

Canine Procedure

1100.1 PURPOSE AND SCOPE

The CANINE Unit was established to assist and supplement the Field Operation Division in providing police services to the community. The primary responsibilities of the CANINE Unit are to serve as backup/support units, assist department members in carrying out their assigned duties, and supplement police operations to locate and apprehend criminal offenders.

1100.2 UNIT STRUCTURE AND PERSONNEL

The CANINE Unit has been organizationally assigned under the command of the Field Operations Captain.

- (a) The CANINE Unit is administratively directed by the CANINE Staff, consisting of the Captain, CANINE Unit Manager (Lieutenant), and the CANINE Coordinator/Supervisor (Sergeant).
- (b) Operationally, the CANINE teams are under the direct control of the on-duty Patrol Watch Commander or Patrol Sergeant.
- (c) The full-time unit consists of three Police Officer/CANINE teams.

1100.3 HANDLER SELECTION

Reference Lexipol Policy 318.8 HANDLER SELECTION

1100.4 HANDLER AVAILABILITY AND COMPENSATION

Reference Lexipol Policy 318.10 HANDLER COMPENSATION

1100.5 HOLD HARMLESS UNDERSTANDING

Whenever private property is to be utilized for certification or training and the owner requests a signed waiver from our department, a "Hold Harmless Understanding" letter should be obtained before any training or certification will take place.

The handler will fill out the hold harmless agreement with the necessary information. The CANINE Manager or his designee will sign the agreement. The owner or authorized agent will sign the agreement. The original agreement will be given to the owner/agent and a copy of the signed agreement will be maintained in the CANINE file. If a copy cannot be made at the time of signing, the handler will take the original and make a copy and return the original to the owner/agent.

1100.6 DONATIONS

Donations are often made to the CANINE Unit from local residents, organizations, and businesses. Donations have included money, CANINE-related equipment (leashes, collars, etc.) and dog houses. The procedure for accepting donations is listed.

Monetary donations to the CANINE Unit can be made to the Union City Police Officers Association CANINE account, and accepted from any member of the police department. Although checks are

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preferred for tracking and accountability purposes, cash can be accepted. A receipt should be given for cash donations when possible. These funds should be forwarded to the CANINE Sergeant for deposit in the CANINE Foundation account. The federal tax identification number can be provided to the person making the donation upon request.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

All donation information should be maintained by the CANINE Sergeant and used for tax purposes via the CPA appointed by the UCPOA Executive Board.

1100.7 RETIRED CANINE AGREEMENT/PURCHASE OF CANINE

When the police service dog is no longer able to perform the function of a police service dog, the handler may request to purchase the dog at a sum agreeable to both the City and handler upon approval of the Chief of Police. The "Retired CANINE Agreement" should be completed and will serve as a purchase/hold harmless agreement. The "Retired CANINE Agreement will consist of a Bill of Sale and City Council Resolution.

If a handler leaves or prepares to leave the CANINE Unit in good standing, the handler may request to purchase the dog that he/she was assigned. Upon receiving the request, an evaluation

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of the dog and any mitigating circumstances should be conducted by the CANINE Lieutenant and CANINE Sergeant. The ability of the dog to continue performing its function for a suitable time period with another handler will be a primary consideration. The CANINE Lieutenant and CANINE Sergeant may request the assistance of a CANINE trainer, vendor, veterinarian, or other knowledgeable persons to assist with their evaluation of the circumstances and determine the dog's health, longevity and ability to continue fully working for a reasonable amount of time. The CANINE Lieutenant and CANINE Sergeant shall present their recommendations to the Field Operations Division Commander and Chief of Police for review.

Prior to the CANINE handler's full five-year commitment, if the Chief of Police determines it is reasonable and cost effective to allow the handler to purchase the dog, a fair market value should be established for the purchase of the dog and presented to the handler. A "letter of agreement" to authorize this purchase should be completed and serve as a purchase/hold harmless agreement if the handler agrees to the purchase.

