

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

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I. PURPOSE

To establish procedures and regulations governing the, training, use and administration of police service dog teams employed by the Anderson Police Department. These teams will be referred to throughout this manual as "K9" teams. This Standard Operating Procedure shall define the authority and responsibility for their use.

II. POLICY

Utilization of properly trained police service, dogs represent a highly cost effective and reliable asset to law enforcement personnel, by utilizing the canine's acute olfactory and hearing senses. The police service dog also provides a psychological deterrent by their presence at the scene of potentially conflict or disturbance.

Areas of potential deployment for K9 teams may include, but are not limited to:

- Building Searches
- Open Area Searches
- Evidence Searches / Article Recovery
- Tracking or Trailing
- Narcotics / Controlled Substances Detection
- Back-Up for Violent / Potentially Violent Calls
- Back-Up for Misdemeanor & Felony Arrests
- Crowd Control and Disbursement

Pursuit/Apprehension at Vehicle and Foot Pursuits
Protection of Citizens & Law Enforcement Personnel

A. AUTHORITY AND RESPONSIBILITY

1. The K9 Lieutenant or Supervisor is responsible for the general supervision of those K9 teams assigned to support patrol and other functions within the Department.
2. A supervisor at the rank of Lieutenant or Sergeant will be assigned as the K9 Unit supervisor and shall assume the responsibility of supervising and administering the day-to-day operations of the K9 Unit. The K9 Unit supervisor will report to the Chief of Police, or his designee.
3. The K-9 Unit supervisor shall be responsible for the following.
 - a. General supervision of the K9 teams when on-duty and available
 - b. Appointing and maintaining a dedicated and accredited trainer for the K9 team.
 - c. Review and inspection, bi-annually, of all K9 team training and deployment records
 - d. Inspection of all issued K9 equipment on a regular basis
 - e. Ordering of all food rations, canine specific equipment and medical care as needed
 - f. Coordinating all community relations demonstrations
 - g. Assisting in the training of other Law Enforcement Agency's K-9 Units with the approval of the Chief of Police
 - h. Approval and coordination with other Law Enforcement Agency's their requests for assistance using this agency's K9 Units
 - i. Coordination and assignment of K9 teams in support of the City of Anderson Police Department's S.W.A.T. team & other agency S.W.A.T teams
 - j. Coordination of the K9 Unit with other agencies in and outside of Anderson County
 - k. Monthly reports to the Chief of K9 unit activity for the past month.

NOTE: In the absence of the on-duty K9 Unit supervisor, and when not assigned to a specific detail, K9 teams shall operate under the supervision of the on-duty patrol shift Lieutenant or in his/her absence, the on-duty shift Sergeant for the area where they are assigned.

4. The individual K9 handler may authorize the use of their assigned canine for the apprehension of a suspect(s). It shall be the responsibility of each handler to ensure that practical safety precautions are taken at the time of deployment including a briefing to other law enforcement personnel, explaining the canine's abilities and limitations.
5. In circumstances where the use of a K9 team is being considered, the final decision to deploy a K9 shall rest with the individual K9 handler, as only the handler truly knows the abilities and limitations of their canine and their ability to safely and legally perform the task at hand.
6. Should a conflict arise between the on duty supervisor and the K9 handler with regard to deployment of the K9. The handler will clearly and respectfully explain to the on duty supervisor his/her reason(s) for their decision.
7. If the conflict cannot be resolved at the scene, as stated in paragraph "F", the handler will have the final say as to how the K9 will be deployed. The handler will then prepare a written report about what occurred and submit the report within 24 hrs. to the K9 Lieutenant who will report directly to the Chief of Police and or his appointed designee. The Chief and/or his designee will have the final say on the conflict and will direct the K9 Lieutenant as to whether any changes need to be made in order to avoid a similar situation arising in the future.
8. Once the K9 handler has made the decision to deploy his patrol dog, the K9 handler shall assume the responsibility for the control and operational management of the scene until they are properly relieved by a supervisor. The perimeter and back up officers will redeploy to new positions according to directions from the K9 handler during a k9 deployment.

B. LAW ENFORCEMENT K9 TEAM DEPLOYMENT

1. Building and Area Searches

Canines can be effectively used to search areas and buildings for hidden suspects that might be detected by scent or sound. Canines can also be utilized to search open areas for, suspects or evidence /articles that a suspect may have discarded.

When a suspect has fled the scene of a crime and a canine is en route, officers should not pursue the suspect unless a reasonable chance of success exists. If the pursuing personnel lose sight of the offender, the pursuit should be immediately terminated, a perimeter secured and held for the K9 team's arrival. Personnel involved in the initial pursuit should note the last direction of travel, last point suspect was seen, the furthest point of officers pursuit, obstacles, or hiding places and other potential hazards so that they may brief the K9 team upon arrival.

