



# Vancouver Police Department

## *K9 Manual*

*James P. McElvain, Ph.D., Chief of Police*

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# Vancouver Police Department K9 Manual

## FOREWORD

This is a standard operating procedure (SOP) manual. Members of the K9 Unit are subject to, and bound by, Federal Law, Washington State Law, Vancouver Police Department Policy and General Orders.

## SECTION I: UNIT OVERVIEW

### DEFINITIONS

**APPREHENSION** A suspect surrenders or is otherwise brought into custody as the result of a canine deployment. This may be because the canine was used as trained, or because the suspect surrendered after becoming aware that the canine might be used.

**APPREHENSION WITH CONTACT** A canine makes contact with a suspect to bring the person into custody.

**DEPARTMENT DESIGNATED TRAINER** Vancouver Police Officer, qualified through training/experience, to train Police K9 Teams in patrol work and narcotics detection. The trainer will complete a trainer's course through an appropriate canine vendor or training facility. The course should include canine selection, obedience, control work and detection work. The trainer should be recognized by the Washington State Police Canine Association (WSPCA) as a trainer. Within the K9 Unit, he/she is subordinate to the K9 Supervisor.

**DEPLOYMENT** The specific term for commanding a Police Service Dog (PSD) to track, apprehend a suspect, search for a suspect, search for evidence or search for the odor of controlled substances.

**K9 HANDLER** Regular Vancouver Police Officer assigned to the Vancouver Police K9 Unit and who has successfully completed Department training.

**K9 WARNING** Loudly verbalizing or using a public address (PA) system to give a warning that a police service dog is about to be used to search/apprehend a suspect. The warning will include:

1. A statement of authority (e.g. "Police")
2. Instruction to the suspect and/or anyone else in the designated search area (e.g. a command to make their presence known)
3. The consequence if they do not comply (e.g. that they may be bit by the Police Service Dog (PSD))
4. Wait a reasonable amount of time for the suspect to verbally and the physically surrender before using the PSD.

The following is an example VPD K9 warning: ***"Vancouver Police Canine. You have 5 seconds to make your presence known or a police dog will be sent to find you. When he finds you, he will bite you."***

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**POLICE SERVICE DOG (PSD)** A dog owned by the Vancouver Police Department that has been trained to, and certified to, Washington State Training Commission Policy (WSCJTC) Standards and has been approved for duty by the Department Designated Trainer and the Chief of Police through the proper Chain of Command.

**PROPORTIONAL**

To be proportional, the level of force applied must reflect the totality of circumstances surrounding the situation at hand, including the nature and immediacy of any threats posed to officers and others. Officers must rely on training, experience, and assessment of the situation to decide an appropriate level of force to be applied. Reasonable and sound judgment will dictate the force option to be employed.

Proportional force does not require officers to use the same type or amount of force as the subject. The more immediate the threat and the more likely that the threat will result in death or serious physical injury, the greater the level of force that may be proportional, objectively reasonable, and necessary to counter it.

## **MISSION**

The mission of the Vancouver Police Department K9 Unit is to provide the highest level of Police K9 service to the community that we serve. The police service dog is used to locate suspects, controlled substances and/or evidence at/or near crime scenes and to provide protection and/or backup for the line officers when possible and practical. The primary function of the K9 Unit is to support the operations of the police department.

## **PHILOSOPHY**

The Vancouver Police Department K9 Unit utilizes the find and bite deployment philosophy. That is, the Police Service Dog is trained to locate a suspect and apprehend the suspect by biting and holding the suspect until commanded to release. The decision to utilize a PSD in any given situation shall be made by the K9 Handler and/or supervisor on scene. The decision to use force will be made by the K9 Handler. It shall be the Handler's responsibility to know the capabilities of the Police K9 and the applicable legal standards authorizing deployment and Department policy (see Policy 317).

Each K9 Team will be trained to the standards outlined by Washington State Criminal Justice Training Center (WSCJTC). Each team will receive at least the minimum number of hours of training and be certified according to the WSCJTC standard. Each team will receive regular re-certifications. Each team will receive regular weekly trainings.

The Vancouver Police may utilize the following types of PSDs: Patrol Only; Drug Detection Only; or Patrol/Drug Detection Cross Trained Dogs.

A good working relationship between members of the K9 Unit, Patrol Officers and Officers of Specialty Units from VPD and outside agencies is essential to accomplishing our mission. Prompt response must be given to all requests for PSD assistance, whether

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on duty or when off duty.

## **ORGANIZATION AND CHAIN OF COMMAND**

K9 Handlers are assigned to the Special Operations Division. With regard to K9 matters, the K9 Handlers report to the Special Operations Chain of Command. The chain of command is:

1. Chief of Police
2. Assistant Chief of Police
3. Special Operations Commander
4. Special Operations Lieutenant
5. Special Operations Sergeant
6. Department Designated Trainer
7. K9 Handler

K9 Teams are attached to Patrol Squads. For daily operations, K9 Handlers will report to the on-duty shift supervisor.

Select K9 Teams may be assigned to the SWAT Team. For SWAT operations, the Handler will report to the SWAT Chain of Command. Use of force with a PSD during SWAT operations will be reported to the Special Operations Sergeant.

## **QUALIFICATIONS FOR K9 HANDLERS**

Officer candidates for K9 Handler positions in the K9 Unit shall meet the following qualifications:

1. Be a Vancouver Police Department Officer who has successfully completed the probationary period.
2. Reside in housing suitable for a PSD with a private yard (not open to the general public) large enough to house a secured kennel and as approved by the Department Designated Trainer.
3. Have the ability to effectively perform the duties and responsibilities of a K9 Handler.
4. Have the ability to meet the time and dependability commitments required of a K9 Handler.
5. Have the ability to meet the training and certification requirements for a K9 Handler as established by state law and by the Department.
6. Must excel in work initiative, have a strong work ethic and be able to work in high-stress situations with limited supervision.

