

K-9 PROCEDURE 100

100.0 TITLE: CHAIN OF COMMAND

Effective Date: 06-04-01 (Author: Lt. Keetle)

100.1 SYNOPSIS:

Describes functional and administrative chains-of-command for K-9 Units

100.5 PROCEDURE:

A. Administrative Chain

1. K-9 Handlers report to the K-9 Supervisor (Sergeant) who is immediately responsible for the coordination of shift activity, duty hours, training, reporting, K-9 care, equipment maintenance, and Handler evaluations.
2. The K-9 Administrator (Lieutenant) oversees the performance of the K-9 Unit, ensures direction toward unit goals, and monitors the budget.
3. The K-9 Administrative Lieutenant reports to the Patrol Services Commander.
4. The Chief of Police has ultimate responsibility.

B. Functional Chain

1. In any given field situation, K-9 Handlers shall report to the scene Supervisor who has immediate authority. However, whether or not to deploy the K-9 as a potential use of force in any given situation shall be the K-9 Handler's decision.
2. Functional control of the K-9 units is the responsibility of the K-9 Sergeant and K-9 Lieutenant. If the K-9 Sergeant or Lieutenant are not on duty or available, the Field Sergeant and Watch Commander on duty then have functional responsibility.

K-9 PROCEDURE 110

110.0 TITLE: DOG SELECTION

Effective Date: 06-04-01 (Author: Lt. Keetle)

110.1 SYNOPSIS:

Describes procedure for location and selection of dogs for assignment to the Department K-9 Unit.

110.2 OVERVIEW:

To ensure the acquisition of quality, pre-tested dogs by the Department, the service of Adlerhorst Kennel will be used. Adlerhorst regularly purchases qualified dogs from Europe and makes them available to police departments.

110.5 PROCEDURE:

- A. The K-9 Supervisor shall prepare and forward a memo through the chain describing the need for purchase of a police dog.
- B. Upon approval by the Chief of Police, the Supervisor shall contact Adlerhorst Kennel to request their services in locating a suitable dog.
- C. Adlerhorst will notify the Department when a dog is available. The Supervisor and assigned Handler shall then conduct a preliminary evaluation of the dog at Adlerhorst.
- D. If the dog appears suitable, the Supervisor will make recommendation to the Administrator to enter into a contractual purchase.
- E. All dogs purchased will be subject to a complete veterinary examination.
- F. A dog will be returned to Adlerhorst if:
 - 1. It is found to have a serious medical condition or defect which could seriously hamper field performance.
 - 2. The dog is determined to be incompatible with the assigned Handler.
 - 3. It is found to be unfit in any other important way.
- G. Returned dogs will be replaced by Adlerhorst and the new dog evaluated for service.

K-9 PROCEDURE 120

120.0 TITLE: K-9 UNIT REPORTING

Effective Date: 06-04-01 (Author: Lt. Keetle)

120.1 SYNOPSIS:

Describes type and purpose of reports completed by K-9 Unit members

120.2 OVERVIEW:

Reports are completed to monitor performance and training.

120.5 PROCEDURE:

A. K-9 Team Activity

1. On a daily basis, K-9 Handlers shall note shift activity on the K-9 Team Activity Report.
2. This form tracks shift activity totals for a given month.
3. On the last working day of the month, the Team Activity Report is forwarded to the K-9 Supervisor and is maintained in the K-9 files.

B. K-9 Monthly Training Log

1. Handlers shall complete the K-9 Monthly Training Log on a daily basis to reflect training activity both during regular duty shift and at scheduled training sessions.
2. Home training time is also recorded on the bottom line of the form.
3. The Training Log is forwarded on the last working day of each month to the K-9 Supervisor and maintained in the K-9 file.

