



**OCEANSIDE
POLICE
DEPARTMENT**

***POLICE CANINE
UNIT***

**ADMINISTRATION
MANUAL**

“Leading the Way”

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1. ORGANIZATION

a. Introduction

The Oceanside Police Department K-9 Unit was established in 1972 with two (2) canine 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 Oceanside Police Department at police K-9 competitions.

Officers interested in joining the K-9 Unit undergo a unique selection process designed to test for the requisite skills to handle a Police Service Dog (PSD). 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 canine partner can be tremendously strong, and their relationship (at home as well as on-duty) is truly unique in law enforcement.

b. Objective

The primary objective of this manual is to serve as a reference and resource guide for Department members assigned to the K-9 Unit. The contents provide information on the operations and policies of the unit, procedures to be followed, legal issues, care and maintenance of the dog, and other related topics. Although each handler is ultimately responsible for exercising discretion whenever his/her PSD is deployed, in situations not addressed herein, good judgment, common sense, Department policy and existing case law should be applied.

This manual is not intended to supersede Department Policy and Procedures (P&Ps) regarding police canines. Rather, it should supplement Department P&Ps and enhance policies and procedures specific to the K-9 Unit. The information contained herein constitutes the operational guidelines of the K-9 Unit and willful failure to follow or comply with them may result in disciplinary action.

c. Mission Statement

The mission of the Oceanside Police Department K-9 Unit is to provide tactical, logistical and personnel support to all members and units of the Department and allied agencies, as well as to represent the Department through positive interaction with the community at public events.

d. Chain of Command

The K-9 Unit is assigned to the Field Operations Division, and operates under the management of a designated Field Operations Lieutenant. The Field Operations Division Commander assigns a Field Operations Supervisor for day-to-day supervision of the unit.

Chief of Police

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Field Operations Division Commander (Captain)



K-9 Unit Manager (Lieutenant)



K-9 Unit Supervisor (Sergeant)



K-9 Handler

When the K-9 Unit Supervisor is on-duty, unit personnel will report directly to him/her regarding K-9 duties and activities. In the absence of the K-9 Unit Supervisor, another sworn Supervisor, or a senior handler may be placed in charge of the other handlers and may delegate tasks related to training and equipment. In all cases, the K-9 Unit Supervisor will be kept apprised of all actions related specifically to canine deployment and training taken in his/her absence.

2. SELECTION AND TRAINING

a. Selection of Police Service Dogs (PSD)

Due to the demanding nature of the work performed by PSDs, 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.

When a dog is donated to the Department from a private person, business or organization, it shall be agreed that all property rights and/or interest in the animal will be relinquished, and once the dog has been accepted into the program, all further responsibility and/or expenses related to said dog will be the responsibility of the Oceanside Police Department.

If any purchased or donated dog 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. In the event a donated dog is deemed unsuitable, he/she will be returned to the person who donated the dog. If the donor is not available, or is unwilling to accept the dog, the dog will be offered to interested members of the Department, with all applicable releases of liability completed, or donated to an appropriate business who accepts retired PSDs, or transferred to the Humane Society.

Specifications

The dog should be a good representative of its breed, and exhibit evidence of courage, power, endurance and energy. The animal 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 Oceanside 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 canines, and a blood test. The veterinarian will provide a full account of the dog's condition to the K-9 Supervisor.

b. Selection and Assignment 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. The selection criteria and minimum qualifications will be outlined in the position announcement. The selection process may include:

- Interested officers submit a Request for Transfer and a memorandum of interest.
- An oral interview panel shall convene if there are more than five (5) applicants.
- The K-9 Lieutenant and/or Supervisor, and the Department Trainer will then conduct an oral interview to evaluate each candidate.
- Each candidate will complete a physical assessment test, which will include a demonstration of physical conditioning, stamina, and the present ability to control/lift the weight of a typical police canine (60-80 pounds).
- In accordance with the existing M.O.U., a list of recommended and not recommended candidates will be compiled based upon the recommendation of the Department Trainer and, if applicable, the oral interview panel.
- 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 canine deployment.
- Be a self-starter, pro-active and have an excellent attendance and work history.

c. Selection and Assignment of the K-9 Unit Supervisor

The K-9 Unit Supervisor is appointed by the Field Operations Captain and is directly responsible to the K-9 Unit manager (see “Chain of Command”). 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. When the unit Supervisor is not on duty, the most senior handler (as designated by numerical call sign), is expected to provide field guidance to other handlers concerning canine-related activity.

