

**Carlsbad Police Department  
K-9 Unit  
Standard Operating Procedures**



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## **INTRODUCTION**

The Carlsbad Police Department K-9 Unit was established in 1972 with two (2) K-9 teams. Due to the success of the unit and the subsequent growth of the city, the number of teams has increased through the years. Presently, the Department is authorized to deploy four (4) K-9 teams.

K-9 teams are primarily assigned to patrol duty in support of the Field Operations Division mission. K-9 teams are utilized in building and area searches, tracking, and apprehension of dangerous suspects, perimeter positions, officer protection and other situations in which the dogs' special skills may be helpful such as narcotic detention.

The K-9 Unit provides a community service by performing public demonstrations for schools, businesses and civic groups. These demonstrations not only entertain the public and educate them as to the function and capabilities of the unit, but also help to promote trust and goodwill between the Police Department and the community. Additionally, the unit represents the Carlsbad Police Department at police K-9 competitions.

Officers interested in joining the K-9 Unit undergo a unique selection process. Aside from the need for a handler to have a fondness and respect for dogs, the position requires a strong work ethic and the proven ability to make sound, responsible decisions regarding case law and the application of force options. Physical fitness, patience, resourcefulness, the ability to work independently and possess a positive attitude are necessary for a handler to be successful. The job is physically and mentally demanding and time-consuming, but also rewarding. The bond that develops between a handler and his/her K-9 partner can be tremendously strong, and their relationship (at home as well as on-duty) is truly unique in law enforcement.

## **OBJECTIVE**

This Standard Operating Procedures Manual (hereafter referred to as The Manual) is provided as a guideline for the operational and enforcement functions of the Carlsbad Police Department K-9 Unit. If any of the provisions of this Manual conflict with the department's Lexipol policy manual, the Lexipol policy manual shall be controlling. It is your

responsibility to familiarize yourself with Carlsbad Police Department Canine Policy 318.

Nothing in this manual shall relieve the individual Lieutenant, Sergeant or Handler from being held to the highest standards of conduct and ethics as prescribed by the department's mission, vision, and values statement.

## **SELECTION OF K-9's**

Due to the demanding nature of the work performed by a K-9, the identification and selection of suitable dogs is a necessity. Dogs must be selected for their special characteristics and they must meet Department specifications before they can be utilized for police work. Typically, the K-9 Unit and/or the designated Department's K-9 Trainer will consider dogs possessing the characteristics of the German Shepherd, Belgian Malinois or like breeds. Dogs that are AKC registered or possess a Schutzhund degree are preferred, but this is not a prerequisite for acceptance into the program. In most cases, dogs will be purchased from a reputable breeder/vendor via the Department's designated K-9 Trainer. The K-9 Supervisor and City Attorney's Office will ensure that contractual agreements, guarantees and waivers (if applicable) are prepared, and will make arrangements for the prospective police service dog to be tested before any money is exchanged. A medical examination by an approved veterinary hospital at the expense of the vendor is also required prior to payment being authorized.

If any K-9 is subsequently determined to be unacceptable for service, the dog will be returned to the owner/vendor and reimbursement for monies paid will be pursued.

### Specifications

The dog should be a good representative of its breed, and exhibit evidence of courage, power, endurance and energy. The K-9 must be in good health, and generally be between 12 and 36 months of age at the time of acceptance.

### Characteristics

The German Shepherd and Belgian Malinois breeds are the primary breeds of police service dog used by the Carlsbad Police Department. Selected dogs

must be strong, agile, alert, courageous, steady, obedient and responsive to control by the handler.

There are three (3) phases in the testing and evaluation process for dogs being considered for acceptance into the program. All dogs must complete each phase, and failure to meet Department standards in any of the testing stages will disqualify the dog from further consideration. The three evaluation phases are as follows:

1. The K-9 Supervisor and/or his designee and the Department Trainer will meet and discuss the dog(s) available for testing and potential selection.
2. All dogs considered for acceptance to the program will be subjected to a preliminary test for courage and temperament by the Department Trainer. The evaluation process will consist of a series of tests designed to show the K-9's qualities/characteristics so the K-9 Supervisor and Department Trainer may form an opinion on the animal's suitability to police work.
3. Finally, after evaluation by the Trainer, the Department veterinarian will examine the dog. The examination shall consist of hip x-rays, dental x-rays of the four K-9s, and a blood test. The veterinarian will provide a full account of the dog's condition to the K-9 Supervisor.

### **SELECTION OF K-9 HANDLERS**

Selection and assignment to the K-9 Unit will be accomplished in accordance with the existing M.O.U. and Department transfer policy (1004). The selection criteria and minimum qualifications will be outlined in the position announcement. The selection process shall include:

1. Interested officers shall submit a memorandum of interest.
2. The K-9 Supervisor, and the Department Trainer will then facilitate oral interview to evaluate each candidate.
3. A list of recommended and not recommended candidates will be compiled based upon the recommendation of the K-9 Sergeant and the Department Trainer. The list will then be submitted to the K-9 Lieutenant for approval.
4. The Chief of Police will make final selection.

#### Handler Characteristics

Selected handlers shall possess and have shown ample ability in the following characteristics:

- Be physically fit and athletic.
- Be mature and show good judgment under pressure.
- Be sociable and a team player.
- Be tactically sound and have the ability to make split second decisions based on common sense and current case law related to K-9 deployment.
- Be a self-starter, pro-active and have an excellent attendance and work history.