C. K-9 Unit Monthly Report

1. At the end of each month, the K-9 Supervisor will be responsible for forwarding a written report to the K-9 Administrator. The report shall include incident totals from all K-9 teams for the month, training attended, and any demonstrations the K-9 teams participated in.
2. The K-9 Administrator, after reviewing the report, shall forward it to the Patrol Operations Commander.

D. K-9 Unit Yearly Report

K-9 PROCEDURE 120

1. At the conclusion of each calendar year, the K-9 Supervisor shall forward a memorandum to the K-9 Administrator. The report shall include yearly totals for K-9 teams' activity, and report progress toward goals established at the beginning of the year.
2. The K-9 Administrator is responsible for reviewing and approving the Supervisor's report. The Administrator is also to establish goals for the K-9 Unit for the upcoming year. The completed report is to be forwarded to the Captain of Operations.

E. Canine Deployment Form

1. Any time a police dog is deployed and the result is the successful location of a suspect, evidence, or narcotics, the handler will complete and forward a K-9 Deployment Form through the chain-of-command.

K-9 PROCEDURE 130

130.0 TITLE: PUBLIC RELATIONS

Effective Date: 06-04-01 (Author: Lt. Keetle)

130.1 SYNOPSIS:

Outlines procedure for public appearances by K-9 Units

130.2 OVERVIEW:

The K-9 Unit is interested in developing and maintaining positive contact with citizens. Public appearances by K-9 Teams are encouraged, and will be coordinated by the Unit Supervisor.

130.5 PROCEDURE:

A. Public Appearances

1. Requests for appearances shall be made to the K-9 Supervisor. Upon supervisory approval, notification will be made to the Unit Administrator and to the assigned team.
2. The Supervisor shall screen the agenda/presentation for appearances to insure a conducive public relations environment.
3. Assigned teams shall present themselves in a groomed, professional manner.
4. Citizens are not allowed to participate in any demonstration of K-9 performance.

B. Video Presentations

1. As an alternative to a live appearance, a video tape describing the K-9 Program may be made available upon approval by the K-9 Supervisor.

C. Reporting

1. All presentations shall be described in the Handler's Activity Report and the Monthly Report.

K-9 PROCEDURE 200

200.0 TITLE: FIELD OPERATIONS

Effective: 06-04-01 (Author: Lt. Keetle)

200.1 SYNOPSIS:

Describes conditions under which K-9 use is appropriate and effective.

200.2 OVERVIEW:

K-9s may be useful in a wide array of situations. However, the decision to deploy the police dog to a specific police operation shall remain with the K-9 handler and the field supervisor.

200.5 PROCEDURE:

- A. The use of a Police Service Dog in effecting an arrest constitutes either an actual or implied use of non-lethal force. The K-9 handler should request that a Sergeant/Supervisor respond to all instances where the use of a K-9 is contemplated for other than a routine inspection or premise check. The Sergeant/Supervisor shall assume the responsibility of the incident and shall, in consultation with the K-9 handler, be responsible for the proper use of this resource. Therefore, if possible the K-9 handler should await the arrival of the Sergeant/Supervisor prior to the deployment of the K-9. However, the K-9 handler may, if the circumstances warrant, forgo waiting the arrival of the Sergeant/Supervisor and may exercise his personal judgement in the deployment of the Police Service Dog.
- B. In instances where the use of a Police Service Dog is contemplated, personnel involved in the deployment decision shall consider the following:
 - 1. The seriousness of the offense.
 - 2. The risk to the officers and others involved
 - 3. The risk of flight by the suspect.
- C. A Police Service Dog may be used to apprehend an individual if there is reasonable belief that the individual has either committed or is about to commit a criminal offense and if any of the following conditions exist.
 - 1. The individual(s) is believed to be concealed in an area where the Police Service Dog is the most appropriate form of deployment to avoid a threat to the safety of officers or the public.
 - 2. There is a reasonable belief that the individual(s) pose a threat of violence or serious harm to any officer or the public and the individual(s) is refusing to submit to arrest, actively resisting arrest, or attempting to avoid

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arrest by flight, and the use of a Police Service Dog appears to be appropriate force to overcome such resistance.

