

Canines

310.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes guidelines for the use of canines to augment police services to the hospitals and communities in locating contraband.

310.2 POLICY

Best Practice MODIFIED

It is the policy of the California Department of State Hospitals (DSH) that team(s) (canine handler and canine) meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

*Please refer to the Canine Procedure Manual for a full list of duties and responsibilities of the canine handler and canine.

[See attachment: Canine Procedure Manual Final 2023 Approved signed.pdf](#)

310.3 ASSIGNMENT

Best Practice MODIFIED

Canine team(s) should be assigned to assist and supplement the Office of Protective Services (OPS) operations. However, they may be assigned by the canine sergeant to other functions, such as routine calls for service, based on the current operational needs.

Canine team(s) should generally not be assigned to handle routine matters that will take them out of service for extended periods of time and then only with the approval of the canine lieutenant.

310.4 CANINE LIEUTENANT

Best Practice MODIFIED

The canine lieutenant shall be appointed by and directly responsible to the Hospital Police Chief or authorized designee.

1. Canine lieutenant is responsible for program oversight at the facility. The canine lieutenant shall ensure sufficient checks and balances are in place to provide accountability, leadership, direction, and program uniformity. Compliance with policy and maintenance of required training and certifications are essential to the canine program's success.
2. Canine team shall:
 - (a) Ensure each canine team complies with all policies and procedures relating to the program.
 - (b) Be responsible for and ensure proper management and control of the canine team(s).

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- (c) Assign, monitor, and evaluate the effectiveness of canine team(s) within their facility to ensure an appropriate and efficient system of deployment.
 - (d) Designate a uniformed member at the rank of sergeant to serve as the canine sergeant.
 - (e) Coordinate monthly maintenance training and ensure remedial training is instituted as necessary.
 - (f) Ensure electronic and/or paper copies of monthly canine team training/sniff activity logs are maintained within the canine's file as an attachment to the supervisor's file for canine handler.
3. The canine lieutenant may elect to assign the responsibilities enumerated above directly to a canine sergeant, acting as a liaison for the assigned canine team, due to logistical or geographical circumstances.

310.5 REQUESTS FOR CANINE TEAM(S)

Best Practice **MODIFIED**

Requests for a canine team from DSH units outside of normal work duties shall be reviewed by the canine lieutenant and approved by the Hospital Police Chief or designee.

310.5.1 OUTSIDE AGENCY REQUEST

Best Practice **MODIFIED**

All requests for canine assistance from outside agencies must be approved by the canine lieutenant or watch commander and approved by the Hospital Police Chief or designee, and are subject to the following:

Canine team(s) shall not be used for any assignment that is not consistent with this policy.

- (a) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (b) Off-duty call out for a canine team is discouraged.
- (c) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (d) It shall be the responsibility of the canine handler to complete all necessary reports as directed.
- (e) Request for canine team assistance in the execution of lawful search warrants may be approved by the canine lieutenant or designee.

*Please refer to the Canine Procedure Manual for a full list of procedures.

310.5.2 PUBLIC RELATIONS ACTIVITIES

Best Practice **MODIFIED**

All public requests for a canine team shall be reviewed and, if appropriate, approved by the Hospital Police Chief or designee with input from the canine lieutenant and canine sergeant prior

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to making any resource commitment. The canine sergeant is responsible for obtaining resources and coordinating involvement in public relations activities.

310.6 CANINE HANDLER SELECTION GUIDELINES

Best Practice MODIFIED

The minimum qualifications for the assignment of a canine handler shall include but not limited to the following:

- (a) An officer who is currently off probation.
- (b) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).
- (c) A garage that can be secured and accommodate a canine vehicle.
- (d) To ensure a timely response to call-outs, during an on-call/stand by status, a candidate's residence shall be within a reasonable distance from the police department to adhere to the current bargaining unit language for on-call responses.
- (e) Agreeing to be assigned to the position for the life of the the canine.

*For complete qualifications please refer to the Canine Procedure Manual.

310.7 CANINE HANDLER RESPONSIBILITIES

Best Practice MODIFIED

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

*Please refer to the Canine Procedure Manual for a full list of responsibilities.

310.7.1 CANINE IN PUBLIC AREAS

Best Practice MODIFIED

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable with the water and environmental climate control on.

310.8 CANINE HANDLER COMPENSATION

Federal MODIFIED

The canine handler may be available for call-out under conditions specified by the canine sergeant.

In addition to regular work shift and overtime compensation, the department will compensate each handler for canine care and maintenance costs. The rate of compensation will be pursuant to the

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current bargaining unit agreement. Compensation is predicated on the assumption the handler will be required to maintain the canine in an acceptable manner, both during scheduled work days and on regular days off.

310.9 TRAINING

Best Practice MODIFIED

Before assignment in the field, each canine team shall be trained and certified to meet current POST guidelines or other recognized and approved certification standards.

All canine training should be conducted while on-duty unless otherwise approved by the canine sergeant.

310.9.1 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

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Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

Any team who fails to successfully pass certification shall be evaluated and/or removed from the program.

310.9.2 TRAINING AIDS

Federal MODIFIED

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances for canine training purposes must comply with federal and state requirements regarding the same. Alternatively, OPS may work with outside trainers that possesses the applicable licenses or permits.

310.9.3 CONTROLLED SUBSTANCE TRAINING AIDS

Federal MODIFIED

Canine handler acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws. (Health & Saf. Code, § 11367.5; 21 U.S.C. § 823(f).

The Hospital Police Chief or designee may authorize an employee to seek a court order to allow controlled substances seized by DSH to be possessed by the employee or a narcotics-detection canine trainer who is working under the direction of OPS for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Hospital Police Chief or designee may request narcotics training aids from the Drug Enforcement Agency (DEA).

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310.9.4 TRAINING RECORDS

Federal MODIFIED

All canine training records shall be maintained in the canine training file by the canine sergeant.

310.9.5 CONTINUED TRAINING

Best Practice MODIFIED

Each canine team shall thereafter be recertified to a current Peace Officer Standard of Training (POST), or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine team(s) should receive training as defined in the current contract with DSH canine training provider or vendor.
- (b) Canine handlers are encouraged to engage in additional training with approval of the canine sergeant.
- (c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by OPS.

310.10 CANINE INJURY AND MEDICAL CARE

Best Practice MODIFIED

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine sergeant as soon as possible and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the canine file.

Attachments

**Canine Procedure Manual Final
2023 Approved signed.pdf**

CALIFORNIA
DEPARTMENT OF STATE HOSPITALS
DEPARTMENT OF POLICE SERVICES
CANINE PROCEDURE MANUAL



Revised 12/2023

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Preface and Approval:

It is impossible to provide guidelines that incorporate all the possible situations, which you will encounter in your assignment.

This manual is designed only as a guide to assist employees of the Department of Police Services (DPS) to carry out their duties and responsibilities. Situations may occur that are not addressed in this manual, it is the responsibility of the employee encountering these situations to inform their Immediate Supervisor, so that this procedure manual can be modified if need be. There will always be areas, which must be left to common sense and the discretion of the involved officer. If there is doubt as to the meaning or intent of any specific procedure, you should immediately ask your immediate supervisor for an interpretation. This manual has been reviewed and approved as to content and form.

Jack Carter

Jack Carter
Chief of Law Enforcement (A)

12/28/2023

Date

Chapter 1

Canine Program Overview

Introduction:

Canine Teams aid law enforcement by performing a variety of functions. A properly trained and effectively used Canine Team can improve the effectiveness of officers and increase the level of service provided to the Department and public. They also enhance security and instill public confidence in the efforts of law enforcement.

Canine Teams are highly visible tools. Therefore, their deployments can expect to be closely scrutinized by the press and other interest groups. To ensure the integrity of and maintain high quality services provided by the DSH Canine Program, Canine Handlers must demonstrate a high level of professionalism and endeavor to promote public trust. Techniques and tactics must not be perceived as discriminatory, racially biased, or deceptive.

Purpose:

The purpose of the Canine Procedure Manual is to establish guidelines for the use of canines to enhance police services in the hospitals and communities.

Policy:

It is the policy of Department of State Hospitals (DSH) that all Canine Teams (Canine Handler and Canine) meet and maintain the appropriate proficiency to effectively perform law enforcement functions.

- DSH will utilize Canine Teams to provide a variety of functions, such as: narcotics detection, contraband detection, firearm detection, explosives detection, tracking, and other law enforcement functions.
- Officers deployed with canines will remain familiar and capable of performing the same duties and responsibilities of a Patrol Officer.
- Upon request of an allied agency and with approval of the Canine Lieutenant/Sergeant or designee, the departmental canines may be used to assist an allied agency.
 1. A DSH Canine, who has been trained in detection, may be used to search for drugs, explosives, firearms, and contraband in conveyances, buildings, or open areas.
 2. A DSH Canine, who has been trained in tracking, may be used to track person(s) on or off grounds (with approval of the Canine Lieutenant).

Chapter 2

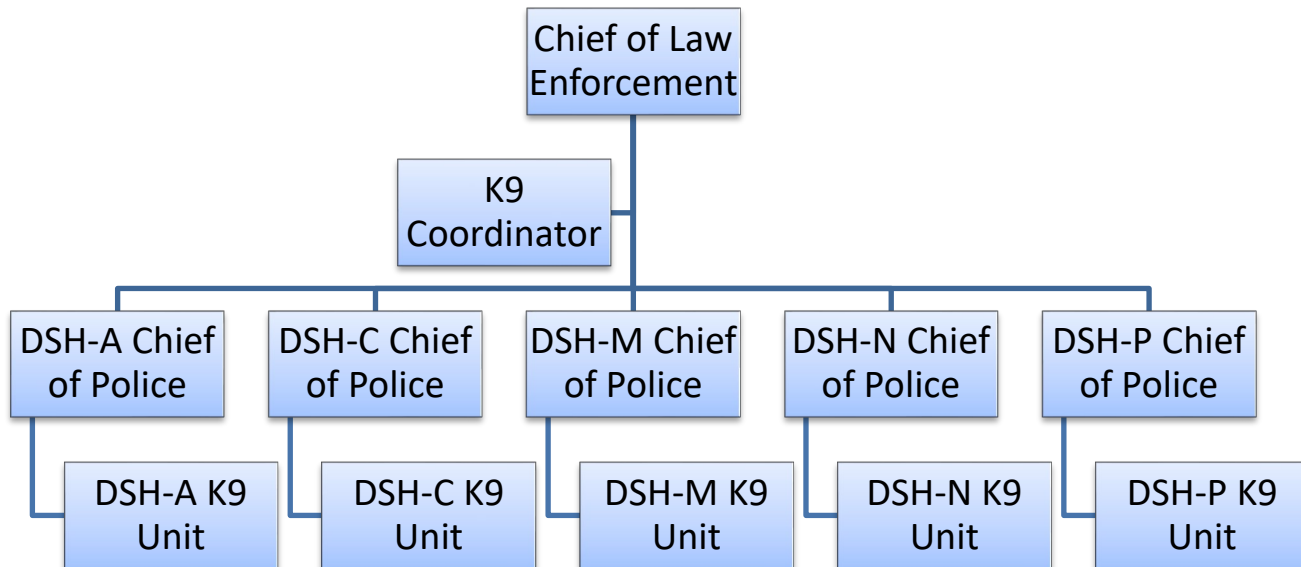
Canine Program Organization and Responsibilities

DSH Police Departments utilizing Canine teams (Canine Handler and Canine) shall:

Facility Police Departments will maintain operational control of their assigned Canine Teams to:

1. Ensure each Canine Team complies with all policies and procedures relating to the program.
2. Be responsible for and ensure proper management and control of the Canine Team(s).
3. Coordinate with the DSH Canine Coordinator or designee to assign, monitor, and evaluate the effectiveness of Canine Team(s) within their facility to ensure an appropriate and efficient system of deployment.
4. In consultation with the DSH Canine Coordinator or designee in selecting a uniformed member to serve as the Facility Canine Field Training Officer and in selecting new Canine Handlers.

DSH Canine Program Organization:



Facility:

- 2- Dual Cert / Narcotics- Tracking on at least one as needed, Firearms on at least one as needed
- 2- Contraband Detection

Department of Police Services Canine Coordinator Responsibilities:

The Department of State Hospitals (DSH) Canine Coordinator is responsible for program oversight of the DSH Canine Program. The DSH Canine Coordinator shall ensure sufficient checks and balances are in place to provide accountability, support, direction, and program uniformity. Compliance with policy and maintenance of required training and certifications are essential to the canine program's success. The success of the canine program is directly related to the level of support and interest demonstrated by the Canine Coordinator.

Canine Coordinator Responsibilities include:

1. Reports directly to the Chief of Law Enforcement (CLE) in the capacity as the Canine Coordinator.
2. This assignment is a collateral duty.
3. Serves as a K-9 liaison between the facilities.
4. Will assist in facilitating multiple K-9 team responses for K-9 team deployment.
5. Will be a member of K-9 handler/sergeant selection panel interviews with one vote.
6. Does not have supervisory responsibilities or control over the facilities K-9 Units.
7. Travel between hospitals will be required periodically (At least Quarterly).
8. Maintain pertinent files and training/ certification documents for all DPS Canine Teams in a centralized location, accessible upon request.
9. In the event a Canine Team fails to successfully complete their annual certification, the Canine Coordinator shall be notified and shall notify the Chief of Law Enforcement.
10. Maintain communication with Canine Lieutenants/Sergeants to discuss any issues that need to be brought to the attention of the Chief of Law Enforcement.
11. Shall Audit each facilities K-9 Unit at least annually with results submitted to the Facility Chief and Chief of Law Enforcement.

