

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: K-9 PROCEDURES		NUMBER: 650
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01 Purpose: To establish guidelines for operations of Takoma Park Police Canine (K-9) Units, and for the deployment of other agency Canine (K-9) units when requested under mutual aid with regard to apprehending criminals, detection of evidence including CDS.

02 Policy: A K-9 may be used primarily in the apprehension of criminals, the detection of CDS, location of articles of evidence, tracking of persons, and in the interest of officer safety. Whenever possible, a Takoma Park Police K-9 unit will be made available to other jurisdictions pursuant to mutual aid agreements but shall be deployed only in circumstances expressly permitted in this General Order. K-9's will not be used for the expressed purpose of crowd control. At the scene or incident, the K-9 handler will determine whether or not to deploy the dog.

03 Administrative Procedures, Takoma Park Police K-9's:

A. Takoma Park Police K-9 units are assigned to the Patrol Operations Division, working as assigned by the Patrol Operations Commander.

B. K-9 Units shall be directly supervised by the Team Supervisor of the team to which they are assigned, under the general supervision of the Patrol Operations Division Commander. The K-9 unit may be assigned a regular beat assignment by the Patrol Operations Commander on a temporary basis, or may be assigned beat responsibility on a day-to-day basis by their Squad Supervisor.

C. A K-9 unit will respond to any call for service as dispatched. Once on the scene, the handler will determine whether or not to deploy the dog. The handler has control over the tactical use of the dog.

D. All requests for public demonstrations, raids, training or other special assignments will be approved by the Patrol Operations Commander.

E. When K-9 units are on duty and in-service they shall be available to communications via two-way radio while within or near the City. When not within radio range, they shall be available via Department issued wireless phones.

F. The primary uniform for K-9 officers is the black utility BDUs.

1. The summer utility will be worn to correspond with the Operations Division's summer uniform guidelines. It will consist of:

- * A black baseball hat
- * A short sleeve shirt with rank insignia, department patch, badge and nameplate.

2. Winter uniform will be worn to correspond with the Patrol Operations Division's winter uniform guidelines, and will include:

- * A black baseball hat, or black knit cap
- * Long sleeve shirt, with rank insignia, department patch, badge and nameplate
- * A black turtleneck shirt may be worn under the long sleeve shirt, at the discretion of the officer

3. Court attire will be either a shirt and tie, the utility uniform, or standard uniform of the day.

4. The utility uniform may include trousers bloused inside boots.

5. K-9 handlers are authorized to wear a "K-9" badge above the nameplate on either uniform.

6. In addition to other requirements to wear Body Armor or have it available under General Order 416, the handlers will wear their body armor on all building searches or suspect tracks.

G. Equipment issued to the K-9 Handler, who shall ensure its availability when on duty, shall include:

1. A take-home K-9 vehicle, equipped with a temperature monitoring system, tinted windows, K-9 containment and a remote bailout system, along with a Montgomery County Police radio.

2. A 4 to 6-foot lead, tracking harness, tracking line, dog collars (one choke chain and one agitation training), a K-9 muzzle, reward mechanism, and dog bowls.

3. One of the following: a soft, a hard or a hidden protective arm-training sleeve, which shall be available for use by another officer in the event the handler is incapacitated during a canine deployment. Within a month of being assigned to a squad, the handler will be responsible for instructing squad members on how to employ these if needed.

04 Operations: K-9 units will attend the roll call for the Team to which he/she is assigned.

A. Unit members will make every effort to remain in-service to respond to requests for K-9 services. Reports written by the K-9 officer will be submitted to the Shift Supervisor.

B. Whenever a K-9 is used for building searches, area searches or tracks, a perimeter will be set up under direction of the Officer in Charge of the incident (see General Order 301 and/or Department Rule 42) and in place prior to deployment of the K-9. The K-9 handler will be in charge of all activities inside the inner perimeter while engaging in the search, as the “Search Team Leader” and will deploy personnel to assist him/her in the search. The K-9 handler will be responsible to ensure that appropriate information regarding developments in the search and other activities within the perimeter are communicated to the Officer in Charge of the incident, so that adjustments to the perimeter may be made, if necessary.

