




Clayton County Police Department PROCEDURES

Subject CANINE OPERATIONS		Procedure # D34	
Authorizing Signature 	Effective 02-10-2020	<input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Rescinds (see below)	Total Pages 20

I. PURPOSE

The trained law enforcement canine, Police Service Dog (PSD), is a valuable supplement to police manpower because of their physical capabilities. Police Service Dog teams should be requested (or respond) to any situation where the Police Service Dog could be used to facilitate the arrest of suspects with the least amount of injury to either the officers involved, the public or the suspect. Police Service Dogs should also be requested in any situation where their abilities to search would eliminate the need for use of manpower by expediting a search for suspects or evidence. In addition, Canine Officers (handlers) will use their Police Service Dogs to apprehend criminal suspects, protect themselves, track/wind scent individuals, prevent suicidal individuals from harming themselves or others, detect certain narcotics, explosive devices/materials, conduct article searches, and perform any other function deemed necessary by the Clayton County Police Department (CCPD).

Because of the Police Service Dogs potential for inflicting injury, the handler must strictly control their Police Service Dogs use of force potential by adhering to the guidelines set forth in this policy and the department's use of force policy.

II. DEFINITIONS

Apprehension: Any occasion in which the use of a Police Service Dog is directly responsible for the apprehension of a suspect/individual. Apprehension shall further be defined by the following subcategories:

- A. Announcement Only: The mere presence of the Police Service Dog or a verbal warning by law enforcement personnel advising the suspect(s) of the presence of a canine deployment thereby stopping the suspect(s) actions or flight.
- B. Resulting in Injury: Upon locating a suspect/individual who is not passive and/or attempts to flee, the Police Service Dog is trained to bite and hold the suspect/individual. In this circumstance, the Police Service Dog bites the suspect/individual.
- C. Directed Bite: The handler directs the Police Service Dog to bite an individual.

Accidental or Unintentional Bite: The Police Service Dog bites a suspect/individual contrary to their training, as a result of human error during training, or the Police Service Dog bites an unintended individual.

Canine Handler: Industry-certified Canine Officers assigned to the Police Department's Canine Operations.

Canine Training Coordinator: There will be a supervisor(s) and/or certified trainer designated by the Chief of Police, or his/her designee, to oversee all training and certification requirements.

Deployment: Any circumstance in which the handler uses his/her Police Service Dog in an attempt to aid in the resolution of any police situation. The situation may be considered a deployment even if it does not subsequently end with the apprehension of a suspect/individual or retrieval of evidence.

Police Service Dog (PSD): Canines used by the Clayton County Police Department. "Service" refers to the multitude of tasks the Police Service Dogs are asked to perform. For the purposes of this policy, the term Police Service Dog shall include Narcotics Detection Canines, Explosive Detection Canines, and Full Service/Patrol Canines.

Veterinarian: A designated veterinarian who will, when applicable, provide competent care for all canines.

Warning: When a Police Service Dog (PSD) is used to locate a suspect/individual, a verbal warning will be made prior to releasing the Police Service Dog.

III. POLICY

It is the policy of the Clayton County Police Department to provide specific guidelines for the use and deployment of Clayton County Police Department's canines, and for the use, storage and maintenance of narcotics canine training aids.

IV. PROCEDURES

A. Use of the Police Service Dog as a Use of Force Option

1. A handler's use of their Police Service Dog as a use of force option may range from Officer presence to temporary incapacitation. A handler shall not deploy their Police Service Dog merely because it is an available option. When a Police Service Dog is used as a use of force option, the handler's deployment of their Police Service Dog shall be objectively reasonable under the facts and circumstances confronting the handler. The handler must evaluate the following factors, taking into consideration the safety of officers, citizens and the suspect/individual, prior to deployment of the Police Service Dog and have reasonably exhausted all other avenues of de-escalation. These factors will be consistent with the Supreme Court decision of *Graham v Connor*, and the use of the Police Service Dog shall be examined based on that ruling and the Force continuum of the Clayton County Police Department. The factors to be considered by the handler are as follows:
 - a) The severity of the crime(s) at issue
 - b) Whether the suspect poses an immediate threat to the safety of the officers or others
 - c) Whether the suspect is actively resisting arrest or attempting to evade arrest by flight

