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POLICY/PROCEDURE NUMBER: 05-S.O.-007      Page 1 of 17 with three Appendices

SUBJECT:      USE OF DEPARTMENT CANINE

EFFECTIVE DATE:    January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: July 12, 2005 version; July 12, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARDS: 9.2.1, 15.1.4

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE - YES

APPROVED:    Anne P. Glavin, Chief of Police

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I.      PURPOSE

To establish policy and operational procedures for the use of police service dogs owned by the California State University, Northridge Police Department.

II.     POLICY

It shall be the policy of this department to provide the campus community with the services of a canine program. The primary goal of this program is to enhance campus safety by the use of canines, thereby strengthening our ability to deter on-campus crime through increased field performance. Generally, the Department will maintain dual use K-9 teams (e.g. patrol/narcotics detection or patrol/explosives detection) to achieve this goal.

Because of their superior senses of smell and hearing and their physical capabilities, the trained law enforcement canine is a valuable supplement to police manpower. However, 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 prevention and control activities.

III.    DEFINITIONS

A. Canine: A department service dog with specialized training.

B. K-9 Officer/Handler: The assigned officer in control of the department canine.

- C. Canine Team: A canine team consists of an officer-handler and a service dog.
- D. Explosive Detection K-9: A canine specifically trained in the detection of explosives.
- E. Narcotics Detection K-9: A canine specifically trained in the detection of controlled substances.
- F. Canine Program Coordinator: The command staff member assigned by the Chief of Police to oversee, manage and coordinate the canine program.
- G. Canine Unit Supervisor: The sergeant or corporal assigned by the Chief of Police in charge of the day-to-day operations of the unit. The Canine Unit Supervisor reports directly to the Canine Program Coordinator.
- H. Dual Use K-9: A K-9 trained for more than one function such as patrol and explosive detection.

#### IV. PROCEDURES

##### A. Use of Canine Teams:

1. Service dogs shall not be used for:
  - a. Crowd control assignments (e.g., political demonstrations or labor/management disputes);
  - b. Disturbances calls;
  - c. Teasing, taunting or intimidating anyone;
  - d. Resolving domestic disputes;
  - e. To apprehend anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, nor the mentally disturbed if no other crime is involved.
2. A canine officer may be dispatched to the above listed types of incidents, leaving the dog secured in the vehicle.
3. It is the responsibility of the K-9 handler to determine whether an incident is one in which deployment of a service dog would be consistent with this policy.
  - a. If there is any conflict between a supervisor and a canine handler as to whether an assigned task or mission is within the technical competence of the handler and/or the service dog, the decision not to use a service dog for a particular task, based upon such technical reasons, shall rest with the canine officer.

- b. The officer-handler shall justify his/her actions via memo to the Canine Program Coordinator within twenty-four (24) hours.

B. Canine Team Utilization for Location/Apprehension of Suspects:

1. The deployment of a police canine for the location and apprehension of a suspect is a use of force that must be consistent with this agency's principles of escalation and de-escalation of force.
2. Decisions to deploy a canine shall be based upon the following:
  - a. The severity of the crime;
  - b. Whether the suspect poses an immediate threat to the safety of the officers or others; and
  - c. Whether the suspect is actively resisting arrest or attempting to evade arrest at the time.
3. Canine teams are available on a 24-hour, on-call basis. Their use includes but may not be limited to:
  - a. Conducting building searches for what are believed to be serious felony or armed misdemeanor suspects in hiding;
    1. In all cases when and where time and/or circumstances permit, before unleashing a service dog for a building search or area search for a suspect, a verbal warning shall be given announcing the intention to use the dog.
    2. The warning shall be of sufficient volume that a person hiding in the area to be searched could reasonably be expected to hear it.
    3. No warning is necessary if it is clear that a warning would jeopardize an officer's safety.
  - b. Assisting in the arrest or prevention of the escape of serious or violent offenders;
  - c. Protecting officers or others from death or serious injury; and engaging in assignments not listed here with the approval of the canine unit supervisor.
  - d. A canine team may be used to respond to minor complaint situations, but the canine should not be deployed.
  - e. Canine team assistance may be requested from any officer through the communications center. Communications center personnel shall forward requisite information concerning the incident to the

shift supervisor for approval prior to contacting an available canine handler.

