

Subject: Kinston Police Department	Document #:		Effective Date:	Page:
Canine Operations	900 – 5		07-01-2019	1 of 8
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The Kinston Police Department Canine Unit is committed to the highest ethical standards of the law enforcement profession through professional utilization of the Police Canine to enhance the safety of officers and the quality of life for the citizens of Kinston that we serve.

II. DEFINITIONS

- A. Police Canine: A police dog, often referred to as a "K-9" (which is a homophone of canine) in some areas, is a dog that is trained specifically to assist law-enforcement personnel in their work.

III. POLICY

- A. It shall be the policy of the Kinston Police Department to deploy the Canine Unit in a manner consistent with procedures and established deployment methods. Canine Units will be used primarily in the detection of narcotics, contraband, apprehension of suspects, evidence retrieval and in situations in the interest of officer safety. When possible the Canine will be available to other jurisdictions.
- B. Utilization of properly trained canines represent a highly cost efficient law enforcement tool by using the canine's acute olfactory and hearing senses for detection purposes. The mere presence of the canine offers a psychological deterrence and offers protection to the canine handler and accompanying law enforcement personnel in volatile and/or unknown situations. Canine handlers are sworn officers who have completed canine handler training.
- C. Canine vehicles are limited to transporting Kinston Police Department canines and their handlers during patrol operations and training. The On-Duty Shift Captain must authorize the use of the canine vehicles in other situations. Canine vehicles shall be equipped the same as a regular patrol car but will also contain a canine cage in the back seat. Preventive maintenance procedures shall be the same as a regular patrol car.
- D. Canine operations objective of the Police Canine (K-9) Team is to provide the department with additional specialized units to increase its effectiveness in the detection and prevention of crime as well as the apprehension of criminals. The canine team provides a tangible service to the department and also has a psychological effect on the criminal activity of the community. The greatest value of the canine team lies in the ability of the dog's keen sense of sight, hearing, and smell to aid in the search of drugs, persons, and structures, as well as promoting a positive public image of the Department's expertise and efficiency. Members of the canine team shall be available for emergency duty. The following guidelines shall apply:
1. No person other than the authorized accompanying tracking team shall accompany the dog and handler during the process of a track or search.

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 2 of 8
---	-------------------------------	---	--------------------------------------	------------------------

2. When an apprehension is made, the person(s) apprehended should be turned over to the charging officer or transport officer.
3. The canine handler shall be responsible for completing those reports pertaining to his duties or functions as canine handler.
4. Members of the department should not tease, feed or pet (without handler permission) any police dog.
5. Members of the department shall refrain from any horseplay with the handler in the dog's presence.
6. The handler shall not demonstrate the dog's ability unless in the line of duty or training.
7. If the canine handler becomes incapacitated, or the handler's injuries require immediate assistance, officers at the scene shall take the necessary action to restrain the dog. If time allows, a supervisor may call another canine handler to assist.
8. The police dog is the property of the Kinston Police Department and will not be used for purposes other than official duties. The dog will not be registered with any society or organization unless that society or organization is directly related to departmental use of canines for law enforcement. The department will not use or permit the use of any dog for breeding purposes without prior approval of the Chief of Police.
9. The department canine is examined periodically according to a schedule arranged by the veterinarian selected by the Kinston Police Department. All medical needs will be administered by the veterinarian and any treatment given shall be on his/her order only. The canine handler may take the animals to the nearest available veterinarian for treatment in an EXTREME EMERGENCY ONLY. In such instances, the department designated veterinarian shall be notified by telephone immediately as to the extent of the sickness or injury. During the handler's extended leave, the canine can be kenneled with the department designated veterinarian. Similar use may be made of the veterinary service when the handler or dog is sick, and the handler is unable to care for his dog. Upon supervisory approval, canine officers may assist each other with daily maintenance responsibilities for short periods of time.
10. The canine will not be mistreated in any manner by the handler or others. This includes, but is not limited to, striking the dog repeatedly or using shocking devices excessively on the animal. The only exception to this would be to prevent the death or serious injury to the handler or another person.
11. In the event the dog becomes ill or incapacitated for any reason and is unable to work, the handler will report for regular duty. Whenever a handler wishes to kennel the dog for any reason, he will request permission from the appropriate Major, stating the reason for the kenneling and the number of days required.

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 3 of 8
---	-------------------------------	---	--------------------------------------	------------------------

12. Handlers will present their proposed down time training to the Training Officer each month. This training will be recorded on departmental forms.