## **QUALIFICATIONS FOR POLICE SERVICE DOG**

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Candidate Police Dogs shall meet the following specifications:

1. Prospective PSDs will be obtained from breeders, brokers or other sources as determined by the special operations sergeant and designated department trainer. Prospective PSDs will be of breeds typical to industry standards within U.S. police department canine units.
2. Prospective PSDs will be preferably ten months to two years old. Age will not be a controlling consideration if the Department Designated Trainer assesses that the dog meets or exceeds those qualities sought in a successful working police dog.
3. Prospective PSDs must pass the initial survey by the Department Designated Trainer with regard to needed instincts, traits, behavior, and physical capabilities.
4. Prospective PSDs must pass a medical examination by a Vancouver Police Department approved veterinarian as to physical composition and ability to perform the required work of a PSD.

## **SECTION II: UNIT OPERATIONS**

### **ASSIGNMENT OF K9 TEAMS**

K9 Teams will be attached to patrol shifts. Normally, there will be one K9 Team assigned to a swing shift or early swing shift on each letter day and one K9 Team assigned to graveyard shift on each letter day. Each K9 Handler will be expected to attend the shift briefing with their assigned shift on a regular basis. K9 Handlers are encouraged to occasionally attend briefings at other precincts.

To minimize response time, K9 Teams will be assigned as a city-wide roving unit. It is expected that when the K9 Handler is not actively engaged in specific K9 duties, he/she is continuing the support role for patrol by responding as back-up, handling calls for service, enforcing traffic laws, and other patrol-related functions. K9 Teams may also be requested to assist specialty units during their normal work shifts or at other times subject to the terms of the Collective Bargaining Agreement with the applicable union.

When a K9 Handler is working overtime as a patrol officer, he/she will give priority to their assigned beat/district assignment. He/she will sign in using the radio call sign of the beat/district they are working. At the discretion of the patrol sergeant, the K9 Handler may drive his/her assigned K9 patrol vehicle and bring the police service dog with them. If there is a need for K9 service during the overtime shift, unless it is an immediate emergency situation, the K9 Handler will defer to an on duty VPD K9 handler.

### **RADIO CALL SIGN DESIGNATORS FOR K9 TEAMS**

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K9 Teams will be assigned permanent radio unit designators. "2H" numbers (e.g., 2H5, 2H6, 2H7, 2H8, and 2H9) are the current unit designators assigned to the Vancouver Police K9 Unit. If any changes are made to the call designators, CRESA should be notified.

K9 handlers will sign in with their appropriate K9 call designator when performing regular K9 duties. When working patrol overtime or special details, K9 Handlers will sign in with the appropriate call designator for the overtime assignment or detail.

## **STANDARDS OF PERFORMANCE**

1. Prior to being assigned to street duty, each K9 Team will meet the minimum hours of training as required by the Washington Administrative Code (WAC), pass the adopted standards as set forth by WSCJTC policy and the Washington State Police Canine Association (WSPCA) Certification.
2. Each K9 Team will be evaluated on an on-going basis to verify that he/she is maintaining the basic standards and will be required to pass regular WSCJTC and WSPCA certifications.
3. It is the responsibility of each K9 Handler to immediately advise the Department Designated Trainer and the K9 Supervisor, and document in a memorandum, any indication that his/her police dog may not be performing up to the basic standards, or showing behavior not consistent with the canine program.
4. It is the responsibility of the K9 Handler, the Department Designated Trainer and the K9 Supervisor or his/her designee to correct, through training, any significant deviation of a K9 team from the basic standards.
5. If, after an appropriate training period as determined by the K9 Supervisor and/or Department Designated Trainer, a K9 Team cannot meet and maintain the basic performance standards, the team will be taken off active duty for further remedial training. If after this period of remedial training the K9 Team cannot meet and maintain basic performance standards, the K9 Team will be removed from service.
6. If a PSD appears to be deviating significantly from basic standards, the K9 Supervisor and/or Department Designated Trainer will determine whether the PSD should immediately be taken out of service. In making this determination, they will consider the fact that K9 work is extremely varied and a PSD's performance and qualifications cannot be measured by one or two cases alone, and a PSD's response in any given situation may be in reaction to unique conditions specific to that case.
7. The use of a PSD may result in a use of force. The K9 Handler is responsible for that use of force. The K9 Handler must at all times be aware of the dog's behavior, health and welfare and must immediately notify the K9 Supervisor and Department Designated Trainer, and document in a memorandum, any changes in these factors that may affect the PSD's

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acceptable working status.

## **DUTIES OF THE K9 SUPERVISOR**

1. Report directly to the K9 Lieutenant with regard to K9 policy and administrative matters.
2. Coordinate training within the K9 Unit and ensure that other Department units are familiar with the operation and procedures of the K9 Unit.
3. Coordinate equipment needs, repairs, and replacements for K9 Handlers and their PSDs.
4. Prepare and justify budgetary needs of the K9 Unit.
5. Review PSD use of force incidents. This may include hospital visits and suspect interviews to ensure proper procedures were followed and the incident is thoroughly documented.
6. Monitor, review and enter the K9 unit's training records.
7. To evaluate, research and document options regarding programs, training, equipment, and/or personnel changes affecting the Police Department and its delivery of service to the public.

