

Canines

I. PURPOSE:

The purpose of this policy is to establish guidelines for the use of canines in augmenting law enforcement services to the community including, but not limited to, narcotics detection; tracking suspects or lost persons; searching buildings, fields, and wooded areas for suspects, injured or lost persons; searching crime scenes for evidence; apprehending fleeing suspects; high-risk arrest situations; searches for explosive devices; human remains detection (HRD), and to outline procedures for the application and selection process for membership into the K-9 Team.

II. POLICY:

The Saratoga Police Department may, at the discretion of the Chief, establish, maintain, and disband a Canine Unit ("K-9 Unit") as part of the Patrol Division, as a support and tactical resource for officers of not only the Saratoga Police Department but also other requesting agencies, for the purpose of serving the public, increasing community safety, and enforcing the law. This unit shall be created and maintained for as long as the Chief deems appropriate. All Officers are encouraged to draw upon the skills and abilities of the K-9 Unit as often as necessary. At all times, however, the Saratoga Police Department respects the discretionary powers of each officer as to when to call upon the K-9 Unit for assistance.

Saratoga Police Department handler and canine teams shall meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

Because of a superior sense of smell, hearing, loyalty and courage, the trained law enforcement canine is a valuable supplement to law enforcement manpower. Utilization of canines requires adherence to procedures that properly control their use of force potential and that channel their specialized capabilities into legally acceptable crime intervention, prevention and control activities. The Chief of Police or his designee shall review rules, regulations, policies, and procedures relating to K-9 operations and

make changes necessary for compliance with current and existing criminal and civil liability law. K-9 Officers themselves shall stay current with trends and shall make recommendation for changes in policy, procedure and training as warranted. Case Law as it relates to the use of canines can be very fluid and agencies must stay current on changes.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable. The canine handler must be able to reasonably articulate the factors for which the deployment was necessary or needed and, if not deployed, the factors for which the deployment was not made.

A supervisor may intervene and stop the deployment of the K-9 team at their discretion. The supervisor must be able to reasonably articulate the factors for which the deployment was stopped or canceled.

III. Definitions

Single purpose dog – Dogs that are used primarily for either patrol duties or detection duties. Single purpose dogs would be trained and certified in, and specifically used in only one of the listed purposes or disciplines.

Detection duties would include but not be limited to the following:

1. Drug and narcotics detection;
2. Locating articles of evidence;
3. Explosives detection; or
4. Searching buildings, fields, and wooded areas for suspects, injured or lost persons.
5. Cadaver/Human Remains Detection (HRD).

Patrol Duties would include but not be limited to

1. Apprehension of violent suspects;
2. High risk arrests;
3. Handler protection; or
4. Protect other officers and public.

Dual purpose dog – Dogs that are trained to combine two or more of the above listed duties of a single purpose dog in K-9. Training and certification must be done and maintained for each discipline and/or purpose the dog is used for.

Deployment – Use of a canine for purposes of finding, apprehending, containing, or controlling a suspect, finding illegal substances and other evidence, tracking/trailing of persons; or for other purposes as authorized for canine use by this department. The mere presence of a canine at a crime or incident scene does not constitute a deployment.

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; gaining control and custody of a suspect that is the direct result or clearly due to the deployment of a canine.

Apprehension with contact – A canine makes contact with a suspect to bring the person into custody. (Some agencies may refer to this as an engaged apprehension, bite, or seizure.)

Contact - In the context of this policy, the location of a suspect by a canine, biting or barking at a suspect for purposes of apprehension, or the presence of a canine in close proximity to a suspect sufficient to effect compliance.

Canine Team - An officer/handler and their assigned police canine. The terms K-9 Team and Canine Team are interchangeable and infer the same meaning as used in this policy.

Canine Handler - A certified Canine Officer of the Saratoga Police Department Canine Unit. The terms K-9 Handler and Canine Handler are interchangeable and infer the same meaning as used in this policy.

IV. Qualifications for Handler

K-9 Teams must be responsive to the needs of the Patrol Division. Therefore, it becomes imperative that a K-9 Team be specifically trained and maintain current certification. It takes a great deal of time to initially train a dog, and an equal amount of time providing ongoing training to maintain the skills of both the dog and handler. K-9 Handlers must spend the appropriate amount of time and effort to achieve a close and affectionate relationship with the dog, keep their certification current, maintain appropriate records, and ensure that the dog is competent to work as a law enforcement K-9 dog.

