**Note:** This administrative manual was developed using best practices administrative guidelines from various agencies and organizations, with additions and clarifications. The purpose of an administrative manual is to have a living, internal document regarding canine unit management that can be modified without altering operational policy. This model manual has a timely addenda (work schedules etc.) that needs to be maintained as current and which can be replaced over time.

Agencies are free to use this manual in part or in whole as they desire. However, by its intent, it should accompany a separate operational policy.

**RIVER CITY POLICE**

**POLICE DEPARTMENT**

****

**CANINE MANUAL**

Updated: January 1, 2023

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**CHAPTER 1 ADMINISTRATIVE MANUAL**

**SCOPE AND PURPOSE**

This Canine manual provides guidelines for the administration and internal operation of the Canine Unit within the River City Police Department and shall not conflict with the River City Police Departmental Manual. In the event of any conflict, River City Police Department Canine policy takes precedence in all areas of police Canine operations.

The canine manual shall be prepared, maintained, and distributed to all members of the canine unit. Every member of the canine unit shall be responsible for being familiar with the contents of the manual. Suggestions for additions and revisions shall be submitted to the canine unit supervisor with the reason for recommended changes; the canine supervisor shall review and forward those recommendation to the canine commander with his or her insight. The canine commander shall make the decision regarding changes to the canine manual and shall authorize those changes after conferring with the chief of police.

**MANUAL AND ADDENDUM - REVIEW**

This manual should be reviewed no less than annually by the canine commander and modified as necessary. Additionally, information that must be kept current (transitional and time sensitive) is listed on the attached and referenced Addenda; and should be review for relevance and revised no less than annually. This information includes such items as work schedules, identified medical personnel and personal contact information.

**DEFINITIONS**

**Note**: also see Canine Policy

**Accidental canine bite**. Any bite to any person that is not the intended consequence of the deployment, and which is not a directed bite.

**Canine Deployment Report (CDR).** The administrative, internal report designed for the department's assessment of the canine deployment intended to identify training needs and collects data; the CDR is not part of the crime report. The CDR may be part of an approved online tracking system.

**Canine Policy.** Department policy that governs the operational guidelines of the canine unit and the deployment and use of a police canines, including the application of force and reporting requirements.

**Canine Unit Lead Handler**. A non-supervisory corporal (senior handler) position, comprised of a selected canine handler, responsible for providing line leadership, administrative oversight and responsible for new handler training.

**Canine Supervisor**. The Department supervisor assigned to oversee the Canine Unit, responsible for operational and administrative oversight including, review of all canine activities, reports, and training.

**Canine Team.** A certified Department canine (PSD) and an assigned handler (certified canine team).

**Canine Training Record (CTR).** The file required for all canines/teams which are comprised of records related to formal and informal training, certification(s) and other data as required by the department.

**Canine Unit.** The operational unit comprised of four (4) canine handler teams and a canine supervisor, which is overseen by a designated operations division captain (canine commander).

**Directed bite**. Deployment of a police canine to apprehend a suspect with the intention of causing a bite to occur.

**Exceptional circumstances**. Clearly articulable facts and circumstances which objectively support deviation from policy.

**Exigent circumstances**. Conditions requiring immediate police action where delay could cause death or serious injury to officers or a member of the public.

**Police Service Dog (PSD).** Reference to an individual police canine; interchangeable with the formal term and title of police canine within various Department policies, documents, and guidelines, as well as the law enforcement term *K9*.

**Post Bite Assessment (PBA).** The canine supervisor's formal (internal) assessment of the deployment and use of the canine in each incident to identify training issues or lessons learned for the handler, the unit, or the department.

**Significant area of deficiency**. A noted deficiency in performance which, due to magnitude (impact) or frequency (chronic in nature), creates a reasonable concern for the safety of officers and or the community. Examples include, repeated chronic failures to call-off, or out from a bite, a pattern of accidental bites of officers or other persons (poor targeting), refusing to bite when directed or chronic inability to locate suspects.

**CHAPTER 2 CANINE UNIT ORGANIZATION AND STRUCTURE**

Below is the organizational structure of the River City Police Canine Unit under the executive direction of the chief of police.

**CANINE UNIT COMMANDER Operations Commanding Officer**

Rank/ authority Captain

The assigned operations commanding officer directs the implementation of the policies set forth by the chief of police. The commander ensures that the team’s objectives and the overall operations are handled within the guidelines established by the department and the canine unit. The Commander gives the team direction towards the goals of the Patrol Division and the Department. The commander is responsible to establish and interpret policy as needed and to regularly meet with the canine supervisor no less than weekly, to provide direction and guidance or address concerns or unit business. The commander should strive to meet regularly with the entire canine unit to discuss police operations and police policy and to debrief any critical incidents or unit concerns.

The canine commander shall periodically inspect and audit the files of the canine unit including CTRs and individual training logs, CDRs and Use of Force (UOF)-PBA reports, to ensure compliance with Department command expectations, Department policy and River City Police City records requirements.

The canine commander shall periodically, no less than bi-annually, review all financial records related to canine operations, including internal expenditures and requests and expenditures related to any civilian support organization such as Friends of the River City Police Canines. The canine commander shall approve all new canine handler selections and new PSD additions to the canine unit and shall meet with the chief of police to discuss such matters to obtain concurrence as necessary.

**CANINE UNIT SUPERVISOR Assigned Operations Sergeant**

 Rank/ authority Sergeant

The canine supervisor is a primary position which may have incidental, non-conflicting, collateral duties. The primary responsibility of the canine supervisor is to provide consistent oversight and operational direction and guidance to the canine unit and its members. The canine supervisor is responsible for the following duties:

**Policy.** The canine supervisor shall be fully aware of the canine policy, this manual and all policies and authorities related to police canine operations in the city of River City , including any applicable Memorandums of Understanding/Agreements or standing Mutual Aid agreements whether written or unwritten.

**Canine investigations**. The canine supervisor shall respond to all intentional canine bites and any accidental bite or canine related injury and conduct the commensurate investigation. The canine supervisor may designate an acting canine supervisor to respond to bite relates incidents with the approval of the canine commander, when he/ she is unavailable and when the resulting injury does not directly result in hospital admission; however, the canine supervisor shall be accountable for the final investigation and related recommendations.

**Data collection and analysis**. The canine supervisor is responsible to oversee and maintain the canine unit’s data collection and analysis databases and all related internal processes, including ensuring each handler properly enters their data and completes all reporting requirements according to policy.

The canine supervisor, no less than once each 30-days shall gather and assess the following data from the canine unit and each canine team including:

* Listing of canine related activity by category (see internal data collection)
* Canine apprehension, incident details
* Bite ratios
* Training records – hours, activity and location
* Any other data, measure or information as determined by the canine commander or chief of police

The canine sergeant shall assess threshold activity related to the canine unit and individual canine team activity and shall meet with any handler when and identified threshold is met or exceeded.