It is recognized that situations may arise that do not fall within the provisions set forth. In any such case, a standard of reasonableness shall be used to review the decision to use a Police Service Dog in view of the totality of the circumstances.

- D. A verbal warning followed by a reasonable period of time under the circumstances, should precede the deployment of any of the K-9 teams. If the K-9 Handler feels that a verbal warning would increase the possibility of injury to himself or others, a Police Service Dog may be deployed without a prior verbal warning.
 - 1. The verbal warning shall be given in a loud and clear manner. The announcement should be in the following form: **“This is the Pomona Police Department K-9 Unit. Surrender now and the police dog will not be used (PAUSE). This is your last warning. This is the Pomona Police Department K-9 Unit. Surrender now and the police dog will not be used.”**
 - 2. In using a Police K-9 in an apprehension of a fleeing suspect, or as an actual means of force, the K-9 Handler should give a warning similar to, **“Stop or I will send the police dog.”**
- E. Area Searches For Suspects, Interior and Exterior
 - 1. Prior to conducting a search:
 - a. A perimeter should be established, guarding all exits if possible.
 - b. An attempt will be made to have all persons exit the search area.
 - c. Finally, the K-9 Handler should give an announcement as in Section “D” above before searching with the police dog.
 - d. Handlers should use a bullhorn to make the announcement when necessary and tactically safe.
 - e. It may be necessary to repeat the announcement during a search, depending upon size and condition of the search area.
 - 2. If no one responds to the announcement, the K-9 Team may commence the search, assisted by other Officers as necessary.
 - 3. The K-9 Handler should direct the search team, giving all orders as appropriate, including orders to any suspect(s) found.

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4. Assisting Officers should remain behind the K-9 Team during the search, and not contact suspects until directed to do so by the K-9 Handler.
5. Suspects apprehended during a search should be removed from the search area before resuming the search.

F. Missing Persons

1. K-9s may assist in searching for missing persons. In most instances, the K-9 search should be conducted on leash, or with the police dog muzzled.
2. An attempt shall be made to keep uninvolved persons out of the search area.

G. Evidence Items

1. K-9s may be used to locate items of potential evidentiary value. Items must have had human contact in order for the police dog to locate them.
2. Uninvolved persons shall be kept from the search area.

H. Dead Bodies

1. K-9s may assist in the location of dead bodies, particularly in areas of limited access, or at disaster scenes.
2. Uninvolved persons shall be kept from the search area.

I. Fleeing Suspects

1. K-9 Handlers should use all available information and circumstances when deciding to send the dog after suspect(s). When possible:
 - a. Determine crime and obtain suspect(s) description
 - b. Advise other Officers of police dog use to apprehend fleeing suspect
 - c. Keep other persons clear of area, and/or advise them not to move

The Handler shall announce, **"Police. Stop or I will send the dog!"** whenever possible, prior to releasing the dog.

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K-9 PROCEDURE 210

210.0 TITLE: INJURY DOCUMENTATION AND TREATMENT

Effective Date: 06-04-01 (Author: Lt. Keetle)

210.1 SYNOPSIS:

Describes action taken when an injury is caused by a police dog

210.2 OVERVIEW:

All injuries sustained as the result of the use of a police dog shall be medically treated, and the incident documented and forwarded to the Chief of Police.

210.5 PROCEDURE:

A. Suspect Bite

1. Handler Responsibilities:

- a. Obtain/provide emergency first aid as necessary for serious bites, or those requiring immediate care
- b. Arrange transportation of the suspect to a medical facility by a transporting officer, or by ambulance followed by an assisting officer.
- c. Notify the Field Supervisor and brief them on the circumstances
- d. Respond to the medical facility and obtain photographs of cleaned wound.
- e. Complete the Pomona Police K-9 Deployment Form. Forward original to K-9 Supervisor, and notify the Watch Commander.

