SAN DIEGO POLICE DEPARTMENT

SPECIAL OPERATIONS BRANCH

CANINE UNIT



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OPERATIONS MANUAL

June 2026

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I PURPOSE

1.1 SCOPE

A. No operations manual, or set of directives, can address all situations that may arise during the performance of duty. Policy is broad in scope to encompass most situations. It is stated in general terms. This document conveys the same authority as other department rules, regulations, policies, and procedures. Compliance is required by all members of the Canine Unit. Violations of any portion of the Canine Unit Operations Manual may result in disciplinary action.

B. This Operations Manual will not apply in such a way as to violate state or federal laws, other Department Policies or Procedures, or abridge the constitutional rights of members of this department. If, for any reason, any portion of this manual is held to be invalid, the remainder of the manual shall not be affected.

C. This Operations Manual will be reviewed by the Canine Unit Commanding Officer annually for possible revision. Associated Department Procedure 6.16 - Police Service Dogs, should be reviewed if changes are made to the Operations Manual.

1.2 MISSION STATEMENT

The mission of the Canine Unit is to support field operations in accomplishing the Department's mission of maintaining peace and order by providing the highest quality police services.

This mission is accomplished through the professional utilization of a Canine Team. The Canine Team, consisting of a handler officer and Police Service Dog (PSD), are to be a resource to aid the Incident Commander in successfully resolving incidents relating to:

Crime prevention, detection, criminal apprehension, officer safety, problem solving and service to the community.

The Canine Unit is committed to community engagement to provide the public with an understanding of the use of properly trained police dogs.

A. The Canine Unit is proficient in providing assistance in several critical areas, including:

1. Officer Protection.

2. A force option to apprehend dangerous persons.

3. Psychological deterrent to suspect aggression.

4. Searching for suspects or evidence.

5. Article / Evidence Search, and Explosives Detection.

6. Assisting area commands with routine enforcement and problem solving.

1.3 OBJECTIVES

A. Develop and maintain highly trained and well-disciplined canine teams capable of maximum operational utilization with minimal exposure to civil liability.

1. Measured through weekly maintenance training, certification, and analysis of civil damage resulting from use of the PSD.

B. Enhance crime fighting efforts, officer safety, and public safety by providing an effective less-than-lethal force option to each of the area commands.

1. Measured through adherence to daily staffing requirements, response to canine related radio calls, appropriate deployment of the PSD, and the recording of noteworthy incidents in the Canine Unit "Incident Log".

C. Provide effective specialized services to the department in the areas of Explosives Detection and Article / Evidence Search.

1. Measured through weekly maintenance training, strict adherence to established procedures, monthly detection recaps, and adherence to detection team staffing requirements.

D. Be proactive in community engagement at each area command addressing routine enforcement and problem solving.

1. Measured by response to non-Canine related radio calls, self-initiated enforcement activity, and involvement in community engagement.

1.4 ORGANIZATION

"Canine" is a unit of the Special Operations Branch. The Canine Unit consists of sergeants and officers under the direction of the Canine Lieutenant. The Canine Lieutenant reports to the Special Operations Branch Commander. The Canine Lieutenant and Canine Sergeants administer and supervise the unit to ensure consistent training for officers and dogs, and proper deployment in the field.

At present, the Special Operations Branch Commanding Officer is Commander Ryan Hallahan and Canine Unit Commanding Officer is Lieutenant Taerance Oh.

1.5 UNIT RESPONSIBILITIES

The Canine Unit shall operate as a specialized group responsible for providing effective support service, particularly for field operations, to ensure quality police service to the citizens of San Diego.

II PERSONNEL RESPONSIBILITIES

2.1 CANINE LIEUTENANT

A. Responsible for the overall administration of the Canine Unit, and direct supervision of the Canine Sergeants.

B. Duties

1. Overall effectiveness and risk management of the unit and training program.

2. Provide information about the canine unit for the weekly management report.

3. Management of grants or funds secured for the purchase of PSDs and equipment. Work closely with vendors and the San Diego Police Foundation.

4. Oversee and approve officer requests for training courses.

5. Review of the Training, Explosive, and Equipment Sergeants monthly reports.

6. Overall approval of the unit's budget.

7. Approve, assist, and coordinate all ride along requests.

8. Assist in development and maintain inter and intra agency liaisons.

9. Participation in the process and selection of new handlers.

10. Liaison with Command Post and Canine Supervisors during Critical Incidents.

11. Coordinate Emergency Callout Operations.

12. Oversee scheduling and staffing to ensure appropriate coverage.

13. Preparation/Review of staff reports as per Department Procedure and the Canine Operations Manual.

14. Assignment of all PSDs.

15. Oversee testing/selection of Detection Handlers.

16. Assist Vehicle Sergeant in procurement of new vehicles and assign new vehicles.

17. Review all completed bite reviews.

2.2 CANINE ADMINISTRATIVE SERGEANT

A. Canine Administrative Sergeant is responsible for several administrative aspects within the Canine Unit. This position is eligible for administrative pay.

B. Duties

1. Maintain a record keeping system to track officers' training not directly related to handling police dogs. Training such as AOT, Success Factors, etc.

2. Administrative support for unit training operations.

3. Process officers' subpoenas.

4. Liaison with the City Attorney's Civil and Criminal Division.

5. Development and maintain inter and intra-agency liaisons.

6. Direct, supervise, and coordinate emergency call-out operations.

7. Conduct internal investigations of officers' activities assigned by the Canine Unit Lieutenant, per Department Procedure 1.10.

8. Preparation of staff reports, per Department Procedures and the Canine Operations Manual.

9. Work closely with the Training Sergeant to ensure training is consistent with current law and Department Policies and Procedures.

10. Any other duties as directed by the Canine Unit Lieutenant.

2.3 CANINE SQUAD SERGEANT

A. Canine Unit squad sergeants are responsible for the overall supervision of officers assigned to the Canine Unit.

B. Duties

1. Direct supervision of canine handlers.

2. Administrative support for unit training operations.

3. Review and input figures into Stats program of officer monthly activity recap figures.

4. Review of all PSD bite incidents.

5. Inspection of personnel, dogs, vehicles, home kennels, and all assigned canine-related equipment.

6. Development and maintain inter and intra-agency liaisons.

7. Participation in the selection process of candidates for the Canine Unit.

8. Direct and supervise canine teams during emergency operations.

9. Direct, supervise, and coordinate emergency call-out operations.

10. Schedule and maintain citywide staffing to ensure appropriate coverage.

11. Conduct internal investigations of officers' activities, per Department Procedure 1.10.

12. Preparation of staff reports, per Department Procedures and the Canine Operations Manual.

13. Counsel and act as mentor for officers.

14. Preparation of officer evaluations.

15. When a handler or his/her assigned PSD has been on extended leave, the sergeant is to coordinate with the canine training staff to obtain re- certification training for the canine team. If applicable, the sergeant is to ensure the officer re-qualifies at the Police Range.

2.4 CANINE TRAINING SERGEANT

A. The Canine Unit Training Sergeant is responsible for all aspects of training for the Canine Unit. The Training Sergeant is eligible to receive Canine Training pay. This is a full-time position within the unit.

B. Duties

1. Functional supervision of the Canine Unit training officers.

2. Development, coordination, and supervision of training for canine teams.

3. Maintain documentation and tracking of all General Service canine training.

4. Ensure maintenance of all General Service training equipment.

5. Ensure maintenance of training field and related training equipment and coordinate repair or survey as applicable.

6. Review all bite reports for training issues and submit recommendations to the Canine Unit Lieutenant for remedial training.

7. Coordinate testing, selection, and assist in assignment of PSDs.

8. Participate in testing and selection of canine trainers, explosives, and article detection handlers.

9. Coordinate and monitor General Service Dog training/academies.

10. Coordinate and supervise all canine-related training to include, but not limited to the following:

    a. POST Certification Class.

    b. Basic Handler and Detection Academies.

    c. Canine Menu Class.

11. Serve as a training resource for the Explosives and Article/Evidence Detection Sergeants.

12. Ensure the Supply/Equipment Coordinator is made aware of new dog purchases and dog replacements.

13. Complete the “training portion” of performance evaluations for all trainers.

14. Ensure all K9 trainers attend the POST Instructors Development Course, or a similar POST Instructors Course, upon selection as a unit Training Sergeant/Trainer, or at the earliest opportunity.

15. Provide the Canine Lieutenant with weekly updates regarding unit training activities and overall operational status.

2.5 EXPLOSIVES DETECTION SERGEANT (EDS)

A. The Explosive Detection Team Sergeant is a collateral duty assignment for a Canine Sergeant and is responsible for all aspects of the Canine Unit Explosive Detection Program, with the exception of those duties assumed by the Canine Unit Training Sergeant.

B. The Explosives Detection Sergeant will fulfill the following:

1. Coordination of explosives detection operations.

2. Review search reports, and document explosives detection deployments via a monthly recap.

3. Maintain an inventory of training aids, including storage and rotation of stock in the explosives magazine. Inspect the inventory of training aids monthly.

1. The monthly inspection verifies that all Pelican cases and loose training aids are accounted for, and the corresponding numbered security tags are verified and intact.

2. A quarterly inspection will be conducted in January, March, June and September. A full inventory of all explosive training aids will be conducted during the quarterly inspection.

4. Participation in the selection of explosives detection handlers.

5. Coordinate, supervise, and monitor all phases of explosives detection training, including academies and weekly maintenance training.

6. Review and approve explosives related training with outside agencies.

7. Coordinate purchases and disposal of explosives training aids.

8. Coordinate requests for explosives detection team services and liaison with outside agencies.

9. Coordinate and supervise the deployment of explosives detection teams for major events and dignitary visits.

10. On an annual basis, apply for and maintain a permit through the Fire Department, for the explosives' storage magazine.

11. On an annual basis, apply for and maintain permits through the Sheriff's Department, for explosives handler permits for explosive detection handlers and trainers.

a. Assist in coordinating and certifying Explosive Detection Teams on an annual basis.

b. Provide the Canine Lieutenant with weekly updates regarding unit training activities and overall operational status.

2.6 ARTICLE / EVIDENCE DETECTION SERGEANT (ADS)

A. The Article/Evidence Detection Team Sergeant is a collateral duty assignment for a Canine Sergeant and is responsible for all aspects of the Canine Unit Article/Evidence Detection Program, with the exception of those duties assumed by the Canine Unit Training Sergeant.

B. The Article/Evidence Detection Team Sergeant will fulfill the following:

1. Functional supervision and coordination of the Article/Evidence Detection Team operations.

2. Participate in the selection of Article/Evidence Detection handlers and teams.

3. Assist in coordinating and certifying Article/Evidence Detection Teams on an annual basis.

4. Collect and facilitate the maintenance of monthly training records submitted by each Article/Evidence Detection handler.

5. Coordinate requests for Article/Evidence Detection Team services, including evaluation of callouts and assignment of teams.

6. Provide the Canine Lieutenant with weekly updates regarding unit training activities and overall operational status.

2.7 EQUIPMENT AND SUPPLY SERGEANT (ES)

A. The Equipment and Supply Sergeant is a collateral duty assignment for a Canine Sergeant, and is responsible for all aspects of equipment acquisition, maintenance, issuance, repair, and replacement. The coordinator is responsible for supplying each new canine handler with the proper equipment and supplies for the care and upkeep of his/her assigned dog, car, and home kennel.

B. Duties

1. When applicable, research, contact, and make recommendations to the Fiscal Management Unit of qualified vendors for required equipment and supplies. Maintain liaisons with all contracted vendors for canine equipment and supplies.

2. Maintain liaisons with the Fiscal Management Unit to ensure accurate content on, and proper authorization for, compensation of all invoices and documents to facilitate timely payment of bills.

3. Coordinate procurement of equipment, food, and supplies.

4. Prior to the beginning of each fiscal year (July 1st), consult the Fiscal Management Unit analysts regarding any proposed changes to Canine Unit equipment and supply purchase orders.

5. Consult with Fiscal Management analysts when additional purchases, not listed on purchase orders, may be needed.

6. Assist in annual budget preparation.

7. Prepare annual equipment inventory report and submit it to the Canine Unit Lieutenant.

8. Assist in acquisition and documentation of purchase orders for all required equipment and supplies.

9. Maintain copies of purchase orders, invoices, and receipts for equipment and supplies.

10. Approve all orders, purchases, and repairs of training equipment and canine supplies.

11. Maintain log for issuance of all canine related supplies.

12. Ensure equipment is maintained in proper working order.

13. Survey non-repairable equipment and oversee proper disposal.

2.8 VETERINARY SERGEANT (VS)

A. The Veterinary Sergeant is a collateral duty assignment for a Canine Sergeant and is responsible for all aspects of the health and welfare of all dogs assigned to the Canine Unit.

B. Duties

1. Maintain all dog medical records for the Canine Unit.

2. Track and maintain records associated with veterinary and dental care for all active-duty PSDs. Track all canine-related costs and exercise budgetary control over veterinary and dental care expenditures.

3. Maintain liaisons with the San Diego Humane Society to process and track licensing of all active-duty PSDs. Ensure the San Diego Humane Society is notified when an active PSD retires or dies.

4. Ensure accuracy of dog license information on the “current” dog roster.

5. Schedule vaccinations and rabies shots as required for annual licensing.

6. Responsible for approving and authorizing any non-emergency expenditure obtained through the veterinary clinic, via the Chain of Command.

7. Responsible for approving and authorizing any medical procedure beyond normal medical treatments, via the Chain of Command.

8. Responsible for certifying medical fitness of all active-duty canines upon referral by contract veterinarian.

9. Maintain liaisons with contract veterinary and dental facilities.

10. Coordinate with the Fiscal Management analyst to review and make any applicable changes to annual contracts.

11. Review and approve all invoices received for veterinary and dental visits.

2.9 VEHICLE SERGEANT

A. The Vehicle Sergeant is a collateral duty and is responsible for all administrative aspects of Canine Unit vehicles including assignment, maintenance, and procurement.

B. Duties

1. Maintain liaisons with Auto Maintenance personnel to ensure routine preventative maintenance is performed on all unit vehicles.

2. Maintain liaisons with Fleet Safety Manager:

a. To ensure proper installation of equipment specific to the Canine Unit such as fabricated inserts, decals, radio/scanner set up, unit number application on car roof, and heat alert and deployment system.

b. Discuss and coordinate production of new vehicles, and any canine specific modifications.

c. Ensure the fleet is properly staffed with the established number of marked patrol vehicles, spares and training vehicles and report to Unit Lieutenant for additional needs.

3. Inspect spare canine vehicles once each shift to ensure proper maintenance and cleanliness.

4. In coordination with Canine Lieutenant and Fleet Management, assign new vehicles issued to the Canine Unit.

2.10 CANINE TRAINING OFFICERS

A. The Canine Unit Training Officers (Squad Trainers) report directly to their respective Sergeant and are eligible to receive Canine Unit Training Pay.

B. Training Officers

1. Training officers are selected through a recommendation and interview process from among qualified unit handlers. Final selection will be made by the Canine Unit Lieutenant based on the interview process, with strong input from the Canine Unit Training Sergeant and the squad Sergeants.

2. Training officer candidates must possess the following minimum qualifications:

a. Be currently assigned to the Canine Unit with three years of service as a canine handler.

b. Overall performance rating of “Meets Standards” during the past 12 months.

c. Supervisor approval and recommendation.

d. Self-starter, self-disciplined, capable of performing with minimum supervision. Demonstrate strong performance in communication skills, interpersonal skills, canine deployment, and training techniques.

e. Willing to forego normal shift change rotation, when necessary, to facilitate training officer staffing requirements.

3. Training officers are under the direct supervision of the Training Sergeant during training and all training should be coordinated with the Training Sergeant.

4. Training officers are responsible for conducting and maintaining the weekly training program for the unit.

5. Training officers will perform detailed administrative duties as specified by the training sergeant, including, but not limited to, the timely, thorough preparation and submission of weekly training evaluations. They will monitor the in-field performance of canine teams and resolve any performance issues that come to their attention.

6. In addition to weekly maintenance training, a training officer will conduct regular in-field training. They also may be assigned to conduct training for detection teams and support any outside training where Canine is incorporated in the curriculum, i.e... CRT, Regional Academy, and In-Service training.

7. A training officer may be assigned to oversee or assist with the various types of canine academies (GSD and detection).