DPS Canine Coordinator Selection Guidelines:

1. Shall be a Sergeant or Lieutenant.
2. Does not have to be a K-9 Handler or have prior K-9 Experience.
3. Shall not currently be assigned a canine.
4. Must possess a clear understanding of the position responsibilities and duties.
5. Review of supervisory file and OPF for the following.
 - Performance Appraisals
 - Discipline problems within last 5 years
 - Unscheduled time off usage
5. Must attend Canine Program Management training courses within 1 year from date of assignment.
6. The final selection will be made and approved by the Chief of Law Enforcement.

Facility Canine Lieutenant

1. The canine lieutenant is responsible for the day-to-day administration of the facility K-9 Teams as well as compliance with policy and maintenance of required training and certifications essential to the canine program's success.
2. The success of the canine program is directly related to the level of support demonstrated by the canine lieutenant. The canine lieutenants are encouraged to participate in canine team activities, attend canine training sessions, and ride along with the canine team to ensure a full understanding of the nature and mission of the program.
3. Facilities utilizing a canine team (canine handler and canine) shall:
 - a. Ensure each canine team complies with all policies and procedures relating to the program.
 - b. Ensure proper management and control of the canine team(s).
 - c. Assign, monitor, and evaluate the effectiveness of canine team(s) within their facility to ensure an appropriate and efficient system of deployment.
 - d. Designate a uniformed member at the rank of sergeant to serve as the canine sergeant.
 - e. Make selections for all canine related purchases and contract orders based off the recommendations of Facility Canine Sergeant.
 - f. Coordinate monthly maintenance training and ensure remedial training is instituted as necessary.
 - g. Ensure electronic and/or paper copies of monthly canine team training/sniff activity logs are maintained within the canine's records file as an attachment to the canine handler's personnel file.
 - h. These documents will be maintained in a separate file and not included in the canine handlers Official Personnel File (OPF).

Facility Canine Sergeant:

1. To ensure program objectives are met, the canine sergeant or designee shall oversee all areas of the program including training, initiate program audits and evaluate reports. The canine sergeant will make recommendations to the canine lieutenant to rectify any problem encountered.
 - a. Assist with the procurement of new canines.
 - b. Assist with the canine handler selection process.
 - c. Oversee initial training and certification of new canine teams prior to field deployment.
 - d. Maintaining departmental records (electronic and/or paper) relating to canine and handler training. Ensure all paperwork regarding training, certification, and reports completed by the canine handlers are complete and available upon request. All records shall be maintained until the canine is retired. Upon retirement, all records shall be retained for the life of the canine plus five years.
 - e. Ensure each canine team complies with all OPS policies and procedures relating to the program.
 - f. Assign, monitor, and evaluate the effectiveness of canine team(s) to ensure an appropriate and efficient system of deployment. Monitor the effectiveness of canine team(s) within OPS and make necessary recommendations to the canine lieutenant involving scheduling, deployment, and proper utilization.
 - g. Oversee monthly maintenance training and ensure remedial training is instituted as necessary.
 - h. Inspect the canine, canine vehicle, and other related equipment, quarterly or when cause exists, which will be determined by the canine lieutenant or designee.
 - i. Inspections of the home and area where the canine will live while off-duty should be conducted annually or when cause exists, which will be determined by the canine lieutenant or designee.
 - j. Monthly inspections of the canine handler's training aids will be conducted to insure proper storage, safekeeping, and documentation. Inspections will be conducted and documented by the canine sergeant or designee.

Canine Field Training Officer Responsibilities:

The Canine Field Training Officer is an experienced canine handler trained in the art of supervising, training, and evaluating new canine handlers in the application of their previously acquired knowledge and skills.

Canine Field Training Officer responsibilities include:

1. Assist with the Departments Canine Handler selection process.
2. Initiate records (electronic and/or paper) relating to canine and handler Field Training.
3. Teach and reinforce department policy and procedures.
4. Convey an attitude that trainees can succeed in the training program.
5. Reinforce positive attributes and accomplishments instead of downgrading weaknesses.
6. Use realistic and established training methods that are conducive to the trainee's temperament, needs, and development as a canine handler.
7. Develop and use skills to determine if learning is occurring and whether remedial training is necessary.
8. Conduct and document any remedial training as necessary.
9. Guide new handlers through a comprehensive curriculum that requires the blending of knowledge and skills, and the good judgment of when, where, and how to apply them.

(Refer to Attachment F- Canine Team Training/ Evaluation Forms)

An officer selected to be an FTO shall also be scheduled to attend the following:

- Canine Handler Instructor Course (40 hour)
- POST Canine Team Evaluator Course (8 Hour)
- Canine Maintenance Trainer Course (40 Hour)

Canine Field Training Officer Selection:

1. To ensure program objectives are met, the Canine Field Training Officer will oversee areas of a Department Canine Program including training, the Canine Field Training Officer will make recommendations to the Canine Lieutenant/Sergeant to rectify any training problem(s) encountered.

The following guidelines should be observed when selecting a Canine Field Training Officer:

- a. Should have no less than five years of experience as a Canine Handler (Law Enforcement).
 - b. Must possess a clear understanding of the position responsibilities and duties.
 - c. Will be scheduled to attend training courses and seminars specifically targeting Canine Training.
 - d. Will mentor and train facility Canine Teams in accordance with DPS Policy and CA POST or equivalent requirements.
 - e. Must be available to travel to other facilities for evaluations and training if no other facility FTO is available.
 - f. A review of the candidates supervisory file and OPF for the following.
 - Performance Appraisals
 - Discipline problems with last 5 years
 - Unscheduled time off usage within last year
2. The final selection will be made upon recommendation of the Canine Lieutenant/Sergeant, the Canine Coordinator and approved by the Facility Chief of Police.

Canine Handler Selection Guidelines:

1. The Canine Handler is the most important influencing factor relating directly to the success or failure of the Canine Team. Effective canine training and handling requires a realization on the Canine Handler's part of how to best use the abilities of their assigned canine. Experience has shown that considerable, and in some cases irreparable damage can be caused by the poor performance and techniques of a Canine Handler. For this reason, it is imperative that a stringent selection process be utilized in the Canine Handler selection process.

The following guidelines should be observed in the selection of the departmental Canine Handler:

- a. Must have successfully passed probation, completed a Field Training Program, with a minimum of two years of field experience with DSH or from another law enforcement agency.
- b. Must be willing to serve as a Canine Handler for the service life of the canine.
- c. Possess a clear understanding of the expectations for this assignment.
- d. Maintain a residence that has the necessary space and security to house the canine safely. The location of the residence must be acceptable to the Chief of Police with input from the Canine Coordinator and Canine Lieutenant/Sergeant. Preliminary inspection of the newly assigned Canine Handler's home will include photographs of any areas the canine may have access to (living area, backyard, etc.).
 - A home inspection of the prospective Canine Handler will be conducted. All deficiencies shall be noted, and a written plan of correction must be submitted within 7 days, or the candidate will be disqualified.
 - If the candidate's residence is rented, written letter of approval from the property owner/manager to house the canine on the property. This letter shall be kept in the canine's file.
- e. The candidate shall not be involved in any other assignment which may interfere with the training and utilization of the canine.
- f. The candidate must submit a Memorandum of Interest to the Canine Lieutenant/Sergeant stating why they believe they are qualified to be a Canine Handler and include any certification of training or documentation of experience that pertains to the assignment.
- g. The candidate must be willing to care for the canine 24-hours a day, as well as respond to call-outs during their unscheduled shift hours.
- h. To ensure a timely response to call outs, during an on-call/standby status, a candidate's residence shall be within one (1) hour from initial contact or within a reasonable time frame as agreed to by the supervisor, for employees living beyond one (1) hour from the work site.
- i. The candidate must be aware of the potential problems that could arise if they have existing household pets and be willing to resolve those issues without detrimental effect upon the department canine.
- i. The candidate also must possess the following qualities:
 - Conscientiousness/Good work habits, professionalism, and emotional stability.
 - Good judgment and a responsible attitude.
 - Patience, dependability, flexibility, and increased awareness to ensure safety and protection of the canine from danger.
 - Self-motivation, initiative, and enthusiasm.
 - Personal dedication.
 - Present and maintain a professional personal appearance.
 - Good interpersonal relations with the public, fellow officers, and supervisors.
 - The following qualifications are also desirable and should be considered in the selection process:
 - Knowledge of search and seizure laws.
 - Additional training and knowledge of various classifications of drugs and applicable laws.

- j. An oral interview will be utilized to select officers for the program. The board will be comprised of the Canine Coordinator, a Police Lieutenant/Sergeant, Canine FTO, and a representative from another facility/agency's K-9 unit unless alternate representatives are approved by the CLE.
- k. Review of supervisory file and OPF for the following.
 - Performance Appraisals
 - Discipline within last 5 years
 - Unscheduled time off usage within last year

2. Prior to a prospective canine handler entering the initial training, they must successfully complete a departmental training (see below) and evaluation session conducted by the Canine FTO or approved designee. The evaluation of the candidate shall include:

- a. Demonstrate the ability to follow instructions.
- b. Demonstrate the ability to utilize their voice in a manner necessary for the canine training and utilization (give clear commands in a calm voice and be able to take charge of the canine).

3. The final approval of the Canine Handler will be made by the Facility Chief of Police or designee based upon the following:

- a. Successful completion of all prerequisite training and certifications from an approved agency.
- b. Recommendation by the Canine Lieutenant/Sergeant and Canine Coordinator
- c. Acceptance and signature of the Canine Handler Agreement.
(Refer to Attachment A- Canine Handler Agreement).

Canine Handler Responsibilities:

Specific Responsibilities of the Canine Handler:

1. Ensure the canine is kept in good physical condition.
2. Provide training to personnel within DSH to cover the following:
 - a. Proper conduct around canine in accordance with DSH Policy 310.
 - b. Procedures/actions to follow if the Handler is injured.
 - c. Operational guidelines to be followed when the team is deployed.
3. Present training scenarios for the canine during the daily work shift.
4. Record all training and activity performed by the canine in the department approved training database. Once the information is entered into the database it will be routed in a timely manner to the Canine Lieutenant/Sergeant or designee for review and approval.
5. Report any change or discrepancy in the performance of the canine that would impact the effectiveness of the Canine Team to accomplish their duties as outlined in this procedure manual to the Canine Lieutenant/Sergeant and as described by the DSH Canine policy.
6. Maintain, transport, and safeguard training aids in a secure location as approved by the Canine Lieutenant/Sergeant and as described by the DSH Canine Procedure Manual.
7. Train daily and weekly, attend mandatory evaluations, and certify with the canine on an annual basis.
8. Ensure all searches with the canine are conducted in compliance with current law and DSH policy.
9. Maintain certifications in Canine CPR and First Aid.
10. Maintain a canine first aid kit and an overdose kit that includes Naloxone.
11. Clean and disinfect the canine vehicle and kennel as needed to ensure a sanitary living and working environment for the canine.
12. Provide 24-hour care for the canine.
13. Comply with all DSH policies and procedures.

Canine Handler Compensation:

In addition to regular work shift and overtime compensation, DSH will compensate each Canine Handler for canine care and maintenance costs. The rate of compensation will be pursuant to the current bargaining unit agreement. The compensation is predicated on the assumption the Canine Handler will be required to maintain the canine during scheduled workdays and on regular days off.

Canine Handler compensation starts when the Canine Handler takes possession of the canine and is initiated by completing an Employee Work Assignment form. The Canine Handler will work a schedule determined by the Canine Lieutenant or approved designee, based on facility needs, and taking into consideration one additional hour for canine care. This hour will be taken during the work shift as either straight time or overtime as approved by the Canine Lieutenant or approved designee.

1. All canine related overtime requires approval by the Canine Lieutenant/Sergeant.
2. The rate of compensation for on-call/standby time will be pursuant to the current bargaining unit agreement. The Canine Lieutenant/Sergeant in coordination with the Canine Handler(s) will develop and maintain an on-call schedule, which will be distributed as necessary. If a Canine Handler needs to change the distributed on-call schedule, the Canine Handler will notify the Canine Lieutenant/Sergeant.

Control of the Canine:

1. The Canine Handler shall always maintain proper control of the canine.
2. The canine shall not be left unattended where it may have contact with the public, department personnel, or allied agency members.
3. Canine Handlers will ensure any "sniff" or search conducted is in accordance with department policy and does not violate a person's 4th amendment rights.
4. While performing a "sniff" or search the canine shall be worked on-leash, unless the Canine Handler deems it is necessary and it does not pose a significant risk to the safety of the canine, Canine Handler, or people in the area.
5. Canine Handlers shall carefully consider adverse environmental conditions when determining the appropriate level of care and monitoring necessary to ensure the health of the canine.

Light or Off-Duty Status:

Canine Handlers shall keep in mind that all activities with their canine, whether on duty or off-duty, reflect upon the credibility of the Canine Team and DSH.

Therefore, the following shall apply:

1. Canines shall be securely kept under the supervision of the Canine Handler while off-duty. When the Canine Handler is unable to provide direct supervision of their assigned canine, the canine shall be secured in a kennel, or with a locked padlock, in a safe area such as a dog run, or fenced back yard.
2. In the event a Canine Handler is placed on extended light-duty or off-duty status, due to injury or illness, the canine, may be re-allocated, either temporarily or permanently, based on the severity or degree of the Canine Handler's aforementioned injury or illness and taking into consideration the canine's need for continuing and uninterrupted training, to the vendor, as determined by , the Canine Lieutenant/Sergeant or designee with concurrence of the Chief of Police. A Canine Handler that is able to adequately provide training and care of the canine while on approved short term (60 days or less) light-duty status may continue to do so. This will be evaluated on a case-by-case basis.
3. DSH Canine Teams shall not participate in parades, celebrations, advocacy events, presentations, demonstrations, competitions, or shows, whether on or off-duty, without prior approval of the Chief of Police, with input from the Canine Lieutenant/Sergeant.
4. Canine Handlers are not to involve themselves in an off-duty activity, which may bring discredit upon DSH or the canine program.