**Note**: The canine supervisor shall be responsible to oversee the development/ installation and maintenance of a best practices based, data tracking and analysis software program, upon approval of such software by the chief of police.

**Hiring, selection.** The canine supervisor shall be responsible for all personnel selection for the canine unit, including participating in all interviews and other selection processes as directed by the canine commander. Additionally, the canine supervisor shall be responsible to oversee the selection and final approval of any new canine (PSD) purchases, selections or changes to the canine unit, including any assignment changes due to any identified significant area(s) of deficiency or necessary remedial needs.

**Operations.** The canine supervisor shall, when available, respond to any active canine operation and provide oversight and guidance. While the canine handler should maintain tactical and operational control, the canine supervisor shall remain accountable for the overall canine operation. The canine supervisor may delegate an acting canine supervisor to respond and assume their duties when unavailable, with the direct approval of the canine commander. The canine supervisor shall be accountable for any final investigation and or related recommendations as may be required by policy.

**Note:** During a planned event/ response or emergency, the canine supervisor shall be part of any involved ICS organization and participate in the planning/ briefings relative to canine operations.

**Meetings, communications.** The canine supervisor shall hold regular mandatory meetings with the canine unit no less than weekly. And shall meet with individual members of the unit as routinely as possible. Canine unit members shall attend unit meetings unless otherwise excused for reasons such as scheduled training, vacation or illness. Meetings may be in conjunction with unit training, however, shall not be conducted during training operations; weekly meetings should be proactive and include the following:

* Facilitation of (handler led) debriefings of recent activity
* Discussion of local, regional or national trends or incidents
* Officer/ canine safety or equipment issues
* Personnel, training or policy issues or concerns

**Liaison.** The canine sergeant shall meet with the canine commander no less than weekly to discuss the canine unit, canine activity/ incidents including mutual aid calls, unit or personnel/ canine concerns or issues and data trends. The canine supervisor shall communicate regularly with each watch commander and act as a liaison between all other department personnel and the canine unit to address issues or concerns and communicate needs or requests by the canine unit. The canine supervisor shall ensure that members of the canine unit provide regular training and debriefing to patrol watches on incidents and on canine operations, including approved field training.

**Training.** The canine supervisor shall ensure that all new canine handlers/ teams have completed a basic canine handler course and is certified consistent with current police department policy. The canine supervisor shall ensure that each handler receives update training as necessary and is current with all POST requirements. Additionally, the canine supervisor shall encourage each handler to complete advanced canine handler courses consistent with department needs and shall monitor the completion of any and all recommended or required remedial training. The canine supervisor shall endeavor to attend all in-service canine training, including weekly regional field training and scheduled certification training. The canine supervisor shall monitor the performance of each handler team and be attentive to any issues or concerns during training manifest by the handler or PSD. The canine supervisor is accountable for taking appropriate action to address any issues or concerns that are identified or come to his attention at any time.

**Note:** Within six months of his/ her assignment, the canine supervisor shall register to attend a police canine management/ leadership course such as the California POST, Canine Program Management Course and shall complete all such training within 12 months or as soon as feasible.

**Civilian canine support organizations**. The River City Police Department is proud to work hand in hand with civilian canine support organizations such as; Friends of the River City Police Canines, however, to insure organizational consistency, the canine supervisor shall be the sole liaison between the department and any such support entity or organization. While all canine unit members are expected to be supportive these community efforts, all formal requests or financial discussions shall be referred to the canine supervisor for formal follow up. Additionally, the canine supervisor shall discuss all potential financial contributions or donations of any kind with the canine commander before accepting such monies. The canine survivor shall ensure that a current agreement is in place between the River City Police Department and any civilian support organization whenever possible and before any financial proceeds are exchanged.

**Equipment inspection.** The canine supervisor shall routinely inspect and inventory all equipment carried by each canine handler and donned by each PSD either routinely or during special operations, to ensure consistency with operational effectiveness and department policy. The canine supervisor shall ensure that all equipment used and carried by each handler/ team is fully functional and meets the need of the respective team and shall requisition/ order any needed new or replacement equipment.

**Canine demonstrations.** The canine supervisor shall receive and review all Requests for Canine Demonstration(s) (form). He/ she shall be responsible to approve or deny each request with a clear rationale for after reviewing the request for safety concerns and policy considerations, including the availability of personnel. The canine supervisor is encouraged to visit any unfamiliar site location or contact the person requesting to discuss their needs. The supervisor shall obtain final approval for the request from the canine commander after providing a full briefings. Request for apprehension (bite) work shall generally be denied, except upon specific approval by the chief of police.

**Personnel.** River City Police Department line supervisors shall maintain line supervisory responsibility of canine handlers during on-duty/ working hours. However, the canine supervisor shall be the functional supervisor of the unit and individual members and responsible for unit management, unit leadership, discipline, employee evaluation and performance review. Such duties include review and approval of canine related reports as specified within this manual and the canine policy.

**Budget and finance**. Consistent with current internal department policy, the canine supervisor is responsible for all internal financial accounting for the canine unit, to include requisition and purchase of equipment and coordination with training personnel on requested POST and other training needs. The canine supervisor is accountable for maintaining accurate timely records for all financial transactions related to any civilian canine support organization. Such records shall be maintained in a secure place and available for audit by the canine commander, office of the chief of police or other responsible City of River City Police entity at any time.

**CANINE LEAD HANDLER Assigned Canine Handler**

 Rank/ authority Corporal

The Canine Lead Handler is an optional authority; a canine handler designated as a senior member of the canine team and shall have general administrative leadership responsibilities within the canine unit. The lead handler’s primary duties shall continue to be operations - police canine handler, however he/ she shall have collateral responsibilities as a unit leader. The lead handler is not a department supervisor and his/ her (non-supervisory) authority is commensurate with a River City Police Department Corporal with a specialized focus on canine unit operations with responsibilities that include the following:

* Assisting the canine supervisor on a day to day basis
* Maintaining records of all in-service training and certification training sessions to ensure compliance with internal mandatory training guidelines
* Ensure that all statistical data and training information is entered accurately into the appropriate databases by each handler at the end of his or her watch or as otherwise required
* Maintain, audit and regularly inspect the equipment of the canine unit and ensure that replacement equipment is ordered as needed
* Oversee the canine unit’s care and maintenance program; ensure that each PSD is in good health and condition and all equipment including police vehicles are in good operational condition and clean. Ensure all PSD medical needs are taken care of, and any issues are addressed through the canine supervisor.
* Coordinate weekly in-service, regional training sessions, to include coordination of responsibility for such training when hosted in River City. Such coordination includes ensuring that each handler has responsibility to facilitate training on a rotation basis and such training sessions are varied in type and location consistent with unit guidelines.
* Provide operational and administrative insight and guidance to other handlers as needed on and off duty
* Additionally, the lead handler shall be assigned as the primary training officer for any newly assigned canine handler /team and shall provide support and guidance consistent with the River City Police Department Canine Unit’s new handler training program, including completing all necessary documentation for new handler teams.