8. Training officers may be asked to assist the Training Sergeant with the following duties:

a. Raise the expertise of other training officers by developing and conducting training for trainers.

b. Develop other forms of training for the officers and supervisors of the unit, including seminars and “field trip” exercises.

c. Review written training material and update current training.

d. Assist in testing, selecting and assignment of new dogs.

e. Maintain liaisons with outside agencies as it pertains to providing information to the unit and training procedures.

f. Be a resource to other training officers and/or canine handlers.

g. Problem-solve and trouble shoot for the training program.

h. Test and evaluate new equipment.

i. Maintain a tracking system for the performance of unit canine teams.

j. Perform the duties of the Training Sergeant in his/her absence.

9. All K9 trainers must attend the POST Instructors Development Course, or a similar POST Instructors Course, upon selection as a unit Training Sergeant/Trainer, or at the earliest opportunity.

2.11 CANINE HANDLERS (Police Sergeants and Police Officers with PSD)

A. General Duties

1. Handlers are required to perform all the duties of a patrol officer/sergeant, with the added responsibility of working a PSD.
2. To ensure availability for canine-related radio calls, situations, or training; handlers will generally not become involved in lengthy investigations or reports.

B. Functional Duties

1. Overall responsibility for the assigned PSD in accordance with Department Policy and Procedures.

2. Respond to radio calls when, and where, the PSD's presence will further the goals and objectives of field operations.

3. Provide for timely cover and assistance to other police units.

4. Maintain required standards of proficiency for the assigned dog through required training.

5. Care for, and maintenance of, their assigned dog in their home at city expense. Properly maintain their assigned dog, car, and home kennel.

6. Provide for medical care/treatment of their assigned dog, at city expense.

7. Transport their dog to the veterinarian or dentist in emergencies, and/or with prior supervisory approval for routine health care.

8. Prepare and submit to the appropriate supervisor all reports and logs pertinent to their daily, weekly, and monthly activities.

9. Maintain physical appearance and standards per Department Policy.

10. If a handler or his/her PSD has been on extended leave (30 days or more), schedule re-certification training with the training staff for the canine team.

    a. When applicable, call the Police Range to ensure the proper form has been received from Medical Assistance, and then successfully re-qualify at the Range.

11. Participate in Community Engagement efforts as assigned.

C. Assignment to Specialized Units

1. Handlers temporarily assigned to other units within the Department are subject to the policies and procedures contained in this manual.

2.12 SPECIAL RESPONSE CANINE (SRC) COORDINATOR SERGEANT

A. The SRC Coordinator is a collateral duty, assigned to an active SRC Sergeant.

B. The SRC Coordinator Sergeant is responsible for all administrative and logistical aspects of the SRC program.

C. DUTIES

1. Maintain a liaison with SWAT/ SRT, to continually evaluate and develop tactics for deploying the SRC teams with SWAT.

2. Schedule the on-call status of the SRC teams, to ensure coverage for call outs.

3. Track on call compensation and discretionary leave time earned, as per the MOU.

4. With the approval of the Canine Unit Lieutenant and the SWAT Commanding Officer, procure, test, and evaluate additional equipment used specifically for SRC teams.

5. Coordinate/schedule SRC teams for monthly training with SRT and PRT.

6. Track monthly SRC training and provide documentation to the unit's Training Sergeant.

7. Arrange for a Canine Unit Training Officer to attend SWAT training to assist in developing strategies and training philosophy for SWAT related deployment issues as needed.

8. Coordinate with the Training Sergeant for any new training tactics or problems. Report training issues to the unit's Training Sergeant.

9. Review and critique all SRC deployments. Ensure all deployments are documented on the SRC incident log.

10. Assign SRC teams for SWAT warrant services, as requested by the SWAT Commanding Officer.

11. Evaluate other agency's SWAT/ K9 deployment tactics, to develop the best practices for SDPD SWAT/K9 utilization. Ensure all tactics are within the scope of SDPD deployment procedures.

12. Maintain accountability of all SRC and tactical equipment issued to include:

    a. Ballistic Plates and carriers

    b. Ballistic helmets with integrated communication equipment

    c. K-9 issued Bean Bag Shotguns (BBSG)

    d. All harnesses, collars, leashes, and equipment specifically purchased for use by SRC teams

13. Review all SRC incident logs for training, equipment, or deployment issues. Disseminate copies of all SRC incident logs to the Chief of Operations, the Commander of Special Operations Branch, the Canine Unit Lieutenant, the Canine Unit Training Sergeant, and the SWAT Commanding Officer.

14. Evaluate prospective teams for future assignments to SRC.

    a. Assist the Training Sergeant/Canine Unit Lieutenant in the selection of new PSD's and handlers for SRC openings.

    b. Final selection of new SRC teams will be at the discretion of the Canine Unit Lieutenant.

III OPERATIONS

3.1 OPERATIONAL RESPONSIBILITIES

A. Canine Teams are a resource to the Incident Commander. All available use of force options should be weighed in resolving incidents. Handlers should be proactive in responding to calls where there is a likelihood of violence in order to provide a deterrent with the Police Service Dog (PSD). Once on scene, and when practical, Handlers should:

1. Identify and contact the Incident Commander

2. Determine the type of incident- Criminal or Civil (PSDs are generally not used for civil issues)

3. Determine the suspect location- Open Air (open to public access) versus Stronghold (barricaded in building or car)

4. Determine the threat level of the suspect (Weapons access, history, etc.)

5. Determine the threat to officers and the public

6. Determine the mission for the Canine Team (Search, Perimeter Security, Arrest, etc.)

7. Determine the can versus should. Do the circumstances dictate the suspect needs to be bitten legally and ethically or just legally?

8. Notify a Canine Supervisor when asked to assist on a “wall-stop.”

B. Priority One Support.

1. Cover-calls and/or officer safety related incidents.

2. Pursuits (In accordance with Department Pursuit Policy and Section 8.8 of this manual.)

3. Covering and responding to radio calls.

4. Searches:

a. Building

b. Evidence

c. Area

d. Explosives

5. Support for SWAT warrants and missions

C. Priority Two Support

1. Area command support / problem solving

2. Selective enforcement

3. Saturation patrol

4. Field interviews

5. Traffic enforcement

D. Priority Three Support

1. Conduct canine demonstrations and community engagement

2. With Canine Unit supervisory approval, assist investigative units with suspect apprehensions. Canine availability to patrol shall not be compromised by requests from investigative units.

3. Canine teams will generally not involve themselves in incidents requiring extensive investigations or reports, without notifying a canine supervisor. Canine teams should assist patrol officers by completing routine, minor investigations as encountered, or when staffing permits.

3.2 ASSIGNMENT OF CANINE TEAMS

A. Watch Hours

1. 1st Watch **(Deleted – Records of Security)**

2. 2nd Watch **(Deleted – Records of Security)**

3. 3rd Watch **(Deleted – Records of Security)**

B. Assignments

1. Canine teams will have city wide responsibility. They will monitor all radio frequencies when possible.

2. Canine teams may be assigned to work specific area commands, as needed, and determined by the Canine Sergeant or Lieutenant.

3. Deployment of canine teams may be based upon specific needs of patrol.

4. Shift hours shall remain flexible and may be adjusted to ensure proper coverage and response to special needs of patrol, based on the current MOU between the City and POA.

C. Minimum Staffing

1. Every reasonable effort must be made to maintain staffing levels as follows:

a. First Watch: **(Deleted – Records of Security)**

b. Second Watch: **(Deleted – Records of Security)**

c. Third Watch: **(Deleted – Records of Security)**

2. To ensure adequate coverage by canine teams, it is necessary to maintain minimum staffing requirements.

a. Sergeants are responsible for maintaining minimum staffing levels. The Sergeant may approve overtime to meet these needs. Ensure unit Lieutenant is notified of the coverage via text and email. If minimum staffing cannot be met, it will be the discretion of the Canine Lieutenant to approve to go below minimum staffing.

3. At the conclusion of each line-up, the sergeant will ensure that a copy of the appropriate shift's daily work schedule is transmitted to Communications Division, the Special Operations Branch Commander, Canine Lieutenant and the Watch Commander via email.

3.3 REPORTS AND RELATED DOCUMENTATION

A. All reports (investigation, arrest, ARJIS-9, etc.) shall be submitted, within 24 hours, to the area command involved, to ensure there will be no delay in follow-up investigations.

B. Canine officers will personally transport, or arrange for transport of, all necessary paperwork to the appropriate command.

C. Canine Unit sergeants shall attempt to make frequent report meets with canine handlers in the field. Canine officers and sergeants should not rely upon patrol supervisors for approval of Canine Unit generated reports.

D. Canine bite reports (ARJIS-9) shall be reviewed/approved by a sergeant, acting sergeants will need approval from the Canine Lieutenant.

E. Bite review reports shall be conducted by a sergeant, acting sergeants will need approval from the Canine Lieutenant.

3.4 INSPECTIONS

A. Each handler will be subject to a regular inspection process conducted by **any** Canine Unit supervisors. Inspections will be conducted in accordance with the Department's Inspection Guide.

B. Additional canine-related inspections will be conducted on an annual basis at the time of the handler's performance evaluation. The areas inspected will include the home kennel, issued canine equipment, vehicle storage, and canine medical status.

C. The handler must pass all required inspections. If discrepancies are noted, the handler must correct the discrepancies as soon as practical. Failure to correct discrepancies could result in disciplinary action.

3.5 DAILY JOURNALS

A. All canine handlers assigned to field duties will accurately complete a Computer Automated Journal detailing his/her daily activity.

1. When multiple canine teams cover a call, the primary canine officer utilizing the dog to affect the arrest, will recap the arrest. All others will recap a volunteer call or radio call. "Double recapping" by canine officers is prohibited.

2. Canine supervisors will review Computer Automated Journals in accordance with existing Department Procedures and input the data monthly into the Canine Stats program. .

3.6 CANINE INCIDENT LOG

A. All apprehensions and noteworthy incidents, where the PSD prevented additional force, will be documented in the Canine Unit Incident Log. The handler involved is responsible for making the entry prior to securing at the end of shift.

1. The reporting canine handler is also responsible for emailing a copy of the Incident log entry to the Operations Assistant Chief, the Special Operations Branch Commander, the area command Captain where the incident occurred, the Canine Unit Lieutenant and the Canine Sergeants.

B. If the officer involved believes an incident log entry may not be appropriate, the officer will report the incident to a supervisor who will advise the Canine Unit Lieutenant via email prior to the end of shift.

C. All noteworthy incidents not resulting in an apprehension should also be entered in the Incident Log by the officer involved. This documentation should include (but is not limited to) the following:

1. All newsworthy incidents/events.

2. Incidents where the psychological presence of a PSD prevented violence, death, or injury to a citizen, suspect, or officer.

3. All on-duty canine officer injuries.

4. All canine deaths.

5. All assists to other agencies.

6. Significant pursuits in which a canine unit is the primary unit.

D. All incidents where a PSD is deployed on an apprehension command where the PSD fails to complete the bite, unless called off, will be reported on the Training Performance form, and turned into the Training Sergeant and Canine Unit Lieutenant for review and coordination of a training plan.

3.7 CODE 100 PROCEDURES

"Code 100" procedures are CONFIDENTIAL. For security reasons, they will be maintained in a separate manual. All Canine Unit personnel must review and be thoroughly familiar with these procedures.

3.8 TIMECARDS AND COMPENSATION (Per POA MOU)

A. All canine handlers are eligible for, and will be compensated for, Canine Unit pay during their tenure with the Canine Unit.

1. Canine Unit pay will be initiated when a newly appointed handler graduates from the basic PSD Academy.

B. All handlers assigned and caring for a PSD are entitled to receive Canine Maintenance Compensation at the rate of 3.5 hours per week. This compensation is for the maintenance of the issued dog, car, and home kennel.

1. Canine Maintenance Compensation will begin when the new handler receives his/her dog.

2. On the electronic timecard, the handler shall document 7 hours of overtime per pay period by posting 3.5 hours each week using the code, "K9 Care Pay OT", in the "Att./abs.type" column. This compensation may be taken as 3.5 hours of comp and/or pay per week. The 3.5 hours per week shall not be divided.

3. If a handler does not have a dog, the Canine Maintenance Compensation will be temporarily discontinued, then reinstated when another dog is received.

4. If, for any reason, a handler is unable to care for their canine due to medical restrictions, Canine Maintenance Compensation will be temporarily

suspended. Compensation will be reinstated once the handler returns to full duty or in accordance with medical recommendations.

C. Canine Unit specialty pays and Maintenance compensation (while the handler cares for his/her assigned dog) will continue during the time a handler is on Industrial Leave with prior approval from a medical professional.

D. Shift Differential Pay

1. Will be paid as per Article 62 of the POA MOU.

2. In the event a handler is placed on Industrial Leave, he/she will continue to receive the shift differential pay corresponding to the shift worked prior to the Industrial Leave assignment, as per Article 14 of the POA MOU.

3. A newly appointed handler will receive shift differential pay which parallels the hours of the academy (1st or 2nd). Upon graduation, the shift differential pay will change to match the shift assigned, per Article 62 of the POA MOU.

E. Upon transfer out of the Canine Unit, all Canine Unit and Maintenance compensations will be discontinued.

F. All leave slips will be signed and approved by a supervisor and placed in the bin to be delivered to Operational Support. If the Administrative Sergeant is unavailable the First Watch sergeants will be responsible for delivering the Operational Support mail daily.

3.9 PATROL OVERTIME ASSIGNMENTS

A. Handlers and sergeants shall not utilize their PSD and/or K9 vehicle when working any non-K9 overtime assignment without the prior approval of the Canine Unit Lieutenant.

1. The handler should leave the PSD at home or in the kennels at the K9 facility.

2. Handlers shall partner up with a patrol officer or work as a one-officer unit in a patrol car capable of transporting prisoners or other vehicles as determined by the Patrol Command.

3.10 HANDLER LIGHT DUTY AND INDUSTRIAL LEAVE STATUS

A. In the event a handler is injured and is placed on industrial leave or light duty and their medical restrictions prevent them from caring for their PSD, he /she shall contact their direct supervisor for temporary placement of their PSD. The injured handler's PSD may be housed with a current full duty canine handler assuming there is sufficient kennel space, and the full duty handler is willing to care for an additional PSD. In the event a full duty handler is unavailable, the PSD will be housed in the

kennels at the SDPD Canine facility. Upon full duty designation, the handler's PSD will be returned.

1. If a handler is placed on Industrial Leave or light duty and medical restrictions indicate the handler is capable of caring for their assigned Police Service Dog (PSD), the handler shall maintain access to an unmarked vehicle for emergency situations involving the PSD (refer to Section 4.11, Handler Duties if PSD is Injured or Ill).

   If an unmarked vehicle is unavailable, the handler shall notify their immediate supervisor, who shall in turn notify the Canine Lieutenant.

2. If a handler is authorized to care for their assigned Police Service Dog (PSD) while on Industrial Leave or Light Duty status, the handler shall be permitted access to a Department vehicle for canine-related responsibilities.

   Priority shall be given to the use of an unmarked vehicle. All use of Department vehicles shall be in compliance with Department Procedures 1.12 and 1.16.

IV GENERAL PROCEDURES

4.1 OWNERSHIP OF PSD / SOCIAL MEDIA

A. All dogs accepted for training and use by the San Diego Police Canine Unit are the sole property of the San Diego Police Department and shall be issued an ID number upon graduation from the Basic PSD Academy.

B. Department owned dogs are not available for breeding purposes. The dogs are to be considered city property, issued by the department.

C. Proper care and maintenance of the dog is the responsibility of the handler. The officers/sergeants assume this responsibility when they are assigned to the Canine Unit.

D. Yearly Physical Examinations

1. At the beginning of the annual year, each handler working either first or second watch (preferably first watch), will be required to have his/her assigned canine's annual physical conducted within the shift period (four months).

2. Handlers on third watch at the beginning of the year will wait until they rotate to second watch, at which time each canine's annual physical must be completed within that shift period (four months).

3. Physicals and veterinary appointments should be scheduled during on-duty time.

4. For non-life-threatening veterinary appointments, handlers are required to consult with their supervisor or the Canine Unit Lieutenant.

5. In the event of a life-threatening emergency requiring immediate care of the dog, the handler shall take the dog to the nearest veterinary facility. The handler will contact his /her supervisor, the Canine Lieutenant, and the Veterinary Coordinator as soon as practical.

    a. Overtime authorization will be required by the handler's supervisor, the Canine Unit Veterinary Sergeant, or Lieutenant.

