

INTRADEPARTMENTAL CORRESPONDENCE

July 6, 2011
1.15

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: 2011 K-9 PLATOON PROCEDURES AND GUIDELINES HANDBOOK

RECOMMENDED ACTION

It is recommended that the Board of Police Commissioners (Board) REVIEW and ACCEPT the 2011 K-9 Platoon Procedures and Guidelines Handbook.

DISCUSSION

The Los Angeles Police Department has created the 2011 K-9 Platoon Procedures and Guidelines Handbook to include revised announcement and search guidelines related to armed suspects.

Furthermore, in order to make the new K-9 Procedures and Guidelines Handbook more meaningful to non K-9 Departmental personnel, the care and maintenance portion contained in prior K-9 manuals has been transferred to the newly created K-9 Officer's Guidebook.

If you have any questions regarding this correspondence, please contact Captain John Incontro, Commanding Officer, Metropolitan Division, at (213) 972-2421.

Respectfully,



CHARLIE BECK
Chief of Police

Attachment

Los Angeles Police Department Metropolitan Division



Procedures and Guidebook
2011

Revised June 7, 2011
Los Angeles Police
Department
2011
K-9 Procedures and
Guidelines Handbook

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Mission Statement

*The Mission of the Metropolitan
Division K-9 Platoon is to
support Department operations by
providing the expertise necessary to
effectively search for outstanding
suspects, persons, and evidence,
while enhancing officer safety and
providing outstanding service to the
community.*

Introduction

The K-9 Procedures and Guidelines Handbook of the Los Angeles Police Department (Department), Metropolitan Division, K-9 Platoon, is hereby established. It comprises current procedures and guidelines pertaining to the Metropolitan Division, K-9 Platoon. The K-9 Procedures and Guidelines Handbook shall be subordinate to the Manual of the Department.

Any intentional deviation from any mandate or obligation herein must be approved by the Commanding Officer, Metropolitan Division, when appropriate, or by the on-scene K-9 supervisor. It is the responsibility of the K-9 officer requesting the deviation to notify a K-9 supervisor as soon as possible.

All police service dogs assigned to the Metropolitan Division, K-9 Platoon shall be trained and certified in the "find and bark" search method. The "find and bark" is the practice of detecting and locating a suspect believed to be concealed within an identified area to be searched. When the suspect is located, the police service dog will alert the K-9 handler by barking. The police service dog is trained to react by biting the suspect in response to an aggressive, threatening or evasive action directed at the police service dog, K-9 handler or other(s).

Department policy states that a K-9 contact is not a reportable use of force. However, each contact will be fully investigated and documented. Consistent with Department policy, when a K-9 contact occurs, the actions of K-9 officers and other involved Department personnel will be assessed from a standard of objective reasonableness, based on the Supreme Court decision in Graham v. Connor, 490 U.S. 386 (Graham).

All personnel assigned to the K-9 Platoon will receive a copy of and must familiarize themselves with this handbook. All references in the K-9 Procedures and Guidelines Handbook for the Metropolitan Division Commanding Officer includes the Assistant Commanding Officer, or in their absence, their designee.

Definitions

Contact. A K-9 contact occurs when any person is bitten by the deployed K-9.

Non-contact, K-9 related injury. Any injury or claim of injury which resulted from the K-9 search, and which is not a contact-related injury (e.g., "Complained of" investigation).

Defensive or responsive bite. A bite which is in response to an aggressive or threatening action towards the K-9, K-9 officer, or other, based on instinct and training.

Directed bite. A bite directed on command by a K-9 officer of his/her K-9 to apprehend a suspect fleeing, resisting or otherwise evading when it is objectively reasonable to believe that the suspect poses a risk of harm to officers or the community.

K-9 Officer. An officer assigned to Metropolitan Division, K-9 Platoon, assigned to handle a Department K-9. The term K-9 Handler and K-9 Officer are synonymous.

K-9 Team. One K-9 officer and their field certified K-9.

K-9 Search Team. A team comprised of the K-9 officer and an appropriate number of support officers to complete the search plan.

Organization and Responsibilities

The K-9 Platoon is one of the field platoons of Metropolitan Division and as such, is deployed at the direction of the Commanding Officer, Metropolitan Division. The K-9 Platoon is supervised by a Lieutenant II Officer in Charge (OIC), one Sergeant II Assistant OIC, one Sergeant II Chief K-9 Trainer and three Sergeant II Field Supervisors. The remaining members of the Platoon are K-9 handlers (Police Officer III) and three Assistant K-9 Trainers (Police Officer III+1).

General

At the discretion of a K-9 Supervisor, K-9 teams may be deployed within the City and remain available for search requests during their regular duty hours. While on-duty and not involved in searches, training, or other directed duties, they should, upon supervisory notification, proceed in the general direction of the termination point of a pursuit and, if requested by an involved unit, respond and assist at that location. Available K-9 teams should also respond and assist with emergency calls for service, including "officer needs help" or "back-up" calls.

Generally, K-9 officers should refrain from conducting follow-up investigations, recognizing that their primary duty is to remain available and responsive to Citywide K-9 requests. However, a K-9 officer may be temporarily reassigned to other duties such as Department mobilization, special events, or at the direction of the K-9 Platoon OIC or Commanding Officer, Metropolitan Division.

K-9 Officer Responsibilities

All K-9 officers shall be familiar with and knowledgeable of the contents of these K-9 procedures and guidelines. Each K-9 officer is responsible for the care, maintenance and training of his/her assigned K-9. This includes the completion of all training logs pertaining to his/her individual K-9. Equipment issued to the K-9 officer is to be maintained in proper working order. The K-9 officer shall immediately report any injury, illness or deficient performance of the K-9 to the K-9 Platoon Chief Trainer, a K-9 supervisor, or in their absence an Assistant K-9 Trainer.

K-9 Supervisory Responsibilities

In addition to their field supervisory responsibilities, K-9 supervisors are tasked with additional responsibilities unique to

the K-9 Platoon. As such, K-9 supervisors shall be knowledgeable with the contents of this document.

Under the direction of the K-9 Platoon OIC, K-9 supervisors are responsible for directing the actions of K-9 teams. K-9 supervisors are responsible to:

- * Ensure that all K-9 deployments conform to K-9 deployment criteria, through training of personnel and supervision at K-9 searches;
- * Respond to supervisory requests from a K-9 team;
- * Respond to search requests involving an officer-involved shooting, ADW on a police officer, and all significant or newsworthy events involving a K-9 deployment, and immediately notify the K-9 Platoon OIC and the Metropolitan Division Commanding Officer of such deployments;
- * Respond to searches involving suspects armed with a firearm or deadly weapon;
- * When contacted, evaluate all off-hour search requests for deployment approval and response coordination;
- * Notify the Metropolitan Division Watch Commander of significant activities involving K-9 Platoon personnel for inclusion on the watch commander's log;
- * Respond to, evaluate, investigate and document incidents of K-9 contacts on the appropriate report(s);

Note: Immediate notification to the K-9 Platoon OIC and Metropolitan Division Commanding Officer shall be made when a K-9 Supervisor becomes aware of a probable hospitalization of a subject due to K-9 bite or other K-9 related or K-9 Officer-related activity.

- * Ensure that K-9 officers conduct proper training, care, and maintenance of their assigned K-9s;
- * Resolve any conflicts concerning search requests by field personnel; and

- * Ensure that daily logs, K-9 Deployment Reports, Overtime Reports, monthly training logs, and all other required paperwork are submitted according to their required due dates.

K-9 Platoon Chief Trainer

The K-9 Platoon Chief Trainer has functional supervision over the K-9 Platoon's training. The K-9 Platoon OIC is the final authority regarding all training for the K-9 Platoon members. The K-9 Platoon Chief Trainer is responsible for:

- * The overall K-9 training program;
- * Testing and selection of K-9s;
- * Selection and approval of all K-9 training equipment and food;
- * Overall care and maintenance of all K-9s;
- * Coordinating certification and evaluation of each K-9 team;
- * Approving routine veterinary services and the issuance of veterinary supplies;
- * Maintenance and update of all required record keeping for each assigned K-9 and K-9 team; and,
- * Updating and maintaining documentation related to K-9 training and maintenance.

DEPLOYMENT of K-9s

Department K-9s have proven to be invaluable in Department operations. Department K-9s may be used to assist officers in the performance of their duties when such assistance is beneficial to Department operations and to community welfare. When a police service dog is deployed, the dog handler shall have sole responsibility for the control and direction of the dog.

Consistent with Department Manual, Section 1/571, Department K-9s may be used in the following circumstances:

- a. In the detection, control and apprehension of a suspect when there is a reasonable suspicion of the suspect's involvement in criminal activity;
- b. In the investigation of a crime or possible crime;
- c. To defend peace officers and others from imminent danger at the hands of an assailant;
- d. To locate lost or missing persons;
- e. To locate or recover evidence; and/or
- f. In the furtherance of an investigative follow-up.

K-9 SEARCHES

K-9 Search Criteria

The criteria for a K-9 search are as follows:

1. Searches for felony suspects, or
2. Searches for misdemeanor suspects reasonably believed to be armed with a gun or other deadly weapon.
3. Search in conjunction with a pre-planned or spontaneous SWAT-related incident.
4. Search for lost or missing persons.
5. Search for evidence related to a criminal investigation.
6. Tracking or Trailing any suspect.

The factors to consider when determining whether the above criteria are met include, but are not limited to:

- Crime(s) involved;
- Whether there is reason to believe the suspect is armed;
- Weapons or access to weapons;
- Threat level assessment and public safety issues;
- Age of suspect; and,
- Search environment (residential, apartment building, field, industrial area.)

Note: The crime for which the suspect is arrested may be different than the booking charge or arrest disposition. K-9 officers are responsible to document all preliminary arrest information in their deployment reports regardless of the final booking charge or arrest disposition.