B. Warnings:

1. When a Police Service Dog is used to locate a suspect/individual, a verbal warning will be made prior to releasing the Police Service Dog. The warning shall give notice that the handler is going to deploy a Police Service Dog and the probable consequences of the suspect's/individual's action if encountered by the Police Service Dog. Under certain circumstances, the Clayton County Police Department acknowledges that a warning, or multiple warnings, may be dangerous or futile. Thus, a handler is not required to give a warning prior to the Police Service Dog deployment in any of the following circumstances:
 - a) When the need to deploy a Police Service Dog develops so suddenly that the handler does not have a reasonable opportunity or enough time to give the warning prior to deployment;
 - b) The handler reasonable believes that a warning will compromise the safety of the handler, other officers, the public, and/or the suspect.

- c) When a warning is not given, the handler shall document the specific facts in their written report to justify the omission.
2. The following format is an example, as each situation may require a different announcement:
 - a) "Attention in the [search area]. This is the Clayton County Police Department. Come out now or I will send my dog to find you, he/she will bite you." If another announcement is used it will be documented exactly as given in the handler's written report.
 - b) During the search of a large building or open area, the handler should give several announcements throughout the search to ensure a suspect/individual has additional opportunities to surrender. The handler may also consider the use of a Public Address (PA) system. In the case of a directed bite, the following announcement or a similar announcement should be given, if feasible. "This is the Clayton County Police Department. Stop or I'll release my dog." If another announcement is used it will be documented exactly as given in the handler's written report.
 - c) A handler may give appropriate warnings prior to the beginning of an article search, or perform a thorough visual search before deploying their Police Service Dog.

C. Operational Procedures

1. Based upon the totality of the circumstances, the handler will have the discretion of deploying the Police Service Dog, on or off lead.
2. Once the decision to deploy a Police Service Dog is made, the handler will call the Police Service Dog back, or remove him/her from the bite at the earliest opportunity after the suspect has stopped actively resisting or is no longer a threat to officers or the public. Handlers should recognize that it is not practical to expect an individual to stop all movement while being bitten by a Police Service Dog.
3. Operational Control/Conflict of Orders-
 - a) If a handler is requested by a supervisor to deploy his/her Police Service Dog in a manner that the handler feels is inappropriate, the handler will inform the supervisor of this and state the reason(s) for his/her concern. If the supervisor allows the order to stand, the handler will do his best to comply with the order. The supervisor issuing the order will assume complete responsibility for the decision.

- b) Under no circumstance will a handler comply with an order that he/she knows to be illegal or violates the civil rights of any individual, specifically prohibitions against excessive use of force.

4. Building Searches:

- a) The handler will advise, via radio, that they have arrived.
- b) The handler will ensure that the outside perimeter is secure.
- c) If there are no signs of forced entry, the handler will standby until the responsible party has arrived or been contacted.
- d) When practical, the handler will attempt to obtain a written waiver or verbal statement from the responsible party that includes assurances that no authorized person(s) remain inside the structure. If officers are unable to contact a responsible party, the handler can proceed with the search after they have taken reasonable steps to ensure that no authorized person(s) should be in the building.
- e) The handler will take one (1) officer, at a minimum, to act as a cover officer. The handler will advise the cover officer(s) of the proper search procedures.
- f) The handler will advise communications and other units at the scene that they are beginning the search.
- g) Appropriate warnings/announcements will be made. Handlers will attempt to start at the point of entry.
- h) If broken glass is present, mats will be used to protect the Police Service Dog.
- i) The handler will assume a surveillance position with the Police Service Dog, allowing him/her to smell, hear and see. The Police Service Dog will be released, on and off lead, to search the immediate area. Unless reasonable circumstances exist, the handler should keep the Police Service Dog in close proximity to him/her in the event that a suspect is located. This will give the handler the ability to direct the actions of the Police Service Dog should the suspect flee or become combative. Unless the Police Service Dog is working a scent, the Police Service Dog will be recalled and the handler will begin a systematic search.

