

**GENERAL ORDER 41.8.2**

**Canine Unit-Narcotics**

**GENERAL ORDER CROSS-REFERENCE: 1.5.1**

**SUMMARY**

Governs the use of police drug detection service dogs.

**DISCUSSION**

Police drug detection dogs are used for locating drugs and related currency associated with the possession and delivery of illegal narcotics. The drug detection dogs will assist police officers in searching vehicles, residences, businesses and outdoor locations operating under the authority of a search warrant, reasonable suspicion, probable cause, consent or exploratory sniff. The K-9 team is expected to augment both patrol and ISB in their daily activities. The handler will be in uniform driving a patrol unit and available to assist both patrol officers and detectives when needed.

**POLICY**

**I**

**DEFINITIONS**

1. **POLICE DRUG DETECTION DOG** is a dog, which has been trained specifically for the detection of illegal narcotics. The dog must be tested and have passed Performance Standards described by the Oregon Police Canine Association OPCA before being deployed in police service use.
2. **POLICE SERVICE DOG HANDLER** is a law enforcement officer who has successfully completed basic training in the deployment of a drug detection dog. The handler will know the capability of his/her dog based on the dog's basic instincts, drives and senses, so the dog may be deployed to the department's best advantage.
3. **K-9 UNIT SUPERVISOR** is the supervisor designated the responsibility and authority over the members of the K-9 Unit.
4. **K-9 UNIT TRAINER** is the officer/supervisor designated the responsibility and authority to coordinate/supervise the training and certification of the department K-9 teams.

## II

### SELECTION OF POLICE SERVICE DOG HANDLER

The following are the minimum requirements for a police drug detection service dog handler applicant:

1. Police officer with the Springfield Police Department for a minimum of two years.
2. Reside at a location adequate to house the dog and allow for necessary uninterrupted rest for the dog during off-duty hours.
3. Agreement of the other adults residing on the premises.
4. Agree to work as a handler until the assigned police service dog retires.
5. Agree to replace any non-portable portion of the home kennel if the handler changes residences.
6. Have a reputation of excellent initiative and judgment.
7. Ability to perform duties in stressful situations with limited supervision.
8. Good physical condition, successfully passing an established physical fitness test
9. Reside at a location within 10 miles of the Springfield Urban Growth Boundary. This requirement may be waived at the discretion of the Chief of Police dependent on the particular circumstances.
10. Assignments to the narcotics K-9 unit are at will, and members serve in that assignment at the pleasure of the Patrol Lieutenant.

Their primary mission will be the apprehension of narcotics traffickers accomplished through vehicle searches and search warrants. The officer is expected to assist patrol officers in responding to emergency calls for service, available for callouts, community demonstrations and specialized training.

Deployment of the K-9 team will be most effective during evening to nighttime hours and therefore the hours of operation will be set by the Patrol Lieutenant. The handler must be willing to dedicate the necessary time and effort to maintain the dog's performance, care and health.

Selection of the best-qualified handler is, along with proper dog selection and training, absolutely critical to the integrity of the police drug detection service dog program. To achieve this goal, a board consisting of the K-9 supervisor, two current or former K9 officers and a current narcotics detective or the ISB sergeant shall interview all candidates meeting the above qualifications. Additionally, the board may review such records of the candidate's past performance and contact any persons as necessary to make the best selection. Applicants will be required to perform job related types of physical fitness tests involving the deployment of police service dogs. The K9 Supervisor shall make a recommendation to the Patrol Lieutenant for appointment.

Involvement by a candidate in other specialized assignments shall be reviewed for any likelihood of time conflict.

### **III**

#### **CARE OF THE POLICE DRUG DETECTION DOG AND EQUIPMENT**

The handler shall ensure that the police service dog receives proper nutrition, grooming, training, medical care, socialization, and living conditions. The handler will be responsible for the following:

1. The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
2. When an on-duty Police drug detection Dog is outside the police car for exercise or other non-deployment purposes, verbal and/or physical control shall be maintained by the handler at all times. The canine should be on-line unless the immediate area is observed to be free of citizens and animals.
3. When a handler is out of the area on vacation or an extended number of days off, the police service dog vehicle shall be parked at the Springfield Police Department.
4. Handlers shall permit the K-9 Unit Trainer/Supervisor to conduct spontaneous on-site inspections of affected areas of their residence as well as the police service vehicle, to verify that conditions and equipment conform to this policy.
5. Any changes in living status of the handler which may affect the lodging or environment of the police service dog shall be reported to the patrol lieutenant and the K-9 Unit Supervisor as soon as possible.
6. When off-duty, police service dogs shall be maintained in kennels provided by the City, within a fenced yard, at the homes of their handlers. When off-duty, police service dogs may be let out of their kennels while under direct control of their handlers or while inside a secure, fenced yard at the handler's residence.
7. Whenever a police service dog handler anticipates taking a vacation or an extended number of days off, it may be necessary to temporarily relocate the police service dog. In those situations, it is the handler's responsibility to arrange for safe, sanitary housing. The K-9 Unit Supervisor shall approve the arrangements.
8. After an absence from work two weeks or longer, the police narcotics dog team shall report to the K-9 Unit Trainer, sergeant or designated team member and subject the dog to any needed refresher training until the dog's performance level is satisfactory to resume regular duty.

### **IV**

#### **MEDICAL CARE OF THE POLICE DRUG DETECTION DOG**

All medical attention shall be rendered by the designated police service dog veterinarian, except during an emergency. All records of medical treatment shall be maintained in the police service dog's file.