1100.8 FORMS

1100.8.1 MONTHLY/ DAILY ACTIVITY AND TRAINING LOG

CANINE handlers shall complete monthly activity logs. Monthly activity logs shall include the following;

- (a) Deployments- Any incident where the CANINE was removed from the patrol vehicle for CANINE deployment should be noted. This includes handler protection, building/ area searches, felony car stops, SWAT incidents, outside agency assists, narcotics (if trained), article searches (if trained), etc.
- (b) Surrenders- Any deployment of the CANINE that resulted in the suspect's surrender should be noted.
- (c) Bites – Any deployment of the CANINE that results in the suspect being bit by the CANINE should be noted. This includes accidental bites.
- (d) Demonstrations – Any public demonstration approved by the CANINE Sergeant or CANINE Lieutenant for public events, schools, community organizations, citizen's academy, etc.
- (e) Monthly cover page summary which includes the handler's name, date, how many trainings and training hours occurred during the month, total bites, total deployments, total demos, total surrenders, monthly at-home care hours and signature lines for handlers and supervisors should be completed by each K9 handler.
- (f) The completed form should be submitted to the CANINE Sergeant by the fifteenth (15th) day of the following month for review. *After reviewing this form, the CANINE Sergeant should sign/initial and date it before sending the form to the CANINE Lieutenant for review.* The forms will then be forwarded to Personnel and Training for filing.

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- (g) Comments should be made in the appropriate section. Comments are not limited to issues that occur during training. If problems arise during normal patrol duties, these problems should be listed in order to address and correct those problems.

1100.8.2 YEARLY POST QUALIFICATION CERTIFICATION FORMS

These forms will be used to document annual POST certification. Exercises will be completed in accordance with POST standards.

- (a) Exercises should be consistent with those same exercises recommended by POST for certification of CANINE teams and consistent with deployment guidelines utilized by the police department and outlined in the CANINE policy.
- (b) The CANINE handler will complete the weekly/monthly/yearly (POST qualifications) forms and provide the completed forms to the CANINE Sergeant who will forward the forms to Personnel and Training Unit. Forms shall be maintained in each handler's training file.
- (c) For yearly POST qualifications, all handlers will successfully complete each exercise. If any certification test or training exercise is not successfully completed, that test or exercise shall be re-done until it is completed successfully. Should an exercise not be completed successfully during a certification day, it shall be re-tested and completed successfully as soon as reasonably possible.

1100.9 REQUEST FOR CANINE DEMONSTRATION

Any request for a CANINE demonstration should be considered. The CANINE Sergeant, Lieutenant, or his/her designee is responsible for approving all CANINE demonstration requests. Handlers should not demonstrate any "apprehension" work to the public unless authorized to do so as outlined above. The potential for an "accidental bite" and potential liability must be seriously considered and addressed in advance if firsthand interaction with the police dog will/may be allowed (such as "petting") as a part of the demonstration. Limitations or restrictions to avoid or prevent unplanned contact or accidental bites may be necessary.

Some considerations before approving a request are:

- (a) Is the request being made by a local resident, business or organization? If a request is being made for a demonstration that will occur outside the city limits and/or the request is being made by a person or organization not directly affiliated with Union City, the person requesting the demonstration should be referred to that law enforcement agency with jurisdiction.
- (b) If the request is approved, will the CANINE handler have control of immediate area around demonstration area?
- (c) Is the request for a "static" presentation or formal CANINE demonstration?
- (d) Is there any opportunity for an "accidental bite" to occur?
- (e) Is the request being made by a local school or private organization?
- (f) What are the benefits to the police department, the community, and/or the CANINE Unit for conducting the demonstration?

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- (g) Will the demonstration be open or closed to the public?

When a request is received, it should be sent to the CANINE Sergeant, Lieutenant, or his/her designee, as soon as possible. Any handler can accept a request, but the handler shall advise the requesting party the request must be approved prior to the demonstration. The handler accepting the request will be responsible to notify the requesting party as soon as the demonstration is approved or disapproved. All requests should be in writing and follow designated chains of command.

If a request is a "last minute request", the handler accepting the request should follow the chain of command, send an email, and obtain appropriate approvals.

- (a) If unable to contact the CANINE sergeant, the handler may contact the CANINE Lieutenant. In these rare occasions, the CANINE handler shall still provide information about the request to the CANINE Sergeant via email.
- (b) If unable to contact the CANINE Lieutenant for approval, the handler will decide whether or not it is acceptable to do the demonstration and receive approval from the on-duty Watch Commander.

1100.10 REVISIONS

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