E. Dogs are subject to transfer between/among handlers to enhance the efficiency of the team and/or the Canine Unit, as ordered by the unit Lieutenant.

F. Social Media

1. Department Policy 9.06, Unbecoming Conduct:
Officers shall conduct themselves, both on and off duty, in such a manner as to reflect favorably on the Department. Officers shall not conduct themselves in any manner that could bring the Department into disrepute or reflect discredit upon the officer as a member of the Department or impair the

operation and efficiency of the Department or officer. Members shall not engage in any conduct that is unbecoming an employee of the Department, nor which impairs the operation of the Department.

2. From time to time, handlers will receive requests for pictures of their assigned Police Service Dog (PSD). Handlers may allow photography or video of their PSD while in a relaxed or non-confrontational state. Handlers will not pose their PSD in a drive or excited state. Pictures or video of PSD's baring canine teeth, growling or in drive are **not permitted** without specific authorization from the Unit Lieutenant.

3. PSDs face the prospect of becoming sick or injured. Circumstances surrounding a sick or injured PSD are subject to investigation. Video or photography outside of a related investigation is not permitted without specific authorization from the Unit Lieutenant.

4. Handlers shall ensure the above procedures are followed prior to the posting of a PSD on a social media outlet to include, but not limited to: Facebook, Twitter, Instagram, etc.

4.2 PSD SELECTION CRITERIA

A. Dogs will meet the following criteria to be eligible for assignment as a General Service (GS) canine for the San Diego Police Department:

1. German Shepherd, Dutch Shepherd, Belgian Malinois, or like breed

2. Be at least 65 - 120 pounds

3. Have proportionate lines, harmonious with a straight, solid back, and shoulders.

4. Generally, be a minimum of 18 months of age, and a maximum of 4 years, at time of selection.

5. Generally, have received basic training in obedience and protection.

6. San Diego Police Department PSDs may be purchased from approved vendors by the City of San Diego or by the San Diego Police Foundation; or accepted as donations to the City of San Diego.

   a. Donations will be in accordance with Department Procedure 1.35, Accepting Donations on Behalf of the Police Department.

   b. Vendors should be recognized, licensed businesses that routinely provide dogs to police agencies.

1) Dogs may be purchased from other sources with the approval of the Canine Unit Lieutenant.

2) No City employee who has any interest in the breeding, sale, or training of PSDs in a private capacity, may be involved in the purchase or sale of dogs for the San Diego Police Department.

3) All transactions involving the San Diego Police Department must comply with Administrative Regulation 95.60, Conflict of Interest and Employee Conduct.

7. Before any dog is considered for police training, it must be tested and evaluated as to its fitness for police service. The purpose of this pre-test is to determine if a dog possesses the proper character, nerve, and drive to potentially complete the San Diego PSD Academy.

   a. Evaluations will be conducted by active members of the San Diego Police Canine Unit Training Staff. The Training Sergeant will appoint the evaluators on a case-by-case basis.

   b. No City employee who has any interest in the breeding, sale, or training of PSDs in a private capacity may be involved in the evaluation or testing of any dog intended for use by the San Diego Police Department.

   c. Each dog will be tested in eight areas. The dog must be rated as "passing" in each of the tests by the evaluator(s) in order to be accepted for police training (See Appendix A).

      1) The test results will be recorded on an evaluation sheet signed by the evaluator(s). Evaluation sheets will remain on file at the Canine Unit for a period of two years, and in the dog's file for at least two years after the dog has retired.

8. The physical examination is an important element in the pre-testing program. All dogs must have the D.H.L.P.P. (Distemper, Hepatitis, Leptospirosis, Parainfluenza, and Parvovirus) and rabies boosters, and a general physical examination including hip and elbow x-rays, dental, and fecal test prior to selection.

   a. For economic reasons, dogs must successfully complete temperament testing and meet all other requirements prior to scheduling the physical exam.

4.3 UTILIZATION OF PSD

A. The handler has complete responsibility for the PSD and its actions. The handler shall exercise control over his/her dog at all times. It is the handler's responsibility to direct cover officers during all PSD deployments.

B. PSDs may be used under any of the following circumstances, in accordance with Department Procedures 1.04 (Use of Force), and 6.16 (PSDs):

1. For the protection and/or safety of the handler, the PSD, other officers, or other persons.

2. To locate, apprehend, or control subjects reasonably believed to be violent or dangerous.

3. To control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon.

4. To search for evidence, explosives, or other contraband.

5. To apprehend fleeing criminal suspects when the canine handler reasonably believes probable cause exists to arrest the suspect for a felony.

6. To locate and apprehend concealed felony suspects when it would be unsafe for officers to proceed into the area.

C. Prior to deployment, the handler must consider: (Graham vs. Connor)

1. The severity of the crime.

2. The immediacy of the threat.

3. If the subject is actively resisting arrest.

4.4 DEPLOYMENTS

A. As it pertains to the use of a San Diego PSD, "deployment" is defined as ‘removal of the dog from the police car for any LEGITIMATE LAW ENFORCEMENT purpose’.

1. Breaking the dog, participating in training, or using the dog in a demo would not be considered a “deployment” since those activities are not ‘enforcement’ related.

B. **Officers must log each deployment onto the Automated Journal properly. A supervisor will ensure proper journal entry.**

4.5 INTERVENTIONS

A. As it pertains to the use of a San Diego PSD, “intervention” is defined as “anytime the use of PSD results in the surrender or apprehension of a suspect by the mere presence of the PSD”. This can be established by witness statements or clear articulate facts.

4.6 APPREHENSIONS

A. Definitions

1. For reporting purposes, a “dog bite” shall be defined as ‘any gripping of a person's body or clothing by the dog's mouth, irrespective of injury or damage’. Any injury or damage to a person's body or clothing caused by contact with the dog's teeth such as rakes, abrasions, or tearing of clothing, will also be reported.

2. A Bite Review (BR) is an administrative review for Tactics and Training completed by a Canine Supervisor or designee by the Canine Lieutenant.

3. A Tactics and Training Package is the case file containing the Bite Review along with all other related reports, Body Worn Camera (BWC) videos, etc.

B. Notifications

1. In the event of a dog bite, on or off duty, the handler will immediately advise a Canine Unit sergeant, the Duty Lieutenant, and the Canine Unit Lieutenant.

2. As stated in Section 3.7 (Incident Log) of this manual, all bites will be documented on a Canine Unit Incident Log form. The handler will notify the Operations Assistant Chief, the Patrol Commander, the Special Operations Branch Commander, the Captain of the division where the incident occurred, Canine Unit Lieutenant via an email message to which a copy of the Incident Log form is attached.

    a. Additionally, the Canine Unit Lieutenant is to be notified via a cell phone call on serious injuries or noteworthy incidents. A text message and email will suffice for routine apprehensions.

    b. Notifications should include the following information:

        1) Date/time and location of incident

        2) Involved Canine Team

        3) Name and date of birth/age of suspect

        4) Extent Injuries to officers, PSD’s, witnesses and suspects

        5) Who else has been notified

        6) Brief summary of the incident.

C. Medical Care

1. In the event of a non-arrested person receiving injuries, arrangements will be made by the handler to transport the injured person to the closest medical facility.

    a. If the person desires, he/she may seek private transportation. If the person chooses private transportation, the handler will provide to the person, the following information prior to departure:

        1) Handler's name and ID number.

        2) PSD's name.

        3) Time and location of occurrence.

        4) Name of immediate supervisor.

        5) Canine Unit office phone number (619-266-9960).

2. If the person refuses treatment or transportation for medical attention, a statement to this effect must be included in the review, including the reason for refusal, if it can be obtained.

3. If the injured person is under arrest, he/she should generally be transported to the nearest contract medical facility.

4. The Canine Unit Lieutenant is to be contacted on his/her cell phone and provided details of the incident.

D. Reports

1. The canine handler will prepare an ARJIS-9 with complete details of the circumstances surrounding the apprehension. Just the ARJIS-9 will be submitted with the case for area investigators. The report will contain the following:

    a. Injured person's name

    b. Injured person’s date of birth

    c. Injured person’s address and telephone number

    d. Extent of injuries

    e. Hospital and/or physician's name

    f. List of all witnesses, including officers

    g. All facts of the incident including:

1) The severity of the crime

2) The immediacy of the threat

3) If the subject was actively resisting arrest (Graham v. Connor)

h. Attachments will include:

1) Copy of the digital camera disc containing photos of the injured person, specific photos of each injury, and photos of visible injuries the PSD did not cause

2) Copy of CAD printout

3) Copy of arrest/detention report

5) Copy of Medical Treatment Report

6) Copy of Incident Log form

7) Copy of BWC, and ABLE video.

2. The handler's report will be given to the investigating Canine Unit Sergeant within 24 hours.

3. The investigating supervisor will prepare a Canine Tactics and Training Review of the incident. This is an administrative tool for informational purposes. The review shall be used to determine if best business practices were being utilized. Recommendations for improvement include:

a. Tactics

b. Training

c. Other operational needs of the Unit.

4. Within one week of the incident, the sergeant will:

a. Provide a Review packages to the lieutenant for review.

b. Upon approval of the Review, the lieutenant will forward the package to the Training Sergeant.

c. The Training Sergeant will return the Review package to the lieutenant after one week, with feedback reference procedural or training issues.

d. The lieutenant will provide the Review package to the Special Operations Branch Commander.

e. Upon review of the Review package, the Commander will return it to the lieutenant. The approval notation by the Commander, lieutenant, training sergeant and investigating sergeant will be maintained in the Review package.

f. If a Citizen Complaint or City Claim comes in, Internal Affairs will contact the Canine Lieutenant to obtain the Review package. IA will conduct the investigation.

g. Evidence required for criminal prosecution may be requested by the District Attorney's Office or City Attorney's Office/ Criminal Division. In such cases, the supervisor will provide all necessary evidence to EXCLUDE the Review report. The Canine Tactics and Training Review is an administrative personnel document. It is NOT used for criminal prosecution.

h. The complete Review package can be provided to the City Attorney's Office Civil Litigation Division upon request.

5. The involved handler will be given the opportunity to read and sign the Review after the Special Services captain reviews it and before it is filed.

a. If the handler refuses to sign the Review, it will be so noted on the review by the handler's supervisor.

6. Completed bite reports/reviews will be submitted to the Canine Unit Lieutenant for filing. Unless the suspect is in custody, the report will be kept on file for at least two years after the PSD has retired. If the suspect is in custody, the report will be kept on file for two years from the date of release, or until the PSD retires, whichever comes last.

7. All dog bites occurring during training will be reported in accordance with Department Procedure 5.01, Injury/Assault Reporting.

E. Use of Force Investigation

1. If at any time during the Review (follow-up at the scene and/or hospital) the reviewing supervisor believes the use of the PSD was in violation of any Department Procedure, Internal Affairs shall be notified.

2. The handler will complete the required paperwork per Department Policy but shall be interviewed by Internal Affairs in accordance with Department Policy and the Peace Officer's Bill of Rights.

3. The Reviewing supervisor shall make the appropriate notifications through the Chain of Command.

4. If needed, Internal Affairs may call upon the Canine Unit supervisor who completed the review and/or the Canine Unit Training Sergeant for clarification or expertise regarding the review.

F. Non-Bite Injuries

1. Any injury caused by a PSD, not associated with a bite, will also be investigated by a Canine Unit supervisor. The Canine Unit Lieutenant will be notified.

2. Although non-bite injuries must be documented, they will not be recapped as "bites" or included in Canine Unit statistical reports.

3. Non-bite injury reports will be routed to the Canine Unit Lieutenant for review and filing.

G. Property Damage

1. Property damage caused by a PSD will be documented on an ARJIS-9 by the handler involved and the Canine Unit Lieutenant will be notified.

2. The ARJIS-9 will be reviewed by a Canine Unit Sergeant and routed to the Canine Unit Lieutenant for filing.

4.7 RESTRICTIONS ON USE OF PSD

A. It is important for the handler to understand the potential civil liability involved anytime a PSD is deployed. When a dog is used to effect an arrest, or in some other law enforcement capacity, it represents a utilization of force as defined by Department Procedure 1.04.

B. The following restrictions will apply for deployment of a PSD:

1. A handler will not allow his/her dog to urinate or defecate in or around any inhabited building. Handlers will clean up after their dogs in any public area.

2. Police Department personnel shall not tease or agitate a PSD, or allow others to do so, except during authorized training sessions.

3. No person shall work or train a PSD without prior approval of the Canine Unit Training Sergeant and Lieutenant.

4. As a general rule, PSDs will not be allowed inside police facilities. Some “detection only” dogs, or MOD dogs, are more socialized, and their presence in a police facility is at the discretion of the handler and the command staff of the handler.

5. Handlers should normally park their vehicles in such a way as to limit public access to the PSD.

6. PSDs should generally not be taken inside a residence on routine business. “Detection only” dogs are at the discretion of the handler and their command staff.

7. PSDs should generally not be taken into crowded public places (bars, theaters, restaurants, etc.). “Detection only” dogs are at the discretion of the handler and their command staff.

8. When the handler is out of sight, or away from the vehicle for an extended period, the remote receiver door release mechanism must be in the "locked" position, and all doors locked. The rear windows should be minimally halfway down and the Vehicle Heat Sensor on.

9. Approval must be received from the Canine Unit Lieutenant prior to any non-emergency, out-of-county travel utilizing the dog and/or police vehicle.

10. Dogs will be transported only in properly equipped, with kennel and cooling systems installed, city owned vehicles, unless prior approval is obtained from a canine supervisor.

11. Except during breaks, PSDs should normally be on-lead, unless off-lead deployment is appropriate under the circumstances.

4.8 OFF-DUTY RESTRICTIONS ON USE OF PSD

A. All restrictions outlined in Section 4.6 of this manual also apply to the off-duty use of a PSD.

B. PSDs must be housed in a secure department-approved kennel. “Secure” means the gate is latched with a clip or locking device that prevents the canine from opening the kennel door. “Detection only” dogs do not have to be housed in a secure department-approved kennel. It is at the handler’s discretion to ensure “detection only” dogs are housed in a secure and safe environment.

C. For medical reasons, a PSD may be housed in an enclosed area approved by a canine supervisor.

D. PSDs will not be allowed to run unleashed in public areas, or areas accessible to the public.

E. While a handler is out of town, or not able to care for the daily needs of his/her PSD; the canine will be cared for by another San Diego Police Department canine handler, a canine supervisor, taken to the canine facility and placed in the kennels or an immediate family member with whom the PSD has bonded (i.e., spouse). If the handler must leave immediately (i.e., emergency situation) and is unable to take the canine to be cared for; an on-duty handler shall be contacted to drive to the handler’s residence, pick up the canine, and take it to the canine facility kennels.

1. Care of the PSD by a non-canine member (i.e., spouse) requires prior approval from the Canine Lieutenant and/or Canine Training Sergeant.

2. All exceptions to the above must be approved by the Canine Unit Lieutenant.

F. While off duty, canine handlers may use their PSD to apprehend criminal suspects. The policies and procedures for off-duty deployment are the same as those for on-duty deployment.

G. General Service PSDs are not pets, and are not to be used for the following:

1. Jogging partner in heavily traveled public areas such as a crowded beach.

2 To play with **NON**-immediate family members, i.e., neighbors, friends, relatives.

3. To play **UNSUPERVISED** with immediate family members, i.e., spouse, children, etc.

4. To play and intermingle with other dogs, including family pets.

5. Any outside business enterprise such as a guard dog or stud.

4.9 VEHICLE HEAT SENSOR ALARM SYSTEM

A. A “Vehicle Heat Sensor Alarm System” will be installed in all canine vehicles, including marked cars assigned to Canine Unit handlers and spare marked canine cars.

B. All marked canine vehicles are equipped with the “Ray Allen F3” heat alert system.

1. The systems are designed to activate an alarm and vehicle components when the interior of the vehicle reaches a specified temperature. When the interior temperature reaches 80 degrees Fahrenheit, the vehicle rear passenger windows will roll down and a “HIGH TEMP” alert signal will be sent to the remote/pager. If the temperature remains at or above 80 degrees Fahrenheit for 3 minutes, the horn will begin to sound.

2. All systems in the canine vehicles will be installed in standard locations and have standardized settings. Officers are NOT to alter any system setting or equipment location without the approval of the Canine Unit lieutenant. Officers shall utilize the Vehicle Heat Sensor Alarm System whenever a dog is in the vehicle, and officers are to keep the remote/pager in their possession whenever the dog is in the car.

