

Wyoming K-9 Search and Rescue Member's Handbook



Last revised: February 18, 2011

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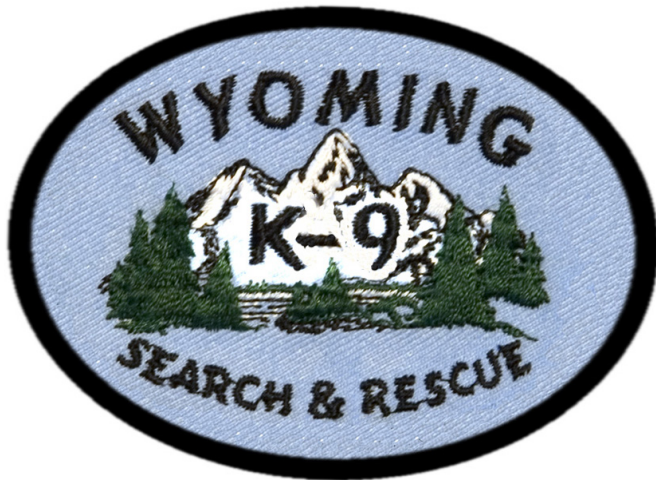
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Section I

MEMBERSHIP ROSTER BOARD OF DIRECTORS MANAGEMENT COMMITTEE



WYOMING K-9 SAR MEMBERSHIP ROSTER

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Ray Shriver PO Box 211 Victor, ID 83455	Kita (12/19/1997) Paco (11/3/2009)	(208) 787-2393 (Home) (307) 733-3317 (Work) (307) 413-3320 (Cell) rshriver@tetonwyo.org
Mary Shouf 5707 Storm View Loop Victor, ID 83455	Sophie (11/8/2000)	(208) 787-2140 (Home) (307) 413-4941 (Cell) mshouf@silverstar.com
Kelly Lewis PO Box 1089 Driggs, ID 83422	Anja (1/23/2007)	(208) 709-4793 (Cell) kellylewis38@msn.com
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Revised 02/18/2011		

2011 WYOMING K-9 SAR BOARD OF DIRECTORS

Doug Meyer PO Box 8802 Jackson, WY 83002 (307) 413-0445 (Cell) dmeyer@tetonsheriff.org	Brendan McDermott PO Box 2293 Jackson, WY 83001 (307) 413-3314 (Cell) bwmcdermott@yahoo.com
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2011 WYOMING K-9 SAR MANAGEMENT COMMITTEE

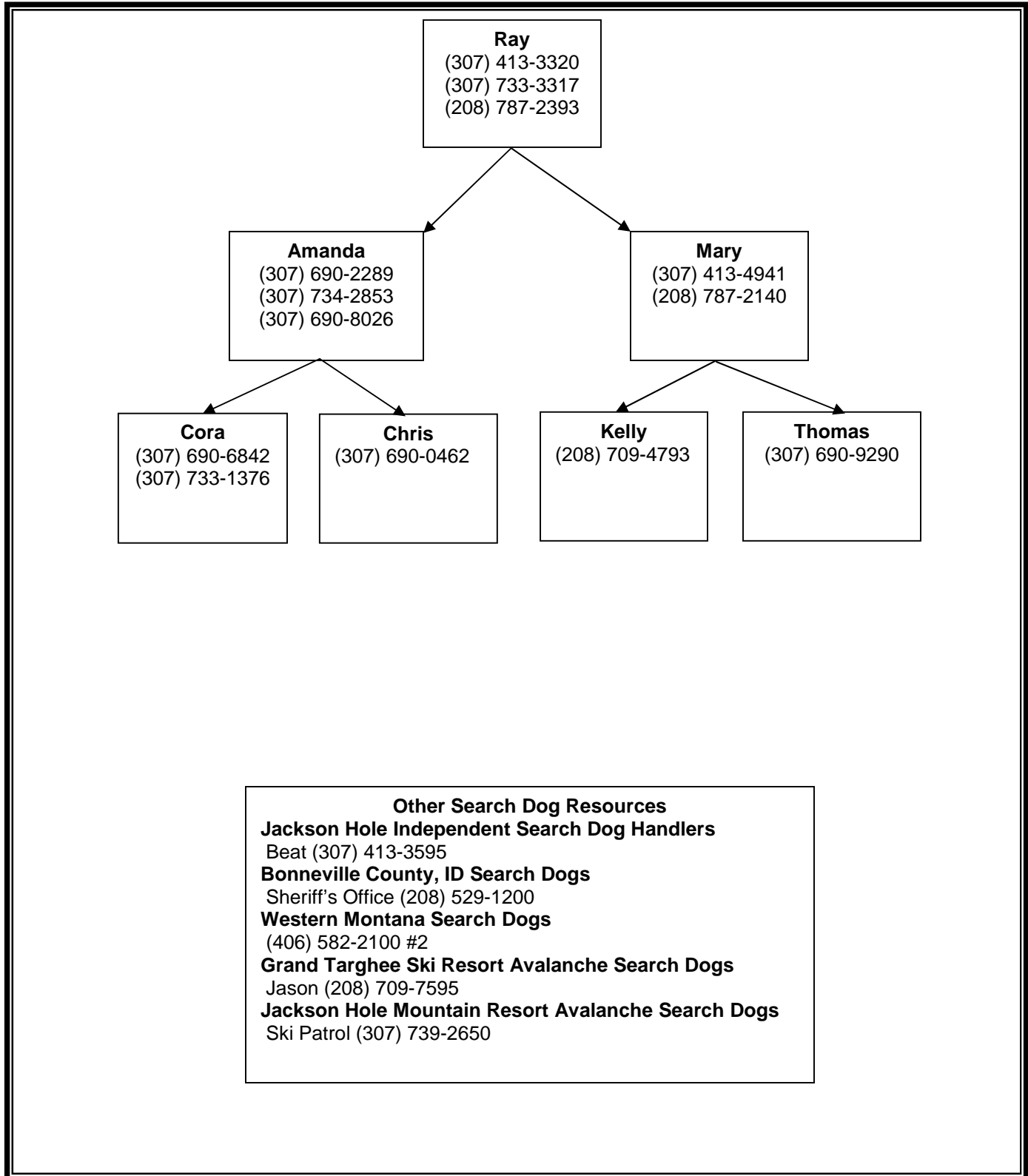
President	Kelly Lewis
Secretary/Treasurer	Mary Shouf
Training Officer (Interim)	Amanda Soliday
Testing Officer	Amanda Soliday

Section II Call Tree & Information Sheets

CALLOUT TREE AND INFORMATION SHEETS



Wyoming K9 Callout Tree (Revised February 18, 2011)



WYOMING K-9 SAR CALLOUT INFORMATION SHEET

DATE	TIME	NAME
INCIDENT NAME		
REQUESTING AGENCY		
REQUESTING PERSON		
REQUESTOR'S ROLE		
CONTACT PERSON		
PHONE NUMBER	CELL	

REQUEST DETAILS

TYPE OF SEARCH		PLS (YES / NO)
LOCATION		
HOW MANY LOST?	HOW LONG AGO?	
OTHER INFO (i.e: Age/Sex/Experience)		
TERRAIN		
CURRENT WEATHER	FORECAST	
MEETING LOCATION	TIME	
NUMBER OF TEAMS REQUESTED	LIMITED (YES / NO)	

EQUIPMENT/LOGISTICS

OVERNIGHT (YES / NO)	BACKCOUNTRY OVERNIGHT (YES / NO)	
NIGHT SEARCH (YES / NO)		
ACCOMMODATIONS		
FOOD FOR	DAYS	WATER SOURCE (YES / NO)
KNOWN HAZARDS		
OTHER PERTINENT INFORMATION		

Section III Standards of Performance

STANDARDS OF PERFORMANCE



TRI-STATE-K9 STANDARDS

Downloaded from Tri-State Website February 18, 2011

Operational Evaluation

(Last updated: 10/12/2010 by Beat Marti)

GENERAL:

1. All disciplines must be re-certified every two years. Every effort should be made to complete the re-certification prior to the expiration date. In the event this does not happen, the dog team will be given a three-month grace period to complete the re-certification.
2. Upon discretion of an evaluator, a test may be stopped at any time if the dog team is seen to have:
 1. not been ready for testing the discipline
 2. no forward progress
 3. It is the responsibility of the training/testing officer within each unit to specify which handlers will participate in the testing process as evaluators.
 4. If a handler who is testing their dog has hesitation as to the assigned evaluator, the handler may request a different evaluator.
 5. The handler must verbalize a search strategy and the dog's indication prior to each test.