Duties

Canine Unit Supervisor duties include, but are not limited to:

- Lead and supervise the canine unit to acceptable levels of performance.
- Assist in the procurement of acceptable PSDs 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 canine training and semi-annual qualifications.
- Monitor handler and canine performance and address issues as necessary and appropriate.
- Maintain unit statistical records and data.
- Process all canine 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.
- Route public donations for deposit to the K-9 account in the Department budget.
- Assess and authorize medical services up to \$500.00; any emergency or other medical services exceeding \$500.00 dollars will be approved by K-9 Unit Lieutenant or the chain of command.

- Verify and submit for payment all monthly canine invoices to the unit's Lieutenant.

d. Training

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 s/he 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 PSD. 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 be secured in the rear of the vehicle at all times, 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 PSD or the handler. A memorandum directed to the unit 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 PSD. 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 PSD'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 stay in the vehicle until called.
- The dog will bite and “out” on command.

Fully Functional Qualification

After completing basic training and successfully passing an initial P.O.S.T. certification examination, the K-9 team may be deployed in the field and assume basic K-9 team duties. However, training a police service dog is a continuous and demanding process that still requires the assistance of a professional. The Department’s Trainer provides regular, on-going maintenance training and handlers are encouraged to seek proper advice and guidance from the K-9 Supervisor and the Department Trainer whenever training problems arise. This service is not to be used in lieu of the handler’s own training schedule, but rather to enhance the ability of the handler to work on specific problems on his/her own time during on-duty hours.

Six (6) months after completion of basic training, a canine team will be required to qualify as *Fully Functional*. All K-9 teams are required to re-qualify as *Fully Functional* bi-annually. The Department Trainer, assisted by an outside agency, P.O.S.T. certified K-9 evaluators, will conduct all testing and evaluations.

Fully Functional dogs will show proficiency in the following areas:

- Obedience
- Vehicle control
- Handler protection
- Suspect apprehension
- Call-out (from bite)
- Call-off (from apprehension)
- Area search
- Building search

Obedience (off leash with a distraction)

- Heeling (must stay close, no lagging or forging)
- Turns (must stay close, no wide turns or crowding)
- Down/Recall (hand and/or voice command, recall to heel)
- Hand Signals (sit, down, come, recall to heel)

Traffic Stop (may include short pursuit)

- Control (leave car only when commanded if handler is attacked)
- Alertness (remains attentive, watchful of handler)
- Handler Alertness (aware of dog, positioning, etc.)

F.I. Stop/Protection/Call-Out

- Contact (leave car only when commanded if handler is attacked)
- Pat-down (must remain in car without agitation)
- Handler Assault (immediate response, without hesitation)
- Call-out (out from bite and heel on command)

- Fleeting Suspect (pursues, apprehends, outs from bite)
- Call-off (pursues, calls off when suspect stops/gives up)

Area Search (time limit)

- Canine Interest (shows drive, responds to direction)
- Find (apprehends suspect or aggressive alert)
- Handler assistance (stimulates, directs, reads dog)

Building Search (time limit)

- Canine Interest (shows drive, responds to direction)
- Find (apprehends suspect or aggressive alert)
- Handler Assistance (stimulates, directs, reads dog)

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. requires 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 PSD'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 s/he should not rely solely on weekly training sessions to keep his/her dog in top form. As previously mentioned, training a PSD 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: Canine 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.

3. OPERATIONS

a. Scheduling of K-9 Teams

Generally, the deployment of canine teams in the field is the responsibility of the Supervisor to which the respective handler is assigned. However, it is understood the K-9 Unit has responsibilities other than field service, such as public demonstrations, trials, schools, training, etc. that may reduce the time spent in the field. The K-9 Supervisor is responsible for scheduling all formal K-9 training for the unit, and shall keep affected team Supervisors apprised of future scheduling issues.