5. Canines are classified as state “biological” equipment and their use is restricted to official duties as outlined in this manual.

Canine Handler Removal from the Canine Program

Temporary removal

The Canine Lieutenant/Sergeant with the approval of the Chief of Police may temporarily remove a Canine Handler from a canine assignment when the Canine Handler is unable to perform his/her required duties. Situations warranting temporary removal include, but are not limited to, disability or other extended leave which would prevent the Canine Handler from providing appropriate care and training of the canine.

Involuntary removal

The following situations shall be sufficient cause to remove a Canine Handler from the Canine Handler assignment:

- a. Failure to maintain effective control of assigned DSH canine.
- b. Failure to maintain DSH training standards and documentation for themselves and/or the canine.
- c. Failure to maintain a safe and secure living environment for the canine at the Canine Handler’s residence.
- d. Any abuse, mistreatment, or neglect of the canine by the Canine Handler.
- e. Failure to utilize and maintain the assigned canine in a manner that ensures the effectiveness of the canine.
- f. Violation of departmental policies and procedures,
- g. Violation of any law or DSH regulation.
- h. A memorandum documenting the reasons for the Canine Handler’s removal from the program, will be placed in the Canine Handler’s personnel/departmental file.

Notifications for Canine Handler removal:

- a. The Chief of Police and Canine Coordinator shall immediately be notified regarding any change in the status of the Canine Handler. The notification should include a brief synopsis pertaining to the status change.
- b. The Canine Lieutenant/Sergeant shall immediately arrange for the care of the DSH canine at an approved kennel facility.
- c. Notification of removal will be made to the Canine Handler as soon as practical or at the discretion of the Canine Lieutenant/Sergeant whichever is safest for the canine.
- d. Upon notification of removal, the Canine Handler shall immediately relinquish the canine to the Canine Lieutenant/Sergeant.
- e. The Canine Lieutenant/Sergeant shall take the canine to the approved kennel facility and perform weekly wellness checks in person of the canine while it is under facility care.

(See reallocation or reassignment guidelines)

Reallocation or Reassignment of a Canine

Canines are classified as state “biological” equipment. In cases where the Canine Handler is unable to care for the canine due to long-term injury or illness, promoted to a non-canine position, or removed from the Canine Handler assignment; the following procedures will be followed:

1. Prior to removing the canine from the out-going/ former Canine Handler’s home, arrangements should be made with the canine vendor to house and care for the canine until:
 - a. Another Canine Handler has been selected and their home has been inspected and approved for housing the canine. This will include photographs of areas the canine will have access to (kennel area, backyard, etc.).
 - b. The new Canine Handler’s home is properly equipped for care of the canine (dog run, climate control, etc.) prior to receiving the canine.
 - c. If practical the outgoing Canine Handler will brief and discuss the care, medical history, training, and any behavioral issues of the canine with the new Canine Handler.
 - d. All applicable serviceable equipment will be transferred from the outgoing Canine Handler to the new Canine Handler or returned to the Canine Lieutenant/Sergeant for reissue or disposal.
2. The Canine Lieutenant/Sergeant will perform weekly wellness checks in person while the canine is under vendor care.
3. The new handler will receive the canine at the beginning of the 80 hours handler course.

Canine Vehicle

1. DSH shall equip and designate an appropriate vehicle for canine use while on-duty. The canine vehicle should be a truck, sedan, or SUV. The canine vehicle will not be used for non-canine operations (examples: towing and/ or storing equipment).
2. The canine vehicle will be an unmarked unit with no visible lights i.e... clear light that are hard to see with the untrained eye. No light bar on top of the unit. The clear lights will be title 13 approved to include flash pattern and lights. It will have space for a canine transport system to be installed. This will include a climate monitoring system with the ability to remotely monitor it (If available).
3. The interior and exterior cleanliness of a canine vehicle shall always display a professional image of DSH. The Canine Handler shall sanitize the canine vehicle (interior and exterior) as needed, to ensure the control of fleas and/or other parasitic infestations.
4. While off-duty, the Canine Handler may transport the canine in a vehicle, which provides adequate protection for the canine and the public; and is legally registered and insured.
5. If the Canine Handler is going to be off duty for more than one week the canine vehicle may be returned to the respective DSH facility if unable to secure it at home. The canine vehicle may be used by another Canine Handler or the Canine Lieutenant/Sergeant if needed. The canine vehicle SHALL NOT be returned for use on patrol or other non-canine related operations.
6. The Canine Handler will ensure proper home storage of the canine vehicle and the vehicle shall always be locked when not in use. To ensure the vehicle is safely maintained it shall be parked in either a secure driveway or garage. A secure driveway means there is either a gate and/ or camera monitoring the vehicle while it is parked.
7. In the event a canine vehicle is out of service, a suitably equipped vehicle shall be available as a back-up until the assigned vehicle is returned to service. This vehicle will be able to safely transport a canine. Should this circumstance arise other facilities will be contacted to determine if a suitable vehicle is available to be used temporarily. If the canine cannot be safely transported, the canine will not be utilized until an appropriate vehicle is obtained.
8. In the event a handler is removed from service, the canine vehicle shall be returned to the facility to be reissued to the replacement handler.

Transportation of the Canine

1. While conducting state business, the canine shall be transported in a canine patrol vehicle. If the canine vehicle is unavailable, a suitably equipped alternate vehicle should be provided, or the Canine Handler may transport the canine in a personal vehicle with the approval of the Chief of Police or approved designee, if the personal vehicle is equipped for the safe transport of the canine.
2. During transport and on patrol, the canine shall remain in the rear of the canine vehicle. The Canine Handler shall use safe driving practices when transporting the canine as they are not restrained.
3. When the canine is left unattended in the vehicle and out of the Canine Handler's immediate view, the Canine Handler shall ensure the canine has water, the vehicle is locked, the thermostat is set at an appropriate temperature, and the automated vehicle environmental control system is activated. The activation of the automated vehicle environmental control system is not required during periods of time when the weather does not pose a threat to the canine's health.
4. While on patrol, the canine security screen (if equipped) shall remain closed. This will preclude the canine from having access to the driver's compartment of the patrol vehicle and minimize the canine's exposure to handlers and passengers.

Vehicle equipment at a minimum should include the following:

1. Full canine transport cage with climate monitoring system with the ability to remotely monitor it (If available) that notifies the Canine Handler of extreme temperatures inside the vehicle.
2. Training aid that is transport safe.
3. Mounted radio for communications while on duty and when conducting off ground's agency assistance.

Chapter 3 Canine Selection, Care, Record Keeping, and Equipment

General

The duty hours and physical exertion required of a canine are unusually demanding. Since the canine's health is extremely important to the team's ability to function effectively, every effort must be made to keep the canine in the best possible state of health.

DSH Canine Selection Criteria

All DSH Canines are to be professionally pre-trained by a vendor who specializes in what the canine is going to be certified on.

Canine selection criteria will be determined by DSH needs for a specific facility. Specifications will be determined by the Canine Lieutenant/Sergeant in consultation with the Canine Coordinator and approved by the Facility Chief of Police.

(Refer to Attachment B – Canine Specification example)

A canine arrival checklist shall be completed prior to final acceptance of the canine into the DSH Canine Program.

(Refer to Attachment C- Canine Arrival Checklist)

Care of the Canine

1. When the Canine Handler is absent from their home for a period of up to 4 to 6 hours; the canine may be secured (locked) in its covered crate. For longer periods, up to 24 hours, a secured (locked), covered kennel (Minimum 5' x 10") may be used and left unattended unless environmental conditions could negatively impact the health and well-being of the canine. Water and food shall be provided.
2. If the Canine Handler is absent from their home and the canine will be left unattended for over 24 hours; the Canine Handler shall notify the Canine Lieutenant/Sergeant and make arrangements to have the canine boarded at an approved kennel facility.
3. Care and grooming:
 - a. It is the responsibility of the Canine Handler to keep their assigned canine in physical condition to perform all necessary duties. This includes making sure their living and play areas, kennel, crate, and vehicle is kept clean and in good operating order for the health and safety of the canine.
 - b. A health inspection of the canine shall be conducted by the Canine Handler daily.
 - c. Any indication of poor health or physical condition shall be reported immediately to the Canine Lieutenant/Sergeant and a licensed veterinarian.
 - d. The canine should be groomed daily by the Canine Handler as part of the daily health inspection. The canine may be taken to a professional groomer if a veterinarian states the health of the canine requires it and it is approved in advance by the Canine Lieutenant/Sergeant. The canine may be taken to a self-service grooming facility as needed if approved by the Canine Lieutenant/Sergeant.
 - e. The canine shall not be clothed or adorned in any manner for cosmetic purposes (e.g., painted nails, bandannas, bows).
 - f. Secondary, temporary housing may be used in circumstances in which guests unknown to the canine are coming into the home, or if for some reason, the canine's normal housing is unavailable. In cases like this it is recommended that the canine be housed in a crate in the most secluded part of the home.
 - g. Depending on the home, it may be possible to confine the canine to a limited portion of the residence, by closing a few doors or putting up some child gates or barricades. However, for the working canine, this should only be done only in extenuating circumstances. Kennel or crate housing is highly recommended aside from the fact that most DSH policies forbid this type of loose housing.

4. Veterinary Services

DSH shall arrange for a local veterinarian to provide all veterinary services necessary for the canine's health and well-being. Selected veterinarians should be well established in the community and, if possible, should understand law enforcement canine needs and have experience working with law enforcement.

- a. Selected veterinarians should be available 24-hours a day, provide individual instruction to the canine handler on canine nutritional needs and disease recognition, and be willing to maintain separate medical records for the canine. Additionally, the veterinarian's place of business should be located within reasonable distance of the canine handler's residence and DSH facility. If a 24-hour vet is not the primary vet, then a 24-hour vet shall be on contract to assist after hours.
 - b. Following the initial visit with the veterinarian, it is anticipated the canine's veterinary needs will be limited to annual examinations and maintenance items (teeth, nails, anal glands, etc.)
 - c. The canine should be examined to determine its general state of health, to include:
 - i. Cleaning of the teeth.
 - ii. A blood analysis to determine any evidence of disease and a fecal examination to determine parasite infestation.
 - iii. Inoculations as needed.
 - iv. Hip Dysplasia
 - d. The Canine Lieutenant/Sergeant shall be notified of all veterinary appointments.
 - f. Veterinary care of an emergency nature may be performed by any available veterinarian. The Canine Sergeant/Lieutenant shall be notified by telephone as soon as possible to ensure that procedures for payment are accounted for.
 - g. Routine medical procedures including, surgery, neutering or spaying of the canine are on an as needed basis determined by the veterinarian and at the discretion of the Canine Lieutenant/Sergeant and Chief of Police. Pre- authorization from the Canine Lieutenant/Sergeant is required for routine or planned medical procedures.
 - h. Special consideration shall be given to a Canine Handler when the canine is placed in a temporary off-duty status due to injury and/ or illness pending disposition (return to work or otherwise). A veterinarian's care notes shall reflect the status of the canine including diagnosis and prognosis. The note should also include a projected return to work date for the canine. The Canine Handler may be required to provide at home care while the canine is recovering during this time and shall provide the care as their regularly scheduled workday(s). Overtime may be approved as necessary for round the clock care. During this time the Canine Handler shall check in with the Canine Lieutenant/Sergeant daily and report on the status of the canine. Once the canine is deemed suitable to return to duty, a note reflecting the canine's status shall be provided by the veterinarian. Depending on the amount of time missed, the Canine Team may be required to complete a recertification before being redeployed to the field.
5. DSH canines shall be licensed within their county of residence. After completion of initial training, the canine shall have a micro identification chip inserted for identification purposes by a veterinarian. Once completed, the appropriate paperwork and fees regarding canine ownership information shall be supplied to the global recovery network. Canine Handlers will use their DSH facility as the owner along with the appropriate address and telephone numbers.
6. In the event emergency medical services are required, first aid shall be applied, and the canine shall be immediately transported to a veterinarian. The Canine Handler shall immediately notify the Canine Lieutenant/Sergeant and the Watch Commander. The Canine Lieutenant/Sergeant or Watch Commander will notify the Facility Chief of Police. The Canine Lieutenant/Sergeant will notify the Canine Coordinator who will notify the Chief of Law Enforcement.
7. In the event it becomes necessary to euthanize a critically injured canine, and transportation to a veterinarian is not practical, the canine may be destroyed at the direction of the Canine Lieutenant/ Sergeant and the Facility Chief of Police. This may be done by contacting the local animal control or by other humane means if warranted and approved by the Canine Lieutenant /Sergeant and Facility Chief of Police. The agency should be advised of the details regarding the situation.

8. Once the canine is no longer productive due to medical reasons or advanced age, the canine shall be retired. The determination to retire the canine shall be based on input from the Canine Handler, the Canine Lieutenant/Sergeant, Final determination will be made by the Chief of Police.