Basic Handler Skills

(Last updated: 10/12/2010 by Beat Marti)

MINIMUM HANDLER SKILLS:

1. The handler must complete Handler's Skills check-off list prior to testing a dog for operational status
2. A novice handler must respond to at least one actual search incident as dog team support prior to becoming an operational search dog handler.

LOCAL RESPONSIBILITIES: Tri-State-K9 defers to the member group/unit to define essential, basic handler skills such as navigation, communication, medical etc. Further, Tri-State-K9 expects the group's training/testing officer to validate the candidates prior to declaring them operational search dog handlers.

Basic Dog Skills

(Last updated: 10/12/2010 by Beat Marti)

DOG SKILLS GENERAL:

1. **ADJACENT AREA SEARCHING:** The dog must be able to work effectively along side other dog teams without undue distraction.
2. **ENDURANCE:** The dog must be able to work a prolonged search while maintaining good performance.
3. **NIGHT WORK:** The dog team must show the ability to work without daylight.
4. **WILDERNESS REFINED ALERT:** The free-ranging dog must either return to the handler upon making a find with a readable alert behaviour and take the handler back to the subject, or the dog must stay and bark. The handler must be able to interpret either alert correctly.
5. **ALERT:** For disciplines other than wilderness search, other types of alerts are acceptable: i.e., barking, down, sit or dig. The handler must state alert behavior prior to testing and must be able to interpret the alert during the test.

6. AGE: The dog must be at least 12 months of age to become operational.
7. TEMPERAMENT: the dog must be able to operate effectively and non-aggressively in all working situations.
8. VACCINATIONS: All dogs must have proof of required vaccinations.
9. AGILITY: The handler must demonstrate off lead, the ability to safely and confidently control the dog through the following skills:
 1. Jump at least three feet into a specified area.
 2. Crawl under an obstacle 3/4 of the dog's height.
 3. Climb onto and walk along a log or obstacle 3-4 feet off the ground and 10 feet in length.
 4. Not jump off area/object until commanded to do so.
 5. Walk through a culvert or small tunnel.
10. OBEDIENCE:
 1. The handler must have off-lead control of the dog at all times.
 2. Dogs will not be allowed to approach other dogs while training/searching.
 3. Dogs must be responsive to handler commands.
 4. Dogs must demonstrate the following skills:
 1. COME: Dog must come directly without hesitation.
 2. STOP ON RECALL (dog will go towards handler and when given a command, stop, down or sit within a very short distance for safety reasons).
 3. SIT - DOWN - STAY: 5 Minutes with handler out of sight.
 4. HEEL or CLOSE: Dog must remain within 2 feet of the handler.

Area Search Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: Mini-Area Search Test

In a 1 square mile area of moderate terrain, 1 - 3 subjects will be placed, either hidden or roaming. Subjects will enter area in a manner, which will make it difficult for the dog to cut the track. If a dog cuts a track, and follows it to the subject, this is an acceptable find. There may be simulated injuries when subjects are located.

The dog handler will complete an interview with the RP at the search base. The handler must develop a search strategy and verbalize it to the evaluators prior to the test. The handler will tell the evaluators what the dogs alert will be. Adjustments to the strategy may be made during the test considering terrain, wind shifts, obstacles, etc.

The test team will be expected to communicate with base via radio and relay all pertinent information as well as alerts, clues, finds. After covering the area, the test team will return to the search base and explain percentage of area covered and give POD. The test team will cover the area just as he/she would on an actual search. The test team is expected to cover as much area as possible in three hours. (Remember, it isn't possible to cover the whole area, so segment the area in workable sections.) After the handler has completed test, he/she will be asked what areas, if any, should be searched more thoroughly. The Handler must show on a topographical map which areas were covered, location of alerts and finds. Passing the operational wilderness search test is based on evaluating the overall performance of the team, taking all factors into consideration. The team is not expected to locate all subjects. If a dog locates a subject, and does not successfully alert the handler, the evaluators will terminate the test. The focus of this test is on the quality of the search strategy, proficiency in navigating through the search area and the team's ability to search efficiently for the full duration of the test.

ReCertification: Mini-Area Search Test

Trailing Level 1 Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

The trail must be at least one mile long and aged not less than 4 hours. The handler is responsible for collecting the scent article. The handler will be given a designated PLS, with area approximately 20 X 20 feet. The PLS will be contaminated by one person walking away from the PLS at the same time as the subject. The (false) trail must be at least ¼ mile in length and diverge significantly from the real trail. The subjects trail will be laid in moderate terrain and all attempts will be made so that the dog cannot air scent. The start of the trail should have a 360-degree possibility of direction. A cross trail will be laid within one hour prior to the test after the first third of the actual subject's trail. There should be a road crossing, either paved or dirt, in any part of the trail. The dog must obtain direction of travel and locate subject for successful completion. It is an acceptable pass if wind change allows the dog to air scent after it has located the direction of travel, has successfully worked through the contamination, and successfully passed the cross trail.

ReCertification: Trailing Level 1 Test

Trailing Level 2 Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: Trailing Level 1 Test

The trail must be at least one mile long and aged not less than 12 hours. The handler is responsible for collecting the scent article. The handler will be given a designated PLS, with area approximately 100 X 100 feet. The PLS will be contaminated by one person walking away from the PLS at the same time as the subject. The (false) trail must be at least ¼ mile in length and diverge significantly from the real trail. The subject's trail will be laid in moderate terrain and all attempts will be made so that the dog cannot air scent. The start of the trail should have a 360-degree possibility of direction. A cross trail will be laid within two hours prior to the test after the first third of the actual subject's trail. There should be a road crossing, either paved or dirt, in any part of the trail. The dog must obtain direction of travel and locate subject for successful completion. It is an acceptable pass if wind change allows the dog to air scent after it has located the direction of travel, has successfully worked through the contamination, and successfully passed the cross trail.

ReCertification: Trailing Level 2 Test

Trailing Level 3 Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: Trailing Level 2 Test

The trail must be at least one mile long and aged not less than 24 hours. The handler is responsible for collecting the scent article. The handler will be given a designated PLS, with area approximately 100 X 100 feet. The PLS will be contaminated by one person walking away from the PLS at the same time as the subject. The (false) trail must be at least a ¼ mile in length and diverge significantly from the real trail. The subject's trail will be laid in moderate terrain and all attempts will be made so that the dog cannot air scent. The start of the trail should have a 360-degree possibility of direction. A cross trail will be laid within two hours prior to the test after the first third of the actual subject's trail. There should be a road crossing, either paved or dirt, in any part of the trail. The dog must obtain direction of travel and locate subject for successful completion. It is an acceptable pass if wind change allows the dog to air scent after it has located the direction of travel, has successfully worked through the contamination, and successfully passed the cross trail.

