

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: <p style="text-align: center;">AGENCY ANIMALS</p>	Procedure: General Order 19.1.4 CALEA 41.1.5	Total Pages: 11
Authorizing Signature: Original with Authorizing Signature on File	Effective: 05/01/2018 <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of the Florence Police Department to utilize special purpose police K-9's and Equestrian mounts in order to aid and assist all elements of the police department with the delivery of police services.

II. PURPOSE

This written order establishes guidelines for the conditions and manner under which Florence Police Department K-9's and Equestrian mounts may be used.

III. SCOPE

This written order is applicable to all sworn personnel.

IV. RESPONSIBILITY

It is the responsibility of all sworn personnel to comply with this directive.

V. POLICE CANINES

A. GENERAL PROVISIONS:

1. The canine handler shall be responsible for the best tactical application of his or her canine within the guidelines of training and written directives. The handler knows the limitations and abilities of their canine and will decide how the canine will be used or if not to use the canine.
2. Handlers shall insure that canines are properly secured in their vehicles, when on-duty and not deployed. Windows not covered by protective screen shall be closed.
3. When off-duty, Florence Police Department owned canines shall be secured in a provided containment area (kennel) at an approved location when not under the direct supervision of the assigned handler. For instances when the handler is out of town or unable to care directly for their assigned canine, a secondary containment area is available at the FPD annex for temporary housing of FPD owned canines. Both of the listed options are also available when handlers are in an on-duty status, if needed. FPD canines will be monitored by a current member of the K9 Unit or an approved

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designee of the Unit Commander on a 24 hour basis.

4. Florence Police Department canines shall not be utilized for secondary employment unless authorized by the Chief of Police.
5. Florence Police Department Canines shall not be used for the purposes of breeding.
6. While on duty, no handler shall leave their canine unattended for more than one hour.
7. In the event of injury to a handler, another member of the Canine Unit shall be notified to secure the canine.
8. No person shall be allowed inside a building that is to be searched or to participate in a track except at the request of a handler.

B. DUTY ASSIGNMENT:

1. The Patrol Watch Commander will assign K-9's to duty as needed. These duty assignments will designate work days, work hours, training days, and time off.
2. FPD K-9 duty assignments will be in compliance with applicable city and federal provisions, such as, but not limited to: city policies and FLSA. This includes compensatory time for at home care and maintenance, to occur at approved locations, that is required of the handler for his/her assigned canine's needs.

C. PATROL USE OF CANINES:

1. CANINE TEAM CALL-OUTS: When all canine teams are in an off-duty status, the following procedures will be used for call-outs:
 - a. A shift supervisor must authorize the callout.
 - b. Notify the "on call" team by phone; if no response, then
 - c. If none of the above can be contacted, a shift supervisor can authorize notification of any available canine team.
2. BUILDING SEARCHES: When a canine team is available, they will conduct necessary building searches. Canine teams may search buildings under any of the following conditions:
 - a. There is a possible unlawful entry indicated or detected by any person;
 - b. An alarm has been activated regardless of an apparent forced entry, as long as it can reasonably be determined that no innocent persons are inside and a request for the search has been made by the investigating officer;
 - c. A premises is found to be insecure by alarm, a citizen's report, or a police officer so long as it can be determined that no innocent person or persons are inside;

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- d. There is unlawful entry, regardless of the size of the building, or there is a reasonable belief that an offender is inside the building.
3. **VERBAL WARNING REQUIRED:** Canine handlers are required to give loud and clear verbal announcement(s) before any building is searched by a police canine. Additional warnings should be given if the handler has reason to believe that a suspect could not hear the original warnings. **NOTE:** If a canine handler has reason to believe that the situation is unsafe due to a potentially armed subject, the handler may choose NOT to give a warning for tactical reasons.
4. **MANNER OF SEARCH:** Building searches will be conducted off-leash, whenever possible, but the manner in which the canine team searches is at the discretion of the handler.
5. **EVIDENCE SEARCH OR RECOVERY:** Canine teams may be utilized for evidence searches or property searches at a crime scene or incident. The first officer on the scene, as well as a supervisor that has been called to the scene, will be responsible for preventing any contamination of the area to be searched.
6. **TRACKING:** Canine teams may be utilized at crime scenes where the offender(s) has fled on foot, and where it is possible that the offender and/or evidence may be recovered. Canine teams may also be used to search for lost or missing persons.
7. **CONTROLLED SUBSTANCE SEARCHES:** The responding narcotics detector handler should evaluate the scene and make a determination as to the feasibility of a canine search. The appropriate documentation shall be completed to provide details of the search or to explain the reason(s) for not searching. Training aides assigned out of the FPD evidence vault will be handled according to G.O. 38.1.1. VLF.
8. **CROWD CONTROL:** Police Canines can be requested to assist in situations involving crowd control. But, the manner in how the canine will be used or the decision not to use the canine will be at the handler's discretion.
9. **EXPLOSIVE DETECTION:** Police canines with explosive detection capabilities will be deployed at the discretion of the handler assigned and shall remain available for Mutual Aid assistance shall the need arise.
10. **DOCUMENTATION:** Canine Handlers should document incidents during which the canine was used on appropriate forms.
11. **MUTUAL AID:** Surrounding communities, jurisdictions, or police agencies may request assistance from Florence Police