The justification for retirement shall be documented on a memorandum which shall contain the following:

- a. Supporting documentation from the canine's veterinarian.
 - b. The intended disposition of the canine. The canine should normally be awarded to the Canine Handler. In the event the Canine Handler does not wish to keep the canine, a determination shall be made by the Canine Lieutenant/Sergeant regarding the most appropriate disposition of the canine (e.g., award to another qualified person, donate to an allied agency, euthanasia). In the event an employee other than the Canine Handler is selected to keep the canine, they should have previous experience with the handling of a law enforcement canine.
 - c. In the event the canine is transferred to either the Canine Handler or another department employee the canine shall be sold for \$1.
 - d. Once the transfer is complete the recipient is responsible for all related cost (i.e., veterinarian care, food, and any other ongoing/related expenses).
9. When a DPS canine becomes so ill or seriously injured; that a veterinarian recommends the canine be euthanized, Canine Handlers shall:
 - a. Immediately notify the Canine Lieutenant/Sergeant, who will notify the Chief of Police prior to euthanizing the canine.
 - b. Obtain written diagnosis of canine's condition detailing reasons for euthanizing the canine from the veterinarian.
 - c. In extenuating circumstances where a canine is euthanized prior to this process, the Canine Handler shall complete a memorandum explaining the circumstances that led to the canine's death. This will be submitted to the Canine Lieutenant/Sergeant within 48 hours of the incident and forwarded via the chain of command to the Chief of Police as soon as practicable.
 - d. Any investigation into the reasons surrounding the euthanizing of a DSH canine will be conducted by the Canine Lieutenant/Sergeant. Results will be reported to the Chief of Police and Chief of Law Enforcement.
 - e. When a DSH canine dies of unusual or unknown circumstances an autopsy will be performed by a veterinarian. The findings of the autopsy will be forwarded to the Canine Lieutenant/Sergeant. If any further action is needed it will be initiated.
 - f. Upon the death of a DSH canine, the remains shall be cremated. If the Canine Handler desires to bury the canine, approval from the Canine Sergeant/Lieutenant must be obtained. DSH will not cover any cost beyond cremation.
 - g. At the discretion Facility Chief of Police, a memorial service may be held for the canine. The Canine Lieutenant/Sergeant may notify the Hospital's Public Information Officer for proper release of information to the media.

Record Keeping

The Canine Lieutenant/Sergeant shall maintain accurate records of training and deployments on the DPS approved database. The Canine Handler should update the database daily while at work.

The Canine Unit shall maintain hard copies of the following:

1. Annual Certification.
2. Veterinarian records.
3. Outside Vendor and other training paperwork that cannot be entered manually into the database system.
4. Home and vehicle inspection documents.
5. Contracts and Purchase Orders (if not kept in other files).

Canine Handler Equipment

The Canine Handler requires specialized equipment to effectively perform the tasks required for the job. Basic equipment should be issued to the Canine Handler prior to receiving their Canine partner. The Canine Lieutenant/Sergeant shall order any necessary equipment a Canine Section needs. Each facility Canine Section shall maintain a small surplus of extra basic equipment.

Basic Equipment for a Canine Handler should include the following:

- a. (1) 6ft Patrol Lead
- b. (1) 15 to 30ft Lead
- c. (1) Collar
- d. (1) Choke Chain or Pinch Collar (Depending on the Canine)
- e. (1) Tracking Harness (if required)
- f. (1) Muzzle (if required)
- g. (1) Spill Resistant Water Bowl
- h. (1) Food Dish
- i. (1) First Aid Kit
- j. (1) Overdose Kit
- k. (2) Doses of Narcan (Naloxone)
- l. (2) Rewards (ball, kong, etc.)
- m. (1) Large Pelican Case to store extra equipment
- n. (1) State issued Camera and Audio Recording Device package
- o. (1) State Issued Cell Phone (if authorized)

In addition to these basic needs additional equipment may be needed at the Canine Handler's place of residence.

This may include:

- a. A covered kennel run
- b. Portable air conditioner
- c. Small heater.
- d. Sealable food bin
- e. Kennel crate
- f. Duck board
- g. Warning signs

Canine Office/ Kennel Space

Each facility Department should allocate a reasonable amount of space to accommodate a Canine Section.

At a minimum a Canine Office should have:

- a. Access to an outside area to break/ kennel at least two canines with shade and overhead covering to keep the canine out of inclement or extreme weather. If on a hard surface (concrete, packed dirt, synthetic turf, etc.), the area should be equipped with a duck board or padding and should provide drainage for any necessary cleanup.
- b. Access to a fresh water source.
- c. A DEA compliant drug vault for schedule I and II narcotics training aids.
- d. An area to store extra equipment, dog food, and other necessary items.
- e. A refrigerator to store medications and dog food.
- f. Filing cabinet(s).
- g. Computer workspace for at least two Canine Handlers.
- h. Telephone.
- i. Radio battery chargers.
- j. Assigned radios, camera(s), and audio recording device(s).
- k. Extra keys to all canine patrol vehicles (if needed).

Chapter 4

Enforcement Operations and DPS Requirements

Primary Duties

The primary purpose of a Canine Team should be to enforce state and federal law in conjunction with DSH or hospital policy with the goal of ensuring and maximizing the safety of the citizens, employees, and patients that are contacted while on facility grounds or in public. A Canine Team is a valuable tool in the deterrence of criminal activity in an area of operation and assist Police Officers in the performance of their duties. Successfully utilizing Canine Teams to be visible and active in enforcement activities increases opportunities for detection and prevention of crimes. DSH Canine Teams shall not be used in a manner that violates a person's civil rights, any law (Federal, State, or Local) and/or department policy.

Canine Team Scheduling

Canine Teams are a unique tool which can be utilized in a variety of situations. The Canine Lieutenant/Sergeant will schedule Canine Teams taking into account the following:

1. One hour of the Canine Handlers shift is dedicated for care and maintenance of the canine. This hour a day is to compensate for the dog 7 days a week 365 days a year to include leap years.
2. Criminal activities (type, location, and times).
3. Size of patrol area.
4. Number of Canine Teams assigned.
5. Time allotted for training during shift.
6. At a minimum, one day per month will be scheduled as mandatory training days with an outside contracted vendor.

Canine Teams should work a schedule which can provide 7 days a week coverage if possible while allowing for at least one day of overlap to train with another Canine Handler. The Canine Lieutenant/Sergeant will decide what schedule fits best.

Shift Post and Bid

Since the Canine Handler is a unique assignment, their shift post and bid will be conducted within the Canine Section. Work schedules will be determined and coordinated with the Canine Lieutenant/Sergeant or designee. A copy of completed Canine Handler schedules to include vacations and on-call rosters (if applicable) will be provided to the Canine Coordinator for information only. Bids for individual schedules and vacations will be conducted amongst the Canine Handlers according to current contract guidance and facilitated by their assigned Facility Department Sergeant.

Canine Handler Uniform:

Canine Handler uniforms and descriptions are found in the uniform policy and Uniform Catalog; and approved by the Chief of Law Enforcement.

Detection Canine Teams

DPS Canine Handlers assigned a Detection Canine, will utilize the special abilities of the canine to detect narcotics, firearms, explosives, or contraband given either consent, reasonable suspicion, probable cause, other circumstances (i.e. probation, parole), or under facility administrative directives.

1. A Search is defined as the physical intrusion into one's person or property to seek potential evidence or contraband that may be concealed. (Merely looking at that which is open to view is not a search.)
2. A Sniff is defined as the act of the canine using senses, i.e., smell, to detect contraband without directing the canine to a specific area.
3. Reasonable Suspicion is the articulable belief:
 - a. Something related to a crime has just happened, is happening, or is about to happen. and
 - b. The vehicle or the person you have stopped, detained, or contacted is connected to that activity.
4. Probable Cause (to search) exists when there are enough articulable facts, training, knowledge, etc., (i.e., totality of the information) to provide a fair probability the object you seek will be found in the location you want to search; it is enough information to lead a reasonable and prudent person of ordinary intelligence, with your same training and experience, to arrive at the same conclusion. A canine alert establishes probable cause to search.
5. Consent to Search is a waiver of the Fourth Amendment protection against unreasonable searches and seizures; it is a valid way to conduct a warrantless search of a person, place, vehicle, container, etc.
For a consent to search to be valid:
 - a. The person granting consent must have control of item or area being searched.
 - b. The consent must be granted freely and voluntarily.
 - c. The person granting consent must be a reasonable distance away while the items are searched.
 - d. The scope or limitation of the search must be defined and cannot be exceeded by the officer unless probable cause exists.
 - e. The person granting consent has the right and must have the ability to withdraw the consent at any time.
 - f. A Consent to Search form may be completed prior to conducting a search. If a Consent to Search form is unavailable, it is suggested that the consent to search be recorded on a department issued audio recording device. If neither a form nor audio recording device is available, the event must be detailed in any documentation relating to the incident (Field Interview, Report, Deployment Records etc.).

Tracking Canine Teams

DSH Canine Handlers assigned a Tracking Canine will utilize the abilities of the canine to assist in locating people for a variety of reasons: Missing persons, escapees, fleeing suspects, walkaways, and other instances where a person may need to be located. The canine will only be used for tracking purposes and not apprehension and apprehension will be conducted by officers.

Certified Canine Teams

DSH Canine Teams will not be certified in Detection of Narcotics and Explosives, Contraband and Explosives or Tracking and Explosives.

Standard Operating Procedures

The following procedures will be used for DSH Canine Teams during the performance of their work shift:

1. The Canine Handler will log on with Dispatch and check in with the Watch Commander.
2. The Canine Handler will perform canine training, respond to calls for service, assist in emergency calls, and enforce local, state, and federal laws. Canine Handlers shall not be assigned to static posts, custody watch, transports, or other assignments that may require them to be out of service and away from their canine for extended periods of time. The Canine Handler will not transport an arrestee in the canine vehicle unless the vehicle is equipped to transport an arrestee. Situations regarding non-canine related assignments can be specific to each hospital. All hospitals should follow practices established at their facilities.
 - a. If a Canine Handler is mandated or volunteers to work an overtime shift, the Canine Team may be assigned a vehicle patrol position.
3. Prior to the conclusion of their shift, the Canine Handler should complete daily deployment/ training records. Canine Handlers will complete all Police Reports in accordance with DPS policy.
(Refer to DPS Policy- Report Preparation)
4. At the end of their shift, Canine Handlers will advise the Watch Commander of their status and log off with Dispatch.
5. Vehicles will be maintained, and logs will be filled out in accordance with DSH policy.
(Refer to DPS Policy- Vehicle Maintenance and DPS Policy- Vehicle Use)

Injury to the Canine Handler

1. Medical attention shall be requested immediately for an injured Canine Handler and notification will be made to the Canine Lieutenant/Sergeant and Canine Coordinator. If available, contact another Canine Handler to come secure the canine. In instances where the canine is not secured, an untrained officer shall not approach the injured Canine Handler except:
 - a. When given clearance to do so by the injured Canine Handler.
 - b. When the canine can be called away from the injured Canine Handler and secured.
2. On-scene officers, in consultation with a supervisor, may attempt the following procedures to secure a canine from an injured Canine Handler:
 - a. Contact another Canine Handler or if available a prior Canine Handler to secure the canine.
 - b. In an emergency, attempt to call the canine to a secure location. Normally, this will be the canine vehicle.
 - c. Untrained personnel will ONLY secure the canine in a vehicle or approved area.

Note: DO NOT attempt to pet or play with the canine, give the canine additional commands, or put a leash on the canine. This puts unnecessary risk on personnel and could cause an aggressive response from the canine.

Injuries Inflicted by the Canine

1. In the event of a bite, or other injury, directly attributed to a DSH canine, the Canine Handler shall immediately notify the Watch Commander and Canine Lieutenant/Sergeant. The Watch Commander shall notify the Chief of Police. The Canine Lieutenant/Sergeant shall immediately, notify the local county health department and local animal control and complete applicable forms, if necessary. The notification shall include a summary of the incident and actions taken after the incident. The Canine Lieutenant/Sergeant will contact the Canine Coordinator regarding the incident. The Canine Coordinator will notify the Chief of Law Enforcement.
2. The Canine Handler shall follow these procedures:
 - a. Provide immediate first aid and obtain medical treatment for the injured person. Call for emergency medical response, as needed.
 - b. The injured person shall be transported to a medical facility for treatment and a medical clearance shall be obtained unless the person refuses treatment. DSH personnel shall not authorize payment for injuries sustained to non-DSH personnel.
 - c. Photograph the injury after the affected area has been cleaned and attended to.
 - d. Prepare an incident report as appropriate. Reports regarding or containing canine bite information shall be written by the Canine Handler. The Canine Handler is responsible for accurately articulating the canine's behavior during the incident and all surrounding circumstances leading up to the injuries.
 - e. The Canine Handler will complete a canine incident investigation report to be submitted to the Canine Lieutenant/Sergeant within 48 hours of the incident.
 - f. Upon receiving required documentation, the Canine Lieutenant/Sergeant shall evaluate the circumstances involved in the contact and prepare a summary (summary shall include all reports, photographs, etc.) of the incident to be forwarded, through the chain of command, to the Chief of Police.
3. The Canine Lieutenant/Sergeant is responsible for review of all injury and/or property damage reports regarding the Canine Team. The Canine Lieutenant/Sergeant and Canine Coordinator will review the reports to determine compliance with policy by the canine team. If the determination is made that additional training or recertification is required, the Canine Lieutenant/Sergeant will determine if removing the Canine Team from service is necessary to facilitate additional training.
4. In accordance with the California Health and Safety Code, the following shall apply:
 - a. Section 121685. Notwithstanding any other provision of this chapter, a dog used by any state, county, city, or city and county law enforcement agency, shall not be quarantined after biting any person if the bite occurred while the dog was being used for any law enforcement purpose. The law enforcement agency shall make the dog available for examination at any reasonable time. The law enforcement agency shall notify the local health officer if the dog exhibits any abnormal behavior.
 - b. Section 121580. Generally, "Quarantine" means the strict confinement, upon the private premises of the owner, under restraint by leash, closed cage, or paddock, of all animals specified in the order of the department.

NOTE: DSH canines shall not be turned over to any animal control facility for quarantine. Law enforcement canines may continue to be utilized and transported in the canine vehicle. If quarantine is warranted, the above procedure will serve as a working quarantine.