**CANINE HANDLER Assigned Canine Handler**

 Rank/ authority Police officer

The canine handler is responsible to carry out the specialized duties of canine handler, consistent with the canine policy and this manual and shall be familiar with both. The canine handler’s primary responsibility is patrol operations; however, he/ she shall be responsive to calls for service and patrol/ specialized requests requiring the needs of a canine team. The canine handler shall fulfill all training requirements and other responsibilities set forth in this manual or as designated by the canine supervisor and shall complete all data entry, reports and training records as required herein. The canine handler shall be responsive to the needs and the oversight of the assigned lead canine handler and to the canine supervisor and shall ensure he/ she fulfills all certification and training requirements required by law and policy. Each handler shall provide support and training to new handler teams as needed.

**CANINE AGITATOR (decoy) Designated police officer** (non-assigned)

Rank/ authority Police officer

The canine agitator is a valuable component of any canine unit and integral to effective in-service and certification training. Generally, members of the canine unit will provide service as an agitator. However, occasionally, a volunteer member of the police department may be selected as an agitator. Officers shall submit a requests to serve as volunteer agitators according to department policy and shall be selected by the canine supervisor. Canine agitators are not members of the canine unit and shall only act as agitators while on-duty, and only may do so after completing certification training. Compensation: the department may allocate eight (8) hours of straight-time compensatory time per month for officers serving as agitators (modifiable by the canine commander at any time to meet canine unit needs).

**CANINE HANDLER SELECTION**

 **Minimum Standards for Handlers**

The selection of a Police Canine Handler will be in accordance with the personnel selection mandates of the River City Police Department and the based on the requirements set by the chief of police. Candidates should also meet the following minimum standards:

* Minimum of two years’ experience as a full-time police officer with the department
* Good physical condition - able to fulfill the physical requirements of canine handler
* *Superior* or *Outstanding* performance evaluation on their last annual evaluation
* Display the ability to function well under pressure and possess a calm and stable personality
* Possess skills needed for public speaking and effective report writing
* Own a residence suitable to kennel a PSD or (long term) lease such a residence and have the approval for the housing of the police canine at the location by the landlord.

**Note:** The Department may require proof of long-term lease and landlord approval of improvements, including the installation of a kennel - in the form of a lease amendment or letter - to ensure a stable housing environment for the PSD, due to the necessary physical modifications (construction) that may be required at the residence (see Equipment).

* A suitable home environment that would be consistent with maintaining a PSD (i.e. number of occupants, childhood allergies etc.)
* Must be willing to commit to a minimum of three years in the canine unit.
* Understands and accepts the on-call status requirements of a canine handler.

Selection of canine handler is at the discretion of the chief of police, such minimum standards are subject to change and may include other considerations. Additionally, once assigned to the canine unit, any handler may be removed at the discretion of the chief of police for cause (consistent with the existing labor agreement), to include a determination by the chief of police that a canine handler can no longer effectively fulfill the requirements of the position.

**Announcement of Position**

Upon determining that a position is becoming available in the canine unit, the canine supervisor will prepare a memorandum in the Department’s Email system announcing the opening and listing the qualifications. The memorandum will also include the name of the canine supervisor responsible for collecting memorandums of interest and a date, by which they must be received.

 **Submission of Memorandums**

Upon the announcement of a canine handler position, interested candidates shall submit a memorandum of interest to their immediate supervisor. The memorandum will include facts establishing that they meet the minimum qualifications, a list of specialized assignments currently or previously held, and any special applicable training or qualifications they possess. The immediate supervisor will receive the memorandum of interest and shall attach a copy of the employee’s last performance evaluation to the memorandum. The memorandum may also be endorsed by any of the candidates’ other supervisors. The immediate supervisor shall then submit the memorandum of interest, along with all attachments, to the canine supervisor.

 **Interview and selection of candidate**

Upon receiving the memorandums of interest and attachments, the canine supervisor and canine commander will review the documents and screen the applicants to ensure that the minimum requirements are met. All remaining candidates will receive an interview by a panel which may include outside agency representation. The final list of acceptable candidates shall be forwarded to the chief of police for final selection.

Upon announcement of the new canine handler, the canine supervisor shall facilitate identification and procurement of a PSD as necessary and enroll the new team in the appropriate basic handler course. The new canine team shall not deploy under any circumstances until the completion of a basic canine handler course and upon written approval of the chief of police.

**New canine handler team training program**

The objective of the River City Police Department is to ensure that all canine teams have the support and training necessary to maximize their effectiveness, as well as maintain the overall efficiency of the unit, while mitigating liability. Accordingly, upon completion of the basic handler course, and upon written approval of the chief of police, the new canine team shall be assigned to the canine unit lead handler for completion of a field training program and shall effectively complete that program before becoming a permanent member of the canine unit. Should a lead handler be unavailable, the canine supervisor shall designate a canine handler to fulfill the responsibilities (without additional compensation). Such program shall be of a duration as determined by the canine supervisor but no less than six (6)-months. During the canine field training program, the lead handler or designated field trainer shall complete a daily written assessment of the performance of the canine team to include:

* Assessment of overall effective working relationship (bonding)
* Handler - decision making, handler PSD control, skill/ search technique
* Police Service Dog - responsiveness, bite control/out, search ability, drive

While many such areas are assessable during training, evaluation during patrol operations is a best practices method to evaluate a canine team’s strengths and weaknesses and likelihood for future success.

Upon successful completion of the canine team field training program, the canine commander shall approve the canine team as permanent members of the canine unit.

**Police Service Dog Section - Criteria**

All PSD’s shall be purchased and maintained by the police department. They remain the property of the department for the duration of their assignment. Police service dogs are subject to reassignment should a handler be separated from the canine unit; however, such reassignment shall only be made upon careful consideration of all the factors involved and upon fully discussing such an option with the department’s chief trainer. Retirement and/or permanent separation of a PSD assigned to the canine unit shall be in conformance with city ordinance as it pertains to city owned property.

**Acquisition of a new PSD**

The selection process for acquisition of a new PSD shall be conducted by the canine supervisor in coordination with the chief trainer and the lead canine handler. All members of the canine unit may provide insight during the process; however, the ultimate decision will be made by the canine supervisor with final approval by the canine commander and the chief of police.

