

# K-9 ACTIVITY

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
<b>I. <u>CANINE UNIT</u></b>	
A. SCOPE	3
B. MISSION STATEMENT	3
C. OBJECTIVES	3
<b>II. <u>ORGANIZATION</u></b>	
A. CANINE UNIT RESPONSIBILITIES	4
B. COMMANDER OF PATROL RESPONSIBILITIES	4
C. CANINE SERGEANT	4
D. CANINE TRAINER	5
E. CANINE HANDLER	5
<b>III. <u>OPERATIONS</u></b>	
A. SUPPORT	6
B. ASSIGNMENT OF CANINE TEAMS	7
C. REPORTS AND ADMINISTRATIVE RESPONSIBILITIES	7
D. INSPECTIONS	8
E. DAILY LOG AND MONTHLY STATISTICS	8
F. STATISTICAL REPORTING	9
G. CANINE LOG	9
H. CALL-OUT PROCEDURE	10
<b>IV. <u>POLICE SERVICE DOG</u></b>	
A. OWNERSHIP	10
B. SELECTION CRITERIA	11
C. UTILIZATION	12
D. DEPLOYMENTS	12
E. BITES	13
F. RESTRICTIONS	15
G. OFF DUTY RESTRICTIONS	16
H. UNATTENDED POLICE SERVICE DOGS	17
I. HANDLER DUTIES IF P.S.D. IS ILL OR INJURED	17
J. INJURED HANDLER PROCEDURES	18
 <u>SECTION</u>	 <u>PAGE</u>

<b>V. <u>CANINE HANDLER</u></b>	
A. SELECTION CRITERIA	19
B. QUALIFICATIONS	19
C. PRACTICAL PERFORMANCE TEST	20
<b>VI. <u>TRAINING</u></b>	
A. CANINE UNIT TRAINING	21
B. CERTIFICATION OF PERFORMANCE STANDARDS	22
<b>VII. <u>CANINE EQUIPMENT AND SUPPLIES</u></b>	
A. BASIC EQUIPMENT	23
B. KENNEL FACILITY	24
C. CANINE VEHICLES	24
D. CANINE HANDLERS UNIFORM	26
<b>VIII. <u>CANINE TACTICS</u></b>	
A. USE OF CANINE AT SWAT INCIDENTS	27
B. APPREHENSION	27
C. SEARCHING PROCEDURES	28
D. TRANSPORTATION OF PRISONERS/GENERAL PUBLIC	31

<b>I. <u>CANINE UNIT</u></b>	
A. <u>SCOPE</u>	

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. MISSION STATEMENT**

The Canine Unit is a centralized uniform support service, which offers a specialized resource to the Department through the professional utilization of an effective law enforcement tool, the Police Service Dog. The mission of the Canine Unit is to enhance the Department's efforts in crime prevention and detection, criminal apprehension, officer safety, and service to the community.

The Canine Unit is capable of providing assistance in several critical areas including, but not limited to:

- Officer protection
- The apprehension of suspects
- Psychological deterrent to suspect aggression
- Searching for suspects or evidence
- General law enforcement duties

**C. OBJECTIVES**

1. Develop and maintain highly trained and well-disciplined K-9 teams that are capable of maximum operational utilization and are applied in objectively reasonable circumstances.

Measured through weekly maintenance training, quarterly demonstration and evaluation of general performance standards, in accordance with WAC 139-05-915 annual canine certification of WSPCA/WSCJTC General Performance Standards, as outlined for "Patrol Dog Generalist and/or Narcotic Detection Dog", and analysis of all contacts made by the police service dog. In the event a canine does not meet the annual test certification, he will be removed from service until such general performance standards are met.

2. Enhance enforcement efforts, officer safety, and public safety by providing an effective non-lethal force option to the Bureau of Field Operations.

Measured through adherence to daily staffing requirements, response to canine related radio calls, appropriate deployment of

the police service dog, and the recording of noteworthy incidents in the canine log.

3. Provide support to each unit or section in routine enforcement and crime specific problem solving.

Measured by response to non-canine related radio calls and self initiated enforcement activity.

## **II. ORGANIZATION**

### **A. CANINE UNIT RESPONSIBILITIES**

### **B. COMMANDER OF PATROL RESPONSIBILITIES**

The Commander of Patrol will oversee the Canine Unit and it's operation.

### **C. CANINE SERGEANT**

The Canine Sergeant will coordinate the canine program. He will be subordinate and responsible to the Commander of Patrol on all issues involving the canine program.

The Canine Sergeant assumes the duties and responsibilities of the assignment in addition to his assigned duties as a police supervisor. The Canine Sergeant is responsible for the following:

1. Making recommendations for officers wanting to enter the canine program.
2. Maintaining and scheduling training programs that are consistent, beneficial, and well documented. The Canine Unit Sergeant is responsible for the evaluation and performance of the Canine Unit.
3. Maintaining records and statistics in coordination with the Training Section, preparing an annual budget, and submitting reports as required.
4. Scheduling public appearances and demonstrations.
5. Act as a liaison officer to the public regarding Canine Unit Information.
6. Staying current on canine related issues.
7. Coordinate canine bite review boards consistent with this order.