Candidates for K-9 Handler positions in the K-9 Unit will be evaluated according to the following qualifications;

1. Have a minimum of two years of full-time law enforcement experience.
2. Must enjoy good health and must be strong enough to endure the dog handling training and working conditions.
3. Have an enthusiastic and positive attitude, high energy, and good physical coordination.
4. Have the ability to provide the proper motivation for the K-9 both verbally and physically.
5. Be self-motivated and be able to work with minimum supervision.
6. Be willing to devote personal time to maintenance training, care and socialization of the K-9.
7. Be willing to report for duty after normal working hours when a K-9 team is needed.
8. Have the officer's family support the decision to have a police working dog in the home to care for, have as a companion and member of the family.
9. Demonstrate a willingness to assist, support and cooperate with other departments and personnel.
10. Make a commitment to remain the handler of the K-9 for the remainder of the dogs working life.
11. Have a strong desire to utilize the K-9 at every opportunity available regardless of inconvenience, weather conditions, time of

day, difficult circumstances and personal problems.

12. Have a sincere love for and understanding of the K-9 as the reason for applying for the position of K-9 handler as well as a sincere desire to utilize the K-9's abilities to enhance investigations and increase apprehensions.

13. Have the discretion to put the K-9 first when credit is given for its accomplishments; and to put the K-9 second to officer survival in life threatening situations.

14. Use only the degree of the dog's protection and apprehension abilities necessary to assure officer and suspect safety during an apprehension.

15. Be able to put the K-9's wellbeing and physical comfort above his own.

16. Must have an approved place to kennel the dog which isolates and protects the dog;

17. Must have no other dogs at home that will be capable of dominating the law enforcement dog;

18. Must be an officer in good standing with the agency and must have an interest and have demonstrated an aptitude for criminal interdiction and sound decision making.

19. Be thoroughly prepared and informed about the duties, obligations, and requirements in able to provide a solid framework for success as a canine handler.

20. Must receive written approval of the Chief.

V. Qualifications for Dogs

Candidate dogs in the K-9 Unit will be evaluated according to the following qualifications:

1. Must be accepted and receive written approval of the Chief;
2. Pass the initial survey by a person qualified to evaluate the dogs with regard to needed instincts, traits, and physical and emotional soundness including but not limited to;
 - a. Health: The dog shall come with a clean bill of health with no obvious defects.
 - b. Confidence The dog's confidence shall be tested on multiple floor surfaces to include but not limited to,

grass/dirt, roadway, slick floor, stairs, open stairs, doorways, vehicles, and thresholds.

- c. Eager: The dog should be eager to please. The canine should be excited to "hunt" during testing either for a toy or detection.
- d. Hunt Drive: This shall be evaluated by throwing a toy or ball several times in a known and unknown area four to five times to see how eager and willing the canine is to retrieve the toy. The toy then shall be thrown into taller grass or hidden from view of the canine to see if the dog uses his nose or his eyes to find the toy. Preferably the canine should use his nose primarily to find a toy. Another test may be conducted indoors with no stimulation. If the dog becomes inquisitive about unimportant things, it's a sign the dog has good genetics and has a high hunt drive.
- e. Prey Drive: This shall be evaluated by fast-moving objects and see if/how the dog reacts to the movement. This may be done by using an experienced decoy showing him or herself to the canine and seeing its reaction. Dog candidates should be excited when the decoy is presented. The dog should focus on the decoy when they are making erratic movements. The dog should then perform a solid contact with little to no stimulation from the handler.
- f. Courage: The dog should be confident and willing to engage while on awkward flooring or slick floors. It's important to evaluate the body language of the canine to make sure there is little stress in the dog. The dog should focus on the task during this test.
- g. The dog shall have high intensity during all testing processes. The dog shall stay focused on the task. It is ideal if the dog is pushing forward during any testing to reach the end fast.