C. A K-9 will not be committed until an amplified announcement has been given. This will enable innocent persons to exit the area, and afford the suspect an opportunity to surrender. An acceptable announcement, shouted or mechanically enhanced, would be: “Takoma Park Police canine, speak to me now or I will release the dog.” This announcement may be recorded by broadcasting it over the primary talk group used during the incident.

D. All apprehensions made as a result of a request for K-9 assistance, will require that the requesting officer/agency handle the arrest. When a K-9 unit observes criminal activity, the handler will request patrol units for assistance. If the handler makes an arrest, a patrol unit will transport the defendant to the station. Under no circumstances will a prisoner be transported in a K-9 vehicle while the dog is in the car. Use of the K-9 to make an apprehension will be considered the same as use of a secondary weapon, will be reported as soon as possible to the working Shift Supervisor, and will be documented as such in accordance with General Order 617 USE OF FORCE.

E. A K-9 will not be instructed to apprehend a handcuffed person unless the person presents a clear and present threat of injury or death to officers or the public, or if no other alternative works.

F. Any time a person is injured by K-9, it is the handler’s responsibility to ensure that the individual is transported to a medical facility for treatment, whether the injury occurred during a call for service in the City or on mutual aid response outside the City.

G. If an officer and/or prisoner is injured as a result of an arrest or transport, photos will be taken when they can adequately identify the injury.

H. An injured prisoner will receive medical treatment within a reasonable length of time, depending on the seriousness of the injury.

I. Mutual Aid

1. While on duty, requests from other agencies for mutual aid K-9 services should be cleared with the Shift Supervisor. K-9 officers should monitor the County radio channel and respond into Montgomery County outside the City and provide K-9 service if;

a. County K-9 is not close and a K-9 unit’s service would greatly assist the investigation with a

quick response,

b. The County Supervisor approves for a City K-9 response, and

c. The City K-9 officer does not leave the City short for emergency response in the City.

2. While off duty, requests from other agencies for mutual aid K-9 services should be cleared with the Duty Command Officer.

3. Mutual aid shall be rendered only to signatories to the COG or with which this agency has a mutual aid agreement or memorandum of understanding. (See Appendix and General Order 658.)

05 Tactical Use of K-9:

A. Use of K-9 will be in accordance with established methods taught during basic training and advanced training exercises. When the K-9 handler arrives on the scene the officer in charge will brief him/her on the following:

- * Type of crime alleged,
- * Whether criminal charges will be placed,
- * The number and deployment of officers, and existence and location of a perimeter,
- * Description of suspect(s), and
- * Other persons in the area, if known.

B. The K-9 handler will have exclusive control over the use of the dog on any scene, with exceptions noted in this General Order. In order to deploy the dog, the handler must have information, which would lead a reasonable and prudent officer to believe that the suspect(s) have committed a criminal offense. Searches for missing persons, CDS, and articles are an exception.

C. Building Searches:

1. Building searches will usually be conducted off lead.

2. Only sworn Police Officers will be allowed to enter a building while a search is being conducted. Reasonable steps, such as interviewing the homeowner or complainant, will be taken to ensure that other persons or animals are not inside of a building prior to deployment of the K-9 for the search.

3. The handler will decide if he/she needs another officer to assist in the search.

4. If the handler utilizes another officer, the handler will instruct the officer as to back-up responsibilities, to include:

- * Positioning the team,
- * Coverage responsibility,

- * Arrest of the suspect, and
- * Maintaining communications with officers on the scene and communications.

D. Area searches may be conducted off lead if:

- * There is a secure perimeter maintained by police personnel,
- * Reasonable precautions are taken to ensure that no innocent persons are in the area.

E. Tracking will be attempted upon request even if the handler knows the area has been contaminated. The handler will explain this to the officer requesting the track.

F. Article searches should be conducted off lead if conditions warrant.

G. A K-9 unit will not be used to make the initial approach on any warrant service; K-9 will only enter an area after the suspect has made an overt attempt to hide or escape apprehension. An announcement, shouted or mechanically enhanced, will be made as to the impending use of K-9, and the suspect will be afforded ample time and opportunity to surrender.