ReCertification: Trailing Level 3 Test

Building Search

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

One to three victims will hide in a large building at least 15 minutes prior to the test. All victims must be found within the designated time limit. The handler will state the search strategy and the dogs alert on a find.

** Due to the complexity of building searches, specifics will be discussed before the test.

ReCertification: Building Search

Urban Trailing Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

No prior wilderness trailing certification is required. The handler will conduct an interview with RP. The handler is responsible for collecting the scent article. The handler will be given the PLS of either a residence or vehicle. The area will be contaminated. The trail will be aged not less than 2 hours and will be 6 to 8 blocks (about 1 mile) in length. The trail will include asphalt, concrete, sidewalks, alleys, grass, etc. There will be at least two street crossings. No day-to-day activities in the area will cause delay or cancellation of the test. Time limit is 1 hour but may be extended by the evaluators if they deem that there continues to be forward progress. The dog must locate and identify the correct subject for completion of test.

ReCertification: Urban Trailing Test

Cadaver Level 1 Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

Dog team will search an area 100 X 100 yards, or equivalent square footage, in moderate terrain. Area will contain two sources. No pseudo scent will be used. The sources will consist of, blood, fat or organs. The volume of scent will simulate as closely as possible a deceased body. The evaluators will verify the area with a certified dog prior to the test. One sample will be on the surface or hanging. The second sample will be buried 2-4 inches deep. The scent rise time will be no less than 1 hour. The handler must call a find by recognizing the dogs indication behavior as stated prior to the test. False holes will be present. The team must be able to locate both samples with no false alerts within 1 hour.

ReCertification: Cadaver Level 1 Test

Cadaver Level 2 Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: Cadaver Level 1 Test

This test consists of searching two areas (part 1) and identifying human bones (part 2). Both tests must be completed within 30 days.

Area Test:

Two moderate terrain areas, each approximately 100 by 100 yards in size are setup to minimize the possible influence of scent from one to the other. A minimum of two sources are placed among the areas (one area **may** be empty). The sources will contain tissue, blood, fat, organ. No pseudo scent will be used. The sources may be in one or both areas. The samples used will simulate, as closely as possible, a deceased body. The sources must be concealed so that the handler is unable to see them. Samples may be placed on the surface, buried 4-6 inches, or hanging. Scent rise time will be no less than 1 hour. The evaluators will verify the areas with a certified dog prior to the test.

The handler must verbalize the search strategy and the dog's indication prior to the test. The number of sources is unknown to the handler. The team must complete the search of an area within 30 minutes. Once an area is completed, it may not be re-visited. The team must find all sources with no false alerts.

Bones test:

Using an area of about 20 by 20 feet that contains naturally occurring animal bones, one or more human bones will be scattered making sure that they are at a minimum 2 feet from an animal bone. The animal bones may not be moved or touched by humans when setting up the test.

The dog must be able to identify all human bones and must ignore all animal bones. The handler must be able to determine based on the dog's indication, which bones are human.

ReCertification: Cadaver Level 2 Test

Human Remains Detection Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: Cadaver Level 2 Test

There are two parts to this test: Part 1 includes searching three areas and part 2 includes searching a room in a building.

Area search:

Three moderate terrain areas of approximately 75 by 75 feet will be setup to minimize the possible influence of scent from one area to another. An unknown number, but at a minimum 10 sources will be placed among the three areas. One area may be left empty. Blood and bone will be used for 80% of the sources. No pseudo scent will be used. Sources will be concealed but not buried. The scent rise time will be no less than 30 minutes.

The team will search each area separately given 30 minutes to complete each area to a 70% POD (70% of all samples placed must be found). The team may not returned to a previously completed area. If, while searching one area, the dog finds a source in an other area, it is counted, but the handler must complete the current area first. The handler must call a find by recognizing the dogs indication behavior as stated prior to the test with no more than one false alert. The dog is not allowed to disturb the sources. If the dog is in scent and indicates at a distance from the source, the evaluators may ask the handler to have the dog pin point the source.

Building search:

The test is setup using a room no larger than 20 by 20 feet. A minimum of three samples are well concealed in the room. The samples may be at the floor level or raised but no more than 3 feet high. The samples will be blood and/or tissue. The scent rise time will be no less than 30 minutes.

The handler will be given 30 minutes to search the area to a 70% POD (70% of all samples placed must be found). Dog must not disturb the samples. The handler must call a find by recognizing the dogs indication behavior as stated prior to the test.

ReCertification: Human Remains Detection Test

Evidence Search Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

The test is setup using an area of 200 by 200 feet in moderate terrain. A minimum of 3 human scented articles will be well concealed on the surface or hanging, but not buried. A variety of articles will be used, including but not limited to: metal, plastic, and cloth. The person who is setting the test, can not use his/her own scent articles. The scent rise time will be no less than 30 minutes.

The handler has to search the area within 1 hour to an 80% POD (80% of an unknown number of articles must be found). The handler must state the dog's alert prior to the test and must call a find based on the stated alert. The handler must state procedures for crime scene preservation.

ReCertification: Evidence Search Test

On Shore Water Search Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

A shore line approximately 100 yards in length will contain one source within 5 - 10 feet of the

shore between 2 - 10 inches under water. The scent rise time will be no less than 15 minutes.

The team will state the search strategy and the dog's alert. The dog may indicate from the shore or in the water as long as the handler can describe the location of the scent source within 15 yards.

ReCertification: On Shore Water Search Test

Open Water Search Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

The test is setup in an open water area of 2-4 acres in size. One cadaver scent source will be used and placed about 15 feet under the water surface. Scent rise time will be no less than 15 minutes.

The team will be tested on the strategy used to search the area, how efficiently the dog handler communicates to the boat operator, and how efficiently the handler can read the dog alerts at the subjects location. The handler must be able to define a search area for the divers. This area must be within 100 feet of scent source. Handler will plot location on map and explain what effects the wind and current may have on the scent.

ReCertification: Open Water Search Test

Avalanche Search Test

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

The test may be administered with either real live subject burials and articles or articles only. The Dog team is expected to search a simulated avalanche debris field of a minimum of 75 by 75 yards (225 by 225 feet) and find all sources within 1/2 hour. Prior to the test the handler will be informed about the avalanche boundaries and incident scenario. The handler is expected to obtain all other pertinent information by conducting an interview with the RP. Testing time can be adjusted at the discretion of the evaluator(s) to compensate for difficulty of terrain and/or weather conditions.

Selection and preparation of the simulated avalanche area:

The area must have adequate snow in moderate terrain. It must be disturbed and tracked up to simulate a real avalanche site as closely as possible. There will be false holes. Clues may be placed in the area consistent with the incident scenario. People are placed in the test area such that they do not clue the dog and handler. Distractions will be in and/or around the search area.

Selection and preparation of sources:

Three (3) sources: A minimum of one (1) deep burial (articles) and **either** real live subjects or simulated live (large articles) burials may be used. The minimum scent rise time for real live subjects is 15 minutes and for all other sources 1 hour.

Real Live burial:

The subject(s) must be fully buried at a depth of 3-5 feet. Subject(s) must enter the burial site in a manner that makes it difficult for a dog to track to the cave. The following safety rules apply to live burials:

1. Subject must have a working transceiver and radio and both must be in a position to be easily activated.
2. Subject location must be known to and watched by an observer with a radio, transceiver, probe and shovel. the observer is placed not to clue the handler and dog.

Simulated live burial (large articles):

Use wool or heavy fleece material articles (not cotton) with a surface area simulating that of a real

person (about 2 feet by 5 feet in size).