2. Transporting Officer Responsibilities:

- a. Transport injured suspect to a medical facility for necessary emergency treatment.
- b. Advise medical staff that the suspect has been bitten by a police dog.
- c. Obtain clearance for booking at Pomona City Jail, transport and book the suspect, or advise Supervisor of need to have suspect transported to another appropriate facility.

K-9 PROCEDURE 210

3. Field Supervisor Responsibilities:
 - a. If possible, respond to scene and receive briefing from K-9 Handler. Attempt to confirm that bite occurred under appropriate circumstances.
 - b. Brief Watch Commander of dog bite.
4. Watch Commander Responsibilities:
 - a. Review K-9 Deployment Form for accuracy and completeness. Direct concerns to the K-9 Supervisor for attention and resolution.
 - b. Forward the K-9 Deployment Form, via chain of command, to the Patrol Captain, along with a copy of the police report.
5. K-9 Supervisor Responsibilities:
 - a. Obtain a copy of the police report
 - b. Review the report and the K-9 Deployment Form to determine appropriateness of bite.
 - c. The K-9 Supervisor shall, if necessary, make recommendations for training, policy revisions, or further investigation to the K-9 Administrator.
 - d. If the bite occurred in proper response to circumstances, no recommendation shall be made.

B. Non-Suspect Injuries

1. For serious injuries, obtain/provide emergency first aid as necessary , and have the subject transported by ambulance to approved medical facility.
2. Persons not in custody who sustain injury shall be requested to respond to an approved medical facility for treatment. If necessary, transportation shall be by ambulance at Department expense, or by police vehicle.
3. Photos of the injury shall be taken.
4. A field supervisor shall be notified immediately. The supervisor will attempt to determine the circumstances surrounding the bite, and shall advise the Watch Commander.

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5. The Handler shall complete a K-9 Deployment Form and forward it to the Watch Commander.
6. The Watch Commander will review and forward the report as in "A.4" above.
7. The K-9 Supervisor shall act as described in "A.5" above.

K-9 PROCEDURE 220

220.0 TITLE: CALL OUT

Effective Date: 06-04-01 (Author: Lt. Keetle)

220.1 SYNOPSIS:

Provides a method of response for call out of the K-9 teams from their residences.

220.5 PROCEDURE:

- A. Officers requesting a K-9 to respond when there is no dog on duty shall inform the on-scene supervisor of the need for a K-9.
- B. The supervisor should then advise the Watch Commander that a K-9 is needed.
- C. The Watch Commander or the person he assigns to call the K-9 team should give the K-9 handler the following information:
 - 1. The crime classification
 - 2. The location of the command post and who the supervisor is at the scene.
- D. If the Watch Commander or the assigned person cannot reach one of the K-9 teams, he/she should call the next K-9 team in the rotation. The rotation list is kept in the Watch Commander's log book.
- E. The K-9 team(s) should be called first. If there is no answer, they should be paged.
- F. If the handler determines that his team is unable to respond due to extenuating circumstances, the next team shall be called.

K-9 PROCEDURE 230

230.0 TITLE: OUTSIDE AGENCY ASSIST

Effective Date: 06-04-01 (Author: Lt. Keetle)

230.1 SYNOPSIS:

Provides a guideline for assisting outside agencies with Pomona Police Department Police Service Dogs.

230.5 PROCEDURE:

- A. All requests from outside agencies for the Department's K-9s should be approved by the on-duty Watch Commander.
- B. If the Watch Commander approves the request for assistance, an available K-9 unit, a second Pomona Police Officer, and a Field Supervisor (K-9 Sergeant if available) shall be dispatched to the requested location.
- C. The field supervisor or the K-9 handler are responsible for verifying the information as to the nature of the incident upon arrival at the location. If the circumstances are found to be significantly different than had been related to the Watch Commander, the K-9 handler or Field Supervisor should contact the Watch Commander and advise of the changes.
- D. In all mutual aid situations, the deployment decision will rest with the K-9 handler in consultation with the Field Supervisor, using the guidelines set forth by this Department.

