

CHAPTER 3

CANINE SELECTION, CARE, RECORD KEEPING, AND EQUIPMENT

REVISED JULY 2021

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CHAPTER 3

CANINE SELECTION, CARE, RECORD KEEPING, AND EQUIPMENT

1. GENERAL. The duty hours and physical exertion required of a departmental canine are unusually demanding. Since the canine's health is extremely important to the ability of the canine team to effectively function, every effort must be made to keep the canine in the best possible state of health.

2. DEPARTMENTAL CANINE SELECTION CRITERIA. In conjunction with the California Department of General Services (DGS), a Bid Specification (Canine Selection Criteria) was developed with the goal of obtaining the highest quality law enforcement canines for the Department. A copy of the Bid Specification may be obtained from the DGS, Procurement Division.

3. HOME KENNELING.
 - a. The importance of care and boarding of the canine cannot be over emphasized. Unless otherwise stated, the guidelines outlined in this manual are the responsibility of the canine officer (CO). Divisions having special needs or unusual weather conditions shall provide Field Support Section (FSS) with a detailed description of the conditions and their anticipated effect on the canine. Divisions should include a synopsis of their recommendations to reduce or eliminate the condition, including any proposals developed to provide alternative housing arrangements or modifications to their kennel facilities. Field Support Section will evaluate the conditions identified by the Division and their recommendations and provide assistance in developing a solution.
 - b. The canine shall be housed at the home of the CO in a "portable kennel" provided by the Department. The portable kennel shall be constructed based on the following guidelines:
 - (1) Kennel fencing shall be of the size and materials listed in one of the following two options.
 - (a) Chain link fencing: 6 feet wide, 6 feet tall, and 12 feet long, with a roof constructed of the same or similar materials. The kennel shall include a lockable gate.

(b) Powder coated steel mesh: 5 feet wide, 6 feet tall, and 10 feet long, with a roof constructed of the same or similar materials. The kennel shall include a lockable gate.

(2) The kennel shall be portable and should be constructed upon a 7-foot-wide, 13-foot-long, and 4-inch-thick concrete slab with a smooth finish. If the powder coated steel kennel is used, the slab may be reduced in size to 6 feet wide by 11 feet long. The kennel roof may be covered with shade cloth, wooden or plastic slats, or other material suitable to serve as a screen from the elements.

(3) Areas requiring specialized kennels based on unusual weather conditions will be provided alternative kennel facilities adequate for the proper care and maintenance of the canine.

c. Commercial Vehicle Enforcement Facilities deploying canines will be supplied an additional kennel to house the canine during regular work hours. The size of the kennel will be determined by FSS and will be of sufficient size to maintain the canine as necessary.

d. The kennel shall be cleaned on a daily basis.

e. The kennel shall be disinfected weekly.

f. The CO shall ensure there is always a fresh supply of water in the kennel.

g. The canine shall be under the direct control of the CO at all times and the CO shall not expose their departmental canine to any foreseeable and unreasonable risk of harm unless required by a particular application.

h. Departmental canines shall be on-leash while outside of the canine vehicle unless being used off-leash in a manner for which they were trained. In no case may the canine be off-leash longer than is necessary to perform its detection/protection duties.

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

j. When the canine is kenneled, and the CO is not immediately present, the kennel door shall be securely locked with a padlock.

k. The CO shall ensure a safe and restful environment for the canine to include:

- (1) Safety from animal attacks.
 - (2) Absence of distractions that interrupt rest.
 - (3) No continuing conflicts with other family or neighbors' pets.
- l. Inability to provide a suitable living environment will be sufficient cause for removal and reassignment of the canine.
- m. Quarterly inspections of the canine and its living quarters shall be conducted by the Division Canine Supervisor (DCS).
- n. Under no circumstances will the canine be housed at a location other than the CO's residence, or under conditions other than those described above, unless approved by the DCS.
- o. While off-duty, the canine shall remain kenneled.
- p. While off-duty, a CO may exercise the canine while on lead utilizing the same control methods and equipment consistent with on-duty use.
- q. Departmental canines shall always be separated from other animals.