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Canine teams. When call volume and staffing allow, the request for available canine teams should be allowed. On duty supervisors have authority to grant or deny these requests.

- D. CANINE APPREHENSION REPORT: A canine apprehension report will be completed anytime a person has been bitten, whether accidental or as a result of a police action. (Bites to participants in training exercises are the only exception). The Unit Commander will be responsible for completing a Canine Apprehension Report. This report will be forwarded in accordance with G.O. 1.3.6. After Action Reporting. The Watch Commander will be notified of any police canine apprehensions and indicate his review of the apprehension report by initialing so. When canine apprehensions occur:
1. All persons bitten by police canines shall be offered medical treatment.
 2. Color photographs should be taken of injuries caused by a police canine. (Minor injuries occurring during training do not need to be photographed.)
 3. Canine handlers are responsible for immediate notification of shift supervisors and the Unit Commander when their canine has bitten anyone.
 4. The handler will completely document the events leading up to, and including the biting incident.
 5. The Unit Commander, or in his absence a shift supervisor, should complete an investigation of the incident, to include conversations with the injured party, witnesses, etc. The investigating supervisor should determine whether or not the bite was accidental and document the incident accordingly.
 6. The following documentation should be included, when applicable, as part of the Canine Apprehension Report:
 - a. Police Reports;
 - b. Witness Statements;
 - c. Officer(s) Statements; and/or
 - d. Any other pertinent information.
 7. Upon completion, a copy of the original report should be forwarded according to G.O. 1.3.6.
 8. NOTE: Police canines are exempt from the 10 day quarantine after a bite and may continue to work. However, follow up and examination by a licensed Veterinarian, ten days following any bite is required. The Canine Apprehension Follow Up form will be used to document the veterinarian's opinion. This form will be attached to all other reports when completed.

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- E. CANINE HANDLER SELECTION:
1. Police officers must have at least two (2) years of certified law enforcement experience with one (1) year being employed with the Florence Police Department.
 2. Police Officers must have an acceptable disciplinary record, with no abuse of sick leave.
 3. Police Officers must have and maintain an area of land to place a provided kennel and the canine. Kennels shall be inspected by the Unit Commander to ensure that they are acceptable. The handler shall modify any kennels not meeting requirements as established by the Unit Commander. All kennels shall be subjected to periodic inspections. Canines will not be kept or maintained in any other location without prior approval of the Unit Commander or in violation of the provisions contained herein. Each handler is responsible for the care and maintenance of his assigned animal.
 4. Posting to fill a vacancy and the selection process will be coordinated through the Operations Bureau Deputy Chief or his designee. The selection process will follow the guidelines in General Order 7.1.1.
 5. Specific to the K9 Unit, potential K9 handlers shall demonstrate their ability to maintain an acceptable level of physical fitness. They must demonstrate skills, capabilities, and suitability and also participate in a practical exercise. Additionally, the potential K9 handler shall be evaluated by an ad hoc committee chosen by the Special Operations Commander, or his designee in order to determine that the candidate is suitable for the position of K9 handler. The Unit Commander will be a member of this committee. The evaluation will include but not be limited to the following categories: specific skill sets, background, oral communication skills, confidence, judgement, resourcefulness, honesty, interest, motivation, and compatibility. Recommendations by the board will be submitted to the Operations Bureau Deputy Chief for final approval.
 6. Upon appointment to the K9 Unit, each handler will undergo a period of probationary status. This probationary status will last until the K9 Team has successfully completed a basic training session and has been released for field duty.
- F. EVALUATION OF PROSPECTIVE CANINES: The Unit Commander shall be responsible for interviewing owners/vendors and evaluating canines prior to acceptance for training. The Commander may designate a current or former handler to perform primary evaluations and make recommendations. However, final approval shall be made by the Operations Bureau Deputy Chief.