They will take into consideration the following: correct drives, courage, confidence, hardness, softness, sharpness, and temperament of the dog.

**Basic canine training elements**

Prior to deployment in the field every new canine shall be competent in the following areas:

* Building and area searches
* Vehicle extraction
* Attic and under house insertions
* Slick floor searches
* Dark and tight space searches
* Unsteady surfaces
* Lifting and lowering into a tunnel
* Live gunfire
* Obedience, agility, tactical obedience and team movement

**Certification, specialized training**

Each canine team will be required to pass an initial certification as minimally prescribed by State POST. The PSD and his handler will be required to attend and pass a recertification process annually; or as otherwise mandated by the canine commander should a significant area of deficiency be noted. Teams are encouraged to attend advanced canine tactics courses, and will be required to complete an identified advanced canine tactics course before working directly with the SWAT Team (SWAT certified PSD). Additionally, any canine team selected for cross function such as narcotics or explosive/accelerant detection, shall successfully complete the requisite certification course. All specialized training shall remain current, and the assigned canine handler is responsible to ensure that all re-certifications are completed and remain current.

 **SWAT Certification**

The River City Police Department SWAT Team is a uniquely specialized, high risk element with a distinct leadership command structure; accordingly, police canine may have a specialized but limited role in SWAT operations. Accordingly, it is critical that canine teams which are selected to become SWAT certified, regularly attend scheduled in-service training with the SWAT Team.

Canine handlers may formally apply through the canine supervisor to become a SWAT Certified canine team after they have completed one-year of service as a patrol (basic) certified canine team. Decisions will be made by the canine commander with concurrence of the SWAT commander and approval of the chief of police. A structured course of instruction in SWAT canine deployment shall be completed prior to such deployment. Canine teams that are to be deployed with SWAT shall participate in quarterly training with the SWAT team to maintain their SWAT certification. SWAT certified canine teams can miss no more than one quarterly SWAT training session, or they shall lose their SWAT certification. Thereafter, the canine team but reapply for SWAT certification and may be approved or denied by the canine commander.

**Narcotics Detection Certification**

Canine handlers may apply to become a narcotics detection [cross] certified canine team after they have completed six (6) months as a patrol (basic) certified canine team. Decisions will be made by the canine supervisor and after he/ she has had an opportunity to assess the PSD’s potential for success but no later than one month from the date of application.

Upon selection, the canine team shall attend and complete an appropriate POST certified narcotics canine detection course; and upon receiving certification, the newly assigned narcotics detection team shall endeavor to shadow (observe) current canine unit narcotic detection teams (when time and schedules permit) when they are conducting searches - for a period of (3) three months, to gain experience and insight. All such activity shall be documented in the newly certified team’s CTR. All certified narcotic detection teams are responsible to attend a narcotics re-certification course annually.

**Canine officers as Department trainers**

When practical, canine handlers should endeavor to provide training on canine operations to new officers or to patrol or detective watches during in-service or field training. Field training officers should endeavor to have probationary officers work with or receive incidental training from canine team members.

**CHAPTER 3 CANINE TRAINING**

**RIVER CITY POLICE CANINE - CHIEF TRAINER**

For consistency and to ensure professional effectiveness of the canine unit, the River City Police Department shall identify and retain an identified Chief Trainer (individual or organization), which shall act as principal training expert to complete (re)certifications, coordinate training objectives, certify new dog teams and be available to address remediation and other training issues and concerns. The current chief trainer information shall be attached as an Addendum to this manual and updated as necessary.

**Mandatory canine training**

An effective and proficient in-service training program is fundamental to effective police canine operations. Accordingly, it is required that all canine teams attend and participate in scheduled training sessions; as well as work with the chief trainer to ensure that any identified training needs are identified and addressed in a timely manner. The canine supervisor or lead canine handler is responsible to publish training schedules, identify River City Police training sites, audit attendance, and ensure canine unit training records are completed.

**Weekly regional training**

The canine unit is a member of a regional, multi-agency training group which accomplishes in service training at various sites and locations. The canine supervisor or the lead canine handler is responsible to coordinate such training and may delegate that responsibility to various members of the canine unit.

It is important to note that each police agency may use differing police tactics and will have separate and distinct policies involving use of force and canine operations. Regardless of the locale or the training scenario involved, canine officers are to base all operational and tactical decisions on River City Police Department policy, guidelines, training, and this manual.

All canine handlers shall completely and accurately document all training in their CTR as mandated herein. The canine supervisor or lead handler will be responsible to audit all training records to ensure compliance and member attendance and participation. In-service and certification training is a primary duty assignment, and each canine team shall attend unless excused by the canine superior due to illness/injury or handler or canine, scheduled vacation or conflicting Department responsibility (training, court etc.).

The lead handler (or most senior handler when no lead handler is assigned), shall ensure that the on-duty watch commander is aware of the location and times of the regional training. All handlers shall monitor River City Police radio communications and remain attentive to police service needs and emergency traffic within the city.

During all in-service training or during any canine competition, canine handlers shall:

* Maintain their canine secured in their assigned police vehicle or other secure place (i.e. kennel) when not actively engaged in training, competing or staging
* Wear all appropriate agitator equipment and safety gear as appropriate for the scenario
* Ensure their canine is securely leashed as is appropriate when not on an active search or during an active apprehension deployment as is consistent for the training.

 **Monthly Canine Training**

All canine teams shall attend monthly training with the designated chief trainer at a specified site. Attendance is mandatory and required to maintain certification. Should an individual handler need to be excused and endeavor to reschedule a monthly training session, they may do so only with the approval of the canine commander. Any missed monthly training session shall be made up at the discretion of the chief trainer. Generally, canine teams will be decertified automatically if they miss two consecutive monthly training sessions.

Each canine handler shall complete an accurate CTR subsequent to each monthly training session. The canine supervisor or lead canine handler shall be accountable for auditing and maintaining all monthly training records.

**Annual Re-certification**

All canine teams are required to complete and pass a POST compliant (re)certification course each year as designated by the Department’s chief trainer. The certification shall be completed timely to the team’s previous certification anniversary date. Any team failing to complete the required certification within 60-days of that anniversary date shall become decertified. The chief of police retains the discretion whether to allow a decertified to team to attempt recertification and may do so when such circumstances involved long term injury or illness of either team member or other exceptional reason.

**Controlled substance training aids**

Controlled substance training aids are required to effectively train and maintain drug detecting dogs. Further, controlled substances can also be an effective training aid during training sessions for law enforcement personnel and the public.

All duly authorized peace officers acting in the performance of their official duties and any person working under their immediate direction, supervision or instruction are immune from prosecution under the Uniform Controlled Substance Act while providing substance abuse training or canine drug detection training (Health & Safety Code $ 11367.5(b)).