- j) The assisting officer(s) will check areas the Police Service Dog cannot access (i.e., access ladders, inside truck cabs, etc.).
- k) Upon locating a suspect, the handler will take physical control of the Police Service Dog. The Police Service Dog will be moved a safe distance from the suspect and only then will the assisting officer be allowed to approach, secure and remove the suspect. If the suspect flees at any point, the handler will order him/her to stop. If the suspect continues to flee, the handler will evaluate the circumstances, and if appropriate, direct the Police Service Dog to pursue and apprehend the suspect. A complete and thorough search of the area will be completed, even if a suspect is located.
- l) An additional Police Service Dog should be used, if the primary Police Service Dog has become fatigued.

5. Area Searches:

Area searches are done by allowing the Police Service Dog to use scent, either down (tracking) or up (wind scenting). Environmental conditions, such as ground surface, weather, items worn by the suspect, etc., may make tracking difficult. Handlers will make every effort to start from the last known position of the suspect, or the furthest position down wind. When conducting area searches for persons or articles, handlers will consider whether the search is for a suspect or a missing person, the area to be searched, time of day and perimeter conditions to determine the safest and most effective method of conducting the search, on or off lead, under appropriate circumstances.

When using a Police Service Dog to search in a residential area, a reasonable effort will be made to notify residents of the intended use of the Police Service Dog. Instructions will be given so the residents may secure their pets and family members from any possible adverse contact with the suspect/individual, handler, Police Service Dog or officers. Considerations should also be given for the following:

- a) If feasible, prior to deployment, the following announcement or similar announcement should be given, "This is the Clayton County Police Department. Stop, or a police dog will be used to stop you." If another announcement is used it will be documented exactly as given in the handler's written report.
- b) The age of the subject (i.e., juvenile, elderly, etc.) will not preclude the use of the Police Service Dog; however, it should be considered in evaluating the threat the subject poses.

- c) The handler must take into account the area he/she and any other individuals are in before releasing the Police Service Dog.
- d) Once the Police Service Dog is released, the handler will make every effort to keep the Police Service Dog in sight until the suspect has been apprehended, or if the Police Service Dog loses the suspect, the handler will recall the Police Service Dog to return.

6. Police Service Dog Handler Protection and Officer/Citizen Protection

Police Service Dogs are trained to protect their handler, without command. The Police Service Dog cannot always distinguish between a real or perceived threat to the handler. No person should make any aggressive movements around a handler when the Police Service Dog is present. The handler has the ability to direct a Police Service Dog to defend or protect any other person that the handler determines is in need of protection. This may generally be accomplished on or off lead.

7. Police Service Dog Use as Less-Lethal Option

Police Service Dogs may be deployed in a variety of circumstances as a less-lethal option, in conjunction with, or exclusive of, beanbag rounds, Neuro Muscular Incapacitation (NMI) device(s), 37/40mm munitions, and Oleoresin Capsicum spray. A Police Service Dog may be used as a less-lethal option against a suicidal individual when doing so minimizes the risk of injury to the suspect, officers and the community.

8. Narcotics Detection

Canines will be trained in the detection of marijuana, cocaine, methamphetamines, and heroin. Drugs will be obtained from the Narcotic and/or Evidence Unit and should be of a street quality, used for training.

- a) To maintain a high level of proficiency and credibility, narcotics scent training must take place on a routine basis.
 - 1) Narcotics training should take place at least once each week.
 - 2) Narcotics training may take place concurrent with other training or separately, dependent on the training needs of the team. A variety of locations and conditions will be used for training situations. Police Service Dogs will be trained to “alert” to the items by a “Passive alert” at the location of the hide. This alert can be, but is not limited to, the canine sitting or laying down. Extreme caution will be used to ensure no drug is ingested by the Police Service Dog.

b) The handler will determine the methodology of all searches.

