

**CHAPTER 2**  
**CANINE PROGRAM RESPONSIBILITIES**

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## CHAPTER 2

### CANINE PROGRAM RESPONSIBILITIES

#### 1. ENFORCEMENT AND PLANNING DIVISION.

a. To ensure program objectives are met, Enforcement and Planning Division (EPD) shall oversee training, initiate program audits, evaluate reports, ensure program uniformity, and recommend to Assistant Commissioner, Staff (ACS), corrective action necessary to rectify any problems encountered including replacement of the canine and/or canine officer (CO).

b. Enforcement and Planning Division, with concurrence from ACS and Assistant Commissioner, Field (ACF), will coordinate the deployment of canines for any use other than those outlined in this manual.

#### 2. FIELD SUPPORT SECTION.

a. Enforcement and Planning Division, Field Support Section (FSS), is designated as the Office of Primary Interest for the Departmental Canine Program (DCP) and is responsible for all aspects of the program management.

b. Field Support Section shall:

(1) Work directly with field Divisions, Protective Services Division (PSD), and the Governor's Protection Detail Section to assist in maintaining an effective canine program.

(2) Make recommendations to EPD, as necessary, to rectify issues, ensure program uniformity, or enhance the operation of the canine program.

(3) Review all canine use of force incidents for policy and training issues, and will consult with the Office of Risk Management to determine if any potential civil litigation issues exist.

(4) Maintain records related to canine performance and training curriculum.

(5) Prepare quarterly reports of Division canine activity.

(6) Prepare an annual report through channels to ACF, due June 1, advising of the deployments and activities of departmental canine teams. The report should contain information regarding significant seizures, arrests or investigations, special operations deployments, public affairs details, or other

notable activities. This report should also contain recommendations that would enhance public safety or increase efficiency of the DCP.

(7) Prepare and coordinate all program-related contracts.

(8) Test, evaluate, and coordinate the procurement of new canines per guidelines established by Business Services Section (BSS) and the Department of General Services (DGS).

(9) Provide initial training and certification of new canine teams prior to field deployment.

(10) Provide assistance to Divisions, as appropriate, in the evaluation and selection of handlers.

(11) Assist in the Division Maintenance Trainer (DMT) selection process.

(12) Coordinate attendance at the annual California Narcotic Canine Association Conference by the Departmental Canine Coordinator (DCC) and DMTs.

(13) Conduct a DMT and Division Canine Supervisor (DCS) training course annually.

(14) In conjunction with each Division, conduct one annual certification evaluation of each canine team; based on the same criteria as the initial certification.

(15) Conduct a comprehensive evaluation of each Division canine unit on a biennial basis. This evaluation should be performed by FSS personnel and include a lieutenant or their designee. This evaluation should include attending a monthly training day, an inspection of the canines, the canine vehicles, canine training equipment, kennels, as well as recordkeeping for the Division's canine unit.

(a) Evaluations should be performed in odd years for the following Divisions:

- 1 Valley Division.
- 2 Central Division.
- 3 Border Division.
- 4 Inland Division.

(b) Evaluations should be performed in even years for the following Divisions:

- 1 Protective Services Division.
- 2 Northern Division.
- 3 Golden Gate Division.
- 4 Southern Division.
- 5 Coastal Division.

3. DIVISION.

a. Divisions are responsible for program oversight at the Division level. Divisions shall ensure sufficient checks and balances are in place to provide accountability, leadership, direction, and program uniformity. Compliance with policy and maintenance of required training and certifications are essential to the canine program's success.

b. Success of the canine program is directly related to the level of support and interest demonstrated by the Division supervisor. Division supervisors are encouraged to participate in canine team activities, attend canine training sessions, and ride along with the canine team to fully understand the nature and mission of the program.

c. Each Division utilizing a canine team (CO and canine) shall:

(1) Ensure each Division canine team complies with all policies and procedures relating to the program.

(2) Be responsible for and ensure proper management and control of the canine team(s).

(3) Assign, monitor, and evaluate the effectiveness of canine teams within their Division to ensure an appropriate and efficient system of deployment.

(4) Designate a uniformed member at the rank of sergeant, or above, to serve as the DCS. The selected individual will act as a liaison with FSS.

(5) Coordinate monthly maintenance training and ensure remedial training is instituted as necessary.

(6) Ensure electronic and/or paper copies of monthly canine team training/sniff activity logs (CHP 257, Canine Training/Sniff Log [PNDC/PEDC]; CHP 257H, Canine Training/Sniff Log [HDD/EDC Canine]) are maintained within the canine's records file as an attachment to the CO's personnel file.

d. The Division commander may elect to assign the responsibilities enumerated above directly to an Area commander, acting as a liaison for the assigned canine team, due to logistical or geographical circumstances.