- f. Where a tactical deployment is justified by departmental policy, the tactical measures used shall be at the discretion of the canine handler and must be objectively reasonable.

### C. Use of Explosives Detection K-9

1. Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a trained explosive detection dog team may be warranted. When available, a trained explosive detection dog team may be used in accordance with current law and under the following circumstances:
  - a. To assist in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.
  - b. To conduct preventative searches at locations such as special events, VIP visits, official buildings and other restricted areas. Because a dog sniff may be considered a search, such searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
  - c. To assist with searches at transportation facilities and vehicles (e.g., buses, airplanes and trains).
  - d. To assist in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.
  - e. At no time will a detection dog be used to render a suspected device safe or clear.
2. EOD K-9 handlers may be issued the following explosives:
  - a. Data Sheet
  - b. Det cord
  - c. C-4
  - d. TNT flake
  - e. Red stick AN
  - f. NG Dyno
  - g. Water Gel
  - h. Black powder
  - i. RD smokeless powder
  - j. Anfo
  - k. Sodium chloride
  - l. Potassium chloride
  - m. Any other explosives approved by the Chief of Police
3. The above mentioned explosives are signed out to the respective EOD handler by the Canine Program Coordinator and SHALL ONLY be used for training purposes under direct supervision of an authorized EOD handler. K-9 EOD handlers receiving explosive material training samples shall maintain custody and control of the explosive substance.

He/she shall keep records and prepare a Department follow-up report (using the original case number) regarding any loss of, or damage to, those controlled substances. The security of and accountability for issued explosives remain exclusively that of the EOD handler.

4. All explosives (when not in use for training purposes) must be securely stored in either the DOT approved safe in the Department armory or the DOT approved carrying case housed within the K9 vehicle.
5. All explosives training shall be documented on the Canine Explosives Detection Log and submitted to the Canine Program Coordinator on a monthly basis (see Appendix A).
6. Explosive training materials will be inspected periodically by the Canine Program Coordinator, or at the conclusion of a canine handler's assignment, or during prolonged periods of absence by the canine handler, or at the discretion of the Canine Program Coordinator or Chief of Police. The results of the inspection shall be recorded and maintained by the canine coordinator;
7. On an annual basis the assigned explosives shall be turned over to an appropriate law enforcement agency for proper disposal (currently the Ventura County Sheriffs Department). Should the amount of explosives assigned not match the amount being turned in, a RIMS police report must be completed and administrative investigation initiated to determine the cause of the discrepancy. Both the Canine Program Coordinator and Chief of Police shall be notified immediately of such situations.

#### D. Use of Narcotics Detection K-9

1. When available, a trained narcotics detection team may be used in accordance with current applicable law. Current case law holds that as a general rule, a canine alert of an inanimate object in a public place does not constitute a "search" (e.g. Oviatt Library, bookstore, etc.) and is therefore not required to be proceeded by probable cause. This would include an alert of the exterior of luggage or backpack in a public place (particularly when the luggage is in the possession of a common carrier), the outside of a locker in a public place, the outside of a vehicle in a public place and the outside of a vehicle that has been lawfully stopped at a checkpoint. Care must be taken not to cause any additional delay to the motorist other than what would be normally required for the nature of the inspection. A lengthy delay would more than likely require reasonable suspicion (Terry v Ohio 392 US 1 1968).
2. A canine alert of other areas and objects may constitute a "search" depending upon the location of the area or object. For example, a canine alert of backpack carried by persons in a public place, the bodies and pockets of students, and the personal effects in possession of or carried by a person constitutes a search.
3. Narcotics detection canines may be used at the request of the Student

Housing Administration after authorization from the K-9 Coordinator or other member of the command staff as required by the Chief of Police. A canine alert of odors emanating from under a closed apartment door is a search requiring probable cause and a warrant unless allowed in by a person in control of the unit.

4. Narcotics detection canines shall not be used in Student Housing to randomly search student dorm rooms or hallways where student dorms are located.
5. Narcotics detection dogs shall not be used to search people (e.g. students).
6. Random use of the narcotics canine in the mailroom shall be conducted as per written department protocol which involves mutual agreement of the controlling entity (e.g. Physical Plant Management or Student Housing) and the Department of Police Services.