**D. CANINE TRAINER**

The canine trainer is a person who is recognized by the Lynnwood Police Department as an experienced assistant trainer, trainer, or master trainer. He can be selected from within the ranks of the Lynnwood Police Department or from outside the Department. He is under the direct supervision of the Commander of Patrol. The trainer is responsible for maintaining the weekly training program and insuring that the canine team meets performance standards set forth by the WSPCA/WSCJTC and the Lynnwood Police Department.

**E. CANINE HANDLER**

**1. GENERAL DUTIES**

Canine officers are required to perform all duties of a patrol officer with the added responsibility of working a police service dog.

**2. FUNCTIONAL DUTIES**

- Overall responsibility for assigned police service dog in accordance with Departmental policy and procedures.
- Respond to radio calls when and where the police dog's presence will further field operations goals and objectives.
- Provide for timely cover and assistance upon requests from other police units.
- Maintain required standards of proficiency for their assigned dog through required training.
- Care for and maintain assigned dog.
- Provide for medical care and treatment of their assigned dog.
- Transports the dog to the veterinarian at any time such care and treatment is required.
- Prepare and submit to the Canine Unit Sergeant all appropriate reports and logs pertinent to their daily, weekly, and monthly activities.
- Maintain physical appearance and standards as required by Department policy.

### **3. ASSIGNMENT TO SPECIAL UNITS**

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

## **III. OPERATIONS**

### **A. SUPPORT**

#### **1. PRIORITY ONE SUPPORT**

- a) Cover calls / officer safety related incidents.
- b) Pursuits - In accordance with Departmental pursuit policy and section VIII of this manual.
- c) Cover and respond to radio calls.
- d) Searches for fleeing and/or concealed suspects.
- e) Searches:
  - (1) Building
  - (2) Evidence
  - (3) Area

#### **2. PRIORITY TWO SUPPORT**

- a) Unit and section support / problem solving.
- b) Selective enforcement.
- c) Directed patrol.
- d) Field interviews.
- e) Traffic enforcement.

#### **3. PRIORITY THREE SUPPORT**

- a) Conduct canine demonstrations.

- b) Canine Units will not generally involve themselves in incidents requiring extensive investigations or reports. Canine Units should assist patrol officers by completing routine, minor investigations as encountered or when staffing permits.

**B. ASSIGNMENT OF CANINE TEAMS**

**1. WATCH HOURS**

The canine team shall be scheduled by the Commander of Patrol to meet the goals and objectives of the Department and the Canine Unit.

**2. ASSIGNMENTS**

- a) Canine Units generally will be assigned as a back up or support car that does not have a specific beat assignment if manpower resources make this feasible.
- b) Canine teams shall continue to perform patrol duties unless otherwise directed by a ranking officer.
- c) Canine teams will meet with investigative units as necessary to ensure continual flow of information regarding wanted persons and crime trends.
- d) Deployment of canine teams may be based upon specific needs of patrol.
- e) Shift hours shall remain flexible and may be adjusted to ensure proper coverage and response to the special needs of patrol.

**C. REPORTS AND ADMINISTRATIVE RESPONSIBILITIES**

- 1. All reports (investigations, arrests, FIR's, traffic citations, etc.) shall be submitted to the Duty Sergeant.
- 2. Canine officers should send all paperwork / reports through normal flow. The canine officer shall rout a copy of all canine related incidents to the Canine Unit Sergeant.

**D. INSPECTIONS**

- 1. The handler will be subjected to a quarterly inspection process conducted by the Canine Unit Sergeant.

2. Additional canine related inspections will be conducted on an annual basis at the time of the handler's annual performance evaluation. The areas inspected will include the home kennel, issued canine equipment, vehicle storage, and canine medical status.
3. 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 may result in disciplinary action.

**E. DAILY LOG AND MONTHLY STATISTICS**

1. All canine handlers assigned to field duties will complete monthly statistics accurately detailing his/her activity.
  - a) All citations, FIR's, misdemeanor citations or arrests, and reports may be reported by the officer writing them. Statistics on these activities will be maintained by the records section.
  - b) Any canine calls for another agency will be documented for time spent and logged in monthly statistics.
  - c) To report a felony arrest, the handler must be actively involved in effecting the arrest. The following is considered active involvement for recap purposes:
    - (1) Police service dog finds or apprehends a felony suspect.
    - (2) Felony suspect surrenders when deployment warnings are announced.
    - (3) Felony suspect stops fighting with officers and complies when deployment warning is given.
    - (4) Felony suspect runs, police service dog is deployed, suspect surrenders, and police service dog is called off.
    - (5) Suspects actions are directly affected by presence of police service dog; i.e., suspect sees handler and police service dog, suspect runs in another direction, and is captured by patrol officers.
    - (6) Any felony arrest initiated by a canine handler.
  - d) When multiple canine teams cover a call, the primary canine officer utilizing the dog to effect the arrest will report the arrest.



**F. STATISTICAL REPORTING**

1. The Canine Unit will maintain a record of total monthly activity. The report will include:
  - a) Total of all statistical activity for the monthly period.
  - b) Breakdown of canine related radio call activity as it relates to the patrol function.
  - c) Number of applications by type and number of captures by jurisdiction, and training hours.
2. The statistical reports will be forwarded to the Chief of Police, Bureau Deputy Chief, Commander of Patrol and the Canine Sergeant.
3. At the end of the calendar year, the Training Section will complete a yearly synopsis of the canine use of force incidents and total yearly activity, which will be reviewed in its' entirety by the administrative staff.