4. CARE OF THE CANINE.

- a. Canine Officer's Absence - Less Than 24 Hours. When the CO is absent from their home for a reasonable period of time, the canine may be secured (locked) in its kennel and left unattended. A reasonable period of time will be determined locally, based on the canine and the environment, and shall not exceed 24 hours.
- b. Canine Officer's Absence - More Than 24 Hours. If the CO is absent from their home and the canine will be left unchecked for more than 24 hours, the CO shall seek permission of the DCS to kennel the canine at an approved public or private kennel facility. If a person, other than the handler, is responsible for providing periodic checks on the canine during the 24-hour period, the person must be approved by the DCS. Requirements of an approved public or private kennel facility are:
- (1) The kennel should be approved by the DCS.
 - (2) The kennel facility should be a licensed establishment.
 - (3) There shall be a veterinarian present or on-call 24 hours a day.

- (4) The size of the individual kennel used to house the canine shall be adequate for the canine's size.
 - (5) There should be both indoor and outdoor areas available to the canine.
 - (6) The kennel facilities shall be clean and well-maintained.
 - (7) The kennel facility should be configured in such a way as to allow for the departmental canine to be kept separate from other animals at the facility.
 - (8) The kennel shall provide for necessary care and feeding of the canine 24 hours a day, including weekends.
- c. Payment for Boarding Services. If it becomes necessary to board the canine at an approved public or private kennel, payment of services should be made following the same procedures for payment of veterinary care as outlined in paragraph 4.h. of this chapter.
- d. Canine Care While in Transit. To enhance the care and safety of a departmental canine while on travel status, a temporary/collapsible dog crate may be requisitioned from Supply Services Unit (SSU). The collapsible crate will provide a safe location to confine the canine and shall be utilized while the canine is left alone in a hotel/motel room. However, a canine shall not be left unattended in the collapsible crate without conducting welfare checks as conditions require.
- e. Feeding. The canine should be fed based on the following guidelines:
- (1) The canine should not be fed until the conclusion of the regular work shift nor less than six hours prior to going on duty, unless the CO is otherwise advised by a veterinarian.
 - (2) The canine shall only be fed by the CO or a qualified individual designated by the CO and approved by the DCS.
 - (a) For the purpose of this policy, the following are considered qualified individuals in regard to feeding departmental canines: the Departmental Canine Coordinator (DCC), any CO or DCS, other properly trained departmental personnel (i.e., former handlers or program associates), or those persons employed by an approved boarding facility.
 - (3) The canine will be provided food formulated to maintain the canine in top physical and mental condition. The food provided will be based upon the recommendation of the DCC, Division Maintenance Trainer (DMT), or a licensed veterinarian.

(4) Food and maintenance supplies (e.g., flea or tick medicine, shampoo, vitamins) shall be purchased from a local vendor utilizing an assigned Procurement Card (P-Card). Commands shall contact Purchasing Services Unit to arrange the assignment of P-Cards.

(a) Purchases shall not exceed \$350 per month.

(b) No purchases shall be made for equipment or supply items that can be requisitioned through SSU.

(c) If it becomes necessary to purchase special items or exceed the monthly dollar amount, the CO shall contact the DCC and P-Card Coordinator for approval prior to the purchase. Once approval has been granted, the CO shall include, "Approved through P-Card Coordinator and DCC," on the invoice submitted.

1 The billing cycle is from the 22nd of each month to the 22nd of the next month. By the 26th of each month, active cardholders will receive a statement from the bank outlining the charges for the billing cycle.

2 Upon receipt of the statement, cardholders shall obtain all invoices, log them on the CHP 317, Cal-Card Log, in the order they appear on the statement and provide a signature as required.

3 The statement, CHP 317, and all applicable invoices shall be packaged and forwarded to the DCS and the Division Special Services commander for signature.

4 The Division Special Services commander shall forward the statement to the Division P-Card approving official. The approving official is responsible for ensuring the statements are forwarded to headquarters by the 15th day of the following month.

5 All invoices shall include a description of the item(s) purchased. If not imprinted on the cash register invoice, the information shall be written in by the CO.

f. Care and Grooming.

(1) It is the responsibility of the CO to keep the canine in such physical condition that it is able to perform the duties expected of a departmental canine.

