

PROCEDURES:

Establishment of K-9 Unit (02-30-01)

The K-9 Unit is part of the Uniform Patrol Division under the command of the Chief of Police or his/her designee. Each canine team shall perform the duties as described in the police officer's job description and this manual, and is directed by an assigned shift commander and supervisor. The duty functions of the dogs shall be that of a "patrol dog" with other duties performed as secondary functions of that "job description".

Selection of Canine Handlers (02-30-02)

The selection of candidates for canine handlers shall follow the Department's standard specialized assignment selection process. Prospective handlers should be physically fit, even tempered, and have a good deal of patience. If the candidate has no previous experience as a handler, he/she should have the ability to handle or learn to handle dogs.

Training, Records and Statistics (02-30-03)

A. Pre-service Training

1. All dogs and handlers shall attend a full time canine school approved by the Chief of Police. Only canine teams trained in patrol functions will be allowed to work assigned duties specific to the canine functions. Additional training shall be provided in the areas of drug detection, tracking, searches, apprehensions, etc.
2. All canine teams shall achieve their certification through a nationally recognized and/or approved canine training school, and shall maintain any achieved certifications and all yearly re-certifications.

B. In-Service Training

A minimum of sixteen (16) hours per month of in-service training will be conducted to

maintain and/or improve the dogs and handlers proficiency at their assigned duties. ***Training shall only be excused for normal exceptions such as vacations, attending schools or illness in the dog or the handler.*** In the event the canine is ill, the officer will report to the department to work his/her scheduled or assigned shift. Canine officers are also required to meet departmental and state continuing education and training requirements to maintain proficiencies and retain law enforcement certifications.

C. Training Records and Statistics

1. The canine handler shall keep accurate records regarding all phases of his/her K-9 team's training and experiences in service. These records shall document the fact that each unit is being constantly trained and monitored. All records shall be available as any other public records.
2. Training records for the dogs shall be the property of the Johns Creek Police Department and shall be maintained in the K9 records management system. K9 handlers shall submit all training documentation within five (5) days of the last day of the month.
3. Additionally, the K9 Commander or his/her designee will establish and maintain a file on canine activity with designated software.

Canine Care (02-30-04)

Each handler will maintain a clean environment for the dog both at home and at work. Fresh water will be available to dogs at all times, and the handlers will feed their dogs daily; handler will determine canine feeding schedule. The handler will purchase dog food from a Department approved supplier.

The dogs shall not be abused and shall only be trained utilizing techniques approved by canine commander. Dogs will be groomed on a regular basis and bathed when dictated by a soiled coat or the presence of parasites. In the event that a dog must be boarded, a facility approved by the department will be utilized.

Canine handlers will be responsible for maintaining the health of their dogs. All health problems shall be immediately reported. Handlers will provide, or make sure their dog obtains standard, emergency, and preventive maintenance, health care through the Department's designated Veterinarian.

Ownership and Retirement (02-30-05)

The City shall purchase or obtain and shall maintain ownership of all Canines. Any dogs “donated” to the Department must have a verifiable medical background or receive a physical by the Department Veterinarian, including hips that are certifiable (OFA or A stamp). The dog will be tested for temperament and working drives prior to acceptance for Police Canine work. Donated dogs without nationally recognized breed registration papers signed by the owner must have a letter of donation signed by the donor. Every effort will be made to obtain complete Medical Records and any other pertinent records pertaining to the donated dog. Donated dogs will become the sole property of the Johns Creek Police Department until ownership is transferred to the handler or other recipient authorized by the Department.

Department dogs may be retired between the ages of seven (7) years and ten (10) years old. Any other retirement will be based on performance and/or medical problems. If there is a question about a dog's performance or suitability for work, the Chief of Police will determine how to proceed. If a dog is still performing satisfactorily past retirement age, the age limit may be extended by the Chief of Police.

Upon retirement of the Canine, the handler may have first right of refusal to purchase the Canine from the City. The recipient of a retired canine will sign a binding legal agreement accepting responsibility for the dog's actions. The recipient must also agree to refrain from using the dog in any police capacity. The Johns Creek Police Department shall reserve the right to remove the dog from the recipient if the stipulation(s) of any agreements are not met.

Responsibility to Assist Department Personnel (02-30-06)

The Canine Unit is a resource and tool of the Patrol division. In order for this unit to be successful it must arrive at crime scenes as soon as possible, before the area becomes polluted by any people or vehicles, etc., not related to the crime. In order to facilitate the rapid deployment of these units, canine officers will, upon direction of the shift commander, respond, as **backup or support units**, to any and all situations where they believe they may be able to provide assistance. Whenever possible, the canine unit should be assigned to a designated shift as a city wide car.