#### E. Controlled Substance Training Aids

1. Controlled substance training aids are required to effectively train and maintain the Department's narcotics detection canine. Further, controlled substances can also be an effective training aid during training sessions for law enforcement personnel and the public. Health & Safety Code § 11367.5 provides that any Sheriff, Chief Of Police, the Chief of the Bureau of Controlled Substance Enforcement, or the Commissioner of the CHP, or a designee thereof, may, in his/her discretion, provide controlled substances in his/her possession for training purposes:
  - a. To any duly authorized peace officer or civilian drug detection canine trainer working under the direction of a law enforcement agency; and
  - b. Provided the controlled substances are no longer needed as criminal evidence; and
  - c. Provided the person receiving the controlled substances, if required by the Drug Enforcement Administration, possesses a current and valid Drug Enforcement Administration registration that specifically authorizes the recipient to possess controlled substances while providing substance abuse training to law enforcement or the community or while providing canine drug detection training.
2. Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

- a. The Canine Program Coordinator will prepare a written memorandum to the Chief of Police for the use of narcotics (types and quantities) for canine training to (See Appendix C);
- b. The Chief of Police will review and provide written approval on the written memorandum by the Canine Program Coordinator.
- c. All necessary controlled substance training samples shall be acquired from the Department's evidence personnel or from allied agencies authorized by Health & Safety Code § 11367.5 to provide controlled substance training samples. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler;
- d. The weight and test results shall be recorded and maintained by the Property/Evidence Officer, even if the drugs came from an allied agency;
- e. Any person receiving controlled substance training samples pursuant to Health & Safety Code § 11367.5 shall maintain custody and control of the controlled substance. He/she shall keep records and prepare a Department follow-up report (using the original case number) regarding any loss of, or damage to, those controlled substances;
- f. All controlled substance training samples will be exchanged, inspected, weighed, and tested annually, or at the conclusion of a canine handler's assignment, or during prolonged periods of absence by the canine handler, or at the discretion of the Canine Program Coordinator. The results of the annual testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the Property/Evidence Officer and the dispensing agency, if different;
- g. All controlled substance training samples will be stored in locked boxes at all times, except during training. The locked boxes shall be secured in the trunk of the canine handler's assigned patrol unit in a separate compartment not available to other persons, or stored and secured in the approved department safe located in the Department's armory. **There are no exceptions to this procedure;**
- h. The Canine Program Coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action;
- i. Any unusable controlled substance training samples shall be returned to the Property/Evidence Officer or to the dispensing agency;

- j. All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency;
  - k. All controlled substance samples are subject to inspection by any supervisor whenever the handler is on duty.
- 3. All narcotics training shall be documented on the Canine Narcotics Detection Log and submitted to the Canine Program Coordinator (see Appendix B).
  - 4. Immunity: Under Health & Safety Code § 11367.5(b), all duly authorized peace officers, while providing substance abuse training to law enforcement or the community or while providing canine drug detection training, in performance of their official duties, and any person working under their immediate direction, supervision, or instruction, are immune from prosecution.

F. Control of Service Dogs:

- 1. The canine officer will determine, according to the circumstances at the scene, how the dog is to be deployed. Canine officers shall maintain control of the service dog at all times, whether it is on or off the leash.
- 2. Service dogs shall not be taken into public places such as restaurants, bars, stores, offices, etc. except when necessary to accomplish a police assignment.
- 3. When the service dog is left alone in a patrol vehicle, and use of the dog is not anticipated, the windows shall be rolled up a sufficient distance so that the dog cannot put his head out of the window.
- 4. Canine officers shall not demonstrate the dog while on-duty. No public demonstrations are allowed, except those approved and scheduled through the Canine Program Coordinator.
- 5. Canine officers shall not deploy service dogs for a building or area search until the patrol supervisor has been informed of the intended use.
- 6. Police canines shall not normally be handled or given commands by anyone other than the assigned handler. In the event that the canine officer is injured to the extent that the dog cannot be controlled, another person capable of exercising control over the dog shall be called to the scene. This may be another canine officer, the department's Canine Program Coordinator, or a family member. Other officers shall not attempt to take control of the dog, except in life or death situations.