- E. Each canine officer will be responsible for: daily inspections of the canine vehicle and canine kennels, maintaining current rabies vaccinations and city and county license tags; attending in-service refresher training; maintaining inventory of equipment, food, etc.; and, maintaining an up-to-date records system, with written reports submitted monthly to the departmental training office.

- F. Direct supervision of the Canine Team during their tour of duty will be the responsibility of their assigned unit supervisor. The principal duty of a canine team is to serve as support to law enforcement. In this capacity, the dog shall be regarded as an item of special equipment provided by the department to assist the officer in carrying out his duties more effectively.

- G. To better facilitate the strong working relationship necessary between dog and handler, the canine will be housed and maintained at the handler's home. Equipment, food, kennel and medical requirements shall be the responsibility of the department. The handler is responsible for the well-being of the assigned canine. The handler will feed, water and keep the dog well-groomed. The kennel must be maintained in a clean and sanitary condition and shall be cleaned out daily. The dog's feed bowl and water bucket will be scrubbed out with a cleaning solution weekly. The doghouse shall be cleaned weekly. The handler must be familiar with the basic responsibilities for the health and care of a working police dog. The canine handler shall ensure that the dog wears a Kinston Police Department identification tag, which shall be attached to an appropriate collar, at all times. The handler is responsible for the canine's physical fitness. Handler is given instructions during initial and refresher training on the checking of temperatures, appetite, stool and general conditions of the dog.

If the opinion of the handler is that the dog is too ill to report for duty, the department veterinarian will be notified by telephone on the day of the suspected illness. If the opinion of the veterinarian is that an examination is warranted, an appointment will be made as soon as possible. When the veterinarian determines an animal is unfit for duty, the handler shall notify his/her supervisor upon reporting for duty. The handler will then perform regular patrol duties for the period of the dog's illness.

All canine reports and training logs, as well as certificates, health records and all documentation with regard to his/her assigned canine will be maintained by the handler. (A copy of all material will be turned in to the Kinston Police Department Training Division.)

- H. The handler will keep his dog on leash and under complete physical control at all times, except as otherwise stated. Handlers, with due regard to others, will release their dogs (off leash) while maintaining verbal control, when such release is necessary to:
 1. Protect a citizen or police officer from felonious assault;
 2. Pursue and stop a person whom the officer has reasonable grounds to believe has committed a felony;

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 4 of 8
---	-------------------------------	--	--------------------------------------	------------------------

3. Search a structure, enclosure, or area for the purpose of locating a felony suspect in hiding;
 4. Guard and/or restrain a felony suspect to prevent flight;
 5. Protect an officer or the canine handler from physical attack while the handler or officer is conducting a lawful search or pat-down of a subject.
- I. Handlers will discourage persons from attempting to pet, touch or otherwise come into physical contact with their dog, unless authorized. Canine teams may be utilized for crowd control only when authorized by the on-scene supervisor. **Under no circumstances shall department canines be unleashed for use in crowd control situations.** When the suspect is believed to be a juvenile, caution must be used to prevent serious injury. Handlers shall prevent their canine from soiling public or private property when possible. Handlers shall also make an effort to clean up when they do soil others' property. The canine handler must be constantly aware that a police officer may use only the amount of force necessary to make and maintain an arrest and that the use of the canine, under such circumstances, constitutes the use of force or the implied use of force. In determining the degree of force to be used, the handler must take into consideration all circumstances known to him.
 - J. The canine handler must also bear in mind that, in responding to a request for a canine team, he/she is also responsible for determining whether use of the dog is justified and feasible. In each case of such use, an appropriate use of force report shall be completed promptly in keeping with established procedure.
 - K. The canine handler shall immediately notify the on-duty supervisor when the canine bites or causes injury to any person, whether on or off duty, regardless of the location of the incident. When a person has been bitten by a police canine, the on-duty supervisor will ensure the injury receives prompt medical attention. The supervisor shall conduct a thorough investigation concerning the incident. All bites and abrasions will be photographed. Tears in the clothing of a suspect or other citizen attributed to the canine will also be photographed. The investigative file shall be forwarded in accordance with Use of Force reporting requirements. In addition to the Use of Force requirements, an animal bite form shall be completed and forwarded to the Kinston Police Department Animal Control Officer. It shall be the responsibility of the patient to pay hospital costs unless otherwise approved by the Chief of Police.
 - L. The Canine Unit is part of Kinston Police Department Patrol Division. Officers will report for duty under normal conditions in the regulation canine handler uniform (black BDUs and nylon gear), or other uniform as approved by the Major of the Patrol Division. Only when authorized by their supervisor will the canine officer wear civilian clothing.
 - M. The canine team will be responsible for, but not limited to, the following duties:
 1. Foot patrol of drug zones and high crime areas;
 2. Response to possible break-ins and building searches;
 3. Response to all felony-in-progress calls;