4. AREA/INSPECTION FACILITY. Upon the assignment of a canine team, the commander shall ensure compliance with all applicable policies and procedures contained in this manual.

5. CANINE PROCUREMENT. The Department will procure canines utilizing asset forfeiture funds as the primary source of funding. The Department may accept private donations to the program based upon recommendations from FSS. Private donations to the canine program must be approved by ACS and are subject to the procedures outlined in Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 1, Budget Preparation and Administration. Field Support Section will follow the procurement guidelines set forth by BSS and DGS when procuring canines.

6. CANINE JUSTIFICATION.

a. Divisions interested in obtaining a new or replacement canine shall prepare a justification summarizing the need.

(1) The justification should include the following in assessing the command's need for a canine:

(a) A discussion of the canine acquisition to include input from personnel within the command, local law enforcement agencies, and the community.

(b) A detailed description of the projected deployment and utilization of the canine.

(c) For dual-purpose canines, a discussion of officer safety concerns, unusual patrol/apprehension needs (e.g., rough terrain, remote locations), and an established need to provide assistance to allied agencies. With the exception of those canines assigned to PSD, all canines will be dual purpose.

(d) For Narcotic Detection Canines, a trend analysis of drug-related arrests from the requesting Division.

(e) For Explosive Detection Canines, an analysis of incidents which have involved the use or threatened use of explosive devices, current trends and threat levels, security concerns specific to state facilities and personnel in the area, and the needs of surrounding California Highway Patrol (CHP) commands readily accessible to the requesting command.

(f) Unusual canine housing and/or maintenance issues reasonably expected to be encountered.

(2) Justification packages shall be submitted through channels to EPD for review. Based upon recommendations made by EPD, ACF will evaluate all proposals submitted by Divisions regarding the acquisition of new or replacement canines.

(3) Justifications to replace existing canines may be submitted up to six months prior to the canine's projected retirement date. Justifications for canines that are unexpectedly removed from service, due to medical or performance problems, may be submitted immediately upon the canine's removal from service.

(4) Upon approval by ACF, EPD will coordinate with the requesting Division the acquisition of the canine, vehicle, and all necessary equipment. The canine vehicle must come from the Division's existing patrol vehicle inventory. Additionally, EPD will provide training to the canine team as outlined in this manual.

(5) If the proposal is rejected, on behalf of ACF, EPD will document the basis for rejection in a memorandum to the affected Division.

## 7. DEPARTMENTAL CANINE COORDINATOR.

a. In order to accomplish program objectives, goals, and ensure compliance with Peace Officer Standards and Training guidelines, a qualified officer or sergeant will be selected and assigned to FSS to serve as the DCC. The following qualifications will be considered in the selection of the DCC:

(1) The applicant should have experience as a departmental CO or DMT.

(2) The applicant should have background in the training and utilization of law enforcement canine teams, to include canines trained for both single- and dual-purpose missions.

(3) The applicant shall possess the same personal qualities as those recommended in this manual for a departmental CO.

b. The DCC will be responsible for:

(1) Development and coordination of the DCP.

(2) Maintaining departmental records (electronic and/or paper) relating to canine and handler training.

(3) Arranging for DMTs to attend relevant canine training.

(4) Arranging for Divisions without a DMT to receive training from an adjacent Division.

(5) Coordinating all canine acquisitions, initial training, annual certifications, and supply and/or facility contracts involving the DCP.

(6) Assisting with the CO and DMT selection process.

(7) Attending, when practical and as approved by EPD, meetings, classes, and seminars relating to law enforcement canine issues, as well as criminal intelligence trends.

## 8. DIVISION MAINTENANCE TRAINER.

a. The DMT position was created to assist Division commanders with their responsibility for ensuring weekly and monthly maintenance training for each canine team within their Division. Additionally, the DMT shall perform monthly evaluations on the canine teams within their respective Divisions. The DMT shall be selected by the respective Division, with assistance from FSS when necessary.

b. Division Maintenance Trainers shall document the evaluations on approved evaluation forms and provide a copy to each CO at the conclusion of all training sessions. The completed training evaluations shall be reviewed by a DCS and placed in the canine's training file upon completion.

(1) At the conclusion of each monthly canine training session, the DMT shall send the monthly canine training report to FSS advising the DCC of attendance and training results by the tenth day of each month following the training session.

(2) If a canine team is decertified, the DMT shall immediately notify the DCS and FSS.

c. The qualifications criteria for a field training officer provided in HPM 10.11, Field Training and Evaluation Program, should be considered when selecting a DMT in conjunction with the following:

- (1) Three years experience as a full-time departmental CO in the required field (odor detection or patrol), or equivalent experience with another law enforcement agency within the preceding five years.
- (2) Understanding and commitment to the Department's mission of providing the highest level of Safety, Service, and Security.
- (3) Demonstrated interest in enforcement related to criminal apprehension and explosive/narcotic detection.
- (4) In-depth knowledge of canine care and training techniques.
- (5) Strong interpersonal skills.