- (2) A health inspection by the CO shall be conducted on the canine daily.
- (3) Any indication of poor health or physical condition shall be reported immediately to the DCS, DMT, and a licensed veterinarian.
- (4) Departmental canines shall not be used for breeding purposes. The CO shall take all necessary precautions to ensure a breeding (accidental or otherwise) does not occur.
- (5) The canine should be groomed daily by the CO. The canine shall not be taken to a professional groomer unless a veterinarian states the health of the canine requires it and it is approved in advance by the DCC.
- (6) The canine shall not be clothed or adorned in any manner for cosmetic purposes (e.g., painted nails, bandannas, bows).
- (7) Canine badges, approved by FSS, may be worn while the canine is in public view. There shall be no other badges or tags attached to the canine's collar. If the CO feels the safety of the canine is compromised by the wearing of the badge during a specific operation, the CO should remove the badge during the operation.
- (8) No "Kongs" or balls shall be used during working hours as secondary rewards without prior approval from FSS. Reward items shall not be left in the canine vehicle during actual working hours.

g. Veterinary Services.

- (1) Commands with assigned canines should arrange for a local veterinarian to provide all veterinary services necessary for the canine's health and well-being.
- (2) Selected veterinarians should be well established in the community and, if possible, should have an understanding of law enforcement canine needs.
- (3) Selected veterinarians should be available 24 hours a day, provide individual instruction to the CO on canine nutritional needs and disease recognition, and be willing to maintain separate medical records for the canine. Additionally, the veterinarian's place of business should be located within reasonable distance of the CO's residence and work office.
- (4) Following the initial visit with the veterinarian, it is anticipated the canine's veterinary needs will be limited to a yearly examination (excluding any

necessary emergency care). During the yearly visit to the veterinarian, the canine should be examined to determine its general state of health, to include:

- (a) Cleaning of the teeth if needed.
- (b) A blood analysis to determine any evidence of disease (including Heartworm), and a feces examination to determine parasite infestation.
- (c) Inoculations as needed for rabies, canine distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, coronavirus, and bordatella.

(5) Routine veterinary care (e.g., Heartworm medication) shall be approved and scheduled through the DCS.

(6) Veterinary care of an emergency nature may be performed by any available veterinarian. Fiscal Management Section (FMS) must be notified by telephone as soon as possible to ensure that procedures for payment are initiated.

- (a) At the first opportunity following an emergency, the CO will submit a memorandum to the DCS describing the nature of the injury, how it occurred, diagnosis, and treating veterinarian.

- (b) The commander or designee will notify the next level of command and FSS by telephone of any emergency care or treatment of the canine with a confirming Communications Network (Comm-Net) message the next business day. A separate Comm-Net message to Assistant Commissioner, Field (ACF), is not required if a Comm-Net message, per General Order 100.80, Notification and Report of Emergencies and Unusual Occurrences, is transmitted.

(7) Female canines shall be spayed prior to the initial canine training course. If time constraints prohibit the procedure prior to training, the canine shall be spayed immediately after receiving certification by the Department. Male canines shall not be neutered unless medically necessary.

h. Payment for Veterinary Services. Arrangements shall be made to ensure the CO receives all invoices from veterinarians for services rendered.

- (1) Any non-life-threatening treatment with an expected cost of over \$1,000 shall be preapproved through FSS.

- (2) The CO is responsible for submitting the original and a copy of the invoice to the DCS.

(3) The DCS will sign and approve the copy of the invoice and submit the original and signed copy through the Division commander to Accounts Payable Unit (APU) within three working days.

i. Canine Licensing and Micro Identification Chip.

(1) Departmental canines shall be licensed within their county of residence, if required.

(2) After the completion of their initial training, the canine shall have a micro identification chip inserted, for identification purposes, through a veterinarian. Once completed, the appropriate paperwork and fees regarding canine ownership information shall be supplied to the global recovery network.

(3) Canine officers are reminded to identify the CHP as the owner, along with the appropriate address and telephone numbers.

(4) The P-Card issued to the command's CO for food and maintenance supplies shall be utilized for payment of the canine licensing fee and micro identification chip registration. The veterinarian service for insertion of the micro identification chip shall be billed to the CHP, approved by the DCS, and forwarded through the Area commander to FMS, APU, within three working days. The total for these services shall not exceed the \$350 per month limit.

j. Injury to the Canine.

(1) In the event emergency medical services are required, first aid shall be applied, and the canine shall be immediately transported to a veterinarian. In addition to immediately notifying an on-duty supervisor, the DCS shall be notified as soon as practicable after attending to the canine.