**G. CANINE LOG**

1. With the exception of bites that occur during training, all bites will be reported in an incident report and the canine log. The handler involved is responsible for making the report prior to the end of his shift. The term "bite" is defined in Section IV.E.1.
2. If the officer involved believes an incident report may not be appropriate, the officer will report the incident on an interoffice memo, routed to the Canine Sergeant prior to the end of the shift.
3. All noteworthy incidents not resulting in a bite should also be entered in the canine log by the officer involved, including, but not limited to, all newsworthy incidents/events, incidents where the psychological presence of a police service dog prevented violence, death, or injury to a citizen, suspect or officer, all on-duty canine officer injuries, all assists to other agencies.

**H. CALL-OUT PROCEDURES**

1. When an officer requests a canine call-out, the Duty Sergeant shall respond to the scene, assess the situation, and determine the likelihood of a successful canine application before the canine officer is notified. Upon the approval of the Duty Sergeant, SnoCom will attempt to call the canine handler at his residence or utilize the handler's pager. The Duty Sergeant may call the canine handler and discuss the feasibility of the canine application prior to his/her response if necessary.
2. Upon the request of another agency for a call-out of a Lynnwood canine team, the Lynnwood Duty Sergeant shall approve the request in advance. The Duty Sergeant should attempt to evaluate the circumstances of the requested call-out to determine if the call-out would serve the best interests of the Lynnwood Police Department and the Canine Unit.
3. When the Lynnwood Police canine unit is unavailable the duty sergeant may request a canine team from another agency. If a canine team from another agency is used which results in a dog bite the criteria justifying the application will be reviewed by the bite review board. The bite review board will not evaluate the methodology or policies of the other agency. It will only review the circumstances present at the time the call out was made.

#### **IV. POLICE SERVICE DOG**

##### **A. OWNERSHIP OF POLICE SERVICE DOG**

All dogs accepted for training and use by the Canine Unit are the sole property of the Lynnwood Police Department. Department owned dogs are not available for breeding purposes without the Canine Unit Sergeant's approval. The dogs are to be considered a valuable tool, issued by the Department. Proper care and maintenance of the dog is the responsibility of the canine officer(s). The responsibility is assumed by the officer(s) when they are assigned to the Canine Unit. The dog may be subject to transfer between handlers to enhance the efficiency of the team and/or unit.

Retired police dogs may be placed with their handlers at the option of the Chief of Police.

##### **B. POLICE SERVICE DOG SELECTION CRITERIA**

Dogs eligible to provide service to the Lynnwood Police Department will meet the following criteria:

1. German or Belgian Shepherds or like breed.
2. Be at least middle-sized (65 - 110 pounds).
3. Have proportionate lines harmonious with a straight solid back and shoulders.
4. Be a minimum of 11 months of age.
5. Teeth must pass veterinarian examination.
6. Be X-rayed for hip dysphasia with a Schnelle grading of -0 and #1 as acceptable, or a rating of good being acceptable from the Orthopedic Foundation for Animals, or a German "A" stamp rating of "normal" or "fass normal".
7. Before any dog is considered for police training, it must be tested and evaluated as to its fitness for service. The purpose of pre-testing is to determine if the animal has any undesirable temperament characteristics that would adversely affect his serviceability. Testing will be conducted by at least two members of the Canine Unit including the Canine Trainer. Pre-testing shall measure the following qualities for all dogs considered for service with the Lynnwood Police Department:
  - a) Temperament
  - b) Alertness
  - c) Prey and defense drives
  - d) Play and retrieving drives
7. All dogs must have a general physical examination to include fecal exam and DHL and rabies boosters. The physical examination is an important element in the pre-testing program. For economic reasons, dogs must successfully complete temperament testing and meet all other requirements prior to scheduling the physical exam.

**C. UTILIZATION OF POLICE SERVICE DOG**

1. The handler has responsibility for the police service dog and its actions. The handler shall exercise control over his/her dog at all times.
2. A police service dog may be deployed under any of the following circumstances:
  - a) For the protection and/or safety of the handler, the police service dog, other officers or persons.
  - b) To locate, apprehend or control suspects reasonably believed to be violent or dangerous.
  - c) To search for evidence, or other contraband.
  - d) To apprehend a criminal suspect when the canine handler reasonably believes that the severity of the crime warrants the application of the canine.
  - e) To locate and apprehend hidden suspects when it would be unsafe for officers to proceed into the area.
3. Prior to each canine deployment, the handler must objectively assess:
  - a) The severity of the crime at issue;
  - b) The age of the suspect, if known;
  - c) Whether, in the case of a search for a suspect, the suspect poses an immediate threat of harm to officers or others;
  - d) Whether, in the case of a search for a suspect, the suspect is actively resisting arrest or attempting to evade arrest by flight.

**D. DEPLOYMENTS**

1. A “deployment” is defined as a removal of the dog from the patrol car for any legitimate law enforcement purpose. Therefore, merely 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.
2. Officers must log each deployment on the canine log with enough detail to establish that the deployment was within the guidelines of Departmental and unit policy.

3. The canine officer shall keep a monthly log of his deployments and bites. The officer's log should be submitted to the Canine Sergeant at the end of each month with the unit activity recap.