3. It is understood several factors exist where a dog may perform well in some areas and not as well in others. The goal is to apply as many objective criteria as possible in the selection of the best available canine for eventual deployment. There is a reasonable level of latitude given to the qualified K-9 trainer/evaluator to make an overall assessment and offer a recommendation on the selection of any canine to be utilized.
4. The dog must pass a medical examination every 12 months after accepted to the Saratoga Police Department K-9 Unit.
5. Dogs considered for acceptance into the K-9 Unit may be purchased or owned by the Officer or; may be purchased or owned by the Saratoga Police Department. In either case the Officer and Department shall enter into a written agreement outlining the expectations and responsibilities of each party. This agreement shall also include any costs associated with agreement and who shall be responsible for the costs. The agreement shall also include a provision for the supplemental wages, if any, the handler/officer shall receive for the daily care and maintenance of the K-9. This agreement should be evaluated every two years to ensure that it stays current and up to date with trends or standards.
6. Dogs considered for acceptance may come from a variety of sources including, but not limited to; third parties as donations; purchased from trainers or kennels; or rescued from kennels/shelters or other rescue groups.
7. Older dogs brought into the program shall be considered for acceptance based on their performance, usefulness to the agency and working life expectancy.

VI. Handler Responsibilities

By taking on the role of a K-9 handler, the officer has made a commitment not only to the department and the public they serve, but to the dog themselves. The K-9 handler shall perform ALL the regular duties of a Police Officer of similar rank, seniority, and assignment. The Officer that takes on the role of K-9 handler is taking on responsibilities that are in addition to their normal regularly assigned duties.

The K-9 handler be expected to perform the following tasks which include but are not limited to;

1. Crime preventive patrolling.
2. Respond to reports of crime, take initial reports, performing follow-up investigations as required.
3. Perform traffic enforcement duties.
4. Write citations and make arrests on subjects violating the law when appropriate.
5. Conduct field and building searches.
6. Assist in the apprehension or prevent the escape of persons who officers believe have committed a crime.
7. Assist other officers of the department as necessary.
8. Assist outside agencies and officers when authorized.
9. Decide on tactical employment of the dog and the team's ability to accomplish a given assignment.
10. Determine the need for additional officers at the scene of a K-9 operation.
11. Conduct public demonstrations, and participate in public gatherings when appropriate. All demonstrations and/or public appearances shall be specifically approved by the Chief of Police.
12. Ensure that the canine team shall obtain training and maintain certification to a current nationally recognized standard or other recognized and approved certification standard for each specified skill or purpose the dog is used for.

The K-9 handler shall ultimately be responsible for the health and welfare of the K-9 and shall ensure that the K-9 receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The K-9 handler will be responsible for the following:

1. Living area shall be cleaned every day.
2. The K-9 handler shall groom the K-9 each day prior to reporting for duty.
3. Unauthorized demonstrations of K-9's skills and ability are prohibited.
4. The dog will not be disciplined by striking, kicking or other means of physically abusive treatment.
5. The K-9 handler shall provide veterinary care for any illness

- or injury to the dog, and submit a report to the supervisor.
6. All collars, choke chains and other equipment will be examined daily to assure operational readiness. Any control item that is determined to be unserviceable will be replaced before working the dog.
 7. Uniforms and patrol vehicle interior will be kept clean and free of excessive hair and odors.
 8. Dogs are to be fed according to feeding instructions and fresh water will be available at all times.
 9. Feed the dog regularly at a time that will allow a maximum of time between feedings and going on duty.
 10. Frequent rest and exercise stops shall be made in an effort to prevent the K-9 from urinating or defecating inside buildings or around the outside of property when responding to calls for service.
 11. The K-9 is not to be left unattended in the patrol vehicle for extended periods of time. If it is necessary for the officer to be away from the vehicle for extended periods of time, the K-9 should be with the handler themselves, or kenneled at an approved location.
 12. The K-9 shall not be permitted to run loose and/or be unattended at any time when inside the department.
 13. Smoking by the K-9 officer or any other person is expressly prohibited inside the unit that transports the K-9. Smoking is prohibited whether the dog is in or out of the vehicle. Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
 14. Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine supervisor as soon as possible.
 15. The K-9 should be permitted to socialize in the home with the handler's family under the supervision of the handler.
 16. Under no circumstances will the canine be lodged at another location unless approved by the canine supervisor.
 17. Whenever a K-9 handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give

reasonable notice to the canine supervisor so that appropriate arrangements can be made.