G. Dog Bite Reporting:

- 1. The canine officer shall immediately report to the on-duty supervisor all dog bites or other injuries caused by a service dog.

2. The canine officer shall ensure that medical treatment is provided to anyone injured by a service dog as soon as possible and shall prepare an incident report to document the circumstances of the incident. A copy of this report will be sent to the Chief of Police via the on-duty shift supervisor.
3. On-duty supervisors, when notified of a bite or injury caused by a service dog, shall:
  - a. Ensure that photographs are taken of the injured areas to include photographs of the injury after medical treatment.
  - b. Contact the on-duty shift supervisor as soon as practical.
  - c. Contact the Canine Program Coordinator.
  - d. Contact the Captain of Police Operations.
  - e. Contact the Chief of Police.

#### H. Rules for Department Personnel:

1. Department personnel shall:
  - a. Stay out of a building or area being searched by the dog, unless called in by the handler.
  - b. Not provoke, tease or agitate the dog.
  - c. Not attempt to enter a vehicle occupied by a dog unless under the direction of an officer-handler.
  - d. Not attempt to remove the dog from the canine vehicle without the officer-handler's approval.
  - e. Refrain from making any threatening motions or gestures towards the officer-handler in the presence of the dog. Simulated aggressive behavior towards a handler may trigger an attack by the dog.
  - f. Not attempt to entice the dog to bark or disobey commands.
  - g. Not use any verbal commands used by the handler.
  - h. Not feed the dog.
  - i. Police personnel shall not approach the dog without the consent of the officer-handler and only with the assigned handler present.

2. Vehicles designated for service dogs are to be used only by assigned canine teams. When the need arises, usage of the vehicle(s) by other department personnel is at the discretion of the shift supervisor.
3. At no time shall any department personnel use the designated canine vehicle(s) to transport stray animals unless authorized by the canine handler and approved by the shift supervisor.

I. Care of Service Dogs:

1. It shall be the responsibility of the canine officer-handler to keep his/her dog in such physical condition that the dog is able to perform the duties required.
2. When a service dog is sick or injured, notification must be made to the on-duty patrol supervisor and the Canine Program Coordinator.
3. Canine officers are required to keep kennel space at their residence in a clean and sanitary condition.
4. Canine officers are responsible for keeping their assigned dog properly groomed, fed, bathed, and free from parasites.
5. The necessary handling and kenneling equipment will be furnished by the department and will be the property of the department.
6. Canines will be securely kenneled or under direct control of their handler while off-duty. When kenneled, the dog will be securely contained.
7. Kennels at the officer's home shall be constructed so that the dog cannot escape, either over or under the kennel.
8. An officer absent from his/her home for more than 24 hours shall either take their dog with them or kennel the animal in a department-approved kennel, unless a responsible person remains at the residence and at the approval of the Canine Program Coordinator.
9. Police service dog handlers are required to attend regularly scheduled training sessions in order to maintain the proficiency of the dog to perform specific assignments. Copies and records of California Peace Officer Standards and Training (POST) certifications for department canines shall be forwarded to the training coordinator.
10. Vehicles designated for service dogs shall be fitted with kennels/cages approved for canine usage. It is the responsibility of the officer-handler to ensure the continuous care and cleaning of patrol vehicles used by service dogs and to report any hazards to the Canine Program Coordinator.
11. Police service dog handlers shall be compensated in accordance with the Federal Fair Labor Standards Act (FLSA) for time spent in the care and maintenance of their service dog. Compensation shall be provided for walking, feeding, training, grooming, and transportation of the animal, per

FLSA requirements. A written agreement between the department and the police service dog handler shall be kept on file by the Canine Program Coordinator.

