

312.1 CANINE DRUG DETECTION TRAINING AIDS

- I. DISCUSSION: The Tampa Police Department has established a canine drug detection program. The drug detection canine requires continuous training to maintain the proficiency of the canine. This directive will set forth the procedures for the acquisition, use and storage of the drug-training aids used in the training of the Tampa Police Department's drug detection teams.
- II. RESPONSIBILITIES: The Criminal Investigation Division Commander will have the responsibility for the supervision and control of this policy, and any changes to the policy will be made only upon consultation with the Special Operations Division captain or designee.
 - A. The Criminal Investigation Division Commander will designate a Criminal Investigation Division detective as the program coordinator.
 - B. The program coordinator will maintain the original logs and follow the guidelines set forth in the policy for the acquisition and distribution of the training aids.
- III. DEFINITIONS:
 - A. Control Log: A Tampa Police Department report that lists all the available training aids and all documented activity taking place with the training aids.
 - B. Program Coordinator: The detective assigned to the Criminal Investigation Division assigned to or tasked with maintaining all training aid logs and conducting inspections of all training aids on a quarterly basis or as needed.
 - C. Training Aids: A sealed container containing controlled substances used in the training of drug detection canines.
 - D. Hard Training Aids: Any training aid that contains cocaine, heroin, or methamphetamine.
 - E. Soft Training Aids: Any training aid that contains THC, marijuana, hashish, or hashish oil.
 - F. Drug Safe: A secured safe, with a combination lock, used to store only training aids.
 - G. Certified Training Aids: Training aids tested and sealed for the continuous training of canine drug detection teams.
 - H. Secured Area: A room where the perimeter doors are alarmed to a monitored facility.

- I. Motivational Training Aids: Four training aids not to exceed 5 grams each issued to narcotic detector dog handlers. These aids shall be used to provide motivational and/or maintenance training as required during a shift.
- J. Lead K-9 Instructor: A sworn Tampa Police Department member, appointed by staff, meeting the required training and certification protocol, to conduct K-9 narcotics training.
- K. Narcotics Inventory Form (TPD Form 312A): A form that tracks the issuance of narcotics training aids, types, and weights.

IV. PROCEDURES:

- A. One control log will be initiated for the control and tracking of drug training aids. Any activity, use, damage, inspection, loan, destruction, or audit will be documented on a report. The original of the report will be filed with the Records Section. A copy will be routed to the program administrator to be placed into the control log.
- B. The program coordinator will maintain a copy of the original control logs.
- C. Certified Training Drug Aids:
 - 1. Training aids will be prepared from narcotics set for destruction at the Tampa Police Department's Evidence Control Section. The Criminal Investigation Division Commander or designee will select the weights and types of narcotics to be designated as training aids with suggestions from the K-9 supervisor. The training aids will be replaced at the discretion of the program coordinator.
 - 2. The training aids will be presumptive tested to be sealed. Once completed, the program coordinator will issue the training aids as required.
 - 3. The training aids will be assigned an individual control number that will be permanently affixed to the training aid. The control number will only be used once. The type of training aid and the gross weight will be affixed to the outside of the training aid. Each control number will begin with a letter or letters indicating the type of drug, followed by an assigned number in consecutive order. Below are examples of control numbers:

Cocaine	C-number
Heroin	H-number
Methamphetamine	ME-number
Marijuana	M-number

D. Storage of Training Drugs:

1. The training aids will be stored in an alarmed room of the K-9 Unit or Criminal Investigation Division, inside secure safes. Each safe will be designated for hard or soft training aids.
2. The training aids containing cocaine, heroin, and methamphetamine will be stored in separate airtight containers inside safe number one. Training aids containing THC will be stored in airtight containers inside safe number two.
3. Hard and soft training aids will never be stored together.
4. Access to the safes containing the K-9 training aids will be limited to personnel designated by the Chief of Police.
5. The K-9 supervisor, designee or K-9 lead trainer making the drop will ensure that the training aids are placed into the correct safe.
6. The K-9 supervisor or designee will check the serviceability of the safes and locks every quarter.