The initial responding unit involved in the pursuit, the on-scene supervisor or senior officer present should determine if the crime is significant enough to warrant a K9 team call-out or response. It shall be the responsibility of this

individual to initiate the call-out/response in a timely manner and ensure that appropriate perimeter control is established and maintained.

Prior to starting any search of a building by a K9 team, a series of verbal warning and commands shall be made by the handler, if practical and safe to do so. A suggested warning is as follows:

"Police Department, talk to me now or I will send my dog."

This warning may be modified to suit the situation by the handler but should remain short and to the point as described. The handler may choose to have this or other warnings issued via public address systems or by other officers as necessary or practical. When practical the warning(s) should be repeated and Central Dispatch notified each time the warning is given.

If, after a reasonable amount of time passes and no response is heard or no person(s) surrender themselves, the handler may release the canine into the building to begin the search, the handler may choose to conduct the search on-lead or off, as appropriate to the situation.

Prior to starting any search of a building or open area, the handler will determine if additional personnel are to enter the area with the K9 team. For safety reasons whenever possible it is preferred other K9 Unit personnel be used to back up and assist in the search. If this is not practical any law enforcement officer may be used provided that the handler briefs the personnel in the procedures of K9 searches and apprehension. At NO TIME will a K9 unit conduct a search without at least one back up officer unless authorized by the K9 Lieutenant or someone of higher rank.

The primary duty of personnel supporting the K9 team in a search shall be the protection of handler and to take custody of any person located by the canine, at the direction of the handler.

2. Tracking / Trailing of Criminal Suspects and Lost Persons

For safety reasons at NO TIME will a K9 unit conduct a track without at least one cover officer. The only exception to this is when extreme exigent circumstances arise and then ONLY after reasonable efforts have been made to secure a cover officer.

Ground scent tracking and wind scent trailing can be useful for following fleeing suspects or lost individuals when the presence of other persons, vehicles or extreme weather conditions do not impair the scent. Personnel requesting the assistance of a K9 team to assist in this type of search should secure an appropriate perimeter to avoid contamination of the scent trail.

Any suspect that can be considered dangerous (including but not limited to all felony suspects), a patrol dog should always be used.

3. Crowd Control and Civil Disturbances

In the case of civil disturbances, labor disputes or other types of non-routine crowd control, the K9 Unit will not be deployed unless specifically authorized by the K9 Lieutenant or higher command authority. "Routine" crowd control situations such as large fights and similar situations shall be individually assessed by the handler as to the appropriateness of using the canine.

When practical, while deploying the canine in a large crowd control situation, the handler shall wear appropriate tactical/safety equipment, to include but not be limited to a tactical vest, Kevlar helmet and gloves if possible.

While in most situation just having the K9 out and visible is enough to help disperse the crowd. Due care and prudence must be used as to how the K9 is used.

4. Pursuit and Apprehension

Pursuit and apprehension of fleeing suspects makes use of the canine's speed and maneuverability to affect a capture without the use of deadly force. K9 pursuits and apprehensions shall be conducted at the handler's discretion. Assisting personnel shall allow the K9 team primary access to the area and path of flight, prior to conducting any search if practical.

5. Tactical/ S.W.A.T Deployments

The use of K9 teams to support tactical operation and S.W.A.T operations must be reviewed and approved by the K9 Unit supervisor, or higher authority.

The primary function of the K9 team during S.W.A.T. deployment will be in support or maintaining a perimeter. Only the K9 supervisor or higher authority may authorize the K9 team to engage directly with S.W.A.T.

K9 Unit personnel shall be consulted prior to deployment as to the appropriateness of using the canine and the best method of using the K9 team(s).

All K9 Unit personnel involved in tactical / S.W.A.T deployments shall wear all issued tactical equipment for the duration of the deployment.

Out of City tactical deployments shall be reviewed and approved by the K9 Unit supervisor or supervisor on duty prior to deployment. The Chief of Police shall be notified of such operations and may suspend such operations.

6. General Search Guidelines

Searches may be conducted on or off leash at the discretion of the handler. The handler must be able to maintain control of their assigned canine for the duration of the search.

C. NARCOTICS DETECTION

1. Types of Controlled Substances

Handler's equipped with certified narcotics canines are prepared to assist in the detection of the following controlled substances:

- Cocaine HCl and Cocaine Base (Powered and "Crack" Cocaine)
- Hashish
- Heroin
- Marijuana
- Methamphetamine
- Other controlled substance containing derivatives of the above

2. Areas of Deployment

Narcotic detector canines may be deployed in the following situations:

- Searches during vehicle stops
- To build probable cause for a Search Warrants
- Drug interdiction in public areas
- Searches relative to Search Warrant executions
- Community relations demonstrations
- Assistance of other, law enforcement agencies in any of the above
- Other searches of private businesses and homes that are authorized by the Chief

3. Possessing Controlled Substance for Training.

It shall be the policy of the K9 unit that no officer shall possess controlled substances for training purposes, with the following exceptions.