Gun Dog Search Requests

The following criteria apply when requesting the use of a gun dog:

1. Outstanding firearm(s) or related firearm evidence; or
2. Related to a criminal investigation; or
3. Concurrent with search warrant service where firearms are thought to be present; or
4. On public property or lawful presence on private property.

Trailing Dog (Bloodhound) Requests

The following criteria apply when requesting the use of a trailing dog:

1. The requesting entity can identify and has knowledge of the person's last location; and
2. A scent article of the individual is identified and available for the trailing dog handler.
3. To establish a person's trail from within a contained area, or from outside an established perimeter, after having deployed a K-9 search team and been unsuccessful; or

Note: The use of a trailing dog shall not preclude, nor is it an alternative to establishing a perimeter, requesting an Air Unit, and deploying a K-9 search team when felony or armed misdemeanor suspects are being sought. The lack of personnel to establish a perimeter does not justify, nor does it validate the use of a trailing dog in place of a K-9 search team. Therefore, any request to utilize a trailing canine team in a criminal investigation must be approved by a K-9 supervisor prior to deployment of the trailing canine team.

4. The person being sought is implicated in a criminal investigation at a scene in which police resources were unable to establish a perimeter and/or containment of the area; or

5. Persons (victims, witnesses, injured persons, etc.) are being sought who, by other known facts, were identified or implicated in the activities being investigated by officers or detectives.

6. Critical lost or missing person(s).

Department Search Request

When requested, K-9 personnel are to respond to the location without unnecessary delay. Upon arrival the K-9 supervisor, or in his/her absence, a K-9 officer will meet with the incident commander and obtain all pertinent facts relating to the search request and determine if the search request meets the K-9 search criteria. If the on-scene K-9 officer determines that the request does not meet the K-9 search criteria or otherwise conflicts with Department policy, the K-9 officer will notify and advise the incident commander.

When an incident commander insists on the use of the K-9 team, contrary to K-9 procedures and guidelines, a K-9 supervisor will respond. The K-9 supervisor will discuss K-9 guidelines, use of the K-9 and appropriate tactics with the incident commander in order to resolve the deployment concerns. Absent some well articulated exigency, a K-9 officer should not deploy his K-9 when such deployment does not meet the K-9 search criteria or otherwise conflicts with Department policy.

If the K-9 supervisor believes the search does not meet K-9 search criteria but meets SWAT search criteria, the K-9 supervisor should immediately notify the incident commander. The incident commander shall then notify the on-duty or, during off-hours, the standby SWAT OIC for advice.

Department Search Request - Outside City

Searches generated by Department-initiated activities in outside jurisdictions are to be conducted by Department K-9 teams, unless exigent circumstances are present. A K-9 supervisor shall also respond to, evaluate, ensure appropriate notifications are made and approve the search.

Outside Agency Search Request - Outside City

In situations where an outside agency requests the use of a Department K-9 team outside of the City, prior approval shall be

obtained through the chain of command, up to the Commanding Officer, Metropolitan Division, and **Metropolitan Division's next level of command**. Approval for such K-9 searches shall be consistent with Department policy.

Outside Agency K-9 Team Search - Within City

Occasionally, an outside agency may become involved in a search within the City of Los Angeles with outside agency K-9 assets (e.g. pursuit termination) and the Metropolitan Division K-9 Platoon may be asked to assist in these searches. When such a request is made, generally a K-9 supervisor will respond to the command post/location to evaluate the request. If the search request meets Department K-9 search criteria, the search may be conducted with K-9 Platoon teams coordinated by a K-9 supervisor.

Generally, an outside agency's K-9 teams should not be used in combination with Department K-9 teams due to the potential conflict in search criteria and tactics, as well as variations in communications abilities and training. However, such requests may be evaluated and approved by a K-9 supervisor when exigent circumstances are present. In those exigent circumstances, the K-9 supervisor involved shall notify and brief the on-call K-9 Platoon OIC without unnecessary delay.

When Department K-9 teams and outside agency K-9 teams are used during the same incident, every effort should be made to ensure that each of the Department K-9 search teams is comprised solely of Department personnel.

Department request for Outside Agency Tracking/Trailing K-9 - within City

When Metropolitan Division K-9 Platoon Tracking and Trailing teams are not available and the Department requests Tracking/Trailing (non-tactical) K-9 team(s) from outside agencies to assist in a Department investigation within the City, such requests should be made by the incident commander to the on-call Metropolitan Division K-9 Platoon OIC. The K-9 Platoon OIC will review the need and, if approved, provide advice in identifying the appropriate agency and facilitating the request.

Search Plan

When the search criteria has been met and a search is to be conducted, the K-9 officer is responsible to develop a search plan, identify search team members, implement a strategy, and

obtain concurrence from the K-9 supervisor and the incident commander.

If the incident involves a suspect who is believed to be armed with a firearm or other deadly weapon, a K-9 supervisor should be notified of the incident and, if practicable, respond to the scene prior to the initiation of the search. The K-9 officer will be guided by the direction of the K-9 supervisor.

Search Announcement and Warning

At the start of a K-9 search, the K-9 officer directing the search shall give or cause to be given a K-9 announcement and warning that a K-9 will be deployed. The announcement and warning is intended to notify persons within the search area of the intent to use a K-9, to afford the suspect(s) an opportunity to surrender and to give residents an opportunity to enter their homes or businesses, or to contact an officer on the perimeter and leave the area.

In those situations where noise or perimeter size is a factor, consideration should be given to the use of a vehicle or helicopter public address system.

Prior to initiating a search, the K-9 supervisor or K-9 officer (when no supervisor is on-scene) and the incident commander, generally will confirm that the announcement and warning were audible and understandable throughout the contained search area. This should be done by confirming with perimeter officers that they could hear and understand the announcement and warning. The name of the officer broadcasting the search announcement and warning, and the languages used should be recorded on the K-9 Deployment Report.

When exigent or unique circumstances make the announcement and warning unreasonable or impractical, the K-9 supervisor may, with concurrence from the incident commander, authorize the K-9 search without the announcement. The exigent or unique circumstances supporting the exception to the search announcement and warning should be documented in the appropriate reports.

Language

When there is a reasonable belief that the suspect may not be fluent in English, or the residential area (community) may be fluent in another language and time reasonably allows, efforts

should be made to deliver the announcement and warning in both English and the appropriate language.

The following search Announcement and Warning is required:

English

This is the Los Angeles Police Department; we are searching for a suspect and are preparing to use a police dog. For your safety, please go inside your home or business and stay inside until we have completed our search.

To the person or persons who are hiding from the police. Make your location known to us immediately. Put down all weapons, come out with your hands raised, and follow directions. If you do not, a police dog will be used to find you. When the dog finds you, do not move or you may be bitten.

You have one minute to surrender.

Spanish

Este es el Departamento de Policía de los Ángeles, buscamos a un sospechoso y estamos preparados para enviar a un perro policía. Por su seguridad, por favor entre a su casa o negocio y permanezca dentro hasta que nosotros hayamos concluido con nuestra búsqueda.

A la persona o las personas que se esconden de la policía. Háganos saber donde se encuentra inmediatamente. Coloque todas sus armas en el piso, salga con las manos arriba y siga nuestras instrucciones. Si no lo hace, usaremos a un perro policía para que lo encuentre. Cuando el perro lo haya encontrado no se mueva pues podría morderlo.

Usted tiene un minuto para rendirse.

K-9 CONTACT

The use of a K-9 is a valuable tool in the detection of suspects, and is generally not an apprehension tool. When a K-9 contact occurs the K-9 team will be evaluated on the ability to detect and the K-9 officers' ability and skill level in the management and control of his/her search team deployment.

In circumstances where the K-9 bites a suspect, the K-9 officer shall call the K-9 off as soon as is objectively reasonable based on the tactical situation and circumstances.

Directed Bite (Direct Deployment)

A K-9 officer may direct his/her K-9 to bite a suspect and or apprehend a fleeing or otherwise evading suspect by biting when it is objectively reasonable to believe that the suspect poses a risk of harm to officers or the community.

Note: A K-9 officer may direct his/her K-9 to bite a suspect that is assaulting the K-9, i.e. choking, punching, kicking, etc.

The reasonableness of the belief that the suspect posed a risk of harm to officers or the community is an objective assessment and will be based on the totality of the circumstances. The K-9 officer must clearly articulate the rationale for the directed bite in related report(s).

Examples:

- * The suspect(s) attempts and/or assaults officers or others with either a weapon or the use of great bodily force;
- * The suspect(s) threatens the use of deadly force on officers, himself/herself or others; or,
- * The suspect(s) escape will objectively create an escalation in the threat to public or officer safety.

Directed Bite-warning

When a K-9 officer directs his/her K-9 to bite, K-9 officers shall make a reasonable effort to verbally warn the suspect that a dog will be released. The directed bite warning does not have

to be given when the officer or another is being attacked, or the suspect assaults the K-9 and the bite is reactive/defensive, or when other exigent circumstance exists.

K-9 RELATED INJURY - REPORTING

INVESTIGATIVE RESPONSIBILITY

Metropolitan Division's K-9 Platoon sergeants are responsible for the investigation and reporting of any incident which results in an injury to any person caused by a K-9 deployment.

K-9 contact resulting in hospitalization

When a K-9 contact occurs and the subject of the contact is hospitalized (admitted) as a result of the contact, the incident is classified as a Categorical Use of Force incident and FID shall respond and conduct the investigation.

When any supervisor investigating a K-9 contact becomes aware that the injury is likely to result in hospitalization, the K-9 supervisor shall make the appropriate notifications.

The K-9 Platoon OIC shall ensure that a K-9 supervisor is assigned to assist FID with its investigation as it relates to the K-9 related injury investigation.

K-9 contact not resulting in hospitalization

When a K-9 contact occurs and the subject is not hospitalized, a K-9 supervisor shall be contacted. Upon notification that a K-9-related injury has occurred, a K-9 supervisor shall respond to the scene without delay.

Note: In the event of an accidental K-9 contact the investigating K-9 supervisor shall notify the K-9 Platoon OIC and Risk Management Division.