9. DIVISION CANINE SUPERVISOR RESPONSIBILITIES.

a. Proactive supervision is critical for the success of the Department's canine program. Supervisors who oversee Division canine operations must be familiar with the program's purpose and knowledgeable in deployment policies.

b. A uniformed supervisor or manager shall be selected and assigned as the DCS to provide supervision and direction to canine teams. An important criterion for selecting the DCS is their level of interest and experience with the program.

c. The DCS is responsible for the following:

- (1) Evaluate each incident in which a deployment or contact results in an injury (excludes injuries to departmental personnel or damage to equipment occurring during training). Refer to paragraph 10. of this chapter for incident reporting requirements.
- (2) Inspect the canine, canine vehicle, and other related equipment at least once quarterly to evaluate their condition and ensure canines are maintained as required by policy.
- (3) Inspect the home and command canine kennel quarterly.
- (4) Monitor the effectiveness of canine team(s) within the Division and make recommendations to the commander involving scheduling, deployment, and proper utilization.

- (5) Maintain a file containing all pertinent information (training records, medical records, etc.) on all canines assigned to their Division. Should the canine be reassigned to another command, the DCS shall ensure all records are forwarded with the canine. Canine records shall be maintained as an attachment within the CO's personnel file until the canine is retired. Upon retirement, records shall be forwarded to FSS and retained for the life of the canine plus seven years.
- (6) Ensure canine medical records are kept current.
- (7) Prepare all supervisory reports regarding canine teams as required.
- (8) Ensure the security of training aids as outlined in Chapter 5, Canine Team Training and Certifications, of this manual.
- (9) Approve invoices involving canine expenses and assist in obtaining necessary supplies.
- (10) Evaluate and coordinate requests for the canine team to respond to incidents occurring outside the CO's regular patrol area, allied agencies' requests, or call-outs occurring after normal duty hours.
- (11) Conduct quarterly ride-alongs with canine teams. To ensure maximum benefit, the ride-along should encompass the full range of the CO's assigned responsibilities and be of sufficient duration (entire shift recommended) to adequately evaluate team performance.
- (12) Attend and participate in training courses and meetings.
- (13) Inspect and approve the off-duty storage location for departmental canine vehicles assigned to COs.
- (14) Evaluate and approve all public affairs presentations utilizing canine teams.
- (15) Attend the annual DMT and DCS training course.
- (16) Ensure canine team files are up-to-date, including documentation for all training completed by the team.
- (17) The DCS shall attend a minimum of one CHP canine monthly training session per quarter and is encouraged to attend additional canine training courses, seminars, and meetings.

(18) In the event a dual-purpose canine team fails to complete the patrol/apprehension phase of their monthly evaluation or annual certification, the DCS shall notify the respective commander and DCC. The canine team shall immediately be placed out-of-service pending remediation. Field Support Section shall participate in the evaluation of the team after the remedial training.

(19) In the event a single-purpose or dual-purpose (narcotic detection/explosive detection) canine team fails to successfully complete the odor detection phase of their monthly evaluation or annual certification, the DCS shall notify the respective commander and DCC. A single-purpose canine team shall immediately be placed out-of-service pending remediation. A dual-purpose canine team shall not be utilized for detection purposes (narcotic detection/explosive detection) pending remediation. Field Support Section shall participate in the evaluation of the team after the remedial training.

(a) Remedial training shall be documented and placed in the canine's training file.

(b) The canine or CO shall be replaced if remedial training does not rectify the problem within a reasonable period of time, as determined by the Division commander. The DCC shall provide a recommendation to the Division commander based on their observations along with input from the DMT and DCS. Decisions regarding replacement shall be made by the affected Division commander, after conferring with ACF.

(20) The DCS shall forward copies of the completed CHP 257 or CHP 257H to the DCC by the tenth day of each month following the reporting period.

(21) The DCS shall provide FSS a quarterly report on the Division's canine team(s) deployments and activity within 15 days of the end of the quarter.

## 10. INCIDENT REPORTING.

a. In the event of a bite or other injury directly attributable to a CHP canine (other than the CO or an agitator during training), the following reporting requirements shall be adhered to:

(1) The DCS shall notify FSS and the DCC via e-mail as soon as practical of the incident, providing a brief synopsis of the incident, including the involved CO and canine. On a case-by-case basis, FSS may arrange review of incident documentation including, at a minimum, a CHP investigation report and an allied agency report.

(2) The DCS shall document the incident on a CHP 268, Risk Management Potential Civil Litigation Report, including all appropriate attachments from the Material and Documentation Checklist, as outlined in HPM 11.1, Chapter 8, Reports of Incidents – Potential Claims, and a CHP 275, Risk Management Use of Force Report.