## **DUTIES OF THE DEPARTMENT DESIGNATED K9 TRAINER**

1. Oversee weekly training to ensure VPD K9 Teams and contracted K9 Teams are maintaining essential skills and advancing their skills as the team matures.
2. Administer remedial training when needed.
3. Ensure VPD K9 Teams and contracted K9 Teams certify on a regular basis consistent with applicable WSPCA and WSCJTC Standards.
4. Ensure K9 lesson plans are up to date.
5. Administer K9 academy classes for VPD and other agencies in our region.
6. Select new PSD(s) that best fit the needs of VPD.
7. Maintain trainer certification with WSPCA.
8. To evaluate, research and document options regarding programs, training, equipment, and/or personnel changes affecting the Police Department and its delivery of service to the public.



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## **DUTIES OF THE DEPARTMENT DESIGNATED K9 HANDLER**

1. Apprehension of criminals and detection of controlled substance within VPD policy and applicable law.
2. Attend regular training to certify and maintain proficiency in the areas of tracking, detection of controlled substances, and tactical training.
3. Provide for the daily care and maintenance of the assigned police canine.
4. Provide assistance to the Patrol Bureau when not specifically assigned to an incident requiring the use of a police canine.
5. Document training and utilization of the police canine.
6. Assist other police units, to include agencies outside of VPD, as needed.
7. Maintain patrol work and controlled substance detection certification through WSPCA and CJTC policy.
8. Evaluate, research and document options regarding programs, training, equipment, and/or personnel changes affecting the Police Department and its delivery of service to the public.

## **RESPONSE OF K9 TEAMS**

When there is a K9 Team in service, it is expected that they will respond to any calls in which a PSD may be of assistance in the city of Vancouver. The K9 Handler will respond safely; adhering to the VPD vehicle operation policy.

Any officer, who believes a K9 Team may be of use, should request K9 assistance. Any officer may request response of a K9 Team when circumstances indicate a possible need. Officers are encouraged to consult with a K9 Handler if they have a question about a possible deployment.

Things to consider when requesting a K9 team may include, but are not limited to:

1. The severity of the crime. See Policy 317 - Canines. The safety risk to the public or officers on scene.
2. Whether or not the suspect is actively evading arrest.
3. Suspect(s) may still be on the premises.
4. Suspect(s) may be hiding in the area.
5. Suspect(s) just fled on foot.
6. Evidence or property may be hidden or destroyed in the surrounding area.
7. Time delay.
8. Safety to the public.

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## 9. Contamination of the scene.

When a K9 Team responds to a call, the decision to utilize the PSD will be determined by the K9 Handler and/or the on scene supervisor.

### **CALL OUT OF THE K9 TEAMS**

K9 Teams may be subject to call out 24 hours a day. K9 Handlers will use cell phone text messaging to receive call out notifications.

The decision to call out an off-duty K9 Team shall be made by a supervisor or incident commander if they determine a K9 Team is needed. The supervisor or incident commander may contact the K9 Supervisor and/or K9 chain of command via Dispatch for consultation regarding potential call outs or planned events.

A timely response to call outs is crucial. If K9 Handlers foresee a delay in their response, they will coordinate with other K9 Handlers for a more timely response.

For health concerns, K9 Handlers should not respond to a call out within one hour of having fed their assigned PSD. At the discretion of the K9 Handler, this requirement can be waived in the event of an emergency situation.

### **RESPONSE OF THE K9 TEAMS TO OTHER AGENCIES**

The Vancouver Police Department K9 Unit is part of a regional K9 group that includes the Battle Ground Police Department, Washougal Police Department and the Clark County Sheriff's Office. As part of that regional team, we will provide K9 service to all jurisdictions within Clark County pursuant to the then-existing applicable Memorandum of Agreement, Inter-local Governmental Agreement or Memorandum of Understanding and/or state law with regard to mutual law enforcement assistance. This service can be provided by either on duty or off duty K9 Teams.

For K9 assistance requests outside of Clark County, the Vancouver Police K9 Unit may respond to reasonable law enforcement requests for assistance. The decision to respond outside of Clark County will be made based on the situation at hand, the availability of K9 Teams, and weighed against the need for K9 service in Vancouver and Clark County. When feasible, prior to leaving the city, the K9 Handler will request authorization from the on-duty supervisor and/or K9 Supervisor to assist with the request. This service can be provided by either on duty or off-duty K9 Teams pursuant to the then-existing applicable Memorandum of Agreement, Inter-local Governmental Agreement or Memorandum of Understanding and/or state law with regard to mutual law enforcement assistance.

### **K9 USE OF FORCE**

VPD K9 Handlers and Vancouver Police personnel recognize that utilizing a K9 Team

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may result in the use of force. When deciding to utilize a PSD, the K9 Handler will consider and base the decision to deploy on the situational factors while applying the following considerations from *Graham v. Connor* and *Miller v. Clark County*, 340 F.3d 959, 967 (2003).

1. The severity of the crime. See policy 317
2. Whether the suspect poses an immediate threat to the safety of officers or others.
3. Whether a suspect is actively resisting arrest or attempting to evade arrest at the time.
4. The availability of less intrusive means to gain subject compliance.