Reporting

1. Canine Handlers will use the DSH approved tracking database to enter all deployment and training information from each shift worked.
 - a. The Canine Handler shall document their deployments by recording date, time, and area(s) deployed.
 - b. To facilitate accurate recording of the canine's training and activity, the Canine Handler shall document all canine activity related to training and enforcement in the appropriate sections.
 - b. Documentation of detection training shall include recording the number of hides, finds, and the type of substance(s) used for training under the appropriate section (quantity used, location, type of odor, weather conditions, inside or outside, etc.).

- c. For purposes of documenting detection training or deployments, a “find” is defined as any instance when a canine alerts while performing detection related functions. If the canine alerts only to residue or odor, a “find” will be recorded under the appropriate sub-heading, if there is supporting articulable facts that the contraband was located there previously. The canine handler shall ensure the amount of any found substances or currencies are documented in the appropriate section.
 - d. Any located substances will be identified based on the Canine Handler’s observations, training, and experience, or as a result of preliminary field tests (i.e., TruNarc). Canine Handlers are not required to wait for official lab results prior to recording located substances in the reporting process.
 - e. Any controlled substances or tobacco shall be recorded in grams.
 - f. The Canine Handler will document any instance of the canine’s presence causing a suspect to cease an action due to the arrival of the canine in their report.
 - g. All canine related costs (veterinary care, food, boarding fees, and expenses) shall be documented in the canine monthly report as maintenance costs.
2. To correctly and effectively process each situation and the case(s) generated the Canine Handler shall complete all necessary DSH report forms in accordance with policy.

Ride-Along and Transports

The Canine Handler always has final say on who is allowed to ride in the canine vehicle. Ride-alongs may be permitted if conducted in accordance with DPS policy and the Canine Handler agrees to the ride-along. Transporting civilians and other non-sworn personnel for other reasons is discouraged due to liability except in an emergency where no other choice is available.

(Refer to DPS Policy- Ride-Along)

Outside Agency Requests for Service

DSH Canine Program should establish an MOU (Memorandum of Understanding) with outside agencies in their area. After establishing an MOU, a Canine Handler should be tasked to provide training on safe operations while around the canine to any agency that may utilize the Canine Teams services.

1. Outside Agency requests for DSH Canine Team assistance in the execution of lawful search warrants may be approved by the Canine Lieutenant/Sergeant, and Chief of Police under the following circumstances:
 - a. Sufficient advance notice is given.
 - b. The Canine Handler attends the search warrant briefing.
 - c. The requesting agency will complete all necessary documentation required, except for any DSH paperwork resulting from a Canine Team's enforcement efforts.
 - d. DSH Canine Team's trained solely for detection shall not enter a residence or building until the location has been fully secured.
 - e. DSH Canine Teams trained in tracking will be utilized in accordance with their capabilities. If an outside agency requests the use of a tracking canine, the Canine Team will follow DSH use of force policies. The Canine Handler will have final say on the utilization of the canine.
2. After the completion of any agency assistance, a complete written briefing of the incident, reason for use of the Canine Team, and details supporting the operation may be completed by the Canine Handler and forwarded to the Canine Lieutenant/Sergeant. If a report is required, it shall be submitted within the current DSH guidelines for police reports.

Public Relations Activities

All public requests for a canine team shall be reviewed and, if appropriate, approved by the Hospital Police Chief or designee with input from the canine Lieutenant/Sergeant prior to making any resource commitment. The canine sergeant is responsible for obtaining resources and coordinating involvement in public relations activities.

DSH Personnel Protocol:

The Canine Lieutenant/Sergeant is responsible for ensuring all DSH employees in their area are trained and aware of the proper protocol to be followed when working near a canine. This may be accomplished by having the Canine Handler conduct periodic instruction at briefings and training days.

1. To minimize stress for the canine and to ensure a safe working environment for DSH employees, the following rules of conduct are outlined in DSH Policy 310 and shall be followed:
 - a. DSH personnel shall not harass, tease, feed treats, or abuse the canine.
 - b. DSH personnel shall not reach into and/or enter a canine vehicle containing a canine except in emergency situations or as permitted by the Canine Handler.
 - c. DSH personnel, other than the Canine Handler, shall not give commands to the canine.
 - d. DSH personnel shall not approach the canine without the consent of the Canine Handler and only when the Canine Handler is present.
 - e. When the Canine Team is called upon to conduct a search of a vehicle, structure or area, officers shall preserve the scene to prevent contamination of potential evidence.
 - f. When the Canine Team is utilized in a specific tactical situation/search, DSH personnel shall follow the directions of the Canine Handler. The Canine Handler shall make the final decision regarding utilization of a canine based upon the safety of everyone involved and the training of the Canine Team.

Chapter 5 Canine Team Training and Certifications

Training

Diligent and regular training of both the canine and the Canine Handler is essential to maintain peak effectiveness of the canine team. DSH Canine Teams consist of one dog for one handler. There shall not be any plans for an alternate or substitute handler for when the assigned Canine Handler is away temporarily. If a DSH canine needs to be reassigned or reallocated the guidelines listed in this manual shall be followed. Multiple Canine Handlers for one canine will ruin the effectiveness and confuse the canine and is therefore not an option.

1. DPS canine training: No employee, trainer, or other person shall provide training to a DSH canine which is inconsistent with DSH policy without prior consultation from the Canine Coordinator, due to liability issues which can be raised by conducting training outside the course and scope of departmental policy. It is the responsibility of every employee to report any training which is inconsistent with departmental policy. Any observed training policy violation(s) shall immediately be brought to the attention of the Canine Lieutenant/Sergeant who shall notify the Canine Coordinator. Training standards contained in this chapter shall apply to both DSH and allied agency canine teams trained by DSH.
2. Canine handler initial training:
 - a. An Officer must complete a course of training with their assigned canine that addresses the necessary aspects of canine detection and/or tracking. This training shall come from an approved, reputable vendor.
 - b. The Canine Team must pass a certification, at California Peace Officers Standard of Training (POST) or a POST recognized agency (i.e., CNCA, NAPWDA), before the team may be deployed. The certifying agency must be a reputable source for canine training and certifications.
 - c. The Canine Handler must show consistent progress in their control of the canine and understanding of the canine's role in the assigned tasks to participate in the certification process.
3. Team training is required when a Canine Handler and canine not initially trained together are paired as a team. Retraining may be required when a Canine Team has been off duty for an extended period as determined by the Canine Lieutenant/Sergeant and Canine Coordinator.
 - a. Canine Team retraining shall be conducted by the certifying vendor or agency unless a different agency or vendor is directed by the Canine Lieutenant/Sergeant in consultation with the Canine Coordinator.
 - b. After the training and prior to field deployment, the new team must successfully complete a comprehensive evaluation as described below.
 - c. A new Canine Handler teamed with an existing canine will be required to complete an approved Canine Handler Course to include certification. A newly paired Canine Team will attend the training course together at an approved vendor.
4. After initial training and certification, Canine Teams will be required to provide training opportunities on their own or through joint training with other handlers and/ or agencies.
 - a. California Peace Officers Standard of Training (POST) guidelines recommend a minimum of 16 hours per month of training to maintain proficiency in certified tasks (detection/ patrol). This will be achieved by setting up training scenarios for the Canine Team. The Canine Handler shall make all attempts to provide no less than four hours per week for training per certified task to achieve the minimum hours of training. The Canine Lieutenant/Sergeant will authorize and coordinate with Canine Team(s) to conduct training at every available opportunity. This training is necessary to maintain the canine's skills at a high level of performance. Training should expose the team to various situations likely to be encountered while working in the field. Training should be realistic and challenging for both Canine Handler and canine. Training shall be recorded in the training section of the DSH approved database system.
 - b. Monthly maintenance training: The Canine Team shall attend monthly maintenance training with the certifying training agency or other approved vendor. Maintenance training shall include all tasks the

Canine Team is certified to perform detection. The trainer shall document the Canine Teams performance and provide a copy to the Canine Handler. The Canine Handler will enter the information into the DPS approved database and upload the training form if possible. The Canine Handler shall submit the training form to the Canine Lieutenant/Sergeant for review and inclusion into the canine training file.

- c. If a Canine Team misses two consecutive monthly maintenance training sessions without approval of the Canine Lieutenant/Sergeant, they shall not be deployed until they complete a make-up training session. Depending on the Canine Teams training performance, the Canine Lieutenant/Sergeant may recommend the Canine Team attend remedial training and/ or recertify prior to being redeployed.
5. Each Canine Team shall satisfactorily complete an annual certification for each task that meets at a minimum, California POST standards. The annual certification shall be conducted by a California Peace Officers Standard of Training (POST) or POST recognized agency (i.e., CNCA, NAPWDA) certifying official. During the annual certification specific guidelines will be explained and performed as directed. Upon completion, the certifying official shall provide the certification document(s) to the Canine Handler within 10 days of the certification. The Canine Lieutenant/Sergeant shall review and include the certification document(s) in the training file.

If the Canine Team does not satisfactorily complete the annual certification on the first attempt, they may attempt a second certification. If the certification is still not obtained, the certifying official will consult with the Canine Lieutenant/Sergeant and make the decision whether to continue the certification process based on the results shown and/or if additional training of the Canine Team is required.

If it is determined the Canine Team should attend additional training, the Canine Team shall immediately undergo additional training under the direction of the certifying official and the Canine Coordinator shall be notified. The Canine Team shall not be deployed without the required certification(s). During the annual certification specific guidelines will be explained and performed as directed.

(Refer to Attachment D- California Peace Officer Standards and Training certification requirements, Attachment E- Canine Team Evaluation Scenarios, and Attachment F- Example Canine Team Evaluation Forms)

Additional Training Courses

Canine Handlers should look for training opportunities as an ongoing part of their career path. Courses should challenge Canine Handler and canine when the Team can attend a course together. Other courses may be for the Canine Handler only and should focus on developing their skill sets and knowledge base. If a Canine Handler wishes to attend a training course, they must submit for and get approval prior to putting in the request through the Training Sergeant. The following are some possible courses for Canine Handlers:

1. Basic, Intermediate, Advanced Tracking
2. Handler Updates
3. K9 First Aid/ CPR
4. K9 Overdose Procedures
5. Narcotics Investigations
6. Drug training
7. CNOA/CNCA courses applicable to K9 duties
8. Additional training as needed

Training Aids

Detection Canines are specially trained to detect the odor of specified substances and must have ongoing exposure to varying amounts of those substances to remain proficient. To ensure that these teams maintain a high level of proficiency, daily training with these substances is essential. The following criteria will apply to the storage of training aids:

1. Narcotics Detection Canine training aids: DPS should seek adjudicated controlled substances from allied agencies via court order, in accordance with Section 11367.5 of the Health and Safety Code or procure training aids through the Drug Enforcement Administration protocol. Scentlogix or similar synthetic odors may be used. The following substances should be provided for a Narcotic Detection Canine team.
 - a. Cocaine.
 - b. Heroin (powder and/or tar)
 - c. Methamphetamine
 - d. MDMA (ecstasy)
 - e. Marijuana is an optional odor for Narcotics Detection Canine Teams
2. Contraband Detection Canine Teams can aid in the detection of items that are not illegal to possess outside of a secure treatment area. These include electronic items as well as nicotine/ tobacco/ THC/ Marijuana based products. A contraband Detection Canine Team should be able to locate any or all of the following:
 - a. Tobacco based products (cigarettes, cigars, smokeless tobacco)
 - b. Nicotine based products (items with a nicotine content but do not contain tobacco such as oral pouches)
 - c. Marijuana and THC based products (edibles, CBD oils, etc.)
 - d. Vape Pens (THC and nicotine based)
 - e. Electronic Items (cell phones, mobile Wi-Fi, etc.)
3. Explosives Detection Canine training aids are hazardous material, and the transportation, use, and storage of these items is time and resource consuming. It is recommended that DSH Canine Teams trained in explosives detection, train with synthetic odors such as Scentlogix or similar items when training with actual explosives is not feasible. Certain items may be transported and stored without special documentation and are as follows:
 - a. Potassium Chloride
 - b. Potassium Chlorate
 - c. Potassium Nitrate
 - d. Sodium Chlorate
 - e. Smokeless Powder
 - f. Black Powder

Other odors require special documentation and procedures for transportation and storage:

- a. Ammonia- Gel
- b. Ammonia-Nitrate
- c. Hexogen (RDX)
- d. Potassium Nitrate
- e. Nitro-Glycerine
- f. Nitro-Cellulose
- g. TNT
- h. ALL Dynamites
- i. Water Gels
- j. Oktogen (HMX)
- k. PETN = Nitropenta

Training Aid Storage

When initially weighing and packaging any actual narcotics, contraband, or explosives substances as training aids, the Canine Lieutenant/Sergeant shall be present to verify the weights and ensure the security of the aids.

(Refer to Attachment G- Training Aid Documents)

1. The manner training aids are packaged may vary (e.g., PVC pipe, plastic baggy, wrapped paper) but should not allow for any substance to be easily released from the packaging.
2. The Canine Lieutenant/Sergeant will ensure that the Canine Handler is securing the training aids to prevent accidental ingestion by the canine or any loss of the controlled substances.
3. When training aids become old, contaminated, or experience a loss of packaging integrity, they should be destroyed and replaced in accordance with issuing agency policy (DEA or other). If a training aid is lost or damaged, the Canine Handler will immediately notify the Canine Lieutenant/Sergeant. The Canine Lieutenant/Sergeant shall complete a preliminary investigation regarding the incident to determine if negligence is involved and notify the Canine Coordinator.
 - a. Training aids shall be kept in a secure manner consistent with the issuing agency guidelines. **If Narcotics Training aids are acquired from the Drug Enforcement Agency (DEA), they will be kept and maintained in accordance with CFR 1301.72.**
 - b. Only approved personnel (Canine Lieutenant/Sergeant, and Canine Handlers) shall have access to secured training aids.
 - c. When removing and returning training aids from the DSH canine safe, all applicable documents must be completed by the Canine Handler to thoroughly document the custody of the training aids.
 - d. To ensure the integrity of the Canine Program, the Canine Lieutenant/Sergeant will conduct audits to ensure adherence to the policy and procedures outline in this manual. Audits shall be conducted every six months or in the event of lost or damaged training aids.