**E. BITES**

**1. DEFINITION**

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. Additionally, any injury or damage to a person's body or clothing caused by contact with the dog's teeth, i.e., rakes, abrasions, or tearing of clothing, will also be reported.

**2. NOTIFICATIONS**

In the event of a dog bite, on or off duty, the handler will advise the Duty Sergeant immediately.

**3. MEDICAL CARE**

In every situation where a person has been bitten by a canine, the following procedure will be followed:

- a) Immediately notify the Duty Sergeant.
- b) Ask permission to look at the affected area. Take a color photo of the alleged bite area whether or not there is visible injury.
- c) If there is no visible injury, ask the person if he wants medical treatment and if so, have the Lynnwood Fire Department aid car personnel look at the injury. If the person refuses medical treatment, make a note of that and have a witness present.
- d) If there is an obvious injury, take a photograph of the area and have the aid car respond whether the person wants treatment or not. If in the opinion of the aid crew, the officer, or the Duty Sergeant, the person should have medical treatment, he is to be transported to the emergency room of Stevens Hospital or equivalent medical facility whether he wants medical treatment or not.
- e) If on any alleged bite the person requests to be examined by a doctor, he is to be transported to the emergency room of Stevens

Hospital or equivalent medical center for examination.

#### 4. REPORTS

- a) The Duty Sergeant will investigate the incident and prepare a use of force report with complete details of the circumstances surrounding the bite. The report will contain the injured person's name, DOB, address, telephone number, extent of injuries, hospital and/or physician's name, and list all witnesses, including officers.
- b) The handler will prepare an incident report containing all the facts of the bite to accompany the supervisor's report. The handler's report, accompanied by all the applicable incident reports, will be given to the investigating Sergeant prior to the end of the handler's shift.
- c) All use of force bite reports will be routed to the Chief of Police via the chain of command. The Chief of Police will convene a bite review board to review the circumstances surrounding the bite, except bites incurred in training. The board will be chaired by the Commander of Patrol. The Canine Sergeant, the Training Sergeant, and an experienced canine handler will serve as members of the board.
- d) The Commander of Patrol shall report the findings of the bite review board, via the chain of command, to the Chief of Police within ten business days. The findings will be classified as "justifiable", "non-justifiable" or "accidental".
  - (1) When the circumstances at the time of the bite are consistent with the provisions of section IV.C of this policy, the bite shall be classified as justifiable.
  - (2) When the circumstances at the time of the bite were not consistent with the provisions of section IV.C of this policy, the bite shall be classified as non-justifiable.
    - I. If negligence on the part of the officer is an element resulting in a bite, the finding shall be classified as non-justifiable.
    - II. Any indication of inattention, laxity, neglect, recklessness or failure to exercise the care that a prudent handler usually exercises, shall be

construed as negligence.

- (3) When the circumstances at the time of the bite were not consistent with the provisions of section IV.C of this policy and the bite is not judged to be justifiable or non-justifiable and the bite was an unforeseen event, the bite shall be classified as accidental.
- e) All dog bites occurring during training will be reported in accordance with existing Departmental policy via completion of appropriate injury forms.
- f) All bites, with the exception of bites that occur during training, will be entered in the unit's canine log.

## **5. NON-BITE INJURIES**

Any injury caused by a police service dog, not associated with a bite, will also be investigated by a supervisor and reported on a use of force report. Although non-bite injuries must be documented, they will not be recapped as "bites" or included in Canine Unit statistical reports. Non-bite injury reports will be routed to the Bureau of Field Operations Deputy Chief via the chain of command.

## **6. PROPERTY DAMAGE**

The handler involved will document property damage caused by a police service dog on an incident report. The incident report will be reviewed by the Canine Sergeant and routed to the Commander of Patrol.

## **F. POLICE SERVICE DOG RESTRICTIONS**

It is important that the handler understand his responsibility any time a police service dog is deployed. The following factors should be considered:

1. Handlers will not allow their dogs to urinate or defecate in or around any inhabited building.
2. Lynnwood Police Department personnel shall not tease or agitate a police service dog, nor allow others to do so, except during authorized training sessions.
3. No person shall work or train a police service dog without prior approval of the Canine Unit Sergeant.

4. Handlers should normally park their vehicle in such a way as to limit public access to the police service dog.
5. Police service dogs should generally not be taken inside a residence on family disturbance calls or on routine business.
6. Police service dogs should generally not be taken into crowded public places (bars, theaters, restaurants, etc.).
7. When the handler is out of sight or away from the vehicle for an extended period of time, the door release mechanism must be in the "locked" position.
8. All non-emergency, out-of-city travel utilizing the dog and/or patrol vehicle must have prior approval of the Canine Unit Sergeant.

**G. OFF DUTY RESTRICTIONS ON USE OF POLICE SERVICE DOG**

1. All restrictions outlined in the previous section, "RESTRICTIONS ON USE OF POLICE SERVICE DOG" also apply to the off-duty use of a police service dog.
2. Police service dogs will be housed in a secure kennel or enclosed area approved by the Canine Sergeant.
3. Police service dogs will not be allowed to run unsupervised in public areas or areas accessible to the public, such as an unfenced yard.
4. While the police service dog's handler is out of town, or not able to care for the daily needs of the police service dog, the police service dog will be cared for by either a canine handler, Canine Sergeant, immediate family member who has bonded with the police service dog, or by an approved commercial kennel.
5. Police service dogs are not pets and are not to be used for the following:
  - a) Jogging partner in heavily traveled public areas (i.e., crowded beach, etc.).
  - b) To play with non-immediate family members (i.e., neighbors, friends, relatives).
  - c) To play unsupervised with immediate family members (i.e., spouse, children, etc.).