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G. **KENNEL REQUIREMENTS AND EQUIPMENT ISSUE:** Upon being selected as a canine handler, officer/handlers will be issued and required to maintain the following equipment:

1. A dog kennel that is at least 10' x 10' housed on a solid concrete 14' x 14' slab. The kennel will have a roof-type covering on top of the kennel;
2. Dog house;
3. Food and Water containers;
4. A lock to secure the kennel;
5. Long and short leather leashes;
6. Flat collar and chain choke collar;
7. Tracking harness;
8. Tracking lead;
9. Protective sleeve and sleeve cuff;
10. Training toys;
11. Grooming rake or brush; and
12. A muzzle.

*Any and all other equipment, including but not limited to food, medical bills, training aids, and replacement equipment, will be funded through the Florence Police Department budget.

H. **RELEASE FOR FIELD DUTY:** All Florence Police Canine Teams will be tested to meet the standards of the USPCA (United States Police Canine Association) prior to deployment and will retest to acceptable standards each calendar year. These standards are acceptable thru December 31st of the following calendar year. Only Police Canine Teams meeting the standards of USPCA will be allowed to deploy under these provisions. Any team failing to certify to the USPCA standard after being released for duty shall be subject to review by the Unit Commander.

I. **CANINE TRAINING:** All Florence Police Canine Teams will train weekly to remain in compliance with USPCA standards. All training is mandatory and will be documented on the proper FPD Canine training form and turned in to the Unit commander on a monthly basis. An absence from training will only be excused in cases of sickness, injury, hardship, or approved leave. Any team failing to meet necessary training hours will be subject for a review by the Unit commander.

VI. MOUNTED PATROL

A. **RESPONSIBILITIES:**

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1. The Special Units Commander will monitor the implementation of this standard operating procedure.
2. The Mounted Patrol commander is responsible for managing the implementation of the Mounted Patrol Unit's policies, procedures, and training. This includes acquiring appropriate mounts and the selection of riders.
3. In addition to general supervisory duties, the Mounted Patrol Commander will be responsible for duties including:
 - a. Maintaining a liaison with the Department's vendor(s) that provide horse supplies and services, and coordinating veterinarian services;
 - b. Maintaining a liaison with other law enforcement agencies' mounted patrol units;
 - c. Recommending and monitoring the procurement of needed equipment and services for the Unit;
 - d. Scheduling all Mounted Patrol Unit related activities;
 - e. Overseeing the coordination of regular training activities in order to maintain unit preparedness;
 - f. Overseeing the operation of the stables;
 - g. Designating the mounted patrol training coordinator.
4. The Mounted Patrol Unit training coordinator will be responsible for duties including:
 - a. Assisting in the selection process of prospective riders;
 - b. Testing and selecting prospective mounts for use by the unit;
 - c. Training of all mounts and riders to meet the required performance standards set forth by the Department;
 - d. Reporting to the unit supervisor on the performance of mount teams within the unit.
5. The Mounted Officer will be responsible for duties including:
 - a. Being available for service calls requiring a mount;
 - b. Staying current on all training as required by the performance standards;
 - c. The care and training of their assigned horse;
 - d. Maintaining of equipment issued by the department;
 - e. Daily turn out and return of horses to the stalls;
 - f. Keeping the stables and stalls clean;

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- g. Maintaining an adequate supply of hay and grain;
- h. Exercising of the mounts;
- i. Administering medication and/or therapy as prescribed by the veterinarian and unit supervisor.

