



HOPE AACR INCIDENT CONCERN REPORTING PROCESS

1. Incident/Concern reports are submitted by each person involved in the incident/concern.
2. The reports are then submitted to the respective Regional Managers and the HOPE AACR president within 48 hours of the incident/concern.
3. The Board of Directors will meet to determine the next step(s) and recruit an independent investigator from the approved list.
4. The independent investigator will be given copies of all available reports, a summary of the information the Board of Directors is seeking, and a deadline of seven days to submit his/her findings of the incident/concern
5. Guidelines for the investigator
 - a. Interview all people involved including observers to establish the facts of the incident/concern
 - b. Submits a report to the Board of Directors without recommendations for a resolution.
6. The Board of Directors will meet to discuss the report and decide on the next step(s).
 - a. Options are as follows:
 - i. Member and/or canine returns to service with recommendations(s) regarding handler actions or training
 - ii. Member and/or canine placed on “out of service” status pending results of specified requirements
 - iii. Member and/or canine termination (outlined in the HOPE AACR Bylaws
 - iv. If canine only is terminated, Member maintains membership, but canine is retired from active service.
7. Specified requirements might include:
 - a. Suspension for a period of time pending additional handler/canine training suggested by the Board of Directors.
 - b. Training and/or assessment by an accredited Canine Behavior Consultant through CCPDT (Certification Council for Professional Dog Trainers, as well as IAABC (International Association of Animal Behavior Consultants.
 - c. Behavior Consultant will be given a summary of concerns and what the Board hopes to learn
 - d. Fees incurred by the behavior consultant will be paid by HOPE AACR.
 - e. Specific training or additional CE requirements suggested will be the financial responsibility of the handler.
8. Following the receipt of the report by the behaviorist the Board will meet and make its decision regarding the team. Options outlined in 6
9. The Board’s decision will be communicated to the team in writing sent electronically and via regular mail.