J. Vehicle Use/Requirements – General

1. Except in extreme emergencies only the K-9 handler assigned to the vehicle may operate his/her assigned vehicle.
2. K9 handlers are sworn police officers and therefore must meet all the POST requirements to operate an emergency vehicle in the State of California.
3. All K-9 patrol vehicles shall be marked in the same fashion as all other marked patrol units with additional markings identifying the vehicle as a specialized “K-9” unit. Required training in the operation of a K-9 vehicle and vehicle emergency equipment is the same as the standard patrol car.
4. All K-9 patrol vehicles shall meet all of the requirements set forth in Section III.G of 05-L.E.-002 Vehicle Use/Daily Vehicle Inspection Checklist Policy.
5. K-9 handlers are responsible for monitoring the general maintenance of their assigned vehicle (e.g. gas, oil level, coolant, tire pressure, etc.). Noted mechanical deficiencies are to be reported to the Fleet Maintenance Coordinator as described in Section III.G of 05-L.E.-002, Patrol Vehicle Equipment/Daily Vehicle Inspection List.
6. The canine unit supervisor is responsible for the completion of a documented quarterly operational readiness inspection of the unit’s assigned K-9 vehicles and related equipment. Inspection reports shall be provided to the Captain of Parking/Transportation Services no later than a week before the end of the respective quarter (i.e., March, June, September, and December).

K. Required Equipment to be Maintained in Designated K-9 Vehicle:

In addition to the required equipment to be maintained in all marked units used by the California State University, Northridge Police Department (*05-L.E.-002, Patrol Vehicle Equipment/Daily Vehicle Inspection List, Section H*) the following equipment shall be maintained in vehicles designated for canine use:

1. Groom and Care:
  - a. Water bowl
  - b. Comb (slicker)
  - c. Comb (groom)
2. Leashes:
  - a. One (1) 30’ nylon lead
  - b. One (1) 15’ nylon lead
  - c. One (1) 6’ leather lead

3. Training Equipment:
  - a. Fur saver
  - b. Prong collar
  - c. Leather collar
  - d. Muzzle
  - e. Scratch pants
  - f. Bite sleeve
  - g. Canine toy
  
4. In addition to the above, explosive detection handlers will also carry:
  - a. DOT-approved explosives carrier which may contain any of the following explosives:
    - i. Data Sheet
    - ii. Det cord
    - iii. C-4
    - iv. TNT flake
    - v. Red stick AN
    - vi. NG Dyno
    - vii. Water Gel
    - viii. Black powder
    - ix. RD smokeless powder
    - x. Anfo
    - xi. Sodium chloride
    - xii. Potassium chloride
    - xiii. Any other explosives approved by the Chief of Police
  
  - b. One set of Turbo flares
  
5. In addition to the above, narcotics detection handlers will also carry:
  - a. A department approved lockbox which may contain any of the following controlled substances:
    - i. Methamphetamine
    - ii. Heroin
    - iii. Cocaine
    - iv. Ecstasy
    - v. Marijuana
    - vi. Any other controlled substance approved by the Chief of Police

#### L. Vehicle Take Home/Off-Duty Operation Procedures

1. Canine officers are authorized to drive their assigned vehicles to and from their place of residence under the following terms and conditions:
  - a. All department-issued shotguns will be secured in the police equipment room prior to their end-of-watch and secured on the vehicle's shotgun rack upon return to the station.

- b. Canine officers who drive a police vehicle between the department, his/her place of residence, or any other approved destination away from the California State University, Northridge campus, shall not engage in any routine traffic enforcement while in transit.
- c. Canine officers who witness a serious crime or collision while in transit between the campus and their residence are reminded to consider their ability to properly respond to such an incident (e.g., radio communication, ability to handle the situation without immediate back up, etc.) Whenever possible, the officer should consider whether there is an immediate danger to the public or if providing good accurate information to the law enforcement agency with the proper jurisdiction (e.g., California Highway Patrol, Los Angeles County Sheriff's Department, etc.) will serve the situation.
  - i. In any incident in which an officer takes any official police action, while identifying himself/herself as a peace officer, shall immediately report the incident to the officer's supervisor.
  - ii. The supervisor shall report the incident up the chain of command.
  - iii. A RIMS report will be completed by the officer involved in the incident as soon as practicable.
  - iv. If force is used by the officer a Use of Force report will be completed by the officer in compliance with 08-L.E.-011, section V.A, Use of Force Reporting.
- d. It is strictly prohibited for a California State University, Northridge canine officer to use their assigned vehicle for any personal purpose or for a reason other than approved department business. This includes but is not limited to:
  - i. Personal errands on the way to/from the campus;
  - ii. Transportation or otherwise driving of the vehicle off-duty or on regularly scheduled days off.
- e. Canine officers must have a fully enclosed car garage at their residence. Upon arrival at their residence, the canine officer shall secure his/her vehicle in the garage. This requirement may be waived upon evaluation of the Canine Program Coordinator and approval of the Chief of Police
- f. Canine officers shall have a letter in their department file issued by the Chief of Police approving a canine officer to drive their assigned vehicle to their residence in accordance with campus policy 450-01, Vehicle Usage.
- g. It remains the right of the Chief of Police to rescind the ability of a canine officer to drive a department vehicle to their place of residence for any reason.