- d) To play and intermingle with other non-family dogs (neighbor's dog, friend's dog, etc.).
- e) Any outside business enterprise (i.e., guard dog)

**H. UNATTENDED POLICE SERVICE DOGS**

As a general rule, police service dogs 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. There will be instances when it may become necessary to leave the dog unattended for a short period of time. When this becomes necessary, the following precautions must be taken:

1. When securing the dog outside the canine vehicle, steps should be taken to ensure that the dog cannot injure himself or others.
2. Ensure that the dog has sufficient shade during warm weather.
3. Ensure that the dog has an adequate supply of water.
4. It is essential that the police service dog is checked periodically to ensure that he is not in distress.

**I. HANDLER DUTIES IF POLICE SERVICE DOG IS INJURED OR ILL**

1. If a police service dog is injured or ill, the assigned handler will immediately inform his/her supervisor. Serious illness or injury should also be reported immediately to the Canine Sergeant. Unless otherwise directed, the officer will report to work. A veterinary examination report will be submitted to the Canine Sergeant by the handler, advising the nature and prognosis of the illness or injury.
2. 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 officer to transport the dog to the veterinarian.
3. Annual checkups and any non-emergency care will be done by the contract veterinarian. The following is the contract veterinarian to be utilized by all canine handlers:

**CONTRACT VETERINARIAN:** Alderwood Animal Hospital

ADDRESS/PHONE: 19511 24<sup>th</sup> Ave. West, Lynnwood, WA 98036  
TEL: 425-775-7655; FAX 425-672-8096

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

24-HOUR CLINIC: Animal Emergency & Referral Center  
ADDRESS/PHONE: 19511 24<sup>th</sup> Ave. W., Lynnwood, WA 98036  
TEL: 425-745-6745; FAX 425-697-4746

#### **J. INJURED HANDLER PROCEDURES**

All officers shall consider the following course of action in the event a canine handler is injured and unable to command his/her dog. If the handler is down, in all probability, the dog will stand guard and prevent anyone from approaching. The dog and handler train and work together. The dog's attitude will change if the handler is hurt or in danger.

1. Request the assistance of another canine handler or supervisor immediately.
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 a 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 and open the left rear door of the vehicle.
  - b) In an authoritative voice, call to the dog giving the command "In the car" or "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) If attempts to get the canine in the vehicle fail, a training sleeve should be removed from the trunk of the canine vehicle. The canine will recognize the sleeve as a training tool and toy. Once the canine's attention has been drawn to the training sleeve and he appears interested in the sleeve, the sleeve should be placed in the back of the canine vehicle and the

command “take it” given to the canine. The canine can be expected to enter the car to retrieve the training sleeve. The car door should then be closed.

- f) The canine should **not** be shot if the above attempts fail. The assistance of an experienced canine handler should be requested without delay.

## **V. CANINE HANDLER**

### **A. SELECTION CRITERIA**

Personnel requesting assignment as a canine handler should submit a completed transfer request through the chain of command per LPD police section 4.11. In recommending officers for this position, supervisors shall consider overall patrol experience, productivity, reliability, judgment, maturity, patience, interpersonal skills, and physical condition.

### **B. QUALIFICATIONS**

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

1. Officer: At least two years of patrol experience as a fully commissioned officer with the Lynnwood Police Department.
2. Overall performance rating of meets standards or higher on the most recent performance evaluation.
3. Canine Sergeant recommendation and approval.
4. Self-starter, self-disciplined, capable of performing with minimum supervision. Strong performance in communication skills, interpersonal skills, and general law enforcement skills.
5. Ability to prepare comprehensive and well-written reports.
6. Agree to serve as a canine handler for a minimum of 3 years based on satisfactory performance factors.
7. Agree to be available for callback assignment during off-duty hours.
8. Agree to provide a home environment for the proper care and supervision of the assigned dog.

9. Be physically fit. All applicants must pass a pre-interview and job related performance test. Applicants must be able to complete the 390 hour Canine Handler Course and perform all of the physical requirements associated with the position.

**C. PRACTICAL PERFORMANCE TEST**

Each candidate must pass a job related practical performance test to qualify for a selection interview. The test is designed to evaluate the candidate's coordination, stamina, strength, ability to follow directions, and confidence in the working dog.

The test will consist of two pass/fail exercises. Each candidate must successfully complete both phases of the test. Candidates will be allowed two opportunities to complete each exercise. All elements of the test will be demonstrated before testing. The test will be conducted under the supervision of the Canine Sergeant.

***Dog lift:*** Lift a muzzled dog (75-80 pounds) onto a 3 foot high platform.

Criteria: Ability to follow directions  
Ability to lift the dog  
Confidence to handle the dog

***Wall exercise:*** Lift a 70-pound bag (simulated dog) over a 6-foot wall, then climb over the wall. The entire exercise must be completed within 60 seconds.

