

	DELMAR POLICE DEPARTMENT	
	Policy 7.21 Related Patrol Services - Canine	
	Effective Date: 07/27/14	Replaces: N/A
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: N/A	

I. POLICY

Utilization of properly trained police service dogs represent a highly cost effective and reliable asset to law enforcement personnel, by utilizing the canine's acute olfactory and hearing senses. The police service dog also provides a psychological deterrent by their presence at the scene of potentially conflict or disturbance.

II. PURPOSE

The purpose of this policy is to provide guidelines for the operation, training, certification, deployment, and administration of the canine unit.

III. DEFINITIONS

- A. Canine Unit: A specialized group within the Uniformed Patrol Division. The Canine Unit shall consist of a canine team or teams, to be determined by the Chief of Police.
- B. Canine Team: The handler and the assigned police service dog.
- C. Handler: A Officer selected by the Chief of Police, qualified by the K-9 Supervisor or Trainer to care for and use a police service dog.
- D. Canine Trainer: A Officer, civilian employee, allied Department employee, or military personnel selected by the Chief of Police; qualified by a professional training center, government organization or private organization as an expert in the training and use of police service dogs and their handlers.
- E. Canine Supervisor: A Officer selected by the Chief of Police with the rank of Corporal or higher that is responsible for the overall operation of the Canine Unit.
- F. Officer in Charge: The "on duty" shift supervisor.
- G. Patrol Dog: A service dog selected by the Canine Trainer or Canine Supervisor and qualified by recognized standards to perform basic patrol functions (tracking, protection, suspect searches etc.).
- H. Detection Dog: A service dog selected by the Canine Trainer or Canine Supervisor and qualified by recognized standards to perform searches for hidden substances (CDS, explosives etc.).
- I. Certified: A Canine team meeting or exceeding the performance standards of the department, or recognized organization, as evaluated by a qualified police service

trainer.

- J. Deployment: An occurrence when a handler makes use of the assigned police work dog on duty in an official capacity.

IV. PROCEDURES

- A. Because of the dog's superior senses and agility, the Canine Unit is an important and valuable component of the Department's law enforcement strategy. The Chief of Police is committed to maintaining an efficient Canine Unit to support its enforcement programs. All police service dogs must be registered as such through the Maryland State Police Licensing Division and assigned a unique Canine Identification Number.
- B. The mission of the Canine Unit is to enhance the effectiveness of Department enforcement programs drawing upon the capabilities of specialty trained Canine teams. The primary function of the Canine Unit is to support patrol and criminal enforcement programs. Canine handlers must, therefore, be thoroughly familiar with all local enforcement objectives and be committed to their success. Since the Canine Unit is only one element of the Department's enforcement resources, Canine activities must be planned in concert with other enforcement resources.
- C. The support capabilities of the Canine Unit are derived from the unique abilities of its canine and the special training given to Canine personnel. Canine Teams are specially trained and equipped to provide support in such areas as drug detection, explosives detection, article search, man tracking, crowd control, building searches, area searches, protection and crime prevention.
- D. Patrol Dog, Canine Teams shall neither be dispatched as a primary unit unless manpower needs dictates otherwise. These Canine Teams shall be dispatched as an assisting unit, when necessary, with the ability to return to service and respond elsewhere quickly. Patrol Canine teams shall be dispatched on all crimes in progress or ones that have just occurred as well as calls to assist an Officer. Patrol Canine Teams should respond to other calls for service (alarms, prowlers, traffic stops, burglaries, etc.) which could eventually require the need for a police canine. Handler's hours may be adjusted to meet Canine enforcement program goals.
- E. Handlers will be allotted a half an hour of canine maintenance pay for each day the Canine is maintained. This includes normal workdays, days off work, sick days, and leave days. If the Canine is housed at a Department-approved kennel, no Canine maintenance shall be given.
- F. Handlers will complete the proper paper work whenever the Canine is used. The canine usage report (in LERMS) will be completed when the Canine is used for demonstrations and for any deployment. The training report will be completed each time the Canine is being trained.
- G. Handlers will notify Communications or their immediate supervisor of any training or deployment.
- H. Canines are only allowed in the Department with the permission of the Canine supervisor, Canine Trainer, or the Officer in Charge.
- I. If Department Canine develops medical problems or injuries, it will be policy to contact the Canine Supervisor. If the Canine Supervisor is not available, then the

Officer in Charge will be contacted.