Canine teams will be deployed in a manner that best supports the Field Operations Division. Canine teams will generally be deployed geographically in the field (west, east, and/or roving) on a daily basis. Deployment will be flexible to allow teams to react to field activity and canine-related calls for service. In the event of personnel shortages, K-9 teams may be assigned to patrol beats as necessary.

Handlers should consider field activity and the status of other K-9 teams when planning on-duty field training sessions or other events that will take the team out of service. It is preferable there is at least one (1) team in the field at all times.

b. 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 animal's special skills. Canine 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 canine is to be used in making the apprehension. The non-handler officer should position him/herself behind the canine 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 canine is technically feasible. When a canine team is called to the scene of a search, the K-9 handler or the K-9 Supervisor 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 canine is used for a building search, the handler will direct the activity of the assisting officers. S/He 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 canine 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 PSD 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 PSD in support of probable cause.
- Search vehicles, buildings, bags, and any other articles deemed necessary.
- A narcotic-detection PSD 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 canine 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 canine unit. Prisoners shall not be transported in a K-9 vehicle.

c. SWAT Interoperability

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 canines attend a specialized course, SWAT K9 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 canines as a tool in conducting searches. The canine 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.

A K-9 team will not be assigned to work collaterally with SWAT until the K-9 team has successfully completed a P.O.S.T. certified interoperability course, such as SKIDDS. OPD K-9 teams may be utilized to assist SWAT in operations that are consistent with the K-9's regular assigned duties with the approval of the K-9 Supervisor or Lieutenant.

d. Call-Outs

Canine 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 the K-9 Supervisor for assistance. The handler(s) contacted will evaluate the given field situation and make a determination 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 canine officer will respond in their approved canine patrol or training uniform, along with all of 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.

e. Public Demonstrations

Canine teams are available for public demonstrations to schools, civic groups, and other interested parties. All public requests for a canine team shall be reviewed and, if appropriate, approved by the K9 Supervisor prior to making any resource commitment. The K9 Supervisor is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine 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.

f. Outside Agency Requests for OPD K-9 Teams

Canine teams may be sent out of the City of Oceanside at the request of another law enforcement agency as per mutual aid agreements. 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. Generally, the K-9 Supervisor or field Supervisor will respond with the K-9 team and liaison with the allied law enforcement agency incident commander. The only exception is when the canine team deploys outside the city for the purpose of conducting a narcotics search. In these instances the K-9 will not be deployed for any potential use of force

g. Police Service Dogs in the Field or 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. Canine 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 with regard to 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.

h. Collateral Duty Assignments

While current field training officers (FTOs) may be selected for assignment to the K-9 Unit, K-9 handlers will not be recommended for time-intensive collateral duty assignments such as FTO while assigned to the unit. Police service dogs are highly trained animals that must learn to operate as a team with their handler. The introduction of a uniformed, but inexperienced officer into the K-9 vehicle on a regular basis may confuse the dog and create problems when the dog must be deployed. The K-9 handler's primary duty and responsibility is to keep their dogs under control at all times. Being responsible for a trainee may detract from the handler's primary duty and result in the dog not being deployed properly, as well as the trainee not being properly supervised at critical incidents. A trainee may be assigned to ride with a K-9 Officer/team on a temporary basis for exposure and further training. Full phase training may occur based on the needs of the department, with the approval of the Division Commander.

Canine handlers may be selected for other collateral duty assignments, such as Drug Recognition Expert (DRE) or as instructors for Departmental training programs. These assignments may not negatively impact the handler's ability to focus his/her attention on the performance of the PSD while in the field, or interfere with his/her ability to attend weekly training.

i. Restrictions on Use of Police Service Dogs

It is recognized that situations may arise that do not fall within the provisions set forth in the Department's Policy and Procedure Manual. In such, the totality of the events shall be considered and the use of an objective, reasonableness standard will be applied to the decision to use a canine. 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 canine to apprehend a suspect.