(3) Divisions shall make appropriate notifications as outlined in General Order 100.80, Notification and Report of Emergencies and Unusual Occurrences.

## 11. CANINE OFFICER SELECTION GUIDELINES.

a. The CO is the most important influencing factor relating directly to the success or failure of a canine team. Effective canine training and handling requires knowledge on the CO's part of how to best make use of the abilities of their canine. A representative from FSS, normally the DCC, should be included in the CO selection process. A CO shall be selected from the rank of officer. The following guidelines should be observed in the selection of the departmental CO:

(1) Commitment to serve as a CO for a minimum of three years (except in cases of promotion).

(2) Possess a clear understanding of the expectations for the assignment. It is suggested the interested officer be allowed to conduct a ride-along with an existing departmental CO. This will afford the candidate the opportunity to observe, first hand, the requirements of the position.

(3) Have a minimum of three years' experience as an officer. This guideline should not preclude commanders from selecting a candidate deemed to possess the best overall qualifications and experience needed for the position.

(4) Maintain a residence which has the necessary space and security to house the canine. The location of the residence must be acceptable to the commander. If the candidate's residence is rented, they must have written approval from the property owner to have a kennel constructed and to house a canine on the property.

(5) The candidate shall not be involved in any other special assignment which would interfere with the maximum utilization of the canine.

(6) The candidate must have a good safety record.

(7) The candidate should not have a CHP 220, Request for Uniformed Transfer, on file at the time of their selection interview.

(8) The candidate must be willing to care for the canine 24 hours a day, as well as respond to call-outs during other than regularly scheduled shift hours.

(a) To ensure a timely response to call-outs, a candidate's residence shall be within a reasonable distance from the command.

(b) The Division commander shall determine what constitutes a reasonable distance and response time based upon operational needs.

(9) The candidate must be aware of potential problems that could arise if they have existing household pets and be willing to resolve those issues without a detrimental effect upon the departmental canine.

(10) All adverse actions, sustained civilian complaints, documented disciplinary actions, and CHP 268s associated with the candidate and occurring in the past three years, should be reviewed and considered.

(11) The candidate should also possess the following personal qualities:

(a) Maturity and emotional stability.

(b) Good judgment and a responsible attitude.

(c) Patience, dependability, and flexibility.

(d) Self-motivation, initiative, and enthusiasm.

(e) Personal dedication.

(f) Present and maintain a professional personal appearance.

(g) Good interpersonal relations with the public, fellow officers, and supervisors.

(h) Must not be fearful of canines.

(i) Excellent physical condition.

(12) The following qualifications are also desirable and should be considered in the selection process:

(a) Above-average knowledge of search and seizure laws.

(b) Additional training and knowledge of the various classifications of drugs or explosives, as appropriate.

- (c) Prior experience working with canines.
- b. Prior to a prospective CO entering initial training, they must successfully complete a departmental training and evaluation session conducted by the DCS and DMT. The training session shall include:
  - (1) For dual-purpose canines only, serve as a canine agitator for at least one sequence, which will include:
    - (a) Utilizing an arm sleeve.
    - (b) Utilizing a body suit.
    - (c) Muzzle work.
  - (2) Demonstrate the ability to utilize their voice in a manner necessary for canine training and utilization.
  - (3) Demonstrate the ability to follow instructions.
  - (4) Lift a 70-pound object representing a canine, from the ground to a higher location simulating a tractor trailer, attic, or other associated area.
- c. Final approval of the CO will be made by the Division commander, based upon successful completion of the following:
  - (1) Canine training and evaluation session.
  - (2) Completion of a departmentally approved canine training course.
  - (3) Final certification and evaluation by the DCC.

12. CANINE OFFICER RESPONSIBILITIES. The following are specific responsibilities of the CO:

- a. Ensure the canine is kept in good physical condition.
- b. Provide quarterly training (briefing item and/or presentation), as assigned by the DCS, to personnel within their Division. The training should include the following:
  - (1) Proper conduct around the canine.
  - (2) Actions to follow if handler is injured.