Emergency medical treatment shall be rendered by the designated emergency medical treatment center or the police service dog veterinarian. If the handler and dog are out of the area,

the handler may use the nearest available veterinarian. The handler shall notify the K-9 Unit Supervisor/Trainer as soon as practical when emergency medical care is required.

Any indication that a police service dog is not in good physical condition shall be reported to the K-9 Unit Supervisor/Trainer as soon as practical. If the drug detection dog is deemed unfit to perform their duties the dog will be retired. Retirement of the police drug detection dog will be handled as per past practice with the Chief of Police making the final determination.

## V

### TRAINING

#### Training:

Before being released for full duty, each detection dog team shall be trained and certified to meet OPCA Detection Performance Standards.

#### Continued Training:

Each drug detection dog team thereafter will be re-certified to OPCA standards on an annual basis.

Detection dog teams shall receive ongoing training in order to maintain proficiency and certification as authorized by the K-9 Unit Supervisor.

Detection dog handlers should engage in daily, on-duty, training to maintain the police service dog team's performance.

To insure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to the policies of the Springfield Police Department K-9 Unit.

All police service dog training shall be conducted while on-duty unless otherwise approved by the K-9 Unit Supervisor/Trainer.

#### Training logs:

The dog handler shall maintain a current "dog log" book containing pertinent information regarding the dog's deployments and performance. Any changes in the dog's performance shall be noted in the training log. If additional training is necessary due to a change in the dog's performance, it shall be under the direction of the K-9 Unit Trainer.

The narcotics K-9 officer shall maintain a K-9 Narcotics Logbook, which contains:

1. All court orders for obtaining seized narcotics for training purposes upon disposition from the courts;
2. Type and description of each drug obtained, test certifications, weight and photographs.

## **VI**

### **GUIDELINES FOR THE USE OF POLICE DRUG DETECTION DOGS**

A drug detection dog may be used to locate illegal narcotics through the searching of vehicles, residences, businesses and outdoor areas under the authority of a search warrant, reasonable suspicion, probable cause, consent or exploratory sniff as long as it is permitted by State or Federal law.

The K-9 team will assist the Springfield Municipal Jail in searching for contraband within the facility. The handler will coordinate with the on duty Jail Supervisor prior to deployment and will be assisted by additional personnel for officer safety. If narcotics are located within the Springfield Jail; the Jail Lieutenant, Patrol Lieutenant and Chief of Police will be notified immediately.

The K-9 team can be utilized for random exploratory sniffing of luggage, packages or other inanimate objects in public or private facilities such as airports, train stations, bus terminals, schools, and parcel facilities. These exploratory sniffs shall be conducted without interference to the public or interruption of facility operations, and whenever possible with the advance knowledge and consent of the appropriate facility manager.

## **VII**

### **ASSISTANCE TO OUTSIDE AGENCIES**

A supervisor must approve all requests for drug detection dog assistance from outside agencies subject to the following provisions:

- 1 Drug Detection dog teams shall not be used outside the City of Springfield to perform any assignment, which is not consistent with this policy.
2. Requests for assistance outside Lane County require the approval by the K9 Unit Supervisor or on duty supervisor. Upon arrival at the scene, the handler has the ultimate decision as to whether or not the drug dog is to be used for a specific assignment.

## **VIII**

### **CONTROLLED SUBSTANCE TRAINING AIDS**

The use of controlled substance training aids are required to effectively train drug detecting dogs. Only the Chief of Police or a Command Officer may authorize the use of controlled substances for training purposes. These training aids may be obtained from:

1. The Property Control Officer from evidence seized by the department provided the controlled substances are no longer needed as criminal evidence and are scheduled to be destroyed; or
2. The US Drug Enforcement Agency.

Due to the responsibilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion by the canine, the following procedure shall be strictly followed:

1. Only the following designated persons shall have access to the canine training narcotics:
  - A. The narcotics K-9 program supervisor;
  - B. All narcotics K-9 handlers that use narcotics for training purposes; and
  - C. Property Control officers.
2. The K9 handler receiving controlled substance training samples shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
3. All controlled substance training samples will be inspected and weighed semiannually by the K9 handler and K9 supervisor. The results of the semiannual testing shall be recorded and maintained by the K9 handler with a copy forwarded the K9 supervisor and the Patrol Division Lieutenant.
4. All controlled substance training samples will be stored in locked metal boxes at all times, except during training. The locked metal boxes shall be secured in the trunk of the K9 handler's assigned patrol unit, or stored in a locked area approved by the K9 supervisor. There are no exceptions to this procedure.

## **IX**

### **DOG BITES**

Whenever a police service dog bites or grabs, any person causing a laceration or puncture of the skin the following procedure shall be followed:

1. Identify the person bitten by the dog.
2. Ask permission to look at the affected area.
3. Transport the person to a hospital and have affected area examined by a doctor.
4. Take color photographs of the affected area.
5. Submit a written report to the K-9 Trainer, K-9 Supervisor and Patrol Lieutenant.

If a person alleges an injury that is not visible, notification shall be made to a supervisor and the location of the alleged injury should be photographed. All dog bites shall be reported to the K-9 Trainer, K-9 Supervisor and Patrol Lieutenant as soon as possible.

## **X**

### **ANNUAL REPORT**

The K9 handler shall submit a quarterly report to the K9 supervisor which includes the following:

1. Number of deployments
2. Amount of narcotics found
3. Currency
4. Assists to outside agencies
5. Number of public demonstrations.

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Richard L. Lewis  
Chief of Police