18. Use the home kennel that has been approved by the Chief.
19. Notify the Chief before obtaining any non-emergency medical attention from any veterinarian for the dog.
20. Notify the Chief as soon as possible after obtaining any emergency medical attention from any veterinarian for the dog.
21. Maintain accurate records, in any specified required format of all health issues and treatment; all training; all deployments; all outside agency assists; all demonstrations; any act of unwanted aggression of K-9; all uses of force by K-9; all dog bites; any injuries to canine, to suspects, members of public or other officers; of all evidence recovered; of all training aids; all controlled substances, confiscated, found, surrendered or obtained as aids. Records of all expenses related to the care and maintenance of the K-9 shall be recorded.

VII. Application of the K-9

The K-9 Team may be deployed by the handler while personally investigating reports of crime, while in the process of preventing crime, or while intervening in criminal activity. The K-9 Team may be requested by officers from the handlers own department, or requested by outside agencies, to perform or assist in building searches, trailing, tracking, drug interdiction, apprehending suspects, and in other situations where the K-9 Team may be useful.

K-9 teams shall only be used in the disciplines, and for purposes, that they have been specifically trained for and have received certifications in.

The deployment of and application of the dog shall be the sole discretion of the canine handler. It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable. The canine handler must be able to reasonably articulate the

factors for which the deployment was necessary or needed or, if not deployed, the factors for which the deployment was unsuitable.

VIII. REQUESTS FOR K-9 TEAMS

Canine teams can be subject to call-outs twenty-four (24) hours per day, seven (7) days per week.

Officers of the Saratoga Police Department are encouraged to request the use of a canine.

1. If the handler is on-duty, the request can be made directly to the handler, the handler will evaluate their ability to respond based on their current responsibilities or duties and will respond in a timely manner. The handler will notify dispatch. A separate Call/Case number shall be drawn for the K-9.
2. If the handler is off-duty, the request to respond can be made directly to the handler. If, after evaluating the team's ability to respond, the handler determines a response would be appropriate, the handler shall contact a supervisor. The decision to respond will be coordinated between the handler and the supervisor.
3. It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

The K-9 Team may be requested by outside agencies to assist them. It shall be the responsibility of the canine handler to coordinate operations with outside agency personnel in order to minimize the risk of unintended injury.

If the handler is on-duty, the request can be made directly to the handler, the handler will evaluate their ability to

respond based on their current responsibilities or duties and will respond in a timely manner, subject to the following factors;

1. If the location of the incident lies within the handler's legal jurisdiction, the decision to respond lies with the handler. The handler will notify dispatch. A separate Call/Case number shall be drawn for the K-9.
2. If the location of the incident is outside of the handlers' jurisdiction, the handler shall contact a supervisor. The handler will advise the supervisor the details of the request. The decision to respond will be coordinated between the handler and the supervisor.

If the handler is off-duty and a request is made by another agency, the requesting agency shall notify dispatch who will notify the handler. The handler will evaluate the K-9 Teams ability to respond with consideration to the nature of the call and time frame to respond.

1. The handler shall contact a supervisor and advise them of the request. The ultimate decision to respond will be coordinated between the handler and the supervisor.
2. If the request for assistance is an emergency in which life and death is involved the handler may evaluate and start the response. A supervisor shall be notified as soon as possible of the response.

IX. Preparation for Deployment

Prior to the use of a canine in any type of evidence or article search, or to search for and/or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

There may be times which may require the immediate deployment of a canine to protect members of the public, officers, the handler, or a suspect from serious injury or death, and the handler must make quick

decisions on deployment. The officer's decision shall be looked at from the perspective of what the officer knew or believed at the time of deployment and evaluated pursuant to the law in effect at the time the officer's decision was made.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable. A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

X. Deployment of K-9

Detection work involves the use of a dog trained to find objects or property related to a person or crime; or may be used to locate or identify articles; or used to search for and locate suspects, lost, missing or injured persons. A K-9 team must have and maintain a lawful right to be in the area the canine is used, or must have obtained permission to be in the area the canine is used; or have been issued a warrant that would allow the use of the canine in the specified area.

A canine trained in detection work may be used in accordance with current law and under certain circumstances, including:

Schools: A canine's open-air sniff of lockers in a school hallway does not constitute a search for Fourth Amendment purposes. The use of a canine at a school should be limited as follows:

1. Canine use at a school may only be conducted with the authorization of the Chief working in cooperation with local school authorities.
2. Requests for the use of a canine in the schools may be made to the handler by persons delegated by the school district to make such a request.