- That the officer possesses a valid Drug Enforcement Agency permit and South Carolina Controlled Substances Permit (DHEC) to keep and store controlled substances, or...

- That the controlled Substances have been seized by a Bona Fide law enforcement agency and are legally possessed and made available for the purposes of training by that agency.

- All other narcotics related training shall be conducted using scented articles provided by a person possessing a valid D.E.A permit, and through the use of pseudo narcotics. Any handler may possess and use pseudo narcotics.

At NO TIME shall an officer use or possess for training purposes seized narcotics without prior written approval from the Chief of Police for said narcotics to be added into the training narcotics inventory.

D. GENERAL OPERATIONAL PROCEDURES:

On duty K9 teams shall announce a response to in progress crimes within the City of Anderson without specific dispatch and shall assist Field Services Units in any potentially violent situation where the use of a canine may be of service thus allowing the primary units the forewarning in order to establish perimeter control and other operational planning/tactics.

As a general rule, in the event no K9 team is on duty and dispatch is made aware of a developing incident that a K9 is needed (i.e. foot pursuit, vehicle pursuit, robbery, lost children etc.) the on duty supervisor will contact Central Dispatch and the dispatcher or on duty supervisor will contact the on call K9 Unit and the on call K9 Unit will notify the K9 supervisor as soon as possible. If contact cannot be made with the On Call K9 Unit, the K9 supervisor should be contacted. The K9 supervisor will call out a K9 Unit to be deployed as quickly as possible.

As a general rule, K9 teams shall not respond as a primary unit. The responsibility of completing routine reports or to address non-priority calls for service will be the responsibility of patrol services. However, this does not exempt K9 teams from answering calls as primary units during high volumes of calls or assisting with the day to day operations of Patrol and or Traffic. The on duty K9 team will be available to any officer needing assistance either while on or off duty.

K9 teams must advise Central Dispatch and the appropriate shift supervisors when beginning their tour of duty and available for calls or working outside their regular work schedule. The K9 team will also advise when ending their tour of duty.

K9 teams shall assist any law enforcement agency operating within the confines of Anderson County with canine services at the request of the other agency. It shall not be necessary to obtain the authorization of the K9 unit supervisor to assist these agency's when the K9 team is on duty and available for calls. The on duty shift supervisor will be notified and the final authorization will be left up to that supervisor.

K9 teams may respond to the area and may engage in any foot or vehicle pursuit to assist in apprehension, search or other deployment.

E. DOG BITE PROCEDURES

1. If an apprehension involves a dog bite the following procedure shall be followed:
 - (a) The injured person shall be afforded medical care as soon as possible. EMS will be called and a refusal form signed by the suspect should they decline or refuse treatment.

- (b) The on-duty supervisor and the K9 Unit supervisor shall be notified.
- (c) A copy of the incident report and use of force form documenting the bite shall be complete by the end shift and forwarded for staff review.

Copies of the incident report and use of force form shall be immediately forwarded to the following personnel:

The K9 Unit supervisor and the supervisor on duty.
The Captain of Patrol and the Chief of Police.

- (d) The canine involved in the bite shall be taken to the contract veterinarian for an examination within 10 days of the bite. A copy of the medical certificate clearing the dog shall be forwarded to the police department; the original document shall be placed in the dog's medical file.
- (e) Photographs shall be taken of the bite by a department Crime Scene Investigator or on duty patrol shift crime scene person. All photographs shall be taken following cleaning of the wound area but before any treatment so that the photographs accurately reflect the extent of injury in a non-prejudicial manner. Copies of the photos and the negatives shall be held in evidence.

F. TRAINING AND MONTHLY REPORTS

1. All K9 Units will successfully meet the minimum criteria as set forth by the "North American Police Work Dog Association" and will be NAPWDA certified before they will be authorized for active duty deployment. The Handler and K9 are certified together as a unit and therefore if a particular K9 and handler are no longer together the new handler or dog will have to be recertified as a unit before being authorized for deployment.
2. The Chief of Police or his designee will give written authorization for active duty deployment of all K9 teams after reviewing the unit's status with the K9 trainer and or the K9 supervisor. The Chief of Police may withdraw authorization of any active duty K9 Unit as he/she sees fit.
3. All K9 Unit personnel shall attend weekly maintenance training with their assigned canine.
4. All K9 handlers shall maintain training and call for service files on their dogs on pre approved training forms. These files shall be submitted on a bi-annual basis for inclusion in the dog's permanent file and for audit and review purposes.
5. Monthly K9 activity reports shall be submitted to the Chief of Police by the K9 supervisor.
6. K9 Unit training reports, field deployment and narcotics reports will not be removed from the permanent files without the specific permission of the K9 Unit

supervisor. These records are the property of the department and not the individual officer.