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 5 of 8
---	-------------------------------	--	--------------------------------------	------------------------

4. Any special duties as deemed necessary by their supervisor (Search Warrants);
 5. Assist with crime scene evidence searches or vehicle searches;
 6. Assist with tracking operations or missing persons;
 7. The canine vehicle is not to be used for animal control calls or for transportation of other animals.
- N. When a canine team is needed, call out authority rests with the shift supervisor. Call out shall be limited to felonies, missing persons, and life-threatening situations.
1. A request for immediate utilization of the services of a canine team may be made by any police officer at the scene of an incident. The requesting officer shall ascertain from the Lenoir County Communications Center if a canine team is currently on duty. If a canine team is not on duty, the requesting officer's immediate supervisor shall evaluate the circumstances surrounding the incident. If the supervisor determines that the use of a canine officer is warranted, he or she shall notify a canine handler. At the time the canine team is requested, the handler should be advised of the nature and location of the incident, the nature of the canine service desired, and the name of the officer in charge at the scene. Upon arrival of the canine team, the investigating officer shall insure that the handler is fully advised of the circumstances surrounding the incident. When circumstances indicate that an unauthorized person(s) may be hiding in a building or similar structure, the supervisor shall ensure the establishment of an adequate perimeter around the building.
- O. In the event it is determined that an armed and dangerous subject may be hiding in a building, the canine handler will determine whether the police dog will search on a lead or be released into the building. No police dog shall be released into a building without warnings being given to possible occupants to allow a reasonable time (five minutes) to surrender before releasing the canine. Such warnings shall be given by the handler in a manner likely to be heard and understood by any persons present.
1. By utilizing a patrol vehicle public address system, bullhorn, or loud speaker, the warning shall identify the handler, instructions for surrender, notification that a trained police canine will be released if the occupants fail to surrender according to instructions and the possible consequences of failing to surrender. The warnings shall be given five minutes prior to releasing a canine into the building and again two and one-half (2½) minutes before releasing the canine into the building.
- P. Several factors must be present in order to conduct a successful tracking operation:
1. By eye witness account or positive inference, the handler must be able to determine the path taken by the suspect or person to be tracked, which is free and clear of contamination by other persons.
 2. On a criminal suspect track, the immediate establishment of a crime scene perimeter may be the single most important factor which determines success or failure. The responding officers are responsible for the implementation of the perimeter.

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 6 of 8
---	-------------------------------	--	--------------------------------------	------------------------

3. When tracking a suspect, the canine team will be accompanied by at least one officer, who shall keep other units advised of the direction and progress of the track. Other personnel should remain out of the immediate area to avoid contamination of scene patterns.
4. A canine team may be requested if there is a reason to believe that a suspect has discarded evidence by dropping the item in flight or attempting to hide it in a field, wooded area or other open area. The canine handler will decide if the canine will search on-lead or off-lead.
5. If a request is made for the assistance of a canine team in connection with a search warrant for illegal narcotics, the canine handler should be given as much advance notice as possible as to the location of the search and the type of narcotics which are expected to be present. Officers should secure the scene, contain all persons present in one area and make no search other than for weapons. Once secured, the canine team will enter and begin the search.
 - a. As the search progresses, persons present will be moved to an area already searched by the canine team. Once the team has cleared an area, officers present shall conduct a secondary search. All finds, by the canine or officers, of evidence or narcotics shall be documented and filed. This information is critical in establishing canine reliability in a court of law. When a vehicle search is requested, the requesting officer should not search the vehicle before the arrival of the canine.
 - b. Although the use of a police canine is not regarded as deadly force, the utmost discretion will be used when releasing a police canine to apprehend a fleeing, hiding, or resisting felony suspect or an armed and dangerous subject. The use of a police canine is regarded as a use of force and will be scrutinized under individual circumstances as in any use of force.
 - c. The handler may decline to conduct a specific canine operation when, in his/her opinion, such an operation is outside the capacity of the dog or would present an unnecessary and/or unacceptable level of danger to the handler, dog or others present. Generally, the dog may be used under the same conditions that a police officer would use an approved baton. The canine handler must make every effort to ensure that the person to be apprehended has committed a felonious offense and is resisting arrest, or there is imminent danger or potential for bodily harm to a police officer or citizen. The canine handler will, if possible, verbally warn the suspect to stop or surrender or the canine will be released. If the suspect stops fleeing or resisting, the canine will be recalled upon surrender. The handler is responsible for determining whether the use of the dog is feasible and justified.
 - d. Handlers can provide the services of their police canine to another law enforcement agency with the approval of the Chief of Police; appropriate Major, Direct Supervisor or Shift Supervisor. Services include: building searches; tracking assignments; narcotics detection; and article searches.