Non-contact related injury

When a person complains of an injury which is not contact-related, a K-9 supervisor shall be notified without delay and shall respond to investigate.

K-9 contact during K-9 Training

Injuries occurring during K-9 training sessions are not considered K-9 related injuries for these reporting purposes. Injuries arising out of training sessions for officers are to be reported using current Department administrative procedures for an injury on-duty.

K-9 CONTACT REPORT

Whenever any injury occurs or is claimed to have occurred as a result of a K-9 deployment, a K-9 supervisor shall be notified as soon as practicable and respond to the scene.

The K-9 contact related injury investigation is reported on a K-9 Contact Report. This report shall provide an account of what occurred prior to, during, and immediately following the incident resulting in a K-9-related injury.

A K-9-Related Injury Investigation Number (K-9 RI#) should be obtained as soon as practicable by the assigned K-9 supervisor on the day of the incident. The K-9 RI# will be assigned in sequential order annually.

Note: "Complained of" injuries where there is no evidence of an actual contact will be reported utilizing a "Complained of C-number" for tracking purposes. "Accidental" contacts will be reported utilizing an "A" number for tracking purposes.

Report Format

Each K-9 contact report will include the following headings and information:

Face Sheet:

- Name;
- Rank;
- Serial number(s) of the investigating/reporting supervisor(s) and;
- Supervisor approving deployment.

Summary:

- An overview of the K-9 search team deployment;

- A description of the incident;
- Name of the incident commander;
- K-9 supervisor approving the search request;
- Involvement of each K-9 team; and,
- Any other pertinent facts.

Note: Separate K-9 contact incidents during the same occurrence, involving more than one K-9, generally should be reported on a separate K-9 contact report.

Search Announcement and Warning:

- The K-9 search announcement and warning, including the languages utilized and who provided;
- The results (if any) of the announcement and warning; and,
- Any exceptions to the giving of an announcement and warning.

Medical Treatment/Injuries:

- Description of the K-9-related injuries;
- Los Angeles Fire Department Rescue Ambulance (RA) providing initial medical treatment;
- The name of the incident commander who was advised to have an injured individual treated at a hospital or medical facility within three hours; and,
- The name of the hospital/medical facility and attending physician.

When an injured person is transported to a hospital or medical facility for treatment of a K-9-related injury, a K-9 supervisor shall respond to that facility. Upon arrival, the K-9 supervisor shall contact the attending physician and obtain information concerning the K-9 related injury. The investigating supervisor shall notify the K-9 Platoon OIC with a situation estimate of the K-9 related injury.

Note: In the event the injuries cause the individual to be hospitalized (admitted) the Commanding Officer, Metropolitan Division, Metropolitan Division's next level of command, RACR and Force Investigation Division (FID) shall be contacted without delay.

Weapons:

If the incident involved an armed suspect, a description of the weapon used or possessed during the commission of the crime shall be included in this section. If a weapon is located during the K-9 search, a description of the weapon shall also be noted in this section.

Witnesses:

All witnesses/suspect(s) shall be interviewed independently. The date, time and location of the interview shall be noted in the report.

Sworn:

Sworn witnesses to a K-9 Contact shall be listed by name, rank, serial number and Division of assignment. Observations of sworn witnesses which are consistent with the facts stated in the K-9 deployment report do not need to be re-stated. Any inconsistent statements shall be included and appropriately investigated.

Civilian:

Civilian witnesses shall be identified by name, address, phone number, date of birth, and driver's license number. The witnesses' observations, as well as their location during the incident, shall be included in this section of the report.

Suspect(s):

The suspect(s) shall be interviewed by the investigating supervisor. The suspect shall not be asked questions related to his/her involvement in the commission of a crime. Specific questions related to the facts leading up to and after the K-9 contact are appropriate for the interview.

Note: If a NCUOF involving the suspect(s) occurred, prior to any questioning the suspect shall be given their admonition of rights.

Supervisory Insight:

This section shall contain observations, training recommendations and insight identified by the reporting K-9 supervisor during the deployment and subsequent K-9 contact. The investigating supervisor shall base his/her findings, recommendations and

insight and whether those findings are consistent with established criteria, on the following:

- * Deployment;
- * Tactics;
- * Contact; and
- * Post-Contact Procedures.

The K-9 Platoon OIC shall review and approve the K-9 Contact report and submit it to the next level of command via the Commanding Officer, Metropolitan Division.

Photographs:

Photographs of an individual's injuries shall be taken by the K-9 supervisor investigating the contact. If an individual is admitted to the hospital, K-9 supervisors shall be guided by FID investigative personnel.

Addenda:

Any pertinent documentation shall be included in this section. This includes, but is not limited to, crime reports, medical treatment reports, photographs or other similar documents.

NOTIFICATIONS

Use of Force

If a K-9 officer is involved in a reportable use of force incident, a K-9 supervisor shall be notified immediately and respond to conduct the use of force investigation. If a K-9 supervisor is not available, a Metropolitan Division supervisor shall be assigned to respond and conduct the use of force investigation.

Officer - Medical Treatment

If a K-9 officer requires medical treatment, a K-9 supervisor or Metropolitan Division supervisor shall be notified without delay. The responding supervisor shall take appropriate action and follow Department policy and procedures regarding on-duty injuries.

K-9 - Medical Treatment

If a K-9 is injured or becomes ill while on-duty or off-duty, the K-9 Platoon Chief Trainer, or in his/her absence the K-9 Platoon OIC, shall be notified without delay. K-9 Platoon medical treatment protocols shall be followed for transporting and treating the K-9. Whenever a Department K-9 is injured or becomes ill and requires medical treatment, the K-9 officer should remain with their K-9 partner unless exigent circumstances exist.

Note: Nothing in these guidelines precludes emergency transportation and medical treatment of a Department K-9 when appropriate. Consistent with established protocol, officers assigned to the K-9 Platoon should familiarize themselves with emergency facilities within the City as well as hours of operation.

K-9 REPORTS AND FORMS

K-9 Officer's Log

This form reports the daily activity of a K-9 handler, along with cumulative statistical K-9 search data. The log is completed by each on-duty K-9 officer during the work shift and submitted at end of watch.

K-9 Deployment Report

This form reports statistical data and a narrative of each completed K-9 search. The report is completed by the primary K-9 handler after the termination of a K-9 search.

K-9 Contact Investigation Report

This form is the investigative document relating the facts leading up to, during and after a K-9 contact. It is completed by a K-9 Platoon Supervisor.

All K-9 contacts resulting in the suspect's hospitalization (admitted) will be investigated by FID.

K-9 Search Number Log

This log is used to assign sequential numbers to K-9 Searches and to record the assignment data. Date, time, Area and K-9 handler are logged. The Watch Commander, Metropolitan Division, maintains this running log. The K-9 Platoon OIC shall receive the log at the end of each month.

K-9 Stand-by Roster

This log is used to record the on-call K-9 personnel during the K-9 Platoon's off hours and as documentation for straight-time overtime requests. The log is completed by a K-9 supervisor at the time that stand-by duty is assigned to a K-9 handler.

K-9 Demonstration and Static Display Log

This log is used to record scheduled K-9 commitments for each deployment period. The log is completed by the K-9 supervisor accepting the request. The assignment to a K-9 officer is completed by a K-9 Platoon supervisor at the start of each Deployment Period.

K-9 Platoon Training Record

This form documents by Deployment Period, the daily amount of training time used by each K-9 team and the grand total of hours. The time for each type of training is recorded by the officer daily. It is totaled and submitted for review at the end of the Deployment Period. A K-9 Platoon supervisor shall review and approve the training record.

K-9 Project Control Log

The K-9 Platoon Project Control Log is completed by the K-9 Platoon OIC. It is used to track the status of any administrative projects assigned to K-9 Platoon personnel.

K-9 Periodic Evaluation

This form is used to document a K-9 team's semi-annual evaluation. The form is completed by the K-9 Platoon Chief Trainer /or K-9 Assistant Trainer.

K-9 Team Evaluation (Certification)

This is an all-encompassing evaluation booklet for the K-9 team. It is completed by the K-9 Platoon Chief Trainer. It is then signed and reviewed by the K-9 Platoon OIC for field service certification for each K-9 team.

K-9 Team Critique

This form is completed when it becomes necessary to evaluate a K-9 team. The form is completed by the K-9 Platoon Chief Trainer or a K-9 Assistant Trainer.

K-9 Transition Evaluation

This form is used to evaluate a K-9 upon retirement or change of K-9 handler. It is completed by the K-9 Platoon Chief Trainer and forwarded to the K-9 Platoon OIC.

K-9 Handler Equipment List

This form is used as an equipment roster, which identifies all K-9 equipment issued to each handler. The form is reviewed semi-annually by a K-9 supervisor.

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER No. 09-05

June 25, 2009

TO: Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: USE OF AERIC INTERNATIONAL PUNCH II M-5-G BY K9 PLATOON PERSONNEL

EFFECTIVE IMMEDIATELY

Metropolitan Division's K-9 Platoon deploys canines for various purposes including searching, detecting and apprehending felony and armed misdemeanor suspects. It is not unusual for suspects to secrete themselves in confined areas such as attics and underneath residences. Often times, K-9 supervisors and officers utilize hand held mirrors, infrared imaging devices, and the canine in an attempt to pinpoint a suspect's location. Once a suspect's location is reasonably confirmed, it is the K-9 search team's responsibility to apprehend the suspect. Suspects who place themselves in the aforementioned locations, which present community and officer safety issues and a tactically disadvantageous environment for the K-9 search team, often refuse to obey verbal commands. Many of these situations may fall short of a "barricaded suspect" or satisfy criteria requiring a Special Weapons and Tactics (SWAT) response; yet present extraordinary challenges for patrol personnel. This is when the utilization of the on-scene K-9 search team and K-9 supervisor is warranted and prudent for assisting in taking the suspect into custody.