- a. The handler shall receive authorization from the Chief before the use of the canine is performed; unless the request is to respond to a crime in nature, then the handler is authorized to use the canine as would be performed in any other legitimate call for service.
 - i. The Chief shall be notified of the use of the canine in this instance.
3. In cases where the canine alerts on a locker, the handler shall notify school authorities. The handler shall coordinate with school authorities and the Town and/or County Attorneys of jurisdiction regarding the possibility of criminal charges, seeking of search warrants if applicable.
3. Canines shall not be used to sniff students.

Vehicles: K-9 Handlers may utilize a canine to examine the air in areas in which the Officer has a lawful right or permission to be present.

1. In dealing with motor vehicle stops, officers need not establish reasonable suspicion to utilize a canine. However, they may not prolong the stop beyond what is justified based upon the original purpose for the stop to await the arrival of the canine. In cases where the stop has resulted from reasonable suspicion to believe the motor vehicle contains contraband, the officer may reasonably detain the vehicle for the arrival of the canine.
2. In cases where a certified canine alerts for narcotics in a vehicle, probable cause to believe that the vehicle contains narcotics has been established. When probable cause has been established, officers should refer to the agency's policy on probable cause searches of motor vehicles. It will be the handler's responsibility to determine if an alert has

occurred and such alert will be considered probable cause to search for contraband.

3. Searches will be conducted pursuant to established rules of current criminal procedure or constitutional requirements. All officers are reminded the canine is under the exclusive control of the handler at all times.
4. Handlers may utilize a canine to examine the air in areas in which the Officer has a lawful right or permission to be present.
5. Officers will be mindful of reasonable detention periods when examinations are conducted.
6. It will be the handler's responsibility to determine if an alert has occurred and such alert will be considered probable cause to search for contraband.
7. All examinations will be documented.
8. Canines will not be used to search a person, unless the canine has been trained to passively alert. Canines shall not be used to search children.

Searching buildings, fields, and wooded areas; K-9 teams may be called upon to search buildings, fields and wooded areas to perform the any function of a K-9 team. As it relates to the use of a canine in buildings, fields, and wooded areas;

1. Officers must have a lawful presence to be in the area the K-9 is used; or must have obtained permission from the owners or someone who has the legal right to grant permission, or a warrant must exist that permits a lawful presence.
2. If the K-9 is to be used off-lead, before starting a building search, and from each level of the structure, or area

searched, the K-9 handler should “announce” their presence, meaning to loudly call a warning that a police dog will be released to search a building or an area, and that anyone within the building or area must immediately present themselves.

3. If a suspect is apprehended by the K-9 team, or the K-9 locates a missing or lost person the handler will request assistance from other officers if needed.

Tracking suspects or lost persons;

1. When the need for a K-9 team is established, officers will request assistance.

2. When waiting for the K-9 team to arrive, officers will protect the area, permitting no one to touch, pick up or move any materials which may be used by the K-9 team. Once touched, the material becomes contaminated with the scent of the person touching the material, and may confuse the dog and cause the tracking effort to be ineffective. The dog will pick up the freshest scent available.

3. When the K-9 team arrives, the officer in charge will brief the team on the situation, paying particular attention to the location of exits, concealed areas and movement. The K-9 officer will make the final decision on the use of the dog.

4. If a stolen or abandoned vehicle is involved, the responding officers will not permit anyone, including other officers to enter or get close to the vehicle. This will prevent contamination of the area.

Patrol work involves the use of a K-9 to assist in protecting the K-9 Officer, others members of law enforcement and members of the public from death or injury; as well as gaining control and custody of a suspects.

1. The police dog is a non-lethal weapon to be used only under circumstances where an officer is justified in using other non-lethal weapons.

2. A canine handler may permit apprehension with contact by his canine under the following circumstances:

- a. If the handler is assaulted.
- b. If the dog is assaulted.
- c. To apprehend a known felon.
- d. To prevent assault or injury to a citizen or police officer.
- f. To prevent the escape of a known felon, or misdemeanor fleeing the scene of a crime or warrant service.

3. A handler will **not** permit canine apprehension with contact under the following circumstances:

- a. When use of non-lethal weapons is not justified.
- b. Against a person who obviously cannot escape or offer serious resistance.
- c. To coerce, frighten, or intimidate a suspect.
- d. Against elementary grade school juveniles.