- (3) Operational guidelines to be followed when the team is deployed in an enforcement or training scenario.
- c. Present training scenarios for the canine during the daily work shift.
  - d. Record, on a daily basis, all training and activity performed by the canine on a CHP 257 or CHP 257H. The completed CHP 257 or CHP 257H shall be submitted to the DCS on the last day of the current month. The DCS will then forward a copy to the DCC by the tenth day of each month following the reporting period.
  - e. Report any change or discrepancy in the performance of the canine to the DCS and the DMT.
  - f. Maintain, transport, and safeguard training aids in a secure location, as approved by the DCS. (Refer to Chapter 5 of this manual.)
  - g. Train daily and weekly as required, attend monthly evaluations, and certify with the canine on an annual basis.
  - h. Ensure all searches with the canine are conducted in compliance with current law and departmental policy.
  - i. Maintain a canine first aid kit. Commands should evaluate the specific needs of their Divisions before identifying items to include in the kit. Consideration should be given to the canine's purpose, deployment location, extreme temperatures, security, and response time to an emergency medical facility.
  - j. Clean/disinfect the kennel and vehicle weekly to ensure a sanitary living and working environment for the canine.
  - k. Provide 24-hour care for the canine.
  - l. Complete reports involving injuries or damage induced by the canine (other than in training scenarios) as required in Chapter 4, Enforcement Operations, of this manual.
  - m. Comply with all departmental policies and procedures contained in this manual.

### 13. CANINE OFFICER COMPENSATION.

- a. In addition to regular work shift and overtime compensation, the Department will compensate each CO for canine care and maintenance during off-duty hours. The rate of compensation will be pursuant to the current bargaining unit agreement or side letter thereto. Compensation is predicated on the assumption handlers will be required to maintain the canine in an acceptable manner, both during scheduled

work days and on regular days off. Time expended by the CO above and beyond that which is required for care and maintenance, will not be eligible for reimbursement by the Department.

b. Canine officer compensation starts when the CO takes possession of the canine and is initiated by sending a memorandum through channels from the affected command to Human Resources Section.

#### 14. CONTROL OF THE CANINE.

a. The CO shall maintain proper control of the canine at all times.

b. The canine shall not be left unattended where it may have contact with the public, departmental personnel, or allied agency members.

c. While on-duty, the canine shall be on-leash while outside of the canine vehicle, unless being used off-leash in a manner for which it was trained, and in no case may the canine be off-leash longer than is necessary to perform its detection/protection duties.

d. In the absence of probable cause or consent to search, handlers shall not allow a canine to enter a vehicle unless the canine exhibits an alert (change of canine behavior) while conducting an exterior "sniff" of the vehicle. Under such circumstances, an exterior alert would constitute probable cause and allow for entry into the interior of the vehicle.

e. While performing exterior vehicle searches on a freeway, highway, or roadway, the canine shall be worked on-leash.

f. While at Division or Area offices, the canine should normally be secured in the locked canine vehicle or kennel. If the canine is brought into the office, it shall be leashed and under control of the CO at all times.

g. Handlers shall carefully consider unusually harsh or adverse weather conditions when determining the appropriate level of care and monitoring necessary to ensure the health of the canine.

#### 15. CANINE OFFICER REMOVAL.

a. Voluntary Removal. Upon written request, and with the concurrence of the Division commander, a CO may be removed from canine duties. An officer who voluntarily requests removal from a CO assignment prior to completing the three-year obligation should not be selected as a CO in the future, unless otherwise

approved by the Division commander in consultation with ACF. Division commanders should consider the totality of the circumstances resulting in the removal request when making recommendations on future assignments.

b. Involuntary Removal. The following situations shall be sufficient cause to remove an officer from a CO assignment:

- (1) Failure to maintain effective control of their assigned departmental canine.
- (2) Failure to maintain departmental training standards for themselves and/or the canine.
- (3) Failure to maintain a safe and secure living environment for the canine at the CO's residence.
- (4) Failure to utilize and maintain their assigned canine in a manner consistent with departmental policy.
- (5) Under other circumstances wherein the removal of the CO is in the best interest of the Department.

c. Temporary Removal. A Division commander may temporarily remove a CO from a canine assignment when the CO is unable to perform their required duties. Situations warranting temporary removal include, but are not limited to, disability or other extended leave which would prevent the CO from providing appropriate care and training for the canine.

d. Notifications for Canine Officer Removal.

- (1) Divisions shall immediately report all removals (temporary or permanent), or changes in duty status involving the CO or canine to ACF and the FSS commander via e-mail. The e-mail message shall include a brief synopsis of the reason for removal or change in duty status.
- (2) Divisions shall prepare a memorandum detailing the reason for the removal and submit the original to ACF, with a copy forwarded to FSS. Field Support Section, upon notification, shall coordinate with the affected Division for care and training of the canine, until such time as a replacement CO is selected or the existing CO is authorized to resume their canine duties.

16. UNIFORM. Canine officers may wear the departmentally approved blue utility uniform. Utility uniforms shall be worn in accordance with HPM 73.5, Uniform/Grooming and Equipment Standards.