To remain consistent with the intent of the DSH goals and mission, all contents within this procedure are subject to review and interpretation by the Canine Lieutenant/Sergeant, Canine Coordinator, and the Chief of Law Enforcement and approved by the Chief of Law Enforcement. The purpose of this manual is to provide a structure for the DSH Canine Program.

Attachment A – Canine Handler Agreement

This agreement is entered between the Department of State Hospitals (DSH), Office of Protective Services (OPS) (referred to as “employer”) and _____ (referred to as “canine handler”). The purpose of the agreement is to document a formal agreement by which canine handlers for the OPS will provide care and supervision of a service canine utilized by OPS in an official capacity.

The employer agrees to pay for costs related to the care of a service canine, including but not limited to equipment, veterinary services and feeding. The employer will also grant time for the feeding, care, and ongoing training of the service canine.

The canine handler agrees to provide care and supervision, as well as all requirements detailed in the Canine Procedure Manual. The canine handler further agrees that they are expected to provide services for the service life of the canine.

Both parties recognize that this position requires the handling and authorized possession of controlled substances on a routine basis. The canine handler will be required to submit to random drug testing at the employer’s request. This testing will not require any cause or suspicion. Failure to comply with this requirement will be cause for removal of the canine handler from the canine program.

Should the canine handler promote, transfer, or terminate employment with the employer, during the duration of this agreement, they may be offered the opportunity to purchase the canine and related equipment from the employer. Purchase price will be based upon the original purchase price for the canine and related equipment, pro-rated on an average service expectancy for the canine. Should the canine handler decline to purchase the canine and related equipment, it will be returned to the employer for assignment to another canine handler.

Should the canine be retired from service, the handler shall be provided the opportunity to purchase the canine for one dollar (\$1.00).

I _____ hereby enter into this agreement freely and voluntarily. I understand that this assignment is for the service life of the canine. I further understand that should I leave the canine program voluntarily during this period, I may be required to reimburse the OPS if I elect to purchase the canine and related equipment.

Canine Handler: _____

Date: _____

Canine Sergeant: _____

Date: _____

Canine Lieutenant: _____

Date: _____

Chief of Police: _____

Date: _____

Attachment B-Canine Specifications (example)

Purpose:

The intent of this contract is to procure a Single Purpose Narcotics Detection Canine. Narcotics Odors should include:

Cocaine, Methamphetamine, Heroin, and MDMA (Ecstasy).

Delivery Requirements:

1. Upon receipt of the approved Purchase Order, the Vendor will contact the Department of State Hospitals (DSH), Department of Police Services (DPS) and provide a timeframe for delivery of the canine.
2. Delivery of the canine will be in a timely manner that is agreed upon by both DSH, DPS and the Vendor.

General Specifications:

1. Canine that has not been used by another Law Enforcement agency.
2. No dogs older than 30 months of age and no younger than 12 months of age and verification of birth is required.
3. Canine weight should be within specific breed of canine standards.
4. Proportionate lines harmonious with straight solid back and shoulders.
5. Sex of Canine: Female or Male
6. Breed: any DPS approved breed.
7. Canine supplied with a collar.
8. A 45-Day assessment starts upon taking possession of the canine.
9. Vendor may be required to deliver the canine to the DPS facility that is purchasing if not providing Canine Handler course at another location.
10. Vendors must provide proof from a licensed Veterinarian in the United States of current inoculations/vaccinations required for the State of California, health certification and warranty for joint defects.
11. Continued maintenance training for the handler(s) and canine(s) may be supplied by the Vendor and will be performed either at another state facility, on or off grounds (within a reasonable distance), up to 16 hours per month, or as needed for a duration of 12 months. Service dates and times shall be coordinated between Vendor and DPS Contract Manager, and mutually agreed upon by both parties.
12. Trainer will supply verification they are a certified to provide Canine and Handler training to Law Enforcement industry standards as recognized by CA POST (ex. CA POST, CNCA, NAPWDA, etc.).

Canine Breed Preferred:

Agreed upon breed. For an American Kennel Club Certified Pedigree, a certificate is required for lineage verification.

Vaccinations:

All canines must be vaccinated with the following:

1. DA2PP Vaccination (Canine Distemper, Adenovirus/Hepatitis, Para Influenza, Parvovirus).
2. Bordetella Vaccination
3. Rabies Certification Vendor must provide proof of the above vaccinations from a veterinarian licensed in the United States at the time of delivery.

Medical Test (Vendor responsible for providing medical proof):

The medical test will be conducted by an impartial, third-party veterinarian and will be paid for by DSH, DPS. The medical test will include the following:

1. Parasites
2. Hip dysplasia, elbow, spine, arthritis, - confirmed by X-rays with a rating deemed as "normal" from the Orthopedic Foundation of America.
3. Spondylitis / Spondylosis
4. Hearing Problems
5. Vision Problems
6. Broken or Missing Canine Teeth
7. Jaw
8. Assure Inoculation are Current.
9. Fecal Examinations
10. Laryngeal Paralysis
11. General Health Profile (To include blood and urine samples)
12. Gait
13. Skin/Coat
14. Heart/Lungs
15. Any other detectable health related problems, which would adversely affect the canine's ability during training and field service.

Acceptance Criteria:

Department of State Hospitals (DSH) manages the nation's largest inpatient forensic mental health hospital system. Due to the unique environment and clientele, most of the testing should be conducted at the facility or the surrounding areas of the facility. Any task outlined in this contract that cannot be imitated or performed at DSH, will then be conducted off grounds at an approved location. The canine(s) will be evaluated not to exceed 45-days from date of delivery, unless agreed upon by the vendor and a Department of Police Services (DPS) designee. All phases of the evaluation will be conducted by a DPS Canine Field Training Officer and Canine Lieutenant/Sergeant. The final determination as to the acceptability of each canine will be reviewed and the Canine Coordinator shall be notified.

1. Each canine will be required to successfully pass all tasks for its intended purpose, in order to be accepted into the DSH DPS. Each canine will also be required to pass a medical evaluation given by a licensed veterinarian conducted at the expense of DPS.
2. The vendor of the canine(s) may attend any portion of the Performance Evaluation, which will ensure consistency in the canine's performance. Test period may last up to 45-days to include certification to CA POST (equivalent) or higher standards. Failure to certify may require retraining in an agreed upon timeframe that is acceptable to the vendor and the Canine Lieutenant/Sergeant.
3. A "pass" or "fail" grading method will be utilized in the evaluation process. The canine(s) will be required to successfully pass all tasks for its intended purpose to be accepted into the DSH DPS. A canine failing any portion of the Performance Evaluation will be reevaluated after a minimum of 72 hours. If the canine fails to show significant signs of improvement during the reevaluation, the canine will be deemed unacceptable and disqualified from the evaluation process. If the canine does show significant signs of improvement, but fails the reevaluation, the canine may be offered a third and final evaluation after a minimum of 24 hours.

Preliminary Evaluation Tasks:

The following four Performance Evaluation Tasks will outline the required minimum standards for selection and entry into the DSH DPS:

Task#1 – Obedience: The canine shall demonstrate obedience through tested commands that will be given on leash. The commands will consist of “SIT,” “DOWN,” “STAY,” “HEEL,” and “COME.” A six-foot leash will be utilized during this phase of the evaluation.

Task#2 – Environment Tolerance: The following tests will be given to judge a canine’s tolerance of different environmental factors:

- a. Slick or Grated Floors: The canine must not display any fear or discomfort while standing, walking, or running on slick or grated floors.
- b. Tight Areas: The canine must confidently enter and investigate tight areas.
- c. Heights or Stairs: The canine must show tolerance of heights and walking up stairs.
- d. Darkness: The canine must confidently enter and investigate dark structures and areas.
- e. Freeway Traffic: The canine must show tolerance of freeway traffic.
- f. Conveyances (i.e.: Vehicles, Aircraft, Helicopters, Boats): The canine must show tolerance of being around or riding in different types of conveyances.
- g. Obstacles: The canine must be able to jump over hurdles of various heights not to exceed six feet, crawl through tunnels, and navigate a narrow walkway.
- h. Being Lifted: The canine must tolerate being lifted or picked up by the canine handler.
- i. Distracters: The canine must display a lack of fear and not be distracted by the following situations or environments: loud noises, startling situations (unforeseen events which the canine perceives as a danger), other animals, crowds of people, being approached in a non-threatening manner, opening of an umbrella, the moving of object or objects thrown in its path of travel and the wearing of a muzzle.

Task #3 – Prey, Retrieve, and Hunt Drives: The canine shall show prey, retrieve, and hunt drives. The canine will be evaluated to ensure it will pursue unfamiliar, hard, and soft objects. Canines will be expected to hunt and grab each object. Objects constructed of the following materials may be utilized during this phase of the evaluation: plastic/PVC, rubber, wood, jute, and Syntek. Canines will also be evaluated on their ability to hunt for a hidden decoy. The canine will be judged on its alertness, speed, hunt, perseverance and grab as described below:

1. Alertness: The canine must show undistracted interest when presented with each object and pull hard in the same direction as the object is being thrown.
2. Speed: Upon being released, the canine should demonstrate extreme physical effort in running to the area where the object fell.
3. Hunt: Upon being released, the canine must search for an object, which is out of sight. This is accomplished by pre-stimulating the canine with an object and then throwing the object in high grass/brush or hiding the object in an area, vehicle, or structure. The canine must exhibit concentrated and fanatical hunting behavior utilizing its olfactory senses. The canine is expected to maintain this behavior for an extended period (4 to 5 minutes) with little or no assistance from the Canine Handler.
4. Perseverance Test: The canine will be pre-stimulated with an item that will then be placed under or behind a heavy or immovable object (cement block, tire, crate, fence, box, etc.). The canine must show a fanatical desire to obtain the object by barking, scratching, starting or otherwise not leaving the object.
5. Grab: Upon locating the object, the Canine Handler should immediately produce the reward, the canine should immediately grab the object in its mouth and show a desire and satisfaction to play with the object. A successful grab is a full-mouthed bite and hold without readjustment of the grip.

Task #4 – Conflict Tests: The canine must not show conflict with food, after being pre-stimulated, the canine must disregard food to retrieve a thrown object or engage a decoy.

Passing Canine:

Canines will be considered acceptable after successfully completing the 45-day testing period and obtaining certification to CA POST recognized standards (ex. CA POST, CNCA, NAPWDA, etc.). After passing the 45-day acceptance testing, the contractor shall invoice DSH, DPS.

Failing Canines:

Any canine that fails to pass the assessment tests and/ or medical evaluation will be replaced by the vendor. The vendor must be able to provide replacement canine(s) no later than 30-days from the date of failure notification. A written, detailed rejection to the vendor will follow any rejected canine. Third replacement canine(s) are not allowed. Transportation cost and logistics for canine(s) returned for failing are the responsibility of the vendor. The vendor is responsible to make alternative arrangements if unable to retrieve canine(s) within the specified time frame.

Maintenance Training:

Maintenance training will be provided and will start upon completion of the 45-day period. Continued maintenance training for the Canine Handler(s) and the canine(s) will be supplied by the vendor or an approved contracted trainer. Maintenance training will be performed on or off grounds, up to 16 hours per month, for a duration of 12 months. Maintenance training will include but is not limited to issues that arise either with the Canine Handler and/or canine involving non-productive alerts or areas of concern outlined in Tasks 1-4.

Warranty:

The vendor will provide a twelve (12) month, 100% refund or acceptable replacement on genetic health. Genetic health is defined as any disease or condition caused by abnormalities in genes or chromosomes and covered in the health certificate.

ATTACHMENT C

Attachment D- California Peace Officer Standards and Training Canine Team Certification Requirements

CA POST recommends that an in-service Canine Team complete at least 16 hours of documented training per month in certified tasks to maintain proficiency. Canine Teams certified in more than one task, may require more training to maintain proficiency in all tasks. Canine Teams will perform all evaluations using only their normal field equipment.

1. Search- The canine will independently locate a hidden person in a structure or building and in an outdoor area within a reasonable period under the direction and control of the Canine Handler. The canine will give an “alert” to the Canine Handler after locating the person. The “alert” is a recognizable signal from the canine to the Canine Handler which indicates the presence of a hidden person. The Canine Handler will notify the Evaluator of how the canine shows an “alert”.

a. The building or structure will have multiple rooms and hiding places. The canine will locate the hidden person and “alert” the Canine Handler.

b. In a large outdoor area encompassing at least one acre with multiple hiding locations, the canine will locate a hidden person and “alert” the Canine Handler.

Minimum Detection Standards:

The following Canine Team competency outlines minimum detection performance standards that a Canine Team should be able to demonstrate.

1. Search- While demonstrating reasonable control and coordination as a Canine Team, the canine must locate the odors they have been trained to detect in environments they have been trained to search within a reasonable time determined by the Canine Team Evaluator.

a. The canine should not “alert” on anything it is not trained to find.

b. A false “alert” as determined by the Canine Team Evaluator is a failure.

Definitions:

Alert- A recognized signal from the canine to the Canine Handler.

Blank- The absence of a target odor.

Call Off- A voice command from the Canine Handler to the canine which results in the canine ceasing an activity.

Field Equipment- The equipment used by the Canine Team while performing normal duties.

Canine Handler- The person that deploys the canine as part of a Canine Team.

Attachment E- Canine Team Evaluation Scenarios

The following scenarios contain the minimum elements for Canine Team evaluation.

Obedience:

The Canine Team Evaluator will be fully apprised of pertinent agency policies and regulations prior to commencing the exercise. Responses from the Canine Team may differ agency to agency based on agency policy.