(2) In nonemergency medical situations, the CO shall advise the DCS prior to transporting the canine to the veterinarian.

(3) If any person willfully and maliciously commits any act that causes injury or otherwise interferes with a departmental canine being lawfully utilized, appropriate action may be taken for violation of Penal Code Section 600, Interference with Dog Being Used by Peace Officer.

(4) In the event it becomes necessary to destroy a critically injured canine, and transportation to a veterinarian is not practical, the canine may be destroyed pursuant to policy contained in Highway Patrol Manual (HPM) 70.6, Officer Safety Manual, Chapter 2, Discharge of Firearms at Animals.

k. Retirement of the Canine.

(1) Once the canine is no longer productive due to medical reasons or the health of the animal prevents it from performing required duties satisfactorily, the canine shall be retired. The determination to retire a canine shall be based on input from the CO, DMT, DCS, veterinarian, and DCC.

(2) The justification for retirement shall be documented on a memorandum from the Division, routed through channels, to ACF for review.

(a) The memorandum shall contain substantiation from the canine's veterinarian.

(b) The intended disposition of the canine shall be articulated in the memorandum.

1 The canine should normally be awarded to the CO, if the CO wishes to keep the canine. In the event the CO does not wish to keep the canine, a determination shall be made by ACF through input from FSS regarding the most appropriate disposition of the canine (e.g., award to another qualified person, donate to an allied agency, euthanasia).

2 If another departmental employee is selected to keep the canine, the employee should have current or previous experience in dealing with law enforcement canines. If a canine is patrol trained, special attention shall be given to those individuals that possess skills or previous experience in this area. In addition, the Division commander, DCS, and CO shall ensure the selected employee is given adequate instruction to handle and control the canine.

3 If the canine is removed from departmental service for performance-related issues, FSS, at the direction of ACF, will make recommendations concerning the final disposition. If it is determined the previous CO contributed to the team's poor performance and removal, the canine will either be re-teamed with a new CHP handler or donated to an accepting agency. If no suitable agency is willing to accept the canine, a suitable person or previous CO should then be considered for retirement of the canine. Reasons for removal and liability shall be taken into account in determining if a suitable person or the previous CO is qualified.

4 The accepting agency, person, or departmental employee shall sign a memorandum outlining the conditions of acceptance prior to

the canine's retirement and submit a check for \$1.00 payable to the "California Highway Patrol." Specifically, the memorandum shall stipulate the canine will not be utilized for any previous departmental duties and shall not be transferred to another party (refer to Annex A).

5 The memorandum, signed by the CO, shall be forwarded through Division to ACF for approval, as well as:

a The Department's Office of Legal Affairs.

b Administrative Services Division for submission of the appropriate documents to the DGS.

6 Copies of all documents shall be forwarded to FSS for inclusion in the canine history training files.

I. Canine Training/Records File.

(1) Upon initial assignment of a canine, the DCS and CO shall create a training/records file (CHP 137, Personnel Folder) for the canine. The DCS shall maintain the training/records file for the canine. The canine training/records file shall be stored with the personnel file of the current CO and maintained per HPM 10.3, Personnel Transactions Manual, Chapter 30, Personnel and Medical Files.

(2) The canine's training file shall include the following items and shall be filed in conformity with the indexes provided with the file.

(a) Title, pedigree, or certificates are to be indexed in Section A of the training file.

(b) CHP 270, Service Record, with canine photograph/description and identification chip information, are to be indexed in Section A.

(c) Medical records are to be indexed in Section B.

(d) The original CHP 257, Canine Training/Sniff Log (PNDC/PEDC), and/or certificate from the initial training is to be indexed in Section C.

(e) The original CHP 257H, Canine Training/Sniff Log (HDD/EDC Canine), from the initial training is to be indexed in Section C.

(f) The original CHP 260, Narcotics Detection Canine Evaluation, is to be indexed in Section C.

(g) The original CHP 260H, Explosives Detection Canine Evaluation, is to be indexed in Section C.

(h) The original CHP 260A, Canine Team Evaluation, is to be indexed in Section C.

(i) The original or a copy of all other documentation, including any records documenting remediation, is to be indexed in Section C.

(j) All commendations, press clippings, etc., are to be indexed in Section D.

(k) Any other records or documents deemed pertinent by FSS are to be indexed in Section D.