D. Documentation of Injuries Resulting From Use of Police Service Dog:

1. Any injury caused by a Police Service Dog, on or off duty, to any individual(s) will be reported to the on-duty Precinct Commander immediately, who will then notify the chain of command.
2. The handler will ensure immediate medical attention is sought for the injured.
3. A supervisor will respond to the scene regardless of the extent of injuries, the need for further investigation or to assist the handler in completing the appropriate documentation.
4. When applicable, the handler will obtain a copy of the Hospital Release Treatment Report.
5. The handler will prepare a written original report or supplemental report detailing the offense/incident.
6. The handler will prepare an incident/Supplemental Report, which will be reviewed by the on duty Supervisor. A copy of this report will be submitted along with the Use of Force Report.
7. The responding Supervisor will prepare a Use of Force form and submit it, in accordance with Standard Operating Procedures, along with the above mentioned Incident/Supplemental Report and all other associated documentation.
8. The Supervisor will ensure that the County Department of Risk Management is notified and/or sent a copy of the completed report utilizing the appropriate chain of command.
9. When applicable, photographs shall be taken of any person(s) injured, or claiming to be injured. When medical treatment is rendered, (if feasible) photographs will be attained both prior to and following medical treatment. All photographs will be taken by the Clayton County Photographer, or his/her designee.

E. Equipment:

1. Handlers will maintain all equipment issued by the Clayton County Police Department. If a piece of equipment is in need of repair, it will be reported to the Uniform Division Commander.

2. Any specialized weapons, if issued to handlers, will be available at all times and qualified with in accordance to Clayton County Police Department requirements.
3. The equipment issued to the handler may include, but is not limited to, the following:
 - a. Departmentally-approved canine;
 - b. Departmentally-approved canine transport vehicle equipped with Heat Protection system, tinted windows, and watering system for the canine;
 - c. Canine First Aid Kit;
 - d. Lead (these made be various lengths and/or materials and are specific to the canine's duties);
 - e. Collar (these made be various lengths and/or materials and are specific to the canines duties)
 - f. Training rewards (These will also vary with each canine. Rewards include, but are not limited to, tug toys, Kong, balls, etc.);
 - g. Muzzle;
 - h. Tracking harness; and
 - i. Ballistic vest/Cooling vest.

F. Training

1. All training will be conducted in accordance with the guidelines, training practices, and safety measures of the approved Training Coordinator.
2. The Training Coordinator will be responsible for seeing that proper training is given to each handler and Police Service Dog and ensure the training is properly documented.
3. Annually, a certifying official should be used to guide the teams to the highest level of ability. If the Officer does not have a certified official, one will be contracted and designated for certification purposes.
4. Handlers will follow the training directives of the Training Coordinator.

5. All handler/Police Service Dog Teams shall be re-certified annually by one of the approved Certifying agencies. The approved Certifying agencies shall be National Narcotics Detector Dog Association (NNDDA), the North American Police Working Dog Association (NAPWDA), Auburn University and/or a TSA equivalent for Police Service Dogs utilized by the Clayton County Police Department.
6. It is the responsibility of each handler to make sure that both they personally and their Police Service Dog is up to the standards of training that are set forth by the Training Coordinator; if, for any reason, a handler or a Police Service Dog does not meet the expected standards, the Training Coordinator must immediately notify the concerned Division Commander. The concerned Division Commander, or his/her designee, in conjunction with the Training Coordinator, must evaluate the deficiency and determine if the handler or the Police Service Dog should remain in service until the deficiency is corrected, or be removed from service until such time as the deficiency is corrected.
7. Aggression training will be conducted in a manner that provides for the safety of officers, the public and the Police Service Dog.

G. Records

1. Handlers will be required to complete forms on the following tasks and accurately evaluate the Police Service Dogs performance based on a predetermined standard:
 - a. Building search;
 - b. Area search;
 - c. Narcotics/Explosive detection; and
 - d. General training:
 - 1) Obedience work
 - 2) Aggression training
 - 3) Other forms of training
 - 4) Monthly training
2. Individual Police Service Dog's documentation shall be kept in a file in the Uniform Division, or other location designated by the Chief of Police, or his/her designee. The file will contain the Police Service Dog's official

papers, training records, medical records, and copies of offense/incident and supplemental reports recording apprehensions, and any other pertinent information. These file shall not be removed from the Uniform Division without the authorization of the Uniform Division Commander.

