

**SAN DIEGO SHERIFF**



**K-9 UNIT**

**DETENTIONS CANINE MANUAL**

**2019**

# San Diego County Sheriff's Department-Detentions Canine Manual

## **1.0 Administration**

- 1.1 Authority of the Canine Manual
- 1.2 Review and Approval of the Canine Manual
- 1.3 Organizational Chart

## **2.0 Personnel**

- 2.1 Selection of Handlers
- 2.2 Selections and Acquisitions of Canines
- 2.3 Donated Canines
- 2.4 Occupational Injuries, Illness or Death of Canine
- 2.5 FLSA Release Time
- 2.6 Retirement of Canine
- 2.7 Uniforms
- 2.8 Requirements for Canine Kennel Concrete Slab Installation
- 2.9 Personal Contact Information

## **3.0 Vehicles and Transportation**

- 3.1 Vehicle Markings, Modifications, Health and Hygiene

## **4.0 Operating Procedures**

- 4.1 Activity Reports
- 4.2 Reportable Incidents
- 4.3 Handler's Responsibilities
- 4.4 Utilization of Canines
- 4.5 Canine Team Certifications

## **5.0 Training**

- 5.1 Equipment and Training Facilities
- 5.2 Basic Canine Training
- 5.3 In-Service Training
- 5.4 Training Records

## **6.0 Narcotics Detection**

- 6.1 Scent Detection

**1.1 AUTHORITY OF THE  
CANINE MANUAL**

**1.1 Policy**

The Detentions Canine Manual will govern the administration, supervision, training and operation of all canine teams assigned to the Sheriff's Department Detention Services Bureau. All detentions canine handlers will read and adhere to the policies established in this Canine Manual.

**Procedure**

Every canine handler within the Sheriff's Detentions Canine Program will be issued a Canine Manual. Handlers are required to have this manual in their possession and will be accountable for insuring their manual is current. The Canine Unit will ensure each handler receives copies of any revisions to this manual.

**Definition**

Sheriff's Canine Training Staff will consist of two sergeants and two corporals.

**1.2 REVIEW AND APPROVAL  
OF THE CANINE MANUAL**

**1.2 Policy**

The Canine Lieutenant and the Canine Sergeants will conduct an annual review of the policies and procedures of the Canine Manual and make appropriate revisions. The Captain for the Emergency Services Division will review and approve any revisions to this manual.