- J. When any Canine equipment becomes worn or damaged, a Quartermaster Assistance Form (DPD Form 4.5-A) must be completed and submitted to the Canine supervisor. The Canine supervisor will review the request and if replacement is authorized, the Canine supervisor will forward the QAF to the Quartermaster.
- K. The Canine Handler is responsible for scheduling and attending all routine and emergency veterinarian appointments. The veterinarian must be approved by the Chief of Police or designee. Whenever possible, veterinarian appointments should be completed while on duty, or during Canine maintenance.
- L. Monthly in-service training is very important and must be maintained in order to keep the Department Canine Teams functioning at maximum proficiency and to maintain the integrity of the Canine Unit. At least sixteen hours of in service training should be conducted each month. Every effort will be made to comply with the training schedules. When necessary, leave and work schedules will be adjusted to accommodate attendance. If a handler cannot attend his assigned program, he / she will notify the Canine Supervisor in writing. Handlers will not schedule vehicle repairs, veterinary appointments or make other conflicting assignments on training dates. Handlers will work with the Courts and States Attorneys office when possible for dates other than those designated for canine training.
- M. The Chief of Police may authorize public Canine demonstrations to further public relations and education. All requests for canine demonstrations will be forwarded to the canine supervisor who will decide if the request has merit and the demonstration can be safely conducted. If the request is approved, the canine supervisor will assign sufficient canine handlers to provide the service. To provide proper display of the Canine Unit's capabilities, at least two Canine Teams should be assigned depending on Department's man power.
- N. A canine will not be removed from their kennels for any reason other than work, training, breaks, or exercise. It must be remembered that the dogs are not family pets. At no time will they be left without the immediate presence of the handler, approved kennel staff, approved veterinarian staff, approved grooming staff, or Department personnel.
- O. If for any reason a handler cannot provide the necessary care to his assigned canine, arrangements will be made to kennel the canine at a Department-approved kennel, or under the care of Department personnel.
- P. Generally, Department owned canines will be retired or otherwise removed from service prior to the animal's tenth birthday. This is necessary to prevent unnecessary expenditures as well as to reduce the sudden loss from service of a team without an immediate replacement. This is left up to the discretion of the Chief of Police. The Chief of Police may reassign Canine Handlers to other duties at his discretion.
- Q. All canine vehicles shall be kept clean and free of odor and hair collection. Each vehicle shall be equipped with an agency approved vehicle kennel mounted in the rear of the car or truck.
- R. When the handler leaves his vehicle unattended, the handler will secure the center sliding door in the closed position if it is obvious that the dog will not be needed. The handler will also lock all doors, and close the front windows. These measures are

necessary to prevent accidental damage to the interior of the vehicle, prevent injury to pedestrians that may pass in close proximity to the patrol vehicle, and to prevent injury to the canine.

- S. As a general rule, no civilians or prisoners shall be transported in a vehicle with the canine if other officers are available to conduct the transport. If civilian or prisoners are to be transported in a vehicle with the canine, the handler will ensure that the center sliding door is in the closed position.
- T. Marked canine patrol vehicles will be identified with agency approved decals identifying the patrol vehicle as a canine vehicle.
- U. Only canines owned and licensed to the Delmar Police Department are authorized for transport in Department Canine vehicles. Personal pets or non-Department animals will not be transported or placed in a Department canine vehicle except in extreme cases.
- V. A canine kennel shall be available for use at the Delmar Police Department. This kennel should be used for Department canines only. If a canine has the possibility of being ill with a communicable illness, the canine shall not be placed in the kennel.
- W. To ensure the professional appearance of all canine personnel, the canine supervisor will designate the uniform of the day for each training session. Handlers will report for training in the designated uniform. Civilian clothing may be worn for training purposes with the permission of the Canine Supervisor or Canine Trainer. A clean uniform, issued gun belt, holster, handcuff and case, badge, firearm, body armor and other approved accessories will be readily available to each handler in case of a call.
- X. The canine handler's uniform of the day shall be the agency approved canine uniform or the regular duty uniform.

