Clayton County Police Department

PROCEDURES

Subject **CANINE OPERATIONS**			Procedure # **D34**
Authorizing Signature	Effective **08-31-2026**	☐New ☒ Amended ☐Rescinds	Total Pages **14**

I. PURPOSE

To provide specific guidelines and procedures for the administration and operation of the Clayton County Police Department's Canine Unit.

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to provide specific guidelines for the use and deployment of Department's Police Service Dogs (PSDs), and for the use, storage and maintenance of narcotics canine training aids.

III. DEFINITIONS

Apprehension: Any occasion in which the use of a Police Service Dog (PSD) 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 (PSD) 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 (PSD) is trained to bite and hold the suspect/individual. In this circumstance, the PSD bites the suspect/individual.

C. Directed Bite: The Canine Handler directs the Police Service Dog to bite an individual.

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

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

Canine Team: A Canine Team will consist of a Canine Handler and a Police Service Dog (PSD).

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

Deployment: Any circumstance in which the Canine Handler uses their Police Service Dog (PSD) 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 (CCPD). "Service" refers to the multitude of tasks the Police Service Dogs (PSDs) are asked to perform. For the purposes of this policy, the term PSD 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 Police Service Dogs (PSDs).

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

IV. PROCEDURES

A. General

1. The trained Police Service Dog (hereinafter referred to as PSD) is a valuable supplement to the Department's workforce, due to their superior sense of smell and hearing and their physical capabilities.
2. Canine Handlers will use their PSDs to apprehend suspects; protect both themselves and the public; 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 Department.
3. Because of the PSD's potential for inflicting injury, the Canine Handler must strictly control the PSD's use of force potential by adhering to the guidelines set forth in this policy and the Department's use of force policy.
4. The Canine Handler shall complete the appropriate documentation when their PSD is utilized in an overt, assertive action toward any person.
5. Canine Teams shall consist of a Canine Handler and a PSD.
    a. All Canine Handlers and PSDs shall be appropriately trained.
    b. Canine Teams should be requested and/or respond to situations where the PSD could be used to facilitate the arrest of suspects with minimal injury to all involved, and where their abilities to search could potentially reduce the need for extensive departmental resources by expediting a search for suspects and/or evidence.
6. The Department's Canine Unit shall be an integral component of the Uniform Patrol Division (UPD). The Canine Unit shall perform regular patrol duties or as assigned, and shall provide such other departmental support as needed.

B. Use of the PSD as a Use of Force Option

1. A Canine Handler's use of their PSD as a use of force option may range from officer presence to temporary incapacitation.
2. A Canine Handler **shall not** deploy their PSD merely because it is an available option.
3. When a PSD is used as a use of force option, the Canine Handler's deployment of their PSD shall be objectively reasonable under the facts and circumstances confronting the Canine Handler.
4. The Canine Handler must evaluate the following factors, taking into consideration the safety of officers, citizens and the suspect/individual, prior to deployment of the PSD 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 PSD shall be examined based on that ruling and the use of force continuum of the Department. The factors to be considered by the Canine 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 officer(s) or others; and
c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

C. Warnings

1. When a PSD is used to locate a suspect/individual, a verbal warning will be made prior to releasing the PSD. The warning shall give notice that the Canine Handler is going to deploy a PSD and the probable consequences of the suspect's/individual's action if encountered by the PSD.

   Under certain circumstances, the Department acknowledges that a warning, or multiple warnings, may be dangerous or futile. Thus, a Canine Handler is not required to give a warning prior to the PSD deployment in any of the following circumstances:

   a. When the need to deploy a PSD develops so suddenly that the Canine Handler does not have a reasonable opportunity or enough time to give the warning prior to deployment; or
   b. The Canine Handler reasonable believes that a warning will compromise the safety of the Canine Handler, other officers, the public, and/or the suspect.
   c. When a warning is **not** given, the Canine Handler shall document the specific facts in their written report to justify the omission.

2. The following are examples of how different situations requires different announcements.

   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 Canine Handler's written report.
   b. During the search of a large building or open area, the Canine Handler should give several announcements throughout the search to ensure a suspect/individual has additional opportunities to surrender. The Canine 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 will release my dog." If another announcement is used it will be documented exactly as given in the Canine Handler's written report.
   c. A Canine Handler may give appropriate warnings prior to the beginning of an article search, or perform a thorough visual search before deploying their PSD.