- A. [REDACTED]
- B. Answer calls when no other units are available. However, Canine Teams should refrain from getting involved in lengthy investigations in order to facilitate their ability to provide backup and/or support as quickly as possible.
- D. Attempt to locate victims, missing persons, and/or evidence left by these people.
- E. Apprehension of Suspects Resisting Arrest. Resisting arrest includes anyone endangering officers, police canine(s), innocent people or attempts to escape.
- F. All canine teams are subject to call for any event or incident where the unique talents of the team may facilitate a person or suspect location, apprehension, searches of cars and buildings, etc. All call outs shall be only upon the approval of the duty supervisor or commanders.
- G. The teams may also respond to requests for assistance of other jurisdictions.

Upon arrival at any scene, the canine team will notify the officer in charge of their presence. The officer in charge at the scene will determine whether or not to utilize the canine team's assistance. When the canine team's assistance is requested, the canine handler will assess the situation and determine if and how the team can assist. The on scene supervisor will maintain command of the scene, while the canine handler will determine and coordinate the deployment of the K-9 within the scene. The canine handler has the final and ultimate authority in deciding to deploy the canine.

Control of Canines and Use of Force (02-30-07)

Use of specially trained police canines for law enforcement constitutes real or implied use of force. In this, as in other cases, officers may only use that degree of force reasonable and necessary to apprehend or secure a suspect. (See also "Use of Force")

K-9 handlers shall maintain control over his/her dog *at all times*. Citizen contact with Department dogs shall be limited to situations the handlers feel are advisable and safe for the citizen and dogs.

- A. Handlers shall exercise due diligence and care when dogs are out of the car.
- B. All dogs will always be under control of the handler (off leash or on leash).
- C. Dogs left unattended in a vehicle will be unable to be reached by the public.
- D. The dog's whereabouts will be monitored and controlled at the handler's home. The dog will not be allowed to run loose unmonitored.

Officers are required to keep abreast of court decisions involving laws of arrest and use of force regarding canine apprehensions.

Handlers will attempt to minimize grips by training K-9's to recall or call-off when a suspect surrenders or discontinues his/her attempt to flee or fight. The K-9 is trained to release its grip on command of the handler. In any event in which a canine, whether on or off duty, grips (bites) a person or apprehends a suspect by force; the handler will:

- A. Summon a Supervisory Officer and EMS to the scene.
- B. Have EMS examine the affected area to determine the seriousness of the injury and if the suspect will need transport to a medical facility for further care.
- C. Take color photographs of the affected area if possible prior to and following medical treatment.
- D. Due to the potential of AIDS or other types of communicable diseases, a canine will be taken out of service for four(4) hours after biting any individual.

A Canine Activity Report will be completed in the form of a miscellaneous or incident report, within 24 hours of the occurrence. Grips will also be documented on the Use of Force form and shall include information regarding treatment of grips to include treatment rendered, dates, times, names of attending doctors and medical facilities. The Use of Force form shall be routed, as specified in the Use of Force Investigations SOP 04-17. In all cases where the canine grips a person, copies of the incident report will be forwarded through the proper channels to Fulton County Animal Control.

Responsibilities of Backup Officer (02-30-08)

Should the canine unit respond to any scene and deployed for an apprehension or search, an officer should be assigned to back up the handler. The duties of the backup officer include:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- E. In the event the Dog Handler is injured or unable to handle the dog; the backup officer

will follow the following procedures, in the order presented.

1. Contact another K-9 Handler;
2. Contact Animal Control;
3. Attempt to handle and or restrain the dog personally.

Area Search Deployment (02-30-09)

[REDACTED]

- A. [REDACTED]
- [REDACTED]
 - [REDACTED]

- B. [REDACTED]
- [REDACTED]

G. [REDACTED]
[REDACTED]

Tracking (02-30-10)

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Building Searches for Suspects in Hiding (02-30-11)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

- A. [REDACTED]
[REDACTED]
[REDACTED]
- B. Upon locating a suspect, the dog will respond appropriately to the actions of the suspects. The dog will hold its grip until the handler commands the canine to release. In the event that the suspect attempts to resist arrest; the dog will only release its grip by the command of the handler or when resistance stops. The backup officer has the responsibility of taking the suspect into custody leaving the K-9 handler free to handle the dog.