V. QUALIFICATIONS

A. Handler Qualifications

- 1. An Officer shall meet the following criteria to be considered to the K-9 Unit. Once an opening is available, interested Officers shall submit a request in writing to their supervisor explaining their qualifications. Participation in a training session or an oral interview can follow at the discretion of the Chief of Police. The K-9 Supervisor will make a recommendation to the Chief of Police or designate who will make the final decision.
 - a. An Officer must have at least three years of law enforcement experience.
 - b. Must be able to lift and carry the weight of an average police service dog as well as surmount routinely encountered obstacles.
 - c. Must have an above average safety and attendance record for the past twelve months.
 - d. Must have an overall performance rating that exceeds standards on the last annual performance evaluation.
 - e. Must have no substantiated complaints within the past twelve months.

- f. Must be willing to work flexible hours, overtime, and be called out during off duty hours.
- g. Must reside with-in a 45 (forty five) minute response time to the Town of Delmar and have a suitable place to house a Canine.
- h. Must be willing to care for the Canine until expiration.
- i. Must successfully complete the prescribed canine training program.

B. Trainer Qualifications

- 1. An Officer shall meet the following criteria to be considered for assignment as the Canine Unit Trainer. The Canine Supervisor shall make a recommendation to the Chief of Police, or designate who will make the final decision.
- 2. Must meet the requirements for selection as a handler.
- 3. Must have successfully worked as a police dog handler for a minimum of five years.
- 4. Must successfully complete a police service dog trainer's course from a professional training center or organization that has been approved by the Chief of Police or designate.

C. Canine Supervisor Qualifications

- 1. A supervisor shall meet the following criteria in order to be considered as the unit supervisor. The Patrol Commander shall make a recommendation to the Chief of Police, or designate, who will make the final decision.
 - a. Must hold the rank of Corporal or higher.
 - b. Must meet all the requirements for selection to the unit as a handler.
 - c. Must successfully complete a police service dog supervisor's course from a professional training center or organization that has been approved by the Chief of Police or designate or have completed the MPCTC First Line Supervisors course.

D. Procedures

1. Canine Utilization

The prompt and proper utilization of a trained canine team has proven to be a valuable utilization of a unique resource in law enforcement. When properly used a canine team greatly increases the degree of safety to citizens within a contained search area, enhances individual officer safety, significantly increases the likelihood of suspect apprehension, and dramatically reduces the amount of time necessary to conduct a search.

2. Guidelines

The following guidelines shall apply to all personnel involved in canine operations. The following situations reflect suitable activities for canine deployment:

- a. Searches for controlled dangerous substances, explosives or evidence.

- b. Building searches when there is a possibility of suspects hidden inside. Caution shall be exercised if there is a possibility other individuals may be inside the building.
- c. Searches of shopping centers, malls or other large structures where personnel commitments and search time will be extensive.
- d. Area searches for criminal suspects who are wanted in connection with activity described deployment policy.
- e. Capture and or apprehension of suspects who are armed, or believed to be armed.
- f. Specialized security assignments.
- g. Specialized saturation patrol.
- h. For the defense of an Officer or civilian.
- i. Crowd control, once approved by the Officer in Charge or Canine Supervisor.
- j. Tracks for missing persons or suspects.
- k. Patrol checks.
- l. Canine Demonstrations.
- m. Training.

3. Canine Requests

Canine Teams can be requested through the Delmar Police Departments communications center via radio, and telephone at 410-896-3131. When a Delmar Police canine is requested from Department members, it will be approved or disapproved by the Officer in Charge. The opportunity for a safe and successful deployment will be enhanced with a timely request, response, and deployment of the canine team. Delmar Police Officers are responsible for establishing an effective perimeter containment of the area to be searched and for ensuring the area is not contaminated by the scent from civilians, officers or other police personnel and vehicles.