D. Operational Procedures

1. Based upon the totality of the circumstances, the Canine Handler will have the discretion of deploying the PSD, on or off lead. Off-lead area searches will only be conducted in secured, contained areas, and only after the Canine Handler has confirmed the area is clear. This is to reduce the risk of accidental bites to officers and citizens.

2. Once the decision to deploy a PSD is made, the Canine Handler will call the PSD back, or remove the PSD 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. Canine Handlers should recognize that it is not practical to expect an individual to stop all movement while being bitten by a PSD.

3. Operational Control/Conflict of Orders

   a. If a Canine Handler is requested by a supervisor to deploy their PSD in a manner that the Canine Handler feels is inappropriate, the Canine Handler will inform the supervisor of this and state the reason(s) for their concern. If the supervisor allows the order to stand,

the Canine Handler will do their best to comply with the order. The supervisor issuing the order will assume complete responsibility for the decision.

b. Under no circumstance will a Canine Handler comply with an order that they know is illegal or violates the civil rights of any individual, specifically prohibitions against excessive use of force.

4. Building Searches

a. The Canine Handler will advise, via radio, that they have arrived.

b. The Canine Handler will ensure that the outside perimeter is secure.

c. If there are no signs of forced entry, the Canine Handler will standby until the responsible party has arrived or been contacted.

d. When practical, the Canine Handler will attempt to obtain a written waiver or verbal statement from the responsible party to ensure that no authorized person(s) remain inside the structure. If officers are unable to contact a responsible party, the Canine 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 Canine Handler will take one (1) officer, at a minimum, to act as a cover officer. The Canine Handler will advise the cover officer(s) of the proper search procedures.

f. The Canine Handler will advise communications and other units at the scene that they are beginning the search.

g. Appropriate warnings/announcements will be made. Canine Handlers will attempt to start at the point of entry.

h. If broken glass is present, mats will be used to protect the PSD.

i. The Canine Handler will assume a surveillance position with the PSD, allowing the PSD to smell, hear and see. The PSD will be released, on and off lead, to search the immediate area. Unless reasonable circumstances exist, the Canine Handler should keep the PSD in close proximity in the event that a suspect is located. This will give the Canine Handler the ability to direct the actions of the PSD should the suspect flee or become combative. Unless the PSD is working a scent, the PSD will be recalled and the Canine Handler will begin a systematic search.

j. The assisting officer(s) will check areas the PSD cannot access (e.g., access ladders, inside truck cabs, etc.

k. Upon locating a suspect, the Canine Handler will take physical control of the PSD. The PSD 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 Canine Handler will order the suspect to stop. If the suspect continues to flee, the Canine Handler will evaluate the circumstances, and if appropriate, direct the PSD to pursue and apprehend the suspect. A complete and thorough search of the area will be completed, even if the suspect is located.

l. An additional PSD should be used, if the primary PSD has become fatigued.

5. Area Searches

Area searches are done by allowing the PSD 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. Canine 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, Canine 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 PSD to search in a residential area, a reasonable effort will be made to notify residents of the intended use of the PSD. Instructions will be given so the residents may secure their pets and family members from any possible adverse contact with the suspect/individual, Canine Handler, PSD 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 Canine Handler’s written report.
b. The age of the subject (e.g., juvenile, elderly, etc.) will not preclude the use of the PSD; however, it should be considered in evaluating the threat the subject poses.
c. The Canine Handler must consider the environment and the presence of other individuals before releasing the PSD.
d. Once the PSD is released, the Canine Handler will make every effort to keep the PSD in sight until the suspect has been apprehended, or if the PSD loses the suspect, the Canine Handler will recall the PSD to return.

6. PSD/Canine Handler Protection and Officer/Citizen Protection

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

7. PSD Used as a Less-Lethal Option

PSDs 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 (OC) spray. A PSD may be used as a less-lethal option against a suicidal individual when doing so minimizes the risk of injury to the officers and the community.

8. Narcotics Detection

PSDs will be trained in the detection of marijuana, cocaine, methamphetamines, and heroin. Drugs will be obtained from the Narcotics 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 Canine Team. A variety of locations and conditions will be used for training situations. PSDs 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 PSD sitting or lying down. Extreme caution will be used to ensure no drug is ingested by the PSD.
b. The Canine Handler will determine the methodology of all searches.

E. Documentation of Injuries Resulting from Use of a PSD/Use of Force

1. Any injury caused by a PSD, on or off duty, to any individual(s) will be reported to the respective on-duty supervisor immediately, who will then notify the chain of command.
2. The Canine Handler will ensure immediate medical attention is sought for the injured.