Simulated deep burial:

Use wool or heavy fleece material articles (not cotton) with a surface area minimum 30 by 30 inches. If possible, simulated deep should be buried overnight.

Article selection and preparation and burial:

Use shirts, sweaters, pants or blankets, scented by someone other than the people setting up the test, evaluator(s) or the handler). Articles should be scented by either wearing them or sleeping with them, if possible for a period of 24 hrs or more. To bury the articles, dig a hole 18 to 36 inches deep, large enough to receive the articles opened to full size, place blocks of snow on the article and then throw snow over the blocks to finish the cover.

ReCertification: Avalanche Search Test**Mini-Area Search Test**

(Last updated: 10/12/2010 by Beat Marti)

Prerequisite: None

The mini-area is approximately 1/4 by 1/4 mile, set in moderate terrain and containing 3 well-hidden subjects. The search time is limited to 2 hours unless testers extend the time, due to weather or terrain concerns. The dog team must find all three subjects. If less than two re-finds or bark alerts are demonstrated, the test is inconclusive and must be repeated. The purpose of this test is to show the reliability of the dog's wilderness search training, in particular the dog's wilderness alert (re-find and/or bark alert) and the strategy skills of the handler. Upon successful completion, the handler may request the Wilderness Search test. The Wilderness Search test must be completed within six months of the Mini-Area test.

ReCertification:

WYOMING K-9 SAR HANDLER'S SKILLS CHECKLIST		
Evaluation Item	Date Completed	Initial
Optional Items:		
Managing The Lost Person Incident Course		
Man-tracking Course		
Mandatory Items:		
Incident Command System		
Basic ICS Course IS-700a http://training.fema.gov/EMIWeb/IS/is700a.asp		
Understand and verbalize the following terms and explain their role in SAR:		
ICS		
POD		
PLS		
DOT		
POA		
Team Leader		
Area Segmentation		
Operations Leader		
Planning Chief		
Incident Commander		
Sheriff		
Navigation:		
Orient a map to the north		
Take two or more compass bearings – triangulate on map		
Describe features on a topographic map		
Describe declination, magnetic & grid north		
Find location on map from UTM coordinates		
Navigate point compass course using paces		
Demonstrate GPS skills		
Verify/change Map Datum and Position Format		
Mark a waypoint at current location and create a map waypoint		
Enter UTM coordinates in GPS and save as a waypoint		
Follow a route using GPS waypoints (GoTo)		
Clear active track log and save a track		
Scent Theory:		
Able to understand and verbalize the following:		
Scent Pools		
Convection		
Wind effect on scent		
Terrain effect on scent		

Weather effect on scent		
Temperature effect on scent		
Chimney effect (lofting)		
Search Strategy:		
Able to understand and verbalize the following:		
Determine search strategy using terrain and wind		
Determine distance between grids		
Basic knowledge of Lost Person Behavior		
Basic knowledge of how/where to deploy multiple search dog teams.		
Knowledge of search strategy by walking with operational dog teams		
Evaluate an area and conditions, plan strategy for team		
Described actions of the dog and reasons for the dog's behavior		
Describe the following:		
Types of alerts (passive / aggressive)		
Signs of stress		
Signs of aversion		
Examples of displacement behavior		
K-9 First Aid		
Demonstrate/Verbalize emergency steps for the following:		
CPR		
Bandaging		
Heat Stroke/Exhaustion		
Hypothermia		
Repair torn nail		
Shock		
Internal bleeding		
Fracture		
Drowning		
Human First Aid (Minimum)		
Current CPR certification		
Basic First Aid		
Physical Requirements		
Ability to negotiate typical terrain with appropriate response equipment- varies with certification requirements		
Crime Scene Preservation		
Explain actions to be taken when finding evidence in the field		
Describe how to preserve a possible crime scene in the field		
Night Search		
Describe equipment needed for night searching vs daytime		
Participate in a mock or actual night search		

Man tracking		
Demonstrate how to measure a track		
Demonstrate how to use a tracking stick		
Obedience & Agility		
Dog must demonstrate controlled obedience with distractions:		
Sit		
Down		
Down-Stay (5 minutes with handler out of sight)		
Heel or Close within 2 feet of handler		
Jump at least three feet into a specified area		
Crawl under an obstacle $\frac{3}{4}$ of the dog's height		
Climb onto, walk along a log or obstacle 3-4 feet off the ground and 10 feet in length		
Stay on area/object until released		
Walk through a culvert or small tunnel		
Approach a person, shake hands, etc.		
Response to a search incident		
Handler has responded in support of an operational dog team		
Knots		
Demonstrate how to tie the following knots		
Figure 8		
Water knot		
Fisherman's knot		
Figure 8 bend		
Avalanche Safety (Avalanche Certification Only)		
Avalanche safety and awareness class must be completed before testing a dog for Avalanche Level 1 Certification		
Revised: 2/22/2010 for link to ICS course		

Section IV Policies and Procedures

POLICIES AND PROCEDURES



POLICIES AND PROCEDURES WYOMING K-9 SEARCH & RESCUE (K-9) OPERATIONAL ORGANIZATION

MEMBERSHIP

Section I Candidate Member

- i. Definition:** A candidate member is an individual who has shown interest in becoming a member of K-9.
- ii. Requirements:**
 - a.** Must be sponsored by an operational voting member of K-9.
 - b.** Must be at least 18 years of age.
 - c.** Must read and abide by K-9 Bylaws and Policies and Procedures.
 - d.** Must read and understand the "Standards of Performance".
 - e.** Must submit a completed membership application form with a non-refundable initiation fee of \$50.
 - f.** Must attend at least two K-9 monthly workouts in the previous three months prior to submitting a membership application.
 - g.** Must be accepted as a candidate member by a majority of the voting members of the operational organization. The vote to accept a new candidate member may be conducted by e-mail.
 - h.** Is expected to establish training goals and demonstrate measurable progress in achieving those goals.
 - i.** Can miss no more than two of the K-9 Monthly Workouts per candidacy period and is expected to participate in K-9 fundraising and public relations events.
 - j.** Is expected to assist in the planning and execution of the monthly workouts assigned to his/her sponsor.
- iii. Probationary Period:** A candidate member will remain in this category for no less than six (6) months, but not exceeding twelve (12) months. After six (6) months, a majority membership vote may:
 - a.** Promote the candidate member to a voting member.
 - b.** Continue the probationary period. The candidate member's sponsor shall provide a written list of concerns of the voting members to the candidate member. A vote to promote the candidate member to a voting member may be held at any time within the next 6 month probationary period if the concerns of the voting members have been addressed.
 - c.** Terminate association with the candidate member.
- iv. Rights and Limitations:**
 - a.** A candidate member will be loaned commonly shared training tools such as GPS, but will not receive any uniform items during the probationary period.
 - b.** A candidate may participate in outside trainings and education bearing the cost of such training and or education. The cost of the trainings or education may be reimbursed after promotion to voting membership.

- c. A candidate member that has successfully tested under K-9's Standards of Performance (or equivalent standards) as an operational dog team may participate in K-9 sanctioned searches, may be reimbursed for search expenses per the Travel Expense Reimbursement Policy and may request reimbursement for veterinary expenses per the Emergency Veterinary Expense Policy if the dog of the operational dog team is injured in a K-9 sanctioned search.
- d. A candidate member that is not an operational dog team may be reimbursed for search expenses per the Travel Expense Reimbursement Policy and for veterinary expenses per the Emergency Veterinary Expense Policy incurred as a Candidate Member following promotion to Voting Member.