Criteria: Strength and agility

***Endurance assessment:*** One and one half mile run to the Cooper Test standards.

Officers successfully completing the practical performance test will advance to an oral board interview. The purpose of the oral board interview is to assess each candidate's level of canine knowledge and experience.

The Chief of Police will make the final decision on a selection of a canine handler. The Chief may conduct an interview with the family of the prospective canine handler.

The addition of a police canine to any family involves a change in life style for the officer as well as the family unit. The purpose of the family interview is to determine that the addition of the canine to the family will not cause hardship on the family unit.

## **VI. TRAINING**

### **A. CANINE UNIT TRAINING**

1. Mandatory maintenance training for general service dogs will be conducted as follows:
  - a) Weekly - 3 hours, 3 out of 4 weeks per month.
  - b) Daily - 15-20 minutes on working days (documented in the canine log).
  - c) As assigned to correct specific problems.
2. Training is crucial to the effectiveness of the Unit and ensured field readiness of the handlers and their dogs. All Unit training is conducted on an in-service basis. Handlers are available to respond to all radio calls requiring a Canine Unit.
3. All training shall be conducted or approved by the Canine Unit Training Officer or Canine Sergeant. Any demonstrations involving man work will be with the unit sergeant/trainer's approval.
4. Any handler having a training related problem shall contact the Canine Sergeant or trainer as soon as the problem is noted.
5. Canine teams will be continuously evaluated on their performance. The canine trainer or Canine Sergeant will critique each canine team at the end of each training session.
6. Canine handlers shall attend all training sessions as directed by the Canine Sergeant or training staff. Handlers must obtain supervisory approval in advance to be excused from training.
7. All handlers will participate fully during training sessions. This includes being on time, acting as an agitator when requested, watching all scenarios as directed by the canine trainer and giving complete attention to the canine trainer.
8. Any problems that develop between handlers and the canine trainer will be reported to the Canine Sergeant.
9. The canine trainer will evaluate all training sessions and document performance in the training log. Any areas of deficiency will reported

to the Canine Sergeant. The trainer will establish a timetable to correct deficient performance areas.

10. Handlers requesting time off on a training day must, at the time of the request, advise the Canine Sergeant that a training session will be missed.
11. For canine training in an open public area, training signs, mounted on top of 18 inch orange cones, shall be posted in a conspicuous location that the public may reasonably use to access the area. The signs shall be white and black in color, 12 X 12 inches square, and state "POLICE K-9 TRAINING." If a person who is not involved in the training enters the training area the training exercise shall be suspended until the citizen leaves the area or is otherwise secured.

There may be instances where it is not feasible to utilize the training signs. At those times the trainer shall inspect the training area, or route of the training exercise, for citizens or others not involved in the training exercise. If located the trainer shall advise the subject that canine training is in progress and inquire if they plan to remain in the training area while the training is in progress. If the subject plans to remain within the training area, the training shall be moved to another area, the route altered to by-pass or otherwise avoid the subject, or the trainer shall take steps to otherwise insure the safety of the citizen. This inspection should be accomplished as close in time to the start of the training exercise as reasonably practical.

If an uninvolved citizen is encountered during a training exercise, the exercise shall be suspended until the citizen leaves the area or is otherwise secured.

The training vehicle utilized by the trainer shall be a fully marked police vehicle. The vehicle shall have signs attached to it that state "K-9 training" or similar verbiage. The signs shall be a size and color that renders them conspicuous with reflectorized lettering.

## **B. CERTIFICATION OF PERFORMANCE STANDARDS**

All canine teams must successfully complete the WSPCA/WSCJTC "General Performance and/or Narcotic Detection Dog Standards in accordance with WAC 139-05-915." The Canine Sergeant will be designated by the Commander of Patrol to coordinate the certification process.

The annual certification process will consist of evaluation of "General Performance and/or Narcotic Detection Dog Standards" as set forth by

the WSPCA/WSCJTC and in accordance with WAC 139-05-915. Performance evaluations will be conducted by the department canine trainer or other certified evaluator as defined in the above WAC.

In addition to annual certification of WSPCA/WSCJTC "General Performance and/or Narcotic Detection Dog Standards" all canine teams will demonstrate, to the trainer or Canine Sergeant, compliance with the WSPCA/WSCJTC performance standards on a quarterly basis.

After the first year of service the canine team is expected to achieve and perform at the Master Handler level as dictated by the WSPCA standards.

## **VII. CANINE EQUIPMENT AND SUPPLIES**

- All handlers will maintain their issued equipment in safe working condition.
- Any broken or malfunctioning equipment will be reported to the Canine Sergeant immediately.
- Supplies and equipment will be obtained with the approval of the Canine Sergeant.

### **A. BASIC EQUIPMENT**

1. Each handler will be furnished with the following equipment. This equipment will be maintained in proper condition. Any discrepancies should be reported immediately to the Canine Unit Sergeant.

Muzzle, basket style (leather)  
Leash, leather, scissors, or snap, 6 foot  
Leash, leather or fabric, scissors, or snap, 3 foot  
Choke chain or "Fur Saver"  
"Pooper Scooper"  
"Water Hole" water dish  
Pinch collar (optional training item, assigned as required)  
Rubber ball or "Kong" toy  
Tracking lead, fabric, 30 foot  
Tracking harness and strobe light  
Bristle brush  
Undercoat rake - German style  
2 bowls, metal  
Nail trimmer  
Camera

2. **Dog Food** Police service dogs will be fed dry dog food as directed by the Canine Sergeant and trainer. This food will be supplied by the Department.