4. UNIFORMS, VEHICLES AND EQUIPMENT

a. Uniforms

Canine handlers have the option of wearing the approved Class "C" utility uniform or a regular Class "A" or "B" uniform while on duty, but the two types of uniforms will not be mixed. Due to the fact K-9 handlers must carry a variety of K-9 related items on their person, handlers are issued an outer, load-bearing vest. They are authorized to wear the 5.11 black utility pants and an approved OPD K-9 Unit polo shirt with the Department approved load bearing vest.

Training and Call-Out Uniform

While attending training, the authorized uniform of the day is to wear 5.11 black or OD green utility pants and an approved OPD 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 OPD's uniform policy. Handlers also have the option of having their last name and 'K-9' embroidered in gold thread on their utility uniforms, in lieu of a nameplate and K-9 pin.

b. K-9 Vehicles

Canine 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. Canine vehicles shall be assigned by the K-9 Supervisor. Canine vehicles are to be kept clean, in good working condition, and be an excellent example for other officers to emulate. Canine 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 canine 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, canine 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 Oceanside 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.

c. 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
- Locks and cable(s) for securing the narcotic training aids storage case in the vehicle
- Four (4) pairs miniature tongs for handling training aids
- Glass storage jars for narcotics training aids and tongs
- Narcotic training aids (determined by Department Trainer and K-9 Unit chain of command)

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

d. 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 random inspection, annually, during on-duty time.

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. The equipment will be checked and logged, and the checklist will be kept in the

handler's divisional files. 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 canine 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.

5. ADMINISTRATION

a. Dog Ownership

Dogs purchased and accepted for training and use by the K-9 Unit are the sole property of the City of Oceanside 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. 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/donated to a member of the Department or to the public. A transfer fee may be required, but shall be determined by the K-9 Unit Chain of Command. In all cases, the City Attorney's Office will prepare a letter indemnifying the City of Oceanside, the Oceanside Police Department, and the OPD 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 Oceanside's K-9 account contained in the Department's annual budget.

b. Police Service Dog Personnel Records

Once a dog has been accepted into the program, the K-9 Supervisor will prepare a canine personnel file. The file will include the handler's identifying information, the dog's

name and ID number, background information concerning breeding lines, any AKC or previous training (Schutzhund or KNPV) paperwork, medical records, training records, and any other pertinent record(s) of the dog's qualifications. Upon retirement or death of a K-9, the dog's file will be sent to City archives for storage for a period of no less than five (5) years after the date of retirement or death.

c. Licensing and Identification

All Oceanside 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 per OCC 4.18(d) (1). 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.

d. 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 inspection is an important factor in the dog's health and must be done on a daily basis. 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.

e. 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. The K-9 Supervisor and/or handler in his absence is authorized to seek medical treatment up to \$500.00. Any further medical treatment will be authorized by the K-9 Lieutenant or via the Chain of Command. An officer's report will be submitted to the K-9 Supervisor detailing the incident, together with any paperwork and/or cost invoices.

f. Vacation Leave

Unless other arrangements are made and approved by the K-9 Supervisor, handlers may kennel their dogs at the Pacific Animal Hospital (2801 Oceanside Blvd, 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.

g. IOD Leave

In the event a handler is placed on an IOD status due to injury, it may be necessary to kennel the PSD at the Pacific Animal Hospital. 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.

h. Field Operations Budget – K-9 Account Management

The annual budget for the Department includes a separate account for non-routine, or emergency, K-9 Unit expenditures. Donations from the public to the K-9 Unit, or monies specified by the Police Department administration, are deposited into the account.

i. City of Oceanside Vendors for the K-9 Unit

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

Department Canine Trainer:

Manuel Villanueva
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 Manufacturing, LLC
www.Rayallen.com
975 Ford Street
Colorado Springs, CO 80915
800-444-0404

Boarding

Oceanside Pet Hotel
2909 San Luis Rey Road
Oceanside, CA 92054
760-757-2345

Food/Supplies:

PETCO
3875 Mission Avenue
Oceanside, CA 92054
760-754-1400

Department Veterinarians:

Pacific Animal Hospital
2801 Oceanside Blvd.
Oceanside, CA 92054
760-757-2442

Emergency Veterinary Care:

CVS CA Vet Specialists
2310 Faraday Ave
Carlsbad, CA
760-431-2273