3. At the beginning of his/her shift, and upon putting the dog into the vehicle, handlers are to activate the system by using the on/off button on the Heads-Up Display. The Heads-Up Display is located in the center dashboard of the vehicle below the air conditioning controls. The system will remain on during the entire duration of the handler’s shift.

4. At the end of shift, and only after removing the dog from the vehicle, the handler will turn the system off using the power button. To confirm the system is deactivated, the Heads-Up Display will be off.

C. Handlers are not to use a canine vehicle with a malfunctioning or inoperable Vehicle Heat Sensor Alarm System. Handlers are to immediately take the car to the garage for repair and use a pool canine car (with a Heat Sensor Alarm System) pending repair of their system.

1. At the start of shift, if the system light does not come on, this is considered a malfunction and the car must be immediately taken to the garage.

D. The use of the system is a year-round policy, not just during summer months.

E. Upon assignment of a canine vehicle equipped with the Ray Allen F3 Heat Alert System, each handler will be given a copy of the System Manual and instructions on its use. The handler will read, sign and date a form acknowledging receipt of the manual and instructions on the use of the system. This form will then be placed in his/her divisional file.

F. The “door-popper” option of the system shall be deactivated due to historical malfunctions where the rear doors opened unintentionally.

4.10 UNATTENDED PSDs

A. As a general rule, general service PSDs should not be left unattended for an extended period of time. When not under the immediate control of the respective handler, the dog is to be secured in a department issued kennel, or inside a properly equipped canine vehicle.

B. When outside of the canine vehicle, and not in an approved kennel, the general service PSD should be secured to a solid, fixed object. The handler should take steps to ensure the PSD will not injure itself or any person. If secured in this manner, the handler must remain in visual contact with the dog at all times.

C. Occasionally, it may become necessary to leave the PSD in a canine vehicle for a short period of time. If the dog is left unattended, the following precautions shall be taken:

1. Ensure the dog has sufficient shade during warm weather.

2. Ensure the dog has an adequate supply of water inside the vehicle.

3. The PSD shall be checked at least once each hour to ensure it is not in distress.

4. When secured in the canine vehicle during warm weather, the vehicle's air conditioning unit shall be on, the rear windows shall be down at least halfway, and the Heat Sensor Alarm System must be active.

4.11 HANDLER DUTIES IF PSD IS INJURED OR ILL

A. Notification

1. If a PSD is injured or ill, the assigned handler will immediately inform his/her supervisor.

2. Serious illness or injury should also be immediately reported to the Veterinary Sergeant and the Canine Unit Lieutenant.

3. Unless otherwise directed, the handler will report to work. The handler, advising the nature and prognosis of the illness or injury, will submit a Veterinary Examination Report to the Veterinary Sergeant.

B. In the event a dog becomes sick or injured to the extent that professional medical attention is required, it shall be the responsibility of the assigned handler to transport the dog to the veterinarian. The handler will obtain an estimate of the medical cost and notify his/her supervisor. The Canine Lieutenant; or in his/her absence, the Veterinary Sergeant; must approve any medical procedure beyond normal medical treatment, and/or above average cost.

C. Authorized Veterinarian Services

1. The contract veterinarian to be utilized by all canine handlers is:

(Deleted – Records of Security)

2. The contract veterinarian will perform annual physicals, any non-emergency care, and minor dental services. If more extensive dental work is required, the contract veterinarian will refer the dog to the contract dentist.

3. In the case of emergency treatment, the following 24-hour clinic should normally be utilized:

(Deleted – Records of Security)

4.12 INJURED HANDLER PROCEDURES

A. The following course of action shall be taken in the event a canine handler is injured, unable to command his/her dog, and another canine handler is not immediately on scene. If the handler is down, in all probability the dog will stand guard, and prevent anyone from approaching.

1. Immediately request the assistance of another canine handler or supervisor.

2. **DO NOT** rush in on the handler or dog.

3. Call to the handler. If possible, the handler will call the dog off.

4. If the handler is unable to assist, move the handler's car, or any caged patrol car, to a position as close as possible to the handler and canine.

a. Park the vehicle with the left side facing the canine, shut the driver's door, and open the left rear door of the vehicle.

b. In an authoritative voice, call to the dog giving the command "In Waggen" (In Vaggen) or "In the car." Most canines will readily comply with the command.

c. Close the door after the canine has entered the vehicle.

d. Do not attempt to enter or operate the vehicle after the canine has been secured inside.

e. After the canine is secured, another handler or canine supervisor will transport the PSD to the Canine Unit facility, or to the home of another handler.

B. In extremely exigent circumstances in which the handler's injuries appear life threatening, or when necessary to prevent further injury to the handler, the canine may be destroyed, but only as a last resort.

C. Under no circumstances should the canine be allowed to wander unsupervised away from the scene, presenting a danger to other responding emergency personnel or the public.

4.13 DEATH OF A PSD

A. In the event of the death of a department PSD:

1. The on-duty Canine Unit Sergeant, the Canine Unit Lieutenant, the Special Operations Branch Commander, the Watch Commander, and the Assistant Chief of Operations will be notified as soon as possible, via the Chain of Command.

2. A Canine Unit supervisor will respond to the scene and conduct an investigation of the incident.

    a. The report will include findings related to policy, tactics, training, and equipment.

3. The reporting supervisor will forward the investigation to the Canine Unit Lieutenant, via the Canine Unit Training Sergeant.

4. If determined to be necessary, a necropsy will be requested by the Canine Unit Lieutenant. The postmortem report will be routed to the Canine Unit Lieutenant. The original report will be maintained in the dog's official file.

    a. The lab asks that a dog's body not be frozen, in order to conduct forensic tests on blood and cells. If a body must be kept overnight or over the weekend it will either be stored in a large chest with ice and wrapped in a body bag, or as a last resort, the body may have to be kept in the freezer at the current contract vet, however, this could possibly destroy evidence as cells cannot be tested after freezing.

5. If death is the result of possible criminal activity or neglect; an investigation by the appropriate area command investigations section, or law enforcement agency, shall be conducted. If the death occurs outside the jurisdiction of the San Diego Police Department, the Canine Unit Lieutenant and Internal Affairs will be contacted to assist and liaison with investigators.

6. If at any time during the investigation, a Canine Unit supervisor suspects criminal activity or negligence on the part of a handler; the Internal Affairs Unit shall be contacted, via the Canine Unit Lieutenant, and the appropriate authority will conduct an investigation in accordance with Department Policy.

7. A brief memorandum will be written to the Canine Unit Lieutenant including the dog's name, ID number, date of death, and a brief statement summarizing the circumstances surrounding the death. A copy of this memo will be sent to Fiscal Management, and a copy will be retained in the Canine Unit files.

4.14 RETIREMENT OF A PSD

A. All dogs are subject to retirement at 8.5 years of age. Any 8.5-year-old PSD in good health and performing to unit standards may be authorized for continued service by the Canine Unit Lieutenant, after consulting with the Canine Training Sergeant.

B. When it becomes necessary to retire a dog from active duty, the Department may transfer ownership of the dog to the last handler, provided the handler wishes to keep the dog.

1. Should the last handler decline to accept the dog, the Canine Unit Lieutenant shall make an appropriate disposition, considering the following options:

    a. Placement of the dog with another current handler.

b. Placement of the dog with a previous handler who is currently a member of the Department.

c. Placement of the dog with a retired San Diego Police handler

d. Unless authorized by the Canine Unit Lieutenant, a PSD will not be placed with any person or persons outside the Department.

C. A contract, releasing the City of all liability, must be signed by the Canine Unit Lieutenant, and the person taking possession of the dog.

1. The original document will be placed in the Canine Unit master files.

2. Copies of the Release of Liability will be made and disseminated as follows:

a. The person taking possession of the dog

b. A copy placed in the PSD's administrative file

c. A copy sent to Fiscal Management

D. Dogs may be medically retired on the recommendation of the Department's contract veterinarian, Canine Unit Veterinary Coordinator, the Canine Unit Lieutenant, and/or the Canine Unit Training Sergeant.

E. Retired dogs will be removed from the inventory of City property.

F. The ID number assigned to a retiring or deceased PSD will not be re-assigned to another PSD.

4.15 ENVIRONMENTAL IMPACT

The Canine Unit supports the goals and best management practices of the City's environmental management team. To ensure our efforts are aligned with minimal impact to the storm drains and to the environment, Canine handlers will pick up and properly dispose of feces from their PSDs, unless emergency circumstances prevent them from doing so.

V PERSONNEL SELECTION CRITERIA

5.1 CANINE HANDLER/SERGEANT - SELECTION CRITERIA

Personnel (PO-II or sergeant) requesting assignment as a Canine Handler should submit a completed Transfer Request Form (PD-599), as outlined in Department Procedure 5.7, through the Chain of Command to their Commanding Officer. In recommending officers for this position, supervisors shall consider overall patrol experience, reliability, judgment, maturity, patience, interpersonal skills, and physical condition.

Personnel must successfully complete the Canine entrance physical test and qualifying shoot.

Officers/Sergeants selected as a Canine Handler must live within 60 minutes of the City of San Diego, in order to meet the unit's "on-call" responsibilities and to meet Department Procedures.

5.2 CANINE HANDLER - QUALIFICATIONS

A. Applicants for the position of canine handler must possess the following minimum qualifications:

1. Three years continuous service with the San Diego Police Department and be non-probationary.

2. Meeting Performance Standards during the last 12 months.

3. Commanding Officer recommendation and approval.

4. Self-starter, self-disciplined, highly motivated, and capable of performing with minimum supervision. Demonstrate strong performance in communication skills, interpersonal skills, organization, and general law enforcement skills.

5. Ability to prepare comprehensive and well-written reports.

6. Ability to multi-task with a dog and make timely decisions under extreme duress.

7. Ability to work closely with SWAT and other specialized units.

8. Agree to be available for callback assignment during off-duty hours.

9. Be able to provide a fenced (minimum 5 foot high) yard or enclosure, with suitable area allowing the dog to exercise, defecate, and urinate away from the kennel, and off-street parking for the assigned vehicle. All enclosures will be approved by the unit Training Sergeant.

10. Agree to provide a home environment for the proper care and supervision of the assigned dog.

11. Be physically fit. All applicants must pass a pre-interview, job related practical performance test and a firearms proficiency test. Applicants must be able to complete the eight-week Basic PSD academy and perform all of the physical requirements associated with the position.

5.3 CANINE SERGEANT - QUALIFICATIONS

A. Applicants for the position of canine sergeant must possess the following minimum qualifications:

1. Be non-probationary with a minimum of one year as a sergeant with the San Diego Police Department.

2. Meeting Performance Standards during the last 12 months.

3. Commanding Officer recommendation and approval.

4. Strong leadership and supervisory skills, above average administrative ability, able to work with minimum supervision, and possess strong interpersonal and communication skills.

5. Demonstrated ability to prepare comprehensive and complete staff reports.

6. Ability to multi-task with a dog and make timely decisions under extreme duress.

7. Ability to work closely with SWAT and other specialized units.

8. Agree to be available for callback assignment during off-duty hours.

9. Be able to provide a fenced (minimum 5' high) yard or enclosure for the dog, and off-street parking for the assigned vehicle. The yard or enclosure must be suitable, as determined by the Training Sergeant, for the dog to exercise, defecate, and urinate away from the actual kennel.

10. Agree to provide a home environment for the proper care and supervision of the assigned dog.

11. Be physically fit. All applicants must pass a pre-interview, job related practical performance test, and a firearms proficiency test. Applicants must be able to complete the eight-week Basic PSD academy and perform all of the physical requirements associated with the position.

5.4 PRACTICAL PERFORMANCE TEST (revised 7/2019)

A. Each candidate must pass a job-related practical performance test designed to evaluate the candidate's coordination, stamina, strength, ability to follow directions, and confidence in working around a PSD.

B. The test will consist of four exercises. Each candidate must successfully complete all four phases of the test. Candidates will only be allowed one opportunity to complete each exercise. Failure to complete any one of the exercise is a test failure. All elements of the test will be demonstrated before testing. The test will be conducted under the supervision of the Training Sergeant and Canine Lieutenant.

The four portions of the practical performance test are as follows:

Test #1

Obstacle course

Equipment:

- 1 70lbs sandbag to simulate a PSD
- 1 slip chain attached to the simulated PSD

Test #1

The candidate will begin on the east end of the training field facing west. Upon being told to start the candidate will lift and carry the simulated PSD. The candidate will run westbound on the training field while carrying the simulated PSD to a cone near the west end of the field (43- feet). The candidate will turn north at the cone and continue to a cone in the north-west corner of the field (58 feet). The candidate will turn east and continue to the 6’ wall (20 feet).

The candidate will put the simulated PSD over the wall. After placing the simulated PSD over the wall the candidate must successfully go over the wall. The candidate will pick up the simulated PSD and continue running east along the north side of the field to the stairs of the training house (217 feet).

The candidate will carry the simulated PSD up the stairs of the training house, enter the house, climbing the steps onto a table. The candidate will place the simulated PSD into the attic then climb into the attic.

The candidate will carry the simulated PSD through the attic, down the stairs turning right at the bottom of the stairs. The candidate and run to the east end of the house, turn south and run along the east end of the field to a staged 50lbs weight simulating a PSD on a bite (150 feet) The candidate will drop the simulated PSD and pick up the weight for the simulated PSD removal test. Time stops for the O-course when the candidate’s hands touch the chain to their chin to begin the next test.

2:30 or less = PASS

Test# 2

Simulated bite removal following pursuit.

- 50lbs weight with a slip chain attached

Upon completion of test #1 the candidate must immediately grasp the slip chain around the 50lbs weight, lifting the weight to their chin/jawline and stand holding the

weight (simulated bite removal) the candidate must hold the weight with their knuckles maintaining contact with their chin/jawline. Time begins then the hands touch the jawline/chin. The candidate will maintain chin/jawline contact for a minimum of 60 seconds. No portion of the weight may touch the candidate's body. The candidate will be given one warning. Further contact will result in a test failure. If the candidate drops the weight or loses contact with the chin/jawline the test is over.

Less than 60 seconds = FAIL

Test #3

Dog Lift

From a standing position over a muzzled dog (75 to 80 pounds). When the proctor says "Go" time will begin. The candidate must lift the muzzled PSD from the ground and place it onto a three-foot high platform within 30 seconds.

SCORING: Pass/Fail

Test #4

Pursuit and Bite

The candidate will wear a full bite suit. The candidate will stand beside a blind while a PSD is sent on the bite command to apprehend the candidate. As the PSD is inbound the candidate will step behind a blind and catch the PSD on a bite. Once the dog has bitten, the candidate must control the fight and move at least 10 steps toward the handler counting each step out loud. The handler will leash the PSD and apply back pressure to the PSD. The candidate will lie down prone with the dog on the bite. The handler will release the back pressure on the PSD and the candidate will have 10 seconds to stand up. The exercise is over when the handler regains a balanced standing position.

SCORING: Pass /Fail
Failure to count steps, or walk 10 steps will result in a failure
Failure to stand with in 10 second is a test failure.

C. Each candidate will participate in a Qualifying shoot conducted at the San Diego Police Department range and supervised by qualified range staff. The Qualifying shoot will consist of 48 rounds from various distances and courses of fire relevant to being a Canine Handler. The test will be as follows:

1. 25 YRD Line 4 Rounds THS No Time Limit (4)

2. 15 YRD Line 3 Rounds THS 6 Seconds (2X) (6)

3. 10 YRD Line 2 RDS Kneeling/2 RDS Standing
   THS 6 Seconds (2X) (8)

This course is from the holster.

4. 10 YRD Line

   a. 3 RDS SHO 6 Seconds (2X) (6)

   b. 3 RDS THS to slide lock, Reload/3 RDS THS 10 Seconds (2X) (12)

5. 7 YRD Line 3 Rounds Optional SHO or THS 4 Seconds (2X) (6)

   K9 Candidate will hold leash in Left hand When Target turns, a bite command will be given, Leash dropped, and candidate will complete the course of fire.