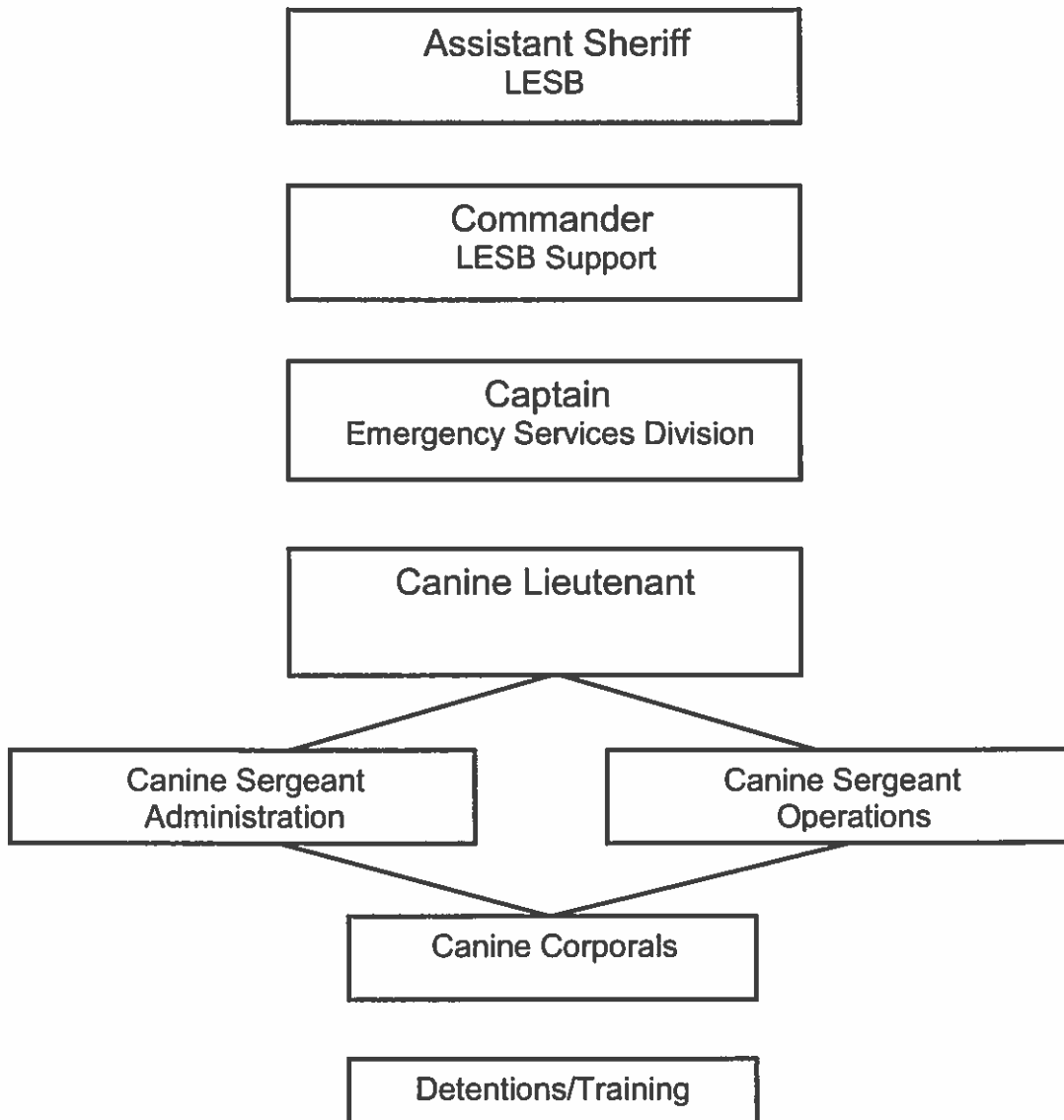
**Procedures**

Beginning each fiscal year, the Canine Sergeants will review this manual and submit all proposed changes to the Canine Lieutenant.

The Canine Lieutenant will review the proposed changes and submit them to the Captain of the Emergency Services Division, via the chain of command, for final approval.

At any time, personnel may submit recommendations to the Canine Sergeants concerning revisions to this manual. Revisions may occur at any time when deemed appropriate.

**1.3 ORGANIZATIONAL CHART**



## 2.1 SELECTION AND RETENTION OF HANDLERS

### 2.1 Policy

All Detentions Canine Handlers will be selected in accordance with guidelines set forth in Department Policies and Procedure, Section 3.19, and the parameters established by Career Development.

The Canine Sergeants may temporarily suspend a canine team from their duties pending re-training, re-evaluation, or investigation of behavior and/or abilities.

#### Procedure

Cause for suspension of canine duties may include but are not limited to:

- Accidental dog bites
- Training absences
- Violations of department policy or of this manual
- Misapplication of the canine on or off duty
- Failure to maintain timely logs
- Failure to re-certify
- Inability to maintain strong working relationships with peers or Canine Unit

The suspension of canine duties does not affect the handler's primary duty assignment. It is intended to remove the canine from a working status until the deficiencies are corrected. In the event of a suspension of canine duties, the Canine Sergeants will promptly notify the Canine Lieutenant and the deputy's facility, via the chain of command.

The Canine Sergeants will notify the affected command, in advance, before a handler is removed from the Canine Program.

In addition to the selection criteria, all handlers shall adhere and meet the following requirements:

- Maintain a residence with adequate yard space to accommodate a kennel. (6'x12')
- Yard space must be secured with appropriate fencing
- Capable of caring for a canine 24 hours a day.
- Successfully complete the Basic Scent Detection Canine Academy.
- Displays good judgment, maturity and patience.
- Able to demonstrate good interpersonal skills with public and peers.
- Successfully complete the Canine Handler Physical Fitness Course annually.
- Available for call outs.
- Able to answer calls, text messages, and emails in a timely manner.

**2.2 SELECTION AND  
ACQUISITION OF CANINES**

**2.2 Policy**

The responsibility for the selection and acquisition of canines will rest with the Canine Sergeants, pending approval from the Emergency Services Division Captain.