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240.0 TITLE: FIELD OPERATIONS

Effective: (Author: Lt. Keetle)

Related Procedural Manuals:

240.1 SYNOPSIS:

Describes conditions under which K-9 use is appropriate and effective.

240.2 OVERVIEW:

K-9s may be useful in a wide array of situations. However, the decision to deploy the police dog to a specific police operation shall remain with the canine handler and the field supervisor.

240.5 PROCEDURE:

- A. The use of a Police Service Dog in effecting an arrest constitutes either an actual or implied use of non-lethal force. The K-9 handler should request that a Sergeant/Supervisor respond to all instances where the use of a K-9 is contemplated for other than a routine inspection or premise check. The Sergeant/Supervisor shall assume the responsibility of the incident and shall, in consultation with the K-9 handler, be responsible for the proper use of this resource. Therefore, if possible the K-9 handler should await the arrival of the Sergeant/Supervisor prior to the deployment of the K-9. However, the K-9 handler may, if the circumstances warrant, forgo waiting the arrival of the Sergeant/Supervisor and may exercise his personal judgement in the deployment of the Police Service Dog.
- B. In instances where the use of a Police Service Dog is contemplated, personnel involved in the deployment decision shall consider the following:
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 - 1. The individual(s) is believed to be concealed in an area where the Police Service Dog is the most appropriate form of deployment to avoid a threat to the safety of officers or the public.
 - 2. There is a reasonable belief that the individual(s) pose a threat of violence or serious harm to any officer or the public and the individual(s) is

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refusing to submit to arrest, actively resisting arrest, or attempting to avoid arrest by flight, and the use of a Police Service Dog appears to be appropriate force to overcome such resistance.

It is recognized that situations may arise that do not fall within the provisions set forth. In any such case, a standard of reasonableness shall be used to review the decision to use a Police Service Dog in view of the totality of the circumstances.

- D. A verbal warning followed by a reasonable period of time, under the circumstances, should precede the deployment of any of the K-9 teams. If the K-9 Handler feels that a verbal warning would increase the possibility of injury to himself or others, a Police Service Dog may be deployed without a prior verbal warning.
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 - 1. Prior to conducting a search:
 - a. A perimeter should be established, guarding all exits, if possible.
 - b. An attempt will be made to have all persons exit the search area.
 - c. Finally, the K-9 Handler shall give an announcement before searching with the police dog.
 - d. Handlers shall use a bullhorn to make the announcement when necessary and tactically safe.
 - e. It may be necessary to repeat the announcement during a search, depending upon size and condition of the search area.

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2. If no one responds to the announcement, the K-9 Team may commence the search, assisted by other Officers as necessary.
3. The K-9 Handler shall direct the search team, giving all orders as appropriate, including orders to any suspect(s) found.
4. Assisting Officers shall remain behind the K-9 Team during the search, and not contact suspects until directed to do so by the K-9 Handler.
5. Suspects apprehended during a search should be removed from the search area before resuming the search.

F. Missing Persons

1. K-9's may assist in searching for missing persons. In most instances, the K-9 search should be conducted on leash, or with the police dog muzzled.

An attempt shall be made to keep uninvolved persons out of the search area.

G. Evidence Items

1. K-9's may be used to locate items of potential evidentiary value. Items must have had human contact in order for the police dog to locate.
2. Uninvolved persons shall be kept from the search area.

H. Dead Bodies

1. K-9s may assist in the location of dead bodies, particularly in area of limited access, or at disaster scenes.
2. Uninvolved persons shall be kept from the search area.