4. Apprehensions

- a. Prior to using a Canine on a deployment with the belief that an apprehension may take place, an announcement concerning the intended deployment of a canine shall be made. This announcement is intended to notify persons within the containment area of our intent to utilize a canine team and to afford suspects an opportunity to make themselves known to Officer personnel. The announcement shall be clear, loud and audible to all personnel at the operation and shall be in English. The utilization of radio car public address system may be used to help to assure the broadcast of the canine announcement. Containment personnel shall confirm hearing the canine announcements prior to initiating a search. When conducting area searches for suspects believed to be armed, concerns for the safety of search personnel may dictate that the announcement not be made. In

these instances, the canine handler will advise the on scene supervisor of the reasons for precluding an announcement and abide by subsequent direction. In instances where a canine announcement is not made, the reasons shall be reported in the canine usage report and/or supplemental reports. Handlers will use the following announcement: "Delmar Police K-9 answer aloud or the dog will be sent in." The handler shall then wait for a response prior to releasing the Canine. At all times before the handlers utilize canines they will advise the communications center so the police communications officer can make the appropriate entry.

- b. Prior to deploying a Canine with the possibility of an apprehension, the handler must consider the following;
 - (1) The seriousness of the crime reasonably believed to have been committed,
 - (2) Is suspect in either fight or flight? and,
 - (3) Is there a danger posed if the suspect is not apprehended?
- c. Generally speaking, a canine will not be used to apprehend known juvenile offenders. Uses on a known juvenile offender will be limited to those instances wherein the severity of the crime, the subject's age, propensity for violence, if the subject is believed to be armed, and/or other critical factors would reasonably justify the use of a canine. In these instances the Officer in Charge, canine supervisor, and/or the on call supervisor must first authorize the use of the canine.
- d. When an apprehension takes place with a canine, the handler will call off the dog as soon as the canine can be safely released. When deciding to call off the dog, particular attention must be given to the perceived threat of actual resistance presented by the suspect. Handlers will factor into their call off decision that the average person will struggle if being seized or confronted by a canine. This struggling alone is not cause for not calling off the canine. Without exception, a reference to the duration of the canine's contact with a suspect shall be included in the handler's usage report. When the handler calls off the canine, the handler will advise back up officers that the suspect is in custody. If the suspect warrants medical attention, the Officer in Charge will be made aware of the necessity and EMS will be called to the scene. The suspect will then be transported to the nearest hospital.

5. Use of allied Department dogs

- a. Use of outside Department canines - The training and experience of canine teams from outside agencies can vary significantly. Similarly, canine deployment of other departments can be quite different from our own.
- b. In situations where outside Department canines are used and a bite occurs, the Officer in Charge will immediately notify the Patrol Commander. The Officer in Charge shall respond and do an immediate follow up investigation. Additionally, the canine handler

from the outside Department shall forward their report of the facts to the Officer in Charge.

- c. Allied Department canine requests
 - (1) Allied Department request for canine assistance with in Delmar shall be handled by the Officer in Charge. In the absence of the Officer in Charge the on call supervisor shall be contacted. When canine assistance is needed outside the county the Officer in Charge or the on call supervisor will be notified. In all situations involving the deployment of a Delmar Polices canine in another jurisdiction, our Department's canine policy shall apply.
 - (2) The service of the canine units are available to all law enforcement and government agencies as authorized by Delmar Police Department policy. Response by canine units to requests for service are based primarily on the availability of the officers and their dogs and shall be prioritized as follows:
 - (a) Requests by other Delmar Police Department officers.
 - (b) Requests previously agreed to.
 - (c) Requests by a Drug Task Force.
 - (d) Requests by other law enforcement agencies.
 - (e) Requests by other governmental agencies.
 - d. Requests for service involving unusual activities, conditions and times will be considered individually by the canine program supervisor and administration.
6. Incident reporting procedure
- a. In instances where a dog bite occurs, the facts shall be reported by the involved canine handler to the Officer in Charge, or the on call supervisor, and an immediate follow-up investigation conducted. The necessary reports shall be completed by the Canine Handler whenever any canine is utilized. Delmar Police officers shall not describe dog bites incidents in their reports, but instead shall refer to the canine handler's report. Obtaining photographs of any injuries inflicted by a Department canine shall be the primary responsibility of the Officer in Charge, Canine Supervisor, or the canine handler. Such photographs shall be maintained with the Departments case file.
 - b. Canine Handlers will complete the following forms and turn them into the Officer in Charge prior to securing his/her shift.
 - (1) Canine usage report.
 - (2) Any criminal charges against the suspect.
 - (3) The handler will submit to the Wicomico County Health Department or Delaware Health and Social Services an animal