6. 5 YRD Line 3 RDS One Handed Shooting 3 Seconds (2X) (6)

   Course done with leash Total (48 RDS)

   Total: 240 Points (5 points/round)

   Minimum Passing: 204 Points (85%)

VI TRAINING

6.1 TRAINING

A. Mandatory general service maintenance training for all Canine Unit dogs will be conducted as follows:

1. Weekly: Four hours under the direction of the training staff

2. Daily: 15 to 20 minutes on working days (documented on daily journal) conducted by the individual handler.

3. In-Field Training: As assigned to correct specific problems and conducted under the direction of the training staff.

B. Training is crucial to the effectiveness of the Canine Unit and ensures field readiness of the handlers and their dogs. All unit-training is conducted on a “10-10" (in-service) basis so handlers are available to respond to all radio calls requiring a canine team.

C. All unit training shall be conducted by, or approved by, the Canine Unit Training Sergeant or a Training Officer. A member of the training staff must supervise all bite work, except bite work conducted during authorized canine demonstrations or trials.

D. Canine teams, handler, and PSD, will be continuously evaluated on their performance. Trainers shall evaluate, document, and certify weekly maintenance training performance in the K9 Training database. Each exercise or scenario will be rated “Met Standard” or “Below Standard.”

1. If a team does not obtain a “Met Standard” rating, the team shall receive remedial training. If a team does not obtain a “Met Standard” rating after remediation, the Training Sergeant and unit Lieutenant will be notified, and the team will be removed from field service for further evaluation and training.

2. Trainers will input the training in the K9 Training database. The Training Sergeant will review each entry. Handlers will then log onto the database and review the training file.

   a. An electronic “signature” will be generated when the handler reviews his or her file.

   b. Each handler within the Canine Unit will sign a memorandum outlining how they can access their training files.

E. Training related problems

1. Any handler having a training related problem shall contact his/her supervisor, or the Training Sergeant, as soon as possible.

2. Any problems which develop between a handler and his/her Training Officer will be reported to the Training Sergeant and the Canine Unit Lieutenant.

F. Explosives Detection Teams will train up to an additional four hours per week. This training will be conducted under the direction of the Training Sergeant or Training Officer.

1. Article/Evidence Detection handlers will train one-on-one with their dogs a minimum of two hours each week. A monthly training recap report will be submitted to the Article/Evidence Sergeant documenting that training.

G. Attendance at training sessions

1. Canine handlers shall attend all training sessions as directed by the Canine Unit supervisors or Training staff.

2. Handlers must obtain supervisory approval, in advance, to be excused from training. Handlers requesting time off on a training day must, at the time of the request, advise their sergeant(s) that a training session will be missed.

3. Training Officers requesting time off on a training day must have the request approved by the trainer's immediate supervisor, and the Canine Unit Training Sergeant. Requests should be submitted as far in advance as possible to allow the Training Sergeant sufficient time to schedule a relief trainer.

4. All handlers will fully participate during training sessions. This includes being on time, acting as an agitator when requested, watching all scenarios in which the handler is not a participant and giving complete attention to the trainer. Discrepancies will be reported to the Canine Unit Lieutenant.

H. Training Cycle

1. Maintenance training will be conducted on a four-week cycle, which will be scheduled by the Training Sergeant at the beginning of each new shift change.

   a. Training should be conducted in a systematic manner to ensure training consistency throughout the unit. However, it is understood that circumstances may prevent strict adherence to the schedule due to inclement weather, loss of training sites, the needs of the training group, or other issues.

2. Training Officers are expected to ensure each team in the training group receives well-rounded training in each of the four areas during the training cycle.

3. Time will be made available during each training session for trouble shooting and addressing specific problems a team may be experiencing.

   a. In-field training will also be available for any team needing additional training.

4. The training cycle will be monitored by the Canine Unit Training Sergeant. The Training Sergeant will review weekly training evaluations, hold regular training meetings, and periodically attend various training sessions.

5. Training Cycle Guidelines

   a. Week One: Area Search

      1. To include directed searches, non-directed searches, trailing, wind scents, long and short duration searches, and searches with and without bite equipment.

      2. Evaluation anchors will include control, pursuit, search, finding, barking, fight, drive, and surveillance.

   b. Week Two: Building Search

      1. To include high finds, low finds, on and off lead searches, long and short duration searches, and searches with and without bite equipment.

      2. Evaluation anchors will include barking, bite, surveillance, searching, finding, control, and drive.

   c. Week Three: Man work

      1. To include handler protection, passive suspect, call off, outing, gunfire, and pack exercises.

      2. Evaluation anchors will include fight, drive, and control.

   d. Week Four: Vehicles

      1. To include high-risk stops (both hot and cold stops), traffic stops, pedestrian stops, handler protection, and vehicle searches on and off lead.

      2. Evaluation anchors are to include control, pursuit, search, finding, barking, fight, drive, and surveillance.

I. Officer Safety Training

1. This training will include building searches, area searches, and vehicle work that will all be incorporated into training during the four-week cycle.

2. The evaluation anchors will include “Contact and Cover”, communication, search techniques, control of dog, cover and concealment, entry techniques, fields of fire, and evaluation of the incident.

J. Foundation Work

This training will include table work in the areas of bite development, stabilization/confidence, defense development, control, outing, and problem solving. Work will also include attraction training, focus, and safe place. All these areas will be incorporated into training during the four-week cycle.

K. Obedience/Agility

1. Each training session should include, if possible, some portion of Obedience/Agility training. These sessions should include some of the following exercises:

    a. Heeling (both on and off lead)

    b. Long down

    c. Down out of motion

    d. Stand or sit / stay with recall

    e. One-meter wood and wire jumps

    f. Five-foot scaling wall

    g. Five-foot wall with platform

    h. The tunnel crawl

2. Obedience should be performed at whatever training site the training group is using.

3. The training group should perform obedience/agility at the canine facility at least once during the cycle, using all the available equipment.

L. Safety Equipment

1. The appropriate safety equipment includes the following:

    a. Bite suits

    b. Back supports

    c. Leather gloves

    d. Bite sleeves

    e. Chest protection

    f. Dog muzzles

g. Hand protectors

h. Head protectors that shall be used by helpers, as needed, during training sessions

6.2 TRAINING FACILITY AND EQUIPMENT

A. Everyone who uses a kennel at the Canine Unit facility **must ensure the kennel is clean** when the dog is removed. Wash the kennel, if necessary, and ensure the igloo is turned on its side.

B. All waste from the kennels must be placed in the large trash dumpster unless specific containers are provided near the kennels.

C. All breaks by the dogs will be taken in the designated break area. When utilizing the kennel break area, the handler is responsible for the following:

1. Securing the gate prior to releasing your dog

2. Monitoring the dog at all times

3. Properly disposing of dog waste

D. Park all vehicles to allow maximum access to the office and kennel area

E. All training equipment shall be picked up and stored after each training session, which includes ensuring both doors on the storage locker are closed.

1. Each trainer is responsible for ensuring the equipment is taken to the training site, and returned to the storage locker at the conclusion of training. No equipment is to be kept in canine cars, or taken home over night, unless prior approval is received from the Canine Training Sergeant, squad sergeant, or a trainer.

2. Training equipment is generally not to be stored in the canine office.

F. The Supply and Equipment Coordinator will conduct an annual inspection of all training equipment for accountability, serviceability, and proper storage. The inspection report will be routed to the Canine Lieutenant.

G. Each trainer is responsible for ensuring the training car is fueled and cleaned after utilization.

H. The guidelines listed below are to be followed when a trainer plans to use the Federal Boulevard Community Meeting Room for lecture or scenario training:

1. Ensure the building is not already scheduled for use by another group

2. Obtain the building key kept in the Canine Unit office. Upon completion of the lecture or training, ensure the room is cleaned up and neat, close and lock the outside building door, and return the key to the Canine Unit office.

6.3 SAFETY / INJURY PROCEDURES

A. Handling a PSD is an extremely physical job with certain inherent risks. Safety must be a priority, particularly during training sessions. Every reasonable effort must be made to conduct training sessions in a manner that will minimize the risk of accidental injury to the canine handler, agitator, and/or PSD.

B. “Injury and Illness Prevention Program”

1. An effective "Injury and Illness Prevention Program" will open the channels of communication between officers and their supervisors. A manual and booklets describing the City's "Injury and Illness Prevention Program" are available in the City Storeroom and the Human Resources office.

2. The Canine Unit will implement an "Injury and Illness Prevention Program” in compliance with California Labor Code Section 6401.7 (SB 198) and General Industry Safety Order 3203, which requires each employer to:

a. Establish and maintain an effective “Illness and Injury Prevention Program”

b. Provide a safe and healthy working environment for all employees

c. Reduce the financial and human losses resulting from accidents and illnesses arising out of, or occurring in, the course of employment

d. Establish safety policies, training, etc., which will contribute to, and be a part of, the “Illness and Injury Prevention Program”

C. Responsibilities

1. The Canine Unit Training Sergeant is responsible for developing written safety procedures for each training exercise. The safety procedures will also specify the safety equipment that should be used for each exercise.

2. The Canine Unit Equipment and Supply Sergeant is responsible for replacing defective safety equipment (bite suits, bite sleeves, etc.) when no longer serviceable. Continued use of non-serviceable equipment can result in a lack of adequate protection for canine handlers.

3. Each member of the training staff is responsible for implementing established safety procedures during every training session and ensuring safety equipment is appropriately utilized.

a. Although it is recognized that exceptions may occasionally be necessary to achieve certain training objectives, safety should never be unreasonably compromised.

4. Each canine handler is responsible for following established safety procedures and bringing unsafe conditions to the attention of a supervisor.

5. Civilians and off-duty officers, with the exception of those who have received prior command approval, will generally not be allowed to actively participate in any aspect of Canine Unit training.

D. Injuries

1. Canine handlers will immediately report to a Canine Unit supervisor or trainer, any injury or bite occurring during training, and will file appropriate injury reports.

2. The Canine Lieutenant and the San Diego Police Medical Assistance Unit should immediately be advised of any injury requiring hospitalization or resulting in loss of time from work.

3. All canine handlers who receive a dog bite which results in a puncture wound, should immediately go to a Sharp/Concentra Medical Group facility. If the bite occurs outside of regular business hours, the canine handler should go to the nearest department approved hospital emergency room for medical treatment. It is extremely important to receive quick medical attention to prevent infection.

a. It is the responsibility of the on-duty canine sergeant to complete an injury package, and make the information phone call to Risk Management, prior to securing at the end of shift.

4. All minor injuries that occur during training exercises should be immediately treated. Canine handlers should not wait until the training session is over to treat an injury. All minor injuries should be documented on the "Minor Injury Report" form (RM-1568).

5. A complete first-aid kit should be immediately available during all training sessions.

6. If a handler or PSD has been on extended leave, which would include injury or vacation, it will be the responsibility of the handler and his/her supervisor to schedule re-certification training with the training staff. The full-time trainer, or at his discretion the squad trainer, will conduct the re- certification training before the team is approved to return to the field.

a. An extended leave is defined as, an absence from duty for a period of thirty days or more.

VII EQUIPMENT AND SUPPLIES

7.1 CANINE EQUIPMENT AND SUPPLIES

A. All handlers will maintain their issued equipment in safe working condition.

B. Broken /malfunctioning equipment will be immediately reported to a canine sergeant. All replacement or newly issued equipment will be accounted for via a Request for Canine Equipment form.

C. Any purchase of canine handling supplies for the Canine Unit must have prior approval from the Equipment and Supply Sergeant. Additionally, handlers are prohibited from contacting vendors or the Canine Unit fiscal analyst regarding equipment or budgetary concerns without prior approval from the Equipment and Supply Sergeant.

D. All training related equipment not issued to handlers, shall be returned to the training facility immediately following the training session.

E. Basic Equipment

Each handler will be furnished with the following equipment. This equipment will be maintained in proper working condition. Any discrepancy should be immediately reported to a Canine Unit Sergeant and/or the Equipment and Supply Sergeant.

1. (1) Muzzle - Basket leather or ram type
2. (1) Leash Six-foot leather track lead
3. (1) Leash Three-foot leather waist
4. (1) Leash one foot traffic lead
5. (1) Leash 30-foot fabric tracking lead
6. (1) Collar Choke chain or “fur saver”
7. (1) Collar Pinch (Optional training item assigned as required)
8. (1) Water dish “Water Hole” and car holder
9. (1) “Pooper Scooper”
10. (1) Rubber ball or “Kong” toy
11. (1) Slicker brush
12. (1) Undercoat rake – German style
13. (2) Bowl, 5-quart metal or Bakelite
14. (1) Nail trimmers
15. (2) “POLICE DOG ON PREMISES” canine warning signs
16. (1) Complete kennel and doghouse (or Igloo)
17. (1) Handheld radio (formatted for K9 use by Operation Support)

F. Dog Food

1. PSDs will be fed dry food as provided by the department, unless otherwise directed by a canine unit sergeant, or the veterinarian.

2. Dry dog food, and canned food for authorized use, will be supplied by the San Diego Police Department, and will be issued to the handler as required.

3. Through the approved vendor, or the authorized veterinarian; alternate diets will be accommodated, with approval from the Veterinary Sergeant or a Canine Unit sergeant. Dog food must be signed out on the dog food log kept in the food locker.

7.2 KENNEL FACILITY

A. Specifications for Home Kennels

1. Each handler will be provided with a portable kennel of nine-gauge fabric (4''x10'x6'), which will be placed in an approved area at the handler's home.

2. The yard where the dog and kennel are housed must have a secure perimeter fence, to include all gates. The fence and gates must be at least five (5) feet tall.

3. Each handler is responsible for ensuring a cement slab or suitable paver surface is ready when the kennel is delivered. If no slab or suitable surface is available at the handler's home, bags of cement can be requisitioned by the Equipment and Supply Sergeant for use by the handler.

4. The Department issued kennel must be kept on the cement slab or suitable paver surface, and the handler is responsible for the upkeep and sanitation of the kennel and surrounding area. Handlers are to use the approved disinfectant supplied by the department and available in the food/equipment storage locker. These kennels will be subject to inspection by the canine supervisors.

B. Inspection of Home Kennels

Inspections of home kennels will be conducted on a annual basis, in conjunction with the handler's annual performance evaluation. The results of the inspection will be documented on the kennel inspection form and uploaded to the G: Drive. Inspections will be conducted by the handler's immediate supervisor, and will include:

1. Proper maintenance and sanitation.

2. Doghouse and kennel pad.

3. Available cover for the canine in case of inclement weather. (i.e. cover for top of kennel)

4. Security of kennel and security of officer's yard where kennel is maintained.

5. Two installed signs stating, "POLICE DOG ON PREMISES."

C. Kenneling of Department Dogs at the Canine Facility

1. On the “Kennel Status” boards in the kennel facility, the handler shall enter his/her name, the name of the dog, the length of stay, and any pertinent feeding or medication requirements. The handler must write only the dog’s name on the kennel door board.

2. The handler shall ensure the assigned kennel is clean, and before leaving shall provide water for the dog in the receptacle inside the kennel.

3. Any required medications for the dog shall be maintained in the locker in the kennel area and will be administered by the canine watch sergeant or a designee.

4. Each canine watch sergeant shall be responsible for assigning personnel to kennel detail.

5. First Watch Kennel Duty

    a. Kennel duties for first watch handlers will include feeding, watering, and exercising all kenneled dogs (unless particular handling issues exist), and the cleaning of all kennels. A large barrel of dry food is to be maintained in the kennel area for daily feeding.

    b. All solid waste will be placed in the lined trashcan provided.

    c. Cleaning supplies, brushes, and hoses will be maintained in the kennel area to ensure availability.

    d. In order to protect dogs from injury as well as damage to equipment, all dogs will be fed outside of their respective kennels. Feed bowls will NOT be left inside of the kennel, unless medically necessary.

    e. Double-kennel dogs will be fed in one kennel and transferred back after feeding.

6. Second Watch Kennel Duty: Kennel duties for second watch officers will be the same as First Watch. **Excluding feeding unless otherwise instructed**.

7. Third Watch Kennel Duty: Kennel duties for third watch officers will be the same as First Watch.

8. Any problems, such as illness or behavioral issues, shall be immediately reported to the canine watch sergeant and the Veterinary Sergeant and/or the Training Sergeant will be notified as needed.

9. If kennels are full, alternate arrangements shall be made through the handler's respective supervisor.

7.3 CANINE VEHICLES

A. Each canine handler (officer and sergeant) assigned a PSD, will be issued a take-home black and white canine vehicle for transportation of the PSD to and from work, training, and selected special events. No modifications to the vehicle will be made without expressed authorization from the Unit Lieutenant.

B. Equipment

The canine vehicle will be of the same type as those designated for patrol service, with the following exceptions:

1. The rear seat will be removed, and a prefabricated aluminum insert will be installed. This may be altered at the discretion of the Canine Unit Lieutenant.