#### M. Assistance to Other Jurisdictions:

1. Requests for police service dog assistance to other jurisdictions are to be considered mutual-aid requests and require the approval of the Canine Coordinator-or, in his/her absence, the Captain of Police Operations. In the event that neither Captain is available, the shift supervisor may approve the use of the canine team. In all cases, the Canine Coordinator, the Captain and the Chief of Police shall be notified of all requests in writing or email as soon as practical.
2. The canine officer shall determine the feasibility of a response based upon information received at the time of the request, and may elect not to respond based upon his/her professional expertise and knowledge of the situation at the time.
3. If, upon arrival of the canine unit at the scene, the canine officer determines that the requested operation will consume a considerable amount of time, he/she shall immediately notify the on-duty shift supervisor. If the on-duty shift supervisor determines that the manpower needs of the department are such that the unit cannot be spared for the time needed to complete the operation, he/she may request that an officer from the requesting agency be released to ride as a partner officer with a CSUN officer on-campus for the duration of the canine operation.
4. The canine officer, upon arrival at the scene and after assessment of the situation, shall fully inform the requesting agency's officer-in-charge of the scope and conduct of the canine phase of the operation. Once the officer-in-charge at the scene directs the canine officer to proceed, the police service dog phase of the operation will be solely under the control of the handler, and will terminate upon successful completion of the mission or by mutual agreement of the requesting agency's officer-in-charge and the handler.
5. Police service dog handlers shall submit a written report, on the appropriate form, of any mutual-aid response and/or assistance to outside jurisdictions to the Canine Coordinator, via the on-duty shift supervisor. A copy of this report will be forwarded to the Captain of Police Operations and the Chief of Police.

#### N. Request for Educational Programs

1. All public requests for a canine team shall be approved by the Canine Program Coordinator prior to making any commitment.
2. Approved requests for educational programs will be forwarded to the PIO/Community Relations Coordinator by the Canine Program Coordinator.
3. Upon completion of any canine education program for the public, the handler shall complete an Officer/Staff Participation Request form and forward to the Community Relations Officer.
4. Handlers shall not demonstrate any canine apprehension work to the public unless authorized to do so by the Chief of Police.

O. The Canine Program Coordinator shall possess a POST certification in Canine Program Management. The Canine Program Coordinator is responsible for the following:

1. Shall maintain all files on the program including training records, incident reports involving use of the canine and the FLSA agreement.
2. Shall ensure that the canine handler's residence meets all required standards for kenneling and keep of the police service dog by making periodic residence checks of the handler's home. A written report shall be made to the Chief of police of all findings.
3. Shall provide supervision and leadership to the daily operation of the K-9 Program.

P. Selection of Canine Handlers:

1. Upon the announcement of a canine handler opening within the department, officers desiring an assignment to the canine unit will submit a request in writing to the Canine Program Coordinator.
2. Interested candidates must be willing to commit to a long-term assignment. Typically, a canine team may work together from 4 to 9 years.
3. Candidates must recognize that, by the nature of this assignment, they are subject to call-outs for assistance with little advance notice.
4. Candidates must reside within 30 minutes driving time from the station and they must be buying or own their own home.
5. Candidates must be willing to spend a great deal of time in providing for the canine's welfare and be involved with the dog's training.
6. Candidates must have a calm and stable home life. Spouses and other family members should be ready and willing to accept the dog as a member of their family. The candidate's family member(s) will be interviewed by the Canine Program Coordinator to ensure acceptance by the candidate's family.
7. Candidates should have at least an above-average service record, be slow to anger, patient, self-disciplined, mature, and present a professional appearance as well as a positive attitude.
8. Candidates must have the ability to make quick decisions and the intelligence to properly evaluate any situation. They should have prior experience with canines as pets, and it is paramount that they have no fear of canines or other animals.
9. The candidate must be in good physical condition and understand that the duties of a canine officer are assumed in addition to, and not in place of, their regular duties as a patrol officer.

