



WRITTEN DIRECTIVE	No. PD14-0706	Page: 1 of 9
Subject: USE OF CANINE TEAMS	Effective Date:	08-08-14
	Supersedes/ Amends:	PD13-0706
	Reference:	ADDENDUM 41.1.4,



I. Purpose

The purpose of this directive is to establish guidelines for use of departmental and non-departmental canine teams by officers of the Lynchburg Police Department.

II. Policy

It shall be the policy of the Lynchburg Police Department to utilize trained police canines in a variety of law enforcement roles.

III. Procedure

A. GENERAL

1. For the purpose of this directive, the following definitions will apply:
 - a. *Canine or K-9* – trained police dog.
 - b. *Handler* – officer trained to maintain control of a trained police dog.
 - c. *Canine/K-9 Team*– handler and trained police dog.
 - d. *Patrol Canine* – trained police dog capable of apprehensions, area searches, handler protection, article searches, building searches and tracking.
 - e. *Narcotic Detection Canine* – trained police dog capable of detecting and locating certain illegal drugs.
 - f. *Ordnance/Explosive Detection Canine* – trained police dog capable of detecting a variety of explosive and highly combustible materials.
2. The decision to notify an off-duty K-9 Team to respond to an incident scene will be at the discretion of a supervisor, and based upon the:
 - a. nature and seriousness of the incident
 - b. probable effectiveness of a canine in resolving the incident.
3. The Chief of Police, or his designee, will make all decisions regarding the removal of a police canine from service, as well as the final disposition of the police canine.

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4. Canines are owned by the Lynchburg Police Department and will not be considered personal property of the handler: department canines will not be involved in any activities that are not job-related unless previously approved by the Chief of Police.
5. Canines will be maintained under the direct supervision of the handler.
 - a. Lynchburg Police Department employees will not directly interact with police canines unless instructed to do so by the handler.
 - b. Civilians will not be allowed to directly interact with police canines unless instructed to do so by the handler.
6. Use of police canines for any of the following purposes will be in accordance with guidelines set forth in directive PD-0602 (*Use of Force*):
 - a. physical restraint and control
 - b. apprehending or subduing a person resisting arrest
 - c. defense of any person
 - d. crowd control
 - e. moving, removing or arresting any person who is obstructing a lawful police action in such a manner that the police action cannot be accomplished.
7. All handlers will conduct themselves in a professional manner in any activity involving the handling or control of their canines.

41.1.4 C**B. RESPONSIBILITIES**

1. It shall be the responsibility of the handler to care for, maintain and control his assigned canine: at no time will the canine be permitted to run loose without direct supervision of the handler.
2. Police canines will be kenneled at the handler's residence and shall be groomed, fed, watered and cared for daily.
 - a. Each canine handler will be responsible for cleaning and maintaining his assigned vehicle and his assigned canine's kennel.
 - b. In situations where the handler will be away from an assigned canine for an extended period of time, the canine will be boarded in a department-approved veterinarian's office, or cared for by another department-trained police canine handler.

3. Handlers will ensure that their canines are examined by a department-approved veterinarian at least once a year.
 - a. All appropriate and required shots will be kept up to date.
 - b. A copy of the shot records will be maintained on file at the Lynchburg Police Department.
4. Should a canine handler be injured or incapacitated, other officers will take whatever action is required in order to render the handler assistance.

41.1.4 B**C. TRAINING**

1. No department-owned canine will be approved for service unless both the canine and handler have successfully completed a course of instruction approved by the Chief of Police.
2. K-9 Team certification and re-certification will occur in accordance with standards promulgated by the Virginia Police Work Dog Association or the North American Police Work Dog Association.
3. Formal training sessions for canine teams will be conducted on an as-needed basis. Handlers will participate in periodic informal training, contingent on the need to assist with calls for service.
4. All canine training sessions will be conducted in such a manner as to ensure the safety of all involved.
 - a. The handler will be responsible for maintaining an up-to-date training/usage log on his canine.
 - b. The handler's supervisor will be responsible for:
 1. reviewing handler training logs on as monthly basis
 2. ensuring that training logs are accurately and completely maintained.
5. Narcotics used for canine training will be obtained, stored and used in accordance with guidelines established by the Lynchburg Police Department, the Drug Enforcement Administration and the Commonwealth of Virginia Board of Pharmacology.
 - a. All drugs used for canine training will be maintained by the Property & Evidence Unit and will only include items designated for destruction.
 - b. The amount of drugs allowed to be released for training is governed by court order and specified weights will be adhered to.