2. The vehicle will be lettered on both rear doors with "POLICE DOG". A reflective "dog head" decal will be affixed to each side of the car on the vehicle roof support or rear doors. A “K9" decal, and the assigned unit designator decal (example “01N”), will be affixed to the top of the vehicle.

    a. For safety reasons and uniformity of canine vehicle markings, the PSD’s name will NOT be affixed to the canine vehicle.

3. A security screen will be placed behind the driver's seat with access (a sliding portion of the screen) to the canine.

4. Both rear windows will be covered by black metal mesh screens mounted inside to protect against unintentional bites or exits.

5. Canine Unit vehicles will only be altered by the department's Auto maintenance Division, using the following materials (Auto Maintenance personnel may substitute materials, if deemed appropriate):

    a. Prefabricated aluminum inserts which includes:

        1) Door panels

        2) Panel separating front and rear seat area

        3) Panel separating rear seat and trunk area

        4) Platform with heavy gauge mat

    b. (1) Electronic relay for door

    c. (1) Electronic relay for window

    d. (1) Door solenoid

    e. (1) Electric switch for system lock

f. (1) Gas filled strut for door

g. (1) Transmitter and receiver

h. (4) Decals

1) Reflective dog head. Vendor: Adlerhorst International, Inc.
Rear cargo window of canine SUV.

2) "POLICE DOG"
Non-reflective 4"x24", black on white or white on black.
Available from City Print Shop
Rear doors of canine vehicle

3) “K9"

Roof of vehicle, above the windshield, facing forward (2013+ SUV)

4) Assigned unit designator (i.e. “01N” or “10S”)

White on black
Roof of vehicle, on rear spoiler (2013+ SUV)

5) Assigned unit designator (i.e. 2901N or 2910S)
White on black
Rear door wing window.

6. Window Tint

1. The rear window and front/rear side windows may be tinted with DTI 70Gr/50Ti (Light Grey) "Hybrid” high performance window film. This tint is exceptionally well suited for canine vehicles. It combines highly visible light transmission with very high heat rejection.

2. Upon authorization from the Canine Unit Lieutenant or Vehicle Sergeant, and receipt of a Purchase Order form, handlers may take their canine vehicle to the approved vendor to install the tint:

(Deleted – Records of Security)

C. Maintenance

1. All routine vehicle maintenance will be performed at a San Diego Police Auto Maintenance facility.

2. Spare canine equipped vehicles are parked at the Canine Unit and Central Garage. The vehicles are designated by the word "Spare" on the trunk lid. Officers are to use only those vehicles as replacements when their assigned

canine vehicle is in for maintenance. In the event a "spare" vehicle is not available, the officer must notify a canine supervisor.

a. The number of the spare car to be driven must be written on the repair card at the garage.

b. It is the handler's responsibility to completely clean the interior and exterior of the spare vehicle prior to returning it to the garage from which it was taken.

3. Each handler is responsible for ensuring his/her assigned canine vehicle is working properly, and all required maintenance has been performed.

4. All vehicles must be cleaned regularly to avoid unnecessary odor, and to maintain a healthy environment for the dog.

5. No alterations will be made to canine vehicles without prior approval from the Canine Unit Lieutenant.

6. All damage occurring to canine vehicles, whether caused through normal wear and tear or caused by the PSD, will be reported to a canine supervisor. The City form "Unusual Incident Report (Vehicle/Equipment)" (RM-1592) will be completed, and submitted through the Chain of Command.

D. Authorized Use

A properly equipped vehicle will be assigned to each handler. It shall be used only in the performance of duty. When the handler is off duty, the vehicle shall be housed off the street. Canine handlers are authorized to use assigned police vehicles as follows:

1. To and from work with the PSD. This includes going to and from court, training sites, and the vet with the dog.

2. To and from authorized non-canine related training. Prior supervisory approval is required.

3. To and from special or overtime assignments with the PSD.

4. To and from special or overtime assignments without the PSD, if the assignment requires the handler to bring a police car. Prior supervisory approval is required.

E. Restrictions

1. Handlers are not to utilize their assigned department canine vehicle for personal business while on-duty or when traveling between work and home.

2. All non-emergency, out-of-county travel utilizing the PSD and/or police vehicle must have prior approval from the Canine Unit Lieutenant.

3. Handlers will not commute to work in, or otherwise operate a marked police vehicle while on “Industrial Leave” or assigned to "Light Duty.” An exception to this would be if a handlers restrictions do not prohibit the handler from performing some operational functions with his/her PSD. (Refer to Operations Manual 3.10)

4 See Department Procedure 1.16, III, D regarding leaving canine vehicles at police facilities during vacations, or other periods of leave.

F. Canine Trials

Canine handlers generally will not participate in Police Canine competitions.

G. Inspections

On the day of the weekly inspection, canine supervisors will evaluate the car for:

1. No film or layer of dirt, dust, or saliva on the dash, radio equipment, Mobile Computer Terminal (MCT), seats, or car instruments.

2. No matted or bunches of dog hair under the seats, on or under the dog platform, on floorboards, or in the air conditioning vents.

3. No film, dirt, saliva, urine, or feces on back seat, back panels, or door panels.

4. No odor of urine or feces from the interior of the car.

7.4 CANINE HANDLER'S UNIFORM

The current multipurpose canine uniform was adopted to provide canine handlers with a practical, durable garment capable of withstanding the heavy wear and tear involved in canine related patrol and training activities. The following uniform and equipment requirements have been established to maximize officer safety and ensure a professional appearance while on duty. This portion of the Canine Unit Operations Manual is in accordance with Department Procedure 5.10, “Uniform, Equipment, and Weapons.”

A. On Duty

1. The approved canine uniform includes the following:

a. 5.11 TDU Shirt

b. 5.11 TDU Pants

c. First Tactical V2 Pro Performance Shirt (for wear with External Vest)

d. First Tactical V2 BDU pants

e. First Tactical V2 BDU Shirt

f. Blauer Armorskin (for use with Blauer vest carrier or external vest)

2. Canine handlers will wear the full canine uniform; including soft body armor, gun belt, and all required safety equipment at all times while on duty, while commuting to and from work in a canine car, and while attending line-up.

3. Any authorized garment visibly worn beneath the canine uniform shirt, must be black in color. Long sleeve t-shirts or sweatshirts will not be worn beneath short sleeve uniform shirts.

B. Training

1. While actively involved in training, handlers may wear the authorized canine training uniform which consists of black uniform pants or black "BDU" pants, with a black t-shirt or black crew neck sweatshirt. Black "BDU" pants are authorized ONLY during canine training and will generally not be worn as part of the canine uniform while in the field.

2. While commuting between training sites, officers must have their duty weapon, soft body armor, raid jacket, and portable radio immediately available. Officers should wear a black t-shirt, clearly identifying them as “SDPD K9,” made available through the unit.

C. Off-Duty

During authorized use of the canine car while off-duty, handlers may wear civilian attire; but must have department issued identification, department approved weapon, soft body armor, raid jacket/marked external vest, and portable radio immediately available.

D. Raid Jackets

Raid jackets are not to be routinely worn with the canine uniform. They are authorized as an EMERGENCY cover-up while wearing the training uniform, civilian attire or when necessary for officer safety during tactical operations.

E. Light Duty / Administrative Duty

Handlers assigned to Light Duty or Administrative Duty in the canine office will wear the canine uniform pants and shirt or a uniform approved by the Canine Unit Lieutenant. Handlers on Light Duty will carry a duty weapon, unless their status prohibits it, or is documented on a Medical Injury Report form (RM-1634).

1. Officers may be allowed to wear appropriate civilian attire, with supervisory approval.

F. Canine Unit Identification Pins

Canine handlers are authorized to wear a Canine Unit identification pin. The authorized pin “K-9" is gold in color, 7/8" long and 3/8" high. When worn, the pin will be affixed to the center of the right breast pocket flap of the uniform shirt.

1. Wearing any other pins on the canine uniform shirt, will be in accordance with Department Procedure 5.10, “Uniform, Equipment, and Weapons”.

E. External Vest

Canine handlers are authorized to wear external vests on a full-time basis. The approved vest is the Point Blank Guardian ODC, black in color. The vest will be purchased from **(Deleted – Records of Security)**

The vest with have cloth department badge on left breast, handler name tape on right breast, patches front and back “POLICE K9” in gold lettering. Items mounted to the front of the vest will be kept to a minimum (NO RIFLE/HANDGUN MAGAZINES). The items shall be kept to BWC and minimal Canine related items.

VIII TACTICAL PROCEDURES

8.1 CANINE TACTICS

A. Canine Teams are a resource to the Incident Commander. All available use of force options should be weighed in resolving incidents. Handlers should be proactive in responding to calls where there is a likelihood of violence in order to provide a deterrent with the Police Service Dog (PSD). Once on scene and when reasonable, Handlers should:

1. Identify and contact the Incident Commander

2. Determine the type of incident- Criminal or Civil (PSDs are generally not used for civil issues)

3. Determine the suspect location- Open Air (open to public access) versus Stronghold (barricaded in building or vehicle)

4. Determine the threat level of the suspect (Weapons access, history, etc.)

5. Determine the threat to officers and citizens

6. Determine the mission for the Canine Team (Search, Perimeter Security, Arrest, etc.)

7. Ensure department policy regarding de-escalation techniques have been attempted.

B. The tactics and manner in which a PSD is to be utilized in a specific police operation shall be the decision of the canine handler, within the scope of training, within the dog's ability, and within Department and Canine Unit Policies.

8.2 USE OF CANINES AT SWAT INCIDENTS

A. Canine teams should be utilized primarily for perimeter control, and suspect apprehension (See Section 12).

B. The on-duty canine sergeant will attend the SWAT mission/warrant briefing to evaluate canine involvement and will assign an appropriate canine team to assist during the mission/warrant until Special Response Canines (SRC) arrive.

1. If an acting sergeant is the on-duty canine supervisor, he/she will contact and advise the Canine Lieutenant and/or the SRC Sergeant of any request for canine involvement in a SWAT mission/warrant.

C. A ballistic helmet and vest may be issued to each canine handler assigned to the canine unit for SWAT operations.

8.3 CROWD CONTROL/PUBLIC DEMONSTRATIONS

Canine teams will generally not be utilized in crowd control situations. Public perception as to the use of police dogs for crowd control needs to be considered. Generally, the environment will stress the PSD and could make them agitated. Only under exigent circumstances, and at the direction of the Chief of Police, will PSD's be used in a crowd control situation.

8.4 GUIDELINES FOR USE OF THE PSD DURING FIELD SITUATIONS

A. During searches, the canine handler will function as the contact officer. Once at the scene, the handler should assume control of the search, and direct cover units to support positions as needed.

B. During field contacts with other officers, the canine handler should function as a cover officer. The handler and the PSD should be used to prevent and/or control violent or aggressive acts directed at the handler, officers, or other persons.

C. During contacts involving high-risk persons or vehicle stops, the canine handler and PSD should generally function as a cover unit. In the event the handler has assumed the contact officer position, the handler should relinquish this role to the first uniformed patrol unit arriving at the scene. The canine handler will remain on scene until the incident is under control.

D. The canine handler, or the canine supervisor, shall make the final decision regarding deployment of the PSD.

8.5 APPREHENSION

PSDs are trained to locate and control persons on command. When the PSD is used in this manner, each handler will adhere to the following guidelines:

A. Prior to releasing the PSD, the handler must take reasonable steps to ensure the person to be apprehended is the suspect and ensure the use of a PSD is an appropriate use of force (Graham vs. Connor), and within policy.

B. The handler shall verbally warn the suspect the PSD is going to be released unless the handler has specific facts to indicate making the canine announcements would put officers or the public in additional and unnecessary danger (Kuha v. City of Minnetonka). **If possible**, the handler will give at least **TWO** warnings in a loud and clear manner. If the search area is extensive, the handler will give additional verbal warnings at different locations throughout the search area.

C. Depending on the circumstance, the warning will include but is not limited to, the following:

> **"THIS IS THE SAN DIEGO POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN A POLICE DOG AND YOU WILL BE BITTEN**."

"THIS IS THE SAN DIEGO POLICE DEPARTMENT. STOP OR I WILL SEND A POLICE DOG AND YOU WILL BE BITTEN."

ABLE- "THIS IS THE SAN DIEGO POLICE DEPARTMENT. COME OUT NOW OR A POLICE DOG WILL BE RELEASED AND YOU WILL BE BITTEN."

ABLE- "THIS IS THE SAN DIEGO POLICE DEPARTMENT. STOP OR A POLICE DOG WILL BE RELEASED AND YOU WILL BE BITTEN."

D. When practical, the handler will notify Communications Division of the deployment.

E. The handler will not knowingly deploy the PSD to apprehend a subject being pursued by other officers when the pursuing officers may be in danger of being bit by the PSD.

F. When the PSD locates a suspect, the dog will normally be allowed to control the suspect until the handler arrives and makes the arrest. The handler will relinquish custody of the suspect to the nearest available patrol officer.

G. If a bite occurs, the PSD should only be left on the bite until the suspect can be reasonably controlled. The PSD should be removed as soon as is practical during the control or handcuffing phase. The handler should direct the arrest team to control/ handcuff the suspect immediately as circumstances permit. (Miller v. Clark County)

H. In the event no cover officer is available during a bite, the PSD should normally be left on the bite until the suspect can be handcuffed, and safely taken into custody by the handler.

I. If two or more suspects are involved, the handler should maintain his/her position until another cover officer arrives, then repeat the canine announcement twice from a surveillance position.

8.6 SEARCHING PROCEDURES

The following searching procedures are intended as a guideline. Use of the PSD in any search must be done in accordance with Department Procedure 1.04, Use of Force; and Department Procedure 6.16, PSDs.

A. Searches - General

Before conducting any search, the canine handler shall contact the primary unit at the scene, and inquire about the following:

1. Take reasonable steps to ensure the person to be apprehended is the suspect and ensure the use of a PSD is an appropriate use of force; and within policy (Graham vs. Connor).

2. Obtain a suspect description.

3. Verify perimeter security, if applicable.

4. Verify entry and method used, if applicable.

5. Develop intelligence from officers at the scene to determine the best location to begin the search.

6. Determine if any citizen or officer is in the search area.

7. Conduct a perimeter survey, if applicable. The survey should normally be conducted with the dog on-lead, unless off-lead deployment is tactically necessary.

8. Establish time of occurrence.

9. Select a cover officer and brief him/her regarding the role of "cover unit" for a canine handler, the use of a second canine handler is preferred.

10. Assume a safe surveillance position. Stop, look, listen, and allow the dog to scent.

11. Give warnings as directed by the Canine Operations Manual. (Section 8.5)

    a. If available, also have ABLE broadcast standard canine warnings.

    b. Request perimeter officers confirm the announcements given by the handler and/or ABLE are audible.

    c. Document warnings in handler's report.

12. Release the PSD with the appropriate command for the situation.

13. Allow the PSD to clear any area before entering or moving forward.

14. If a bite or a find occurs, follow the procedures as directed by the Canine Operations Manual. (Section 8.5)

B. Searches - Area

In addition to the guidelines listed in Section 1," Searches – General," the following will apply as it pertains to Area Searches:

1. Determine location suspect was last seen and direction of travel.

2. When conducting an open area search, the handler must make every reasonable effort to remain in contact with the PSD at all times. When evaluating how far out to allow the PSD to work, the handler shall consider hazards to the PSD such as size of the search area, location of perimeter officers, and location(s) of the public. In certain situations, the handler may opt to have the PSD conduct the search on-lead.

C. Searches - Residential

In addition to the guidelines listed in Section 1, “Searches – General,” the following will apply as it pertains to Residential Searches:

1. Before conducting a search of a residence, the handler shall make every effort to ensure the safety of any resident or pet/animal that might be present.

2. Residential searches should normally be conducted on-lead unless the handler can reasonably determine there are no residents or animals in the home. This can be done through witness or victim statements.

D. Searches - Vehicle

In addition to the guidelines listed in Section 1, “Searches – General,” the following will apply as it pertains to Vehicle Searches:

1. Generally, the PSD should be sent directly to the open part of the target vehicle. The PSD should not be allowed to leave the handler’s sight while outside the target vehicle.

2. The handler will direct the PSD’s attention and focus toward the target vehicle. The handler can use various techniques to ensure focus including; but not limited to; throwing an item toward the target vehicle, using a long line, and/or moving forward with the PSD (when safe).

    a. If the handler is unable to have the PSD focus on the target vehicle, the PSD should not be used.

