

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

CANINE (K9)

Authority:

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Purpose:

To establish guidelines for the management and use of Probation Department canines.

Definitions:

Canine Handler: A Probation Officer (PO) or Probation Corrections Officer (PCO) who is assigned a canine that is specifically trained in the care, handling, training, and tactical application of the canine.

Canine Team: A canine handler and their assigned canine.

Naloxone: A medication used to block the effects of opioids, especially in the case of an overdose.

Responsibilities:

I. Canine Handler Requirements (PO/PCO):

- A. Must be armed (PO positions only).
- B. Must have completed their probationary period.
- C. Must have maintained a minimum of "meets" level of performance on the last WPE.
- D. Must have successfully completed CORE training for their respective classification.
- E. Must have successfully completed the Probation Officer FTO program (PO positions only).
- F. Must have a strong desire to train, care for, and work with canines as they relate to law enforcement.
- G. Must agree to participate in various public relations events and have pictures and videos taken in the course of their duties to be used in a manner to promote the Department as directed by the External Affairs Unit, the PIO, the Deputy Chief, the Assistant Chief, or the Chief Probation Officer.
- H. Must commit to a minimum 5-year contract agreeing to remain canine handler. Based on operational needs of the Department, there may be an opportunity to renew the contract for an additional one, two, or three years.
- I. Must maintain a residence with a minimum 5-foot high fence with locking gates and sufficient space for the construction of a department provided and approved kennel.
- J. Must maintain an assigned take home vehicle specifically designated for canine transportation. The vehicle shall be utilized and maintained in accordance with existing County and Department policies and procedures.
- K. Must sign and abide by the Canine Handler Agreement.

II. Canine Handler shall:

- A. Maintain all Department equipment under their control in clean and serviceable condition.
- B. Be responsible for the security, tactical use, and control of their assigned canine.
- C. Ensure their canine is clearly identified while on duty (e.g., badge on the collar).
- D. Maintain control over their canines, on and off duty, to include:
 1. Keeping the canine on a lead or under complete control.
 2. Ensuring public interaction with the canine is monitored and done in their direct supervision.

- E. Avoid the careless or reckless handling or exposure of the canine to foreseeable and unreasonable risk of harm.
- F. Maintaining the health of their assigned canine including, but not limited to, seeking medical attention when necessary, maintaining current vaccinations, proper feeding/watering, grooming, and exercising.
 - 1. Submit all bills for care of the canine through the respective supervisor to the Division Director for review.
 - 2. Maintain all receipts and submit them monthly per Department and County policy/procedure.
 - 3. In the event of a canine emergency during non-working hours, seek medical attention and make contact with the assigned Division Director or the On-Call Director as soon as possible.
- G. Provide appropriate veterinarian services:
 - 1. Ensure canine receives regular veterinary attention, during scheduled working hours, including an annual physical, all vaccinations, heartworm check, and any maintenance medication.
 - 2. Advise their Supervisor of any illness or injury involving their assigned canine, as soon as practical.
 - 3. Only use Department-approved veterinarian services, except in an emergency.
 - 4. Report medical conditions requiring extensive medical treatment/hospitalization to the respective Supervisor.
 - 5. Document any and all medical care provided to their assigned canine and submit records to their Supervisor.
- H. Properly maintain indoor/outdoor home kenneling facilities.
 - 1. House the canine in a kennel provided by the Department at the home and secure the gate with a lock when the canine is kenneled. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
 - 2. Not expose the canine to extreme temperatures while being maintained in the outdoor kennel.
 - 3. Only allow the canine to socialize with family members for short periods of time under the direct supervision of the handler.
 - 4. Not lodge the canine at another location unless approved by the respective Supervisor.
 - 5. Allow the Supervisor to conduct spontaneous or planned onsite inspections of the affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this procedure.
- I. Be assigned a take-home department vehicle, which is to be utilized/maintained in accordance with existing policy/procedure.
- J. While on duty, canines are to be transported in San Bernardino County Probation canine vehicles only. Exceptions must be authorized by their Supervisor.
- K. Inspect the vehicle temperature monitoring system for functionality at the beginning of shift and monitor ambient temperature while the canine is in a vehicle.
- L. Ensure the canine is not left in a vehicle for excessive periods of time.
- M. Have the final decision on whether to deploy their canine, after considering all relevant safety and security factors.
- N. Receive their Supervisor's approval prior to participating in activities outside of routine field work which includes, but is not limited to, school searches and public relations events.
- O. Kennel canine at department-approved kennel facilities.
- P. Notify their Supervisor if sick or injured and cannot properly care for the canine.
- Q. Vacation Leave/Time Away:
 - 1. In any instance where the handler will be away from the canine for more than 24 hours, ensure the canine is kenneled.