In incidents where the K-9 search team has reasonably confirmed the location of a suspect who has secreted himself in a tactically disadvantageous position, refuses to surrender, and does not meet the criteria for a barricaded suspect (i.e. armed or believed to be possibly armed), the use of the Aeric International Punch II M-5-G, Oleoresin Capsicum (OC) is authorized.

SPECIFICATIONS

The six-ounce canister of Aeric International Punch II M-5-G contains 5% Oleoresin and .678 Capsaicin. The product is a non-flammable and non-heat generating chemical agent. Each canister has a four-year shelf life. The canister is deployed by depressing the tab and placing the canister in an upright position to allow the product to dispense in a rotating fashion. The product will dispense for approximately 28 seconds.

DEPLOYMENT PROTOCOL

Once a tactical situation has developed which gives rise to the necessity for the deployment of the chemical agent and the Incident Commander has concurred with the on-scene K-9 supervisor regarding its use, the K-9 supervisor shall contact the K-9 Officer-in-Charge (OIC) or, in his/her absence, the SWAT OIC, for approval of its use. A pre-deployment *Deorle* Warning to the

suspect shall be given at the discretion of the on-scene K-9 supervisor, depending on tactical issues and adherence to Department policy. The deployment of the chemical agent shall be conducted in the presence of a K-9 supervisor. Note: In the event that additional canisters are required, each additional canister shall be approved by the on-scene K-9 supervisor.

Department guidelines regarding medical treatment and follow-up pertaining to the use of a chemical agent on a suspect shall apply. Normally, medical treatment is not required. A suspect who experiences difficulty breathing or vision impairment shall immediately receive medical treatment, consistent with Department policy.

REPORTING PROCEDURES

When the Punch II M-5-G is deployed, the on-scene K-9 supervisor **shall** complete an After Action Report on an Employee's Report, Form 15.07. The report shall include detailed information regarding the incident, the suspect, weapons, K-9 personnel involved, whether a *Deorle* warning was given, Office in Charge notification/approval, walk through, debrief, deployment of Punch II and its effectiveness. A copy of the approved After Action Report shall be attached to the Deployment and or Contact Report.

The Punch II M-5-G irritant is not a direct-contact deployment, but rather an area infusion deployment designed to obtain suspect compliance. Therefore, deployment of the chemical agent is **not** a Non-Categorical Use of Force for reporting purposes.

DENNIS H. KATO, Captain
Commanding Officer
Metropolitan Division

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 09-11

February 28, 2011

TO: Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: K-9 SEARCHES INVOLVING OFFICER-INVOLVED SHOOTING (OIS) OR ASSAULT WITH A DEADLY WEAPON (ADW) ON A POLICE OFFICER

EFFECTIVE IMMEDIATELY

When a K-9 search involves an Attempt Murder, Murder, or ADW of a peace officer with a firearm, the K-9 search team shall, whenever possible, be comprised solely of Metropolitan Division officers.

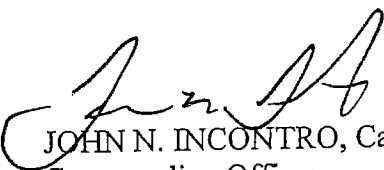
On all OIS or ADW with a firearm on peace officer-related searches, a K-9 supervisor shall notify and brief the on-call K-9 Platoon Officer in Charge (OIC). The K-9 Platoon OIC shall make immediate notification to the Metropolitan Division Commanding Officer. The Metropolitan Division Commanding Officer shall approve the composition (e.g., all K-9, K-9/SWAT, or K-9 and Metropolitan Division officers) of the K-9 search team(s).

Note: In exigent circumstances, (e.g., imminent risk of harm to the public or officer safety) a K-9 search team may include officers from outside Metropolitan Division. When practicable, approval shall be obtained from the K-9 Platoon OIC prior to deployment.

Any incident where a suspect has an extraordinary tactical advantage, i.e. armed barricaded suspect, the on-scene K-9 supervisor or K-9 Platoon OIC shall contact the Metropolitan Division Commanding Officer for advice and direction.

In searches where a suspect is reasonably believed to be armed with a firearm or deadly weapon, a K-9 supervisor shall respond, and when practicable, be on scene to coordinate with the incident commander and oversee the search.

Note: In the event that a K-9 supervisor has not arrived prior to the initiation of the K-9 team deployment, the on-scene K-9 officer shall receive K-9 supervisory approval via radio communication or telephonically.


JOHN N. INCONTRO, Captain
Commanding Officer
Metropolitan Division

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 08-11

February 28, 2011

TO: Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: K-9 PLATOON OPERATIONAL RESPONSIBILITIES

This Order addresses the K-9 Platoon's operational responsibilities for start and end of watch procedures, standby, call-outs, K-9/SWAT related searches, conclusion of a search, daily reports and reporting of damaged property. K-9 Platoon personnel are responsible for adherence to the guidelines specified in this Order.

Start / End-of-Watch Procedures

K-9 officers shall start and end their tour of duty at locations pre-designated by the Officer in Charge (OIC), K-9 Platoon. If a K-9 officer, enroute to a designated start-of-watch location, is directed to another location, start of watch shall begin at the time he/she receives the revised instructions, and that shall be indicated on the K-9 Officer's Log. A K-9 officer may go end-of-watch in the field with the approval of a K-9 supervisor. Attendance at daily K-9 Platoon roll calls is mandatory. Any deviation or absence requires the approval of a K-9 supervisor.

Overtime requires the prior approval of a K-9 supervisor. When no K-9 supervisors are available, approval shall be obtained from a Metropolitan Division supervisor. **Unless otherwise directed by a K-9 supervisor**, all overtime reports shall be presented to a K-9 supervisor at end-of-watch. In situations where a K-9 officer will be working overtime, a K-9 supervisor shall sign the overtime slip as approving supervisor. The K-9 supervisor approving overtime shall be indicated on the overtime report. The end-of-watch notification may be made via radio communications.

Standby

Generally, four K-9 teams shall be on standby during hours when there are no K-9 teams on duty. Standby personnel shall be available through their Department issued telephone or home telephone. Overtime compensation shall be in accordance with the current Memorandum of Understanding.

Call-Out Procedures

In the event Metropolitan Division is contacted off-hours by a Department entity or outside agency and a request is made for a K-9 team, the Metropolitan Division desk personnel are responsible for asking the following questions:

- * What is the crime?
- * How many suspects are outstanding?

- * Is the suspect armed and with what type of weapon?
- * How certain are they that the suspect is contained?
- * Is the area secured?
- * Is there an Air Unit on scene?
- * What is the size of the area?
- * Obtain the name and call back of person requesting.

Once this information is obtained, the on-call K-9 supervisor shall be contacted.

A request for a K-9 search during off-hours requires the insight of a K-9 supervisor. A K-9 supervisor shall be contacted to determine if on-call personnel will be deployed to the incident. The K-9 supervisor will evaluate each request based upon the totality of the circumstances surrounding the incident. If the K-9 supervisor determines that the request requires a K-9 response, the on-call K-9 team shall be notified.

Note: A K-9 supervisor may, at his/her discretion, and based on officer safety, community safety, or operational necessity, request the closest available standby K-9 team to respond to an incident, whether or not they are on the standby list.

K-9 / SWAT Related Incidents

Whenever a K-9 team responds to an Officer-Involved Shooting, Assault with a Deadly Weapon on a Police Officer with a firearm, or the deployment requires the response of SWAT officers as search team members, the K-9 Platoon OIC and the Commanding Officer, Metropolitan Division, **and Metropolitan Division's next level of command** shall be notified. All notifications shall be logged on the K-9 Call-Out Form available at the Metropolitan Division Watch Commander's Desk.

Conclusion of Searches

At the conclusion of a search, the on-scene K-9 supervisor will direct the primary K-9 officer, as soon as possible, to notify Metropolitan Division of his/her status and the status of the search. The results of the search will be listed in the K-9 Search Log.

Daily Reports

Each K-9 officer shall complete a K-9 Officer's Log for each tour of duty worked. The start and end of watch locations and supervisor present or approving shall also be noted on the log.

Unless otherwise directed by a K-9 supervisor, all K-9 Officer's Logs and K-9 search reports are due at end of watch. If the K-9 officer does not go end of watch at Metropolitan Division, the reports shall be turned in the next working day.

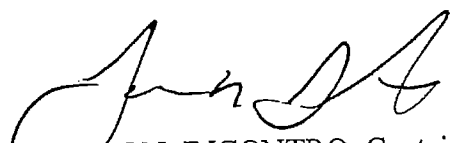
Reporting of Damaged Property

While gaining access to an area to search, conducting a search, or leaving a search area, reasonable effort should be made to do so with a minimal amount of damage to private or public property.

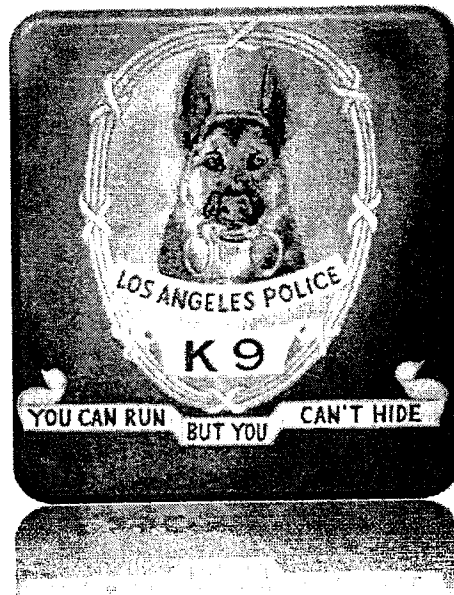
In the event private or public property is damaged, due to specific and articulable tactical reasons, or the inability of the search team to find a responsible party to facilitate entry, the K-9 handler shall report the incident to a K-9 supervisor and the incident commander as soon as practicable. The damage shall be noted in the K-9 Officer's Deployment Report. The on-duty K-9 supervisor shall note the damage, as well as the corrective actions taken in his/her Sergeant's Daily Report (Log). All locks that were cut to gain access into a location shall be replaced by K-9 personnel. In the event there are no locks available, the incident commander and K-9 supervisor shall be notified immediately and it shall be noted in the K-9 Deployment Report.