E. Issuance of Training Aids:

1. The program coordinator will issue training aids as needed and complete TPD Form 312A.
2. The program coordinator will issue training aids only to the K-9 supervisor or lead K-9 trainer.
3. The program coordinator will issue motivational training aids to each individual narcotic detector dog handler.
4. The K-9 supervisor or designated program coordinator will log all training aids checked out of the K-9 safes in a checkout log. The checkout log will be kept inside each of the safes.
5. Motivational training aids will be kept secured in a narcotic safe affixed to the K-9 vehicle when not in use. Monthly inspections will be completed by a K-9 supervisor or designated program coordinator and recorded on TPD Form 312A.
 - a. Should a motivational aid be lost, or damaged, notifications will be as for all training aids, and standard protocol will be followed.
 - b. No more than four motivational training aids will be issued to individual handlers.

- F. Destruction of Training Aids: Training aids will be destroyed in accordance with established department procedure with respect to narcotics upon receipt of new training aids as referenced in IV, D, 1.
- G. Exclusive Use: Due to the nature of acquisition, procedure for, and necessity of continued availability of training aids, canine drug detection training aids shall not be used for any other purpose or investigation.
- H. Bulk or Large Quantity Training Aids: Effective training of drug detecting canines will require the use of controlled substances in a quantity larger than the available training aids. To accomplish this training:
 - 1. The K-9 supervisor will contact the Criminal Investigation Division commander for temporary issuance of large quantity training aids.
 - 2. The Criminal Investigation Division commander or designee can authorize the program coordinator to provide large quantity training aids but will be responsible for ensuring its return to the Bulk Training Aid Safe.
 - 3. The program coordinator with the approval of the Criminal Investigation Division Commander or designee will arrange for the K-9 supervisor to receive and return the requested controlled substance.
- I. Damaged or Lost Training Aids:
 - 1. The K-9 supervisor or lead K-9 trainer will immediately notify the program coordinator and the Criminal Investigation Division Commander or a designee if a training aid is damaged. In case of damage resulting in the loss of controlled substances, the program coordinator and the Criminal Investigation Division Commander or a designee will respond to the scene. The program coordinator or the Criminal Investigation Division Commander or a designee will take possession of the damaged training aid. The program coordinator or a designee will then reseal and reweigh the training aid, initiate a supplement indicating the damage, and document the loss of any controlled substances.
 - 2. A copy of the supplement will be forwarded to the Criminal Investigation Division Commander for review. The K-9 supervisor or lead K-9 trainer that checked out the damaged training aid will initiate a TPD supplement describing the circumstances surrounding the damaged training aid. A copy of the supplement will be placed into the control log.
 - 3. In the case of lost controlled substances during training or other circumstances and not as a result of damage to a training aid, the K-9

supervisor or lead K-9 trainer will:

- a. Secure the scene, vehicles, personnel, and;
 - b. Immediately notify the program coordinator and the Criminal Investigation Division Commander or designee.
4. It will be the responsibility of the Criminal Investigation Division Commander to evaluate the circumstances and confer with the Professional Standards Bureau Commander who will be responsible for any investigation at the direction of the Chief of Police.
5. Regardless of the formal inquiry, for accountability and audit purposes, the K-9 supervisor or lead K-9 trainer will document the circumstances resulting in the loss of the controlled substance on a TPD report. The supplement will be routed through the officer's chain of command, with copies being sent to the program coordinator and the Criminal Investigation Division Commander. The program coordinator or designee will place a copy of the letter into the control log and make any corrections to the control log inventory.

J. Quarterly Audit of Bulk Training Aid Safes:

1. On a quarterly basis, the program coordinator and the Criminal Investigation Division Commander or a designee will audit all the training aids currently stored in the two safes.
2. The program coordinator will randomly weigh training aids and perform presumptive tests on any training aid, which appears to have been damaged, or the seal altered.
3. An inventory log will be maintained inside each safe. The program coordinator or designee and the supervisor conducting the inventory will sign the log.

K. Audit: An unannounced inventory/audit of canine drug detection training aids shall be conducted once per calendar year or more frequently at the direction of the Chief of Police by the Professional Standards Bureau and Criminal Investigation Division under the supervision of the division commanders or their designees.

Supersedes SOP 312.1, dated 6/24.