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 7 of 8
---	-------------------------------	--	--------------------------------------	------------------------

- Q. No canine team(s) will be sent on mutual aid requests for crowd control unless so ordered by the Chief of Police or appropriate Major or their designee. The exception to this would be exigent circumstances that require immediate response. In the case of exigent circumstances the Shift Supervisor may authorize the request. The Shift Supervisor shall notify the Major, who in turn, will notify the Chief of Police as soon as possible upon responding to this type of request.
- R. All requests for special canine demonstrations will be screened and approved by Major of Patrol or their designee. Canine personnel will not be permitted to perform before any group or organization, in or outside the City of Kinston, wherein the team is to be included in advanced publicity of any event or function for the sole purpose of stimulating a ticket-selling campaign. The degree of the demonstration will be regulated by the Major of the Patrol Division.
- S. The success of an effective police canine team lies, in large part, with both handlers and dogs of the organization. Therefore, it is important that the benefits gained through the initial training period be continuously developed. In order to maintain a high standard of efficiency, both handler and dog are to be given in-service training averaging two days every month. However, much of the responsibility for maintaining the work ability and efficiency of the dog rests with the handler alone. The team must constantly apply themselves to insure maximum performance.
1. Canine Handler will conduct daily training sessions with the canine in obedience, narcotics detection and article searches.
 2. There shall be one designated training date per month which shall include obedience, narcotics detection, article search, building search, tracking and handler protection.
 3. All regular in-service training time shall be documented on a training schedule and submitted to the departmental training office. This information is critical in maintaining the reliability of the canine unit in a court of law. A canine handler must be a volunteer and must maintain a residence with sufficient and secure yard space for the canine. The officer's family members must consent to the canine's presence. The handler must accept responsibility for the total care and welfare of the canine. The canine handler must also maintain responsible availability for call back.
 4. Canine handlers shall be responsible for filing and maintaining all pertinent reports and training logs, as well as certificates, health records, and all documentation with regard to their assigned canine.
 5. Training aids will consist of actual controlled substances. These controlled substances will be provided by the Drug Enforcement Agency (DEA) on a yearly basis. The controlled substances will be stored in a Ray Allen brand locking steel narcotics safe. The safe will house four individual airtight Pelican brand cases which will separate the individual substances. The safe will be secured in the controlled substance locker at the Kinston Police Department.

Subject: Kinston Police Department Canine Operations	Document #: 900 – 5		Effective Date: 07-01-2019	Page: 8 of 8
---	-------------------------------	--	--------------------------------------	------------------------

Access to this area is secured with three locked doors and two individual security keypad systems. This area is also monitored with security cameras. Keys to this safe will only be available to current canine handlers with the approval of the DEA.

When in use, the individual cases containing the training aids, will be removed from the safe and secured with a padlock. The cases can be transferred to the training area. Upon completion of the training during normal business hours, the cases and training aids will be returned to the locked safe at the Kinston Police Department. After hours these cases will be temporarily stored in the evidence lockers in the Kinston Police Department evidence processing area. These lockers are secured with a locking mechanism that will lock once the door is closed. The canine handler will report at the first opportunity the next business day and secure the controlled substances in the Ray Allen safe.

Training reports will be completed subsequent to the usage of the training aids or any maintenance training. A log will be maintained with the safe, to document how the issued 28 grams of each substance have been packaged into various weights and containers for the training exercises. The assigned sergeant in the crime lab of the Kinston Police Department will annually audit the substances and verify the weights of each.

6. The responsibility for the continued training on the canine ultimately falls onto the canine handler. If a canine handler feels that he/she is being forced into training the canine in an unorthodox manner by a supervisor, contrary to the handler certification that he/she has received, he/she can refuse to allow the canine to be trained. This disagreement in training will ultimately be decided upon by the Major of the Patrol Division. The canine handler will document his/her reasons for not condoning the training and will not be held responsible for any outcomes that may occur.
7. If a canine becomes of age or sustains a serious injury that will not allow the canine to return to duty, it shall be the discretion of the Chief of Police to determine what will be done with the canine.