It is in the best interest of the Department and the K-9 Platoon to limit damage to any type of property. In the event that damage to private or public property does occur, the following reporting procedures shall be followed:

- * Document the facts surrounding the incident in the narrative of the K-9 Deployment Report. If possible, identify the owner of the property, include a description of the damage, and articulate the reasons why the property was damaged;
- * Indicate in the narrative of the K-9 Deployment Report how the property can be repaired and any steps taken by the handler to temporarily repair or secure the damage, i.e. replaced lock; and,
- * Notify a K-9 supervisor and the incident commander at the conclusion of the incident, and describe how the damage occurred. **Include that incident commander's name in the K-9 Deployment Report.**


JOHN N. INCONTRO, Captain
Commanding Officer
Metropolitan Division

**Los Angeles
Police Department
Metropolitan Division**



**K-9 Officer's
Guidebook**

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Introduction

The K-9 Officer's Guidebook of the Los Angeles Police Department (Department), Metropolitan Division, K-9 Platoon, is hereby established. It comprises guidelines pertaining to care and maintenance, training, evaluation and certification, grooming, and first aid. All personnel assigned to the K-9 Platoon will receive a copy of and must familiarize themselves with this handbook. All references in the K-9 Procedures and Guidelines Handbook for the Metropolitan Division Commanding Officer includes the Assistant Commanding Officer, or in their absence, their designee.

SECTION I

Care and Maintenance

Equipment

Each K-9 officer is responsible for maintaining his/her Department issued and approved equipment in good order. An equipment log will be maintained by the K-9 Platoon Chief Trainer.

Any modifications or equipment changes shall be made only with the prior approval of, and notification to, the K-9 Platoon OIC or his designee. All changes shall be authorized by the C/O, Metropolitan Division, and performed by the Metropolitan Division Armorer. On at least a semi-annual basis (January and July), or as designated by the K-9 Platoon OIC, a K-9 supervisors shall inspect and audit the equipment assigned to each K-9 officer.

Equipment that is lost, stolen or unserviceable will be requisitioned through the divisional armorer with a K-9 supervisor's approval. Department procedures regarding the reporting of lost, stolen or damaged (Manual Section 4/282) equipment shall apply. Department K-9 equipment shall be restricted for use only by Department K-9 personnel and only when they are involved in approved Department activities.

Assigned Vehicles

All K-9 personnel shall properly maintain their assigned Metropolitan Division K-9 vehicles. Maintenance schedules shall be adhered to and any mechanical problems shall be attended to as soon as possible.

While overall responsibility for K-9 vehicle maintenance rests with the K-9 Platoon OIC, he/she may delegate that task to a specific K-9 supervisor (K-9 Vehicle Coordinator). It shall be the K-9 Platoon Vehicle Coordinator's responsibility to ensure that all K-9 vehicles are properly maintained and receive the required maintenance at the appropriate service intervals. If a loan vehicle is needed, it shall only be obtained through the K-9 Platoon Vehicle Coordinator.

Dress and Grooming

All on-duty K-9 personnel shall abide by Department Manual Sections 3/605-606 regarding personal appearance and the wearing of the prescribed on-duty uniform. Unless otherwise directed by a K-9 supervisor or K-9 Platoon OIC, personnel shall wear the Department-approved field uniform, complete K-9 utility uniform,

or approved Metropolitan Division training utilities while on duty.

Compensation for Care and Maintenance of the K-9

Each K-9 officer assigned a K-9 shall receive compensatory straight time, each deployment period, for care and maintenance of the K-9(s), in accordance with the current Memorandum of Understanding (MOU). If a K-9 officer has not had the responsibility of caring for a K-9(s) during the entire deployment period, he/she shall deduct the appropriate number of hours from the 20-hour or 30-hour allotment for each working day without a K-9, as directed by the K-9 Platoon OIC.

Interim Care and Maintenance, in Absence of Assigned Officer

If a K-9 must be reassigned from its assigned officer, that removal will be made in the best interest of the Department, the K-9 officer and the K-9. It is recognized that circumstances may dictate that a K-9 officer must be absent or separated from his/her assigned K-9. When circumstances require a K-9 to be removed from the immediate care of its assigned K-9 officer, the K-9 Platoon OIC will designate the location of the K-9's placement and who will be responsible for its care and maintenance.

In the event of an extended absence of a K-9 officer from his/her residence (i.e. vacation), the K-9 officer shall notify the K-9 Platoon OIC. The K-9 Platoon OIC will arrange for the interim care and maintenance of the K-9.

Transportation via Air Support Division

When a situation requires the deployment of a K-9 team without unnecessary delay and transportation by an Air Unit is desired, the concerned K-9 officer shall:

- * Request approval for transportation by an Air Unit from a K-9 supervisor;
- * Obtain the approval for transportation from the Watch Commander, Air Support Division; and,
- * As soon as practicable, notify the Commanding Officer, Metropolitan Division.

Note: No chemical agent shall be carried by K-9 personnel in the Air Unit.

Personal Appearances/Requests for Presentation

Any requests for K-9 team presentations or public appearances by personnel assigned to the K-9 Platoon shall be directed to the K-9 Platoon OIC. The K-9 Platoon OIC will evaluate each request and forward the recommendation to the Commanding Officer, Metropolitan Division, for final approval.

This procedure does not affect current Department policy regarding impromptu interviews by members of the press or questions of a general nature from members of the community. In those situations, K-9 personnel shall be guided by current Department policy and procedures.

Housing and Feeding

Each K-9 officer shall be responsible for the feeding and housing of his/her assigned K-9(s). Each K-9 officer will be supplied a kennel and a dog house to be used for the K-9(s).

Assigned K-9s shall only be housed in Department kennels unless otherwise authorized by the K-9 Platoon Chief Trainer or the K-9 Platoon OIC. A K-9 officer shall be present and supervise any activities outside the kennel (i.e., exercise in the backyard). K-9s should be separated from other animals at all times. K-9s shall not be transported in any vehicle other than a Department K-9 vehicle, except in emergencies or special situations with prior approval of a K-9 supervisor. K-9s shall not be taken to locations off-duty, unless authorized by the K-9 Platoon Chief Trainer or the K-9 Platoon OIC. Whenever a K-9 officer leaves his/her residence, the K-9(s) shall be placed in the kennel and the kennel shall be locked.

K-9 officers are required to feed their K-9(s) and ensure that kennel facilities are properly maintained. K-9s shall not be fed any food other than the type prescribed by the K-9 Platoon Chief Trainer or veterinarian. The K-9 shall not be fed or groomed by anyone other than the K-9 officer unless authorized by the K-9 Platoon OIC or K-9 Platoon Chief Trainer.

Breeding

All K-9 Platoon personnel are prohibited from breeding any Los Angeles Police Department K-9. Such restriction applies to any active-duty K-9.

Inspection of Residential Kennels

Inspections of residential kennels will be conducted on an annual basis during the month of October or an alternate month

designated by the K-9 OIC. The Department's kennel at each K-9 officer's residence shall be inspected by a K-9 supervisor for the following:

1. Proper maintenance and sanitation;
2. Dog house;
3. Available cover for the K-9 in case of inclement weather (i.e. covered top for kennel); and,
4. Security of kennel and security of officer's yard where kennel is maintained (i.e. secure locking mechanisms).

Impromptu inspections may be conducted to ensure that appropriate housing is maintained. Each inspection shall be recorded via the involved K-9 supervisor's log and approved by the K-9 Platoon OIC.

K-9 Veterinary Treatment

Preventive care and non-emergency veterinary treatment shall be arranged through the K-9 Platoon Chief Trainer. K-9 officers shall not obtain veterinary care at any facility other than a location approved by the K-9 Platoon OIC or K-9 Platoon Chief Trainer.

In the event of an emergency, the K-9 shall be transported directly to a contracted veterinary hospital. Whenever possible, the veterinary hospital should be contacted prior to arrival of the K-9, thereby ensuring that the facility is prepared to handle the emergency. The obtaining of medication and veterinary supplies shall be limited to those required for the K-9 receiving treatment.

K-9 In-Service Training

Each K-9 officer shall ensure optimum performance from his/her K-9 by conducting an ongoing physical and maintenance training program. Each K-9 officer should ensure that his/her K-9 receives a minimum of 30 minutes of training each working day, emphasizing searching, obedience, control or other specialized areas. The K-9 officer shall document all training activities on the K-9 Officer's Daily Log and the monthly K-9 Training Log. This documentation shall include the date of training, as well as the time devoted to each training exercise. Any noted problems, corrective actions, injuries or unusual occurrences shall be documented in the comment section of the K-9 Training Log and a member of the K-9 Training Cadre shall be notified.

The training function of K-9 officers and K-9s shall be the responsibility of the K-9 Platoon Chief Trainer and K-9 Training Cadre. Any outside training or deviation from established training techniques, exercises, policies, principles or philosophies shall be approved by K-9 Platoon Chief Trainer and the K-9 Platoon OIC.

Note: Some K-9 exercises (i.e. tracking and article searching) are optional and apply only to K-9 teams that have been trained in these exercises.

SECTION II

TRAINING EXERCISES

Obedience Training

Obedience training is the foundation for control of the K-9 during training exercises, as well as, deployment in searches meeting K-9 Platoon search criteria. The K-9 officer must always have the ability to control his/her K-9 in any situation.

Therefore, emphasis shall be placed in all phases of obedience training during maintenance training exercises (i.e. search patterns, barking exercises, protection and control).

Training exercises should include heeling, turns, sits, downs, stays, recalls, out of motion exercises and, on occasion, jumping.

K-9 officers should use caution against "jumping" the K-9 excessively, as it strains the K-9's hips, legs and shoulders and may decrease the K-9's working life. Jumping should only be performed occasionally to ensure response and agility. Obedience exercises should be kept short, precise and in a "rewarding" atmosphere. Retrieving during and after obedience training will help in motivation, quickness and response.