bite report and the canine will be placed on a ten day working quarantine. During the working quarantine, no unnecessary contact shall be made with the canine. Any changes in medical conditions shall be reported to the Health Department. After ten days, the Wicomico County Health Department and or Delaware Health and Social Services will be contacted by the handler, to report the health and status of the canine.

7. Canine Safety

Safety is of paramount concern. Canines are trained to protect their handlers and may react to perceived threats. Personnel should not enter or reach inside canine vehicles when the dog is inside, nor abruptly approach canine handlers. During search operations, personnel should follow the instructions of the canine handler and avoid any actions which might jeopardize the safety of those involved in the operation. When a suspect, missing person and or evidence from a crime scene has been located the handler shall advise when it is safe to approach and take control of the suspect, missing person and or evidence. Canines will not be used by anyone other than the assigned handler. Teasing or agitating a canine will not be permitted unless for training purposes and then only by Department personnel or other trained handlers or decoys.

8. Purpose of Detection Canine Program

a. Guidelines for canine controlled dangerous substances detection program.

- (1) This section provides general guidelines for the deployment of Canine Control Dangerous Substance Search Teams. To be successful, public support and appreciation for our detection dog's efforts is essential. Canine CDS Search Teams must be deployed with tact and all scans and searches conducted in a lawful and prudent manner based on probable cause. Each handler must remember that the detention of a vehicle and occupants must be reasonable and each stop will be judged on its own merits.
- (2) Whenever a canine CDS Search Team intends to scan a vehicle for drugs, the stopping Officer will request driver's license, vehicle registration, rental agreement etc. During initial contact with the vehicle operator the Officer will be observant for contraband or other indications of criminal activity.
- (3) The occupants will then be informed about the canine search techniques and informed to be directed to a safe area from the vehicle and will be observed by a back up unit, or by the stopping Officer as traffic paperwork and checks are being completed. The Officer will then scan the vehicle exterior utilizing the canine. If the dog alerts, the interior of the vehicle may then be searched by the canine. Every vehicle scan or search will be officially reported using the appropriate

Department canine usage report.

- (4) Whenever there is insufficient probable cause to search and the Canine Handler is uncertain of the sufficiency of his probable cause to search a vehicle, consent will be requested to search a vehicle. Consent will be requested from the driver or owner of the vehicle using the Delmar Police Departments Consent to Search and Seizure form (DPD Form 7.4). If consent is not given then the Officer will have to determine if a search and seizure warrant should be obtained. If not then the Officer will allow the vehicle to move on.
- (5) Generally, all criminal arrests will result from lawful traffic stops or other citizen contact. The team members will view the total circumstances surrounding all citizen contact of an enforcement nature. Each violator will be quickly scrutinized, recognizing both the limitations of the Officer's authority and the constitutional rights of all persons. The detention of any citizen must be reasonable and each contact will be judged on its own merit.
- (6) During citizen contact, officers will be observant for contraband or other indications of criminal activity or involvement. Asking routine questions and observing citizen reaction will provide vital clues to possible ongoing criminal activity.