### **K-9 SUPERVISOR**

The K-9 Unit Supervisor is appointed by the Field Operations Captain and K-9 Lieutenant and is directly responsible to the K-9 Unit Manager. The K-9 Unit Supervisor provides direct supervision for all K-9 Unit personnel and administers the day-to-day operation of the program.

At times, the unit Supervisor may delegate selected Supervisory tasks to senior handlers as necessary. During vacations or extended absences, the Supervisor will appoint a senior handler to administer the unit functions in a limited leadership capacity.

#### Duties

K-9 Unit Supervisor duties include, but are not limited to:

- Lead and supervise the K-9 unit to acceptable levels of performance.
- Assist in the procurement of acceptable K-9s as needed.
- Assist in the selection process of handler applicants.
- Ensure adequate equipment is ordered and maintained.
- Periodically inspect equipment, vehicles, kennels, etc.
- Attend/assist with weekly K-9 training and semi-annual qualifications.
- Monitor handler and K-9 performance and address issues as necessary and appropriate.
- Maintain unit statistical records and data.
- Process all K-9 reports and miscellaneous unit paperwork.

- Schedule/attend competitions, seminars, schools, etc.
- Coordinate public demonstrations and other presentations.
- Prepare operational plans for special events.
- Coordinate efforts with shift Supervisors and other work units.
- Maintain a liaison with all contracted vendors and services.
- Assess and authorize medical services.
- Verify and submit for payment all monthly K-9 invoices.

## **BASIC TRAINING**

When a new dog and/or handler enters the program, the team will begin a “bonding” phase the week prior to beginning training. The handler will keep the dog at home while he/she and the dog familiarize with each other. After this initial phase, the team will begin a strict basic training schedule under the direction and supervision of the Department’s Trainer. The industry standard of the K-9 basic training is 6-8 weeks, depending on the experience and learning capacities of the officer and K-9. In such, the length of the training is left to the Department’s Trainer to determine, but in concurrence of the K-9 Supervisor and Lieutenant.

Generally, to facilitate basic training, the handler’s schedule will be changed to a 5/8 work schedule. This allows for the handler to train Monday-Friday during designated hours specified by the K-9 Supervisor. During this time, the dog is not on duty and will not be deployed to any police incident. The dog will always be secured in the rear of the vehicle and the “door pop” feature on the vehicle will be turned off.

If the new K-9 team has not successfully completed their training after six (6) weeks, an additional 1-2 weeks will be provided for remedial work in the areas identified by the Department Trainer. If remedial work does not improve the deficiencies, a re-evaluation of the K-9 team will be made by the Department Trainer and K-9 Supervisor to determine if the problem lies with the K-9 or the handler. A memorandum directed to the K-9 Lieutenant will be produced by the K-9 Supervisor detailing the findings of the Department Trainer and the Trainer’s recommendation regarding the Department’s future use of the handler or K-9. The ultimate failure to complete the basic training may result in the handler and/or dog being removed from the unit. Any decision to remove a handler from the unit will



be made at the direction of the Department's Chain of Command in compliance with the current M.O.U.

## **CERTIFICATION**

Once the Department Trainer decides that a team has reached an acceptable level of proficiency, the team will be evaluated for certification for field duty by a P.O.S.T. certified evaluator from an outside agency. A signed certification form will be provided to the K-9 Supervisor and placed in the K-9's personnel file.

An *acceptable level of proficiency* after basic training consists of the following:

- The handler has demonstrated proficiency in agitation techniques.
- The handler demonstrates a basic knowledge of training techniques.
- The handler shows good control over the dog and establishes a positive rapport with the dog.
- The dog successfully completes the agility tests.
- The dog will perform building and area searches appropriately.
- The dog will bite and "out" on command.
- *The* dog will stay in the vehicle until called.

Any team that receives a less than satisfactory overall rating at the qualification will be given two (2) weeks in which to train and re-test. Failure by any team to attain Fully Functional status after the additional two (2) weeks may result in the dog's removal from active field duty until any problems have been corrected. Continued failure to qualify may result in the handler and/or dog being removed from the unit. Any decision to remove a handler from the unit will be made after consultation with the Department's Trainer and at the direction of the Department's Chain of Command in compliance with the current M.O.U.

## **CONTINUAL TRAINING REQUIREMENTS**

Mandatory maintenance training:

All K-9 teams will be required to take part in the following:

- Monthly – P.O.S.T. recommends a minimum of sixteen (16) hours of training per calendar month per team. This may include training hours in tracking or narcotics detection training.
- Weekly – Four (4) hours under the direction of the Department’s Trainer. An additional hour of training per week is normally conducted with the Department Trainer for tracking and/or narcotics detection.
- Daily – 15 to 20 minutes on working days conducted by the individual handler and/or the K-9 Supervisor.
- In-Field Training – As assigned to correct specific problems and conducted under the direction of the K-9 Supervisor and/or the Department’s Trainer.

#### Professional Training:

The Department will pay for professional training, with all basic and formal maintenance training conducted by the Department Trainer. Any handler required to perform additional training per the Department Trainer shall be compensated according to the current M.O.U. This training is expected to be completed during regular duty hours, with prior approval from the K-9 Supervisor and/or the handler’s regular shift Supervisor. Prior to any overtime pay being approved, the handler will obtain approval from the K-9 Supervisor, via his/her team Supervisor. The additional training will be documented on the K-9’s training record.