8.7 LOST OR MISSING PERSONS

Generally, San Diego Police Department PSDs will not be used to search for persons who are lost or missing and are not wanted for some type of criminal activity. Primarily, Southwest Search Dogs or the San Diego Sheriff’s Department Search and Rescue should be utilized for missing persons.

8.8 PURSUITS

In many situations, canines can enhance officer safety, and aid in the capture of criminals who might otherwise escape. It is critical each officer and supervisor have a clear understanding of Department Pursuit and Canine Policies. Officers must be able to make informed decisions so they can do their job without jeopardizing their career, or needlessly becoming the subject of civil liability or criminal prosecution.

A. When an officer becomes involved in a pursuit, the closest canine team should move toward the area, in preparation to assist by using the dog, should it become necessary.

B. Canine handlers shall at all times comply with Department Procedures 1.3 (Pursuit Policy), 1.13 (Emergency Vehicle Operations), and 6.16 (PSDs) when responding to calls for assistance.

C. Department Procedure 1.3 states in part, "Only two units shall be actively involved in a pursuit unless a Field Supervisor, Field Lieutenant, or the Watch Commander, approves additional units." Canine handlers can request assignment as the designated third unit in a pursuit. The request must be made to the supervisor of record for the pursuit, or the Watch Commander.

1. Generally, only one canine vehicle will be authorized to participate in a pursuit. Should intelligence be gathered warranting a second canine unit, the initial canine officer should make the supervisor in charge aware of the need for a second canine unit (Multiple suspects, nature of crime).

D. If a San Diego Police canine handler becomes actively involved in a pursuit initiated by an allied agency, another San Diego Police canine handler will trail the pursuit, not actively involved, to ensure the active canine unit has cover should the pursuit lead to a search. The on-duty canine sergeant will monitor the pursuit at all times.

8.9 TRANSPORTATION OF PRISONERS / GENERAL PUBLIC

A. Prisoners will not be transported in canine vehicles.

B. Passengers transported in a canine vehicle will be instructed on the proper manner in which they are to conduct themselves while in the vehicle. Generally, the sliding cage should be closed to prevent injury.

8.10 DETECTION DOGS

A. Handlers working a trained detection dog are responsible for maintaining the maximum efficiency of the dog through continued training, in accordance with established procedures.

B. In the officer's training log, the detection dog handler will maintain consistent records on the dog's training, finds, searches, and other utilization.

C. Detection teams will be scheduled to meet the needs of the Department and the Canine Unit as directed by the Canine Unit Lieutenant.

D. Evaluation and selection of detection teams will be conducted by the Training Sergeant, training staff, and respective detection coordinator, with final approval by the Canine Unit Lieutenant.

IX EXPLOSIVES DETECTION

9.1 EXPLOSIVES DETECTION TRAINING OFFICER

A. Training officers assigned to conduct explosives detection training are overseen by the Explosives Detection Team Sergeant. The training officers will conduct weekly maintenance training, and any other training at the direction of the Explosives Detection Team Sergeant and Canine Training Sergeant.

B. Complete and submit weekly Validity Test Data Evaluations.

C. Explosive Detection Training Officers will receive Training Pay.

9.2 EXPLOSIVES DETECTION HANDLERS

A. Explosives Detection Handlers are canine handlers assigned a dog trained and certified in the detection of explosives. Current explosive detection trained dogs, being used by the unit, are either dual trained (general service and detection), single purpose explosive detection or social Mobile Odor Detection dogs.

1. A general service dog is trained to bite and hold on a suspect presenting a threat. As a dual role, the dogs are trained to detect explosives. Areas to be searched need to be evacuated prior to the search to avoid accidental bites.

2. A single purpose detection dog is trained to be directed to search for explosives. While areas to be searched may not need to be evacuated, the dog needs to be directed to areas to search for explosives.

3. A Mobile Odor Detection (MOD) dog is trained to search for explosives and person borne improvised explosive devices. These dogs can search on or off lead in crowded areas.

B. Explosives detection dog handlers will be responsible for the following:

1. Successful completion of the 240-hour Explosives Detection Academy.

2. Respond to field requests for searches.

3. Attend weekly explosives detection maintenance training.

4. Notify the Explosives Detection Team Sergeant if unable to attend training.

5. Submit search reports in a timely manner.

6. Maintain training aids in accordance with this manual.

7. Notify the Canine Unit Explosives Detection Team Sergeant of any performance problems which occur during field contacts or training.

8. Notify the Explosives Detection Team Sergeant, as soon as possible, if unable to handle an assignment.

9.3 MOBILE ODOR DETECTION (MOD) PROGRAM

In 2018, the San Diego Police Department entered a partnership with the Department of Homeland Security's Science and Technology (S&T) Directorate to evaluate use of Mobile Odor Detection (MOD) dogs. This pilot project was for a term of three years, after which the Department will determine if we will continue with this type of training. The project concluded in April, 2021. At this time, the dogs became the property of the San Diego Police Department. The MOD dog program initially consisted of three handler/dog teams. The dogs were paid for by the DHS and provided by Alderhorst Kennels.

1. MOD dogs are socialized.

2. MOD dogs develop a keener sense of detecting explosives and as such, do not need to be directed to particular areas for a search. They constantly sniff the air while either standing or walking amongst people during events.

3. The remaining explosive detection policies set forth in this manual applies to the MOD training. Any deviations will need to be approved by the Unit Lieutenant.

9.4 EXPLOSIVES DETECTION DOGS

A. The dogs are trained to detect the most relevant and current explosive devices

B. The explosives detection dog can be used in the following situations:

1. Where a device has been located, and a search is necessary for a secondary device. Sweep command post and staging locations prior to establishing an area as a "safe or cool" zone for additional responding assets.

2. Where a profile of probability exists that a device may have been placed in or around:

a. Public buildings

b. Labor disputes

c. Gatherings/locations in which political or public figures are present

d. Locations prior intelligence indicates a profile for targeting

3. To search crowds for explosive devices carried by persons at public venues (MOD).

4. Assist in public awareness and education programs for the San Diego Police Department.

C. The explosives detection dogs are available for VIP security details and Special Events. These requests shall be routed through the Explosives Detection Team Sergeant.

1. Requests to assist other law enforcement agencies for pre-planned events occurring outside the City of San Diego will be routed through the Detection Sergeant or Canine Lieutenant, however the priority will be to the San Diego Police Department.

2. Requests for VIP security details occurring outside the City of San Diego will be routed through the Canine Unit Lieutenant.

D. The explosives detection dogs are available to assist other law enforcement agencies within the County of San Diego. The handler will notify the "on-duty" canine sergeant when a request for assistance will necessitate him/her leaving the City of San Diego.

9.5 EXPLOSIVES SEARCHES

A. The decision to deploy an explosives detection dog lies solely with the handler or Canine Unit Training Sergeant and Explosives team Sergeant.

B. Generally, all explosives searches will be conducted by a team consisting of the following:

1. Explosives Detection Handler
2. Explosives Detection Canine
3. Explosives Detection Spotter

C. There are three types of searches conducted by Explosives Detection Canine Teams:

1. Static Searches – These are searches of unoccupied vehicles, areas, rooms or parcels and can be conducted by dual purpose, single purpose and MOD canines.

2. Independent Mobile Odor Searches - These are searches by MOD canines on low threat targets. These searches would be considered unsupported other than having the assistance of at least one spotter.

3. Supported Mobile Odor Searches - These are searches by MOD canines on high threat targets. These searches would be supported by a designated response team.

D. When called to a scene to conduct a static search, the handler will immediately contact the Incident Commander. The handler, along with the Incident Commander shall:

1. Evaluate the type and legality of the requested search and assist the officer- in-charge with determining whether or not the MAST Unit should be notified.

   a. If a suspect device is located, it is not to be searched by the dog. MAST shall be called.

   b. If it is determined MAST should be notified, the handler should be the point of contact, stand by for MAST, and search for secondary devices. A safe staging area for MAST should be established with canine search factoring in time, distance, and shielding considerations from a suspected device.

   c. If it is determined MAST shall not be notified, the handler shall:

      1) Evaluate the search area for potential hazards such as sharp objects, caustic materials, or animals.

      2) Brief officers at the scene as to their responsibilities and conduct during the search.

2. Once the handler completes the search, he/she will assist the officer-in- charge in determining the final response for the incident.

E. The Mobile Odor Detection (MOD) canine will be used to search crowds of people for the presence of person-borne improvised explosive devices.

1. The decision by the United States Supreme Court in *Florida vs Harris* determined that an alert by a trained detection dog could be used to determine probable cause. The canine handler/spotter team will operate with this as a foundation in determining the appropriate response in the event of a canine alert. The canine handler/spotter's actions must be reasonable and in accordance with SDPD Procedure 4.01 – Stop/Detention and Pat down Procedures.

2. If a Mobile Odor Detection Canine indicates on an individual who is either carrying or wearing a possible explosive device. The response will be determined by the type of search and the threat assessment.

F. The Explosive Detection Canine Teams may be requested for pre-event explosives security sweeps.

1. During the initial planning stage, the event coordinator or the event's law enforcement Incident Commander must request, via the Explosives Detection Team Sergeant, canine assistance for a pre-event explosives security sweep.

2. The Explosives Detection Team Sergeant will be the point of contact for the event.

3. The Explosives Detection Team Sergeant will meet with the event coordinator, the Incident Commander, or the Incident Commander's designee, at the location to conduct a site survey.

4. The Explosives Detection Team Sergeant will determine the appropriate deployment of personnel, and the amount of time needed to conduct the sweep.

5. At the conclusion of the explosives security sweep, the event coordinator or Incident Commander must have security in place to ensure sweep integrity.

6. If any of the above conditions are not met the Explosives Detection Team Sergeant may deny the sweep request.

G. Dignitary Protection

1. All dignitary protection explosives security sweep requests occurring within the City of San Diego will be routed through the Criminal Intelligence Unit (CIU).

2. CIU will contact the Explosives Detection Team Sergeant, and forward to him/her the details of the request. The Explosives Detection Team Sergeant will meet with CIU, or the requesting agency, and determine the appropriate deployment of personnel, and the amount of time needed.

3. At the conclusion of the explosives security sweep, CIU or the requesting agency must have security in place to ensure the integrity of the sweep.

4. If any of the above conditions are not met, the Explosives Detection Team Sergeant may deny the request.

H. Explosives Detection Team Uniform

1. Due to the nature of the various searches conducted by the Explosive Detection Canines, and to ensure the safety of both handlers and citizens, there may be times the handlers' and canines' uniform will be altered in order to maintain a low profile to the public. During events involving high value targets with a known threat, having the handler and canine in civilian attire may provide a tactical advantage to the team.

2. Uniform changes must be supported by information gathered for each event. Information gathered may include but is not limited to; threat assessments and/or value of target. In the case of dignitary protection, uniform changes can be determined based upon the profile desired by the dignitary's security team. Uniform changes will only be authorized by the Explosive Detection Team Sergeant with concurrence of the Canine Unit Lieutenant.

9.6 EXPLOSIVES TRAINING AIDS

A. The Explosives Detection Team Sergeant will maintain a current explosives permit issued by the County of San Diego. The responsibility to obtain controlled explosives used in training will be that of the explosives permit holder. All purchases of controlled explosives are to be approved by the Canine Unit Training Sergeant.

B. Detection training aids which are not controlled, such as smokeless powder and the chlorates; are purchased as needed. The Canine Unit Training Sergeant must also approve these purchases.

C. An inventory of all training aids will be kept by the Explosives Detection Team Sergeant. The types and amounts of training aids maintained in inventory will vary depending upon unit needs. The inventory will be thoroughly checked, weighed, and documented. There will be a witness to the process and photographs will be taken to document the item and weight. Once all training aids are inventoried, documented, and photographed, the Explosives Detection Sergeant will provide a memo to the Canine Lieutenant for approval. All documents will be provided with the memo.

D. Explosives training aids are to be used for canine training only. Officers are prohibited from using, or allowing such aids to be used, for any other purpose.

1. Old training aids will be turned over to MAST/EDT or the SDSD/EOD Unit for disposal. The Canine Unit Training Sergeant must be notified of the disposal of all explosives training aids.

E. Loss of any explosives training aids shall be reported to the Explosives Detection Team Sergeant as soon as it is discovered, and the Canine Unit Lieutenant will be notified.

F. All training aids will be stored in the explosives magazine when not being utilized in training, with the following exception:

Handlers will be allowed to maintain a small amount of ammonium nitrate for in-field training and proofing. The issued ammonium nitrate is not classified as an explosive. No additional security, other than being housed in a secured police vehicle, will be required. It is the handler's responsibility to inspect this training aid on a weekly basis.

G. Training aids will be stored in hard plastic "Pelican" cases. The training aids will remain in these cases while being transported to and from training sites, and while being stored in the magazine.

H. When training aids are planted at a training site, the exact location will be noted on the Validity Test Data Sheet by the training officer and also signed by a witness officer. A description of the material, and the exact amount, will be included. It is the responsibility of the training officer to return training aids to the case by placing an asterisk or check mark next to each noted aid on the Validity Test Data Sheet. **It is**

also the training officer's responsibility to ensure the cases are properly checked in and out of the explosives magazine.

I. Article 77 of the State Uniform Fire Code regulates the transportation and storage of explosive materials. Section 77.101(6) exempts law enforcement and fire agencies from the provisions of the article when acting in their official capacities.

9.7 EXPLOSIVES MAGAZINE

A. The explosives magazine is located at the Canine Facility, 4240 Federal Boulevard. It is used for the storage of highly explosive training aids. The magazine has a "Class II" rating and is maintained by the Explosives Detection Team. The magazine is rated for a maximum of sixty pounds of explosives.

B. The following personnel are authorized access, and may be issued keys:

1. Canine Unit Explosives Detection Team Sergeant & Canine Lieutenant

2. Explosives Detection Trainers

3. Any Federal or County EOD personnel who store training aids by previous agreement with Explosives Detection Team Sergeant

C. An explosives magazine entry log will be kept within the explosives magazine. All personnel will complete the necessary information on this log when entry is made into the magazine.

D. The Canine Unit Explosives Detection Team Sergeant will conduct a quarterly inspection of the log and all explosives. The “Report of Inspection” will be forwarded to the Canine Unit Lieutenant by the tenth of the following month (April 10th for January-March; July 10th for April-June’ October 10th for July -September; January 10th for October-December) The reports and inventory will be made available to the Fire Department for inspection upon request. Inventory process will follow 9.5 (C) and a completed memo will be submitted to Canine Lieutenant for approval.

E. The Fire Department E.O.D.; in conjunction with the permit renewal application; will conduct an annual inspection of the explosives magazine. The Canine Unit Explosives Detection Team Sergeant will make application for permit renewal. When the magazine passes inspection, the permit will be issued in the name of the Canine Unit Explosives Detection Team Sergeant.

9.8 EXPLOSIVES DETECTION ACADEMY

A. The San Diego Police Canine Unit is solely responsible for the preparation, operation, staffing, and coordination of the Canine Explosives Detection Academy.

B. Due to the limited amount of training aids, training personnel, and the large expenditure of resources necessary to put on an Explosives Detection Academy, **all** requests to attend an Explosives Detection Academy shall be routed through the Canine Lieutenant. This shall also include any outside agency requests.

C. Attendance at a Canine Explosives Detection Academy shall be at the discretion of the Canine Lieutenant, and the Canine Unit Training Sergeant.

D. The Explosives Detection Team Sergeant has functional first line supervision of any Explosives Detection Academy.

X NARCOTICS DETECTION

Dual purpose narcotic detection dogs, managed by the Canine Unit, were discontinued in January 2016.

10.1 NARCOTICS DIVISION / NARCOTICS TASK FORCE (DETECTIVE CANINE HANDLERS)

A. Narcotics detection handlers and narcotics detection certified dogs assigned to the Narcotics Division/Narcotics Task Force are available for searches in connection with narcotics investigations. The assignment of the dog and handler (a detection team) is under control of the Narcotics Division and Narcotics Task Force.

B. Direct supervision of the handler is the responsibility of the assigned Narcotics Division or Narcotics Task Force Lieutenant/Sergeant.