3. The Canine Operations Training Coordinator will be responsible for maintaining statistics related to the Canines' and the handlers' performance.

H. Maintenance of Police Service Dog

1. One hour after each shift, that is eight (8) hours or longer, is set aside for upkeep of the Police Service Dog and associated equipment. This time, one (1) hour is applied to every working shift, training day or leave day (vacation, comp, sick, etc.) and is in accordance with the "Fair Labor Standards Act." This is provided that the Police Service Dog's handler, and not another handler, is caring for the Police Service Dog. This time is allotted for the daily upkeep of the Police Service Dog and includes the handler's regular days off. This time is used for obtaining dog food and routine visits to the veterinarian.
2. Dog runs will be cleaned daily.
3. Handlers will be subject to unannounced inspections of the kennel area, Police Service Dog, and vehicle.
4. Only the handler will perform the cleaning of kennels when the Police Service Dog is present in the kennel or yard.
5. Signs warning of the presence of a Police Service Dog will be placed at the entrance to the yard at the handler's home. In addition, a similar sign will be placed on the kennel itself.
6. Police Service Dogs will be brushed and groomed daily. The Police Service Dogs and their equipment will be maintained in a condition as to be a credit to the Canine Operations of the Clayton County Police Department. While being groomed and when the kennel is cleaned, the general health of the Police Service Dog will be checked.
7. The Veterinarian will instruct handlers in the proper methods of canine health care. A pre-summer and pre-winter class will be given by the veterinarian to remind handlers of seasonal problems, if deemed appropriated by either the veterinarian or the Canine Operations Supervisor. The Police Service Dog's health will be monitored closely.

8. If a Police Service Dog shows signs of illness, the handler will call the veterinarian or take the Police Service Dog to the veterinarian as soon as possible. If the Police Service Dog is injured, he/she will be treated as soon as possible, either at the Veterinarian or at the Emergency Animal Clinic. In either case, the Training Coordinator and the Uniform Division commander will be notified immediately.
9. Handlers will maintain a canine first aid kit in their vehicles.
10. Police Service Dogs will normally be fed daily or in accordance with the instruction of the Veterinarian. The feeding will be done to allow ample time between the meal and the next shift.
11. Food will be bought by the Clayton County Central Services, and kept by the handler. Handlers will notify the Training Coordinator that food is needed and it will be the responsibility of the Training Coordinator to order food. The handlers will keep the food in a clean, dry area, free from possible infestation by insects. Handlers will only feed their Police Service Dog a diet approved departmentally or by the Veterinarian. At no point is a Police Service Dog to be fed table scraps or human food. Food and water bowls will be cleaned of all foreign material every day prior to giving the Police Service Dog new food and clean water.

I. Working Hours

1. Working hours will normally be an eight (8) or ten (10) hour shift. The Chief of Police, Deputy Chief of Field Operations or the Uniform Division Commander will determine hours and regular days off.
2. Handlers' duty hours may vary; shifts and days off may be adjusted.
3. Handlers will be expected to be available for duty at all time should the need arise.
4. Hours of assignment, vacation, and days off will be dictated by the need for service and support.
5. Handlers are subject to call outs for the SWAT team, special operations, and for mutual aid requests.

J. Call Outs

1. Call outs will be part of the handler's responsibilities. Handlers will be subject to call out on a 24 hour, 365 days per year basis.