Health & Safety Code §11367.5 provides that any Sheriff, Chief of Police, the Chief of the Bureau of Controlled Substance Enforcement, or the Commissioner of the California Highway Patrol, or a designee thereof may, in his or her discretion, provide controlled substances in his or her possession for training purposes:

* 1. To any duly authorized peace officer or civilian drug detection canine trainer working under the direction of a law enforcement agency
	2. Provided the controlled substances are no longer needed as criminal evidence
	3. Provided the person receiving the controlled substances, if required by the Drug Enforcement Administration, possesses a current and valid Drug Enforcement Administration registration that specifically authorizes the recipient to possess controlled substances while providing substance abuse training to law enforcement or the community or while providing canine drug detection training

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

* All necessary controlled substance training samples shall be acquired from the River City Police Department's evidence personnel or from allied agencies authorized by Health & Safety Code §11367.5 to provide controlled substance training samples.
* All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler. The weight and test results shall be recorded and maintained by this department
* Any person receiving controlled substance training samples pursuant to Health & Safety Code 8 11367.5 shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances
* All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine supervisor with a copy forwarded to the dispensing agency
* All controlled substance training samples will be stored in locked metal or plastic boxes at all times, except during training. The locked metal boxes shall be secured in the trunk of the canine handler's assigned patrol unit or stored in a locked evidence locker.
* The canine supervisor shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
* Any unusable controlled substance training samples shall be returned to the Investigative and Support Services Division or to the dispensing agency
* All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency

There are no exceptions to this procedure

 **Additional training**

Canine handlers are encouraged to seek any additional operational/ tactical training that will improve the quality of the individual canine team, as well as the entire unit. Course requests should be submitted according to Department policy. Such additional training must not conflict with River City Police Department policy or canine unit guidelines and shall be pre-approved by the canine supervisor.

 **CANINE COMPETITIONS AND TRIALS**

Canine officers are encouraged to participate and compete in police canine trials and competitions. Requests to attend such competitions shall be forwarded to the canine supervisor no less than 30-day prior to the date(s) involved. The canine supervisor will endeavor to accommodate the canine handler’s schedule. The canine unit is encouraged to participate in such trial and competitions as a team when operational needs and work schedules permit.

**CHAPTER 4 CANINE RECORDS, REPORTING and DATA COLLECTION**

**Note:** This administrative Manual will provide general reporting guidelines for the files, reports/ forms (uses and purposes). Specific requirements relative to canine operations/ field deployment mandates and incident documentation is outlined in the Department’s canine policy,

The canine unit is a valuable component of the River City Police Department. Consequently, while the unit is comprised of police officers fulfilling essential duties, due to the specialized nature of canine policing, and the need to capture general and incident specific data, the mandatory reporting requirements are unique and include the following:

**REPORTS and FORMS**

**Canine Deployment Report (CDR)**

The CDR report is used to document all non-training related canine activity of any kind and will be completed at the conclusion of each shift. The CDR is used to capture and maintain data for regular assessment and for identifying trends or unit or Department needs or concerns.

The canine handler shall ensure that the CDR is complete and includes:

* Source of activity
* A brief operational summary (i.e. *termination of armed robbery vehicle pursuit)*
* Rationale for deployment

**Note**: Here, the canine handler merely should state what factors were involved in the decisions. The canine handler’s Crime Report or Supplemental Crime Report(SCR) will be primary reporting process used to assess the UOF and will be cross referenced.

**Note**: The CDR is an internal, administrative report and shall not be used in lieu of an officer’s crime/ arrest report

* Name of approving supervisor
* Type of search
* Description of area searched (large warehouse etc.)
* Announcement made and time(s) made (i.e. *standard search announcement made via PA at 1813 hours*)
* Times/duration of searches
* Duration of any involved bite(s). Approximate/ based on recordings when available
* Outcome of incident (i.e. arrests, booking charges, injuries etc.)

**Note:** Whenever a canine handler does not complete or submit a CDR, he/ she is certifying that their PSD was not deployed during the period/ shift.

**Note:** Additionally, the handler shall note any performance or training deficiencies (needs) in the canine’s individual CTR, and any follow up training conducted on the training log. For example, the canine misses a suspect on an initial search - the issue is not relevant to the SCR - but will be documented on the CDR related to the incident and in the canine’s internal CTR for training purposes. Additionally, all subsequent training to remediate the issue(s) identified will be recorded on the CTR. The canine handle shall ensure that the canine supervisor is apprised on the completion of any schedule or pending remedial or follow up training.

Unless otherwise directed, the CDR shall be completed and submitted to the canine supervisor within three (3) working days of an operational deployment.

**Canine Supervisor’s Duty - Canine Deployment Report**

The CDR is to be completed by a canine handler subsequent to any operational deployment. When a CDR is completed subsequent to a non-accidental canine bite, the canine supervisor shall:

* Review the document for consistency based on his/ her UOF-Post bite assessment (PBA)
* When appropriate, meet with the involved canine hander and discuss the performance of the canine and any training or remedial needs identified by either the canine handler or the canine supervisor on upon his/ her assessment
* Complete the final assessment portion of the CDR

**Note:** This assessment is not merely a recitation of the involved UOF-PBA but may discuss any prior or related incidents or patterns (improvement or deterioration of performance) relative to this incident. For example, the UOF-PBA report will discuss the search ability problems that occurred, while the CDR will discuss the pattern of similar occurrences, and include an evolving strategy for remediation

* Ensure that the canine handler completes any remediation or training needs and documents those efforts in the CTR and the canine handler’s training log.

**Note:** Any time frame for remediation is at the discretion of the canine sergeant depending on the severity of the training need; the canine handle shall ensure that the canine supervisor is apprised on the completion of any schedule or pending remedial or follow up training.

**Canine Commander’s Duty – Canine Deployment Report**

When a canine bite occurs, consistent with the canine policy, the canine commander shall review all documents related to any non-accidental canine bite including the CDR and any other related reports. The canine commander may discuss the incident with the canine supervisor (and or the chief of police as necessary) and may take any actions deemed necessary such as require additional investigation or mandate additional training to the involved canine team or the canine unit (i.e. require a canine unit debriefing on the incident etc.). The canine commander shall indicate on the related CDR than he/ she has reviewed the incident (i.e. initials or signature) and include any insight deemed necessary

**Canine Training Record (CTR)**

The CTR is the primary informational file and record-of-training and certification for the individual PSD and canine team. This physical file is maintained by the individual handler, however the CTR is to be stored within a centralized, secure office space such as the canine supervisor’s office. The canine handler is accountable for ensuring that the CTR is complete, up to date and accurate. However, the canine supervisor with the assistance of the lead handler shall routinely audit each CTR, no less than once monthly.