2. The canine may be transported by the handler or their Supervisor to a kennel facility or temporarily assigned by the Supervisor to another handler if the respective handler is scheduled to be off work for more than two weeks.
 3. May designate up to two (2) responsible adults to provide basic off-duty care for the canine in the handler's absence of fewer than 24 hours (e.g., the handler's spouse may feed the canine if the handler will be away). Provide the respective Supervisor with the designated adult(s)' contact information.
 4. Obtain approval from their Supervisor to take the canine on any vacation.
- R. Documentation:
1. Submit Incident Reports to their Supervisor for all behavior violations (e.g., accidental bites) encountered with the canine.
 2. Upon request by their Supervisor, submit canine records.
- S. Canine Bites:
1. In the event of a canine bite, on or off duty, the handler shall:
 - a. Immediately contact their Supervisor or, if after hours, the On-Call Duty Officer, who will then notify the On-Call Division Director.
 - b. Examine the affected area to determine the seriousness of the injury and obtain medical treatment for the person.
 - c. Photograph the affected area when possible.
 - d. Not discuss the incident, except with authorized personnel or representatives. Any request for legal representation shall be accommodated when possible. Only discussions with licensed attorneys shall be considered privileged as attorney/client communications.
 - e. As soon as practical, complete an incident report of canine bites and/or any other injury as a result of any action on the part of the canine and submit the report with related paperwork to their Supervisor by the end of the shift, unless otherwise directed.
- T. Damage Resulting from Canine Team activities:
1. Take great care to prevent injury to a person or damage to the property of others.
 2. Document any damage whether visible or alleged by:
 - a. Contacting their unit Supervisor as soon as practical.
 - b. Obtaining recorded statements from the reporting party and photographs of any alleged damage.
 - c. As soon as practical, complete an Incident Report of any damage to a person's clothing or personal effects as a result of any action on the part of the canine.
- U. Naloxone application:
1. Attend approved training in the use of Naloxone for canines.
 2. Follow the approved steps in deploying the Naloxone as described in the Opioid Exposure Treatment with Naloxone instruction card and as directed in training.
 - a. Use universal precautions.
 - b. Perform an assessment of the canine's condition by determining unresponsiveness, absence of breathing, and/or lack of a pulse.
 - c. Monitor the canine's condition and transport it to the nearest veterinarian facility.
 3. Notify their Supervisor when it is safe to do so. If after hours, notify the On-Call Supervisor.
 4. Complete an Incident Report (IR) by the end of the shift or as directed by a Supervisor.
 5. Complete a new crime report if applicable and/or ensure a report is taken by local law enforcement agency.
 6. Follow training and manufacturer's recommendations regarding Naloxone storage.