Protection and Criminal Apprehension

All protection and criminal apprehension training should be designed to channel the protective and working instincts of the K-9. Impromptu protection or pursuit situations are best to keep the K-9 sharp. Formal protection training should be conducted periodically, with emphasis on control, concentration, and if needed, proper bite.

Note: A proper bite is defined as a bite in which the K-9 exerts sufficient pressure to enable the K-9 to hold onto one location without re-biting. It should be noted that a suspect's actions, such as striking the K-9, kicking, violent pulling, etc. may result in multiple bites. However, for training and evaluation purposes, re-biting should be discouraged.

Control Training

All protection, criminal apprehension and search training shall incorporate control training. Control training includes false starts, release, and release from bite, call release, long release, release while fighting and hold-and-bark.

Increased emphasis shall be placed on control training, as it will ensure optimum performance and minimize the risk of unnecessary injury to the public, officers, suspects and K-9s.

Search Training

To ensure maximum proficiency from the K-9, impromptu and formal search training should be conducted at least once per month. Search training may include building searches, area searches or tracking. Each training search should include search patterns and a positive alert (find and bark). Emphasis should be placed on motivation or any problem areas.

Note: A positive alert is a search method where the K-9, after determining the location of the suspect, barks to alert the K-9 handler.

Physical Training

Physical conditioning of the K-9 is the responsibility of the K-9 handler, and therefore consideration must be given to physical exercise and diet. Each K-9 officer shall consult with the K-9 Platoon Chief Trainer in developing the K-9's individual exercise and diet program.

K-9 officers should vary physical training and exercise with their K-9 to include jogging, retrieving exercises and tug toy exercises. Physical training should incorporate a motivating and rewarding atmosphere for the K-9.

BASIC K-9 TRAINING EVALUATION
AND CERTIFICATION

Basic training evaluations of the K-9 team shall be conducted at the completion of every four weeks of training by the K-9 Platoon OIC or K-9 Platoon Chief Trainer. Recognizing differences in an individual K-9's age, temperament, previous experience or the K-9's ability to be trained, it is not prudent to set strict time limits. As a result, the schedules listed below are provided as guidelines to assist in maintaining continuity to training and evaluation.

Any K-9 team that fails to perform at a satisfactory level shall be referred to remedial training and/or reevaluated with respect to police service suitability.

I. Four Weeks:

1. On leash obedience
 - A. Heel
 - B. Automatic sit
 - C. Down
 - D. Stay
 - E. Recall

2. Protection on leash
 - A. Bite and hold -off leash
 - B. Stake line - alone
 - C. Bite and hold - 30 foot leash

3. Tracking (optional) 160 Yard Track

II. Eight Weeks:

1. Obedience - On and Off Leash
 - A. Heel
 - B. Automatic sit
 - C. Down
 - D. Stay
 - E. Recall

2. Protection - Off Leash
 - A. Apprehend fleeing suspect
 - B. Call out from 20 feet

3. Tracking (optional) 360 Yard Track
4. Control
 - Hold and Bark in Sight of Handler
5. Area Search
 - A. Hillside
 - B. Suspect accessible
6. Building Search
 - A. Small building
 - B. Suspect accessible

III. Twelve Weeks - Certification for limited searches

1. Obedience - On and Off Leash
 - A. Heel
 - B. Automatic sit
 - C. Sit stay
 - D. Down
 - E. Down stay
 - F. Sit out of motion
 - G. Down out of motion
 - H. Recall
 - I. Down on recall
2. Protection and Control
 - A. Apprehend fleeing suspect (Bite and Hold)
 - B. Call off from distance
 - C. False start
 - D. Standing call off
 - E. Running call off
 - F. Attack in face of gunfire
 - G. Suspect search
 - H. Undergarment sleeve - bite and hold
 - I. Release
 - J. Hold on command
 - K. Protect handler from vehicle
3. Area Search
 - A. Medium size area
 - B. Track/included (optional)
 - C. Suspect accessible

D. Suspect inaccessible

4. Building Search

- A. Medium size building
- B. Suspect in any location
- C. Call suspect out from hiding

IV. Fourteen Weeks-Certification for all searches.

Certification

The K-9 Platoon's performance standards have been established to ensure proper control and proficiency for each K-9 team. Minimum standards must be met before any K-9 team is certified for field duty. The K-9 team will be evaluated by the K-9 Platoon OIC or K-9 Platoon Chief Trainer. Each K-9 team is graded during the certification evaluation. Each K-9 team must receive a passing grade in obedience, search, protection, and control categories. A failing grade in any of the aforementioned categories shall necessitate further training of the team prior to field assignment.

Note: The K-9 Platoon shall conduct semi-annual certification during the month of May and November, or alternate months as designated by the K-9 Platoon OIC.

Obedience

All obedience exercises shall be conducted off leash. Upon the direction of the evaluator, the K-9 team will execute the following exercises utilizing both verbal and hand commands.

1. Heel straight-normal pace
2. Heel straight-fast pace
3. Heel straight-slow pace
4. 90 degree right turn
5. 90 degree left turn
6. Left about turn
7. Right about turn
8. Automatic sit at heel
9. Sit
10. Down
11. Sit stay
12. Down stay
13. Recall
14. Down out of motion
15. Sit out of motion
16. Down from sit
17. Sit from down

18. Down during recall

Searches

In order to ensure that the find and bark alert is properly maintained, at least one of the certification searches shall include a concealed decoy accessible to the K-9. The K-9 must alert to the location of the decoy by barking. The K-9 must not bite the motionless decoy. Any bite will result in a "fail" and will necessitate additional training prior to any recertification.

Area Search

1. The decoy will be placed in a completely concealed location.
2. At no time will the K-9 team be allowed to observe the direction or location of the decoy.
3. When an appropriate amount of time has elapsed, the K-9 handler will be directed to systematically search an area designated by the evaluator.
4. The K-9 handler will then direct the K-9 to search the area.
5. The K-9 may locate the decoy by air scenting, tracking or trailing.
6. The K-9 must locate the motionless decoy, alerting his handler to the decoy's location by barking. At this time, the evaluator may direct the decoy to attack the K-9, flee or remain motionless. The K-9 must react properly to any attack or flight by the decoy by biting and holding him/her until commanded to "release" by his K-9 handler. The evaluator may also direct the K-9 handler to control his K-9 and order the motionless decoy out of his/her hiding location. At this time, the handler shall conduct the proper suspect search exercise and transport the decoy to the evaluator.

Building Searches

1. The decoy will be placed in a concealed location designated by the evaluator.
2. At no time will the K-9 team be allowed to observe the direction or location of the decoy.

3. When an appropriate amount of time has elapsed, the K-9 handler will be directed to search the building with the K-9.
4. The K-9 must locate the motionless decoy, alerting his K-9 handler to the decoy's location by barking. At this time, the evaluator may direct the decoy to attack the K-9, flee or remain motionless. The K-9 must react properly to any attack or flight by the decoy by biting him/her and holding him/her until commanded to "release" by his K-9 handler. The evaluator may also direct the K-9 handler to control the K-9 and order the motionless decoy out of his/her hiding location. At this time, the handler shall conduct the proper suspect search exercise and transport the decoy to the evaluator.

PROTECTION AND CONTROL

The following protection and control exercises shall be conducted off leash at the direction of the evaluator.

Criminal Apprehension (Running)

The K-9 will be placed in a "stay" facing the decoy. The decoy shall be standing motionless 30 yards from the K-9. The K-9 must remain stationary. When the decoy has run 40 yards, the K-9 handler shall send the K-9. The K-9 must apprehend the decoy by catching and biting him/her. The K-9 must hold the bite until commanded to "release", at which time the K-9 must immediately release the decoy and return to the handler's heel.

Criminal Apprehension (Stationary)

The K-9 will be placed in a "stay" facing the decoy. The decoy shall stand stationary facing the K-9 from a distance of 50 yards away. Upon command, the K-9 must apprehend the motionless decoy with a proper bite. The K-9 must bite and hold the decoy until commanded to "release", upon which time the K-9 must immediately release the decoy and return to the K-9 handler's heel.

False Start

The K-9 will be placed in a "stay" facing the decoy. The decoy shall face the K-9 and stand motionless at a distance of 30 yards from the K-9. Upon direction of the evaluator, the decoy shall break and run away from the K-9 for 30 yards. The K-9 must remain stationary during this exercise.

Call Off (Stationary)

The K-9 will be placed in a "stay" facing the decoy. The decoy shall stand motionless facing the K-9 from a distance of 50 yards away. Upon direction of the evaluator, the K-9 handler will send the K-9 to apprehend the decoy. When the K-9 is within 20 yards of the decoy, the K-9 handler shall command the K-9 to "release." The K-9 must cease all apprehension attempts and return to the K-9 handler's heel.

Call Off (Running)

The K-9 will be placed in a "stay" facing the decoy. The decoy shall stand motionless facing the K-9 from a distance of 30 yards away. Upon direction of the evaluator, the decoy shall break and run away from the K-9. The K-9 must remain stationary. When the decoy has run 40 yards, the K-9 handler shall send the

K-9 to apprehend the decoy. When the K-9 is within 20 yards of the decoy, the K-9 handler shall command the K-9 to "release". The K-9 must cease all apprehension attempts and return to the K-9 handler's heel. The decoy must continue running until told to stop by the evaluator.

Suspect Hold (Stationary)

The K-9 will be placed in a "stay" facing the decoy. The decoy shall stand motionless facing the K-9 from a distance of 30 yards away. Upon command, the K-9 must run to the decoy and bark continuously at him/her. The decoy should remain as still as possible. At this time, the evaluator may direct the decoy to attack the K-9, or direct the K-9 handler to call the K-9 to a heel. The K-9 handler must remain standing at his original position during the exercise. Any attack by the decoy shall cause the K-9 to apprehend the decoy without any influence from the K-9 handler. The K-9 must bite the decoy and hold the bite until commanded to "release." The K-9 must then immediately release the decoy and return to the K-9 handler's heel.