**Procedure**

When a canine is unable to perform according to established standards due to age, medical condition, work aptitude, etc., the Canine Sergeants will be responsible for acquiring a replacement. All replacements must have prior approval from the Captain of the Emergency Services Division.

Canines shall meet the following requirements before being accepted into the program:

- Canine shall be a minimum age of 12 months.
- Canines selected for people sniffs shall not have any prior bite training or incidents of aggression toward people.
- Physically sound and in good overall health.
- Displays a good disposition towards people.
- Successfully pass a canine temperament test conducted by the Canine Training Staff.
- Written clearance from a veterinarian and current on all vaccinations.

## 2.3 DONATED CANINES

### 2.3 Policy

The Canine Sergeants will coordinate the donation of any privately owned canines to the Department for the use in the Canine Program. Prior to accepting any donation, the guidelines established in Department Policies and Procedures, Section 3.39, will be followed. All canines donated to the Sheriff's Department, for the use in this program, will become County property until such time as the Canine Sergeants deems them unsuitable for duty.

### Procedure

Before canines will be accepted for donation, the Canine Training Staff will test and evaluate the animal to ensure it is suitable for the program. Each canine must meet the criteria set forth in Section 2.2 of this manual before acceptance.

Each donor will be informed that acceptance of the canine is predicated upon the dog's successful completion of the Basic Canine Academy.

Once a canine has successfully completed the testing and evaluation process, an acceptance letter will be prepared and approved through the chain of command. Any canine that does not successfully pass the testing and screening process will be returned to the prospective donor.



**2.4 OCCUPATIONAL INJURIES,  
ILLNESS OR DEATH OF A  
CANINE**

**2.4 Policy**

Any canine that becomes ill or injured shall receive prompt and proper medical attention. Following the death of a canine, the handler will ensure the animal is properly disposed of in accordance with local health requirements.

**Procedure**

Handlers are responsible for notifying a Canine Sergeant, as soon as practical, when their assigned canine is injured, ill, or dies.

**2.5 FLSA RELEASE TIME**

**2.5 Policy**

Detentions deputies assigned as canine handlers shall be allowed thirty (30) minutes per day while the canine is under their care. FLSA release time is for exercising their canine, procuring food and supplies, scheduled veterinarian visits, feeding, grooming and other authorized activities.

All canine handlers, working county owned dogs within the program, are not entitled to per diem. The Canine Sergeants will ensure these handlers are provided all the necessary food and supplies for the care and maintenance of their canines.

**Procedure**

Facility command will ensure the federally mandated release time is granted. The specific scheduling will be at the discretion of the handler's command provided it meets FLSA guidelines.

**2.6 RETIREMENT OF  
DEPARTMENT CANINE**

**2.6 Policy**

All canines are subject to retirement when they are not physically capable of performing their work assignments. The capabilities of the canine will be monitored by the Canine Training Staff.

**Procedure**

When it becomes necessary to retire a canine from active service, the Department may transfer ownership of the canine to the last handler provided the handler wishes to keep the canine. Should the last handler decline to accept the canine, the Canine Training Staff shall make an appropriate disposition, considering the following options:

- Placement of the canine with another deputy/handler
- Placement of the canine with another member of the San Diego County Sheriff's Department
- Placement of the canine with a current, or retired, outside agency law enforcement canine officer/deputy, military working dog handler or suitable working rescue. Placement of this nature requires approval from the Canine Lieutenant
- Euthanasia

Either of the Canine Sergeants and the deputy/handler taking possession of the canine must sign a letter of agreement for "Transfer of Ownership". A copy of the release will be given to the deputy. The original will be kept in the files of the Sheriff's Department Canine Unit.

Deputy/handler may keep their retired service canine while working a current department canine.

**2.7 UNIFORMS**

**2.7 Policy**

All handlers will conform to the Canine Unit uniform standards.

**Procedure**

The following uniforms are authorized for Canine Handlers:

Detentions on duty uniform:

- 5.11 brand silver tan uniform shirt (style #72002/ 71001/ 71339)with soft patches and embroidered "first initial & last name" and "K-9" in black ½" block lettering
- 5.11 brand OD Green pants ( style #74003)

Training uniform:

- Black/tan K9 t-shirt or black polo shirt
- Green "511" pants
- PACA MAC GL vest cover (green)

Off Duty/Call out uniform:

- Training uniform ( black shirt only) with green vest cover

All training and off duty/call out uniforms will be worn at the discretion of the Canine Sergeants.