Section II Voting Member

- a. **Definition:** A candidate member that has been approved and accepted by a quorum of voting members.
- b. **Rights and Requirements:**
 - a. May vote on all matters coming before the membership of the Operational Organization.
 - b. May hold a K-9 Management Committee position, provided the member is not an officer or holds a similar management position in another Search Dog Organization. Only an Operational Member may hold the Management Committee positions of Training Officer or Testing Officer.
 - c. Must abide by Bylaws and Policies and Procedures of K-9.
 - d. Is expected to attend at least six of the K-9 Monthly Workouts consisting of both days and a total of 16 workout days per year, participate in at least one fundraising event per year and participate in at least one public relations event per year to be considered a member in good standing.
 - e. Is expected to establish yearly training goals and demonstrate measurable progress in achieving those goals.
- i. **Roles:** A voting member may be either a:
 - a. **Support Member**
 - 1. **Definition:** A member that either has no dog or has not yet achieved operational status.
 - 2. **Responsibilities:**
 - i. To support operational dog teams on actual searches.
 - ii. Assist in training search dog teams.
 - b. **Operational Member**
 - 1. **Definition:** A member that has successfully tested under K-9's Standards of Performance for an operational dog team.
 - 2. **Responsibilities:**
 - i. Represents K-9 in a professional manner on searches and other K-9 activities.

- ii. Continues to improve their knowledge and skills as an operational dog team.
- iii. Assist other team members in achieving training goals and acquiring the knowledge and skills necessary to perform in a professional manner on searches and during other K-9 activities.
- iv. Performs their assigned search function(s) in accordance with the incident command system.
- v. Can sponsor a candidate member.
- vi. Maintains current Basic First Aid and CPR certifications.

Section III Sponsor/Mentor

- i. **Definition:** An operational voting member who brings an interested party to K-9 as a possible candidate member and who continues to support the candidate through his candidacy and his efforts to become an operational dog team or K-9 support member.
- ii. **Responsibilities:**
 - a. Provides the candidate with appropriate information and application.
 - b. Familiarizes a candidate with the Policies and Procedures, Bylaws and Standards of Performance.
 - c. Oversees a candidate member or support member's completion of the Handlers Skills Checklist.
 - d. Assists the candidate member or support member in writing and achieving their training goals.

Section IV Membership Status

- a. If the Testing Officer deems fit to re-test an operational team and the team can no longer meet the "K-9 Standards of Performance" or can no longer fulfill the physical requirements of an operational member the member will revert to the status of Support Member.
- b. If an operational member loses the dog, it will revert to the status of Support Member.
- c. Membership may be terminated by a affirmative vote of 75% of the voting membership if one or more of the following circumstances and conditions prevail:
 - 1. Lack of commitment to the group: Rarely participates in K-9 activities such as training, meetings and fund raising events.
 - 2. Lack of professionalism or disruptive behavior.
 - 3. Bad attitude and/or poor "team player" behavior at searches or other official functions of the K-9 organization.
 - 4. Failure to abide by the K-9 Bylaws and/or Policies and Procedures.
 - 5. Failure to demonstrate measurable progress in achieving established training goals.
- d. Membership is terminated by oral or written resignation submitted to the management committee.

STANDARDS OF PERFORMANCE

Section I Standards

K-9 has adopted the Tri-State Standards of Performance as the minimum performance standards for an operational dog team. K-9 may adopt performance standards of higher difficulty.

Section II Handlers Skills Checklist

The Handlers Skills Checklist consists of a number of skills that a dog team is required to master before they can be considered an operational team. A support member should work to achieve the skills in order to support operational teams in the field and in training. K-9 will provide opportunities for new members to complete the Handlers Skills Checklist in one year from the time they become a candidate members.

Section III Amendments of the Standards of Performance and Handlers Skills Checklist

- i. **Voting Members:** Only Operational Voting Members may vote to amend the Standards of Performance and/or the Handlers Skills Checklist.
- ii. **Vote:** An amendment of the Standards of Performance and/or Handlers Skills Checklist requires approval of 75% of the Operational Voting Members.

MEETINGS

Section I Regularly Scheduled Meetings

- i. **Annual Meeting:** The fiscal year of K-9 will be January 1 to December 31. The annual meeting will be held during the month of December. A quorum must be present at that meeting to elect the officers of the Management Committee.
- ii. **Quorum:** A quorum consists of a majority of voting members.
- iii. **Voting:** With the exception of the Annual Meeting, meetings may be held with less than a quorum of members present. Votes may be cast by phone, email or presence at a meeting. Proxy votes may be assigned by email.

WORKOUTS Amended 2/2/2011

Section I Monthly Workouts

There are eleven (11) workouts during a fiscal year. There is no workout during the month of December. Workouts are scheduled at the annual meeting. Workout ownership assignments and dates are published as part of the minutes of the proceedings of the annual meeting.

Generally, a workout consists of two consecutive weekend days of working both handler and dog. The training topics of each workout are determined by the Training Officer and are based on the common needs derived from individual training plans.

Section II Make-up Training Days

- i. A maximum of four (4) monthly workout training days may be made up per year. The make-up days can be substituted for regular monthly workout days and two makeup days can be substituted for one workout weekend by one or all of the following ways:
 - a. Participating in an outside search dog training seminar, which conflicts with a K-9 monthly workout day;
 - b. Participating in a search, which conflicts with a K-9 monthly workout day;
 - c. Training with at least one certified K-9 member on a day other than a regularly scheduled monthly workout day. The training must consist of at least 2.5 hours of working time of the individual member's dog. The training logs from the make-up day shall be submitted to the Training Officer.
- ii. The make-up training days must be made up before the end of the 2nd quarter of the following year to satisfy the attendance requirement for the preceding year.

MEMBERS INDIVIDUALIZED TRAINING GOALS

Each member is responsible for developing their skills and their dog's skills to further the purpose of K-9 to train highly dedicated and skilled search dog teams, to aid and support federal, state or local authorities in emergency search and rescue situations.

Each member will develop an individualized set of training goals in collaboration with the Training and the Testing Officer at the beginning of each year or at the time an individual is accepted as a candidate member.

The individualized training goals will be in writing and will be monitored through the year by the Training Officer and by the member's sponsor. A member is expected to demonstrate measurable progress in achieving those goals.

A dog in training that is one year or older is expected to complete a basic obedience test consisting of sit, down, come, heel on leash and stay for one minute with the handler in sight prior to participating in an outside training event.

A member with a dog in training that is two years or older is expected to achieve operational dog team status in at least one of the four primary search disciplines, wilderness, trailing, water or avalanche, within two years of membership and for a

member with a dog in training that is less than two years old, within two years of membership or when the dog is two years old, whichever is later.

An Operational Member is expected to maintain their certifications and pursue operational status in more than one discipline in accordance with the Member's training goals.

EQUIPMENT AND GEAR

A member of K-9 is commonly issued gear and equipment such as a GPS, radio, other training aids and uniforms. All equipment, gear, and uniforms, except clothing which is personalized with the name of the member or dog, are property of K-9, must be maintained in good order and returned to K-9 upon resignation or termination from K-9. Lost equipment, gear and uniforms will be replaced by K-9, once, providing the loss was not a result of negligence.

OUTSIDE TRAINING AND EDUCATION

The K-9 Annual Budget contains budgeted items for training and education for each member. A request for outside training or education shall be submitted to the Management Committee. The Management Committee may approve the expenditure including travel expenses for members in good standing by a majority vote of the Committee. If the expenditure exceeds the individual member's annual allocation for training and/or education, the voting members of K-9 shall approve the expenditure by a majority vote. The vote by either the Management Committee or the Voting Members may be conducted by e-mail.

EQUIPEMENT STIPEND

The K-9 Annual Budget may contain a budget item for Operational Voting Members to purchase personal equipment necessary to perform in a search and rescue environment. The Voting Member must be a member in good standing.