Search for Articles and/or Evidence (02-30-12)

All K-9's are taught to indicate articles (such as; weapons, tools, expended cartridges, stolen property, articles of clothing, etc.) left by the suspect or victims of a crime. The K-9 may indicate these items while tracking or following human scent, although tracking provides the best opportunity. The procedures for article search depend locating by tracking, air scenting for human scent on the article, or air scenting for the scent of the article. The procedures will be the same as for tracking or area searches.

Search for Victims and/or Missing Persons (02-30-13)

All K-9's are trained to locate innocent persons as well as criminal suspects. All of the scenting methods used to locate criminal suspects can also be used to locate members of the general public. K-9 teams practice friendly and aggressive responses at the end of tracks so the dogs do not assume a person found at the end of a scent trail will always be an aggressor.

Public Demonstrations (02-30-14)

Good relations with the general public will be a high priority for all K-9 teams. Emphasis will be placed on demonstrating the dogs are very friendly with people and still willing and capable of defending against an aggressor. Handlers shall take every reasonable precaution to ensure all dogs are under control and the public is not endangered by any of the activities. Citizen contact with dogs will be closely monitored and controlled by K-9 handlers. All information and material presented during a demonstration will be reviewed and approved by the Chief of Police or his/her designee prior to the demonstration.

Use and Storage of Narcotic Training Aids (02-30-15)

A procedure shall be established to secure, store, authorize use and establish a retention period for real narcotics to be used as training aids for drug detection canines. To ensure proper training is received by the canine teams, it is necessary to expose both the handlers and canines to actual narcotic identification. While maintaining these narcotics, strict handling procedures and guidelines are necessary and shall be adhered to. The Controlled Substances Act of 1970 authorizes this Department, with a current Controlled Substances Registration Certificate indicating a Drug Enforcement Administration Registration Number, to possess, and use narcotics for **training purposes only**.

The procedures for storage, use, accounting, and retention are:

- A. Only controlled substances authorized and issued by the DEA can be used for the purpose of canine training.
- B. The Canine Unit Commander or his/her designee is responsible for maintaining the Controlled Substances Registration Certificate to possess narcotics. The canine handler, an evidence technician or on duty supervisor must sign the log each time the training drugs are dispersed or returned. Members of the Canine Unit which handle drug detection canines shall be allowed to possess various types of narcotics for the sole purpose of training. All narcotics shall be returned to the canine drug safe within 24 hours of the approved training/work day. Exceptions to this timeframe must be approved and documented by the Canine Unit Commander.
- C. Secure storage of the narcotic training aids is essential and strict guidelines shall be adhered to are as follows:
 1. When the narcotic training aids are not in use, they shall be secured and locked in a dedicated and locked safe. The designated safe shall be located in the crime lab with only authorized personnel having access. Additionally, only the evidence technician and the canine handlers will have access to open the canine narcotics safe.
 2. Every time the canine handler wishes to implement narcotic training aids in their training, the narcotic must be weighed, and documented "weight out" and logged into the "Storage Log"; documenting the date, time, and narcotic used. During training, the individual narcotic aids are to be placed in a canvas bag, PVC tube or sealed by other means which prevent the narcotics from raw exposure, total or partial loss and accidental ingestion.
 3. At the end of the training and/or work day, the narcotic training aid shall be logged into the "Storage Log" indicating the "weight in" and returned to the

storage safe. While transporting the narcotics the canine handler will secure the narcotics in a locked safe located in the truck of their assigned vehicle.

4. The canine handler, evidence technician or an on duty supervisor shall be responsible for conducting the “weigh in” and “weigh out” and logging the results in the Storage Log. The canine handler, supervisor or evidence technician must be present for the weigh in/out and also sign the Storage Log. The storage log will be kept with the training narcotics.
5. If the “weight out” and “weight in” entries vary by more than one (1) gram, the Canine Commander and Chief of Police shall be notified, in writing, immediately. An incident report must also be completed.

- D. To ensure accuracy and accountability of the narcotic training aids, the Evidence Custodian shall audit the aids for accuracy in quantity, storage, and use on a monthly basis and a notation indicating this audit shall be placed in the “Storage Log” and included in the Canine Unit’s monthly report. Any discrepancy shall be brought to the attention of the Evidence Supervisor, Canine Commander and Chief of Police immediately.
- E. In the event that the narcotic training aids become damaged an incident report will be completed and if necessary, the narcotic will be returned to the Evidence Technician for destruction. This process may also apply if the narcotic is no longer useful as a training aid due to its age.

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