## **DOG HANDLING – GENERAL**

1. Police Service Dogs shall be kept under control at all times. The following types of control are authorized: physical control, leash/lead, E-Collar control, verbal control, or enclosure (K9 vehicle insert, kennel, or crate). The Department Designated Trainer and/or the K9 Chain of Command may authorize other means of control. Other than emergency situations, the only personnel authorized to handle/control a Vancouver Police Department PSD is the assigned K9 Handler or other member of the K9 Unit.
2. It is understood that when deploying a PSD, the K9 Handler may, at times, lose sight of the PSD. This will not be considered a loss of control of the PSD.
3. PSDs shall not be left unattended where they may have contact with the public. PSDs shall not be kept in kennels, crates, or vehicles in a manner in which they may have contact with the public or in which the PSD can exit the kennel, crate, or vehicle without assistance. The Department will provide kennels, crates, and K9 patrol vehicles to house and transport the PSD. It is the K9 Handler's responsibility to make sure these items are in good working condition and are used properly. When the PSD is properly contained in a kennel, crate, or K9 patrol vehicle, the dog is not considered to be unattended or not under the control of the Handler.
4. K9 Handlers, either on or off duty, may exercise their assigned PSD at their discretion and/or as determined by the Department Designated Trainer. Public safety, officer safety, and safety of the PSD will be considered when exercising the PSD. The PSD will be under Handler control at all times and will be exercised in an area with limited or preferably no public access.
5. PSDs may either be spade/neutered or left intact. The decision to spay or neuter will be made on an individual basis and will be made by the K9 Unit Chain of Command, K9 Handler and with input from an authorized veterinarian. No PSD shall be used for breeding purposes unless approved in writing by the K9 Unit Chain of Command.

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6. The Department will provide all veterinary care for the PSD. K9 Unit Chain of Command will authorize a local veterinarian as a general health care provider. It is the K9 Handler's responsibility to ensure that the PSD receives regular checkups and required vaccinations. Pre-planned veterinary appointments will be pre-approved by the K9 Supervisor. Emergency health care will be obtained immediately and the K9 Unit Chain of Command will be notified as soon as practical.

## **DOG HANDLING – OPERATIONAL**

The decision to utilize a Police Service Dog on a specific police operation will be made by the K9 Handler and the on-scene supervisor. If either the on-scene supervisor or the K9 Handler reasonably believes the K9 Team should not be deployed, the deployment is cancelled. After the decision has been made to deploy, the tactical canine deployment measures used shall be at the discretion of the K9 Handler. The K9 Handler will keep in mind the dog's capabilities and limitations as the deployment evolves.

Both the on-duty supervisor and the K9 Handler have the authority to order the K9 Team to terminate the deployment. It is not necessary that the supervisor and the K9 Handler agree.

When the K9 Handler arrives at a scene, he/she will consult with the primary officer on scene or the on-duty supervisor and determine if the use of the PSD is appropriate. After obtaining the information for the incident and the PSD is determined to be appropriate or the incident is developing and the use of the canine maybe needed, the handler may have the PSD out of the vehicle ready for deployment. Appropriate use of the K9 Team will consider all pertinent information reasonably available at the time; including, but not limited to:

1. The involved individual's age.
2. The severity of the crime. See policy 317
3. Whether the suspect poses an immediate threat to the safety of the officers or others.
4. Whether a suspect is actively resisting arrest or attempting to evade arrest.
5. The potential for flight if the canine is not utilized.
6. The degree of force that reasonably appears necessary to apprehend the suspect. The use of the canine should be proportional to the threat.
7. The availability of less intrusive means to apprehend the subject.
8. Any other requirements of the Use of Force policy.
9. The legal authority to apprehend the suspect.
10. If the deployment involves entering a building, do we have the legal authority to do so, i.e., search warrant or valid warrant exception (e.g., exigent circumstances or consent)?

The K9 Handler will take at least one other officer with him/her on all searches. Whenever feasible and possible, the cover officer will be a uniformed officer equipped with a long gun.

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Whenever possible and practical, the K9 Handler will give a verbal K9 warning prior to starting a search, sending the PSD to apprehend a suspect, or otherwise deploying the PSD in a patrol function which the K9 would be used as force. If possible, the warning should be recorded through dispatch. Subsequent warnings should be given and logged with dispatch as needed on extended tracks, large area searches, or while searching large buildings or multi-level structures. A PSD can be deployed without a warning only if there is a reason, based on articulable facts, why a warning should not or could not be provided. The reason for not providing a warning will be documented in a written police report. The warning will include statement of authority (Police); instructions to the suspect and/or anyone else in the designated search area (make their presence known) and the consequence if they do not comply (may be bit by the PSD). Wait a reasonable amount of time for suspect to verbally and/or physically surrender before using the PSD.

If the handler is conducting an area search or track for evidence a K9 warning should be provided advising a K9 will be searching the area. This is to advise any public that a K9 is in the area. If possible, the warning should be recorded through dispatch. Subsequent warnings should be given and logged with dispatch as needed on extended tracks, large area searches, or while searching large buildings or multi-level structures.

## **DEPARTMENT AUTHORIZATION FOR USE OF A K9 TEAM**

The Vancouver Police Department authorizes the use of a K9 Team in the following circumstances. It is understood that every situation is unique and will be evaluated on its own merits. If a situation arises that is not listed below, for non-emergency situations, the K9 Handler will consult with the K9 Chain of Command for approval prior to use of the Police Service Dog. In emergency situations, the K9 Handler may decide whether to utilize the PSD or not based upon their training, experience and knowledge of applicable legal standards.

1. When an officer reasonably believes that a K9 will enhance law enforcement efforts to:
  - (a) Protect officers or others from death or an immediate threat to safety.
  - (b) Locate suspects and/or evidence at or near crime scenes.
  - (c) Search for lost or missing persons.
  - (d) Support field operations such as SWAT activities, perimeter assignments, special projects and/or school drug sniffs.
2. To enforce laws regarding controlled substances by:
  - (a) Assisting in the search for controlled substances during a search warrant service.
  - (b) Obtaining a search warrant based on the PSD's alert during a canine sniff of the exterior of a vehicle.
  - (c) Searching a vehicle or other enclosure based on consent or valid search warrant exception.
  - (d) Searching a building, area or item as allowed by Department policy and by law.

