

# AIRWAY HEIGHTS POLICE DEPARTMENT

ORIGINATION	TITLE	CHAPTER NO.
Chief of Police	K-9 Unit	35
DATE ISSUED	DIRECTED TO	REVISION NO.
August 2008	All Personnel	1

The following is the Airway Heights Police Department Standard Operating Procedures (SOP) manual for the K-9 Unit. This will be followed in conjunction with the Airway Heights Police Department Policies and Procedures. The K-9 Standard Operating Procedures will never override any local, state, or federal law.

- 35.1 Selection of K-9 Handlers and Police K-9's
- 35.2 Responsibilities
- 35.3 Training
- 35.4 K-9 Deployment
- 35.5 Records
- 35.6 K-9 Handler: Administrative
- 35.7 Medical Care of the K-9

## 35.1. SELECTION OF K-9 HANDLERS AND POLICE K-9'S

### 35.1.1 SELECTION OF K-9 HANDLERS

The following are the minimum qualifications for the assignment of K-9 Handler. The Handler shall:

1. Be a Airway Heights Police Department Officer, Patrolman First Class, or Senior Patrol Officer, off probation at the time of application.
2. Have three years of employment as a law enforcement officer.
3. Reside in a single-family residence suitable for housing a police K-9 and as approved by the Sergeant.
4. Live within the State of Washington and within 30 minutes response to a call for service in the City of Airway Heights, driving the posted speed limits.
5. Have a review of Internal Affairs records to evaluate any misconduct or poor performance that may affect his/her ability to perform as a K-9 Handler.
6. Have a review of sick leave usage to determine the dependability of the potential Handler.
7. Agree to a service contract of a minimum of three years within the K-9 Unit.
8. Be willing to respond to call-outs at all hours.

## 35.2. RESPONSIBILITIES

### 35.2.1 CHAIN OF COMMAND

1. Chief of Police.

2. Sergeant.
3. Patrol Corporal.
4. K-9 Handler

### **35.2.2 DEPARTMENT RESPONSIBILITIES**

To ensure that the K-9 Unit is maintained at peak operating conditions, the Airway Heights Police Department shall be responsible for the following:

1. Providing a reasonably sized kennel for the K-9 to include four walls with one gate, a ceiling, a concrete floor, and a proper doghouse.
2. Providing appropriate dog food for the K-9.
3. Providing medical care for the K-9.
4. Providing equipment needed for the care, training, and working of the K-9.
5. Providing a vehicle for each Handler that will be properly equipped to safely transport the K-9.
6. Providing training to handlers to assure the effectiveness of the K-9 teams.

Each Handler can be retained or removed from the unit at the discretion of the Chief of Police.

### **35.2.3 SERGEANT RESPONSIBILITIES**

The Sergeant duties shall include, but are not limited to the following responsibilities:

1. Preparing and monitoring the K-9 unit budget.
2. Monitoring the deployment of the K-9 team to insure they are within current law, policy and procedures.
3. Monitoring and maintaining accurate records of K-9 activity and training.
4. Overseeing the procurement and/or timely replacement/repair of needed equipment and services for the Unit.
5. Auditing the Narcotics Training aids yearly, to include all associated paperwork and logs books.
6. Maintaining liaisons with local businesses to use as training facilities.
7. Scheduling all K-9 related activities.
8. Ensuring the K-9 team are receiving continuous training to maximize the capabilities of the team.
9. Keeping unit members current on all laws, policies, and procedures governing the deployment of K-9.
10. Yearly inspection and revision of the Airway Heights Police Department K-9 S.O.P. manual.

### **35.2.4 K-9 HANDLER RESPONSIBILITIES**

The K-9 Handler reports to the Sergeant. The K-9 Handler's duties include, but are not limited to the

following.

#### **35.2.4.1 Availability Outside of Shifts**

1. K-9 Handler, while not on paid on-call, will always be aware that they are subject to call-out at any time and will make an effort to accommodate any such requests.
2. The Department will provide all K-9 Handler with a paging device which they will attempt to keep with them at all times.
3. If the Handler deviates from the posted work schedule or training times, he/she will do so only with notification to the Sergeant and or Patrol Corporal.

