

BERLIN POLICE DEPARTMENT
BERLIN, MARYLAND

SUBJECT: CANINE (K-9)		NO: 400 C-1
APPROVED/EFFECTIVE DATE Oct 28, 2008 /Nov 7, 2008	AMENDS 400 C-1, Jan 12, 2004	RESCINDS
DISTRIBUTION/DATE A	REFERENCES OCPD General Orders	

.10 GENERAL

- A. The purpose of the department's K-9 Unit is to assist officers by conducting searches which employ the unique olfactory ability of the police service dog. The searches can be for persons or property. The police service dog may be used for tracking persons, criminal apprehensions, building searches, area searches, article searches and CDS searches. Police K-9 teams may also be used in crowd-control situations or during large disturbances to deter criminal activity.
- B. Any officer may request the use of a K-9 Team. However, only a supervisor holds the authority to decide whether or not to use K-9 teams in crowd control situations. Deployment of K-9 teams, in accordance with this policy, shall be deemed an act of discretion and shall be viewed in the light of the circumstances at hand. Information learned after the deployment of the K-9 team may not be used to justify the use of the K-9.

.20 SEARCHES

K-9 teams may be used for various types of searches. The searches indicated below list specific criteria that shall be adhered to while such search is in progress:

- A. Building Searches (The interior search of a structure by K-9)

1. When a K-9 team is available it shall be summoned to the scene of an open door or anytime forced entry is suspected.
2. Officers should not enter the structure, nor allow anyone else to enter the location, unless requested to enter by the K-9 handler.
3. Prior to deployment into the location, the K-9 handler will make three (3) verbal announcements indicating the intent to deploy the K-9 to search and locate a suspect.
4. Officers shall use caution when entering the building and shall not enter until instructed by the K-9 handler to do so.
5. Officers shall advise the K-9 team of any known hazards that may harm the K-9 or the K-9 handler.

B. CDS Searches - Search of a vehicle/structure

1. K9 teams may be used to search vehicles/structures for controlled dangerous substances (CDS) and/or explosives. A CDS search requires that there be probable cause for such search, the search be conducted under the auspices of a search warrant, or with the consent of the owner/operator/lessee.
2. Prior to the arrival of the K-9 team, the vehicle/structure should be secured and not entered by police personnel. Windows are to be rolled up and doors shut.

C. Area Searches - (A specific area searched for human odor)

1. Officers should not enter the area before or after the K-9 is sent. The handler will advise when officers may enter the area.
2. Prior to deployment into the search area with the K-9, three verbal announcements indicating the handler shall make the intent to deploy the K-9.
3. Officers should not rush into the search area upon the location of a suspect by the K-9 team. The K-9 handler will advise when to enter the area.

D. Article Searches

1. Officers shall keep the area to be searched as secure as possible.
2. Pedestrian traffic into the search area should be kept to a minimum.

E. Money Scan

1. Often money that is of a suspicious origin is located on a person or in their property.
2. When the investigating officer suspects that the money was used, or is intended to be used, in connection with a violation of the Controlled Dangerous Substance Laws, an officer may summons a K-9 team to review the need for a CDS scan.
3. The seizing officer must ensure that the currency and any CDS that is recovered are packaged and kept separate from one another. Failure to do so will result in the currency becoming contaminated and render the scan worthless.
4. The drug scan shall follow standards established by the K-9 Unit.

.30 TRACKING - The ground scent search for available human odor

- A. When a K-9 team is called for a track, the officer requesting the K-9 team should make a sincere effort to prevent contamination of the track (scent).
- B. The requesting officer should attempt to gain as much information as possible about the person sought.
- C. An officer shall be assigned to accompany the tracking K-9 team, and will assume back-up responsibilities while on the track.

- D. The officer should make an honest assessment of his physical condition and his ability to keep up with the tracking team.
- E. The back-up officer will assume radio control and alert communications to the general location of the K-9 team and direction of travel.
- F. A working perimeter around the general track area should be in place prior to the start of a track.

.40 CRIMINAL APPREHENSIONS

There are certain circumstances when it is advantageous or necessary for officers to utilize K-9 teams for the apprehension of criminal suspects. When this situation arises the K-9 team handler will evaluate the circumstances, and based on the handler's training and experience, he/she will determine the most appropriate use of the K-9. When deploying the police service dog to apprehend a suspect, the handler shall consider the following factors:

- A. The severity of the crime.
- B. Whether the suspect poses an immediate threat to the safety of the law enforcement officer(s) or citizen(s).
- C. Whether the suspect is actively resisting arrest or attempting to evade arrest by fight or flight.
- D. The individual(s) is believed to be concealed in a manner in which to avoid visible detection by officers.
- E. In situations where officers have an articulable suspicion of fear for their safety, the K-9 may be utilized to reduce the likelihood of such possible injury and/or ambush to officer(s).
- F. When the situation at hand does not fall within the scope of A-E, a standard of justifiable reasonableness shall be used to review the deployment, based on the totality of the circumstances.