FISCAL POLICY

An annual budget shall be adopted by the Voting Members of the Operational Organization and approved by the Board of Directors.

EMERGENCY VETERINARY FUND POLICY Revision approved 6/21/2008

Section I Purpose

Wyoming K-9 SAR (K-9) maintains an Emergency Veterinary Fund (Fund) to help members with unexpected veterinary expenses for SAR dogs. This policy defines how this fund may be used.

Section II Funding

The goal of K-9 is to maintain the Fund at \$5,000 at the beginning of each fiscal year. The annual contribution may not achieve that goal. The annual contribution to the Fund will be based on the approved K-9's budget plus a contingency to cover unanticipated expenses. The annual contribution to the Fund will be proposed as a budget item of the K-9's annual budget.

Section III Eligibility

Any member of Wyoming K-9 Search & Rescue who has a certified dog or a dog in training is eligible to receive K-9 medical reimbursements. Retired dogs are not covered by this fund. No more than 2 dogs per member shall be covered. One of the dogs may be a dog in-training; the second dog must be operational.

Section IV Reimbursement plan

Only veterinary expenses to treat accidental injuries or illnesses sustained during a training or K-9 sanctioned search are covered by this plan.

Expenses for pre-existing conditions, genetic conditions, immunization, annual checkups, procedures that are not necessary to support a dog's health and ability to work, or life-prolonging procedures (for example: chemotherapy) for terminally ill dogs are not covered by this fund.

The maximum yearly reimbursement per member may not exceed \$500.

Section V Reimbursement requests

The member will submit a claim of actual expenses (receipts), which includes all of the expenses and treatment for covered injury or illness, to the Management Committee. The Management Committee will then reimburse the entitled amount.

Section VI Loans to cover veterinary expenses

A member may request a loan from K-9 to cover veterinary expenses not covered by the Reimbursement Plan. The terms of the loan will be established by the Management Committee. The loan must be approved by a majority vote of the Voting Members and must be approved by the Board of Directors.

TESTING POLICY Adopted 11-13-04**Section I Determining Readiness**

The readiness of a candidate team is determined by the training or testing officer soliciting input from a minimum of two members that are qualified in corresponding discipline.

Section II Initiating a test

The handler will contact the testing officer who will then set up the test. After confirming the readiness of the candidate team the testing officer selects evaluators.

Section III Selecting evaluators

Two evaluators will be present at each initial certification test and if at all possible two evaluators will be present for each recertification test. Evaluators must be qualified in the discipline to be tested. The candidate team has the right to reject an evaluator. Lack of available alternate evaluators might affect the test schedule.

Section IV Test setup

It is the responsibility of the selected evaluators to arrange for a date, time and place to setup and execute the test. The evaluators will do their best to coordinate an acceptable date, place and time with the candidate team and the necessary subjects.

Section V Subjects (victims)

It is the responsibility of the candidate team to organize the necessary subjects for the test. The identities of the subjects must be submitted to the evaluators no later than 2 days prior to the test. The evaluators reserve the right to replace victims that may affect the fairness of a test.

Section VI Repeating a test

As a general rule, the training and testing officers with input from other team members will decide when a candidate team is ready to be re-tested (as defined in "Determining Readiness" above).

Exceptions:

- a. If the conditions for a particular test were extremely unfavorable and the candidate team has performed adequately.
- b. If the setup of the test was not valid.

GROUP CELL PHONE POLICY Approved 12/12/04 Amended 2/2/2011**Section I Purpose**

Wyoming K-9 has offered cell phones to its members to increase the chances that members are reachable at all times. Not all members participate in the cell phone plan and to that end Wyoming K-9 will not continue to offer the cell phone plan to new participants and will retire the existing contracts upon expiration of the contracts.

Section II Eligibility and termination

Only the cell phone contract existing on January 1, 2011 will be maintained until the expiration, conversion of responsibility or termination of the contract, but in no case later than October 11, 2012. When a membership is terminated, the cell phone must be returned to Wyoming K-9.

Section III Phone numbers

It is possible to transfer an existing cell phone number from one provider or plan to another. The same is true with the Wyoming K-9 cell phone plan.

Section IV Ownership responsibilities

Members must contribute \$15 per month towards their group cell phone plan and are responsible for any charges over and above the standard charges of the plan. Members must maintain the cell phone in operational conditions and in reach at all times. If a cell phone is lost or broken during official Wyoming K-9 business activities such as searches, training or other group functions, replacement is up to the management committee decision based on the member's case report. If a cell phone is lost or broken outside Wyoming K-9 business, the member is fully responsible to replace it as soon as possible.

EMERGENCY CALLOUT PROCEDURE**Section I Purpose**

Formalize a time-efficient and accurate emergency callout process for Wyoming K-9 members.

Section II Callout tools and mechanisms

The following tools and mechanisms have been put in place to facilitate emergency callouts:

- i. General emergency number answering service. The answering service is instructed to capture some basic information and to call WYK-9 members

based on a prioritized list until a member that is willing and capable to take the call is reached.

- ii. Member callout tree. The callout tree identifies a specific role that each member has in completing the group callout efficiently.
- iii. Cell phones. The cell phone is the most likely and appropriate mechanism to reach a member, but if the member is not reached by cell phone, the work and/or home phone should be called.
- iv. WYK-9 voice mail distribution list. That list is used to disseminate efficiently, accurate and complete information about the emergency incident.
- v. SAR Callout Information Sheet. A form that helps collecting appropriate information from the calling agency.

Section III Emergency callout scenarios

There are two ways that the group may receive a callout request:

- i. Answering service receives a call and reaches a member. Once a member is reached that is capable to take over from the answering service:
 - a. The member retrieves incident information from the requesting agency and fills out a SAR Callout Information Sheet.
 - b. The member creates a voice mail, reading from the SAR Callout Information Sheet and sends that voice mail to the WYK-9 voice mail distribution list. This guarantees that each member has access to complete and accurate callout information.
 - c. Uses the call-out tree to complete his/her callout responsibilities using the (YOU receive call from answering service procedure). Note that after completing step "b" completing the callout tree is merely a "Hey, we have a callout, check your voicemail for details" action.
- ii. External entity (agency or other) calls a member directly. In this case:
 - a. The member retrieves incident information from the requesting agency and fills out a SAR Callout Information Sheet.
 - b. The member creates a voice mail, reading from the SAR Callout Information Sheet and sends that voice mail to the WYK-9 voice mail distribution list. This guarantees that each member has access to complete and accurate callout information.
 - c. The member uses the call-out tree to complete his/her callout responsibilities using the (YOU receive call from an agency procedure). Note that after completing step "b" completing the callout tree is merely a "Hey, we have a callout, check your voicemail for details" action.

Wyoming K-9 Callout Tree (Call out Tree subject to change as appropriate)

WYOMING K-9 SAR CALLOUT INFORMATION SHEET

DATE	TIME	NAME
INCIDENT NAME		
REQUESTING AGENCY		
REQUESTING PERSON		
REQUESTOR'S ROLE		
CONTACT PERSON		
PHONE NUMBER	CELL	

REQUEST DETAILS

TYPE OF SEARCH		PLS (YES / NO)
LOCATION		
HOW MANY LOST?	HOW LONG AGO?	
OTHER INFO (i.e: Age/Sex/Experience)		
TERRAIN		
CURRENT WEATHER	FORECAST	
MEETING LOCATION	TIME	
NUMBER OF TEAMS REQUESTED	LIMITED (YES / NO)	

EQUIPMENT/LOGISTICS

OVERNIGHT (YES / NO)	BACKCOUNTRY OVERNIGHT (YES / NO)	
NIGHT SEARCH (YES / NO)		
ACCOMMODATIONS		
FOOD FOR	DAYS	WATER SOURCE (YES / NO)
KNOWN HAZARDS		
OTHER PERTINENT INFORMATION		

TRAVEL EXPENSE REIMBURSEMENT POLICY

Section I Purpose

Wyoming K-9 intends to reimburse some of the member-incurred search or training expenses to insure that members are not faced with making a go/no-go decision based on their ability to afford to participate in a training or a search.