#### **35.2.4.2 Care for the K-9 and Equipment**

The Handler shall ensure that his/her K-9 receives the proper nutrition, grooming, training, medical care, exercise, and living conditions. The Handler will be responsible for the following.

1. The Handler shall maintain all assigned equipment under his/her control in a clean and serviceable condition. The Handler shall notify the Sergeant and or Patrol Corporal of any unserviceable equipment.
2. If a Handler is away from his/her residence for more than 72 hours, his/her assigned vehicle will be left at the police department or another location of which the Patrol Sergeant has approved. Each Handler must notify the Sergeant when he/she is not caring for his/her assigned K-9 while on approved leave.
3. Handler shall permit the Sergeant to conduct scheduled inspections of the K-9 area at their residences to ensure that proper conditions are met.
4. Any changes of a Handler's residence that may affect the K-9 or his/her K-9 position shall be reported to the Sergeant.
5. When off-duty, the Handler shall not involve his/her K-9 in any extra-curricular conduct or activity (e.g., dog shows, competitions, breeding, etc.) without approval of the Sergeant.
6. During off duty time, the K-9 will be kept in the department issued kennel or in a secure environment. The only exception would be when the K-9 is under the direct supervision of the Handler.
7. Handler will not transport their assigned K-9 in their personal vehicles more than 50 miles from their residences without prior approval from the Sergeant and or Corporal.

#### **35.2.4.3 Completing Use of Force K-9 Contact Reports and Incident Reports**

1. If an accidental contact occurs involving an employee of the Airway Heights Police Department where injury is apparent, the Handler will complete an internal report on a department approved incident report form. The report will be forwarded to the Sergeant.

- a. If the contact resulted in an injury needing medical attention, the Handler will notify an on-duty supervisor, Chief and Sergeant as soon as possible.
2. If an accidental contact occurs on an individual that is not employed by the Airway Heights Police Department, whether injury is apparent or not, the Handler will complete an Airway Heights Police Department incident report and a K-9 Use of Force Report.
- a. The Handler will have photos taken of the person involved and the affected area.
  - b. If the contact resulted in an injury needing medical attention, the Handler will notify the Chief and Sergeant as soon as possible. If the Sergeant is unavailable, the Handler will request a respond and interview the person involved, along with available witnesses.
  - c. The original accidental contact and interview reports will be given to the Sergeant for review. The Sergeant will then send the reports up the chain of command for review. Prior to chain of command review, no reports will be submitted to the Records division.

#### **35.2.4.4 Deployment**

The Handler supports units for the day-to-day functions of the department, primarily for Patrol. The K-9 will try to maintain availability to respond to calls where their specialty is needed. The Handler will also perform routine patrol functions. They will assist other Patrol Officers on non-K-9 type calls, and take calls for service. The Handler will keep records of each K-9 deployment and will make a report and/or log entry for every find.

#### **35.2.4.5 Training**

The Handler will attend all scheduled training unless otherwise authorized by the Sergeant. The Handler will keep a detailed training log.

#### **35.2.4.6 Vehicle Use**

Use of the assigned K-9 vehicle will comply with the Airway Heights Police Department Vehicle Use Policy, with the following differences. Assigned K-9 vehicle may not be used for off duty or contracted duty assignments, unless the assignment is immediately prior to or following the Handler's duty shift. K-9 vehicle may be used for non-shift, Department paid assignments, when the Handler complies with the following restrictions:

1. The Handler will log into service.
2. The Handler shall be available to respond at any time from his/her Department obligation upon request for a K-9 search.
3. The Handler will have his/her K-9 and duty uniform with him/her.
4. The Handler will not be compensated for travel time.

## 35.3. TRAINING

K-9 training will not deviate from the standard outlined under sections 3.3 unless approved by the Sergeant. The Team will meet their respective Airway Heights Police Department General Performances K-9 Standards prior to deployment.

### 35.3.1 INITIAL K-9 TEAM TRAINING

The K-9 Handler will be certified by a state certified trainer/ General Performances K-9 Standards (WAC 139-05-915) prior to deployment.

### 35.3.2 MAINTENANCE TRAINING

The team shall participate in continued, on-going, maintenance training.