I. Fleeing Suspects

1. K-9 Handlers shall use all available information and circumstances when deciding to send the dog after suspect(s). When possible:
 - a. Determine crime and obtain suspect(s) description
 - b. Advise other Officers of police dog use to apprehend fleeing suspect
 - c. Keep other persons clear of area, and/or advise them not to move

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The Handler shall announce, "**Police. Stop or I will send the dog!**" whenever possible, prior to releasing the dog.

K-9 PROCEDURE 260

260.0 TITLE: FLEEING SUSPECTS

Effective Date: (Author: Lt. Keetle)

Related Procedural Manuals:

260.1 SYNOPSIS:

Describes situations under which police dogs may apprehend fleeing suspects

260.2 OVERVIEW:

K-9 Handlers must determine appropriate situations in which to send the police dog after fleeing suspects.

260.5 PROCEDURE:

A. Authorized Situations

1. Where the delayed apprehension of the suspect poses a danger to the general public or Police Officers.
2. Where the classification of crime is a felony and the suspect's escape is certain after all other attempts of capture have been exhausted.

B. Handler's Responsibilities

1. When possible:
 - a. Determine crime and obtain suspect(s) description
 - b. Advise other Officers of police dog use to apprehend fleeing suspect
 - c. Keep other persons clear of area, and/or advise them not to move
2. Often situations arise wherein the conditions of A.1. cannot be met. K-9 Handlers shall use all available information and circumstances when deciding to send the dog after suspect(s).
3. Prior to releasing the dog, the Handler shall announce, "Police. Stop or I will send the dog!" whenever possible.
4. The Handler shall request medical aid when appropriate for persons apprehended by the police dog. (See Dog Bites).

K-9 PROCEDURE 300

300.0 TITLE: TAKE HOME OF K-9 UNIT

Effective Date: 06-04-01 (Author: Lt. Keetle)

300.1 SYNOPSIS:

Guidelines for taking home a K-9 Unit.

300.2 OVERVIEW:

To facilitate call-outs, training, and any K-9 related matters where the K-9 unit is needed.

300.5 PROCEDURE:

- A. The K-9 handlers shall keep the K-9 unit in a fully enclosed, locked garage.
- B. The K-9 unit may be used for any related K-9 matters or departmental use.
- C. The K-9 units are to be kept clean and in good operating condition.
- D. K-9 units shall periodically be inspected by the K-9 Sergeant.
- E. As with all police vehicles, the maintenance of the K-9 unit shall be done by the City vehicle mechanics.

K-9 PROCEDURE 310

310.0 TITLE: DOG CARE

Effective Date: 06-04-01 (Author: Lt. Keetle)

310.1 SYNOPSIS:

Outlines requirements to maintain police dogs in healthy, working condition

310.2 OVERVIEW:

Police dogs require daily care and periodic medical examination to ensure working fitness and health.

310.5 PROCEDURE:

A. Daily Care

1. It shall be the responsibility of the K-9 Handler to keep the police service dog in such a physical condition that the dog is able to perform required duties.
2. Any indication or condition that exists affecting the dog's performance shall be reported to the K-9 Supervisor.
3. Daily feeding should occur at completion of duty shift, or at a time which will allow the maximum period possible before the next duty shift.
4. Dogs should be maintained on a pre-approved dog food bought via purchase order from a selected supplier. Variations from the diet should not occur.
5. Handlers should examine the dog thoroughly, every day.

B. Veterinary Care

1. Prior to obtaining non-emergent veterinary care, Handlers shall contact the K-9 Supervisor and advise circumstances. The Supervisor shall be responsible for the approval of all non-emergent veterinary care.
2. If emergency care is required, Handlers shall obtain the care immediately and report the incident to the K-9 Supervisor at the first opportunity.
3. All medical records shall be maintained in the police dog's personnel file by the K-9 Sergeant.