B. ACTION

1. Use of Mounted Patrol Teams
 - a. A Mounted Police Team may be used to:
 - 1) Perform routine patrol functions;
 - 2) Manage, control or disperse large crowds of people;
 - 3) Perform approved static displays and community oriented functions;
 - 4) Search and rescue operations.
 - b. A Mounted Team will not be used for vehicular traffic stops.
2. The Mounted Police Teams will function primarily as support units; however, they may be assigned by their unit commander to other functions based on the needs of the unit and/or Department after an assessment has been made to determine the practicality of the unit's involvement in the function.
3. The Mounted Patrol commander must approve all requests for police mount assistance outside the Department's jurisdiction or from other law enforcement agencies.
4. Upon arrival at the scene, the rider has the ultimate decision as to whether or not the police mount can be used for a specific assignment.
5. All requests for a Mounted Police Team for public or static presentations will be submitted and approved by the Mounted Police commander prior to making any commitment.
6. Selection of Mount Riders: The selection of Mounted Patrol Personnel will be made in accordance with Departmental policy.
7. Mounted Patrol Officers will be compensated for time spent in the care, feeding and other special needs of the mount performed after duty and during weekend feedings, also known as "after hours care".
8. Training
 - a. New riders will be required to pass a proficiency examination to include a written and practical exam.

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- b. New riders must show proficiency in all areas covered in training before being released to work mounted police functions. Riders failing to show proficiency will enter remedial training and will be re-evaluated in two months. Failure to show proficiency will result in a recommendation for dismissal from the unit to the Mounted Patrol commander.
 - c. New mounts will be evaluated for a six month period. At the end of this evaluation the mount will be deemed as suitable or unsuitable for police related duties.
 - d. All Mounted Patrol Unit training records will be maintained by the Training Coordinator and maintained in the mount and riders training file.
 - e. All mount and riders will participate in regularly scheduled training as directed by Mounted Patrol supervisor and Training coordinator. The training will be monitored by the Training coordinator to ensure that performance standards are being met and that corrective action is taken to correct any deficiencies identified.
9. Mounted Police Officer Responsibilities
- a. The mounted Police Officer will be available for calls under the conditions specified by the unit supervisor.
 - b. The Mounted Police Officer will maintain all department equipment under his or her control in a clean and serviceable condition. This equipment is as follows:
 - 1) All issued tack and gear to include a helmet, saddle, bridle, reins, breastplate, grooming kit, and saddle bags.
 - 2) Class A uniform to include helmet, spurs, riding boots and whistle.
 - 3) Class B uniform.
10. Injuries
- a. If a bite or injury results from the use of the mount, the incident will be documented on an Incident Report. The report will include, at a minimum, the following:
 - 1) Photographs of the bite or injury will be taken if the bite or injury required medical attention, after first providing medical attention for the injured party. The photographs will be logged into evidence. If the injury requires medical attention, the injured person should be transported to an appropriate

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medical facility. In the event an in-custody suspect requires medical attention, an officer will follow arrest procedures for injured persons.

- 2) If a subject alleges an injury that is not visible, notification will be made to a supervisor and the location of the alleged injury will be photographed and documented in an incident report.
 - b. In the event a police mount is injured, the injury will be immediately reported to the unit supervisor.
 - c. Depending on the severity of the injury, the mount will either be treated by the rider, the designated veterinarian or transported to a designated emergency medical facility for treatment. If the rider and the police mount are out of the city limits, the rider may use the nearest available veterinarian.
 - d. Any injury to a mount that requires transport to an emergency medical facility will be documented on an incident report with a case number and notification made to the Special Units Commander. If a mount becomes ill, the SUC will be notified.
 - e. If an accident occurs involving a vehicle and a mount, an incident report must be completed regardless of the amount of damage.
 - f. The designated emergency medical treatment center or police mount veterinarian will render treatment, if practical. The rider will notify the unit supervisor as soon as possible when emergency medical care of the police mount is required.
 - g. Except during an emergency, the Department-designated veterinarian will render all Routine medical attention for the police mounts.
 - h. All police mounts will have Coggin's tests annually and any vaccinations deemed necessary, by the designated veterinarian. Non-emergency medical care of the police mount will be coordinated through the unit supervisor.
 - i. The mounted Officer will report any indication that a police mount is not in good physical condition to the unit supervisor as soon as possible.
11. All records of medical treatment will be maintained in the individual horse's file.
 12. Retirement:

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- a. Should occur when a police mount is no longer useful to the department for police assignments.
- b. Mounts purchased by the Police department will be sold at auction.
- c. Mounts donated to the Police department will be offered to members of the Mounted Unit first then will be offered to the donor of the mount and finally sold at auction.