- c. Unless authorized by the Property & Evidence supervisor, original drug packaging and amounts signed out for training will not be altered or separated.
 - 1) If the drug is contained within secure packaging as when it was first seized, then the evidence bag may be opened to allow more of the drug's odor to disseminate. The evidence bag must be resealed and initialed after training is complete.
- d. Drugs signed out for canine training will be returned to Property and Evidence by the end of the training day.

D. USE OF NARCOTICS DETECTOR CANINES

1. Narcotics detector canines are generally certified to detect the following controlled substances, and related derivatives and paraphernalia:
 - a. cocaine
 - b. hashish
 - c. heroin
 - d. marijuana
 - e. methamphetamine.
2. Narcotics detector canines are trained to detect the odors of certain controlled substances emitting from the interior or along the exterior of a motor vehicle.
3. Motor vehicle engines should be turned off in areas where canines are being used.

E. USE OF CANINES FOR BUILDING OR AREA SEARCHES

1. Area search canines can be used to locate hidden suspects who are believed to be contained within an area:
 - a. of limited size, and
 - b. otherwise deserted, or from which all other persons can be removed by officers.
2. *Tracking canines* are better suited to selectively follow a particular scent trail over distance or in the presence of other, non-involved persons.
3. Motor vehicle engines should be turned off when canines are nearby.

F. USE OF TRACKING CANINES

1. Tracking canines are generally able to detect, discriminate among and follow a wide variety of human scents to locate:
 - a. suspects who have fled a crime scene
 - b. human remains
 - c. hidden evidence or missing property
 - d. missing persons.
2. Other persons should be kept away from the search area.
3. Motor vehicle engines should be turned off near the search area.

G. USE OF ORDNANCE/EXPLOSIVE DETECTOR CANINES

1. Ordnance/explosive canine assistance will be requested by contacting the appropriate agency listed in the PD-0706 addendum, Canine Contact Information.
2. Ordnance/explosive detector canines are able to detect a variety of explosive and highly combustible materials within most settings, generally using some form of passive "alert" behavior to signal detection of such substances.
3. Officers will take initial steps to secure scenes involving the presence or threat of explosives as set forth in written directive PD-0701 (*Bomb Threats/Bombing Incidents*).
4. On arrival, the canine handler will be briefed by the on-scene supervisor: the canine handler will then specify what assistance is needed to facilitate a successful search.

H. DOCUMENTATION

1. Any bite case involving department-owned canines will be documented as a *Use of Force* incident except in the conduct of normal aggression training.
2. The canine handler will document any incidental damage to personal property caused by a canine search or during canine use by means of an *IBR Incident Report*.
3. The incident supervisor will document any property damage that occurs during a canine search in which no evidence is discovered.

- a. Such documentation will be in memorandum format, and will be submitted prior to the end of the supervisor's shift.
 - b. The Memorandum and any attachments will be forwarded through the chain of command to the Chief of Police.
 - c. The incident supervisor will forward a copy of the *Memorandum* to the City Risk Management Office within 24 hours of the incident.
4. Canine handlers are responsible for maintaining up-to-date training and activity records for each canine. These records will be filed at the Lynchburg Police Department.

41.1.4 D**I. EQUIPMENT**

1. Department handlers will have the following items accessible at all times when working with their canines:
 - a. uniform to fit specific job function
 - b. 12 inch general use leather leash
 - c. 6 foot general use leather leash
 - d. 15 foot nylon tracking leash
 - e. 3 foot traffic lead
 - f. chain choker collar
 - g. muzzle
 - h. exterior bite sleeve.
2. Handlers will be responsible for having necessary and appropriate equipment readily available for response to any incident within the scope of their canine's ability to handle.