**2.8 REQUIREMENTS FOR  
CANINE KENNEL CONCRETE  
SLAB INSTALLATION**

**2.8 Policy**

All home kennels will be placed on a concrete or similar hard surface material as approved by the canine training staff.

**Procedure**

Any existing hard surface may be approved by the Canine Training Staff.

If one is not available the Canine Unit will purchase, one time, a concrete slab meeting the following criteria.

All proposals shall be submitted to the Department's Facilities Planning & Management Division within the Management Services Bureau for review and approval prior to authorizing a vendor to proceed.

Upon inspection of the handler's residence, the Canine Training Staff will make a determination of proper placement of the concrete slab. The slab will be placed in an area that offers the least amount of distraction for the Sheriff's canine. This is to maximize the opportunity to afford the canine rest during their off days.

The concrete slab shall be seven (7) feet wide by thirteen (13) feet long by four (4) inches deep to maintain integrity in expansive soils.

- The slab shall be poured level to accommodate kennel fencing with minimal gaps.
- The top of the slab shall be approximately two (2) inches above the existing grade to facilitate dry and sanitary kennel conditions.
- The concrete slab will have a simple, light brushed finish to allow for traction and slip resistance.

No additional services (e.g. extension of utilities, piping/drains, shade structures, etc.) are allowed to be installed at the County's expense. No concessions will be made to incorporate a stamped or dyed finish to match any existing concrete work.

When a handler changes their residence, a new home inspection will be conducted by the Canine Training Staff.

**2.9 PERSONAL CONTACT  
INFORMATION**

**2.9 Policy**

All canine personnel shall immediately report any changes of telephone numbers, names, or residence addresses.

**Procedure**

All canine personnel will notify the Canine Training Staff of any change to home residence or personal phone numbers. All canine personnel will update their personal information in the corporate directory, in accordance with Department Policies and Procedures section 2.28.

**3.1 VEHICLES MARKINGS,  
MODIFICATIONS, HEALTH AND  
HYGIENE**

**3.1 Policy**

All handlers assigned to detentions will be assigned home garaged vehicles at the discretion of their command. These vehicles will be maintained in accordance with this manual and department policy.

**Procedure**

*Hygiene* - Canine vehicles will be kept in a clean condition.

*Modification* - All modifications will be completed by Fleet Services or their designee.

*Markings* - All detentions vehicles will display visible K9 insignia on all sides, rear and roof of vehicle as follows:

- "Keep Away" (3"x15") in white and black reflective lettering with clear backing, located on both rear doors
- "Sheriff's Dog" decal located directly below the "Keep Away" decal
- German Shepherd dog head decals placed on both rear windows. The decal shall be placed in the small window, closest, to the rear of the vehicle
- "K-9 Unit" (5" in height) in white non-reflective block lettering, centered on the top of the rear windshield as not to obstruct the driver's view
- "K9"(9"x12") in black non-reflective lettering located on the top of the roof.

Detentions vehicles will be white, unmarked sedans or sports utility vehicles. Use of a marked patrol vehicle by detentions handlers will be at the discretion of the Canine Sergeant.

**4.1 ACTIVITY RECAP**

**4.1 Policy**

All canine handlers will maintain a daily canine activity log. All daily activity/training will be entered into PackTrack within (3) three calendar days.

**Procedure**

Each canine handler will include in their recap information concerning training, demonstrations, and deployments. A case number will be added to each entry, if applicable.

Non-compliance with this policy may result in the suspension of the canine team at the discretion of the Canine Sergeants, as per section 2.1.



## 4.2 REPORTABLE INCIDENTS

### 4.2 Policy

A reportable incident is defined as physical contact with a detentions canine's mouth or toenails, causing visible injuries.

#### Procedure

Following a reportable incident, the handler will arrange for the injured person to be transported to the nearest medical facility for treatment. If the individual is unwilling and not in Sheriff's custody, the handler will advise them to seek medical treatment and complete a medical refusal form. The handler will provide the individual with the following information:

- The handler's name and ARJIS number
- K9's name
- Name of immediate supervisor
- Date, time and location of incident
- Business phone number
- Explain the procedure to file a county claim

The handler will submit a deputy's report to the on call Canine Sergeant prior to submitting the report to their immediate supervisor.