#### Hourly Requirement:

If a K-9 team misses three consecutive training days with the Department Trainer, the team is considered “not certified” until the team accomplishes a minimum of sixteen (16) hours of documented training and performs to the satisfaction of the Department Trainer and the K-9 Supervisor. This team may be required to formally re-certify prior to being deployed in the field again.

If any K-9 team does not accomplish sixteen (16) hours of K-9 training in a specific calendar month for any reason(s), with the approval of the Unit Lieutenant, the K-9 Supervisor may remove the K-9 team from field duties and direct the handler/team to attend additional training prior to the K-9 being field deployable. The additional training shall be completed on regular duty time, with adjustments made to the schedule as needed. No

handler may participate in this additional training without prior approval from the K-9 Supervisor and the Department Trainer.

All teams are required to attend the weekly formal training session. The K-9 Supervisor will designate a handler, on a monthly rotating basis, to coordinate with the Department Trainer for each session to determine training locations and the need for training aids. All handlers will participate fully in training sessions and are required to assist by agitating for the other handlers as necessary. While participating in training, the K-9 handlers will also act as safety officers and will immediately stop a training exercise if a dangerous condition exists.

It is extremely important for each handler to remember he/she should not rely solely on weekly training sessions to keep his/her dog in top form. As previously mentioned, training a K-9 is a continuous process that requires a high level of commitment of the handler's time and energy. Handlers are encouraged to work throughout the week during their work shifts, and actively engage in relevant training scenarios in the field as patrol time allows.

### Narcotics

K-9 teams trained to detect narcotics are required to attend formal and basic, and all regularly scheduled, certification sessions on narcotics detection and maintenance training as directed by the K-9 Supervisor. Narcotics detection teams will be evaluated and certified by outside agency P.O.S.T. certified evaluators semi-annually.

## **K-9 USE GUIDELINES**

Because utilization of the K-9 may be considered a use of force, the K-9 handler is responsible for the actions of his/her police service dog. The handler shall always exercise proper control over his/her dog and only use force that is reasonable to control and terminate unlawful resistance.

A K-9 may be used to locate and apprehend a suspect if the K-9 handler reasonably believes the individual has either committed, is committing or threatening to commit any serious offense and if any of the following conditions exist:

- There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.
- The suspect is physically resisting or threatening to resist arrest and the use of a K-9 reasonably appears to be necessary to overcome such resistance.
- The suspect is believed to be concealed in an area where entry by other than the K-9 would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a K-9. Absent a reasonable belief that a suspect has committed, is committing or threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a K-9 to apprehend a suspect.

Use of a K-9 to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that present an imminent threat to officers, the K-9 or the public, such K-9 use should be conducted on-leash or under conditions that minimize the likelihood the K-9 will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the K-9 as soon as it becomes reasonably practical. If the K-9 has apprehended the suspect with a secure bite, the handler should promptly command the K-9 to release the suspect.

## **DEPLOYMENTS**

A “deployment” is defined as removal of the K-9 from the police car for a legitimate law enforcement purpose. “Breaking” the dog or participating in training would not be considered a deployment, as those activities are not performance-related.

## PREPARATIONS FOR UTILIZING A K-9

Prior to the deployment of a K-9 to search for or apprehend any individual, the K-9 handler and/or the Supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information shall include, but is not limited to, the following:

- There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- The individual is physically resisting or threatening to resist arrest and the use of a K-9 reasonably appears to be necessary to overcome such resistance.
- The individual(s) is/are believed to be concealed in an area where entry by other than the K-9 would pose a threat to the safety of officers or the public.
- The individual's age or estimate thereof.
- The nature of the suspected offense
- Any potential danger to the public and/or other officers at the scene if the K-9 is released
- The degree of resistance or threatened resistance, if any, the subject has shown.
- The potential for escape or flight if the police dog is not utilized.
- The potential for injury to officers or the public caused by the suspect if the K-9 is not utilized.

As circumstances permit, the K-9 handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury. It is the K-9 handler's responsibility to evaluate each situation and determine whether the use of a K-9 is appropriate and reasonable.

The K-9 handler shall have the authority to decline the use of the K-9 whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the K-9. Unless otherwise directed by a supervisor, assisting

members should take direction from the handler in order to minimize interference with the K-9.

## **K-9 DEPLOYMENT ADMONITIONS**

Unless it would otherwise increase the risk of injury or escape, if the person does not come forth, a clear, audible warning to announce that a K-9 will be released shall be made prior to releasing a K-9. The K-9 handler, when practical, shall first advise a Supervisor if a verbal warning is not given prior to releasing the K-9. Whenever possible, the handler will identify the officer(s) in position to hear the admonition and document this information in the appropriate report. In large search areas, buildings, or areas with a large volume of noise, the use of a PA announcement may be considered.

## **APPREHENSIONS**

Apprehensions by police service dogs are divided into two classifications:

- **Contact**  
When the police dog makes physical contact with the suspect. Contact may or may not involve the biting of the suspect. A bite is defined as contact between the mouth of a K-9 and the clothed or unclothed portion of the body of a human being during which the surface of the person's skin is punctured by the teeth of the dog.
- **Non-contact**  
When the police dog does not make physical contact with the suspect but is directly responsible for the successful completion of the arrest. Examples of such could be, but not limited to, tracking a suspect who is found hiding, or upon hearing a K-9 admonition or barking, the suspect surrenders.