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3. To search for and/or track a suspect if an officer reasonably believes that:
  - (a) The suspect has either committed or is about to commit a criminal offense.
  - (b) The suspect poses an immediate threat of violence or serious harm to the public, any officer or the K9 Handler.
4. To apprehend a suspect if:
  - (a) The individual is actively resisting arrest and the use of the canine appears to be necessary to overcome such resistance. The use of the canine should be proportional to the threat.
  - (b) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.
5. During SWAT activations under the following circumstances:
  - (a) Any K9 Team may be assigned to a perimeter position.
  - (b) K9 Teams that have received specialized SWAT training may assist SWAT team during operations.
  - (c) The K9 Team operates under SWAT chain of command.
6. For reasons not listed in this manual with the approval of the K9 Supervisor or a member of the Special Operations Chain of Command.

## **USE OF K9 TEAMS IN SPECIFIC SITUATIONS**

### ***SEARCH FOR A SUSPECT IN A BUILDING***

Officers at the scene should comply with the following procedures when searching for evidence and/or a suspect in a building or related structure:

1. Follow the appropriate procedures to call out a canine team.
2. Secure the building perimeter or area to avoid contamination, but does not conduct a preliminary search.
3. Notify the on duty supervisor.
4. Evaluate any potential danger to the PSD (secondary exit points, open upstairs windows) and notify the K9 Handler or on scene supervisor if hazards are noted.
5. Remain in a designated perimeter position until advised by the K9 Handler to clear.
6. Assist as directed by the supervisor at the scene and/or the K9 Handler.

The on-duty supervisor should comply with the following procedures:

1. If possible, respond to the scene.
2. Ensure that appropriate actions are taken to secure the area and prepare the area for deployment of the K9 Team; including having a perimeter set, if appropriate.
3. Once the K9 Team arrives, ensure that the K9 Handler is briefed on the crimes; number and descriptions of suspects involved; their identity (if

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known); any weapons involved; the suspect's proclivity to violence; the suspect's last known location and point of entry; and any other pertinent information available.

4. In consultation with the K9 Handler, determine the appropriate use of the K9 Team by considering pertinent and available information at the time.
5. If either the supervisor or the K9 Handler believes that the K9 Team should not be deployed, cancel the deployment of the K9 Team.
6. Ensure that any suspect is transported in a vehicle separate from the canine.

The K9 Handler should comply with the following procedures:

1. Respond to the scene.
2. In consultation with the on-duty supervisor, determine the appropriate use of the K9 by considering all pertinent information reasonably available at the time.
3. If either the supervisor or the K9 Handler believes that the canine team should not be deployed, cancel the deployment of the K9 Team.
4. The K9 Team conducts a search in accordance with this manual and applicable training including:
  - (a) Taking at least one officer or supervisor for back up during the search.
  - (b) Following the procedures outlined in the Use of Force policy.
  - (c) Provide a clear and audible K9 warning prior to deploying the K9 into the building, and follow up warnings when searching multi-level or very large buildings.
  - (d) Command the K9 to disengage or physically remove the K9 as soon as the suspect is subdued or readily complies with officer direction.
  - (e) Remove the K9 or suspect from the scene as soon as it is safe and practical.

## ***TRACKING OR APPREHENDING A SUSPECT***

Officers should comply with the following procedures to track and/or apprehend a suspect:

1. When pursuing a suspect and the suspect is lost, the pursuing officer will stop and pinpoint the location where the suspect was last seen; and avoid vehicle or foot movements in the area where the suspect was last seen. The pursuing officer should direct the initial responding units to locations that are most likely to quickly contain the suspect.
2. An officer or supervisor on scene will set the perimeter, attempting to contain the suspect in a given area, and determine as quickly as possible whether to contact a K9 Team.
3. Perimeter officers should stay outside of their cars. Perimeter officers should keep their emergency lights on and should not search independent of the K9 Team.
4. Officers should be aware of their immediate surroundings in the event the suspect was forced "to ground" close by.
5. If required, a K9 Team is called out following the procedures in this manual.
6. The K9 Handler takes action to track and/or apprehend the suspect in accordance with this policy and with applicable training.

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7. Command the K-9 to disengage or physically remove the K9 as soon as the suspect is subdued or readily complies with officer direction.
8. One or more officers accompany the K9 Team on the track.
9. Remove the K9 or suspect from the area as soon as it is safe and practical.
10. The on-scene supervisor ensures that the suspect is transported in a vehicle separate from the K9.

## **DOG CONTACT PROCEDURE**

Whenever a Vancouver Police Service Dog bites, scratches, or otherwise injures a person, the K9 Handler will make medical attention a priority. Medical aid from the Fire Department, AMR, or SWAT Medics will be summoned for as soon as the tactical situation allows. Subjects injured by a PSD will be treated at the scene as soon as possible and transported to a medical facility for treatment as soon as practical.

Whenever a suspect or a citizen is contacted by a PSD, the subject will be checked by medics; even if there is no apparent injury.

The K9 Handler will take photographs of both the geographic and physical location where any person is injured by the PSD if possible. The geographic photos pertain to the scene or site where the person was located when the injury occurred, and the physical photos pertain to the location on the body where the bite occurred.

The K9 Handler will, as soon as possible, notify the on-scene supervisor and K9 Chain of Command anytime a PSD makes contact with a citizen or suspect regardless of the level of injury.

The K9 Handler will make arrangements for any person injured by a PSD to be transported to a medical facility for treatment after on-scene treatment. Suspects can either be transported by ambulance or in a patrol car depending on the extent of the injuries. The K9 Handler will arrange with the on-scene supervisor to have an officer accompany the suspect to the hospital, standby while the suspect is treated, and transport/book the suspect into jail once released.