3. A supervisor will respond to the scene of the incident to conduct further investigation, regardless of the severity of injuries. The investigating 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.
4. 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 obtained both prior to and following medical treatment. All photographs will be taken by the Clayton County Photographer, or authorized designee.
5. When applicable, the Canine Handler will obtain a copy of the *Hospital Release Treatment Report*.
6. The Canine Handler will prepare an *Incident Report* or *Incident Supplemental Report* detailing the offense/incident.
7. The Canine Handler's *Incident Report*/*Incident Supplemental Report*, will be reviewed by the on-duty supervisor.
8. Use of Force
    a. An *Incident Report* and/or *Incident Supplemental Report* shall be completed by each officer and/or supervisor of this Department involved in and/or present for any use of force incident.
    b. A *Use of Force Report* is required any time a PSD is deployed and is instrumental in the apprehension of a suspect. See also CCPD SOP: *A5: Use of Force*.
    c. On such an incident, the investigating supervisor is responsible for the following:
        1) Interviewing and identifying all officers who are involved in or present for the use of force incident;
        2) Interviewing the subject(s) against whom the force was applied;
        3) Interviewing and identifying any parties who assisted, witnessed or were involved in the use of force incident, to include any law enforcement personnel from other agencies; and
        4) Gathering any evidence related to the use of force incident.
    d. To document their investigative findings, the investigating supervisor shall complete the *Use of Force Report* by accessing it through the Blue Team Field Entry Support application maintained on the Department's intranet site.

        When entering data into a *Use of Force Report*, the reporting supervisor will attach all relevant documentation to the incident by clicking on the attachment icon. Attachments shall consist of the *Incident Report, Incident Supplemental Report(s)* by all officers directly involved in and/or present for the use of force incident, photographs, unless taken by the County Photographer, and any other document or photo of evidentiary value.
    e. The IA Pro Blue Team is designed to record statistics regarding use of force incidents by the Department, including PSD deployment.

F. Equipment

1. Canine Handlers will maintain all equipment issued by the Department. If a piece of equipment needs repair, it will be reported to the Canine Unit Commander and Division Commander over the Canine Unit.
2. Any specialized weapons, if issued to Canine Handlers, will be available at all times and the they must be proficient in their use, and in accordance with departmental requirements.
3. The equipment issued to the Canine Handler may include, but is not limited to, the following:
    a. Department-approved PSD;

b. Department-approved PSD transport vehicle equipped with Heat Protection system, tinted windows, and watering system for the PSD;
c. Canine First Aid Kit
d. Canine leads (there may be various types, lengths and/or materials and will depend on the canine's duties or the training it is undergoing);
e. Canine collar (there may be various lengths, types and/or materials and will depend on the canine's duties or the training it is undergoing);
f. Canine training rewards (These will also vary with each canine. Rewards include, but are not limited to, tug toys, Kong toys, balls, etc.);
g. Canine muzzle;
h. Canine tracking harness; and
i. Canine ballistic vest/cooling vest.

G. Training

1. All training will be conducted in accordance with the guidelines, training practices, and safety measures of the approved Canine Training Coordinator.
2. The Canine Training Coordinator will be responsible for seeing that proper training is given to each Canine Handler and PSD, and ensuring the training is properly documented.
3. Annually, a certifying official should be used to guide the Canine Teams to the highest level of ability. If the Department does not have a certified official, one will be contracted and designated for certification purposes.
4. Canine Handlers will follow the training directives of the Canine Training Coordinator.
5. All Canine Handlers/PSDs (Canine 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 PSDs utilized by the Department.
6. It is the responsibility of each Canine Handler to ensure that both their own skills and their PSD are up to the standards of training that are set forth by the Canine Training Coordinator. If, for any reason, a Canine Handler or a PSD does not meet the expected standards, the Canine Training Coordinator must immediately notify the Canine Unit Commander and the Division Commander over the Canine Unit. The Division Commander over the Canine Unit, or authorized designee, in conjunction with the Canine Training Coordinator, must evaluate the deficiency and determine if the Canine Handler or the PSD 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 PSD.

H. Records

1. Canine Handlers will be required to complete forms on the following tasks and accurately evaluate the PSD 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) Monthly training; and
      4) Other forms of training.