2. A weekly, rotating roster will be maintained with a primary and secondary team listed. It shall be the responsibility of the Training Coordinator to prepare and distribute the roster to the appropriate personnel.
3. Dispatch will notify the handler on call when a request is made by a Sergeant or above.
4. In the event that a Police Service Dog is needed for Explosive Detection it is the handler's responsibility to contact the Bomb Squad commander, or his/her designee, for approval. In the event that approval is not granted, the requesting supervisor will be notified by the Bomb Squad Commander, or his/her designee.
5. The Chief of Police, or his/her designee, must approve all requests for mutual aid to other agencies and special requests. When deploying for mutual aid requests, Clayton County Police Department policies, procedures, and guidelines for the Canine Operations, and not those of the outside agency, will be followed by the handler.

K. Vacations

1. Vacation requests will be contingent upon the needs of the Police Department.
2. While on vacation, the handler must make arrangements with the Training Coordinator to ensure the Police Service Dog's care and well being.
3. In the event that the Police Service Dog is to be boarded, the handler must make the arrangements with the approved veterinarian. At no point will the Police Service Dog be boarded anywhere but the approved veterinarian without the express permission of the Training Coordinator. The handler will then submit a memo to the Training coordinator notifying the coordinator of the total number of days and the dates in which the Police Service Dog will be boarded. The handlers' will not receive the one hour additional daily maintenance pay for the dates that the Police Service Dog is being boarded and not under the handlers' care.

L. SWAT/Special Operations/Mutual Aid Assistance

Officers assigned to the Canine Operations may be utilized to augment SWAT, Special Operations or outside agencies in canine capacity. As such, they will be expected to abide by all applicable Clayton County Police Department procedures, and will be held to those standards. As officers act in a support capacity, the on-scene Tactical Commander will assume operational control of any situation requiring the deployment of the Police Service Dog.

M. Screening/Selection Process for Canine Handlers:

The position of Canine Handler requires a five (5) year minimum commitment to the Canine unit. If the officer is selected for the position, it also requires that the officer successfully complete a departmentally-approved training course. The process will begin when the candidate submits a resume of interest in response to the announcement of an open position. The letter of interest will then be submitted to the Uniform Division Commander. At that point, the candidate will be provided a copy of this standard operating procedure for later testing.

The officer must have no adverse disciplinary action resulting in a suspension of more than three (3) days in duration or in total, within the last two (2) years of service, prior to consideration for appointment.

The process will then include, but is not limited to, some or all of the below elements.

1. Written examination on the applicable departmental standard operating procedure for the position of Canine Handler.
2. Oral Interview Board. During this interview, the candidate will be asked a series of standard questions for the position on which he/she is applying. Based on the candidate's level of experience he/she may be asked further questions in order to determine the candidate's level of knowledge and/or experience.
3. Timed cross-country run.
4. Timed obstacle course completion.

N. General Rules for Canine Operations

1. The Canine Unit Commander will ensure that all applicable permits and/or licenses pertaining to the proper functioning of the Canine Unit are valid. It is the responsibility of the Canine Unit Commander to notify the designated member of the Chief's Staff, and initiate the renewal process for all applicable licenses and/or permits no less than ninety (90) days prior to their expiration and/or cancellation.
2. Handlers will be held responsible for the actions of their Police Service Dogs, at all times, both on and off lead.
3. Handlers will not discipline their Police Service Dog in public view.

4. All Police Service Dog bites/injuries will be reported to the Canine Operation Supervisor immediately, and the Supervisor will investigate each incident fully.
5. When a handler is away from his/her police vehicle, he/she will ensure the Police Service Dog has proper ventilation for the given weather conditions and that the unit is properly secured.
6. Requests for Police Service Dog demonstrations will be handled through the Training Coordinator and/or the Uniform Division Commander.
7. Prior to giving the Police Service Dog a "break," the handler will ensure that the immediate area is clear of citizens. If, due to the environment this is not possible, the handler will keep the Police Service Dog on lead during the "break."
8. Canine uniforms will be in accordance with departmental policy. All canine handlers will wear a departmentally-approved canine uniform as their normal, duty uniform.
9. Failure to comply with any of the rules or standards listed herein will result in disciplinary action including, but not limited to, suspension without pay and/or removal from Canine Operations.

O. Special Details

It is common for canine handlers to be assigned special details that do not fall under their day to day duties. In order to maintain coordination and scheduling integrity, all requests will be forwarded through the Uniform Division Commander.