H. A K-9 will not be used to apprehend suspects wanted for traffic charges only; however, K-9 may be used when the fleeing subject(s) are wanted for a crime committed prior to their flight.

I. CDS Searches K-9 teams trained and certified for narcotics detection may be used for vehicle, building, container, or open area searches or sweeps for the detection of drugs. The K-9 will adhere to the prescribed training methods taught in the drug training schools or obtained via advanced training of the North American Police Work Dog Association (NAPWDA) or U.S. Police Canine Association (USPCS). At a minimum, training will be conducted eight (8) hours per month.

1. The handler will provide any information to the arresting/investigating officer he/she is used to locate CDS, currency or contraband, or to establish probable cause for a search warrant. The handler will document the deployment and any additional information needed in the electronic Management Program.

2. The dogs have been trained to locate any of these substances, inside and outside vehicles:

- * Marijuana
- * Hashish
- * Cocaine (including "Crack")
- * Heroin

When the dog locates any quantity of one of the above, he will provide indication in the area. The dog has been trained to locate any of these substances either inside or outside a vehicle or other structure.

3. To provide for the optimum effectiveness of the dog, the following procedures should be employed:

- a.** Secure the area to be searched, removing all persons.
- b.** Do not disturb anything.
- c.** Ensure that doors are closed after removing persons from the area, so as not to disturb air currents.
- d.** Do not follow or crowd the dog or handler, unless requested to by the handler.
- e.** If items which could potentially injure the dog are observed, advise the handler prior to the search.
- f.** Keep noise and excitement to a minimum so as not to disturb the dog.

06. Additional Reports:

A. Mutual Aid or any assistance rendered to surrounding jurisdictions, will be documented in the electronic Management program.

B. All deployments and training of a K-9 will be entered by the handler into an electronic Management Program as determined by the Chief of Police. Deployments will include but not limited to all searches, tracks, and CDS searches. Entries will be made by the end of the handlers shift or by the end of a call-out response.

07 Health and Care of K-9:

A. Each K-9 handler is responsible for the health, care and wellbeing of their K-9. Grooming equipment, such as a grooming rake, will be issued to the K-9 unit. All injuries/illnesses will be documented on an Injury to K-9 Report and reported to the Patrol Operations Commander. Immediate notification will be made if injury or illness prevents the dog from working. In addition:

- 1.** The dog will be taken immediately to the assigned veterinarian upon injury or illness.
- 2.** Routine bathing and/or dipping can be done at the veterinarian or at the handler's home.
- 3.** Routine treatment and supplies issued by the veterinarian will be documented on a report of injury/illness to canine form, and submitted to the Patrol Operations Commander.
- 4.** Handlers will furnish a stool sample to the veterinarian on a yearly basis.

5. Handlers will ensure that the dog has a physical exam once per year.
 6. The dog will be vaccinated for rabies yearly.
 7. The dogs will be maintained on heartworm preventative medicine year-round.
 8. Each handler will report monthly to their immediate supervisor and the Patrol Operations Division Commander, on the health and condition of their K-9, and any actions they have had to undertake for health maintenance or other care. Additionally, they will inspect their issued equipment, including their issued vehicle, and report on its condition as well.
- B.** K-9 will be given food authorized by the veterinarian. Handlers may draw five bags of food at one time from the vendor.
- C.** K-9 will only be boarded at kennels authorized by the department. The appropriate amount of food and medications will be left at the kennel by the handler.
- D. Kennels:**
1. Unit members will be provided with a kennel enclosure, a concrete slab and a doghouse. Handlers will be responsible for ensuring that the kennel remains in good condition. They will request any necessary repairs by completing a Request to Purchase form and submitting it to Administrative Services through the chain of command.
 2. Kennels will be situated so as to preclude injury to innocent persons.
 3. Handlers will be issued, and will be responsible for posting, adequate warning signs.
- E. Training/Re-Training:**
1. All K-9 and handler training will conform to standards established by the United States Police Canine Association, Inc. *PDI certification*. Training and Certifications can also be obtained through the Montgomery County Department of Police K-9 Unit. Certification from another police department or association can be approved by the Chief of Police on a case-by-case basis.
 2. K-9 teams (the dog and its handler) will attend basic training in obedience, patrol K-9 tactics, and no more than one specialty area, such as narcotics detection.
 3. Handlers will participate in regularly scheduled training sessions for a minimum of eight (8) hours per month, as assigned by the Patrol Operations Commander. This training will be documented *in the electronic Management Program*.
 4. Handlers will wear the uniform of the day for K-9 or appropriate attire as instructed by the training instructor.