4. In situations where a suspect(s) is contained and known to be armed, or shots having been fired, or if firearms have been used to threaten the K-9 Handler or others at the scene, K-9 dogs will not be sent off-lead into a building, house, confined area, etc. for apprehension purposes. The only exception would be to save the life of an officer or innocent person facing death or serious bodily injury at the hands of the suspect.

5. In any instance where the K-9 Handler encourages the dog to make unreasonable and unjustified bites on any person, the K-9 Handler may be subject to disciplinary action and total suspension of all K-9 Unit duties. The K-9 Handler may face civil and criminal liability. Unreasonable and unjustified biting by any dog shall not be tolerated.

6. Whenever a dog grabs, bites, nibbles, pinches or any in way comes in physical contact by mouth with anyone, the K-9 Handler will:

- a. Ask permission to look at the affected area.
- b. If an adult refuses to allow the Dog Handler to examine the affected bite area, contact another deputy or law enforcement officer to witness the refusal. The refusal shall be in writing and properly documented in all subsequent reports.
- c. If a juvenile refuses to allow the Dog Handler to examine the affected bite area, the Dog Handler shall request that the juvenile be examined by a health care professional as soon as possible. If a parent, guardian or custodian of the juvenile intercedes and refuses a medical examination, another law enforcement officer is to be called to witness the refusal. The refusal shall be in writing and properly documented in all subsequent reports.
- d. If permission is granted, look at the affected area. Describe accurately the bite area and, if possible, take photographs. If possible, have another deputy or law enforcement officer examine the bite area.
- e. Take responsible steps to ensure the person receives medical attention, unless the person refuses the medical attention.
- f. Properly document the incident by obtaining name(s) of injured person(s), witnesses, date, time, location, circumstances and treatment of injured person(s).
- g. Notify immediate supervisor and the Chief of police of the incident.

XI. Certification and Training

Training and certification is paramount in maintaining the credibility of the K-9 Program. Each Handler shall ensure that all training and certification requirements are met, and up-to-date at all times. All training and certification requirements must be up-to-date prior to the Dog Handler engaging in any K-9 Program activities or the dog being used in an official capacity. Each canine handler shall submit, or cause to be submitted, all K-9 records, standard activity reports, training records, and certificates for both the dog and the K-9 Handler into the Canine's files.

Progressive discipline may result for any canine team that fails to train as required or fails to meet certification standards. This discipline will be based on the circumstances surrounding the incident. If for any reason, a canine/handler team does not meet the expected standards, the handler must immediately notify the Chief of Police or his designee. The Chief or his designee will evaluate the deficiency and determine if the canine/handler team should remain in service until the deficiency is corrected. Any canine team failing to obtain certification shall not be deployed in the field for tasks the team is not certified to perform until certification is achieved.

If a canine team is having continued problems in training or passing certification testing, the Chief or his designee will evaluate the situation and attempt to ascertain if the problem is with the canine or the handler. A recommendation may then be made to either retire the canine or remove the handler from the program with final approval of the Chief.

Certification

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Dual purpose canine teams and/or those canine teams that are trained exclusively for detection work shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification

standards established for their particular skill and purpose.

Each canine team shall thereafter be re-certified to a current nationally recognized standard or other recognized and approved certification standard.

Any canine team failing to obtain certification shall not be deployed in the field for tasks the team is not certified to perform until certification is achieved.

All canine training should be conducted while on-duty unless otherwise approved by the canine supervisor. Handlers are expected to train with their canine on a routine basis.

Continued Training

Handlers are required to have a minimum of **sixteen (16) hours** of training per month. This training shall include training with an additional handler, or assistant, for hide placement and observation in order to assist in problem-solving. Handlers will incorporate training in the following areas each month to ensure canine proficiency: vehicle interior, vehicle exterior, open area, building, parcel, blanks, and proofing. Continued training for Patrol work shall include, apprehension, apprehension with contact, call offs, obedience training. All training will be documented. Any lapse or lack of training, for any reason, will be documented as well. Any discrepancies or deficiencies in training will be noted. The Chief or his designee may suggest or implement additional training to resolve such deficiencies.

All canine training records shall be maintained by canine handler and in the canine's file. The Canine file shall be available for inspection at all times. The Canine file should be kept up to date and current.