.50 RULES OF DEPLOYMENT

- A. Prior to the deployment of the police service dog, the handler shall make three (3) verbal warnings of his/her intent to deploy the K-9. If the K-9 is utilized off lead for any search, verbal warnings shall be made.
 - 1. The handler shall assure that the K-9 has a known target (suspect) prior to deployment, and the safety of the public and fellow officers is not in jeopardy.
 - 2. The handler shall not place the K-9 into a situation for which it has not trained and/or has not been exposed to during training exercises.
 - 3. Officers shall not interfere with the K-9 unless directed to do so by the K-9 handler.
- B. The deployment of a K-9 for crowd control may at times appear offensive in the public eye. Accordingly, only a supervisor may summons the assistance of a K-9 team to deal with crowd control. At no time shall the K-9 be used off lead. The K-9 handler shall report the crowd control use to the Chief of Police on a Form 95.

.60 TRAINING

- A. With the approval of the shift commander/supervisor, police K-9 handlers shall be allotted one half hour of K-9 maintenance training during the tour of duty. This time shall be utilized by the handler for in-service training and the tasks in the training shall be documented in the officer's K-9 training logs. Handlers shall advise Communications of the time spent during the training period and draw an incident number.
- B. Handlers shall engage in regular training at the direction of the Division Commander and Chief of Police. This training will be conducted by the K-9 Unit Coordinator, along with the assistance of fellow K-9 unit members, or outside assisted training staff. This training shall be documented by a K-9 Unit coordinator. Corrective, motivating, and skill building exercises shall be the focus of the training, promoting the

standards set-forth by the North American Police Work Dog Association.

- C. K-9 teams will also attend training schools and assist in hosting of K-9 training schools when feasible.
- D. There shall be biannual testing and evaluation of each K-9 team by the K-9 Unit coordinator. A master trainer of the North American Police Work Dog Association shall conduct a yearly evaluation of each K-9 Team.
- E. CDS Training Aids
 - 1. The K-9 Unit Supervisor will be responsible for monitoring the use of the department's CDS training aids.
 - 2. The CDS training aids will be kept in a secured locker. Access will be limited to the K-9 Unit Coordinator.
 - 3. The K-9 Unit Coordinator will be responsible for the record keeping, labeling and accountability of any CDS used for K-9 training.
 - 4. Any use of, and transfer of any CDS, shall be noted on the CDS log sheet.
 - 5. The K-9 Unit Coordinator will make a periodic inspection and log all CDS training aids, and forward such reports to the Office of the Patrol Division Commander.
 - 6. At no time shall any CDS training aid be transferred to any person(s) outside this agency without the written approval of the Chief of Police.
 - 7. The K-9 Unit Coordinator will have all narcotics tested by the police chemist every six (6) months. The results of the test will be reported to the Chief of Police, via the Patrol Division Commander.

.70 POST-PHYSICAL APPREHENSIONS

In the event one of our police service dogs causes injury to a suspect, citizen or officer, the K-9 handler involved shall report the incident via internal memo (95) to the Chief of Police by the end of the tour of duty and;

- A. Photographs of the injuries taken immediately.
- B. A statement taken from the injured person(s) or witness(s).
- C. Medical attention offered to anyone who has a K-9 related injury.
- D. Shift supervisor notified.
- E. Handler shall complete a Maryland Department of Health and Mental Hygiene "Police K-9 Corps Bite Notification Form" (Form EPI UPH 26).

.80 HANDLER SELECTIONS/RETENTION

- A. The selection process must comply with General Order 500 A-3, Specialized Unit and/or Training School Position Vacancy.
- B. The candidate and K-9 handlers shall undergo physical testing standards: 1.5 mile run, one (1) minute sit-up, two (1) minute maximum push-up, based on the Cooper Standards Chart. All handlers and candidates shall maintain a good (70%) rating due to the physical nature of the tasks required of a K-9 handler. The handler shall also be required to carry 60 pounds for a distance of 25 feet.
- C. The handler shall have a place of residence in which the K-9 can be safely kenneled and housed. The handler shall responsibility care for, groom, and feed his/her K-9 partner. The K-9 handler shall ensure the K-9 is exercised and kept in peak physical condition.
- D. A handler can be removed from his/her assignment to the K-9 Unit for any of the below listed reasons:

1. A handler who is deemed to be malicious in the treatment of his/her K-9.
 2. A handler frequently demonstrates a lack of initiative or responsibility with the training and care of his/her K-9 partner.
 3. A handler violates this policy and such violation causes injury to a citizen or officer, and the handler did so recklessly and negligently.
 4. The handler may be removed for cause or other appropriate reasons that are not enumerated in 1, 2, 3, (i.e. poor performance).
- E. Certification of the K-9 teams shall occur bi-annually. In the event a team does not pass the required certification, the team will be given remedial training. If the remedial training fails to aid the team in passing certification, the K-9 or handler may be retired from service.

.90 COMPENSATION

- A. All K-9 handlers shall be credited with three (3) regular hours worked per week, in recognition of their home responsibilities in the care and feeding of the departmental animals.
- B. During winter deployment, K-9 team members shall only be required to be physically at work 37 hours per week. The time sheet shall reflect 40 hours. During summer deployment, K-9 handlers shall be required to be physically present 40 hours per week, and shall be credited with three (3) hours OVERTIME pay per week (code KN on time sheet).
- C. The K-9 handler compensation is applicable for all 52 weeks per year, regardless of whether the handler takes leave during the week in question.

.100 RESTRICTIONS

No one is allowed to feed a K-9 **anything** without the handler's prior consent.