Handler Protection

The K-9 handler will be attacked by a decoy. The K-9 must immediately stop the attack and apprehend the decoy by biting him/her. The K-9 handler may at no time influence the K-9. The K-9 must bite and hold the decoy until commanded to release, at which time the K-9 shall return to a heel position next to the K-9 handler's side.

Gunfire and Search

The decoy shall appear from the side of the K-9 and fire at least three shots. The K-9 handler must return fire with at least two shots. The K-9 must not apprehend until commanded. While the K-9 is running to apprehend, the decoy shall shoot two or three more rounds, none of which will be fired within 15 feet of the K-9. The K-9 handler must fire at least an additional two shots before the K-9 reaches the decoy. The K-9 must apprehend the decoy by biting him/her. The K-9 must bite and hold until commanded to "release." The K-9 must immediately release the decoy and return to a heel at the K-9 handler's side. The K-9 handler shall heel the K-9 and place the K-9 on a down in front of the decoy. The K-9 handler shall order the decoy to place his/her hands above his/her head. The K-9 handler shall search the decoy and remove the weapon. The K-9 must watch the decoy intensely during the entire search.

Note: The Chief Trainer will ensure that a firearm's safety briefing is provided to the involved K-9 teams.

The K-9 handler will then heel the dog away from the decoy to an area designated by the evaluator.

At the direction of the evaluator, the decoy may fire a round while the K-9 is on the sleeve. The K-9 shall remain on the decoy by biting and holding.

ADDITIONAL CATEGORIES FOR K-9 CERTIFICATION

The following categories may be tested as part of the certification at the discretion of the K-9 Platoon OIC or the K-9 Platoon Chief Trainer: Agility, Article searches and Tracking.

Agility

The following agility exercises will be evaluated off leash at the evaluator's direction.

Scaling Wall

The K-9 must scale a five foot, 90 degree wall and upon command, must remain stationary on the other side of the wall until the K-9 handler goes to the K-9 and calls it to a heel.

Catwalk

Upon command, the K-9 must scale a ladder at one end of the catwalk and move onto the 12-foot by 12-inch plank. Upon command, the K-9 must sit or down on the plank. This command will be at the direction of the evaluator. Upon command, the K-9 must continue to the end of the plank and down the ramp. The handler shall then call the K-9 to a heel.

Three-foot Hurdle

The K-9 will be placed at a "sit" at the proper distance in front of the hurdle. Upon command, the K-9 must jump over and clear the hurdle. Upon reaching the other side, the K-9 shall be commanded to remain stationary until the handler calls the K-9 to a heel.

Two-foot Hurdles

Four hurdles shall be placed in a straight line six feet apart. The K-9 will be placed at a "sit stay" in front of the first hurdle. Upon command, the K-9 must jump and clear each of the four hurdles and, upon command, remain stationary after clearing the fourth hurdle. The K-9 handler shall go to the K-9 and call it to a heel. The K-9 handler shall proceed no further than the second hurdle until the K-9 clears the fourth hurdle.

Window Jump

The K-9 will be placed at a "sit" at the proper distance in front of the window jump. Upon command, the K-9 must jump through the window and, again on command, must jump back through the window and return to a heel position.

Tunnel

The K-9 will be placed at a "sit" in front of the tunnel at the proper distance. Upon command, the K-9 must enter and continue through the tunnel to the opposite opening and then recall to a heel position by the K-9 handler.

Broad Jump

The K-9, running at heel, must clear a horizontal obstacle of seven feet. The obstacle shall be lying on the ground and not be more than six inches in height. The K-9 handler shall skirt the obstacle and pick the K-9 up at a heel upon completion.

K-9 HANDLER EVALUATION

The K-9 handler will be evaluated for his/her ability to perform the duties in relation to a working K-9 team. The evaluation is accomplished concurrently with the K-9's evaluation. The areas to be evaluated are:

- * Protection
- * Obedience
- * Agility
- * Article Search
- * Building Search
- * Area Search

The K-9 handler will be observed operating as a team with the K-9 in each of the above exercises. The K-9 handler will be graded pass/fail in the below categories.

- * Alertness
- * Command Delivery
- * Control
- * Search Pattern
- * Command Presence
- * Ability to read the K-9
- * Subject Knowledge

As with the K-9, any failed rating shall necessitate further training and remedial attention by the K-9 Platoon Chief Trainer and the K-9 Platoon OIC.

Field Search Evaluation-Limited Searches

After a K-9 team has achieved a certification for limited searches, they shall be directly observed conducting actual field searches by a member of the training cadre or as designated by the K-9 Platoon OIC. Once the K-9 team has gained sufficient experience and has demonstrated appropriate skills, the K-9 Platoon Chief Trainer shall recommend to the K-9 Platoon OIC that the K-9 team be certified for all searches.

Periodic Evaluation(Semi-Annual Certification)

To maintain proficiency, each K-9 team shall complete a semi-annual certification evaluation. The evaluation shall be conducted by the K-9 Platoon Chief Trainer, Assistant Trainers and the K-9 Platoon OIC. The evaluation shall be documented on the periodic evaluation form.

There are two phases to the periodic evaluation: Practical and Formal. The practical phase will consist of the K-9 Platoon Chief Trainer accompanying each K-9 team on a field search. Close attention shall be paid to control, intensity, distractions and scenting abilities.

The formal phase of the periodic evaluation shall be conducted by the K-9 Platoon Chief Trainer and at least one assistant trainer. Each of the exercises tested shall have the same requirements as those exercises tested in the basic K-9 team evaluation. However, it is not necessary to conduct the gunfire exercise in the protection category unless there are indications that the K-9 has developed problems in this area, such as a sudden sensitivity to noises or gunfire.

The categories to be evaluated are:

- * Obedience
- * Protection
- * Control
- * Building and/or Area Search
- * Endurance
- * Handler Expertise

All categories shall be rated either pass or fail. Comments as to level of performance, degree of difficulty, and relevant training will be noted in the periodic evaluation form.

Each K-9 team shall complete a semi-annual evaluation. A failure will most likely identify training needs and dictate the primary focus of additional training. If the failure is one of critical importance, such as control, search ability, or find and bark, the K-9 team shall be removed from field duties and remanded to training until the problem is resolved. A re-certification shall then be conducted. Failure in a less than critical area, such as endurance, may result in removal from field duties at the direction of the K-9 Platoon OIC.

Any K-9 team absent from regular duty for more than one deployment period, regardless of the reason, must be re-certified as soon as practicable.

OPTIONAL SEARCHES

Article Searches

The evaluator shall select and throw articles into a designated area 50 by 100 feet. The evaluator shall ensure the articles used for the test are carried by the evaluator for at least 30 minutes prior to the test. The area shall consist of grass two to six inches in length.

1. The K-9 handler shall not be allowed to enter the area to assist the K-9. The K-9 handler may, however, encourage or direct the K-9 from any point outside the perimeter.
2. Upon detection, the K-9 must retrieve or down on the article, return to the handler and present the article.
K-9 will then be sent to search for additional articles.
3. There will be a ten-minute time limit for this exercise.

Tracking

Proficiency training in tracking should be conducted three times per week with tracks varying in age, length, number and types of turns, number and types of articles, and occasionally, with a suspect at the end of the track. Tracks should not be limited to sterile vegetated areas, but should include cross tracks, hard surfaces (concrete, asphalt, dirt, etc.), and distractions (garbage, dog scent, humans, etc). All tracks should be made by someone other than the handler.

1. The track shall be laid from a known point for a distance of 300 to 500 paces.
2. The track shall be at least 30 minutes old.
3. The track shall have at least two turns, the angles of which shall be determined by the evaluator.
4. The track layer shall place at least two articles on the track locations determined by the evaluator.
5. All articles to be used shall be carried by the track layer for at least 30 minutes prior to the laying of the track.

6. The K-9 handler shall be informed of the track's direction for a distance of at least 30 feet.
7. The K-9 handler may start the K-9 on the track in any manner he chooses.
8. The K-9 team will fail if the K-9 leaves the track for a distance of 100 feet.
9. The K-9 team will have 30 minutes to complete the track.
10. The final article must be found on the forward track. The other article(s) may be found on a back track, but a maximum of ten minutes from the location of the end article will be allowed to locate the other article(s).

ARTICLE/EVIDENCE DETECTION

Firearm Detection Canine Coordinator: Article and Evidence Detection

The K-9 Platoon Chief Trainer shall select the Firearm Detection Canine (Gun Dog) Coordinator from one of the three assistant trainers assigned to the K-9 Platoon. The Gun Dog Coordinator shall report directly to the K-9 Platoon Chief Trainer, and will oversee all canine training related to the Firearms Detection Canine Program. The Gun Dog Coordinator shall ensure continuity and quality control within the program.

The Gun Dog Coordinator shall ensure the following:

1. Coordinate annual certification;
2. Ensure continuity and quality control during training and field deployment; and
3. Monitor and ensure the appropriate use of training aides.

Gun Dog Handlers

Gun Dog handlers are responsible for the following:

1. Participating in gun dog-related training at the direction of the Gun Dog Coordinator;
2. Completing sixteen (16) hours of gun dog-related training per month;
3. Documenting all training on the Monthly Training Log; and
4. Notifying the Gun Dog Coordinator of any gun dog performance issues that are related to field deployments or training.

Gun Dog Search Requests

The following criteria apply when requesting the use of a gun dog:

1. Outstanding firearm(s) or related firearm evidence; or
2. Related to a criminal investigation; or

3. Concurrent with search warrant service where firearms are thought to be present; or
4. The lawful presence of law enforcement in a public place.

CONDUCTING GUN DOG DEPLOYMENTS

The following procedures apply when deploying a gun dog:

1. Upon arrival, gun dog handlers shall confirm with the incident commander (IC) and / or the assigned supervisor that the area to be searched is clear of all persons.
2. If applicable, prior to deploying a gun dog, the assigned gun dog handler may provide a K-9 Announcement to ensure that the area is clear of all persons.
3. The gun dog handler has the primary responsibility of determining whether the search request and / or affected area meets the gun dog deployment criteria.