17. OFF-DUTY STATUS. Canine officers shall keep in mind that all activities with their canine, whether on-duty or off-duty, reflect upon the credibility of the canine team and the Department. Therefore, the following shall apply:

- a. Canines shall be securely kenneled or kept under the supervision of the CO while off-duty. When COs are unable to provide direct supervision of their assigned canine, the canine shall be secured in the kennel with a locked padlock.
- b. Departmental canine teams shall not participate in parades, celebrations, advocacy events, presentations, demonstrations, competitions, or shows without prior approval of their Division commander.
- c. Canine officers are not to involve themselves in any off-duty activities which may bring discredit upon the Department or the program.
- d. Canine officers shall not take their assigned canine on vacation or other recreational activities. Therefore, in the event a CO is unable to provide proper care for the canine (e.g., vacation, extended leave, and training), it shall be the responsibility of the CO and/or the CO's commander to ensure the canine is properly cared for as outlined in Chapter 3, Canine Selection, Care, Record Keeping, and Equipment, of this manual.
- e. Canines are classified as state "biological" equipment and their use is restricted to official duties or other approved activities.

18. TRANSPORTATION OF THE CANINE.

- a. While conducting state business, the canine shall be transported in a canine patrol vehicle. If a canine patrol vehicle is unavailable, a regular Class E patrol vehicle may be used to transport the canine. Magnetic signs labeled "Warning K-9 Unit" shall be attached to the left and right rear doors of the temporary canine vehicle. The signs may be acquired from Supply Services Unit.
- b. While on patrol, the canine shall remain in the rear of the canine patrol vehicle. Since the canine's movements are not controlled by restraints while being transported, the CO should consider the canine's welfare in deciding on the appropriate level of involvement in a pursuit or other Code 3 driving situations. However, this is not intended to prevent COs from taking the appropriate enforcement actions necessary to perform their duties.
- c. When the canine is left unattended in the vehicle and out of the CO's immediate view, the CO shall ensure the canine has water, the vehicle is locked, the thermostat is set at an appropriate temperature, and the "secure-a-car device" is activated. The secure-a-car device allows the vehicle's engine to remain

operating to provide heat or air conditioning without the key in the ignition. During periods of unusually harsh weather conditions, COs should not rely solely on the vehicle's heating or cooling system and shall take appropriate actions as necessary to ensure the safety and well-being of the canine.

d. While on patrol, the canine security screen (if equipped) shall remain closed. This will preclude the canine from having access to the driver's compartment of the patrol vehicle and minimize the canine's exposure to officers and passengers.

#### 19. CANINE VEHICLE.

a. Divisions requesting a canine vehicle as an addition to their fleet should follow the procedures outlined in HPM 11.1, Chapter 1.

b. Divisions requesting a canine vehicle in lieu of replacing an existing fleet vehicle should direct a memorandum through their Division to ACF. If approved, ACF will prepare a memorandum to Fleet Operations Section authorizing the request.

c. The interior and exterior cleanliness of a canine vehicle shall display a professional image for the Department at all times.

d. The CO shall sanitize the canine vehicle (interior and exterior) on a weekly basis to ensure the control of fleas and/or other parasitic infestations.

e. The CO shall perform a test of the vehicle's K9 Alert System as required in paragraph 20 of this chapter to ensure proper operation.

f. The CO shall keep the canine vehicle at their residence during off-duty hours.

(1) This will allow the CO to utilize the vehicle to transport the canine to and from work as well as respond to off-duty call-outs.

(2) The CO shall keep the canine vehicle garaged in a secure off-street location (subject to supervisory approval) at their residence.

(3) The CO shall have a CHP 379, Vehicle Home Storage Request/Permit, on file.

g. While off-duty and with prior authorization from the DCS, the CO may transport the canine to official departmental appointments in any vehicle which provides adequate protection for the canine and the public. Use of personal vehicles require the CO have on file a current STD. 261, Authorization to Use Privately Owned Vehicles on State Business.

## 20. K9 ALERT SYSTEM PROCEDURES.

a. All canine vehicles shall be equipped with a K9 Alert System, except in cases where the system has been temporarily removed in order to be repaired. The alert system shall be tested at the beginning of each shift to ensure its functionality. At no time shall the CO disable the K9 Alert System. Canine officers shall drive a canine vehicle equipped with a K9 Alert System if available.

b. The K9 Alert System is cellular based and will notify predetermined personnel by text when any of its following six sensors are triggered:

- (1) Carbon Monoxide (analog sensor).
- (2) Temperature (analog sensor).
- (3) Temperature (digital sensor).
- (4) Vehicle Theft (digital sensor).
- (5) Dog reminder (digital sensor).
- (6) Low Voltage (digital sensor).

c. All six sensors communicate via a modem with a web-based server which stores data and generates notifications. When one or more of the sensors are triggered, an alert is activated and notifications for corrective action will begin.

- (1) There are three different notifications: level 1, level 2, and inactive.
  - (a) Level 1 notifications will be received by the CO.
  - (b) Level 2 notifications will be received by the CO, their DCS, and their respective DMTs.
  - (c) Inactive notifications will only be received by the CO.

d. Level 1 & Level 2 Activations and Notifications.