10. In view of the nature of the training, the handler may find that his assigned canine will not be compatible with other dogs or animals in their household. Should this arise, the handler must be prepared to make disposition of other family pets to avoid potentially dangerous conflicts between the animals, which could result in serious injury to the handler, members of their family, or the canine.
11. An oral interview will be utilized to select officers for the program. The board will generally be comprised of the Canine Program Coordinator, a police sergeant and a representative from another agency's K-9 unit.
12. All handlers must pass a POST-approved course in the handling of police canines and be able to pass the POST police canine test in the allotted time period.
13. Final selection will be made by the Chief of Police.

Q. Separation from Service of Canine:

1. The trainer, the department-authorized veterinarian, and the Chief of Police will determine when a canine is to be retired from service.
2. Any canine that dies while in-service will be buried in an appropriate animal cemetery. The type of burial will be consistent with the circumstances of the canine's death.
3. At the time of a canine's retirement, the Chief of Police will determine the disposition of the canine.
4. The department may, at the Chief of Police's discretion, sell a retired police service dog to its handler for one dollar.

R. Separation from Service of Canine Handler:

1. A canine handler may honorably separate from the program upon retirement of his/her assigned canine.
2. Unforeseeable hardship or exigent circumstances may be cause for separation from the program. In these circumstances, the Chief of Police may approve separation from the program on a case-by-case basis.
3. Canine Handler Disqualification:
  - a. The following circumstances alone, or in combination, may be used as the basis for disqualification of an officer from the canine unit:
    - i. Lack of interest in the program
    - ii. Inattention at training sessions

- iii. Continual tardiness at training sessions
- iv. Lack of compliance with directives, failure to submit reports, etc.
- v. Consistent poor performance on evaluations
- vi. Failure to certify or maintain POST certification of the canine, as required
- vii. Negligence in caring for the canine
- viii. Violation of departmental policies and procedures
- ix. Violation of any law or CSU regulation

V. APPENDICES

- A. Canine Explosives Detection Log
- B. Canine Narcotics Detection Log
- C. Request for the Use of Narcotics for Canine Training Aids Memorandum

Appendix "A"



California State University, Northridge Police Department  
Canine Explosives Detection Log

Handler:	Serial #	Canine #	Location: Santa Paula; or	Date:	Time:
<b>Aid:</b> ANFO _____ Ammonium Nitrate _____ Black Powder _____ C4-RDX _____ Deta-Sheet _____ Det-Cord _____ Dynamite (NG) _____	Potassium Chlorate _____ Pyrodex _____ Safety Fuse _____ Single Base Smokeless _____ Smokeless Powder _____ Sodium Chlorate _____ TNT Flake _____	Urea _____ Water Gel _____ Other: _____	<b>Find:</b> High (5' & Ⓡ) _____ Middle (2' - 5') _____ Low (0 - 2') _____ Exterior _____ Interior _____	Building _____ Open Area _____ Vehicle _____ Suitcase _____ Other: _____	<b>Witness:</b> Officer: _____ Agency: _____ <b>Result:</b> Pass _____ Fail _____
<b>Aid:</b> ANFO _____ Ammonium Nitrate _____ Black Powder _____ C4-RDX _____ Deta-Sheet _____ Det-Cord _____ Dynamite (NG) _____	Potassium Chlorate _____ Pyrodex _____ Safety Fuse _____ Single Base Smokeless _____ Smokeless Powder _____ Sodium Chlorate _____ TNT Flake _____	Urea _____ Water Gel _____ Other: _____	<b>Find:</b> High (5' & Ⓡ) _____ Middle (2' - 5') _____ Low (0 - 2') _____ Exterior _____ Interior _____	Building _____ Open Area _____ Vehicle _____ Suitcase _____ Other: _____	<b>Result:</b> Pass _____ Fail _____
<b>Aid:</b> ANFO _____ Ammonium Nitrate _____ Black Powder _____ C4-RDX _____ Deta-Sheet _____ Det-Cord _____ Dynamite (NG) _____	Potassium Chlorate _____ Pyrodex _____ Safety Fuse _____ Single Base Smokeless _____ Smokeless Powder _____ Sodium Chlorate _____ TNT Flake _____	Urea _____ Water Gel _____ Other: _____	<b>Find:</b> High (5' & Ⓡ) _____ Middle (2' - 5') _____ Low (0 - 2') _____ Exterior _____ Interior _____	Building _____ Open Area _____ Vehicle _____ Suitcase _____ Other: _____	<b>Result:</b> Pass _____ Fail _____