G. GENERAL PROCEDURES

1. Any certified LE I police officer meeting or exceeding the posted requirement may apply for a position vacancy in the K9 Unit. The Chief of Police, or his designee, shall post the requirements for the position as per established procedure. The testing process for K9 Unit applicants shall minimally include a written essay, oral board examination and physical agility test. Any officer having disciplinary action taken against them within the last 6 months prior to posting of the vacancy may not be eligible for a handler position. Each instance will be reviewed by the Chief and the K9 supervisor. A decision will be made as to whether the candidate will be eligible. The Chief of Police will have the final say as to any and all candidate's eligibility and position assignment.
2. The handler(s) assigned to the K9 Unit shall obtain dog food and other contracted supplies from the department designated vendor only.
3. The handler is responsible for ensuring that their canine is maintained in a healthy environment. This includes proper feeding and routine physical inspections.
4. The handler is responsible for ensuring that their canine receives prompt medical care from either the contract veterinarian or contract emergency veterinarian services. The handler is responsible for filing all medical records and receipts in their canine's medical records file.
5. The handler will ensure that no unauthorized people tease or otherwise harass their canine or other department canines, unless specifically directed to do so in a training environment.
6. The handler will ensure than nobody pets or attempts to pet a department canine without the specific permission of the dog's handlers.
7. Unauthorized exhibitions of the dog's apprehension and engagement abilities are forbidden and will result in disciplinary action.
8. Handler's will ensure that law enforcement personnel working in the immediate proximity of the police service canine shall heed all directions given by the handler and that their actions will not compromise the safety of the handler or the deployment mission. The handler may stop and cancel the deployment at anytime if they notice a significant safety or tactical violation. These cancellations and the causes shall be immediately reported to the K9 Unit supervisor.

H. UNIFORM AND EQUIPMENT

1. All members of the K9 Unit shall be permitted to wear the optional uniform as described below:

Blue B.D.U. type shirt and pants or comparable one-piece suit. The shirt shall be marked with City of Anderson Police Department shoulder patches and with a cloth representation of the department badge above the left breast pocket as defined in the General Order 1508.1 Uniform, Equipment and Grooming. No specialty patches e.g. SWAT, FTO etc., shall be worn with the exception of the approved K9 Unit patch.

The shirt will be tucked into the pants at all times. The bottoms of the pants may be either cleanly pressed or bloused as per individual.

2. Headgear. The following headgear is approved for wear by the members of the K9 unit: Department standard black or blue baseball cap with APD patch. Black "Boonie" style hat, only for use in field deployments or inclement weather; inclement weather shall include intense sun, rain, snow or similar conditions.
3. Call out Uniform. A handler will wear their normal duty uniform and duty gear.
4. Leather Gear. The handler may elect to wear a nylon type duty belt and associated gear in lieu of the regulation leather gear.
5. Each K9 handler will be issued the following equipment and will be responsible for the care and maintenance of this equipment:

Traffic Lead, Leather
Patrol Lead, Leather
Tracking Lead, Leather or cotton
Agitation Muzzle, Leather German Basket Style
Stainless Steel Prong Collar
Fur saver Collar or Choke Collar
Tracking Harness
Feed Pan
Water Pan or Bowl
Water Bucket
Dog Brush
Fur Rake
Kennel; 4 ft x 12 ft minimum, with door assembly

All K9 Unit equipment shall be returned when the handler leaves the service of the K9 Unit.

6. Load Bearing Equipment. A military style bearing harness and belt assembly may be worn by handlers to provide for additional storage of equipment and availability of drinking water on extended deployments
7. Inclement Weather Clothing. It shall be the responsibility of the individual K9 handler to dress appropriately for climatic conditions. This includes the

maintenance, and use of cold weather clothing. The following types of cold weather clothing are approved for use by the K9 teams:

Hooded sweatshirt's, provided they are solid black or blue in color
Insulated coveralls; provided they meet or exceed departmental specifications
Insulated boots
Insulated gloves

I. RIDE-ALONG PROGRAM

1. K9 Unit personnel must obtain prior approval from the K9 supervisor for a civilian ride along. Law enforcement ride-along, approved through the chain-of-command as per departmental General Orders, shall be permitted; However, the handler shall be responsible for the conduct and safety of the ride-along and shall not permit them to assist on any deployment unless specifically authorized by the K9 Unit supervisor.

Exceptions to this may be made only with the expressed permission of the Chief of Police or his/her designee.

By order of:



Martin D. Brown, Chief of Police

10-14-11
Date