Following a reportable incident with a subject in Sheriff's custody, the handler is responsible for insuring the individual receives prompt medical attention at a hospital. The subject will be medically cleared before booking or returning to the housing facility. The handler will prepare and submit all relevant reports to the Canine Sergeant for review. The Canine Sergeant will review the reports prior to the handler submitting the reports to their immediate supervisor. The handler is also responsible for notifying the Department of Animal Control of any injuries involving their canine. Notification will be made in a timely manner and in compliance with local county ordinances.

The on call Canine Sergeant, or his designee, will respond to the scene and conduct an investigation. The Canine Sergeant will submit all relevant reports to the Canine Lieutenant for review.

If there is physical contact with a detentions canine's mouth or toenails with no visible injuries or if a handler is unsure if any contact constitutes a reportable incident, it is their responsibility to contact the on call Canine Sergeant immediately for clarification.

### 4.3 HANDLER'S RESPONSIBILITIES

#### 4.3 Policy

Handlers are responsible for the health and welfare of their assigned canine. At home, all canines will be kept in kennels provided by the department and afforded adequate shelter and protection from the weather. Handlers will operate within San Diego Sheriff Canine Unit training and certifications.

#### Procedure

*Kenneling* - Once a handler is assigned a canine, they will be issued a kennel. The kennel is to be placed in a fenced yard and used to house the canine when not working. Canines will be housed in a manner that affords them adequate rest when not working. All Sheriff's canines will be kenneled at a location approved by the Canine Training Staff if the handler plans to leave the canine unattended for more than a (24) twenty four hour period (vacation, training, etc.). A kenneling form will be completed and submitted by the handler to the Canine Training Staff for approval prior to kenneling their canine.

*Emergency Kenneling* – If a handler has an emergency that causes an immediate need to kennel their canine, the handler shall notify the Canine Training Staff by telephone in a timely manner.

*Basic Care* - Canines will be provided adequate water each day to ensure proper health and nutrition. Bathing, grooming, health check-ups and veterinary care are the handler's responsibility.

*Working from Vehicles* - Whenever a canine is working from a vehicle, the handler will ensure the following:

- The canine has adequate water
- The vehicle is parked in the shade if parked for prolonged periods
- The vehicle is parked in a manner to prevent accidental canine bites from occurring
- The canine is adequately secured in the vehicle to prevent their escape
- The vehicles climate control system is working properly

*Control* - Handlers must exercise good judgment and maintain control of their canine at all times, whether on or off duty. It is the handler's responsibility to notify the Canine Training Staff about any issues with their canine.

*Training and Field Tactics* - Canine field operations will be conducted in accordance with unit approved training and current certifications.

**4.3 HANDLER'S  
RESPONSIBILITIES (Cont'd)**

*Breaks* - During all break periods the canine will be maintained on a lead at all times.

*Dog Fights* - Handlers will ensure their canines are kept a sufficient distance from other dogs to avoid dogfights.

*Licensing* - Handlers are responsible for ensuring their canine has a current dog license. A copy of the license will be given to the Canine Unit. All county dog licenses are issued through the Department of Animal Control at no cost to the department or handler.

## 4.4 UTILIZATION OF CANINES

### 4.4 Policy

Detentions canines certified and approved for department use may be used under the following conditions:

- To search for narcotics or other paraphernalia the canine has been certified to detect
- To conduct people sniffs
- To search for multimedia or other electronic related materials (thumb drives, sims cards, etc.)

### Procedure

Handlers are responsible for appropriate scene management prior to any deployment in order to prevent any type of reportable incidents.

**4.5 CANINE TEAM  
CERTIFICATIONS**

**4.5 Policy**

All department canine handlers must successfully complete the Basic Scent Detection Canine Academy and pass annual certification approved by the Sheriff's Canine Unit.

**Procedure**

In accordance with POST guidelines, the Canine Sergeants will normally designate evaluators outside the Canine Unit. The Canine Sergeants, or his designee, will be present during all evaluations. At the conclusion of the Canine Academy, the Canine Sergeants will certify each successful team.

Certification exercises will be based upon the working specialty of each canine.

When a handler and canine have missed thirty (30) consecutive calendar days from full duty, recertification is required to return back to full duty. A Canine Sergeant or his designee will recertify the handler and canine.