K9 COORDINATOR

K9 HANDLER

Appendix "B"

 **California State University Northridge Police Department  
Narcotics Log**

Handler:

Date:

<b>BUILDING</b>	Pass	Fail	<b>VEHICLE (and trailers)</b>	Pass	Fail	<b>OPEN AREA</b>	Pass	Fail
Marijuana			Marijuana			Marijuana		
Meth			Meth			Meth		
Coke			Coke			Coke		
Heroin			Heroin			Heroin		
Ecstasy			Ecstasy Opium			Ecstasy		
<b>OTHER</b>	Pass	Fail	<b>BUILDING</b>	Pass	Fail	<b>VEHICLE</b>	Pass	Fail
Marijuana			Marijuana			Marijuana		
Meth			Meth			Meth		
Coke			Coke			Coke		
Heroin			Heroin			Heroin		
Ecstasy			Ecstasy			Ecstasy		
<b>OPEN AREA</b>	Pass	Fail	<b>OTHER</b>	Pass	Fail	<b>BUILDING</b>	Pass	Fail
Marijuana			Marijuana			Marijuana		
Meth			Meth			Meth		
Coke			Coke			Coke		
Heroin			Heroin			Heroin		
Ecstasy			Ecstasy			Ecstasy		
<b>VEHICLE</b>	Pass	Fail	<b>OPEN AREA</b>	Pass	Fail	<b>OTHER</b>	Pass	Fail
Marijuana			Marijuana			Marijuana		
Meth			Meth			Meth		
Coke			Coke			Coke		
Heroin			Heroin			Heroin		
Ecstasy			Ecstasy			Ecstasy		
<b>OTHER</b>	Pass	Fail	<b>OTHER</b>	Pass	Fail	<b>OTHER</b>	Pass	Fail
Marijuana			Marijuana			Marijuana		
Meth			Meth			Meth		
Coke			Coke			Coke		
Heroin			Heroin			Heroin		
Ecstasy			Ecstasy			Ecstasy		

Canine Supervisor

Canine Coordinator

**California State University  
Northridge  
Police Department**

# Memo



**To:** Chief Anne Glavin  
**From:** Canine Handler Gonzalez  
**Date:** 1/24/2011  
**Re:** Canine Training Aids

The following drugs were identified by the Department's Property/Evidence Officer, Detective Sergeant Mark Benavidez. All items were weighed using a triple beam scale, which was calibrated using a 50 gram test weight. All weights are approximate.

*Note: Due to repackaging for the purpose of training by Officer Gonzalez, items will weigh slightly more or less than originally listed.*

Items returned to the Property Room by Officer Gonzalez: (First Issue Not applicable)

No.	Retained Date	Drug	Original Weight	Current Weight	Tag No.	Case No.
1						
2						
3						
4						
5						
6						

Items retained by Officer Gonzalez: (First Issue Not applicable)

7						
8						

Controlled substances issued to Officer Gonzalez by the Evidence/Property Room:

No.	Date	Drug	Weight	Tag No.	Case No.
9		Methamphetamine			
10		Heroin			
11		Powder Cocaine			
12		Rock Cocaine			
13		Marijuana			
14		Ecstasy			

*Note: These listed weights include original packaging/containers.*

Discrepancies: None noted (first issue).

By attaching signatures, the following personnel have verified this memo to be correct and truthful to their knowledge.

\_\_\_\_\_  
K9 Handler receiving/returning property

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Property/Evidence Officer

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Canine Program Coordinator

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Approved by Chief of Police

\_\_\_\_\_  
Signature/Date

cc: Captain Scott VanScoy