing 3rd party long line correction as necessary

Types of Movements

- A.** Leap frog movements (point to point) utilizing available cover and concealment
- B.** Wall movements (inside/outside corners & left/right side wall)
- C.** Entry points (dog is on wall side)
- D.** Choke points
- E.** Stairwells and landings

9. Suspect removal.

Definition: Utilizing the K9 to bring the suspect to the handler.

A. Find with engagement

1) Out/heel:

a) Directing suspect toward team with K9 under control while off lead at a distance

2) Out/down:

a) Directing suspect toward handler with K9 remaining in the down (or sit) until otherwise directed by handler.

b) Suspect and K9 are moved alternately toward the handler in small increments until handler takes control of suspect

B. Find without engagement (alert only)

1) Out/heel:

a) Directing suspect toward team with K9 under control while off lead at a distance

2) Out/down:

a) Directing suspect toward handler with K9 remaining in the down (or sit) until otherwise directed by handler.

b) Suspect and K9 are moved alternately toward the handler in small increments until handler takes control of suspect

10. K9 Team Movements (with other personnel).

On lead, in muzzle

A. Line movement ("stack") with turns/directional changes

B. Line movement ("stack") with K9 changing position within line

C. Deployment of K9 from line movement from both ground and carry position

Specific Level Completion: _____

ADVANCED K9 INSTRUCTION

Last name: _____ First name: _____ M.I.: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Employer name: _____ Your Assignment: _____

Employer Address: _____ K9 used directly by employer? _____

City: _____ State: _____ Zip: _____ Work Phone: _____

K9 Name: _____ K9 Age: _____ K9 Breed: _____ K9 Sex: _____

Evaluated by: _____

Level Achieved: _____ Date: _____ - _____ - _____

Evaluator's initials show all areas successfully passed:

LEVEL ONE

____ Handler will be able to carry K9 a minimum of 50 feet.

____ K9 will out on command with handler at a distance of no less than fifty feet.

____ Basic off lead OB with minimal corrections needed (verbal and/or physical).

____ K9 tolerates "crouched" gait from handler.

____ K9 tolerates handler prone, straddling dog or crawling out away from K9.

____ K9 tolerates handler in non-heel position.

____ K9 is controlled under gunfire (off lead)—"controlled" meaning that

 K9 does not break after decoy in bite suit firing .38 cal blanks or bark excessively.

____ K9 does a 3 minute down/stay with handler out of sight without distractions.

LEVEL TWO

- ___ K9 remains in a down with handler out of sight for three minutes with distraction up to but not including gunfire.
- ___ K9 will recall from engagement or will down or sit at decoy (handler at 50 feet with recall).
- ___ K9 holds under gunfire with handler returning fire.
- ___ K9 moves point to point with handler (use of hand signals).
- ___ K9 is proficient at working in a formation.
- ___ K9 will down or sit on command during building or area search.
- ___ K9 will comply with down/stay command at point of alert on search.

LEVEL THREE

- ___ Complete noise discipline under gunfire and stack movements.
- ___ K9 works proficiently by silent whistle or hand signals.
- ___ K9 will recall under gunfire or down-recall.
- ___ K9 will down on command during pursuit under gunfire.
- ___ K9 will do a "send out" to designated location and will down or sit until handler arrives.
- ___ K9 remains in a down with handler out of sight for five minutes with distractions including gunfire.
- ___ K9 holds on gunfire with handler, decoy and "back-ups".
- ___ K9 is capable of being moved (off lead) after call-off without reengagement.
- ___ K9 will be able to work in a stack and engage a suspect with changes in position.
- ___ K9 provides cover while third party is being dragged out. Master Trainer

Comments:

**THESE LAST TWO SHEETS MUST BE RETURNED TO THE MASTER
TRAINER IMMEDIATELY UPON COMPLETION OF THE INSTRUCTIONAL
EVALUATION!**