V. CANINE NARCOTICS TRAINING AIDS

A. Purpose & Use

Canine narcotics training aids shall only be used for the purpose of training departmental Police Service Dogs and ensuring their proficiency in the area of narcotics detection. Canine narcotics training aids will not be obtained for any other purposes without the written authorization from the Division Commander over the Canine Unit.

When not in use, canine narcotics training aids shall be maintained in the Evidence Room at Headquarters; long-term and short-term storage at any other location, or by any other method, is strictly prohibited.

B. Use & Maintenance of Certified Scales

Only scales which have certified calibration will be used for the weighing of canine narcotics training aids. The maintenance of certified calibration for the scales is the responsibility of the Evidence Custodian.

C. Obtaining Training Aids

1. Only a Canine Unit supervisor is authorized to obtain canine narcotics training aids from the Evidence Room for authorized purposes. In the absence of the Canine Unit supervisor, only a member of the Canine Unit designated by the concerned Division Commander can obtain canine narcotics training aids from the Evidence Room for authorized purposes.

a. The action of obtaining training aids requires the participation of Evidence & Property Unit personnel and the use of the *Canine Narcotics Training Aids Log*.

Refer to Appendix A of this procedure for the *Canine Narcotics Training Aids Log*.

b. The canine narcotics training aids vault/safe located in the Evidence Room can only be accessed in accordance with departmental policy. Refer to standard operating procedure *E3: Evidence & Property Control* regarding Evidence Room security and access.

2. While utilizing the *Canine Narcotics Training Aids Log*, the following procedure shall be strictly followed for each canine narcotics training aid obtained from the Evidence Room:

a. The Canine Unit supervisor will record the date and time the training aid was obtained from the safe/vault on the corresponding *Canine Narcotics Training Aids Log* in the column designated for Date/Time Out.

b. At the time they are obtained, and in the presence of the witnessing Evidence & Property Unit employee, the Canine Unit supervisor will weigh each training aid on a certified scale and record the current metric weight (grams) on the corresponding *Canine Narcotics Training Aids Log* in the column designated for Weight Out.

c. The Canine Unit supervisor will include any pertinent information (i.e. explanation of minor damage, purposeful separation, or repackaging; purpose of use, if not for authorized training; etc.), as applicable, for each training aid obtained on the corresponding *Canine Narcotics Training Aids Log* in the column designated for Comments.

The loss of, or damage beyond use to, any canine narcotics training aids requires the completion of an *Incident Report* detailing the circumstances surrounding the loss or damage. The completed *Incident Report* shall be forwarded to the concerned Division Commander for review.

- d. Attesting to the accuracy of the information logged for each training aid being obtained, the Canine Unit supervisor will sign his/her name and include his/her employee number on the corresponding *Canine Narcotics Training Aids Log* in the designated column.
- e. Confirming the accuracy of the information logged for each training aid obtained, not including pertinent information in the comments column not privy to him/her, the witnessing Evidence & Property Unit employee will sign his/her name and include his/her employee number on the corresponding *Canine Narcotics Training Aids Log* in the designated column.
- f. The witnessing Evidence & Property Unit employee will then place the corresponding *Canine Narcotics Training Aids Log(s)* in Locker #1 located in the Evidence Receiving Area, pending the return of the canine narcotics training aids by the Canine Unit supervisor.

D. Returning Training Aids

1. Only the Canine Unit supervisor who obtained the canine narcotics training aids from the Evidence Room may return them to the Evidence & Property Unit. The action of returning training aids requires the participation of a departmental employee who is **not** a member of the Canine Unit and the use of the original *Canine Narcotics Training Aids Log(s)* utilized when the training aids were obtained.

Canine narcotics training aids shall be returned to the Evidence & Property Unit immediately at the end of each training session and/or day for which the training aid was utilized. Any exception to this order can only be authorized **in writing** by the Division Commander over the Canine Unit.