**B. KENNEL FACILITY**

**1. SPECIFICATIONS**

Each handler will be provided with a portable kennel of 9 gauge fabric (minimum of 6 x 10 x 6) which will be placed at the handler's home. The kennel shall be placed on a concrete pad that will be poured at city expense. The officer is responsible for the upkeep and sanitation of the kennel with the approved disinfectant. These kennels will be subject to inspection by the Canine Sergeant.

**2. INSPECTIONS**

Inspections of canine kennels will be conducted on an annual basis in conjunction with the officer's annual performance evaluation. They will be conducted by the Canine Sergeant. The inspections will include:

- Proper maintenance and sanitation.
- Dog house and kennel pad.
- Available cover for the canine in case of the inclement weather (i.e., cover for top of kennel).
- Security of kennel and security of officer's yard where kennel is maintained.

**C. CANINE VEHICLES**

**1. VEHICLE EQUIPMENT**

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

- The rear seat will be removed and a platform installed approximately 2 feet below window level. The platform will extend to the back of the front seat area and will be covered with a durable covering.
- A security screen will be placed behind the driver's seat.



- Black metal mesh screens, mounted inside to protect against accidental bites or exits, will cover both rear door windows. Each rear door will have a warning printed on it warning that a police dog is inside and to use caution.
- Canine Unit vehicles will be altered to specifications determined by the vehicle maintenance sergeant.
- Window Tint: The rear window and rear side windows will be tinted with DTI 70Gr/50Ti (light gray) "Hybrid" high performance window film. This particular tint is exceptionally well suited for canine vehicles. It combines high visible light transmission with very high heat rejection.

## **2. MAINTENANCE**

- All routine vehicle maintenance will be performed at the Lynnwood City Shop.
- Handlers are responsible for ensuring that their vehicles are working properly and that all required maintenance has been performed.
- All vehicles must be cleaned regularly to avoid unnecessary odor.
- No alterations will be made to canine vehicles without approval of the Canine Sergeant
- Handlers are responsible for reporting any damage done to the vehicles by their dogs to the Canine Sergeant as soon as possible.

## **3. AUTHORIZED USE**

A properly equipped vehicle will be assigned to each handler. It shall be used only in the performance of duty. Vehicles shall be housed off the street. Canine officers are authorized to drive their police vehicle while off-duty as follows:

- To and from the Lynnwood Police Station.
- To assigned training sessions involving use of the dog.

- To conduct authorized off-duty canine training with supervisory approval.
- To appropriate veterinary care facilities.
- Special assignments with supervisory approval.

**D. CANINE HANDLER'S UNIFORM**

The uniform was adopted to provide canine handlers with a practical, durable garment capable of withstanding the heavy wear and tear involved with 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:

**1. ON-DUTY**

Canine officers will wear the full canine uniform, approved by the Commander of Patrol, including soft body armor and gun belt with all required safety equipment, at all times while on duty and while commuting to and from work in a canine car and while attending line-up.

Any authorized garment visibly worn beneath the canine uniform must be navy blue in color. Long sleeve T-shirts or sweatshirts will not be worn beneath short sleeve uniforms.

**2. OFF-DUTY**

During authorized use of the canine car while off-duty, officers may wear civilian attire. Officers must have a Department approved weapon, soft body armor, raid jacket, and portable radio immediately available.

**3. RAID JACEKTS**

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

**VIII. CANINE TACTICS**

The tactics and manner in which a police service dog is to be utilized in a specific police operation shall be the decision of the canine handler and within the dog's ability and Departmental policy. The on-duty supervisor has final authority on the utilization of a police service dog in any police

operation. Any deployment of a police dog must comply with Section IV.C of this manual.

**A. USE OF CANINE AT SWAT INCIDENTS**

1. Teams should be utilized primarily for perimeter control and suspect apprehension.

**B. APPREHENSION**

Police service dogs are trained to locate and control persons on command. When the police service dog is used in this manner, each handler will adhere to the following guidelines:

1. Before the dog is released, the handler must take reasonable steps to ensure that the person to be apprehended is the suspect. The handler shall, unless there is reason to believe that his safety or the safety of others will be jeopardized, verbally warn the suspect that the dog will be released. The warning should be substantially as follows:
  - “THIS IS THE LYNNWOOD POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN A POLICE DOG AND YOU MAY BE BITTEN AND HURT.” (Pause to give suspect a chance to respond before releasing dog.)
  - “THIS IS THE LYNNWOOD POLICE DEPARTMENT. STOP OR I WILL SEND A POLICE DOG AND YOU MAY BE BITTEN AND HURT.” (Pause to give suspect an opportunity to respond.)
- a) When the dog is released, advise the dispatcher, when practical, that the dog is in pursuit. The handler will follow the dog until the suspect is apprehended.
- b) The handler will not knowingly send the dog after a suspect being pursued by other officers.
- c) When the police service dog locates a suspect, the dog will normally be allowed to control the suspect until the handler arrives and affects the arrest. The handler will relinquish custody of the suspect to the first available unit.
- d) If a bite occurs, the dog should be left on the bite until the suspect can be safely taken into custody. The cover officer will normally be directed to take custody of the suspect while the handler takes physical control of the dog.