F. Record Keeping: All expenses for the K-9 will be entered into an electronic Management Program as determined by the Chief of Police. Expenses will include but not be limited to all food, health care, boarding, equipment, or any other expense associated to the use and care of the K-9. Entries will be completed by the end of the officer's next tour of duty.

G. Handlers must review training notes and comments made by instructors or persons administering a certification.

08 Safety with K-9s:

A. Safety must be the primary concern of the K-9 handler. A handler must be in complete control of his/her dog at all times. The handler is solely responsible for the actions of the dog. Handlers will practice safety and control at home as well as on duty.

B. If the handler is injured and cannot maintain control of his/her dog, the supervisor will contact another agency and request the services of a handler. Within a month of being assigned to a team, the handler of a Takoma Park K-9 unit is responsible for having provided guidelines for emergency control of the canine to members of his/her squad.

09 K-9 Availability:

A. In the event that a Takoma Park Police K-9 unit is not available on-duty, supervisors shall be authorized to either request a Police K-9 unit under Mutual Aid via Takoma Park Police Communications from another area police department, or call in an off-duty Takoma Park Police K-9 unit, as described in this section.

B. A mutual aid request or call out under this section shall be authorized under the following circumstances:

- 1.** Use of a K-9 unit is judged to be essential for officer safety,
- 2.** A K-9 is needed to effect an apprehension of a felon still believed to be in the boundaries of the City, or under active pursuit by Takoma Park Police Officers, or
- 3.** To assist with narcotics searches or article searches in incidents likely to result in felony charges.

C. In the event that no K-9 team is on duty with TPPD, mutual aid requests or call outs for general patrol K-9 units shall be made in this order:

- 1.** Use of Takoma Park Police K-9 unit working Secondary Employment or on personal business within 5 miles of the City limits

2. Montgomery County Police Department

3. Metro Transit Police Department

4. Prince George's County Police

5. Greenbelt City Police

6. Call out of Takoma Park Police K-9 unit off duty (via handler's home phone or departmental issued wireless phone)

7. Any other signatory agency of the COG Mutual Aid Plan.

D. Use of a mutual aid request or off-duty K-9 will be documented in the offense report, and shall be documented on a TPPD form 300-064, K-9 Call Out Checklist, by the dispatcher performing the call out. The form will be submitted to the Patrol Operations Commander.

10. Certification

A. Handlers and K-9s will attend annual certification where they and the K-9 must meet and pass the standards of Criminal Apprehension and Obedience.

B. Handlers and K-9s with additional skills will attend an annual certification and meet and pass the standards for that skill in order to use the additional skill in the field.

C. Handlers and K-9s at a minimum must meet and pass those standards mentioned in 10 A of this General Order to work as a unit in the field. Handlers and K-9s not meeting standards in 10 B of this General Order will not be allowed to use the additional skill, but still work in the field if standards in 10 A are met.

D. Standards will conform to guideline mentioned in Section E. of this General order.

E. Upon failing to pass standards during a certification test, the handler will notify the Patrol Operations Commander as soon as possible within 24 hours. The Patrol Operations Commander will notify the Admin/Training Commander and the Chief of Police.

F. During annual reviews of the handler and K-9, the handler will be given a copy of the standards expected for annual certification by the reviewing Patrol Operations Commander or designee.

11. Certification Retesting. This department will follow guidelines by the agency or association administering a certification. The Patrol Operations Commander will be advised by the handler of what the retest procedures are.

12 Administrative Review

A. The Chief of Police or a designee will have administrative review rights for each K-9 handler's account in the electronic Management Program.

B. Reviews can be used to track expenses, uses of the K-9 on deployments, and any other report needed by the Chief of Police to manage K-9 assets.