2. While utilizing the original *Canine Narcotics Training Aids Log*, the following procedure shall be adhered to for each canine narcotics training aid returned to the Evidence & Property Unit:
 - a. The Canine Unit supervisor will record the date and time the training aid is being returned on the corresponding *Canine Narcotics Training Aids Log* in the column designated for Date/Time In.

- b. At the time they are returned, and in the presence of a witnessing employee who is **not** a member of the Canine Unit, the Canine Unit supervisor will weigh each training aid on a certified scale and record the current metric weight (grams) on the corresponding *Canine Narcotics Training Aids Log* in the column designated for Weight In.
- c. The Canine Unit supervisor will include any pertinent information (i.e. reason for delayed return of training aid; etc.), as applicable, for each training aid returned on the corresponding *Canine Narcotics Training Aids Log* in the column designated for Comments.
- d. Attesting to the accuracy of the information logged for each training aid being returned, the Canine Unit supervisor will sign his/her name and include his/her employee number on the corresponding *Canine Narcotics Training Aids Log* in the designated column.
- e. Confirming the accuracy of the information logged for each training aid returned, not including pertinent information in the comments column not privy to him/her, the witnessing non-Canine Unit employee will sign his/her name and include his/her employee number on the corresponding *Canine Narcotics Training Aids Log* in the designated column.
- f. Once the canine narcotics training aids are placed back into their containers, the Canine Unit supervisor will place evidence tape on each container, and initial and date the evidence tape, to seal each container for return. Both the sealed containers and the properly completed *Canine Narcotics Training Aids Log(s)* will then be placed in Locker #1 located in the Evidence Receiving Area.
- g. On the next business day following the sign out of any canine narcotics training aids from the Evidence Room, Evidence & Property Unit personnel will check Locker #1 for the returned training aids and completed logs. Upon checking Locker #1, Evidence & Property Unit personnel will perform all of the following actions, as applicable:
 - 1) With a second employee from the Evidence & Property Unit witnessing his/her action(s), remove the canine narcotics training aids and completed logs from Locker #1 and return them to the vault/safe designated for their storage.
 - 2) Indicating that the canine narcotics training aids and the logs have been returned to the vault/safe, both of the Evidence & Property Unit employees will initial and provide their employee numbers on the corresponding *Canine Narcotics Training Aids Log(s)* in the designated column.

- 3) If it is discovered that the canine narcotics training aids were not returned to Locker #1 by the Canine Unit supervisor as dictated by departmental policy, the Evidence & Property Unit personnel making the discovery will immediately notify the Evidence & Property Unit Commander, who will in turn immediately notify the concerned Division Commander, of the discrepancy.

E. Auditing Training Aids

A documented audit of all canine narcotics training aids will be completed on a quarterly basis by the Division Commander over the Canine Unit, or a supervisor not within the Canine Unit's chain of command who is designated by that Division Commander.

Each audit will include the following:

1. Weighing of each training aid and the comparison with the past weights on the *Canine Narcotics Training Aids Log(s)*;
2. Review of all *Canine Narcotics Training Aids Log(s)* entries to ensure that training aids are being obtained and returned in accordance with departmental policy; and
3. Verification that the applicable licenses and/or permits are current and valid.

F. Record Keeping & Maintenance

1. Completed *Canine Narcotics Training Aids Log(s)* will be forwarded by the Evidence & Property Unit Commander to the Division Commander over the Canine Unit. Upon review, the Division Commander will forward the completed logs to a designated member of the Chief's Staff for long-term filing in the Chief's File Room.
2. Each documented audit shall be forwarded to the Division Commander over the Canine Unit, if applicable. Upon review, the documented audit will be forwarded to a designated member of the Chief's Staff for long-term filing in the Chief's File Room.
3. The current licenses and/or permits will be displayed on the wall above the canine narcotics training aid safe/vault.
4. All prior licenses and/or permits shall be maintained with the corresponding year(s) of canine narcotics training aid records in the Chief's File Room.

VI. CANCELLATION

- A. This procedure amends and supersedes the following standard operating procedure:

D34: Canine Operations, dated January 11, 2016.