- (1) Carbon Monoxide (Analog).
  - (a) An alert is triggered if the sensor detects a predetermined, parts per million threshold level of carbon monoxide, either instantaneously or sustained over a period of 30 continuous minutes.
  - (b) A level 1 notification will be sent to the CO every two minutes until the alert is corrected or deactivated. If the alert is not corrected or deactivated

within two minutes by the CO, the DCS and DMT will receive a level 2 cellular text notification requesting assistance. The DCS and DMT shall make immediate attempts to contact the CO. If the DCS or DMT are unable to notify the CO of the alert notification, they shall follow the procedure outlined in paragraph 22. of this chapter. Both level 1 and level 2 notifications will continue every two minutes until the alert is corrected or deactivated.

(c) To correct the alert, circulate the vehicle's interior with fresh air. This alert can be deactivated by turning the ignition key to the OFF position or disabling ignition override if active.

(2) Temperature (Analog).

(a) An alert is triggered if the sensor's probe detects a temperature of 85 degrees Fahrenheit.

(b) A level 1 notification will be sent to the CO every two minutes until the alert is corrected or deactivated (no level 2 notification).

(c) To correct the alert, circulate the vehicle's interior with cool air to lower the interior temperature to less than 85 degrees Fahrenheit. This alert can be deactivated by turning the ignition key to the OFF position or disabling ignition override if active.

(3) Temperature (Digital).

(a) An alert is triggered if the sensor detects a temperature of 85 degrees Fahrenheit when measured three feet above the vehicle's interior kennel floor when the vehicle is in ignition override. The siren and warning lights will chirp and flash four times every two seconds and the rear windows will lower. The temperature alarm indicator on the switch box will flash.

(b) A level 1 notification will be sent to the CO every two minutes until the alert is corrected or deactivated. If the alert is not corrected or deactivated within two minutes by the CO, the DCS and DMT will receive a level 2 cellular text notification requesting assistance. The DCS and DMT shall make immediate attempts to contact the CO. If the DCS or DMT are unable to notify the CO of the alert notification, they shall follow the procedure outlined in paragraph 22. of this chapter. Both level 1 and level 2 notifications will continue every two minutes until the alert is corrected or deactivated.

(c) To correct the alert, circulate the vehicle's interior with cool air to lower the interior temperature to less than 84 degrees Fahrenheit. This

alert can be deactivated by turning the ignition key to the ON position or disabling ignition override if active.

(4) Vehicle Theft (Digital).

(a) An alert is triggered if the brake pedal is depressed when the vehicle is in the ignition override. The vehicle's engine will shut down. The siren and warning lights will chirp and flash three times every two seconds and the rear windows will lower.

(b) A level 1 notification will be sent to the CO every two minutes until the alert is corrected or deactivated. If the alert is not corrected or deactivated within two minutes by the CO, the DCS and DMT will receive a level 2 cellular text notification requesting assistance. The DCS and DMT shall make immediate attempts to contact the CO. If the DCS or DMT are unable to notify the CO of the alert notification, they shall follow the procedure outlined in paragraph 22. of this chapter. Both level 1 and level 2 notifications will continue every two minutes until the alert is corrected or deactivated.

(c) To deactivate the alert, turn the ignition key to the ON position and disable the ignition override.

(5) Dog Reminder (Digital).

(a) This circuit is active anytime the vehicle is shut off. A piezo chime inside the vehicle will sound a pulsing chirp for 200 milliseconds every two seconds to confirm it's active.

(b) An alert is triggered when the rear doors have remained closed for one minute after the ignition is turned off and ignition override is not enabled. When activated, the piezo chime will sound constantly. The siren and warning lights will chirp and flash one time every four seconds for 30 seconds. The rear windows will lower.

(c) A level 1 notification will be sent to the CO every two minutes until the alert is corrected or deactivated. If the alert is not corrected or deactivated within two minutes by the CO, the DCS and DMT will receive a level 2 cellular text notification requesting assistance. The DCS and DMT shall make immediate attempts to contact the CO. If the DCS or DMT are unable to notify the CO of the alert notification, they shall follow the procedure outlined in paragraph 22. of this chapter. Both level 1 and level 2 notifications will continue every two minutes until the alert is corrected or deactivated.

(d) To deactivate the alert, open either rear door approximately two inches.

(6) Low Voltage.

(a) An alert is triggered when the vehicle's electrical voltage system drops below 12.1 volts when the vehicle is in ignition override. When activated the vehicle's ignition will turn off. The siren and warning lights will chirp and flash two times every four seconds, and the rear windows will lower.