C. The Canine Unit Administrative Sergeant will oversee the following areas of responsibility as it pertains to the Narcotics Division / Narcotics Task Force teams:

1. Provide necessary canine-related supplies and equipment in accordance with established canine procedures.

2. Coordinate necessary veterinary care through the Veterinary Sergeant.

3. Assign an identification number to new narcotics detection Canines.

XI ARTICLE / EVIDENCE DETECTION

11.1 ARTICLE / EVIDENCE DETECTION TEAM HANDLERS

A. An Article/Evidence Detection Team handler is a canine officer assigned a dog dual trained and certified in general PSD work, and article/evidence detection.

B. Article/Evidence Detection Team handlers are responsible for the following:

1. Log a minimum of 24 hours of individual article/evidence search training prior to obtaining certification by the Canine Unit Article/Evidence Detection Sergeant. During this period, handlers are required to coordinate and work with the assistance of their assigned training officer.

2. Each Article/Evidence Detection Team handler will individually train with his/her dog a minimum of two hours a week. At the conclusion of each month, the handler will complete a recap report documenting the training hours, and any field search and/or finds. The completed report is to be submitted to the team sergeant by the fifth of each month reflecting the prior month's activity.

3. Maintain monthly contact with their assigned training officer.

4. Expeditiously respond to field requests for article/evidence searches.

5. Notify the Article/Evidence Detection Team Sergeant of any performance issues which occur during field contacts or training.

11.2 CONDUCTING ARTICLE / EVIDENCE SEARCHES

The procedures listed below will be followed when conducting article/evidence detection searches:

A. All detection handlers shall confirm with the supervisor, case agent, or other person in charge of the scene that the area to be searched has been cleared of ALL PERSONS.

B. All detection handlers shall do a walkthrough of the area. If warranted, the handler will give call-out warnings (without the dog present) to further confirm the area to be searched has been cleared.

A. All detection handlers are required to prepare appropriate reports as required.

B. In accordance with Department Procedure 1.49, handlers should activate their BWC while searching for evidence or contraband.

Crossed trained firearms (Evidence) dogs shall be required to complete a 200-hour academy.

Upon successful completion, the teams will be required to conduct two hours of weekly training with their squad trainer or notify their trainer of the training conducted so it can be added to the training log.

XII SPECIAL RESPONSE CANINES

12.1 SPECIAL RESPONSE CANINE (SRC) TEAM

A. SRC Teams are general service patrol canine teams that have the collateral duty of training and deploying with the SDPD SWAT team. SRC Teams will respond to all Code 11 or 12 call outs and as needed for SWAT warrants.

B. On Duty SRC handlers may respond to PRT assists and Code 10's and relieve the other K9 handlers on scene.

1. Off duty (on call) SRC teams may be recalled at the direction of the SWAT Mission Leader, C.O or X.O.

C. One K9 Sergeant and two K9 handlers and their assigned Police Service Dogs (PSDs) will be on call at all times.

1. The on-call SRC handlers will be primary and secondary on call.

a. A POII may be assigned as acting SRC Leader if a SRC Sergeant is unavailable

2. The on call SRC Sergeant and primary on call SRC officer will respond to code 11 and code 12 call outs.

3. The secondary on call SRC Officers will only respond at the direction of the SRC Leader.

D. TRAINING:

1. SRC will train together once per month. The training may be with SRC only or with SRT/PRT following areas.

a. Team movement and stability around the team.
b. Directed searches and downing.
c. Recall from a door find.
d. Long line deployment.

2. Task required of the SRC PSDs should be reinforced in weekly GSD training.

12.2 SELECTION OF SRC

A. Participation in SRC is voluntary.

B. SRC Teams will be evaluated for selection on the following:

1. Police Service Dog (PSD)

a. Stability around multiple people in close proximity.
b. Stability around gunfire (handgun, rifle, 40MM, and BBSG).
c. Stability around flash bang deployment.
d. Ability to remain calm for long periods of time.
e. Reliable, street proven dog with no significant field failures.
f. Able to perform directed searches, down and recall from a find.

2. Handler

a. Ability to work well in a team environment.
b. Strong interpersonal skills.
c. Prior SWAT experience is desirable but not required.

C. The two SRC Sergeants, the Training Sergeant and the Canine Lieutenant will make selections for the SRC teams. The Canine Unit Lieutenant will make the final decision.

1. If SWAT determines a team is incompatible with SWAT's mission, (either the handler or the PSD) and all efforts to correct the deficiencies through training have been unsuccessful, the Canine Lieutenant and SWAT Commanding Officer will determine if the team remains in the SRC program.

12.3 SWAT DEPLOYMENTS

A. SRC teams may be used for REACT, Perimeter and to assist SWAT in covert clearing missions at the direction of the REACT Leader.

B. The SRC Sergeant and Officers know the ability of their PSD and will have the final decision on deploying the PSD.

1. REACT

a. One SRC handler may be assigned to the REACT leader.

b. The SRC handler will only send their PSD in coordination with the REACT leader.

c. When available, a secondary SRC Sergeant will monitor ARO's tablet at the REACT position to monitor the PSD's search/deployment when out of sight of the SRC handler.

d. This should be a pre-planned event and the following should be considered

1) Distance between the suspect and REACT position.

2) Likelihood the suspect could retreat into a structure with the PSD.

3) Long line deployment.

4) Likelihood the suspect could retreat into a structure prior to the PSD biting them.

5) Use of ERIW (40mm or BBSG) or Pepper Ball in conjunction with PSD.

6) Team movement to the suspect and PSD should a bite occur.

7) Pre-designated assignments to remove the PSD from the bite and take the suspect into custody.

e. If there is confusion or disagreement about the deployment posture the SRC Sergeant will be consulted.

1) PSDs **will not** be deployed until both SWAT and SRC are in agreement.

2. PERIMETER CONTAINMENT

a. An SRC handler may deploy with PRT positions for perimeter containment.

b. The perimeter SRC handler will consider the following prior to sending the PSD on a person running from the area.

1) Identity of the suspect.

2) Does PC exist to arrest the person for a felony crime.

3) Three prongs of Graham v Connor.

4) Danger of SWAT officers being bitten.

3. COVERT CLEARING

a. SRC PSD's should only be utilized to search an area when the SWAT team has made the decision to make entry.

1. Prior to sending the PSD on any search a plan to move to the PSD will be discussed and agreed upon should the PSD locate and/or bite the suspect in the structure.

2. When a SRC team is to be used for covert clearing, one SRC handler and PSD will be used with an additional SRC Handler/Sergeant to act as a backup for the primary SRC handler.

3. The backup SRC Handler/Sergeant may either make entry with the team or standby near the entry point depending on the size of the structure as directed by the REACT Leader.

4. Canine warnings will be given via bullhorn, PA, ENT communications devices, or from perimeter positions on all sides of the structure prior to making entry.

a. For tactical reasons, these warnings may be given well in advance of making entry depending on the totality of the situation.

b. If not tactically feasible, based on the totality of the situation, the handler may choose **NOT** to give additional warnings inside the structure.

b. SRC teams may be utilized for searching areas SWAT cannot clear with mirrors or robots. (Closets, piles of clothing, closed doors ETC)

c. Prior to sending the PSD on a search, a plan will be agreed upon to move to the PSD should he/she locate and/or bite a suspect.

d. The SRC handler will be called up by SWAT and will send the PSD into one room at a time. Once the PSD has searched the area/room, the handler will down and recall the PSD. SWAT will make entry for a secondary search.

e. If the PSD alerts on a suspect, the SRC handler will coordinate with the REACT Leader to move to a position where the handler can down and recall the PSD.

f. Once the PSD has been recalled, the SRC handler will coordinate with the REACT/Entry leader to either back out of the structure or call the suspect out of the hiding spot.

1. The SRC handler may take a surveillance position should the suspect's actions require the handler to send the PSD on the bite command to apprehend the suspect.

2. If the suspect is compliant, the SRC handler may relinquish commands to the nearest SWAT officer and will back the PSD away from the entry point.

3. The backup SRC handler may move the primary SRC handler and PSD safely through the team to a cover position should the situation change, and the PSD is needed again.

g. If the PSD locates and bites the suspect the handler will call the suspect to bring the dog out.

1. If the suspect refuses, or is unable to bring the dog out, REACT Leader and the SRC handler will weigh the danger to officers when determining the urgency to make entry and remove the PSD from the bite.

2. Depending on the tactical considerations this timeline may be extended beyond the normal time to remove the PSD from the bite.

h. Generally, the PSD will not be sent on a search of the entire structure.

1. If a PSD is used to search a large area, the SRC Sergeant, SRC Handler and SWAT element leader will have a plan in place to move to the PSD in a safe

yet expeditious manner should the PSD locate and/or bite the suspect.

i. If the PSD is sent on a large area search and alerts on a concealed suspect, the team will move to a position to allow the SRC handler to recall the PSD (Generally within view of the PSD).

4. HOSTAGE INCIDENTS

a. SRC teams will remain at the SWAT Tactical Operation Center (TOC) until requested by the REACT or Mission Leader.

12.4 SWAT CALL OUTS

A. One of the two SRC teams will respond to ALL Code 11 and 12 callouts.

1. On Duty SRC handlers will respond to Code 10's at the discretion of the PRT leader.

2. If no SRC teams are working, the SWAT CO or XO will have the option of utilizing a patrol canine team or recalling one or more of the on call SRC Sergeants/handlers.

B. If patrol Canine teams are on scene at a CODE 11 or 12, the SRC team will relieve them to allow them to return to service.

C. The SRC Sergeants will be available at the SWAT Tactical Operations Center (TOC) to advise the Incident Commander, SWAT Command Staff, and the Mission Leader of the use of canine teams in the mission.

D. In most instances, one SRC handler and PSD will remain with REACT and the other will be perimeter or relief. The SRC Sergeant may deploy their PSD in either of these positions as relief or when the Sergeants PSD is the most appropriate for the mission.

12.5 WARRANT SERVICE

A. The SRC Coordinator Sergeant will be the point of contact by SWAT for Warrant Services.

B. The SRC Coordinator Sergeant will determine if the mission is appropriate for SRC teams and will select the number of teams used.

C. Canine patrol staffing will be considered when selecting teams. If using on duty SRC teams will deplete patrol staffing, then the warrant will be offered to off duty SRC teams.

D. The SRC Sergeant and Officers will attend the mission briefing to determine the most appropriate SRC team to be used.

12.6 SRC EQUIPMENT

A. SRC teams will be issued the following additional equipment:

1. Ballistic Helmet with integrated Communications
2. Heavy Body Armor from SWAT or Ballistic Plate carrier
3. Harness
4. Nylon collar with handle
5. Collapsible water bowl
6. AVON Gas Mask

12.7 ON CALL STATUS

A. SRC teams will rotate on call depending on the teams available.

B. SRC handlers will be compensated for on call status per the MOU.

1. SRC Officers and Sergeants will be able to respond as needed within one hour of a callout.

2. If the SRC handler is more than an hour away, they will either:

a. Take their police vehicle and PSD with them.

b. Have a SRC handler who is NOT on call cover for them.

XIII FACILITY DOGS

13.1 WELLNESS UNIT

A. Wellness Unit Facility Dog handlers and certified facility dogs assigned to the Wellness Unit are available for response to critical incidents, debriefs, and to provide aid and comfort to employees impacted by violence, tragedy, or traumatic events.

B. Direct supervision of the handler is the responsibility of the assigned Wellness Unit Sergeant.

C. The Canine Unit Administrative Sergeant will oversee the following areas of responsibility as it pertains to the Wellness Unit dog team:

1. Provide necessary canine related supplies and equipment with established canine procedures.

2. Coordinate necessary veterinary care thorough the Veterinary Sergeant.

3. Assign identification number to Wellness Unit canines.

13.2 CHILD ABUSE UNIT

A. Child Abuse Unit Facility Dog handlers and certified facility dogs assigned to the Child Abuse Unit are available to assist and comfort victims of child abuse during interviews and court proceedings.

B. Direct supervision of the handler is the responsibility of the assigned Child Abuse Unit Sergeant.

C. The Canine Unit Administrative Sergeant will oversee the following areas of responsibility as it pertains to the Child Abuse Unit dog team:

1. Provide necessary canine related supplies and equipment with established canine procedures.

2. Coordinate necessary veterinary care thorough the Veterinary Sergeant.

3. Assign identification number to Wellness Unit canines.

14.0 APPENDIX A

APPENDIX A
SAN DIEGO POLICE CANINE UNIT
PRE EMPLOYMENT TEST FOR DOGS

CONFIDENTIAL: FOR THE EXCLUSIVE USE OF THE CANINE UNIT TRAINING STAFF

Dog:_____ **Date of Birth:**_____
Breed:_____

Vendor:_____
Titles:_____

Date:_____
Evaluator:_____

TEST #1

The dog will be chained to a chain link fence or wall using several feet of chain. The dog will be left alone for three to five minutes and given no commands. The dog will be observed for its confidence and stability.

ACCEPTABLE: The dog is relaxed, displays confidence, and remains alert or calm.

UNACCEPTABLE: The dog shows avoidance and/or lack of confidence. The dog attempts to escape by pulling away from the chain. The dog is agitated, spins, or shows other signs of emotional distress. The dog barks excessively, attempts to flee.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____

TEST #2

The dog remains chained to the fence. A helper without equipment walks within 15 to 30 feet of the dog in a non-threatening manner and loiters near him. The dog will be observed for his confidence, stability, and sociability.

ACCEPTABLE: The dog is relaxed but alert. The dog shows curiosity towards the stranger but remains calm.

UNACCEPTABLE: The dog attempts to flee from the stranger, shows avoidance from the stranger or displays a high level of aggression towards him.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____

TEST #3

The dog remains chained to the fence. A helper approaches within 10 to 20 feet of the dog carrying a stick in a threatening manner. The dog is observed for his defensive response.

ACCEPTABLE: The dog is alert and stands his ground. The dog barks and becomes defensive against the threat. When the threat leaves the dog should return to a calm state.

UNACCEPTABLE: The dog shows avoidance, cowers or tries to run away. The dog is unable to return to a calm state after the threat is gone.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____
_____

TEST #4

The dog remains chained to the fence. A helper approaches the dog with a bite sleeve. The helper will use fluid prey movements with the sleeve. The helper allows the dog to bite the sleeve, gives a short fight and then slips the sleeve. The dog is observed for his prey drive, confidence, and strength of fight.

ACCEPTABLE: The dog shows interest in the helper, follows his movements and attempts to catch him. When biting the sleeve, the dog has a strong full mouth bite with only minor resets.

UNACCEPTABLE: The dog tries to avoid or submits to the helper. When biting the sleeve, the dog has a weak bite, multiple re-bites and/or mouths the sleeve.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____
_____

TEST #5

The dog will be walked up and down an open set of stairs on lead.

ACCEPTABLE: The dog should be willing to go up and down the stairs.

UNACCEPTABLE: The dog refuses to go up the stairs. The dog growls or bites the handler.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____
_____

TEST #6

The dog is brought into a building with a slick tile or linoleum floor. The dog is allowed to walk on the floor. The dog is observed for his reaction to different flooring surfaces.

ACCEPTABLE: The dog is comfortable walking on the slick floor. The dog is initially cautious about his surroundings but shows no avoidance to the surroundings

UNACCEPTABLE: The dog is not comfortable on the floor. The dog hugs the wall and avoids the flooring. The dog excessively walks on his toes or low crawls. The dog obviously shows signs of stress and avoidance of the environment.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____
_____

TEST #7

The dog is brought into a small confined area such as a shower, bath tub or closet. The dog is observed for his reaction to these surroundings.

ACCEPTABLE: The dog is willing to enter the area. The dog does not show excessive avoidance to the surroundings.

UNACCEPTABLE: The dog refuses to enter the area or attempts to escape.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____
_____

TEST #8

The helper stands in a semi confined area with low lighting and agitates the dog. The dog is sent to bite the helper on a bite sleeve/suit. While the dog is on the bite, the helper retreats into a confined space with minimal lighting. The dog is observed for his fighting drive, enthusiasm, and willingness to bite in a confined area with poor lighting. While on the bite, the handler will bang and make loud noises.

ACCEPTABLE: The dog goes out enthusiastically. The dog bites the sleeve/suit and holds. The dog should not release the bite and leave the helper when pulled into the confined space. The dog shows strong fighting drive.

UNACCEPTABLE: The dog displays a weak bite. The dog will not go into the confined area and releases the bite when pulled in. The dog is not confident and attempts to leave the helper.

PASS_____ **FAIL**_____

COMMENTS:_____
_____
_____
_____