## 5.1 EQUIPMENT AND TRAINING FACILITIES

### 5.1 Policy

All canine handlers will use canine facilities and maintain their issued equipment in accordance with this manual and department policy. Handlers are required to use only issued equipment, unless authorized by the Canine Training Staff.

#### Procedure

*Equipment-* Every handler will be issued and be responsible for the following equipment:

- One metal chain collar
- One leather leash
- One muzzle
- One food bowl and water pail
- One no spill water dish
- Undercoat rake
- Dog food
- Chain link kennel
- Ten foot leash
- Harness
- Collapsible bowl
- Toys

Upon completion of assignment, the handler shall return all county issued equipment.

*Facilities* - All canine training facilities belonging to the Sheriff's Department will be used for official training only. No canine training will take place at Department Facilities without permission from the Canine Training Staff.

All canine training, other than daily obedience, shall be conducted under the direct supervision of the Canine Training Staff.

## 5.2 BASIC CANINE TRAINING

### 5.2 Policy

All detentions canine teams are to demonstrate proficiency in specific skills to work within the Canine Program. New canine teams are required to attend daily training sessions until they are certified.

#### Procedure

*Basic Training Skills-* This teaches the canine team to perform fundamental exercises of obedience and agility. These skills include:

- Sitting
- Walking on a leash
- Basic socialization
- Impulse control

*Agility Exercises-* These exercises are performed on the canine obstacle course and consists of:

- 3 foot fence
- 4 foot fence
- 5 foot wall
- Catwalk
- Window jump –vehicle and building windows
- Tunnel crawl

*Vehicles-* Dogs will be trained in the following:

- Entering the vehicle
- Exiting the vehicle
- Riding in the vehicle

### 5.3 IN-SERVICE TRAINING

#### 5.3 Policy

Every canine team must attend a minimum of sixteen (16) hours of canine training each calendar month.

#### Procedure

The Canine Training Staff will schedule training throughout the month. Any training overtime in excess of sixteen (16) hours in a month, must be approved by the Canine Sergeants and the handler's affected Command. Any training overtime will be charged to that handler's Command.

In the event a specific training or performance problem is identified, the Canine Training Staff may require a canine team to attend additional training sessions until the specific problem is corrected.

*Attendance* - A record of the attendance and training will be logged into PackTrack, in accordance with section 4.1.

*Training Logs* - All daily activity/training will be entered into PackTrack, in accordance with section 4.1. Non-compliance with this policy may result in the suspension of the canine team at the discretion of the Canine Sergeants, as per section 2.1.

*Obedience* - Handlers are responsible for practicing obedience 10-15 minutes every day with their canine. Handlers will record this information into PackTrack.



## 5.4 TRAINING RECORDS

### 5.4 Policy

The Canine Training Staff will maintain all canine training records in the Canine Unit Office, with the exception of deployments and training entered into PackTrack.

#### Procedure

The Canine Training Staff shall maintain current training files on all handler teams. These records shall include, but are not limited to, the following information:

- Training Certifications
- All training related correspondence
- Training/ Activity in PackTrack
- Canine licenses

## 6.1 SCENT DETECTION

### 6.1 Policy Statement

The purpose of this statement is to establish the San Diego County Sheriff's Department Canine Unit policy regarding the deployment of Sheriff's Department Detentions detection canine teams; the responsibilities of the canine handlers and instructors. Sheriff's Department canine teams will be used in accordance with the procedures set forth in this directive. Unless specifically prohibited in this policy, detection canine teams may perform any duties in which they are certified to perform.

#### **Procedure**

*Certification and Maintenance Training* - Certification will be once a year and shall confirm to California POST Standards.

*Training Aids* - Training aids will be issued by the Sheriff's Crime Lab. The handler is responsible for maintaining chain of custody of the narcotics. The handler will be responsible for exchanges and returning the narcotics to the Sheriff's Crime Lab, upon completion of service as a handler.

*Schools* - Should a canine team receive a request to conduct a narcotic sniff of a school or educational facility; the team will confer with the narcotics detection canine instructor as well as one of the Canine Sergeants prior to conducting such a sniff.

*Person Sniffs* - Detentions detection canines will be authorized to conduct person sniffs only when the handler and canine have been certified to do so by the Canine Training Staff.