(b) A level 1 notification will be sent to the CO every two minutes until the alert is corrected or deactivated. If the alert is not corrected or deactivated within two minutes by the CO, the DCS and DMT will receive a level 2 cellular text notification requesting assistance. The DCS and DMT shall make immediate attempts to contact the CO. If the DCS or DMT are unable to notify the CO of the alert notification, they shall follow the procedure outlined in paragraph 22. of this chapter. Both level 1 and level 2 notifications will continue every two minutes until the alert is corrected or deactivated.

(c) To correct the alert, bring the vehicle's voltage up above 12.1 volts. This alert can be deactivated by turning the ignition key to the ON position and disabling the ignition override.

(7) Inactive Alert Activations and Notifications.

(a) If the server has not heard from a particular sensor after four days, an alert will be triggered and an inactive notification will be sent to the CO every 24 hours, until the K9 Alert System reports back to the server that corrective action has been taken.

(b) In order to avoid this notification, the CO should notify FSS when the CO's patrol vehicle will be out-of-service for more than four days and request to have the inactive duration increased (refer to paragraph 21. of this chapter for further information).

21. K9 ALERT SYSTEM PROGRAMMING.

a. K9 Alert System will be programmed specifically for each CO's patrol vehicle. The program will record the CO's name, ID number, and cell phone number for notification purposes. When a CO utilizes a different patrol vehicle, the CO's information will need to be programmed into that particular vehicle. Additionally, when a canine patrol vehicle is going to be out-of-service (inactive) in excess of four days, the K9 Alert System will need to be reprogrammed and the inactive

duration will need to be increased. If the CO does not make the appropriate notifications to change the inactive duration, then the CO will be notified once every 24 hours with an inactive alert.

b. The DCC and designated FSS personnel, along with Fleet Operations Section (FOS), are the only personnel authorized to access the K9 Alert System program functions. The CO shall not attempt to make any program changes to the K9 Alert System. Field Support Section and FOS have the capability to reprogram the K9 Alert System remotely and can make the appropriate changes. Field Support Section is the Office of Primary Interest for the K9 Alert System and is the first line of contact. All requests for reprogramming shall be made within normal business hours of Monday – Friday, 0800 – 1700 hours. The only program functions that will be modified by FSS are the following:

- (1) Canine officer's name, ID number, and cell phone number.
- (2) Increase the inactive duration when the CO's patrol vehicle will be out-of-service for more than four days.

c. If the K9 Alert System fails to operate properly and cannot be corrected remotely by either FSS or FOS, then the canine patrol vehicle shall be brought to FOS for testing and repair as necessary.

## 22. K9 ALERT SYSTEM DISPATCH CONTACT INFORMATION.

a. In the event of a level 2 notification where the CO has not corrected the alert and is not responding, the corresponding DCS or DMT shall notify their designated dispatch center and advise of the K9 Alert System notification. Dispatch shall attempt to contact the CO through the patrol vehicle radio and update the CO of the alert notification. Dispatch will also advise the DCS or DMT of the last known location of the CO's patrol vehicle if available. The DCS or DMT and dispatch will coordinate a response of the nearest patrol unit to the CO's patrol vehicle location to check on the status of the CO and the canine patrol vehicle. In order for dispatch to know the location of the canine vehicle, all CO's shall log in to their patrol vehicle's Mobile Digital Computer at the start of each shift. Each Division has a dedicated dispatch telephone number strictly for K9 Alert System notifications as follows:

- (1) Northern Division – (530) 242-3249.
- (2) Valley Division – (916) 861-1314.
- (3) Golden Gate Division – (707) 641-8345.

- (4) Central Division – (559) 441-5498.
- (5) Southern Division – (323) 259-3275.
- (6) Border Division (858) 637-3835.
- (7) Coastal Division – (805) 593-3379.
- (8) Inland Division – (909) 428-5487.
- (9) Protective Services Division – (916) 447-4841.

23. INJURY TO THE CANINE OFFICER.

- a. Medical attention shall be requested immediately for an injured CO.
- b. In instances where the canine is not secured, an untrained officer shall not approach the injured CO except:
  - (1) When given clearance to do so by the injured CO.
  - (2) When the canine can be called away from the injured CO and secured.
- c. On-scene officers in consultation with a supervisor may attempt the following procedures to secure a canine from an injured CO:
  - (1) Attempt to call the canine to a secure location. Normally, this will be the canine vehicle.
  - (2) Contact another CO or DMT to secure the canine.
  - (3) Contact the local animal control to assist with securing the canine.
  - (4) When confronted with an incident where it is concluded the injured CO's life will be in jeopardy unless immediate medical attention is received, and the canine will not permit access to the CO, an officer may use necessary force, as outlined in HPM 70.6, Officer Safety Manual, Chapter 1, Use of Force, to gain access to and provide assistance for the CO.

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