XII. Training Aids

Control of Narcotic Substances Used for Training Purposes

The Saratoga Police Department recognizes that in order for detector dogs to maintain competency, proficiency and credibility as required for certification, controlled substances and pseudo narcotics will be used for training purposes. These hard and soft narcotics, as well as the pseudo narcotics, are authorized for training purposes only. Appropriate storage, handling, and control of these substances shall comply with all federal and state guidelines as may be in effect from time to time and shall be secured only from authorized sources.

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and comply with applicable state requirements.

The Chief or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Saratoga Police Department to be possessed by the member or a narcotic detection canine trainer who is working under the direction of the Saratoga Police Department for training purposes, provided the controlled substances are no longer needed as criminal evidence. As an alternative, the Chief or the authorized designee may request narcotics training aids from the Drug Enforcement Agency (DEA). These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

Handlers are responsible for the preservation, maintenance, and security of training aids. Training aids will be accounted for after each training session before the departure from the training area. When training aids are not in use, they will be secured in provided lockable containers. Even if placed in locked containers, training aids will not be left in a vehicle that has been scheduled for repairs or service.

Controlled substance procedures

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

1. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
2. All controlled substance training samples shall also be weighed and tested when returned to this Office.
3. The weight and test results shall be recorded and maintained by this Office.
4. Any person possessing controlled substance training samples pursuant to a court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
5. All controlled substance training samples will be inspected, weighed, and tested quarterly by the canine supervisor. The results of the quarterly testing shall be recorded and maintained by the canine supervisor with a copy forwarded to the dispensing agency.
6. All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in an office-approved safe, in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
7. The canine supervisor shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
8. Any unusable controlled substance training samples shall be returned to the Evidence Unit or the dispensing agency.
9. All controlled substance training samples shall be returned to the agency designated storage area upon the conclusion of the training.
10. All controlled substance shall be returned to the agency the substance was obtained from upon the request or demand of the provider agency.
11. Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using, or transporting controlled substances or explosives for canine training purposes must comply with federal and state

requirements regarding the same. Alternatively, the Office may work with outside trainers with the applicable licenses or permits.

XIII. Disposition of Dogs No Longer In Unit

1. Retirement

Because of the tremendous bond that can develop between a handler and their canine partner. Handlers should be given the option to adopt the canine when the K-9 is deemed to be at the end of their service life. Because the canine has devoted their service to the department they will be treated with the respect they have earned in their retirement. Dogs that are owned by the Saratoga Police Department shall be placed into a suitable home.

1. A canine's ability to perform to standards is dependent on a variety of conditions. When a canine is no longer able to perform at acceptable standards or is not physically able to handle the demands, it shall be removed from service (retired). The canine's ability to perform at the standard will be established by the agency and based upon current nationally recognized standards or other recognized and approved certification standards established for their particular skill and purpose.
2. Such retirement shall be based on the consensus of the veterinarian assigned to the canine, the current handler, and the Chief.

- a. Should it be determined after testing and/or veterinary input that the dog must be retired, the handler assigned to the canine may be given the opportunity to adopt the canine for a fee of \$1.00. Once the canine is adopted, all subsequent care and boarding become the responsibility of the handler.
 - b. If the handler does not wish to adopt the canine, another employee of the Saratoga Police Department may be given the opportunity to adopt the canine for a fee of \$1.00. Once the canine is adopted, all subsequent care and boarding become the responsibility of the adopting employee.
 - c. If no agency personnel wish to adopt the canine, the canine will be found a suitable home that will maintain an appropriate level of care for the canine. All subsequent care and boarding will become the responsibility of the adopter.
3. The canine will be considered retired and a formal agreement shall be drafted indicating that the canine may not be used for any law enforcement work and may not be certified as such. The dog may not be employed or used by another agency or handler in that capacity.
4. Personally owned dogs, when considered no longer professionally serviceable, shall be dropped from the K-9 program and remain the property of the owner.

2. Transfer to another Agency

If for any reason other than retirement, the canine is removed from duty, and the canine is still considered useful and working, the Chief of Police may seek to place the canine with another agency or department. The canine may be donated to, sold to, or otherwise ownership of the canine transferred to another agency or department.

Signed this 3rd day of December 2024,

Chief of Police

Mayor