All critical records related to the canine are to be included in the CTR including:

* Critical information and documents related to the PSD such as purchase/ acquisition records, health records
* Photograph and identification cards/ documents
* Veterinarian, vaccination/ and health records
* Competition information and results
* Passport and or entry documents for foreign/ imported dogs
* All certification/re-certification records and results
* Recordation of training that has been completed
* Training Logs

**Note:** The training log is deigned for the handler to timely record training, which is then captured by date in the CTR (i.e. database). The training logs should be maintained in the CTR for a designated period, consistent with the Department records retention guidelines.

**Training Log**

The training log (log) is the handler’s record of when training occurred throughout a period of time (i.e. shift or week). Canine handlers are required to conduct regular, individualized training with their PSD while on and off duty, independent of standardized certification and regional training. Such training may be part of a call-for-service or canine deployment. Handlers should endeavor to complete a minimum/ average of 30 minutes of training daily (210 minutes per week) and record that training on their written training log.

**Note:** Canine deployments themselves shall not be considered training and shall not be recorded as such; however, training may be conducted subsequent to a deployment when deployment does not involve a bite or injury.

Canine handlers are required to maintain a log of all training including all formal/ certification and informal training. The individual training log is to be maintained within the secured CTR (not within the handler’s personal files). The information from the individual training logs is subject to electronic data entry and shall contain:

* Dates/ times training conducted
* Duration of each training session
* Whether it was an independent, regional (weekly), monthly (chief trainer), certification/ re-certification session
* Type/ area of training (obedience, search or bite-apprehension work etc.)

Additionally, any remedial areas that are covered in training shall be identified and discussed in the training log. For example, when a supervisor’s assessment within a UOF - bite report identifies a remedial need, any training related to that remediation must be discussed and result included in the training log.

**Note:** Canine handlers may retain copies of their log and notes related to the canine’s operational or training performance; however, all original documents shall be maintained (subsequently stored) within the CTR. When a handler maintains copies of notes, they shall be retained in a secure place and are subject to audit and discovery consistent with the Department records retentions regulations and policies.

**Note:** Canine handlers with cross trained canines shall ensure that any training specific to their specialization is documented and maintained according to this Manual.

**DATE COLLECTION AND ANALYSIS**

It is the objective of the River City Police Department to capture accurate data and maintain precise records as a means to assess the operational effectiveness of the canine unit and individual teams, and to ensure consistency with best practices in police canine operations. Capturing and assessing canine operational and training data also provides an opportunity to develop realistic objectives and to identify and meet current and future training and unit needs.

**Data collections process.** The canine supervisor under the oversight of the canine commander will be responsible for developing and maintaining a data collection and assessment (software/ infrastructure) process, either through internal development or through the implementation of an identified vendor (off-the-shelf) process, consistent with Department or city requirements.

**Data entry.** Upon implementation of the data collection and assessment program, the canine supervisor shall be responsible to ensure that all relevant data from the CTR (training information) and the CDR is entered in a timely manner, no later than five (5) days after the submission of those documents. Thereafter, regular reports may be generated and reviewed as necessary.

**Note:** Any guidelines or new policies issued which impact this provision should be attached as an Addenda to this manual.

**Data review- analysis**. The canine supervisor shall be responsible to pull reports no less than monthly to assess the canine unit and its member teams for identified trends, patterns or thresholds and take any necessary action in response. The canine supervisor shall brief the canine commander on the outcome of the monthly reviews and provide him/ her with a copy of the related reports.

**CHAPTER 5 CANINE CARE, MAINTENANCE/ EQUIPMENT**

 **HANDLER RESPONSIBILITY**

A PSD is entrusted to the handler is the sole responsibility of the handler for care, feeding, grooming, cleanliness, training, and maintenance of performance standards. The PSD shall be groomed, inspected, and worked /exercised regularly. Dog kennels shall be cleaned daily and maintained in a sanitary condition. Dogs shall be fed only the prescribed diet, as recommended by the city veterinarian. Any sign of injury or illness is to be reported to the supervisor or lead handler immediately and the handler shall ensure that the canine is taken for treatment by an appropriate (city or emergency) veterinarian.

By accepting the responsibilities of canine handler, each officer understands and agrees that the canine maintenance and housing program is subject to inspection at any time upon cause (i.e. emergency), or with 24-hours’ notice by the canine supervisor. The inspected handler shall allow access to all areas where the canine is house and where maintenance occurs within the workspace, vehicle or home.

**CANINE PATROL VEHICLES**

***Vehicle equipment***

All canine handlers will be assigned a specially equipped and marked canine vehicle. In addition to the standard equipment installed in all vehicles, each will be equipped with the following:

* Decals on roof with "RCPD CANINE" or similar marking
* Reflectorized decals on rear door stating “POLICE CANINE CAUTION” or similar
* Malinois or German Shepherd decals upon the rear windows
* Automatic rear door opener with remote control and a safety strap
* Tinted rear windows
* Canine security screens on the rear windows and driver's partition
* Removable rear platform
* Rear circulation fan or air conditioner
* Protective metal covering the entire rear compartment
* Interior temperature warning alarm with ignition security
* Kill switch
* Police mobile radio
* Specialized entry or search tools
* Other items deem necessary by the canine supervisor
* Temperature control device/ equipment

**Relief / Spare Canine Patrol Vehicle**

Whenever possible, the department will provide a relief canine vehicle for transportation of the police service dog to and from work whenever the canine vehicle is down for maintenance.

**Holding Cage**

During those times when the dog cannot be left in the back of the unit the department may also provide a hold cage(s) for canines while at the station.

**Note**: Handlers may bring their PSD into the station when approved by the canine supervisor (i.e. absent behavior concerns). Handlers are responsible for the behavior of their PSD with other employees, members of the public and other PSDs and shall take any necessary actions to maintain control of their PSD.

**Care and Use of the Canine Vehicle**

Each canine handler shall maintain their assigned vehicle in good working order; interior cleaned as needed. The canine vehicle may be detail cleaned every six months by an approved city car wash service.

Canine vehicles may be used for all department business and are subject to inspection by the canine supervisor or canine commander during duty hours or with 24-hours’ notice

**STANDARD CANINE PATROL UNIFORM**

**Shirt**

Standard BDU 2-pocket blouse, long or short sleeve. The shirt shall be black in color and replaced when worn. The pocket corners will be sewn down. The shirt will have the following items embroidered on the face of the shirt:

* RCPD badge above the left shirt pocket, with the officer’s serial number sewn into the badge number area
* The officer’s last name, above the right shirt pocket
* Designated K9 patch affixed to the right shirt pocket flap, aligned to the left, vertically centered

**Trousers**

Trousers will be a standard BDU 6-pocket trouser.