## **PURSUIITS & HOT STOPS**

All personnel are referred to the Department's Policies and Procedures Manual regarding the operation of a police vehicle during pursuits.

It is recommended that a K-9 team be directly involved in a pursuit or felony hot stop. At the discretion of the field Supervisor, a K-9 team may replace a unit already in a pursuit, augment units already engaged in a pursuit, or

continue in a pursuit to assist in the event the pursuit is handed over to an allied law enforcement agency.

If a K-9 Unit is involved in a pursuit, the radio dispatcher shall broadcast that information for officer safety purposes. K-9 teams should be the lead unit in a vehicle pursuit, which allows for the K-9 to be deployed safely and effectively to apprehend a suspect. This will allow the handler to position his/her vehicle in the most tactically advantageous position at the conclusion of the pursuit and in “hot stop” situations. If a “fan stop” configuration is used, the handler will typically assume a position to the far left.

Our K-9’s are trained to search a vehicle for possible hidden suspects at the conclusion of a felony hot stop. If time and circumstances permit, officers should try to stabilize the scene to allow the K-9 Unit to arrive and be in position. Once the stop begins, the primary officer should have the last visible occupant leave the driver’s door open. K-9s are trained to enter the open door on command, thus alerting officers to hidden suspects, neutralizing those suspects, and preventing an officer from jeopardizing his/her own safety during the approach. This type of search should not be considered routine and should only be considered if the nature of the crime or specific articulable circumstances dictates the need for the K-9 to clear the vehicle. It may also be completed for training purposes after the vehicle has been made safe.

### **NARCOTICS DETECTION HANDLERS/K-9’s**

A narcotics detection handler is a K-9 officer assigned to a K-9 cross-trained in narcotics detection. They have no special limitations or restriction with field work. Narcotic detection handlers generally can be used for search warrants, vehicle searches, exigent circumstances or searches incident to an arrest.

In addition to the general requirements of a K-9 officer, a narcotics detection handler will do the following:

- Expediently respond to field requests for narcotics searches.
- Maintain current records of training, searches, and seizures, to include currency finds for his/her dog.
- Maintain training aids in accordance with this manual, Department Policies and Procedures, and current case law(s).

- Notify the on-duty Supervisor when leaving town, or during any absence when security and/or control of the handler's training aids may be in question.
- Make all reasonable attempts to train and document one (1) hour during each work shift on narcotic related duties.

### Certification

Certification of a narcotics detection team will be administered annually by a person qualified to certify a team under P.O.S.T. guidelines. The Department Trainer will be consulted on the selection of the person certifying the team.

### Narcotic Training Aids



### **UNATTENDED K-9's**

As a rule, K-9's should not be left unattended for an extended period. When not under the immediate control of the respective handler, the dog is to be secured in a Department issued kennel, or inside a properly equipped K-9 vehicle where an emergency cooling system is available and adequately functioning.



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

- When securing the dog outside the K-9 vehicle, steps should be taken to ensure the K-9 cannot injure himself or others.
- Ensure the K-9 has enough shade during warm weather.
- Ensure the K-9 has an adequate supply of water.
- It is essential the K-9 is checked periodically to ensure he is not in distress.
- When secured in the K-9 vehicle during warm weather, the vehicle's air conditioning unit shall be on, and the rear windows shall be opened sufficiently to allow for proper air flow/distribution. The handler will be responsible for ensuring the emergency cooling system is always running properly.
- A K-9 shall not be left unattended in any area to which the public may have access.
- When the K-9 vehicle is left unattended, all windows and doors shall be secured in such manner as to prevent unauthorized access to the dog.

### **INJURED HANDLER PROCEDURES**

All officers shall consider the following course of action in the event a K-9 handler is injured and unable to command his/her K-9. If the handler is down, it is possible the dog will stand guard and prevent anyone from approaching. In the event a K-9 handler is incapacitated, the following actions should take place:

- Immediately request the assistance of another K-9 handler or the K-9 Supervisor.
- Do not rush towards the handler or dog.
- Call to the handler. If possible, the handler will call the dog off.
- If the handler is unable to assist, move the handler's car, or a patrol car as close as possible to the downed handler and K-9.
- Park the K-9 Unit or other vehicle and open a rear door.
- In an authoritative voice, call to the dog giving the appropriate command "House" or "Car!" The dog may comply with this command and enter the vehicle.

- In some cases, another handler, the K-9 Supervisor, or a properly trained non-handler officer, may be required to assist the K-9 into the patrol car. To accomplish this, the same procedure as outlined above will be followed. However, the other handler, K-9 Supervisor or officer will wear a training bite sleeve and will be placed in the rear of the vehicle where the dog is to be contained. Once the vehicle is in position, the door closest to the dog can be opened and the K-9 can bite the sleeve. The helper can then back out the opposite door and feed the sleeve to the dog by sliding his/her arm out of the sleeve.
- Close the door after the dog has entered the vehicle, keeping the K-9 inside with the bite sleeve.

