


Portions of the requested records have been withheld pursuant to Sections 2.2-3705.2(14), 2.2-3706(B)(5), 2.2-3706.1(C)(5), 2.2-3706.1(E)(6), of the Code of Virginia.

LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 202	Section: OPERATIONS	Effective Date: SEPTEMBER 2022
Title: CANINE PROGRAM		
Accreditation Standards: OPR.01.09		
Review Date: JANUARY 2024	Total Pages: 5	Chief of Police: 

I. PURPOSE

To establish procedures and regulations governing the care, training, use, and administration of police canine teams employed by the Leesburg Police Department. These teams will be referred to throughout this general order as “K-9” teams. Unless otherwise specified, the term “K9 team” will apply to all related disciplines (patrol, narcotics detection, explosives detection, etc.) This general order shall define the authority and responsibility for their use.

II. POLICY

- A. Police canines will be used at the discretion of the handler, with the primary concern being the safety of the public. Supervisors may terminate a canine deployment at any time. Utilization of properly trained police canines represent a highly cost effective and reliable asset to law enforcement personnel by utilizing the canine’s acute olfactory and hearing senses. The police canine also provides a psychological deterrent by their presence at a major crime scene or disturbance.
- B. Areas of potential deployment for K-9 teams may include but are not limited to:
1. Patrol
 - a. Open area searches;
 - b. Evidence searches/article recovery;
 - c. Tracking;
 - d. Narcotics/controlled substance detection;
 - e. Back-up for violent/potentially violent calls;
 - f. Back-up for arrest situations;
 - g. Pursuits/apprehension at vehicle and foot pursuits;
 - h. Protection of law enforcement personnel;
 - i. Hostage/barricaded person situations;
 - j. Serve as support to patrol officers when members are not engaged in canine related activities. This support will include but not be limited to assisting patrol units as back-up officers.
 2. Narcotics / Controlled Substance Detection
 - a. Vehicle sweeps
 - b. Building search in support of search warrant
 3. Explosive Substance Detection
 - a. Pre-event safety sweeps
 - b. Bomb threats
 - c. Secondary device detection
 - d. Unattended package investigation
- C. Training.
The canine team shall receive training at an approved K-9 training facility authorized by the Chief of Police or designee. The canine handler shall adhere to the guidelines and methods taught in the training program.

16 hours of training per month is recommended for dual-purpose (patrol/detection) canines, and 8 hours of training per month is recommended for single purpose/detection canines.

Training and deployment records shall be completed after every training session and deployment and maintained indefinitely in the K-9 Track.com program.

D. Patrol Canine Deployment

1. Building Searches

- a. [REDACTED]
- b. [REDACTED]
- c. The use of canine teams at public schools shall be coordinated between the Loudoun County Public School System, the Chief of Police or designee, and the School Resource Officer assigned to the identified school.

2. Tracking.

- a. [REDACTED]
- b. Dogs can be used when searching for lost children, physical evidence or lost property which has been recently handled. [REDACTED]
- c. [REDACTED]
- d. A dog should not be used for crowd control purposes without the approval of the Chief of Police or designee.
- e. Only canine dogs certified in patrol and apprehension may be utilized to track criminal suspects, canine dogs not trained in patrol and apprehension may only be utilized to track lost children, elderly, or to assist in search and rescue efforts.

E. Narcotics Detection Canine Deployment

- 1. When on-duty requests for a narcotics detector K-9 will be made through Police Communications and in a timely manner to reduce the downtime of the investigative stop.
- 2. Requests for a narcotics detector K-9 by other law enforcement agencies, during normal duty hours, shall be made to the Field Operations Division Commander or designee. Requests by other agencies during other than normal duty hours shall be made to the ranking officer on duty.
- 3. When the narcotics detector K-9 is used for building searches, the following procedures should be followed, both for maximum effectiveness and safety of the dog handlers:
 - a. All persons on the premises should be removed or placed in one room prior to the dog search commencing;
 - b. All plain view drugs should be secured prior to the dog search.
- 4. A narcotics detector K-9 alert can be an aggressive alert; therefore, the narcotics detector K-9 will not be used to search people or objects in a person's possession.
- 5. The narcotics detector K-9 will not be used for any public exhibition without the authorization of the Field Operations Division Commander or designee.
- 6. The narcotics detector K-9 will not be provided for use by private individuals or agencies unless such services are to be part of a police investigation.