- e) In the event that no cover officer is available during a bite, the dog should normally be left on the bite until the handler can safely take the suspect into custody. The handler should order the suspect to “STOP FIGHTING THE DOG. SHOW ME YOUR HANDS.”

The handler will then command the dog to release the bite.

- f) In no event will the canine be allowed to bite or inflict injury beyond that necessary to affect the arrest.

## **C. SEARCHING PROCEDURES**

### **1. BUILDING SEARCHES**

Before conducting any building search, the canine handler shall contact the primary unit at the scene to:

- a) Verify entry and method used.
- b) Develop intelligence from officers at the scene to determine the best location to start.
- c) Check to see if any officers have entered the building and are still inside. Verify perimeter security.
- d) Conduct perimeter survey. The survey should normally be conducted with the dog on-lead, unless off-lead deployment is tactically necessary.
- e) Establish time of occurrence.

### **2. COMMERCIAL BUILDINGS**

Before entering the building, the canine handler shall:

- a) Select a cover officer and brief him/her regarding their role as “cover unit.”
- b) Assume surveillance position at entry. Stop, look, and listen and allow dog to scent.
- c) Give warning loudly and clearly at least two times. “THIS IS THE LYNNWOOD POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN A POLICE DOG AND YOU MAY BE BITTEN AND HURT.” (Pause before deploying dog to allow suspect an opportunity to respond.)
- d) Deploy the dog to clear the immediate area before entering.

- e) Once inside the building the cover officer shall remain with the canine handler and follow his/her directions.

### **3. RESIDENTIAL BUILDING**

The handler should utilize the same procedures for residential searches as in commercial searches, however the following shall also apply:

- a) Before conducting a search of a residence, the handler shall take reasonable steps to ensure the safety of any residents that might be present.
- b) Residential searches should normally be conducted on-leash unless the handler can reasonably determine that there are not residents at home. This can be done through witness or victim statements.

### **4. OPEN AREA SEARCHES**

Before conducting a search for a suspect in an open area, the handler shall contact the officer in charge of the scene and determine the following:

- a) Nature and severity of crime.
- b) Suspect description.
- c) Location suspect was last seen and direction of travel.
- d) Length of time since the suspect was last seen.
- e) If any officers have entered the search area and are still present within the search area.
- f) If a perimeter has been established and if it is still secure.
- g) When entering the search area, the handler shall ensure the following has been accomplished:
  - Assign and brief a cover officer if one is available.
  - Advise radio that a search is going to be conducted with a police service dog, and the location of the search.
  - Use a proper surveillance position as dictated by the circumstances.

- Give announcement twice with a short pause: “THIS IS THE LYNNWOOD POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN A POLICE DOG AND YOU MAY BE BITTEN AND HURT.” (Pause before deploying dog to give suspect an opportunity to respond.)
- Give the appropriate command and send the dog.
- When conducting an open area search, the handler must make every reasonable effort to remain in contact with the police service dog at all times. When evaluating how far out to allow the police service dog to work, the handler shall consider hazards to the police service dog, size of the search area, location of perimeter officers and the public.
- The cover unit, if available, shall remain with the canine handler and follow his/her directions.
- When the police service dog locates a suspect, the police service dog will control the suspect until the handler arrives.
- The cover officer, if possible, will normally be directed to take custody of the suspect. The handler will be responsible for control of the police service dog.
- If a bite occurs during an apprehension, reporting procedures outlined above shall be followed.
- If two or more suspects are involved, the handler should maintain his/her position until another cover officer arrives; then repeat procedure (4) from surveillance position.
- If there is only one suspect, the handler will follow the cover officer and suspect out of the area with the dog on lead.
- In the event of a foot pursuit involving the dog, the handler will advise Communications as soon as reasonably practical.
- During foot pursuits involving the dog, care must be taken to avoid injury to bystanders. In heavily populated areas, handlers should weigh the need for a foot pursuit against the potential risk of injury to citizens or other officers.
- When beginning a foot pursuit, the handler should, when practical, loudly shout a warning: “STOP OR I’LL SEND A POLICE DOG.” (After the warning, pause to allow the suspect time to respond.)

**5. LOST OR MISSING PERSONS**

- a) The canine team shall not be used to search for lost or missing persons.

**6. PURSUITS**

- a) In many situations, canines can enhance officer safety and aid in the capture of criminals who might otherwise escape. However, it is also critical that each officer and supervisor have a clear understanding of Departmental policy. 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.
- b) When an officer becomes involved in a felony pursuit, the canine team should move toward the area to assist with the dog, should it become necessary. Canine handlers shall comply at all times with Departmental procedure (pursuit procedures) when responding to calls for assistance.
- c) Canine handlers shall comply with Department procedures (pursuit policy) and Emergency Vehicle Operations at all times. Canine handlers shall also adhere to Department policy (police service dogs) concerning the use of the dog and its deployment.

**D. TRANSPORTATION OF PRISONERS / GENERAL PUBLIC**

**1. PRISONERS**

Prisoners will not be transported in canine unit vehicles.

**2. PUBLIC**

While transporting passengers in the canine unit vehicle, they will be instructed on how to conduct themselves while in the vehicle.