### **REPORTING THE USE OF A K-9**

In the event of any K-9-related injury, the K-9 Supervisor (or Field Supervisor in his/her absence) will be called to the scene to conduct a use of force investigation. The Supervisor and the handler will evaluate the injury, and proper medical attention will be arranged. If the injury was sustained subsequent to an arrest, the relevant information will be documented in the arrest report. Photographs of injuries related to K-9 apprehensions should be taken post medical treatment. Additionally, photographs of the crime scene should also be obtained.

Whenever a K-9 is deployed, the deployment shall be documented by the handler before going off duty. Documentation may be accomplished by preparing a numbered Officers Report that is submitted with a crime/arrest report. Additionally, a Supervisor shall complete a Use of Force Report. If a bite or injury results from the use of the K-9, all documentation by the handler should include, at a minimum, the following information on a numbered officer's report:

- Overview of the incident and reason for involvement of a K-9 team.
- Specific, articulable facts outlining the probable cause for arrest for the crime(s) committed.
- The method of deployment.
- The results of the deployment.
- Injuries (if applicable) to officers, the K-9 handler, the police service dog, the suspect(s) or any other parties.
- Statement(s) of involved parties, including the suspect if Miranda is

- waived.
- Evidence obtained (photographs, etc.).

If a subject alleges an injury that is not visible, notification shall be made to a Supervisor and the location of the alleged injury shall be photographed. Additionally, the appropriate documentation shall be submitted.

The K-9 Supervisor shall review all reports related to a K-9 deployment for thoroughness, accuracy and the appropriateness of the deployment.

If an off-duty incident occurs, the handler will contact the K-9 Supervisor immediately, who shall then notify the K-9 Lieutenant. If the K-9 Supervisor cannot be contacted, the on-duty Watch Commander shall be notified. Any reports shall be submitted to the K-9 Supervisor in a timely manner. If available, the K-9 Supervisor shall respond to interview and investigate the incident; an on-duty Supervisor may respond in lieu of the K-9 Supervisor. Photographs will be taken of the scene and any injuries, post medical treatment, and recorded interviews will be conducted of the injured person and potential witnesses. A decision will be made at that time, regarding the status of the K-9, and the K-9 could potentially be assigned to boarding or kenneling until the investigation is completed.

No handler or Department employee shall make any statements pertaining to the acceptance of liability by the employee, the Department, or the City for injuries inflicted by a CPD K-9. Should any inquiry be made, the employee will advise the person they may submit a written claim to the Risk Management Office. Risk Management will evaluate the claim and a proper disposition will then be made.

### **REPORTING INJUIRES TO A K-9**

In the event a K-9 is injured (on or off duty), the injury will immediately be reported to the K-9 Supervisor, or in his/her absence, the Watch Commander. Depending on the severity of the injury, the K-9 shall either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

The injury will be documented on a crime/arrest report, a numbered officer's report, or a Departmental memorandum depending upon the circumstances.

An investigation will be completed by the K-9 Supervisor, and the findings will be reported to the K-9 Lieutenant.

If the injured K-9 is put on a non-duty (IOD) status, the handler will report to duty without the K-9 and is expected to work as a regular patrol unit until the K-9 is cleared for duty. K-9 vehicles may still be driven to the patrol station and home by the officer.

## **FIELD OPERATIONS DEPLOYMENT**

The K-9 Unit provides a unique and valuable service by utilizing highly-trained dogs in a variety of situations that require the K-9's special skills. K-9 teams should be used for covering other officers in the field, "Priority One" calls for service, and in any situation in which the dog's skills may be helpful. Handlers are to remain active in the field and shall volunteer for radio calls and/or reports to ease the burden on patrol officers. Handlers should also remember the psychological impact their dog can have on a potentially volatile situation and should cover their fellow officers whenever possible.

### Foot Pursuits

Non-handler officers are cautioned regarding pursuing fleeing suspects on foot in cases where a K-9 is to be used in making the apprehension. The non-handler officer should position him/herself behind the K-9 and handler. In cases where a non-handler officer is engaged in a foot pursuit of a suspect in front of the K-9 officer and a K-9 officer gives a K-9 admonition, the non-handler should stop running and let the dog run by to take up the pursuit.

### Searches

The handler will evaluate each situation and determine if the use of a K-9 is technically feasible. When a K-9 team is called to the scene of a search, the K-9 handler will take over direction of the portion of the scene related to the search. This may include adjusting the deployment of perimeter personnel, the request for or use of additional, specialized equipment, and the deployment of the dog. The handler should be conscious of tactical considerations at the scene and should relay any suggestions or deployment requests to the field Supervisor or incident commander when necessary.

When a K-9 is used for a building search, the handler will direct the activity of the assisting officers, he/she shall evaluate the search for potential hazards, i.e., sharp objects, caustic materials or other animals. In order to avoid possible injury to authorized personnel who may be inside the building on lawful business, officers need to make a reasonable effort to determine if there is a forced entry. In all K-9 building searches, the handler is responsible for giving an appropriate K-9 admonishment to alert any building occupants of the upcoming search to reduce the likelihood of injury to innocent parties. The handler should ensure other officers at the scene of their requirements and conduct during the search. Searches may be conducted on or off-leash, depending upon the specific circumstances and the determination of the K-9 handler.

### Narcotic Searches

A narcotic detection-trained K-9 may be used in accordance with current law to:

- Assist in the search for narcotics during a search warrant service.
- Obtain a search warrant by using the detection made by the K-9 in support of probable cause.
- Search vehicles, buildings, bags, and any other articles deemed necessary.
- A narcotic-detection K-9 will not be used to search a person for narcotics.