7. The narcotics detector K-9 will not be used in any area or on any premises to which the handler does not have lawful access.

F. EOD Canine Deployment

1. Pre-Event Sweeps: [REDACTED]
[REDACTED]
[REDACTED]
2. Bomb Threats: [REDACTED]
[REDACTED]
[REDACTED]
3. Unattended Packages: [REDACTED]
[REDACTED]
[REDACTED]
4. Requests for an EOD detector K9 by other law enforcement agencies, during normal duty hours shall be made to the Field Operations Division Commander or designee. Requests by other agencies during other than normal duty hours shall be made to the ranking officer on-duty.

G. Regulations.

1. While on and off duty the canine officer shall maintain control of their dog at all times. The dog will be transported in the rear kennel of a marked K9 patrol vehicle. In the event a marked K9 vehicle is unavailable, the crate kennel will be used with another police vehicle or the officers own vehicle to transport the dog.
2. If a canine handler needs to leave a dog at the Leesburg Police Department kennel for any length of time beyond the scope of their scheduled shift or assignment, they shall submit their request to the Canine Unit Commander. In the event a canine handler is ill or incapacitated, the on duty supervisor shall submit the request so that care for the dog may be arranged. Retrievals following the illness or incapacitation of a canine handler require prior approval from the Canine Unit Commander.
3. Handlers may exercise good judgement and bring their canine into any police facility for the purposes of training and socialization.
4. Prisoners shall not be transported in the canine vehicle.
5. In the event of a dog bite, the incident will be investigated in accordance with General Order 104. In the absence of the canine supervisor, the incident will be investigated by the team supervisor. The investigating supervisor's report shall include photographs of any wounds inflicted.
6. Officers shall not approach, pet, or agitate the canine unless directed to do so by the handler or a recognized canine trainer.
7. Under normal circumstances officers shall not interfere with a dog which has been given a command by the handler. Should the handler become incapacitated and lose control of the dog, another officer at the scene must take action to ensure that excessive force by the dog does not occur or that innocent persons are not injured by the dog. If time is available a canine officer may be called from Loudoun County to come and take control of the dog. If the canine officer's injury is life threatening and there can be no delay in treating the officer, the officers on the scene may attempt to divert the dog's attention in order to get the canine officer to a hospital. The use of deadly force regarding the dog shall not be considered until all other means have failed and the consequences of a delay may result in serious injury or death.
8. The canine is the property of the Town of Leesburg and the following rules must be adhered to by the handler:
 - a. The canine must be well-groomed and properly cared for;
 - b. The Chief of Police or designee will designate a veterinarian that will treat the dog. All illnesses or injuries will be cared for as soon as practical through the veterinarian. The canine handler is required to make immediate notification to the Field Operations Division Commander or designee of any injury or illness requiring veterinary treatment or any condition that prevents or impairs the canine from performing as trained;
 - c. The canine should be kept out of public places except on official business;
 - d. The canine shall not be exhibited or taken out of state without the approval of the Chief of Police or designee;

- e. Any accidents or injuries, on or off duty, caused by the dog or to the dog, will be reported immediately to the Field Operations Division Commander or designee and a written report submitted.
- f. Town owned dogs shall not be used for breeding purposes.
- g. The canine handler must have prior approval from the Field Operations Division Commander or designee before any expenses are incurred related to the canine program.
- h. When deploying the dog, the handler will open a related K9 call to the primary incident for which the dog is being used. This will ensure an accurate account of K9 deployments within the records system.
- i. An IBR shall be completed each time the dog is utilized.