(l) Each canine training file shall be retained for the duration of the canine's working life for the Department. Upon retirement or separation of the canine, the original records shall be properly organized per this manual and forwarded to FSS where they will be maintained for seven years.

m. Canine Equipment.

(1) In addition to the canine vehicle and kennel, the CO will be responsible for the care and condition of all canine equipment issued to them.

(2) The following initial items may be requisitioned through SSU by sending FSS a completed CHP 41, Supply Requisition, signed by the commander or their designee. All requisitions must be reviewed and approved by FSS prior to shipment. (See list of canine equipment and item codes in the Department's Supply Services Catalog.)

(a) Large/small link slip chain, fur saver, pinch collar, and plain black or brown leather agitation collar. These are the only departmentally authorized collars during working hours. An electronic training collar may also be utilized, but only with prior approval from the DCC.

(b) Six foot black or brown, heavy duty nylon or leather leash with bolt snap. The COs may purchase a 4-foot nylon leash with bolt snap for patrol work only. These are the only departmentally authorized leashes.

(c) Stainless steel food bowl, water bucket, and plastic water bowl.

(d) Grooming brush and comb.

(e) Waste removal systems: one scoop with rake to clean up fecal matter at the CO's residence; one portable scoop and bags will be carried in the canine unit.

(f) Canine first aid kit.

(g) Canine agitation muzzle (dual purpose canines only). Size 7 for a small to normal size Belgian Malinois, size 8 for a large Belgian Malinois or normal size German Shepherd, and size 9 for a large German Shepherd.

(h) Canine agitation sleeves, one soft and one hard (dual purpose canines only).

(i) Jute cover for hard sleeve.

(j) Doghouse.

(k) Collapsible (fold up) dog crate.

(l) Neoprene gauntlet (dual purpose canines only).

(m) Hard plastic transportation kennel.

(n) Fifteen and thirty-foot nylon long line.

(o) Thirty-two-foot retractable long line.

(p) Food storage container.

(q) Groin protector (dual purpose canine only).

(r) Tool kit.

(s) Two training aid storage cases.

(t) Cable lock.

(u) Three padlocks (kennel and training aid storage cases).

(3) The DCSs shall complete a CHP 81, Receipt of State Property, for recording issued equipment. The DCS shall also periodically inspect all equipment for serviceability, replacement, and accountability.

(4) The CO will report to the DCS any assigned equipment that becomes defective or lost. The DCS will take the appropriate action to obtain new equipment per departmental policy.

n. Euthanasia of Departmental Canine. Whenever a departmental canine becomes so ill that a veterinarian recommends the canine be euthanized, the CO shall:

(1) Immediately notify the DCS who shall notify their commander, ACF, and FSS, through channels, for approval prior to euthanizing the canine.

(2) The CO shall obtain a written diagnosis of the canine's condition from the recommending veterinarian. Upon approval to euthanize the canine, all final documentation shall be forwarded to FSS through channels.

(3) In extenuating circumstances where a canine is destroyed prior to FSS approval, the CO shall complete a memorandum describing the circumstances of the canine's death and forward it through channels to arrive at FSS no later than 20 calendar days after the incident. This memorandum shall be preceded by an e-mail describing the details to FSS as soon as reasonable after the incident.

o. Death of Departmental Canine.

(1) Whenever a canine dies due to unusual or unknown circumstances, the command shall have a necropsy of the canine performed by a qualified veterinarian and the results shall be forwarded to FSS, through channels, within ten working days.

(2) Upon the death of a departmental canine that is currently on active duty, by either job-related injuries or natural causes, the remains should be cremated. If the current CO desires to bury the canine, the CO must obtain approval from their command. The burial of the canine shall comply with regulations of the city and county in which the canine is to be buried.

(3) If the CO chooses to bury the canine, any and all expenses shall be the responsibility of the CO.

(4) If the CO chooses to cremate the canine, the Department shall cover the expenses of the cremation only, through an asset forfeiture project account which is set up on a yearly basis through FSS. An invoice requesting approval for payment of the cremation shall be sent to FSS through channels.

(5) At the discretion of the involved commander, a memorial service may be held at the Division or command level. After consulting with the DCS and the CO, the commander shall ensure proper arrangements for the memorial service are made. Field Support Section shall be contacted and may send a representative to the memorial service. At the involved commander's discretion, canine teams from the respective Division of the deceased canine and any other CHP personnel or personnel from allied agencies, with or without canines, may attend.