2. Individual PSD's documentation shall be kept in a file with the Division Commander over the Canine Unit, or other location designated by the Chief of Police, or authorized designee. The file will contain the PSD's official papers, training records, medical records, copies of *Incident Reports* and *Incident Supplemental Reports*, recording apprehensions, and any other pertinent information. These files shall not be removed from the Division without the authorization of the Division Commander over the Canine Unit.
3. The Canine Training Coordinator will be responsible for maintaining statistics related to the PSDs and the Canine Handlers' performance.

I. Maintenance of PSDs

1. One (1) hour after each shift, that is eight (8) hours or longer, is set aside for upkeep of the PSD 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 so that the PSD's Canine Handler, and not another Canine Handler, is caring for the PSD. This time is allotted for the daily upkeep of the PSD and includes the Canine Handler's regular days off. This time is used for obtaining dog food and routine visits to the veterinarian.
2. Dog runs, for PSDs will be cleaned daily.
3. Canine Handlers will be subject to unannounced inspections of the kennel area, PSD, and PSD vehicle.
4. Only the Canine Handler will perform the cleaning of kennels when the PSD is present in the kennel or yard.
5. Signs warning of the presence of a PSD will be placed at the entrance to the yard at the Canine Handler's home. In addition, a similar sign will be placed on the kennel itself.
6. PSDs will be brushed and groomed daily. To uphold the integrity of the Canine Unit of the Department, Canine Teams and their equipment must be maintained in good condition. While being groomed and when the kennel is cleaned, the general health of the PSD will be checked.
7. The Veterinarian will instruct Canine Handlers in the proper methods of canine health care. A pre-summer and pre-winter class will be given by the Veterinarian to remind Canine Handlers of seasonal problems, if deemed appropriate by either the Veterinarian or the Canine Unit Commander. The PSD's health will be monitored closely.
8. If a PSD shows signs of illness, the Canine Handler will call the Veterinarian or take the PSD to the Veterinarian as soon as possible. If the PSD is injured, the PSD will be treated as soon as possible, by the Veterinarian or at the Emergency Animal Clinic. In either case, the Canine Training Coordinator and the Commander over the Canine Unit will be notified immediately.
9. Canine Handlers will maintain a canine first aid kit in their vehicles.
10. PSDs 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 purchased by Clayton County Central Services, and kept by the Canine Handler. Canine Handlers will notify the Canine Training Coordinator that food is needed and it will be the responsibility of the Canine Training Coordinator to order food.

    The Canine Handlers will keep the food in a clean, dry area, free from possible infestation by insects. Canine Handlers will only feed their PSD a diet approved by the Department or by the Veterinarian.

    At no point is a PSD 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 PSD new food and clean water.

J. Working Hours

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

K. Call Outs

1. Call outs will be part of the Canine Handler's responsibilities. Canine Handlers will be subject to call-out on a 24-hour, 365 day-per-year basis.
2. A weekly, rotating roster will be maintained with a primary and secondary Canine Team listed. It shall be the responsibility of the Canine Training Coordinator to prepare and distribute the roster to the appropriate personnel.
3. Dispatch will notify the on-call Canine Handler when a request is made by a Sergeant or higher-ranking supervisor.
4. In the event that a PSD is needed for explosive detection it is the Canine Handler's responsibility to contact the Bomb Squad Commander, or authorized designee, for approval. In the event that approval is not granted, the requesting supervisor will be notified by the Bomb Squad Commander, or authorized designee.
5. The Chief of Police, or authorized designee, must approve all requests for Mutual Aid to other agencies and special requests. When deploying for Mutual Aid Requests, departmental policies, procedures, and guidelines for the Canine Unit, and not those of the outside agency, will be followed by the Canine Handler.

L. Vacations

1. Vacation requests will be contingent upon the needs of the Department.
2. When a Canine Handler goes on vacation, they are responsible for making arrangements with the Canine Training Coordinator to ensure their PSD's care and well-being.
3. In the event that the PSD is to be boarded, the Canine Handler must make the arrangements with the approved veterinarian's facility. At no point will the PSD be boarded anywhere but an approved veterinarian facility, unless the Canine Training Coordinator gives explicit permission for an alternative location.

   The Canine Handler will submit a *Memo* to the Canine Training Coordinator listing the total number of days and the dates in which the PSD will be boarded. The Canine Handler will not receive the one (1) hour additional daily maintenance pay for the dates that the PSD is being boarded and not under the Canine Handler's care.

M. SWAT/Special Operations/Mutual Aid Assistance

Officers assigned to the Canine Unit may be utilized to support other specialized units or outside agencies in a canine capacity. As such, they will be expected to abide by all applicable departmental policies and procedures, and guidelines for the Canine Unit, 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 PSD.