Canine Handlers will report to the Canine Team Evaluator with their canine on leash. At the direction of the Canine Team Evaluator, the Canine Team will complete the following exercises. The canine will remain under the Canine Handler's control at the "heel" position throughout the exercise.

At the "forward" direction of the Canine Team Evaluator, Canine Handlers will proceed ahead with their canine at the "heel" position. The Canine Team Evaluator will direct the Canine Team through a series of turns and movements conducted at a slow, normal, and/ or quick pace. The movements will include the following:

On Leash-

- Two right turns

- Two left turns

- Two about turns

- Two stop/ sits

Off Leash (with distraction)-

- Two right turns

- Two left turns

- Two about turns

- Two stop/ sits

- Down in motion:

While continuing forward at a quick pace, the Canine Handler will "down" their canine at the Canine Team Evaluators direction and continue moving forward until reaching a designated point (at least 30 paces away). The Canine Handler will turn and face their canine. At the Canine Team Evaluators command, the Canine Handler will recall their canine to their location by verbal and/ or hand command. The canine will return to the Canine Handler and finish in a "heel" position.

With the canine in a stand/ stay or sit/ stay position:

The canine handler from a distance (at least 30 paces away), will face their canine and wait for the Canine Team Evaluators command. The Canine Handler will "down" their canine by verbal and/ or hand command. The Canine Handler will recall their canine upon direction of the Canine Team Evaluator.

The obedience exercises should be conducted in an environment closely simulating realistic job conditions and distractions.

Search:

The Canine Team Evaluator will be fully apprised of pertinent agency policies and regulations prior to commencing the exercise. The "correct" reaction of the Canine Team may differ from agency to agency based on agency policies.

Upon command of the Canine Team Evaluator, the Canine Team will approach the designated search area on foot. At the Canine Handlers direction, the canine shall actively and independently search the test area until the hidden decoy is located, or the Canine Team Evaluator terminates the exercise.

There should be a recognizable signal ("alert") from the canine to the Canine Handler which indicates the canine has located a hidden person. The Canine Handler must be able to interpret the "alert" clearly enough to inform the Canine Team Evaluator of the hidden decoy's actual location. Once the Canine Handler has signaled the "alert" to the Canine Team Evaluator, the exercise is complete. The Canine Handler should demonstrate the ability to control their canine fully throughout all phases of the search.

Detection:

The Canine Team Evaluator will be fully apprised of pertinent agency policies and regulations prior to commencing the exercise. The “correct” reaction of the Canine Team may differ from agency to agency based on agency policies.

While demonstrating reasonable control and coordination within the Canine Team, the canine must find the identified odors within a reasonable amount of time.

There should be a recognized signal “alert” from the canine to the Canine Handler which indicates the canine has located an odor. The Canine Handler must be able to interpret the canine’s “alert” clearly enough to inform the Canine Team Evaluator of the substance’s location. Once a Canine Handler has signaled the canine’s alert to the Canine Team Evaluator, the exercise is complete.

The Canine Handler must demonstrate the ability to control the canine throughout all phases of the search. The evaluation should contain at least one blank odor in each environment evaluated. To ensure adequate odor dispersion, setup time for each sample (substance) should be a minimum of 30 minutes prior to the actual search. The actual target odor should be present for the evaluation.

Canine Team Evaluation Guidance:

The Canine Team should be evaluated by a POST trained Canine Team Evaluator prior to general law enforcement deployment and at least once annually.

The minimum requirements to be a Law Enforcement Canine Team Evaluator are as follows:

1. Should have a minimum of 5 years’ experience as a Law Enforcement Canine Handler or Law Enforcement Canine Trainer, and a minimum of 200 hours of documented training in the area(s) they are evaluating.
2. Should pass a POST certified Canine Team Evaluator’s Course. (Trainees in the course must provide verification of prerequisites to the course presenter prior to the beginning of the course.
3. In order to preserve the highest standards of professionalism and to avoid any perceived conflict of interest between the Canine Team Evaluator and the Canine Team, the Canine Team Evaluator should not have a monetary interest in breeding/ selling/ or training of the canine being evaluated. The Canine Team Evaluator should not be the Canine Handler of the canine being evaluated.

ATTACHMENT F

Attachment G- Example Training Aid Documents

The following is an example of a training aid document that may be used to maintain accountability of detection training aids. This document does not replace any documents required by an outside agency that issues substances for training to DPS Canine Programs:

Monthly Weight Records- May be conducted with and initialed by Canine Handler and either the Canine Lieutenant/Sergeant or Evidence Custodian (if using substances from the evidence locker). May also be used as a daily sign out record if substances are obtained through the evidence locker and secured for use by multiple Canine Teams in a central location or if the agency supplying the substances has no documentation requirements.

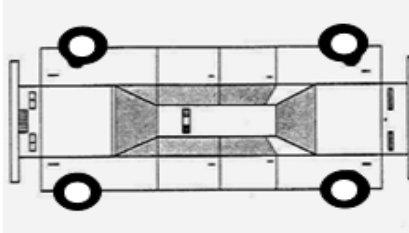
Odor Weight	Marijuana	Heroin	Methamphetamine	Cocaine	MDMA
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					
Date Weight Initials					

DATE:

Signature of Inspector

Prospective Canine Handler

ATTACHMENT H

Department of State Hospitals Quarterly Police K-9 Vehicle Inspection Form														
Date:			Time:						Vehicle #					
Mileage			Quarter: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				Assigned To:							
Lt Turn Signal:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Lic Plate Light:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Alley Lights:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Rt Turn Signal:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Wig/ Wags:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Siren:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Headlights (High):	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Front Solid Red:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	P.A.:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Headlights (Low):	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Rear Amber:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Radio:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Tail Lights:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Rear Blue:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Lt Spot Light:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Hazard Lights:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Rear Red:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Rt Spot Light:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Brake Lights:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Light Bar:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op	Seat belts:	<input type="checkbox"/>	OK	<input type="checkbox"/>	In Op
Windshield:	<input type="checkbox"/>	OK	<input type="checkbox"/>	Cracked	Fluid Leaks:	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	Upholstery:	<input type="checkbox"/>	OK	<input type="checkbox"/>	Tom
Engine Light:	<input type="checkbox"/>	Off	<input type="checkbox"/>	On	Tire Condition:	<input type="checkbox"/>	Ok	<input type="checkbox"/>	Worn	Other Defects:	<input type="checkbox"/>		<input type="checkbox"/>	
Road Hazard Equip: 8 electronic road flares					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	X = Dents O = Scrapes					
2 sticks yellow crayon or chalk					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Roll Crime Scene Barricade Tape					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 First aid kit, CPR Mask (Non K9)					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Blanket					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 AED					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Blood-borne pathogen kit, inc: Prot Gloves					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Sharps Container					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Haz. Waste disposal bag					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Traffic Safety Vest					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Hazmat Emergency Response Handbook					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Evidence collection kit					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Additional Items														
1 Functional Fire Extinguisher:					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Spare Tire: Jack, Lug Wrench, Hubcap Tool					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 High Visibility Rain Coat					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Leg Irons					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
1 Flashlight					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
COVID-19 PPE Kit ***See Below***					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Fuel Level: 1/4 3/4 1/2 Full			Oil Level: ADD FULL			Coolant level: ADD FULL								
New Damage to Vehicle: Yes _____ No _____														
**Work Order(s) Submitted: _____														
New Vehicle Damage Described Below														
K-9 Vehicle														
Clean Outside	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	*** If any discrepancies, document on NOTES section on back of form***									
Clean Inside	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No										
K9 Cage Condition	<input type="checkbox"/>	Good	<input type="checkbox"/>	Unsat										
Lockbox Condition	<input type="checkbox"/>	Good	<input type="checkbox"/>	Unsat										
K9 First Aid Kit	<input type="checkbox"/>	Good	<input type="checkbox"/>	Unusable										
COVID-19 PPE KIT CONTENTS														
1 Facemask	2 Pairs Med Gloves	1 Pair Booties												
1 Goggles	2 Pairs XL Gloves	1 Container Sani-Hands Wipes												
1 Gown	1 Red Haz-Mat Bag	1 Container Hydrogen Peroxide Wipes												
Canine Officer :	#	Canine Sergeant:	#											
Canine Lieutenant:	#	Date:												
Vehicle Sergeant Review:	#	Date:												

Attachment I- K9 Narcan Protocol

Important: Providers take every precaution to avoid self-exposure to opioids subsequent to cross-contamination while treating the K9. Take appropriate Personal Protection Actions.

If you suspect that they are overdosing, go to your NEAREST emergency clinic ASAP; call to let them know you are on the way and explain the situation so they can prepare

- If rescue breathing is needed, AVOID 'mouth-to-snout'. Use a BVM with Canine Specific Face mask (see photo).



- Recommended K9 Naloxone dosing based on current available data and clinical experience:
- K9s should be properly restrained ± have an open basket muzzle secured in place prior to administering naloxone.
- *K9s may want to bite/attack anything in their immediate vicinity, to include the handler.*
- Intranasal (IN) Up 0.1 mg/kg (or 2.5 mg per 25 kg K9) as the initial dose. The intranasal narcan comes in 4 mg; I would give your dog one whole vial.
- Repeat as needed to affect.
 - Two doses are most likely required as the duration of action of naloxone is often much shorter than that of the opioid it is being used to reverse.
 - In some human carfentanil exposures, physicians are needing to administer about 5 - 10x more naloxone than they typically use for a regular fentanyl/opiate OD.

It is important to recognize when naloxone/narcan® is needed for treating a potentially affected K9.

Similarly with humans, exposure alone does NOT always indicate naloxone administration.

- Overdose in K9s is often manifested by excessive sedation, bradycardia, and hypothermia; these cases do not always require naloxone.
 - K9s tend to have a higher tolerance to opioids than humans, particularly, as it pertains to respiratory depression.

- Administer when the K9 is:
 - Unresponsive and/or Suffering marked respiratory depression (very slow to absent breathing). Normal Temperature 99-103.5 Pulse 80-160 beat per minute, and Respiratory is 12-36 breaths per minute.
 - Here is a online article on how to perform CPR: <https://www.caninejournal.com/how-to-do-cpr-on-a-dog/>

**** WARNING: After administering naloxone, be wary that similar to people, expect the K9 to rapidly "awake" from the state of drug-induced stupor in which they may still be disoriented and be in a 'protective/defensive' mode.****

Good phone numbers for resources if you cannot get to a clinic soon.

- Animal Poison Control Center: 1 - 888 426-4435
- Pet Poison Hotline: 1-855-764-7661



Memorandum

TO: [REDACTED]

DATE [REDACTED]

FROM: [REDACTED]

SUBJECT: K9 HANDLER RESPONSIBILITIES/EXPECTATIONS

You have been assigned as a K9 Handler. To ensure that you have a clear understanding of what your responsibilities are, the following information is provided for you.

The California Department of State Hospitals Office of Protective Services Police Manual (Lexipol) Canine Procedure Manual,

Primary Duties:

The primary purpose of a Canine Team should be to enforce state and federal law in conjunction with DPS or hospital policy with the goal of ensuring and maximizing the safety of the citizens, employees, and patients that are contacted while on facility grounds or in public. A Canine Team is a valuable tool in the deterrence of criminal activity in an area of operation and assist Police Officers in the performance of their duties. Successfully utilizing Canine Teams to be visible and active in enforcement activities increases opportunities for detection and prevention of crimes. DPS Canine Teams shall not be used in a manner that violates a person's civil rights, any law (Federal, State, or Local) and/ or department policy.

Canine Teams will only be utilized to perform functions in which it is trained and/or certified to do

Canine Handler Responsibilities:

1. Ensure the canine is kept in good physical condition.
2. Provide training to personnel within DSH to cover the following:
 - a. Proper conduct around canine in accordance with DSH Policy 310.
 - b. Procedures/actions to follow if the Handler is injured.
 - c. Operational guidelines to be followed when the team is deployed.
3. Present training scenarios for the canine during the daily work shift.

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4. Record all training and activity performed by the canine in the department approved training database. Once the information is entered into the database it will be routed in a timely manner to the Canine Lieutenant/Sergeant or designee for review and approval.
5. Report any change or discrepancy in the performance of the canine that would impact the effectiveness of the Canine Team to accomplish their duties as outlined in this procedure manual to the Canine Lieutenant/Sergeant and as described by the DSH Canine policy.
6. Maintain, transport, and safeguard training aids in a secure location as approved by the Canine Lieutenant/Sergeant and as described by the DSH Canine Procedure Manual.
7. Train daily and weekly, attend mandatory evaluations, and certify with the canine on an annual basis.
8. Ensure all searches with the canine are conducted in compliance with current law and DSH policy.
9. Maintain certifications in Canine CPR and First Aid.
10. Maintain a canine first aid kit and an overdose kit that includes Naloxone.
11. Clean and disinfect the canine vehicle and kennel as needed to ensure a sanitary living and working environment for the canine.
12. Provide 24-hour care for the canine.
13. Comply with all DSH policies and procedures.

Control of the Canine:

1. The Canine Handler shall always maintain proper control of the canine.
2. The canine shall not be left unattended where it may have contact with the public, department personnel, or allied agency members.
3. Canine Handlers will ensure any “sniff” or search conducted is in accordance with department policy and does not violate a person’s 4th amendment rights.
4. While performing a “sniff” or search the canine shall be worked on-

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leash, unless the Canine Handler deems it is necessary and it does not pose a significant risk to the safety of the canine, Canine Handler, or people in the area.

5. Canine Handlers shall carefully consider adverse environmental conditions when determining the appropriate level of care and monitoring necessary to ensure the health of the canine.

Light or Off-Duty Status:

Canine Handlers shall keep in mind that all activities with their canine, whether on duty or off-duty, reflect upon the credibility of the Canine Team and DSH.