(6) At the involved commander's discretion, the press may also be notified of the event.

5. MOBILE VIDEO/AUDIO RECORDING SYSTEM USAGE.

a. All dual purpose canine vehicles shall be equipped with a Mobile Video/Audio Recording System (MVARs) device, unless it has been temporarily removed in order to be repaired. The recording device shall be used for any canine deployment, and in compliance with General Order 100.61, Use of Mobile Video/Audio Recording Systems.

b. If repairs of MVARs equipment are required, commands shall utilize the X Number process as outlined in HPM 11.1, Administrative Procedures Manual, Chapter 23, Delegation of X Number Contract Authority. Should commands need assistance with the repair process, please contact Enforcement and Planning Division, Research and Planning Section.

ANNEX A

EXAMPLE OF CONDITIONS OF CANINE ACCEPTANCE MEMORANDUM

State of California

Transportation Agency

Memorandum

Date:

To: Valley Division
Attention: Officer Mike Mutts, ID 000123

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Assistant Commissioner, Field

File No.: 002.12600.065.canineacceptance

Subject: CONDITIONS OF CANINE ACCEPTANCE

Based on information provided by Valley Division regarding canine Deogie's performance, it has been determined canine Deogie has little or no value to the Department as a working canine or as state equipment. Therefore, your request to keep canine Deogie has been approved upon acceptance/completion of the conditions stated below.

The State of California makes no warranty, expressed or implied, as to the physical or psychological condition of canine Deogie. This canine has been trained and utilized in a law enforcement capacity, which may have included handler protection or bite training. Certain drives and temperaments have been altered or enhanced, which may increase the risk of accidental dog bites and/or other atypical canine behavior. The California Highway Patrol now considers this animal unsuitable for law enforcement deployment.

Upon remittance of a check in the amount of \$1.00, made payable to the California Highway Patrol and submitted to Fiscal Management Section, along with a signed copy of this memorandum, you officially and formally accept the ownership, interest, and responsibilities for canine Deogie. In doing so, you hereby waive all present and future rights to initiate any claim or action against the California Highway Patrol and/or the State of California and employees thereof, for any damages or injury that may be caused at any time by canine Deogie. You accept possession of canine Deogie with no representation from the California Highway Patrol as to canine Deogie's fitness, qualifications, abilities, or other characteristics other than that which is represented in this agreement.

Furthermore, in accepting canine Deogie, you hereby agree to the following conditions:

- Canine Deogie shall not be utilized at any time in any law enforcement capacity. This includes any previous duties undertaken for or on behalf of the Department, as well as for or with any other law enforcement agency.

Safety, Service, and Security
CHP 51 (Rev. 06/2013) CPl 078



An Internationally Accredited Agency

ANNEX A

EXAMPLE OF CONDITIONS OF CANINE ACCEPTANCE MEMORANDUM (continued)

Valley Division
Page 2

- Canine Deogie shall be your sole responsibility and obligation. Should you become unable or unwilling to provide basic care and upkeep for canine Deogie, you shall be responsible, at your expense, for the destruction of canine Deogie. **Under no circumstances shall the canine be given to any other person, organization, department, or agency.**
- Consistent with the agreement that canine Deogie shall be your sole responsibility and obligation, you agree to indemnify, defend, and hold harmless the Department, its employees, agents, and assigns current and former, from any litigation, claim, damages, or liability in any forum that is initiated or might be brought against the Department by any individual that in any manner arose or resulted from the actions of canine Deogie.

The provisions of this agreement constitute the complete document for purposes of this transaction and there are no implied or separate understandings apart from this document with respect to this transaction.

None of the above requirements may be modified subsequent to this agreement. If the Department learns that any of the requirements agreed to are violated, it has the right to, and will, seize canine Deogie from your possession and undertake to have the canine destroyed, the expense for the seizure and destruction to be billed to you.

The above terms and conditions have been discussed and are fully understood.

T. J. CLARK
Assistant Commissioner

cc: Enforcement and Planning Division
Field Support Section
Valley Division
Legal Affairs Section

Accepted by: _____
Officer Mike Mutts, ID 000123

Date _____