Section II Eligibility

- i. Voting Member. Voting members may request travel expense reimbursement as long as there are sufficient (budgeted) funds available. For searches, agencies may compensate for some expenses. In such cases, the agency reimbursements are credited to the travel expense budget.
- ii. Candidate Member. A candidate member that has successfully tested under K-9's Standards of Performance (or equivalent standards) as an operational dog team may request compensation for search expenses incurred during a K-9 sanctioned search.

Section III Reimbursable expenses

Eligible members may be compensated for the following actual expenses:

- Transportation expenses:
 - Personal vehicle @50 cents per mile.
 - Other actual transportation expenses based on receipt require group pre-approval for reimbursement.
- Overnight accommodations (not to exceed \$50 per night)

Food and drinks will NOT be reimbursed.

Section IV Reimbursement request

Complete a Wyoming K-9 expense report, identifying the corresponding search or training event along with a compilation of the reimbursable expenses incurred during that event.

Section V Approval & Reimbursement

Properly submitted expenses will be reviewed by a Management Committee member and the approved amount will be reimbursed to the member by check.

Section V Wyoming K-9 SAR BYLAWS

WYOMING K-9 SEARCH AND RESCUE, INC. BYLAWS



Bylaws of the organization

WYOMING K-9 SEARCH & RESCUE, INC. **BYLAWS**

ARTICLE ONE: NAME

The name of the organization is Wyoming K-9 Search & Rescue, Inc. (K-9)

ARTICLE TWO: ORGANIZATION

Section I Structure

1. The organization of K-9 shall consist of a Board of Directors and an Operational Organization.
2. The principle office of the corporation shall be located in Teton County, Wyoming; mailing address: PO Box 2851, Jackson, Wyoming 83001.

Section II Purpose

K-9 is a non-profit, charitable corporation under Wyoming laws. The purposes of K-9 are: to train highly dedicated and skilled search dog teams, to aid and support federal, state or local authorities in emergency search and rescue situations and to educate the public regarding safety and the functioning of K9 search teams.

ARTICLE THREE: MANAGEMENT

Section I Board Of Directors

1. The business of K-9 shall be managed by a Board of Directors (Board) consisting of five members including the President and Secretary/Treasurer of the Operational Organization. The Board of Directors shall have no more than two members who are also members of the Operational Organization.
2. The Board of Directors shall serve without pay.
3. The non-Operational Organization Board members shall serve three year terms.
4. The Board shall nominate members to fill the non-operational organization board vacancies. The appointment of a board member shall

require a majority vote of the board and the Operational Organization membership to be installed.

Section II Officers

1. The officers of the Board shall consist of a Chair, and a Secretary/Treasurer, elected by the Board.
2. Elected officers shall serve a term of one year.
3. (a)The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b) The Secretary/Treasurer shall assume the duties of the Chair in case of the Chair's absence. (c)The Secretary/Treasurer shall be responsible for the minutes of the Board meetings and shall keep record of the organization's budget and review financial reports as needed.

Section III Meetings

1. Regular meetings shall be held on a quarterly basis on the date determined by the board in the months of January, April, July, and October.
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
3. Agendas shall be provided at least two days in advance.
4. An officer of the Operational Organization Management Committee may represent the Operational Organization, if the President or the Secretary/Treasurer of the Operational Organization is unable to attend a meeting.

Section IV Voting

1. (a) A majority of board members constitutes a quorum. (b) In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority.

Section V Conflict of Interest

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, or such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to

voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Section VI Fiscal Policies

1. The fiscal year of the board shall be January 1 through December 31.
2. The operational membership shall present a proposed budget for the fiscal year to the board prior to the January board meeting. Once approved, expenditures must be consistent with the approved budget. If changes are needed, the operational membership shall present a request to amend the approved budget.

Section VII Amendments

These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

ARTICLE FOUR: OPERATIONAL ORGANIZATION

Section I Management

The operational membership shall be managed by a committee of four officers elected by the membership. Each officer is elected for a term of one year with elections held prior to the scheduled January board meeting. The officers are: President, Operations Officer, Testing Officer, and Secretary/Treasurer.

Section II Duties

1. President: The President chairs all meetings and coordinates all public relations activities. Should the President be unable to preside over a meeting, the Secretary/Treasurer shall do so.
2. Secretary/Treasurer: The Secretary/Treasurer keeps minutes of the proceedings of all meetings, which are published to all members in a timely manner, and is responsible for all K-9 correspondence. It is the responsibility of the Secretary/Treasurer to keep accurate record of all monetary transactions. Checks or orders for payment of money can be signed by the Treasurer or the President.
3. Training Officer: The Training Officer shall coordinate training activities for dog training and for handler training.

4. Testing Officer: The Testing Officer is responsible for coordinating certification testing and maintaining a record of testing results.

Section III Policies and Procedures

1. The Operational Organization is governed by a number of Policies and Procedures.
2. A new policy and/or procedure may be adopted or an existing one amended with the approval of 75% of the Voting Members of the Operational Organization and ratification of the new or amended policy and procedure by the Board.

ARTICLE FIVE: SEAL

The board shall decide on the design of a corporate seal at its first meeting and shall provide such seal for appropriate use.

ARTICLE SIX: DISSOLUTION

The corporation may be dissolved only by a unanimous vote of the Board and a three-quarters vote of the Operational Organization. Upon final dissolution of the corporation, the assets of said corporation shall be given to the Community Foundation of Jackson Hole to distribute to health and human services organizations.

Approved 6/21/2008 Revised January 25, 2010

Section VI ICOM Radio

Setup Map 76CSx GPS

Use Map 76CSx GPS



ICOM Radio

1. **Power On and Volume:** Turn button on top (opposite antenna) clockwise. Note that by default, the radio maintains a minimum volume level. This avoids the possibility to not hear a call in the field. This feature can be turned off (see P3 button description).
2. **Lock Button:** (Located between Power On and Antenna). Press this button for a minimum of 1 second to either LOCK or UNLOCK the remaining buttons.
3. **Push To Talk (PTT):** Located on the left of the radio. Press to transmit, release to receive.
4. **P0 SCAN (B) Start/Stop:** Press to initiate SCAN. Press again to stop SCAN. Press for at least 1 second to view and change the scan lists. Use the UP/DOWN button to select the scan list (by name). Press again quickly to select the chosen list. Press again quickly to initiate SCAN (of the new list). The following SCAN lists are defined: "TCIDWYDO", "TCSR+FED", "TCIDSAR", "ENET", "NATIONAL", "OTHERS", "PERSONAL"
5. **P1 SCAN Add/Delete:** Provides the ability to ADD or REMOVE channels from the current (selected) SCAN list. Changes are permanent and can only be restored by reprogramming.
Use "PERSONAL" list to create your own scan list.
6. **P2 BANK:** Press P2 to select the CHANNEL GROUP or BANK to use. Channels are grouped into the following banks: TC IDSAR, K9-TAC, TC WYSAR, TCSO P/H, FEDERAL, OTHERS and NATIONAL. Use the UP/DOWN button to find the desired BANK. Press P2 again to select the chosen BANK. Use the UP/DOWN buttons to find the desired channel within the selected BANK.
7. **P3 User Set Mode:** Press P3 for a minimum of 1 second to enter the SET MODE options. Cycle through the SET MODE options by pressing P3 quickly:
 - a. **Back Light (default auto):** Use the UP/DOWN button to change the setting.
 - b. **Beep (default off):** Use the UP/DOWN button to change the setting. When ON, the radio will beep when a button is depressed.
 - c. **SQL Level (Squelch):** By default, the SQL value is programmed to 50. To change the value, use the UP/DOWN buttons to increase or decrease the level. An SQL level that is too high decreases the radios receptions sensitivity and thus reduces the range. An SQL level that is too low causes the receiver to trigger on noise. To properly adjust the SQL level in the field perform the following steps:
 - i. Select the channel to use for communication
 - ii. Press P3 (long) to enter SET MODE, then press P3 until SQL and a numeric value appears in the display.
 - iii. If the receiver is making noise (without actual transmission), press the UP button until the noise cuts out. Pressing UP continuously automatically increases the values continuously. Once reaching the level where the noise cuts out, press the DOWN button until you reach the level where the noise cuts in: Record the reading. Then, press the