The trousers shall be black in color and replaced when worn. The cargo pocket corners will be sewn down. Utility pockets may be sewn into the trousers. The pant legs may be worn straight or bloused.

**Undergarments**

A white or black T-shirt will be worn underneath the standard BDU shirt. Black T-shirts with excessive wear shall not be worn. White socks may only be worn with boots that are tall enough that the socks are not visible.

**Boots**

The boots authorized for canine handler are black leather or other material approved by the canine supervisor.

**Sam Brown Belt**

The Sam Brown belt authorized for canine handlers is the same as authorized for patrol officers. Due to the nature of the duties performed by canine Officers, handlers are encouraged to utilize nylon-type gear due to the ease in cleaning and maintenance. The canine handler may wear a drop style holster, which will be provided by the department.

**Quick/ door release**

The handler may wear an approved remote control door release on his/her belt. The holster for the remote shall have a design that prevents accidental activation.

**Hat**

Canine handlers may wear either the standard uniform hat, or the approved ballcap while in uniform. The RCPD embroidered canine handler’s hat is authorized during inclement weather or extreme heat.

**Class-A Uniform**

All canine handlers will maintain a serviceable Class A uniform as described in the RCPD manual.

**ADDITIONAL UNIFORM**

**Canine - Special Tactical Uniform (STU)**

This STU may be used when canine handlers are assigned to SWAT or other specialized operation.

**STANDARD CANINE EQUIPMENT**

**Issued equipment**

Upon assignment, the handler will be issued specialized equipment, including but not limited to:

* Hard Sleeve
* Leashes
* Fur Saver Collar
* Pinch Collar
* Muzzle
* Gloves
* Retractable Long Line
* Canine First Aid Kit
* Gas Mask
* Brushes
* Shampoo
* Nail Clippers
* Pooper Scooper
* Undercover Sleeve
* External Level III body armor
* Bowls and other related kennel gear
* Canine patrol vehicle, AR-15 rifle, 12 gauge shotgun (if qualified)
* Approved holster and utility belt

**EQUPMENT – KENNEL INSTALLED AT RESIDENCE**

Canine handlers understand and accept the specialized housing requirements required of the position and agree to have those mandatory modifications made to their residence. Accordingly, the City of River City Police will provide the following upon request:

* Concrete poured at the handler’s residence, sufficient/ suitable for placement of the kennel
* One cold water line installed to the kennel
* One chain-link kennel, at least 50 square feet with a roof and lockable door
* One doghouse

**Note:** Such installation may only be completed on property owned by the handler or which has a long term lease; with the written approval of the landlord.

**EQUIPMENT - GENERAL**

**Damaged Equipment**

When any of canine equipment is seriously damaged or worn or rendered useless due to wear or breakage may be replaced at the direction of the canine supervisor.

**Care of Equipment**

The care and maintenance of the issued equipment shall be the responsibility of the canine handler. Equipment shall be kept in good working order by each handler. Requests for additional or replacement equipment shall be made through the canine supervisor or lean canine handler and will be replaced at the discretion of the canine supervisor and or canine commander.

 **Expenditures - supplies**

All purchases of dog food and other equipment will be purchased through an approved department vendor and/or businesses. Boarding will be done at the department approved boarding sites. Any deviation shall be approved by the canine supervisor or lead handler.

**Note:** Approved vendors and boarding facilities should be attached as an addenda for timely reference

**Flea abatement**

Each handler may have their homes and kennel area sprayed for fleas by a city-approved vendor. It shall be the handler's responsibility to contact the vendor and coordinate the spray. Any canine handler facing a serious infestation shall notify the canine supervisor or lead handler, who shall take measure the prevent contamination of the other PSDs.

 **Petty cash expenditures**

Canine handlers shall endeavor to obtain pre-approval for all petty cash expenditures by the canine supervisor or lead handler. Such approval may be general in nature (i.e.. approval to purchase a Kong or shampoo whenever needed etc.). Whenever such expense is incurred, the handler will sign the receipt and submit it to the canine supervisor within 10-days of such expense being incurred.

Handlers shall not initiate treatment for medical problems associated with the dog except as directed by the veterinarian. Matters outside of routine care may be arranged after notification to the canine supervisor or lead handler.

**CHAPTER 6 CARE AND CONTROL OF POLICE SERVICE DOG**

**ON DUTY**

The canine handler is responsible to maintain control of his/ her PSD at all times as follows:

**General**

When not secure in a canine equipped vehicle, the canine is generally to be on leash/ lead on harness or otherwise constrained - while not in an off-leash/ lead search or apprehension mode or during active training.

A Police canine shall be brought into any restaurant or other business or residence unless on police business. Canines should not be allowed to jump onto any police vehicle.

Canine handlers who become aware of any condition in the workplace or in the field which may present a hazard to any PSD (i.e. chemical spill, wild animals or serious construction area hazards), the handler shall notify the other members of the canine unit and the canine supervisor without delay.

Canine handlers must always ensure other Department personnel are aware of the general dangers associate with a PSD. Individuals should not give commands to the dog, pet, play with or feed the PSD. They should never enter a PSD’s space such as in a kennel or vehicle.

**Vehicles – general**

While on-duty, the PSD shall remain in the canine vehicle or otherwise secured as designated in the manual. Canines shall not be left unattended in a manner in which they may have contact with the public or be placed in danger.

When leaving the dog unattended in a vehicle, the handler shall secure and lock all doors in the vehicle. The rear window may be lowered for ventilation providing the metal screens are in position (see also Extreme weather, emergency conditions).

**Extreme weather, emergency conditions**

On a 78-degree day, the temperature inside a parked car can soar to 100 degrees in just minutes, and on a 90-degree day, the interior temperature can reach as high as 109 degrees in less than 10 minutes. Animals can sustain brain damage or even die from heatstroke in just 15 minutes.

Consequently, a PSD shall never be left unattended in a police or a handler’s personal or other vehicle during inclement weather involving extreme heat or cold or during other dangerous condition (i.e. flooding or wildfire). The Department encourages use of temperature monitoring devices and air conditioning control and monitoring systems with approval and install by certified City services or contractors. It is the handler responsibility to be vigilant for the health and welfare of their PSD partner. Should a police PSD be injured or killed as a result of the reckless or negligent actions of a handler, the police officer may face serious repercussions both internally and criminally.

 **Ride-a-longs in canine units**

Ride-a-longs in canine units shall be restricted to any sworn police personnel (i.e. out of state officer); during ride-a-longs, the sliding window of the divider cage shall remain closed and secure. Prior to the ride-a-long, the canine handler shall conduct a full safety briefing for the rider regarding his/ her expectations should a canine deployment occur. Additionally, the rider shall complete and sign a written waiver, to include the additional risks associate with deploying with a canine unit prior to entering service.