The K9 Handler will respond to the hospital and interview the suspect in detail about the events that led up to the PSD contact. The K9 Handler will also photograph the suspect and any injuries. All injuries to the suspect should be documented whether caused by the PSD or not.

The K9 Handler will complete a detailed written documentation any time a PSD causes an injury to any person or has physical contact with a suspect or citizen that could have resulted in an injury. Documentation will be forwarded up through the special operations chain of command.

## **PUBLIC RELATIONS – DEMONSTRATIONS**

The Vancouver Police K9 Unit is dedicated to promoting a positive public image of the K9



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Unit and the Vancouver Police Department. The following rules will be adhered to by K9 Handlers to ensure good public relations. K9 Handlers will ensure the area in which the public demonstration will be conducted is safe and appropriate for the type of demonstration. Public safety, officer safety, and safety of the K9 will be considered in all demonstrations.

1. Request for public demonstrations will be routed through the Special Operations Chain of Command. The K9 Supervisor will assign demos to K9 Handler(s).
2. The K9 Handler in charge of the demo will be responsible for planning what type of work will be done. Things that will be considered when planning the demo are: location of demo, type of audience, age of audience, number of K9 Handlers assigned to the demo, etc.
3. Types of demonstrations are: Meet and Greet, Patrol Demonstrations and Drug Detection Demonstrations. Public Demonstrations can be any combination of these as decided by the K9 Handler and K9 Chain of Command.
4. While performing such demonstrations, the apparel worn by the K9 Handler shall be the regular on-duty work apparel, in good order, neat and clean in appearance. If a K9 Handler is to act as an agitator/quarry in a public demo, he/she may dress down from the regular K9 uniform or wear appropriate civilian attire. The Police Service Dog will be clean and groomed. K9 vehicles and equipment used in demos will be clean and serviceable.
5. No live firearms will be carried by K9 Handlers when they are actively, publicly demonstrating bite work, muzzle work, or any other suspect apprehension scenario. The K9 Handler will utilize an inert training gun (red/blue gun), cap gun, or other inert weapon. However, at least one K9 Handler will remain armed during all public demonstrations.
6. K9 Handlers will ensure that public demos are professional and appropriate. K9 Handlers will be aware that all public demos may be photographed and/or video recorded by members of the public.
7. The Department Designated Trainer, K9 Handler, and K9 Supervisor will collaborate on what type of demonstration each K9 Team will do in public based on the team's level of training and experience.
8. For Meet and Greet Demonstrations, members of the public may be allowed to touch, pet, or be in close proximity to the PSD. It is the K9 Handlers responsibility to manage these situations with the utmost consideration to safety. The K9 Handler will direct the public on how to interact with the K9 and ensure the PSD is calm and approachable. The K9 Handler may decide to have the PSD wear a muzzle during Meet and Greet demonstrations. The decision to use a PSD for Meet and Greet Demonstrations will be based on the PSD's level of training, experience and socialization of the PSD. The Department Designated Trainer, K9 Handler, and K9 Supervisor will collaborate on that decision.

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## **CONTROLLED SUBSTANCE DETECTION**

### ***GENERAL PURPOSE:***

K9 Handlers and PSDs trained in controlled substance detection will be applied as a sophisticated tool to enhance the capabilities of Patrol and Detectives in the location of those controlled substances that the teams are trained to detect.

### ***QUALIFICATIONS FOR CONTROLLED SUBSTANCE DETECTION DOGS:***

It is recognized that a large number of dog breeds can be trained in controlled substance detection and, therefore, no specific breed is excluded from this work.

The following are the general specifications for controlled substance detection dogs:

1. Pass the initial survey conducted by the Department Designated Trainer with regard to required instincts, traits, drives and physical capabilities.
2. Pass a medical examination by a qualified Veterinarian as to general health, physical composition and ability to perform the required work of controlled substance detection.
3. Once trained, controlled substance detection dogs will be qualified to detect the following substances:
  - a. Methamphetamines
  - b. Crack Cocaine
  - c. Cocaine
  - d. Heroin

PSDs properly trained in controlled substance detection should be able to alert to various quantities of the above substances.

## **CONTROLLED SUBSTANCES TRAINING-AID PROCEDURES**

### ***CONTROLLED SUBSTANCES AUTHORIZED TO BE ASSIGNED TO VPD HANDLERS:***

VPD canines are trained to detect the presence of controlled substances. To establish and maintain this training, canine handlers need to possess controlled substances as training aids. Upon approval of the Canine Supervisor, members of the canine unit are authorized to use samples of controlled substances in the training of their dogs in narcotics detection.

This section outlines the process used to authorize, procure, use, store and return controlled substances utilized for canine training aids.

### ***FORMS USED:***

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- 1) The **Vancouver Police K-9 Unit Controlled Substances Request:** Will be filled out by the handler and sent to the Canine Supervisor for approval. Once approved, it will be sent from the Canine Supervisor to the Evidence Unit Supervisor for review and issuance of the aids. Copies will be maintained in the in the canine handlers file in the Special Operations Division as well as a by the Evidence Unit.
- 2) **Evidence Transaction Receipt:** Generated by the Evidence Unit once controlled substances are issued to the handler. The original signed receipt is retained by the Evidence Unit. A copy of the signed receipt is kept with the Controlled Substance Request Form and maintained in the canine handlers file by the Canine Supervisor as well as by the Evidence Unit. An additional copy may be kept by the handler.