UP button until the noise cuts out: Record the reading. Then press the DOWN button until you reach the value between the two readings.

- d. **AF Min Level (default ON):** When on, a minimum audio volume level is maintained even if the volume button is turned to zero volume.
- e. **Mic Gain (default 3):** Changes the Microphone sensitivity. Values range between 1 and 5. Using the surveillance headset, change the gain to 4.

Setup a New Garmin Map 76CSx GPS

- 1) Insert new batteries.
- 2) Turn on GPS by pressing and holding button with red "I". Press Enter, when Satellite Page is displayed, press "Menu" button and choose "Use with GPS Off".
- 3) Press Page Button and go to Main Menu page. Choose "Setup"
- 4) From Setup Menu: Choose "Welcome" and enter identifying information.
- 5) From Setup Menu: Choose "Heading" and set Display to "Degrees" and North Reference to "True". Leave other default settings.
- 6) From Setup Menu: Choose "Units". Choose your preferred settings for Distance speed, Elevation, Temperature, etc. Usually "Statute", "Feet", "Feet", "Fahrenheit" and "Mill bars". Position Format and Map Datum are mission specific. Usually Position Format is set as "UTM UPS" and Map Datum as "NAD27 CONUS".
- 7) From Setup Menu Choose "Page Seq": Pages should be as follows in any order:
 - a. Satellite
 - b. Trip Computer
 - c. Map
 - d. Active Route
 - e. Compass
 - f. Altimeter
 - g. Main Menu
 - h. Tracks
- 8) From Setup Menu choose "Map". "Orientation should be "North Up", "Lock on Road" should be "Off", "Detail: should be "Most" and "Track Points" should be 10000 (most). (These options can also be setup from the "Map" page, Menu, Setup Map).
- 9) From Setup Menu: Choose "Interface" Serial Data Format should be "Garmin".
- 10) From Setup Menu: Choose "Time". Setup with preferred time display, Time Zone, etc.
- 11) From Setup Menu: Choose "Display" Choose desired options or leave as default. Note this is the screen to change Backlight Timeout for night time use.
- 12) From Setup Menu: Choose "System", WAAS/EGNOS should be "Enabled"
- 13) Press "Page" button until "Track Page" is displayed. Make sure Track Log is "On".
- 14) Choose "Setup". Keep defaults of "Wrap when Full", Record Method "Auto", Interval "Normal" or for a tracking problem, "Most", change "Color" and choose a preferred color for the active track display.
- 15) Press "Page" button until the "Trip" page is displayed. Press "Menu" button and choose "Change Data Fields". Setup with your own preferences, but display should include "Trip Odom, Elevation, and "Location (lat/long).
- 16) Press "Page" button until the "Compass" page is displayed. Press "Menu" button and choose "Change Data Fields". Setup with fields "Bearing", "Dist to Next" and "Waypoint at Next".
- 17) Press "Page" button until the "Map" page is displayed. Press "Menu" button, choose "Data Fields" and choose desired field display option. Recommended choice: "Map Only", which provides more display area for the map. However, you can choose number of fields to display, then press "Menu" button again and choose "Change Data Fields" and choose desired fields.
- 18) Load maps from Map Source. This can be done at any point in the process.
- 19) Press "Page" button and go to "Satellite" page. Press "Menu" button and choose "Use with GPS On". Put the GPS outside to acquire satellites. It may take a few minutes the first time. Once satellites are acquired, press "In" zoom button to see your current location. Zoom into 800 ft and confirm you location.

- 20) Go to the Garmin Website <http://www.garmin.com/garmin/cms/site/us>, (Support) and check for updates.
- 21) Now go to the GPS Cheat Sheet to find out how to use the GPS.

GPS Map 76CSx Cheat Sheet

- 1) **Check Battery Strength.** Battery Strength Icon at upper left corner of most pages. Best to replace batteries (2 AA's) before a mission. Always carry additional batteries.
- 2) **Check Units and Map Datum.** Press "Page" button until Main Menu is displayed. Choose Setup. From Setup Menu choose Units. Change Position Format to match Mission requirements. Usually UTM UPS. For Lat/Long. Choose hddd.ddddd° for decimal degrees (ex. 179.555°). For decimal minutes choose hddd°mm.mmm' (ex. 179° 33.3'). For decimal seconds use hddd°mm'ss.s" (179° 33' 33.3"). Change Map Datum to match Mission Datum. Usually NAD27 CONUS for 7.5' USGS quads and Beartooth Map. WGS 84 for USFS maps.
- 3) **Clear Active Track Log.** Press "Page" button until Main Menu displayed. Choose Tracks. From Track Log Page, clear Active Log by choosing Clear and following thru with options to clear track log. Should be done at the beginning of a mission.
- 4) **Clear Saved Tracks.** As above to go to Tracks Page. From Track page press "Menu" button. Choose "Delete All Saved." To selectively delete a Saved Track, choose individual Saved Track, and choose Delete.
- 5) **Clear Waypoints.** Press "Find" button lightly. Choose Waypoints by pressing "Enter" button. Press "Quit" button to view full list. Press "Menu" button and choose Delete option, and follow thru with choices to delete points. To selectively delete waypoints. Select waypoint from list. Press "Enter" button. Choose Delete and follow thru with choices to delete point.
- 6) **Create a Waypoint Current Location.** Press "Enter" button and hold down until Waypoint screen is displayed. Press OK.
- 7) **Create a Waypoint New Location.** Confirm that Map Datum and Format of New Waypoint is the same as you GPS Map Datum and Format. Create a waypoint as above then edit Location of waypoint by scrolling up to Location. Press "Enter" button and edit by using Arrow Keys and Number Keys. Choose OK, then OK again if OK displayed at lower right corner of Waypoint Screen.
- 8) **Create a Map Waypoint.** Press "Page" button until Map Screen shown. Move Pan Arrow with Rocker button to new location. Press "Enter" button softly. Choose Save.
- 9) **Calibrate Compass.** As above to get to Setup Menu. Choose Calibration and follow steps to calibrate compass. Calibrate option is also available from Compass Page. Press "Menu" from Compass Page and follow steps.
- 10) **Go To a Waypoint.** Go to Waypoint screen. See above. Choose Waypoint to navigate to, Go To. A heavy line will be shown on Map Screen to waypoint location. An arrow will be shown to waypoint location on Compass Page if compass is calibrated.
- 11) **Stop Navigation.** To stop Navigation. Press "Menu" button from Compass Page or Map Screen. Choose Stop Navigation.