V. Training:

1. Complete the initial canine training program and meet the guidelines of approved certification standards prior to conducting field work.
2. Complete canine training during normal working hours or obtain Supervisor's approval for any deviation.
3. Ensure training is consistent and approved by the Department.
4. Canine teams shall:
 - a) Receive formal monthly training by a department-approved canine trainer.
 - b) Attend weekly training with other canine teams and/or trainers as directed by the supervisor.
 - c) When on duty, conduct daily training between officer/handler and canine.
 - d) Train narcotics detection canine to pass the annual re-certification through the California Narcotics Canine Association (CNCA).
 - e) Document all training in the training log, maintain a canine training file, and submit it monthly to the unit supervisor.
 - f) Complete a minimum of 4 hours of training per week during regular work schedule, which consists of a combination of sections a-d. Any deviation shall require approval of their supervisor.
5. Immediately report any problem with the performance of their canine to their Supervisor.
6. Training Aids:
 - a) Adhere to the following steps when requesting Narcotics Canine Training Kits from the San Bernardino County Sheriff's Crime Lab:
 - i. Prepare and submit an Affidavit to the Court to obtain a Court order for the release of controlled substances to be used as a Narcotic Canine Training Kit annually.
 - ii. Submit the Court Order and a signed memorandum from their Division Director to the Sheriff's Crime Lab Captain requesting a Narcotics Canine Training Kit.
 - iii. Maintain control of the training narcotics and store training kits in a locked, airtight, and watertight case at all times except during training. Secure the locked case in the trunk of the assigned vehicle during transport and stored in an appropriate locked container.
 - b) Adhere to the following process to obtain weapon canine training aids, which are weapons issued by the Range master and used specifically for training purposes:
 - i. Sign out the firearms issued and arrange a time for firearms to be inspected/returned to the Range Master.
 - ii. Store training aids (inoperable firearms) inside a vehicle's locked box or an office gun locker.

W. Canine Records:

1. All documentation relating to canines, including training records, medical records, IRs, monetary expenditures, etc., will be processed through the assigned unit supervisor, Division Director, and Deputy Chief as applicable.

III. Supervisor of a Canine Unit:

- A. Ensure a Canine Handler Agreement is completed and followed.
- B. Maintain continuous communication with other assigned canine supervisors to ensure consistent practices, application of guidelines, proper maintenance of canine records, etc.
- C. Monitor canine handler activities:
 1. Approve any handler activities outside of routine field work.
 2. Evaluate and authorize school searches.
 3. Coordinate JDAC searches.
 4. Approve all public relations events/demonstration requests.
- D. Provide administrative support for canine handler needs.

- E. Ensure required training occurs and is properly documented.
- F. Ensure the maintenance and storage of the following records for the duration of the canine's service with the Department:
 - 1. Canine stats
 - 2. Canine medical records.
 - 3. Training records (to include training aid logs)
 - 4. Annual re-certifications
- G. Conduct and document periodic inspections of canines, vehicles, kennel facilities and an annual home inspection to ensure kennels provide protection from the elements.
- H. In the event of a bite, injury, or significant property damage:
 - 1. Respond to the scene.
 - 2. Ensure the appropriate photographs have been taken and recorded statements from the injured person have been obtained.
 - 3. Notify the Civil Liabilities Division, County Animal Control, and the respective Division Director.
- I. Notify the respective Division Director when a canine is injured/hospitalized or when medical conditions require extensive medical treatment/hospitalization.
- J. Monitor Narcotic K-9 Training Kits by:
 - 1. Periodically checking, weighing, and logging the training narcotics.
 - 2. Reporting any discrepancies to the respective Division Director.
 - 3. Maintain all paperwork related to Narcotics K-9 Training Kits (Requests, Affidavits, Court Orders, etc.) for each individual issuance.
- K. Conduct monthly inspections of canine stats and training logs.
- L. Annual inspections shall be conducted to ensure annual certifications are current.
- M. Maintain a liaison with the vendor kennel and canine trainer as applicable.
- N. Monitor the training, use, documentation, and storage of Naloxone by:
 - 1. Ensuring canine handlers attend the required training prior to being issued a Naloxone Kit.
 - 2. Ensuring canine handlers are using and storing the Naloxone Kits in accordance with this procedure.
 - 3. Notifying the respective Division Director of the deployment of Naloxone. If after hours, notify the On-Call Division Director.
 - 4. Reviewing all IRs for your assigned handler and forwarding them to the respective Division Director.
 - 5. Reviewing new crime reports for your assigned handler.