1. The K-9 team shall participate in K-9 Unit bi-weekly maintenance training unless excused/directed by the Sergeant. Maintenance training shall consist of basic and advanced Handler and K-9 skills.
2. Officers must be on duty and authorized by their department to participate in training.
3. Officers of the Airway Heights Police Department must be on duty and off probation to participate in K-9 training.
4. Civilians will not be allowed to participate in training unless employed by or work as volunteers for the Airway Heights Police Department.

### 35.3.3 K-9 TRAINING: NARCOTICS DOGS

It is recognized that dogs are unique individual animals and are not infallible. The AHPD Narcotics K-9s will be trained in the following manner to perform with a high degree of reliability.

1. **Alert:** Airway Heights Police Department Narcotics K-9 will be trained in the passive (sit) alert. It is recognized that all passive alert dogs will occasionally bite and/or scratch.
2. **Substances:** Airway Heights Police Department Narcotics K-9 will be trained to alert on the scent of the following substances:

Marijuana and hashish  
Powder, rock, and crack cocaine  
White and black tar heroin  
Methamphetamine

Narcotics K-9 will not be trained on pseudo-narcotics.

**3. Narcotics Training Aids:** Multiple training aids will be kept of each of the trained substances.

Training aids will be made under the observation of the Patrol Sergeant and the K-9 Officer. Only training aids that have tested positive for the appropriate controlled substance will be used. Records of this will be kept in the Aid Logbook.

Each aid will consist of a container to which will be affixed a sticker designating the weight and the substance inside, along with a control number.

Each set of scent aids (marijuana, cocaine, methamphetamine, and heroin) will be kept in its own airtight container. Each container will be stored in a separately designated and secure locker.

A log will be kept noting the amount of training aids, each aid's actual and substance weight, the aid's control number and each aid's location in every training exercise.

Removal of individual aids will be logged in the individual aid sign out sheet in the logbook.

Keys for the narcotics storage lockers will be maintained and signed out by the Patrol Sergeant.

Training aids will be replaced when appropriate.

The Sergeant will conduct audits of the aids and log books

At the end of each year, all aids and logs will be turned in and audited. If all aids are accounted for, the logs will be destroyed.

**4. Obedience:** The K-9 will have a high degree of obedience to include on and off leash heeling, long stays, recalls, distance control and obstacle work.

**5. Building Searches:** The K-9 will be trained to perform an on or off leash search of the inside and outside of any structure and alert the Handler to the presence of any of the trained scents.

**6. Vehicle Searches:** The K-9 will be trained to perform an on or off leash search of the inside and outside of any vehicle and alert the Handler to the presence of any of the trained scents.

**7. Area Searches:** The K-9 will be trained to perform an on or off leash search of any outside area and alert the Handler to the presence of any of the trained scents.

**8. Item Searches:** The K-9 will be trained to perform an on or off leash search of any package, bag, luggage or other such item and alert the Handler to the presence of any of the trained scents.

No K-9 will be street deployed that does not meet the Airway Heights Police Department General Performance Standards (see section 3.5). It shall be the responsibility of the respective Handler to notify the Patrol Sergeant if his/her assigned K-9 is not performing properly to the above standards. Immediate corrective training or reassignment to training status will take place to ensure the safety of officers, citizens, and the department. There will be constant evaluation of the K-9 team to ensure that they continually meet these standards. This will be documented in the Handler's training logs.

### **35.3.5 GENERAL PERFORMANCE K-9 STANDARDS**

The Airway Heights Police Department K-9 Unit has adopted a General Performance K-9 Standard for Narcotics Dog Team that will consist of WAC 139-05-915 and the CJTC Canine Performance Standards. It is mandatory for the Airway Heights Police Department Canine team to complete the standard annually. Only the Sergeant will make exceptions to the annual certification. The team must meet this standard annually to remain in service. A K-9 team that fails to pass any phase of the test will be able to re-test in said phase. Upon a second failure, the team will be placed in a training status as determined by the Department's Trainer(s). This will consist of remedial training and may result in removal from service. The team will need to pass the entire standard before returning to patrol duties.

### **35.4. K-9 DEPLOYMENT**

K-9 team will only be deployed as per their specialty.