41.1.4 D**J. VEHICLES**

1. Officers assigned as K-9 handlers will:

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- a. be responsible for the maintenance of the vehicles assigned to them.
- b. be authorized to operate K-9 vehicles for the purpose of carrying out assigned duties and for maintaining and transporting department K-9's.
- c. complete training regarding special functions related to the vehicle.

- 1) Training on the operation of a police K-9 vehicle may occur during an officer's initial K-9 certification training or through an informal training session with another department K-9 officer.
2. All department vehicles regularly used for canine transport will be equipped with department-approved transport cages or containers.
3. Department vehicles routinely used to transport a canine will be adequately marked to inform persons approaching the vehicle that it contains a police canine.
4. Except in extenuating circumstances, only trained canine handlers will be authorized to operate a vehicle containing a police canine without prior supervisory authorization.
5. Absent extenuating circumstances, police canines will only be transported in a police vehicle equipped with a kennel.
 - a) Under extenuating circumstances, supervisors may authorize canines to be transported in alternate vehicles.

K. USE OF NON-DEPARTMENTAL CANINE TEAMS

1. A listing of canine teams currently available from other agencies for use by the Lynchburg Police Department will be maintained in an *Addendum* to this directive.
2. The decision whether or not to request the assistance of a non-departmental canine team will rest with the incident supervisor, based upon assessment of:
 - a. the nature and seriousness of the incident
 - b. conditions at the scene related to canine effectiveness
 - c. situational canine limitations as set forth in this directive
 - d. canine team availability and response time.
3. In any situation where it becomes apparent to an incident supervisor that a non-departmental canine or handler is not properly trained, the supervisor will:
 - a. terminate use of that canine team
 - b. complete a *Memorandum* documenting the circumstances leading up to his action

- c. forward the *Memorandum* through the chain of command to the Chief of Police.
4. Officers will document assistance rendered by canine teams from other agencies by means of an IBR *Incident Report*, to include the following information:
 - a. events leading up to the request for the canine team's assistance
 - b. all steps taken to secure the search area, both prior to the canine team's arrival and during the course of the search
 - c. agency to which the responding canine team belongs
 - d. canine handler's name and the canine's name
 - e. times of the original incident, area containment, request for a canine team's assistance, canine team arrival and search duration
 - f. search results
 - g. in cases where the handler indicates that the canine cannot be deployed, the reasons given
 - h. any personal injury or property damage resulting from deployment of the canine team
 - i. any other pertinent information.

L. CANINE RETIREMENT

1. Police canines shall be retired at a time when it has been determined that they are no longer able to effectively perform their assigned tasks.
 - a. This shall be regardless of the age of the police canine or his years of service.
 - b. A master trainer, certified through either the Virginia Police Work Dog Association or the North American Police Work Dog Association may be conferred with to evaluate the police canine and make a recommendation on the police canine's effectiveness and usefulness for police-related tasks.
 - c. A department-approved veterinarian may also be conferred with to evaluate the police canine's physical health as it relates to performing police-related tasks.

M. DISPOSITION OF POLICE CANINE

1. If the current handler of the police canine requests to keep the canine after the canine's retirement, the handler shall be granted first opportunity to obtain the retired canine.
2. If the current handler of the police canine to be retired is not interested in keeping the canine, the canine shall be offered (in the following order) to:
 - a. other current or previous police canine handlers of the Lynchburg Police Department
 - b. other sworn Lynchburg Police Department employees
 - c. anyone else that the Chief of Police deems as capable of accepting a police canine.
3. When it is determined who will receive the retired police canine, that person will pay the Lynchburg Police Department the amount of one dollar.
4. The person receiving the retired police canine shall sign a Retired Police Canine: Liability Waiver, thus releasing the Lynchburg Police Department of any responsibilities involving the retired police canine.
 - a. The original signed waiver will be filed at the Lynchburg Police Department.
 - b. A copy of the waiver will be forwarded to the City Attorney.

Original Signed

Parks H. Snead
Chief of Police

August 8, 2014

Date