N. Screening/Selection Process for Canine Handlers

Announcements regarding the position of Canine Handler will be made to all sworn personnel within the Department as positions become available. If an officer is selected for the position, it also requires that the officer successfully complete a Department-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 Division Commander over the Canine Unit. At that point, the candidate will be provided a copy of this policy (i.e., CCPD SOP: *D34: Canine Operations*) for later testing.

Minimum personal qualifications for selection to the Canine Unit are as follows: only those officers who have successfully completed the probationary period for new hires will be considered for the Canine Unit; they must have a minimum of two (2) years of law enforcement experience and one (1) year of continuous uninterrupted service with the CCPD as a sworn officer; and they must have no adverse disciplinary action resulting in a suspension of more than three (3) days in duration or in total, within the last twelve (12) months of service, prior to consideration for appointment, excluding motor vehicle collisions involving Department vehicles. Additional requirements are listed in the Department's Gateway Program for the position they are seeking.

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 procedures 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 they are applying. Based on the candidate's level of experience they 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.

O. 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. Canine Handlers will be held responsible for the actions of their PSDs at all times, both on and off lead.
3. Canine Handlers will not discipline their PSD in public view.
4. All PSD bites/injuries will be reported to a Canine Unit Supervisor, or on-duty supervisor, immediately, and the supervisor will investigate each incident fully.
5. When a Canine Handler is away from their police vehicle, they will ensure the PSD has proper ventilation for the given weather conditions and that the unit is properly secured.
6. Requests for PSD demonstrations will be handled through the Canine Training Coordinator and/or the Division Commander over the Canine Unit.
7. Prior to giving the PSD a "break," the Canine Handler will ensure that the immediate area is clear of citizens. If, due to the environment this is not possible, the Canine Handler will keep the PSD on the lead during the "break."
8. Canine uniforms will be in accordance with departmental policy. All Canine Handlers will wear a Department-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 the Canine Unit.

P. 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 Division Commander over the Canine Unit.

Q. Recognition Upon the Death of a Police Service Dog

The Clayton County Police Department recognizes the valuable service, dedication, and contributions of its Police Service Dogs (PSDs), as well as the unique professional bond developed between a PSD and its Canine Handler.

Upon the death of an active or honorably retired Department PSD, appropriate recognition may be provided to acknowledge the PSD's service, preserve the history of the Canine Unit, and support the current or former Canine Handler.

The level of Department recognition shall be based upon whether the PSD experienced an on-duty death or died following honorable retirement from Department service.

Recognition provided pursuant to this section is intended to honor the service and contributions of a Department PSD. Such recognition shall not constitute an officer line-of-duty death designation and shall not extend officer survivor benefits or other benefits established under CCPD SOP D25: Line-of-Duty Death/Serious Injury.

1. On-Duty Death of a Police Service Dog

Upon the on-duty death of an active Department PSD, the Department may provide the following recognition:

a. A final radio call recognizing the PSD's service;

b. Placement of an engraved nameplate on the Department's Police Service Dog memorial plaque, if established; and

c. Additional recognition as authorized by the Chief of Police, or authorized designee, based upon the circumstances.

2. Death of an Honorably Retired Police Service Dog

Upon notification of the death of an honorably retired Department PSD, the Department may provide the following recognition:

a. Placement of an engraved nameplate on the Department's Police Service Dog memorial plaque, if established; and

b. Distribution of a Department-wide notice recognizing the PSD's service. The notice may be distributed by County email, published in the Department's Daily Bulletin, or communicated through another method approved by the Chief of Police, or authorized designee.

V. CANINE NARCOTICS TRAINING AIDS

A. Purpose and Use

Canine narcotics training aids shall only be used for the purpose of training the Department's PSDs 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 and 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 Division Commander over the Canine Unit, 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 CCPD SOP: *E3: Evidence & Property Control* regarding Evidence Room security and access.
2. While utilizing the *Canine Narcotics Training Aids Log*, the following procedures 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 (e.g., 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 their name and include their 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 them, the witnessing Evidence & Property Unit employee will sign their name and include their 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 procedures 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 (e.g., 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 their name and include their 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 them, the witnessing non-Canine Unit employee will sign their name and include their 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 their 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 over the Canine Unit, 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 over the Canine Unit 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

This procedure amends and supersedes the following standard operating procedure: D34: *Canine Operations*, dated July 11, 2025.