K-9 PROCEDURE 320

320.0 TITLE: KENNELING

Effective Date: 06-04-01 (Author: Lt. Keetle)

320.1 SYNOPSIS:

Describes appropriate kenneling conditions for boarding of police dogs

320.2 OVERVIEW:

Due to the value of the police dog and liability concerns, dogs are to be kept in appropriate kennel facilities.

320.5 PROCEDURE:

A. Home Kenneling

1. Dogs shall be kept at the homes of their Handlers in kennels or approved quarters.
2. Kennels shall be inspected yearly by the K-9 Supervisor.
3. Kennels shall consist of a concrete slab surrounded by chain link fencing at least six feet tall, secured by a latched gate capable of being locked, and have a suitable dog house.
4. Kennels shall be kept clean and in sanitary condition at all times.
5. K-9 Handlers are not to involve their dogs in any off-duty activities unless authorized by the department.

B. Boarding Kennels

1. Dogs may be kept at boarding kennel facilities during Handler vacation, travel, training, medical care, or other appropriate reasons. Boarding kennels shall not be used for routine housing. In the event the Handler is going to be away from home for an extended period, the dog will be kenneled in an appropriate facility.
2. Facilities must be notified by the Handler that the dog is a police dog. The Police K-9 Kennel Instruction Sheet shall be completed by the Handler and given to a responsible party at the kenneling facility.
3. Handlers shall notify the K-9 Supervisor in advance of any planned boarding. In the event of emergency boarding, the Handler shall notify the K-9 Supervisor at the first opportunity.

K-9 PROCEDURE 330

330.0 TITLE: RETIREMENT OF POLICE DOGS

Effective: 06-04-01 (Author: Lt. Keetle)

330.1 SYNOPSIS:

Outlines criteria for the retirement of police dogs from K-9 service

330.2 OVERVIEW:

Police K-9s eventually reach an age when minimum performance cannot be obtained. Retirement from service and placement in a suitable home is then desirable.

330.5 PROCEDURE:

A. Identification of Retirement Age

1. Fitness for duty shall be determined in part by input from evaluators at Adlerhorst Kennel. If there is an indication of a problem with the dog's performance, the K-9 Supervisor shall contact Adlerhorst personnel to evaluate the dog.
2. Adlerhorst evaluators shall be requested to submit in writing a recommendation for retirement when performance levels are projected to fall below minimum.
3. K-9 Handlers must apprise the K-9 Supervisor of any conditions suggesting reduced performance by their K-9.
4. Upon notification by Adlerhorst or the Handler, the Supervisor should seek veterinary input to determine if performance is the result of a treatable medical problem.
5. A Veterinarian shall be requested to make a written recommendation for removal from service when appropriate, or to provide a written explanation of medical or health conditions which affect the K-9's performance.

B. Removal From Service

1. The K-9 Supervisor shall forward all appropriate data to the K-9 Administrator, accompanied by a recommendation for removal of the dog from service.

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2. The K-9 Administrator shall make recommendation to the Patrol Services Commander when appropriate, requesting removal of the particular dog from service and replacement with a new K-9.
3. Upon agreement by the Chief, a date shall be set for removal of the dog from service.

C. Disposition

1. K-9 Handlers shall be given first priority.
2. Other interested parties will be considered if the K-9 Handler does not take the K-9 upon retirement.
3. All requests must be made in writing to the K-9 Supervisor. Requests must describe housing conditions under which the retired canine will be kept.
4. The K-9 Supervisor will make a recommendation to the K-9 Administrator regarding placement.
5. K-9 Administrator shall make a recommendation to the Patrol Services Captain regarding placement.
6. The Patrol Services Commander will make a recommendation to the Chief of Police who will make the final determination as to placement of the K-9.
7. Prior to taking ownership of the K-9, a liability release shall be signed by the party granted placement. The release will be maintained in the canine's permanent record until notification of the K-9's death.
8. If no suitable placement can be found, euthanasia shall be deemed the appropriate humane alternative.

K-9 PROCEDURES

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