IV. Division Director:

- A. Provide administrative support for canine handler needs.
- B. Oversee the canine unit budget as applicable.
- C. Review the department credit card statements for assigned handlers.
- D. Ensure department administration is immediately informed of significant canine incidents such as injury, bites, property damage, use of Naloxone, and hospitalization of the canine.
- E. Report medical conditions requiring extensive medical treatment/hospitalization to the respective Deputy Chief.

V. Canine Deployment:

- A. Detection:
 - 1. Random exploratory sniffing of areas and inanimate objects which includes, but is not limited to, dwellings/structures, packages, vehicles/vessels, etc.
 - a. Exploratory sniffing in public facilities shall be with advanced knowledge and consent of the appropriate facility manager or designee.

- b. Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
 2. Officers may reasonably detain specific related items for purposes of a canine sniff if reasonable suspicion exists.
 3. The use of the canine to search a person for narcotics is prohibited.
 4. Canines may be used to sniff the interior/exterior of a motor vehicle when:
 - a. Pursuant to a lawful traffic stop and in compliance with all applicable case laws when proper requests are made by law enforcement.
 - b. Pursuant to a lawfully signed search warrant.
 - c. During a probation officer's search where a person under probation/parole supervision with search conditions is either:
 - i. the registered owner of,
 - ii. a passenger in, or
 - iii. in control of a motor vehicle and there is reasonable suspicion that there may be narcotics contained within the motor vehicle.
 - B. Juvenile Detention and Assessment Center and Treatment Facility Searches:
 1. Will be conducted on an as needed basis.
 2. The assigned Supervisor will coordinate the searches of the facility with the appropriate PCSII or designee.
 3. Facility searches shall be conducted in accordance with all guidelines listed in this procedure; however, due to facility safety and security concerns the following shall also be adhered to:
 - a. Searches shall not be completed in the immediate presence of youth.
 - b. Facility staff shall be responsible for the processing of new crimes discovered (notifying local law enforcement, securing the scene, processing incident reports, etc.).
 - C. PCO Handlers:
 1. Will only search in secured settings. This includes but is not limited to Juvenile Detention Centers, Secure Treatment Facilities, Jails, Prisons, and airports.
 - D. Call Outs:
 1. Canine teams shall only be used for assignments consistent with this procedure.
 2. Handlers shall have the authority to decline a request for any specific assignment that is deemed unsuitable.
 3. The canine team may respond to off-duty calls for service after receiving approval from their respective Supervisor, Division Director, or the On-Call Director.
 4. Refer to applicable Department and County procedures regarding overtime compensation.
 - E. Public Relations:
 1. Public requests for a canine team shall be reviewed and, if appropriate, approved by the assigned Supervisor prior to making any resource commitment.
- VI. Replacement/Retirement of Canine:
- A. It will be the determination of the Deputy Chief following consultation with the Chief Probation Officer or their designee, as to when to replace an on-duty canine. Reasons for replacement may include poor performance, old age, and/or injuries which prevent the canine from performing further active duty.
 - B. A canine will be retired after it has surpassed its usefulness to the Department due to age or other circumstances.
 - C. Upon retirement, and subject to the written authorization from the Office of the Chief Probation Officer, the canine may become the property of the assigned handler and may be subject to a nominal fee.

- D. The handler will sign a written statement indicating they will assume all responsibility, liability, cost to maintain the canine, and agree to not use the canine for financial gain.


Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

- Arming
- Documentation
- Overtime

Issued by:



Tracy Reece, Chief Probation Officer

Original Issue Date: October 6, 2020

Revised: July 12, 2022