### Transportation of Ride-Alongs or Prisoners

Transportation of non-prisoners and non-police personnel or persons who are not familiar with K-9 training must be limited. Such transportation shall be made only after the handler has instructed the person to be transported in the manner which they should conduct themselves in the K-9 unit. Prisoners shall not be transported in a K-9 vehicle.

## **SWAT INTER-OPERABILITY**

There are occasions when the need for K-9 support arises during a tactical or critical incident at which the Special Weapons and Tactics (SWAT) team has been deployed.

Specific handlers and K-9s attend a specialized course, SWAT K-9 Interacting During Deployment School (SKIDDS). During the course, the K-9 teams participate in entry training with SWAT officers. The handler teams, as well as the SWAT officers, learn how to best utilize K-9s as a tool in conducting searches. The K-9 teams also enhance the containment capabilities of SWAT and can provide a level of motivation for suspects to surrender peacefully, thereby minimizing the need for using force. CPD K-9 teams may be utilized to assist SWAT in operations that are consistent with the K-9's regular assigned duties.

### **CALL-OUTS**

K-9 teams are available for emergency call-out. When there are no teams in service and a dog is needed in the field, an on-duty Field Supervisor should first request an on-duty K-9 officer from a neighboring agency. If none are available, the Field Supervisor may contact a handler. Handlers(s) contacted will evaluate the given field situation and decide as to whether or not their dog is prepared to perform as needed. Depending upon the need at the scene, and the capabilities of the available teams, one dog may be preferable to another. Once notification has been made to a team, the responding K-9 handler or K-9 Supervisor will provide the Field Supervisor or Dispatch with the team's ETA to the scene. A K-9 officer will respond in their approved K-9 patrol or training uniform, along with all their appropriate issued safety equipment.

Handlers will not respond to any scene if they have been drinking alcoholic beverages or taking prescription medication likely to impair their judgment or motor coordination.

The K-9 Supervisor will be notified by the responding K-9 handler of the call-out as soon as practical.

### **PUBLIC DEMONSTRATIONS**

K-9 teams are available for public demonstrations to schools, civic groups, and other interested parties. All public requests for a K-9 team shall be reviewed and, if appropriate, approved by the K9 Supervisor prior to making any resource commitment. The K-9 Supervisor is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. K-9 handlers shall not demonstrate any

apprehension work unless authorized to do so by the K-9 Supervisor. Handlers assigned to a public demonstration will evaluate the type of audience expected to attend and will perform the demonstration accordingly. A safety assessment should be completed prior to the commencement of the demonstration, as well as a safety brief with all members of the public present.

### **OUTSIDE AGENCY REQUESTS FOR K-9's**

K-9 teams may be sent out of the City of Carlsbad at the request of another law enforcement agency. The teams are authorized to respond to specific requests for assistance such as building searches and area searches or tracking, but such mutual aid will be accomplished on a mission basis. If possible, the K-9 handler should be accompanied by another Carlsbad Patrol Officer.

### **K-9's IN THE FIELD/VEHICLE**

Each handler has the discretion to decide when he or she wishes to have their dog with them outside the vehicle. Vehicle control training is an extremely critical factor in ensuring public safety without compromising officer safety. K-9 handlers will conduct themselves in an orderly manner and discourage "horseplay" among themselves and/or other officers. Handlers may bring their dogs into the police facility but must be on a leash.

All non-handler personnel are cautioned about petting or attempting to become friendly with the dogs. The dogs must not be petted unless the handler is present and has given permission for such act to take place. Under no circumstances will a non-handler officer attempt to pet a dog which is unattended, whether inside or outside a vehicle.

### **UNIFORMS**

Refer to the Carlsbad Police Department Uniform and Awards Manual.

#### Training and Call-Out Uniform

While attending weekly maintenance training, the authorized uniform of the day is to wear 5.11 black utility pants and an approved CPD K-9 Unit polo shirt or sweatshirt in lieu of a full police uniform, and a Department

approved load-bearing vest. Additionally, black shoes and a Department approved ball cap may be worn. In case of a call-out to the field, handlers will have immediate access to all required safety equipment.

### Insignia

Handlers may wear the Department-approved K-9 pin in accordance with CPD's uniform policy. Handlers also have the option of having their last name embroidered in Silver thread on their utility uniforms, in lieu of a nameplate. Handlers are also authorized to wear a cloth uniform badge on their duty and call-out uniforms.

## **K-9 VEHICLES**

The assignment, use, care and maintenance of K-9 vehicles are regulated by Carlsbad Police Dept. Policy 706. It is your responsibility to be familiar with Carlsbad Police Dept. Policy 706.

K-9 vehicles are customized to facilitate the transport and comfort of police dogs. Each vehicle is outfitted with a one-piece "insert" and K-9 Unit decals. K-9 vehicles shall be assigned by the K-9 Supervisor. K-9 vehicles are to be kept clean, in good working condition, and be an excellent example for other officers to emulate. K-9 vehicles are to be serviced regularly per Fleet's maintenance schedule. It is the responsibility of the individual handler to arrange for service when notified by Fleet Management. No unauthorized modifications will be done to the handler's K-9 vehicle without prior approval by the K-9 Lieutenant and Fleet.