Therefore, the following shall apply:

1. Canines shall be securely kept under the supervision of the Canine Handler while off-duty. When the Canine Handler is unable to provide direct supervision of their assigned canine, the canine shall be secured in a kennel, or with a locked padlock, in a safe area such as a dog run, or fenced back yard.
2. In the event a Canine Handler is placed on extended light-duty or off-duty status, due to injury or illness, the canine, may be re-allocated, either temporarily or permanently, based on the severity or degree of the Canine Handler's aforementioned injury or illness and taking into consideration the canine's need for continuing and uninterrupted training, to the vendor, as determined by , the Canine Lieutenant/Sergeant or designee with concurrence of the Chief of Police. A Canine Handler that is able to adequately provide training and care of the canine while on approved short term (60 days or less) light-duty status may continue to do so. This will be evaluated on a case-by-case basis.
3. DSH Canine Teams shall not participate in parades, celebrations, advocacy events, presentations, demonstrations, competitions, or shows, whether on or off-duty, without prior approval of the Chief of Police, with input from the Canine Lieutenant/Sergeant.
4. Canine Handlers are not to involve themselves in an off-duty activity, which may bring discredit upon DSH or the canine program.
5. Canines are classified as state "biological" equipment and their use is restricted to official duties as outlined in the OPS Canine Procedure Manual.



Transportation of the Canine:

1. While conducting state business, the canine shall be transported in a canine patrol vehicle. If the canine vehicle is unavailable, a suitably equipped alternate vehicle should be provided, or the Canine Handler may transport the canine in a personal vehicle with the approval of the Chief of Police or approved designee, if the personal vehicle is equipped for the safe transport of the canine.
2. During transport and on patrol, the canine shall remain in the rear of the canine vehicle. The Canine Handler shall use safe driving practices when transporting the canine as they are not restrained.
3. When the canine is left unattended in the vehicle and out of the Canine Handler's immediate view, the Canine Handler shall ensure the canine has water, the vehicle is locked, the thermostat is set at an appropriate temperature, and the automated vehicle environmental control system is activated. The activation of the automated vehicle environmental control system is not required during periods of time when the weather does not pose a threat to the canine's health.
4. While on patrol, the canine security screen (if equipped) shall remain closed. This will preclude the canine from having access to the driver's compartment of the patrol vehicle and minimize the canine's exposure to handlers and passengers.

Canine Vehicle:

1. DSH shall equip and designate an appropriate vehicle for canine use while on-duty. The canine vehicle should be a truck, sedan, or SUV. The canine vehicle will not be used for non-canine operations (examples: towing and/or storing equipment).
2. The canine vehicle will be an unmarked unit with no visible lights i.e... clear light that are hard to see with the untrained eye. No light bar on top of the unit. The clear lights will be title 13 approved to include flash pattern and lights. It will have space for a canine transport system to be installed. This will include a climate monitoring system with the ability to remotely monitor it (if available).
3. The interior and exterior cleanliness of a canine vehicle shall always display a professional image of DSH. The Canine Handler shall sanitize the canine vehicle (interior and exterior) as needed, to ensure the control of fleas and/or other parasitic infestations.



4. While off-duty, the Canine Handler may transport the canine in a vehicle, which provides adequate protection for the canine and the public; and is legally registered and insured.
5. If the Canine Handler is going to be off duty for more than one week the canine vehicle may be returned to the respective DSH facility if unable to secure it at home. The canine vehicle may be used by another Canine Handler or the Canine Lieutenant/Sergeant if needed. The canine vehicle SHALL NOT be returned for use on patrol or other non-canine related operations.
6. The Canine Handler will ensure proper home storage of the canine vehicle and the vehicle shall always be locked when not in use. To ensure the vehicle is safely maintained it shall be parked in either a secure driveway or garage. A secure driveway means there is either a gate and/ or camera monitoring the vehicle while it is parked.
7. In the event a canine vehicle is out of service, a suitably equipped vehicle shall be available as a back-up until the assigned vehicle is returned to service. This vehicle will be able to safely transport a canine. Should this circumstance arise other facilities will be contacted to determine if a suitable vehicle is available to be used temporarily. If the canine cannot be safely transported, the canine will not be utilized until an appropriate vehicle is obtained.
8. In the event a handler is removed from service, the canine vehicle shall be returned to the facility to be reissued to the replacement handler.

Veterinary Services:

DSH shall arrange for a local veterinarian to provide all veterinary services necessary for the canine's health and well-being. Selected veterinarians should be well established in the community and, if possible, should understand law enforcement canine needs and have experience working with law enforcement.

See OPS Canine Procedure Manual for entire list of requirements for Veterinary Services

Injuries Inflicted by the Canine:

1. In the event of a bite, or other injury, directly attributed to a DSH canine, the Canine Handler shall immediately notify the Watch Commander and Canine Lieutenant/Sergeant. The Watch Commander shall notify the Chief of Police. The Canine Lieutenant/Sergeant shall immediately, notify the local county health department and local animal control and complete applicable forms, if

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necessary. The notification shall include a summary of the incident and actions taken after the incident. The Canine Lieutenant/Sergeant will contact the Canine Coordinator regarding the incident. The Canine Coordinator will notify the Chief of Law Enforcement.



See OPS Canine Procedure Manual for entire list of requirements for Injuries Inflicted by the Canine.

EXPECTATIONS

What is expected of you:

- Be familiar with and follow the Department Policy and Procedure Manual.
- Be familiar with and follow the OPS Policy 310 and the Canine Procedure Manual.
- Fill out Vehicle Inspection Sheet for each shift worked. The following will be included on the sheet.
 - Vehicle Condition
 - K9 Activities
 - Activity Log (Including Times/Case Numbers)
- Submit K9 Handler Monthly Report by the 5th of every month.
- Be at your assigned post on time, in proper uniform in compliance with the Departmental grooming standards and with all required equipment.
- Good attendance is essential. You are expected to maintain a good attendance record. Excessive sick time usage is not acceptable.
- Conduct yourself in a professional, courteous manner at all times while on duty. When off duty, your conduct is also expected to reflect the high standards of the department. Most important, **do not lie**.
- Support and actively participate in the Hospital's Mission of "Providing evaluation and treatment in a safe and responsible manner, seeking innovation and excellence in hospital operation, across a continuum of care and settings."
- Handle all assigned tasks.
- Respond to all emergency calls in your area of responsibility.

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- Submit all required reports completed, in the proper format and in a timely manner.
 - a) Felony, arrest, high-profile and OLES Priority 1 Incident Reports will be completed prior to the end of the watch.
 - b) Misdemeanor, OLES Priority 2, and all other report types can be held over until the next consecutive working day, unless directed otherwise by another supervisor or myself.
 - c) At no time shall you be allowed to go on RDO's or Swaps, without completing your reports.
 - d) The Watch Commander may defer from the above deadlines at his/her discretion.

- You are encouraged to make decisions in the field. You know what your duties are, and the responsibilities involved. If you have a question, contact me.

- Always use proper radio procedures.

- Practice good officer safety techniques. Report any unsafe conditions to a supervisor and complete appropriate work orders.

- Keep the K9 lieutenant or designee informed during all critical incidents.

- Care for all Department and Hospital equipment. Report defects or unsafe conditions immediately.

- Advise a supervisor of any situations that may affect your ability to perform your assigned duties. If you feel the situation warrants calling a supervisor at home, please do so.

Please sign and date this memorandum below. A copy will be placed into your supervisory file. If you wish, you may make a copy for your records.

Hospital Police Officer

Date

Hospital Police Sergeant

Date

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DPS K-9 ACCEPTANCE INSPECTION

ARRIVAL DATE: _____

45-DAY EXPIRATION DATE: _____

PLACE OF ARRIVAL: _____

TYPE OF TRANSPORTATION: _____

VENDOR NAME: _____

CANINE NAME: _____ BREED: _____

COLOR: _____ SEX: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

UNIQUE MARKS/SCARS/CHIPS: _____

CONDITION: GOOD ___ FAIR ___ POOR ___

VACCINATION RECORDS: YES ___ NO ___

- DA2PP Vaccination (Canine Distemper, Adenovirus/Hepatitis, Para Influenza, Parvovirus).
- Bordetella Vaccination
- Rabies Certification Vendor must provide proof of the above vaccinations from a veterinarian licensed in the United States at the time of delivery.

HEALTH CERTIFICATE: YES ___ NO ___

X-RAYS: YES ___ NO ___

MEDICAL RECORDS: YES ___ NO: ___

CONDITION AND BEHAVIOR OF CANINE UPON ARRIVAL: _____

COMMENTS/CONCERNS: _____

DPS REPRESENTATIVE / DATE: _____

VETERINARIAN / DATE: _____

CANINE VENDOR / DATE: _____



DPS CANINE TEAM EVALUATION FORM

Task: Obedience

Critical Tasks: Obedience and Control of K-9

Date: _____

K-9 Team: _____

K-9 Team Evaluator: _____

Location: _____

Equipment Used: _____

- | | | | | |
|-------------------------|------|-------|--------|-------|
| 1. On Leash | PASS | _____ | FAIL | _____ |
| Left Turn | Slow | _____ | Normal | _____ |
| Right Turn | Slow | _____ | Normal | _____ |
| About Turn | Slow | _____ | Normal | _____ |
| 2. Off Leash | PASS | _____ | FAIL | _____ |
| Left Turn | Slow | _____ | Normal | _____ |
| Right Turn | Slow | _____ | Normal | _____ |
| About Turn | Slow | _____ | Normal | _____ |
| 3. Down in Motion | PASS | _____ | FAIL | _____ |
| Left Turn | Slow | _____ | Normal | _____ |
| Right Turn | Slow | _____ | Normal | _____ |
| About Turn | Slow | _____ | Normal | _____ |
| 4. Down from a Distance | PASS | _____ | FAIL | _____ |
| Left Turn | Slow | _____ | Normal | _____ |
| Right Turn | Slow | _____ | Normal | _____ |
| About Turn | Slow | _____ | Normal | _____ |

Distractions: _____

Comments: _____

K-9 Team Evaluators Signature: _____



DPS CANINE TEAM EVALUATION FORM

Task: Search

Critical Tasks: Reasonable Control, Suspect Location, Signal Recognition

Date: _____

K-9 Team: _____

K-9 Team Evaluator: _____

Location: _____

Equipment Used: _____

- | | | | | |
|--------------------|--------------|--|-------------------|------------------------------|
| 1. Building Search | | | PASS _____ | FAIL _____ |
| Control _____ | Locate _____ | | Recognition _____ | Reasonable Search Time _____ |
| 2. Outdoor Search | | | PASS _____ | FAIL _____ |
| Control _____ | Locate _____ | | Recognition _____ | Reasonable Search Time _____ |

Distractions: _____

Comments: _____

K-9 Team Evaluators Signature: _____



DPS PRELIMINARY K-9 HOME INSPECTION

DATE: _____

PROSPECTIVE CANINE HANDLER NAME: _____

ADDRESS: _____

Own Rent

NAME/ TITLE OF INSPECTOR: _____

- 1. Is the home clean? Yes__ No__
- 2. Is the property owner authorization on file (If applicable) Yes__ No__
- 3. Is there space for the dog to exercise? Yes__ No__
- 4. Is there sufficient shade areas in the yard? Yes__ No__
- 5. Is there already a Dog Kennel or Run Yes__ No__
- 6. Is a K9 Crate inside the home? Yes__ No__
- 7. Are pets present in the home? Yes__ No__
 - a) If the answer is "Yes" what kind? (See notes on back)
 - b) Are there/ have there been any issues with the pets, what was the outcome? (See notes on back)
- 8. Is the K9 housed indoors during extreme weather? Yes__ No__
- 9. Does the K9 have access to continuous fresh water? Yes__ No__
- 10. Are there any concerns about housing a DPS K9 at this location? Yes__ No__
 - a) If the answer is "Yes", list the reasons (See notes on back)
- 11. Is there space for the K9 Patrol Vehicle to be safely parked and monitored? Yes__ No__

By signing below, I certify that I personally conducted the above inspection with the DPS Canine Handler. Any issues have been addressed and discussed with the DPS Canine Handler. The place of residence listed above has: **PASSED** **FAILED** the requirements to house a DPS K9 safely.

Signature of Inspector

Prospective Canine Handler



DPS K-9 HANDLER HOME INSPECTION

DATE: _____

CANINE HANDLER NAME: _____

ADDRESS: _____

Own Rent

NAME/ TITLE OF INSPECTOR: _____

- 1. Is the home clean? Yes__ No__
- 2. Is the property owner authorization on file (If applicable) Yes__ No__
- 3. Is there space for the dog to exercise? Yes__ No__
- 4. Are there sufficient shade areas in the yard? Yes__ No__
- 5. Is there already a Dog Kennel or Run Yes__ No__
- 6. Is a K9 Crate inside the home? Yes__ No__
- 7. Are pets present in the home? Yes__ No__
 - a) If the answer is "Yes" what kind? (See notes on back)
 - b) Are there/ have there been any issues with the pets, what was the outcome? (See notes on back)
- 8. Is the K9 housed indoors during extreme weather? Yes__ No__
- 9. Does the K9 have fresh water available? Yes__ No__
- 10. Are there any concerns about housing a DPS K9 at this location? Yes__ No__
 - a) If the answer is "Yes", list the reasons: (See notes on back)
- 11. Is there space for the K9 Patrol Vehicle to be safely parked and monitored? Yes__ No__

By signing below, I certify that I personally conducted the above inspection with the DPS Canine Handler. Any issues have been addressed and discussed with the DPS Canine Handler. The place of residence listed above has: PASSED FAILED the requirements to house a DPS K9 safely.

Signature of Inspector

Signature of DPS Canine Handler