Note: Gun dogs will not search bodies of water or areas that may contain masking odors that could be harmful to the gun dog (i.e. trash dumps, rooftops, construction sites, volatile substance storage areas, etc.). Additionally, residential searches should be limited in size, at the sole discretion of the gun dog handler.

4. Upon completion of the gun dog search, the gun dog handler shall walk through the area searched with the IC or the assigned supervisor. Any property damage resulting from the gun dog search shall be reported to the IC or assigned supervisor, and property damage shall be noted in the applicable reports (Watch Commander's Log, Sergeant's Log, etc.).
5. Upon completion of the gun dog search, the gun dog handler shall complete a Gun Dog Deployment Report.

CERTIFICATION

The Gun Dog Coordinator shall coordinate and conduct annual certification of each gun dog team. The evaluation shall consist of the following:

1. Building search;
2. Area search; and
3. Vehicle search.

Note: The Gun Dog Coordinator shall be evaluated by the K-9 Platoon Chief Trainer.

TRACKING AND TRAILING CANINE COORDINATOR
Article and Evidence Detection

The K-9 Platoon Officer in Charge (OIC) shall select the Trailing Canine Coordinator. The Trailing Canine Coordinator shall report directly to the K-9 Platoon OIC, and will oversee and review canine training and deployments related to the Trailing Canine Program.

The Trailing Canine Coordinator shall maintain a consistent oversight and quality control within the program by ensuring the following:

- Participate in the selection and preparation of prospective trailing canine candidates;
- Develop and maintain trailing canine team reliability through mandated training, accurate training records and trailing team certifications;
- Review, evaluate, and audit trailing canine deployments to ensure a parallel between training, deployment protocols and Department needs; and
- Issuance and audit of trailing-related equipment to trailing canine handlers.

TRAILING DOG HANDLERS

Trailing dog handlers are responsible for the following:

- Participating in trailing canine-related training at the direction of the Trailing Canine Coordinator;
- Documenting all training on the Monthly Training Log and the Trailing Canine Training Sheet; and
- Notifying the Trailing Canine Coordinator of trailing canine performance when it is related to field deployments or training.

Note: The trailing dog handler shall comply with all directives and guidelines in this Manual pertaining to deployment documentation, off-hour call out procedures, veterinary care, and K-9 care and maintenance.

TRAILING CANINE DEPLOYMENT

For the purpose of this section, trailing canines are trained to trail the unique and specific scent of a person on each deployment. Based on a variety of conditions, these canines can follow a scent trail that has aged from minutes to several hours. When reliability can be established, the canine has been recognized and accepted as a proven type of evidence in a court of law. The trailing canine is a resource for officers and detectives to use during appropriate criminal and non-criminal investigations. Trailing canines are not trained, nor are they capable of reacting, defending or protecting officers from combative or aggressive subjects. The following criteria apply when responding to a request for a trailing canine deployment:

1. The requesting entity can identify and has knowledge of the person's last location; and
2. A scent article of the individual is identified and available for the trailing dog handler.
3. To establish a person's trail from within a contained area, or from outside an established perimeter, after having deployed a K-9 search team and been unsuccessful; or

Note: The use of a trailing dog shall not preclude, nor is it an alternative to establishing a perimeter, requesting an Air Unit, and deploying a K-9 search team when felony or armed misdemeanor suspects are being sought. The lack of personnel to establish a perimeter does not justify, nor does it validate the use of a trailing dog in place of a K-9 search team. Therefore, any request to utilize a trailing canine team in a criminal investigation must be approved by a K-9 supervisor prior to deployment of the trailing canine team.

4. The person being sought is implicated in a criminal investigation at a scene in which police resources were unable to establish a perimeter and/or containment of the area; or
5. Persons (victims, witnesses, injured persons, etc.) are being sought who, by other known facts, were identified or implicated in the activities being investigated by officers or detectives..
6. Critical lost or missing person(s).

CERTIFICATION

The trailing dog must be proven as reliable to be effective and to be recognized as evidence during criminal court hearings. The trailing canine team will be evaluated and certified by the K-9 Platoon OIC or his designee, and a certified trailing canine handler prior to being deployed. Trailing canine teams shall ensure participation in established standards of training, maintain proficient training records, and be certified annually.

Prior to certification, the K-9 must demonstrate the capability to work and have completed training specific to trailing. This will be established through proficient training records. The evaluators shall judge the trailing dog team on the following elements:

1. The canine demonstrates the ability to follow a trail from a known start point to an end point;
2. The handler is able to read and evaluate the dog while working the trail; and
3. The canine is able to scent discriminate.

The criteria for the evaluation and certification trail shall be a trail that includes the following:

- The location of the trail is foreign to the dog team.
- The subject of the trail shall be unknown to the dog team.
- Trails shall be unmarked and aged no more than one hour.
- The dog team shall trail on lead.
- A scent item will be provided and identified to the handler.
- The trail shall be approximately $\frac{1}{4}$ mile in length.
- The trail shall be conducted in an uncontaminated area, free from distractions.
- The trail shall be conducted within a prescribed time limit determined by the evaluator(s).
- The trail shall be laid in a free form manner, and will be laid reasonable to the lay of the land.
- The trail shall have at least two directional changes. Unnaturally sharp turns or acute angles are not permitted.
- The dog team will be required to work the full length of the trail.
- Trails shall be laid in a manner to discourage air scenting.
- The dog shall demonstrate identification on the subject at the end of the trail.

SECTION III

GROOMING PROCEDURES

Handlers shall brush and examine their K-9 each day. This visual and physical examination will enable the handler to immediately detect any parasites or irregularities exhibited by the K-9. This may prevent or decrease the presence or severity of disease.

Visual Examination

The handler should start with a visual examination of the K-9 and kennel area, paying particular attention to the eyes, coat, behavior and stools. The appearance of these is the best indicator of the K-9's health. Observe the K-9's behavior and attitude. Any drastic change in attitude (i.e. listlessness, lethargy, or stupor) is a good indication the K-9 is ill. Vomiting or grass eating is not necessarily an indication of illness. Next, observe the dog's kennel area. Look for any change in stool firmness or content, vomit, blood or parasites. Observe the dog's gait and physical movements. Any irregularities such as limping, stiffness, or sign of pain may dictate the need for an examination by a veterinarian and, therefore, must be reported to the training sergeant as soon as possible.

Start the visual examination by examining the K-9's head and work back. Observe the dog's eyes; they should be clear and bright. Red, watery, runny, or glassy eyes may be an indication of a disorder. Observe the dog's nose; it should be moist, but not runny. A dry, warm nose may not be an indication of illness. Any mucous or blood emitting from the nose should immediately be examined by a veterinarian. Observe the dog's eyebrows, muzzle and ears. Any hair loss in these areas may indicate the presence of mange mites. Crusty, weeping sores at the tips of the ears usually indicate the dog is the victim of biting flies. Observe the condition of the dog's coat. It should be shiny and lustrous. A dull, brittle coat may be an indication of an internal parasite or disease.

Physical Examination

A physical examination starts with the K-9's head and works back towards the tail. First, check the dog's mouth and muzzle area, paying particular attention to any swelling of the face (indicating tooth abscess), and/or gums. Any broken or cracked teeth not previously observed should be examined by a veterinarian to determine if any dental work is necessary. The gums should be pink or, in some cases, black. Any red or whitish

coloring of the gums may indicate disease and should be examined by a veterinarian. Providing the dog with hard dog biscuits daily should eliminate any tarter build-up or yellowing of the teeth.

Run your hands over the K-9's chin, muzzle, top, head and ears. Feel for any lumps, bumps, sores or irregularities and investigate them. Next, examine the ears. Note any orange or black wax inside the ears or any foul odor emitting from them. These may be signs of ear infection or ear mites and should be examined by a veterinarian. Next, examine the dog's body by running your hands (palpating) over the dog's entire body, including the neck, back, hip, chest, stomach, tail and legs. Note any lumps, bumps, swelling, hair loss, sores, scabs, etc. Any incident of pain found during the physical examination shall be brought to the attention of the K-9 training supervisor or a K-9 supervisor immediately. They will determine if an examination by a veterinarian is necessary.

Run your fingers through the dog's coat backwards, noting texture and any indication of external parasites (fleas, flea larva, flea feces, ticks, etc). Examine the dog's anal area, noting any abscesses or swelling. These symptoms indicate impacted anal glands. If this condition exists, the dog shall be examined by a veterinarian. Also, examine the anal area for external or internal parasites such as fleas or tapeworms. Next, physically examine the dog's paws. Look for any foreign objects such as foxtails, burrs, thorns or glass embedded in the pads or between the toes. Some foxtails and burrs may need to be surgically removed.

Observe the pads to determine if they are cut or raw, or there are any indications of external parasites. The areas between the toes and pads are common locations for flea nests.

Next, place the K-9 on a down and roll it over on the back. Examine the stomach and genital area for any redness, lumps, bumps, sores or indication of external parasites. It is common for a male dog's penis to have a yellow or greenish discharge. However, any excessive dripping, discharge, or blood emitting from the penis should be examined by a veterinarian.

Brushing

Brushing is not only required for appearance, but it is necessary for the health of the dog. Brushing stimulates the skin and distributes oils throughout the coat. Brushing prevents matting and enables you to detect any skin disorder that may exist. Brushing should be done daily and should be accomplished with two types of brushes.

First, use a wire brush first to remove any loose or dead hair from the outer and under coat. Do not use this brush on the dog's face. First, brush with the lay of the coat, being sure to comb out any mats or tangles. Next, brush against the lay of the hair, using short strokes (approximately six inches in length). Be sure to include the tail and anal area. Finally, brush with the lay of the hair until most of the dead coat is removed.

Next, use a stiff bristle brush to smooth the coat and stimulate the skin. This can be accomplished with short vigorous strokes. Include the muzzle, chin, face, ears, and stomach.