#### **35.4.1 K-9 DEPLOYMENT: NARCOTICS DOGS**

Airway Heights Department Narcotics K-9 may be used in accordance with current law and policy to:

1. Assist in the search for narcotics during a search warrant service.
2. Obtain a search warrant based on the Narcotic K-9's alert.
3. Search any vehicle, building, area, or item as allowed by law.

Narcotics K-9 will not be used to search a person for narcotics unless allowed by law.

### **35.5. RECORDS**

#### **35.5.1 CURRENT FACTS SHEET AND ATTACHMENTS**

A current facts sheet will be maintained by the Sergeant and will be attached to the K-9 SOP manual along with other listed attachments. It will include, but will not be limited to:

1. Current Chain-of-Command.
2. Current Handlers and assigned K-9.
3. Current Department owned K-9 and their status/location.
4. Current authorized veterinary service.
5. Current Handler compensation agreement.
6. Current authorized Training, Deployment, and K-9 Use of Force forms.
7. List of current Narcotics Training Aids.
8. Current General Performance Standards (WAC 139-05-915).

## **35.5.2 DEPLOYMENT AND TRAINING RECORDS**

The Handler will keep K-9 deployment and K-9 training records on the authorized forms. The Sergeant shall ensure all records are accurately kept and up to date. At the end of each year, each Handler will turn over that year's deployment and training records, along with a yearly summary of each, to the Sergeant. Deployment and training records will be kept for 3 years after the departure of the Handler and/or K-9 from the Unit and then discarded. All annual K-9 deployment summary records will be kept on file in the Sergeant's office.

## **35.6. K-9 HANDLER: ADMINISTRATIVE**

### **35.6.1 REQUEST FOR PUBLIC DEMONSTRATIONS AND RIDE-A-LONGS**

K-9 ride-a-longs will follow the Department's Ride-along Policy. Because of the nature of a K-9 Handler's duties, ride-alongs will be limited and approved by a supervisor on a case-by-case basis. The Sergeant, prior to a Handler making any commitment, shall approve all requests for public demonstrations.

### **35.6.2 UNIFORMS**

The K-9 uniform shall vary from that set forth in Policy in the following areas:

1. When on duty, the Handler will wear his or her Department authorized K-9 uniform. Exceptions will be allowed for Handlers to wear appropriate civilian clothing with the approval of the Sergeant. Handler will have their uniforms available at all times while on duty.
2. The on-duty K-9 uniform shall be the summer or winter weight jumpsuit, black in color, no pocket specifications. The uniform shall be affixed with the authorized Airway Heights Police Department embroidered badge, name tag and Department shoulder patches.
3. Leather duty gear is authorized, but all carriers must be consistent.
4. The color of the visible under garments will match the color of the outer uniform.
5. When responding to a call-out, the K-9 Handler will wear the authorized K-9 duty uniform. Exceptions may be made with notification to the Sergeant.

## **35.7.0 MEDICAL CARE OF THE K-9**

All emergency medical care will be immediately taken care of appropriately at the Handler's discretion. If the injury is disabling, the handler will notify the appropriate supervisors. The Sergeant will be notified of all non-routine, non-emergency medical care prior to its being scheduled with the veterinary office.

### **35.7.1 RETIREMENT OF A K-9**

When the K-9 is due to retire, the Handler will have the option to buy the K-9 from the Department for



\$1.00. If the Handler does not want the K-9, every effort will be made to place the K-9 in an acceptable home. If none is found, euthanasia by a qualified veterinarian will occur. The new owner assumes all responsibility for the K-9.

### **35.7.2 USE OF DUTY WEAPONS IN NON-LIVEFIRE TRAINING**

If K-9 training involves the use of firearms off of the Range, it is recommended that prop and/or training firearms be used. If the duty weapon(s) will be used, the following procedures will be strictly adhered to:

1. One person will be designated as a Safety Evaluator for the exercise.
2. Live firearms and ammunition will not be allowed into the training area by anyone actively participating in the training exercise.
3. All weapons will be cleared in the safest manner possible and then inspected using a two-officer safety inspection.
4. At the conclusion of the exercise, the Safety Evaluator will ensure that each participant reloads his/her duty weapon in the safest manner possible.