b. Guidelines for Explosive Detection

- (1) The decision to evacuate a building on a bomb threat can be made by the Officer in Charge, business owner, property owner, or principal. If a building or area is to be evacuated, officers should have citizens remain at least 100 yards away.
- (2) The explosives detection dog handler is in charge of the scene.
- (3) A second Officer will accompany the handler and act as a spotter. The spotter must be on the lookout for any dangers that the handler may miss because the handler's attention is on the dog. The spotter should look for any suspicious items, traps, or suspects. The spotter should not touch anything, and should stay out of the way of the working canine.
- (4) **No radio or cell phone use in the area.**

9. Procedures for After Hours Service

- a. Handlers who receive a request for service after the handler's normal working hours shall adhere to the following procedures unless otherwise instructed by the canine supervisor or command staff of the Delmar Police Department.
 - (1) If an outside Department officer contacts the handler directly, it will be the responsibility of the handler to discuss the situation with the Officer in Charge who will in return call the

Patrol Commander.

- (2) The Officer in Charge will okay the call out first through the Patrol Commander.
- (3) The handler shall be contacted by the Delmar Police Communications Center via telephone or radio.
- (4) The handler will respond to the scene and perform the service requested unless the handler feels that the response is unnecessary or the service requested is inappropriate.
- (5) If the handler feels that the after hours response is not appropriate, the handler shall so inform the Officer in Charge.
- (6) If the handler advises the Officer in Charge that the after-hours response is inappropriate and the Officer in Charge continues to request a response, the handler shall respond as requested.
- (7) If the handler determines that the task to be performed as described by the Officer in Charge is inappropriate, the Officer in Charge shall be advised that the canine supervisor will be contacted by the handler and that the Canine Supervisor will call the Officer in Charge to discuss the issues involved.

10. Delmar Police Department Canine Team Certification

- a. Certification - Before a Department's police Canine Team can be placed on an "Operational Status" certain specifications must be met in order to insure that the police dog is certified to be competent and properly handled. These specifications are to be checked yearly or on an as needed basis by a qualified Canine Trainer. It is possible that a situation may arise when a Canine Team cannot be certified as suitable for "Operational Status". Possible reasons for such a decision include consistent behavior on the part of the dog that places himself, his handler, other officers or the public in jeopardy, or inability to perform to standards. Each Canine team shall be certified yearly in the following:
 - (1) Heel on Leash - Dog walking on the weak side of handler without lunging forward, lagging behind, or wandering out. The dog stays on the weak side of the handler. When the handler turns the dog turns with him. When the handler stops, the dog stops and sits automatically alongside of him. The dog heels with the handler at both slow of fast paces.
 - (2) Come - The dog will come to his handler when he is called and sit or lay either in front or alongside the handler.
 - (3) Stay - The dog will down stay for 3 minutes with the handler out of sight.
- b. Obedience - The police dog should respond to the obedience commands of its handler as a control feature rather than as a competitive exercise. Either voice commands, hand signals or both may be used.

- (4) Waiting in the Canine Unit Vehicle - The dog will wait in the Canine Unit vehicle with either the door or window open and stay there until he is called by the handler of a situation arises that the dog is needed for the defense of the handler. If the dog is called by the handler, he should immediately go to the handler's side.
- (5) Sending the dog to the Canine Unit vehicle - Upon command from the handler, the dog shall go swiftly and directly to the Canine unit vehicle and stay there until he is called or needed.

c. Agility

The police dog should be trained to overcome obstacles that he might incur on the job, such as Hurdles: picket fences, chain link fences, 3-board fences, stair-steps, solid walls, hedges, etc.

d. Man searching

- (1) This is the police dog's true function. He is used as an investigational tool and should be trained to locate people by scent.
- (2) Building/Area search - The dog should search the inside of any building/area and detect the presence of any person or persons hiding inside such as a burglar. The dog must either alert by barking, or apprehend the decoy.

e. Tracking – At least 200 yards, and 20 to 60 minutes old, and have at least two turns. The track surface should be grass, or other vegetation. The weather conditions should be clear to light rain, with only little or light wind. The canine must follow the track to completion and locate the tracklayer, or reward set by the tracklayer.