## ***CONTROLLED SUBSTANCES TRAINING AIDS:***

Typically, the only types of controlled substances that will be check out from the Evidence Unit for use as training-aids will be:

- Cocaine
- Heroin
- Methamphetamine

Ideally, the amount of narcotics for each odor should be between 30-60 grams but may vary based on availability and the needs of the unit. This allows the handler to separate each odor into varying amounts and bins for different training purposes. The handler is responsible for retaining the entire quantity of the issued controlled substance regardless of how they choose to package it for training purposes.

## ***PROCESS FOR CHECKING OUT/REPACKING CONTROLLED SUBSTANCES:***

Canine handlers will contact the Canine Supervisor and advise when their narcotic training aids need to be checked out (initially or for re-supply). The handler will fill out a VPD K-9 Controlled Substance Request Form and present it to the Canine Supervisor for approval. Once approved, it will be sent from the Canine Supervisor to the Evidence Unit Supervisor for review and issuance of the aids. When the controlled substances are issued, a copy of the Evidence Transaction Record will be attached to the processes request form and maintained in the handler's file in the Special Operations Division as well as the evidence file in the Evidence Unit.

During issue, the substances will be weighed in its original packaging by the evidence technician and witnessed by the handler. The handler will then sign the chain of custody lines on each package as well as the transaction receipt. The handler will maintain possession of the original packaging the controlled substances were contained in.

Once weighed and assigned, the handler can then repack the drugs as required for training. As drugs are repackaged, each bag shall have the handler's initials, bag number

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(i.e., 1 of 10, 2 of 10, etc.) and original case number or evidence tracking number written on each bag. The repackaging will be weighed and witnessed by the issuing evidence technician.

## ***SECURITY OF CONTROLLED SUBSTANCE:***

Controlled substance training aids will be kept separate to maintain the integrity of the odors and the packaging. The containers will have the handler's name and PSN affixed or written on it. When not in use, the containers will be kept in one of these authorized locations:

- The canine handler will store the controlled substances within a container inside the locked trunk or locked storage compartment of a departmental vehicle.
- Locked in a precinct temporary evidence locker. (A note will be made on the temporary evidence log-board of the use of the locker.)
- Controlled substances assigned for training will only be stored in other secure locations in emergency situations as detailed below.

The controlled substance used for canine training aids will only be removed from the container within the locked trunk or locked storage compartment of a departmental vehicle for official VPD business. It will be immediately returned to the secure vehicle storage compartment when no longer in use.

Any loss, damage or unusual circumstance involving controlled substance assigned to handlers shall be reported to the Canine Supervisor immediately.

## ***EMERGENCY SITUATIONS:***

In the event of an emergency, such as a handler-involved vehicle collision, breakdown, shooting, death or serious injury, and the handler is unable to maintain possession of their vehicle, the container used to store assigned controlled substances should be removed from their trunk lock-box sealed in a bag and placed into a precinct temporary evidence locker by one of the following:

- Another handler
- Shift Supervisor
- Canine Supervisor

If none of the above people are available to take possession of the controlled substances, another officer may do so. In any event, the Canine Supervisor should be notified immediately.

Written documentation will be completed to identify the controlled substance as belonging to a handler and not considered evidence. The narcotics will be returned to the Evidence Unit for safekeeping. The Evidence Unit will maintain the drugs until the handler can assume possession of them again. The Canine Supervisor will coordinate the return of the controlled substances to the handler when appropriate. The drugs and

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packaging will be weighed at the Evidence Unit prior to its return to ensure no loss of narcotics occurred.

## ***DAMAGE TO BAGS OF CONTROLLED SUBSTANCE:***

If a bag of controlled substances is damaged to the point that controlled substance may have been lost, the bag should be placed into the original packaging and then into a storage bag. The damaged controlled substance should then be re-weighed at the Evidence Unit to document any loss. The evidence technician will note this occurrence in the transaction receipt and the handler will complete a memorandum to the Canine Supervisor outlining the circumstances. The Canine Supervisor will review the circumstances to determine if further investigation is warranted. The Canine Unit Lieutenant will be notified by the Canine Sergeant of the incident and his/her findings.

## ***ROUTINE CONTROLLED SUBSTANCE AUDIT:***

Controlled substance assigned to canine handlers shall be checked for accuracy every 6 months by the Canine Supervisor. Once an audit has been completed, the Canine Supervisor will note on the transaction receipt the date the audit was performed and whom witnessed. Routine cycling of controlled substance should occur every 12 months to keep the training aids fresh if available through evidence.

NOTE \*\*Different types of narcotics may contain moisture, which in some cases, may dissipate over time. The auditing of the controlled substance aids on a routine basis should alleviate any discrepancy in weight and would keep the drugs fresh for training purposes.

## ***CONTROLLED SUBSTANCE CHECK-IN PROCESS:***

Canine handlers will notify the Canine and Evidence Supervisors when it becomes necessary to cycle or turn in their assigned training aids. The handler will then turn their current training aids into the Evidence Unit with the original packaging. The evidence technician will weigh the packaged controlled substance prior to placing it back into evidence, noting the weight in the handler's transaction receipt. If the controlled substance weights are significantly different than when checked out and no logical reason exists to explain the difference (i.e., moisture dissipation), the Canine Supervisor will be notified.

## **SECTION III: UNIT ADMINISTRATION**

### **GENERAL DOG CARE**

1. It is the responsibility of a K9 Handler to keep his/her PSD in such physical condition that the K9 is able to perform the duties expected by the Department. Any significant indication that the K9 is not in good condition shall be reported to the Department Designated Trainer and the K9 Unit Chain of Command.
2. If a PSD requires veterinary care that is not of an emergency nature, the Handler will notify the K9 Supervisor prior to a veterinary visit. If the PSD's

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condition is such that it requires immediate attention, the Handler will obtain the required veterinary care and advise the K9 Unit Chain of Command as soon as practical.