If a spare K-9 vehicle is available, it may be used by handlers in emergencies, or while their assigned vehicles are undergoing repair work or routine maintenance.

When a handler is off-duty, K-9 vehicles are to be used for official police business only, or business specifically related to the K-9 program. Any use of the vehicles outside these parameters must have the express approval of the K-9 Supervisor.

Handlers are reminded that since their vehicles are marked, they are a visible symbol of the Carlsbad Police Department. At home, handlers will obey all parking and street sweeping ordinances, and will ensure that the presence of



the vehicle does not disrupt the peace of their neighbors. It is highly preferable that K-9 vehicles are secured in the garage.

Additionally, as per Policy 706, any leave of absence in excess of 5 business days requires the handler to park their vehicle at the police station unless otherwise directed by the K-9 Supervisor.

## **K-9 EQUIPMENT**

Each K-9 handler will be furnished with the following equipment:

- One bite sleeve
- One muzzle (basket leather or ram type)
- One leash (6-foot leather)
- One traffic lead (1-foot)
- One tracking lead (30-foot nylon or fabric)
- One choke chain or “Fur Saver”
- One pinch collar
- One harness
- One electronic collar with remote (as directed by the Department’s Trainer)
- One undercoat rake – German style
- 2 Bowls (metal or “Bakelite”)
- One water dish (for the K-9 vehicle)

Additionally, handlers who have dogs cross-trained in narcotics detection will be issued the following equipment:

- Lockable storage case for narcotics training aids

All issued equipment will be maintained in proper condition. Any discrepancy should be immediately reported to the K-9 Supervisor.

## **KENNELS AND MISCELLANEOUS EQUIPMENT**

### Kennels

Each dog assigned to a handler will live at the home of the officer, and the Police Department will provide a kennel facility when a handler enters the

K-9 unit. The facility will consist of a cement slab, a chain link pen, and a shelter (dog house). If a handler moves his/her residence, it will be his/her responsibility to provide a suitable location for the kennel facility; the Department will provide a new cement slab. Upon transfer of a handler from the unit, if the pen and shelter are still in good working order, they will be removed for reassembly at the residence of the new officer being assigned.

Handlers are responsible for the sanitation of the kennel facility and any area to which the dog has access. They are also responsible for the cleanliness of the food storage areas, food and water bowls, and any other associated equipment. The kennel facility at the handler's residence and equipment will be made available to the K-9 Unit Supervisor for Annual inspections.

### First Aid Equipment

The following first aid equipment is to be issued to each handler:

- Plastic box
- Tweezers
- Scissors
- Hydrogen peroxide
- Adhesive tape
- Gauze pads
- Antiseptic cream

### Equipment Inspections

The K-9 Supervisor will conduct annual formal inspections of all issued K-9 equipment. In addition, the K-9 Supervisor will make checks of all issued equipment during training sessions to ensure serviceability. Once it has been issued, the security and care of the equipment is the responsibility of the handler. The Department will replace worn or defective equipment promptly. In the event equipment is lost or no longer serviceable, the handler will comply with all relevant Department Policy & Procedures sections before the K-9 Supervisor will authorize replacement.

All other unit equipment not specifically assigned to a handler (bite suit, hidden sleeves, etc.) will be secured at the direction of the K-9 Supervisor.

Upon transfer of a handler from the unit, all issued K-9 equipment will be returned to the K-9 Supervisor. The equipment will be appraised for serviceability, and an inventory will be conducted by the K-9 Supervisor prior to issuance to the new handler.

## **DOG OWNERSHIP**

Dogs purchased and accepted for training and use by the K-9 Unit are the sole property of the City of Carlsbad Police Department. The dogs are to be considered by the handler(s) as a valuable tool issued by the Department, and proper care and maintenance shall be a priority. Upon leaving the unit, the handler will turn the animal over, as directed by the K-9 Supervisor, for reassignment.

When it becomes necessary to retire a city-owned dog from active duty, the Department may transfer ownership of the animal to the last handler for a one-dollar fee. After such a transfer the handler assumes the cost of caring for and feeding the dog. Should the last handler decline to accept the dog, it will first be offered to a previous handler. Should the dog be declined by the last or former handlers, the dog may be sold to a member of the Department or to the public. A one-dollar transfer fee shall be required. In all cases, the City Attorney's Office will prepare a letter indemnifying the City of Carlsbad, the Carlsbad Police Department, and the CPD K-9 Unit from liability.

Any active-duty police service dog that dies while assigned to the K-9 Unit (on or off duty) will receive a burial or cremation at the expense of the Department. Funeral arrangements and/or a ceremony will be at the discretion of the handler, with the approval of the Field Operations Captain. Burial or cremation of any dog that dies while in retirement will be the responsibility of the current handler or owner.

No stud services utilizing City-owned dogs are authorized without the prior written approval of the Field Operation's Captain. In any instance in which stud services are approved and provided, any and all monies derived from such service will be remitted to the City of Carlsbad's K-9 account contained in the Department's annual budget.

## **LICENSING AND IDENTIFICATION**

All Carlsbad Police Department dogs are required to be licensed annually, and it is the responsibility of each handler to ensure their dog's license status is current. The licensing fees are waived by the North County Humane Society. Handlers will keep track of when the license is due for renewal, and then contact the North County Humane Society for processing. Annual license tags are not to be affixed to a dog's collar. Instead, license tags will be maintained in the dog's file.