f. Protection

The police dog should be trained to protect its handler and to stop a fleeing suspect by biting. The decoy should stop all fighting once the handler begins to break the canine off of the apprehension. The police dog should release its hold on the suspect on a spoken command from its handler. The handler also must be able to recall the canine after being sent for an apprehension. On command, the dog must lie down, or return to the handler. The decoy must stop movement once the command for the canine to stop has been given. The canine team will not pass if the dog continues, and apprehends the decoy.

g. Detection

- (1) CDS detection: For the certification, the trainer will hide at least six training aids, and at least two different odors will be used. Only two or more of the following lab tested odors shall be used: marijuana, cocaine, heroin, and/or methylenedioxymethamphetamine. At least one hidden training aid must be at ground level, and at least one hidden training aid must be hidden at least 4' or higher. At least one

vehicle and at least one building shall be used to hide training aids. Clean control items must be presented into the problem. The handler must correctly call an alert on at least 80% of the training aids. Only one false alert on a clean control will be permitted.

- (2) Explosives detection: For the certification, the trainer will hide at least six training aids, and at least two different odors will be used. No pseudo odors shall be used. At least one hidden training aid must be at ground level, and at least one hidden training aid must be hidden at least 4' or higher. At least one vehicle and at least one building shall be used to hide training aids. Clean control items must be presented into the problem. The handler must correctly call an alert on at least 80% of the training aids. Only one false alert on a clean control will be permitted.

11. Canine Equipment

The following list of equipment shall be issued to K-9 teams:

Agency approved dog kennel (fence and pad)	Food and water pans (stainless steel)
Dog house	Sleeve (patrol dog only)
Canine muzzle	Choke chain
Leather collar	Leather leash
Tracking leash	Tactical gun mounted flash light
Flashlight	Nylon duty belt and equipment holder
Tracking harness	Pair of pants/shift training uniform
Department cell phone	Reward toy
K-9 pin for duty uniform	Caution sign for kennel

12. Canine Training Aids

- a. CDS training aids and explosive training aids have been obtained for training only. All of the aids are to be locked in a locker or safe and will be maintained by the canine supervisor.
- b. When CDS training aids, or explosive training aids are removed from the locker or safe, the handler is to sign out the training aid on the sign out log. The log is to remain in the appropriate locker or safe. The log is to be completed by printing the handler's name, the item removed and the date and time. Prior to taking custody of a training aid, the handler must check the box, and confirm the contents with a contents list. The contents list will be in the log book, and a copy will be with the box. If the training aids are not as described on the list, the handler will not use the box. The handler will immediately report the

discrepancy to the canine supervisor.

- c. When a training aid is returned to the locker or safe, the handler is to complete the log by placing the date and time that the aid is returned. Prior to placing the boxes back into the locker or safe, the handler must check and inventory the contents of the training aid. Any discrepancies to the list will be reported to the canine supervisor.
- d. CDS training aids and explosive training aids will only be removed for training purposes.
- e. Only the canine supervisor or canine trainer may make changes to the packaging; or exchange, remove, or add to the training aids.
- f. If a training aid becomes wet or damaged the handler must contact the canine supervisor, canine trainer.

13. Canine Reports

- a. Canine usage report will be done for each type of call when the canine is called for and or used. Examples: demo's, tracks, building searches, missing children, crowd control, drug searches, explosive searches, etc. Handlers will make one copy from the original. The original copy will be forwarded to the Officer in Charge for approval. The handler will keep one copy of report for his / her logbook.
- b. Training report. The handler or trainer will complete this report after each training for tracking purposes. The original copy will be submitted to the Canine Supervisor's mailbox for review prior to being forwarded to the records department. The handler will make a copy and retain in his or her canine logbook.
- c. Animal bite report. The handler will complete this form whenever a Delmar Police Officers canine makes contact by either biting or scratching anyone. The handler will make a copy to be sent to Wicomico Health Department or Delaware Health and Social Services and original will be sent with the canine usage report to the Officer in Charge.
- d. Quartermaster Assistance Form. The QAF will be filled out by the handler whenever any canine related equipment becomes worn or damaged. The original will be left in the Canine Supervisor's mailbox and upon approval by the Canine Supervisor, will be forwarded to the Quartermaster