3. When rendering aid to an injured Department PSD, the provider, when employed by the City of Vancouver Police Department or other law enforcement agency, must have received medical training in the care for PSD's or has successfully passed Department first aid training. Any care that is rendered in the absence of a veterinarian by any member of VPD or other law enforcement agency is permissible in order to provide lifesaving interventions, reduce pain and suffering, and/or expedite medical care and transport. Following and emergency aid, the Department Designated Trainer and K9 Supervisor will be notified as soon as practical.

## **POLICE SERVICE DOG FEEDING**

1. The Department will provide food for the PSD. The type, brand, and vendor of the food will be authorized by the K9 Unit Chain of Command. Reasonable variations and exceptions will be made on a case by case basis depending on individual PSD's health and nutritional needs. Handlers shall not allow anyone, other than their immediate family members, other members of the Regional K9 Unit, or properly trained Department members to feed the Police Service Dog.
2. K9 Handlers will have the option of feeding their assigned Police Service Dog either once a day or twice a day. Handlers will plan feeding times to allow the maximum amount of time between feedings and the PSD's anticipated return to duty.
3. The K9 Handler is responsible for the proper feeding of PSD. The Handler will monitor the PSD's food intake and ensure the K9 maintains a proper healthy weight.

## **DOG CARE**

The K9 Handler is responsible for daily grooming of the Police Service Dog. The PSD will be bathed and brushed as needed. During daily grooming, the K9 Handler will examine the PSD. The examination should include eyes, ears, mouth, nostrils, feet, and general body condition for any abnormalities.

## **EQUIPMENT**

The Vancouver Police Department will issue all necessary equipment for transporting, housing, feeding, training and deployments of K9 Teams. Each K9 Handler will be issued a fully outfitted K9 patrol vehicle equipped with a K9 insert and door popper; an

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assortment of leads to include a 6 foot, 15 foot, and 30 foot lengths; a muzzle; a patrol harness; a patrol vest; a fur saver collar; a pinch/training collar; an e-collar with remote; a food dish; a water dish; a kennel installed on a cement pad; a Dogloo; a crate; and a pooper scooper.

K9 Handlers are responsible for the care, condition, and maintenance of all equipment issued to them. Periodic inspection of equipment may be made by the K9 Supervisor. Damage, loss, wear, or other need for replacement will be reported to the K9 Supervisor.

Equipment used for training and deployment of PSD will be approved by the Department Designated Trainer and the K9 Unit Chain of Command.

## **HOME KENNELED DOGS**

Vancouver Police Department Police Service Dogs will be kept at the K9 Handler's residence in a kennel provided by the Department. The kennel will be of heavy duty chain link and installed on a concrete slab. The kennel is the primary housing location for the PSD. It is the K9 Handler's responsibility to make sure the kennel and concrete slab are kept clean and in good repair. Any wear, damage, or issues with the kennel will be reported to the K9 Supervisor as soon as possible. Kennels are subject to annual inspection by the K9 Supervisor.

The PSD will not be kept in the K9 Handler's home. The PSD will not be allowed to interact with other dogs, pets, or livestock.

During sub-freezing temperatures, the K9 Handler may temporarily keep the PSD in a crate or patrol vehicle inside a garage, shop, barn, or other building that will stay at a safe temperature.

When a K9 Handler is out of town or otherwise unable to feed the PSD or clean the kennel, a responsible family member may be allowed to do those duties on a temporary basis. When the K9 Handler is out of town and a responsible family member cannot assist with feeding and cleaning, the K9 Handler will make arrangements to have another member of the K9 Unit care for the PSD. Arrangements can either be made for the PSD to stay at another Handler's residence in a suitable kennel or another Handler can care for the PSD at the Handler's residence.

## **DISPOSITION OF POLICE SERVICE DOGS**

Whenever a K9 Handler is transferred or otherwise leaves the K9 Unit, the Police Service Dog assigned to that Handler will, unless unfit for continued service, remain under the control of the K9 Unit. The serviceability of any PSD in the K9 Unit will be determined by the Department Designated Trainer and the K9 Unit Chain of Command.

A PSD who is considered to be unable to perform as a police canine any longer due to age or a medical condition may be offered for sale to their last assigned K9 Handler. If the Handler is unable to care for the retiring PSD, other dispositions will be explored.

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A final disposition of the PSD will have to be approved by the K9 Unit Chain of Command. Upon retirement or end of serviceability of any Department PSD, the PSD will be listed as disbanded through WSCJTC.

If a PSD is to be sold to its former Handler, the officer purchasing the dog will, as a condition precedent to the sale, be requested to enter into a contract with the City for the sale of City property (the PSD) in which the purchaser will release the City of Vancouver, the Vancouver Police Department, and the K9 Unit and personnel from all liability or responsibility for anything which concerns or involves the dog after the date of sale. This will be cleared through the K9 Unit Chain of Command and filed with the Police Legal Advisor. The City's standard sale price for a Police Service Dog being sold to its former Handler is \$1.00.

The former Handler purchasing his/her PSD must, as a condition of receipt of the dog, immediately re-license the dog in his/her name and at their expense.

All pedigree papers will be given to the Officer purchasing a PSD.

Where none of the above options exist, PSDs deemed no longer serviceable, shall be withdrawn from Department use in the manner deemed advisable by the K-9 Unit Supervisor and approved by the Chief of Police. In this regard, the safety of the members of the community at large and the reputation of the Department shall be prime considerations.