H. Uniforms and Equipment

1. Canine Officers are issued equipment and supplies that may include but is not limited to:
 - a. Tracking Harness
 - b. 30 Ft. Tracking Lead
 - c. 15 Ft. Tracking Lead
 - d. Choke Collar
 - e. Pinch Collar
 - f. Agitation Collar
 - g. Electric Collar
 - h. Muzzle
 - i. Police Lead
 - j. Hidden Bite Sleeve
 - k. Barrel Jute Bite Sleeve
 - l. Canine Cruiser Kennel
 - m. Cruiser Kennel Water Bowl
 - n. Two Stainless Steel Food Pans
 - o. Nine Quart Stainless Steel Water Pan
 - p. Dog House
 - q. Concrete Kennel Slab 12x12
 - r. Canine Kennel 10x10
 - s. Sun Screen Tarp
 - t. Tug Toys/Rewards for Canine
 - u. 10 Ft. Stake Out Line
 - v. A set of training narcotics is provided by the Drug Enforcement Agency and is authorized by the Virginia Board of Pharmacy who authorizes the storage and completes site inspections.
 - w. GPS tracking collar and receiver.
Note: This equipment list is intended as a general guideline. Equipment is issued on an as needed basis and may be substituted or changed as necessary to meet operational needs.

2. Uniforms

Canine officers may be issued the following uniforms and duty equipment in accordance with their assignment in addition to their regular uniform issue:

- a. Navy BDU Uniforms, Shirt (Long Sleeve) and Pants
- b. Duty Holster that accommodates Flashlight.

Canine officers shall wear the standard Leesburg Police Department uniform of the day when appearing in court.

I. Training Aids

1. Training Explosives

- a. Inventory: The explosive training aids shall be signed in/out from the storage magazine whenever they are used. The EOD Canine Handler and Chief of Police or designee will jointly conduct a documented biannual inventory of all explosive training aids in accordance with policy and ATF regulations. In addition to the biannual inspections, the Chief of Police or designee will conduct a documented unannounced inspection of the explosive training aids on an annual basis.

- b. Storage and Transportation: The explosive training aids shall be stored in the designated explosive magazine located in the support annex building of the Leesburg Police Department. Only approved transportation containers approved by the ATF shall be used for explosive training aids.
 - c. Disposal of explosive training aids will be conducted in accordance with ATF policy and through an approved agency (i.e. Loudoun County Fire Marshal's Office). The disposal shall be documented and records maintained.
2. Training Narcotics
- a. Canine Narcotic Training Inventory
 - (1) All canine narcotic training aids inventory shall be maintained in a log book per the Virginia Board of Pharmacy requirements, and one Canine Handler will be designated as the manager of the training aids and log book with the Virginia Board of Pharmacy.
 - (2) The log book shall be maintained with the canine narcotic training aids.
 - (3) The designated manager of the training aids and Chief of Police or designee will jointly conduct a biannual inventory by weight of all narcotics training aids.
 - (4) A documented unannounced annual inventory of narcotics/drug used for canine training is conducted as directed by the Chief of Police or designee.
 - b. Storage of Canine Narcotic Training Aids
 - (1) All canine narcotic training aids shall be maintained in the K9 safe inside LPD evidence room when not in use.
 - (2) Only assigned LPD canine handlers shall have access to the K9 narcotic safe.
 - (3) When the aids are being removed from the K9 safe it shall be documented in the log book per Virginia Board of Pharmacy requirements.
 - c. Ordering and Destruction of Canine Narcotic Training Aids
 - (1) All canine narcotic training aids will be obtained from the DEA utilizing DEA form 222.
 - (2) All canine narcotic training aids will be evaluated annually. Prior to ordering new aids the old training aids shall be turned into evidence for destruction and be documented on a LPD report and a DEA form 41.
 - (3) All documents associated with the obtaining/destruction of the canine narcotic training aids shall be maintained by the licensee per VA Board of Pharmacy requirements.
 - (4) If any training aids become missing/damaged it shall be reported immediately to the DEA licensee and the Chief of Police or designee.
 - (5) If the canine narcotic training aid packaging becomes damaged it shall not be utilized until the packaging has been replaced.