**OFF DUTY**

While off-duty, the PSD should be kept secured in a kennel (or vehicle under the direct control of the canine handler). The PSD is the property of the RCPD; and the handler shall not present or represent the PSD as a family pet in the public (off-duty) or to any person. Additionally, the handler shall never conduct any unauthorized demonstration of any kind (i.e. friends and or family etc.).

**Canine - Injury or illness**

The canine supervisor shall be notified as soon as practical of any illness or injury, or any medical treatment received either in an emergency or routine nature. All injuries, illnesses, and medical treatment will be documented and maintained in the relevant internal records.

**MEDICAL**

 **Department veterinarian**

The Department maintains a regional, contracted veterinarian for use by the canine unit, who shall provide routine medical care and examinations, and emergency treatment when available. However, in the event of an emergency, any available qualified licensed veterinarian may treat the PSD; however, when practical, the department veterinarian shall be consulted and notified. All emergency treatment records shall be obtained and subsequently forwarded to the Department’s contract veterinarian.

The current Department veterinarian and alternative veterinarian resources are listed on Addendum1 of this manual and that information and Addendum shall be reviewed and updated as necessary.

 **Pre-purchase medical screening**

Prior to purchasing a new PSD, the identified dog will be examined by the department's veterinarian. This examination will include blood work, teeth exam, hip certification and x-rays of the entire body, screening for any medical problems or disease.

**ASSIGNMENT**

Canine teams are to be assigned to operations - patrol division (patrol shifts), and consequently are subject to line supervision of on-duty operations sergeant and lieutenants. Each canine handler will perform normal patrol duties as defined by the River City Police Department Manual and may be assigned as roving units at the discretion of the field supervisor.

**Duration of assignment**

By accepting their assignment to the canine unit, handlers agree to remain in the unit for a minimum of three years.

**ON-CALL GUIDELINES**

**Handler on-call schedule**

All canine handlers shall remain available and on-call by pager or cell phone on a 24-hour basis (consistent with any existing labor agreement) according to the current call out rotation schedule. During their period of on-call, canine handlers shall be prepared to respond during off hours to operations within the City of River City or to another jurisdiction. No canine handler should be intoxicated or have an excessive (ETA) driving distance to the incident while during on-call status. In the event that an on-call canine handler is unable to respond for any reason, he/ she shall coordinate with the canine supervisor to facilitate the response of another on-call canine handler. The canine supervisor shall ensure that a current on-call schedule is always available.

Generally, absent exceptional circumstances, a canine team shall not be called out while off duty for use by an outside agency. Such call out shall only be approved by the canine supervisor after assessing the circumstances and need of the agency.

**CHAPTER 7 CANINE ASSIGNMENT WORK SCHEDULE**

 **Crew Assignment**

Canine handlers will generally be assigned to one of three shifts

Shift 1

Shift 2

Shift 3

Because work schedules are subject to change, the current work schedule is listed on Addendum 2 and or otherwise posted. This addendum should be reviewed regularly and changed when any changes or revisions are made.

 **Work Hours and Payback**

Handlers are assigned to a modified four-ten schedule. They work three-10 hours days in patrol and their fourth day is a training day. Their fourth day consists of four hours of canine training and four hours *care and maintenance* for their dogs. Handlers shall also attend an eight-hour training session with the Departments chief trainer for the completion of monthly payback.

**PUBLIC RELATIONS**

 **Request for demonstrations**

All requests from the public for canine public/ community demonstrations should be submitted on a Department Request for Canine Demonstration form and forwarded to the canine supervisor for review and approval or denial (with the concurrence of the canine commander). Generally, no agitator/ apprehension/ bite work is to be performed (apart from muzzled work) during any public demonstration. Any exceptions must be specifically approved by the chief of police in writing on the Request for Canine Demonstration form.

The canine supervisor shall assign a canine team to conduct the demonstration (on a rotational or needs basis) and shall fully discuss/ brief the handler regarding the parameters and limitations of the demonstration or presentation. Any oral presentation shall be written and preapproved by the canine supervisor.

Any other requests for personal appearance or for a speaking engagement shall be directed to the office of the chief of police for review.

 **Public appearance or demonstration – uniform appearance**

Any canine personnel assigned to any public relations duty such as a speaking appearance of demonstration, shall prepare themselves, their PSD, and all the equipment in such a manner as to present a professional image to their audiences. Uniform apparel shall be appropriate black canine uniform.

**CANINE MANUAL ADDENDA**

**The attached ADDENDA items should be changed or updated as necessary and should be attached to the Manual in addition to any distributions.**

**Additionally, any relevant notices, orders, memorandum or other timely documents may be attached as Addenda to ensure a ready resource location.**

**ADDENDUM 1**

Updated March 1 2019

**Department Chief Trainer 24-hour contact information**

Carl Yatz

Yatz Training Center

555-555-5555

**Contract Veterinarian**

Dr. Furman

River City Medical Center

599 River Ave, River City

555-555-5555.

**Emergency Pet Clinic**

Animal Emergency Clinic

3000 W River Rock Road

East River City

555-555-5555

**Other approved veterinarian/ locations**

**Other resources (notes):**

**ADDENDUM 2**

**WORK SCHEDULE**

Interval: Deployment Period 5-2023

\* On Call

**SHIFT 1**

\*K9-1 Rogers/ Eko

K9-3 Edwards/ Riley

**SHIFT 2**

K9-2 Ornales/ Circo (X-Narco)

**SHIFT 3**

\*K9-4 Giliham/ Nero (X-Narco

K9-5 Hillard/ Falco

**IOD/INJURED**

None

Officer

**ADDENDUM 3**

Updated: March 1, 2019

**APPROVED VENDORS AND BOARDING FACILITIES**

**Housing/ kennel – long term**

Sunshine Kennel

Call: Debbie for space 555-555-5555

**Dog food**

Janco Distributors

2301 River Road

Purchase code #686

**Equipment/ supplied**

Dog Show Specialties

1222 Haver Rd

Haverville

555-555-5555

**ADDENDUM 4**

**TRAINING SCHEDULE** 2023

**Revised:** 1-2-2023

**Certification dates open @ Yatz**

March 14th

May 3rd

Jul 22nd

Sept 4

Dec 19

**Region Training in River City**

**Tuesdays 1900**

Site 1: Industrial Yard (code 4455)

Site 2: Zelco dist (side gate access)

Site 3: Rogers and Rogers (call Ed to confirm)



[WWW.USPCAK9.COM](https://d.docs.live.net/f46843e2c3aebbc7/Pictures/Documents/WWW.USPCAK9.COM)

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