## **HEALTH CARE AND FEEDING**

Dogs used in police work are working animals and are not to be considered a pet. They need different care than given the average pet and will require a higher degree of specialized attention.

### Health Care

The police dog on duty must accustom itself to various climates and differences in working conditions, so the health of the dog is extremely important to the success of the team. By keeping the dog healthy, it will be able to work more efficiently and be a productive member of the unit longer. The Department veterinarian is responsible for the medical care and treatment of the animal when sick or injured, and for the routine examinations, but the basic responsibility for the dog's care lies with the handler.

### Diet

A good diet is essential for keeping the working dog in good health. It is recognized that dogs may tire of the same daily diet and sometimes refuse to eat properly. Therefore, it will be necessary at those times to provide them with a change of diet. Care must be exercised by the handler to assure the dog is receiving the essential ration components by feeding only the highest quality food. Food and water containers must be kept in a clean, sanitary condition at all times.

## Grooming

Grooming and inspections are an important factor in the dog's health and must be done daily. When inspecting the dog, the handler should look for signs of illness, disease or injury (such examinations will include eyes, ears, mouth, nostrils, feet and general body condition) and check regularly for foxtails, fleas, and ticks. When necessary, the dog will be tested for heartworm by the Department vet and then placed on an approved prevention program. The K-9 Supervisor will be notified immediately of any illness or injury to a dog, but if it occurs on-duty and the K-9 Supervisor is not available, the handler will notify the Shift Supervisor. Any time a dog becomes sick or injured (whether on or off-duty) an officer's report will be submitted to the K-9 Supervisor detailing the animal's ailment, the actions taken by the handler, and any medical treatment. Except in emergencies, the handler will not attempt to diagnose the ailment and provide home remedies but will seek professional treatment or consultation with the Department veterinarian. Should any illness or injury result in the dog being off-duty, the dog will not be returned to duty without the authorization of the veterinarian and the K-9 Supervisor.

No handler shall abuse, neglect, or fail to properly care for his/her assigned dog, and no Department personnel shall abuse or agitate any of the dogs. Such acts may be subject to disciplinary action.

## **PHYSICAL EXAMINATIONS AND MEDICAL TREATMENT**

### Annual Veterinarian Visit

Each dog shall undergo a routine physical examination by the Department veterinarian annually. The scheduling of these examinations will be the responsibility of the individual handler. All medical reports (and any associated officer's reports) will be submitted to the K-9 Supervisor for the dog's personnel file. Handlers are strictly forbidden to seek non-emergency veterinary medical care from any other source than that authorized by this Department, unless so directed by the Department veterinarian.

### Emergency Care

In the event emergency medical attention is necessary and the Department veterinarian is unavailable, the handler should consult the most readily available veterinarian and notify the K-9 Supervisor for authorization.

### Maintenance Pay

K-9 Handlers will receive 4 hours of overtime pay each week for the care and maintenance of their K-9 partner. In the event of an absence requiring the handler to kennel/board the K-9, the following guidelines shall determine their compensation. For every day a K-9 is kenneled/boarded, the handler will deduct ½ of 1 hour from their normal 8 hours of K-9 maintenance pay.

Unless other arrangements are made and approved by the K-9 Supervisor, handlers may kennel their dogs at Fon Jon Pet care Center (5060 Santa Fe Street, San Diego) or Pacific Pet Resort (2909 San Luis Rey Road, Oceanside) during vacation leave or absences longer than 24 hours. Other arrangements may include trusted live-in family members who can provide proper care and feeding for the animal. Handlers have the option of securing their K-9 vehicle at the station while on vacation or securing it in a safe location to avoid tampering or vandalism while unattended.

## **IOD LEAVE**

In the event a handler is placed on an IOD status due to injury, it may be necessary to kennel the K-9. This will be handled on a case by case basis, based on the severity of the officer's injury and his/her ability to care for the animal.

Additionally, as per Policy 706, any leave of absence in excess of 5 business days requires the handler to park their vehicle at the police station unless otherwise directed by the K-9 Supervisor.

## CITY OF CARLSBAD APPROVED VENDORS FOR K-9 UNIT

The following is a listing of all vendors and professional services for the K-9 Unit contracted as active vendors:

### Department K-9 Trainer:

Manuel Villanueva  
Manufacturing, LLC  
Man K-9/Oceanside Pet Hotel  
2909 San Luis Rey Road  
Oceanside, CA 92054  
Office: 760-757-2345  
Cell: 760-576-9097

### Equipment

Ray Allen  
  
[www.Rayallen.com](http://www.Rayallen.com)  
975 Ford Street  
Colorado Springs, Co 80915  
800-444-0404

### Boarding

Pacific Pet Resort  
2909 San Luis Rey Road  
Oceanside, Ca 92054  
760-757-2345

### Food/Supplies:

PETCO  
2445 W. Vista Way  
Oceanside, CA 92054  
760-967-7387

Fon Jon Pet Care Center  
5050 Santa Fe St.  
San Diego, Ca. 92109  
858-753-9889

### Royal K-9

844-673-3772

### Department Veterinarians:

Bressi Ranch Pet Hospital  
2700 Gateway Road  
Carlsbad, Ca 92010  
760-931-8431

### Emergency Vet Care:

CVS California Veterinary Specialists  
2310 Faraday Ave  
Carlsbad, Ca  
760-431-2273