

# HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL



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<b>Chapter:</b> Six – General Procedures	<b>Section:</b> One – Patrol Operations	
<b>Chief of Police:</b> <i>John F. Viola</i>		

## SUBJECT: POLICE K9 UNIT

### I. PURPOSE

To establish policy and procedure for the operation of the Haverford Township Police Department Canine Unit (hereafter referred to as “K9”).

### II. POLICY

The K-9 Unit will serve as a supplement to patrol and investigative functions.

### III. DEFINITIONS

**Area Search** - An outdoor search in which a K9 Team is worked in a set pattern utilizing the wind to locate the offender’s airborne scent and pursue it to its source. An Area Search allows the K9 Team to cover a large area, utilizing the K9’s ability to locate a hidden offender in a minimum amount of time with maximum officer safety.

**Building Search** - An indoor search in which the K9 Team is worked in a set pattern utilizing the air flow to locate the airborne scent to pursue it to its source. A Building Search allows the K9 Team to search the interior of any building utilizing the K9’s ability to locate a hidden offender in a minimum amount of time with maximum officer safety.

**K9** - A dog specially trained to function as a police work dog.

**K9 Handler** - A sworn police officer of the Haverford Township Police Department who has been selected, trained and certified to use a police dog as part of his/her official duties.

**K9 Team** - A team consisting of a K9 Handler and a K9 dog.

**K9 Team Incident Book** - A book containing K9 calls for service activities.

**K9 Team Training Book** - A book containing documentation of all training and certifications for the K9 and K9 Handler.

**K9 Unit Supervisor** - A sworn employee of the Haverford Township Police Department who has been designated as the Unit Supervisor by the Chief of Police. Unless otherwise designated, the K9 Unit Supervisor will be a Patrol Division Watch Commander.

## IV. OBJECTIVE, ORGANIZATION, FUNCTION AND USE

### A. Objective

1. The objective of the Haverford Township K9 Unit is to provide, through the use of properly trained handlers and dogs, a specialized capability to increase effectiveness in the detection and prevention of crime and the apprehension of criminals.
2. The greatest value of the Unit lies in the ability of the K9's sense of sight, hearing and smell to aid in the search for drugs, persons, and other items.
3. The success of an effective K9 Team lies with the training, use and documentation of activities.
4. Therefore, the K9 Team shall document all activities and use procedures that are consistent with approved training and operational methods.

### B. Organization

1. The K9 Unit is organized under the Patrol Division. The K9 Supervisor reports to the Watch Commander. The Unit consists of:
  - a) K9 Unit Supervisor
  - b) K9 Handler(s)

### C. Function

1. The primary function of the K9 Handler is to serve as a patrol officer.
2. Additionally, the K9 Handler provides support to the Patrol and Investigation Divisions.
3. The K9 Team falls under the direct supervision of the supervisor/watch commander in charge at the time the K9 Team is on duty.
4. During the tour of duty the handler is responsible for the action of the K9 Team.

### D. Use

1. All K9s are the property of the Haverford Township Police Department and will not be used for purposes other than approved, official, department duties.
2. The K9 Unit, K9 Teams and/or K9 Handler will not be affiliated, as representatives of the Haverford Township Police Department, directly or indirectly, with any organization or society without the prior approval of the Watch Commander and Chief of Police. The organization or society affiliation must be directly related to the official business of the department.
3. No member of the K9 Unit will endorse a product or service or appear in any publication without the prior approval of the Chief of Police.
4. The use of any K9 for the purpose of breeding without the consent of the Chief of Police is prohibited.
5. All records, certifications, and other required documentation is the property of the Haverford Township Police Department and is the responsibility of the K9 Handler to create, maintain and keep updated.

6. Depending on training and certification, K9 Teams may be utilized for the following functions:

- a) Building Searches
- b) Area Searches
- c) Article Searches
- d) Vehicle Sniffs
- e) Searches for suspects or missing persons
- f) K9 Handler protection
- g) Detection of narcotics
- h) Detection of certain controlled substances to include cocaine, heroin, marijuana and methamphetamines
- i) Assist the Special Response Team (SRT) during tactical operations
- j) Participate in demonstrations, presentations and other community events

7. Crowd Control

a) K9s may be utilized for crowd control under the following circumstances:

- (1) A crowd poses a severe threat or extreme danger to police officers or bystanders
- (2) Orders have been given by a police officer for the crowd to disperse and the crowd (or a significant portion of the crowd) refuses
- (3) The crowd must have an avenue(s) to disperse in a direction other than toward the location where the K9 Team is assembled/deployed
- (4) The crowd has been advised that K9 Teams are being deployed

b) During crowd control operations, the handler will have the K9 on lead and under control.

- (1) K9 Handlers will utilize a leash at least six (6) feet in length that is attached to the work collar or harness
- (2) K9 Handlers will ensure the K9 remains at least six (6) feet and a lunging distance from the nearest person.
- (3) K9 Handlers will be alert for emergency personnel or other persons approaching the K9 from behind.

c) K9s will be released into or toward a crowd only under extenuating circumstances including, but not limited to:

- (1) The K9 Handler is able to isolate a specific suspect apart from a crowd,

*AND*

- (2) The suspect, if not apprehended, poses a risk that may cause severe bodily harm or injury to the officer(s) or another person

d) Decisions regarding use of the K9 in these situations are under the authority and responsibility of the K9 Handler, however, the decision to use a K9 Team in a crowd control situation is at the direction of the on-duty Watch Commander.

(1) The K9 Handler will:

- (a) Determine if the potential use of the K9 Team is within the capabilities and protocols of proper K9 use, this General Order and applicable written directives.
- (b) Advise the on-duty Watch Commander of the capabilities of the K9 Team and the parameters for proper K9 Team use based upon the situation

(2) The on-duty Watch Commander will:

- (a) Approve or deny the use of the K9 team based upon the situation, this General Order and applicable written directives, while considering the training, experience, skills and abilities of the K9 Team
- (b) If appropriate under the circumstances, explain the reason for the denial to the K9 Handler
- (c) Be able to justify his/her decision to the Deputy Chief of Police and/or Chief of Police if requested

## 8. Notification

a) Requests for the use of a K9 Team may be made by any officer of the department at the scene of an incident when the prevailing circumstances indicate that the use of a K9 may be advisable.

(1) Requesting officers will immediately notify the on-duty watch commander of the request

b) The on-duty supervisor will evaluate the request and determine appropriate response.

(1) If a K9 Team is on-duty and use is approved, they will be immediately dispatched to the scene.

(2) If a K9 Team is not on-duty and a Team is needed, or a specific capability is needed that departmental K9s do not possess, the on duty supervisor will check with other local law enforcement agencies to determine if a K9 Team is available from another agency in the County.

(3) If not, the on-duty supervisor will determine if a department K9 Team should be notified to respond.

c) Requests for the K9 Unit by other law enforcement agencies in Delaware County will be forwarded to the on-duty Watch Commander, who will evaluate the request and availability of a K9 Team.

(1) If the on-duty Watch Commander is also a K9 Handler, he/she will determine the reason for the request and amount of time that may be needed based on the circumstances.

(2) The K9 Handler will then determine if the time needed away from the jurisdictional limits of the Haverford Township Police Department is warranted based on the request.

(3) At no time should the K9 Handler neglect his/her responsibility to the Haverford Township Police Department to assist an outside agency unless another supervisor is available or as directed by the Watch Commander or Chief of Police

d) Requests for the K9 Unit outside of Delaware County must be authorized by the Chief of Police or, in his absence, the Watch Commander, or Deputy Chief of Police.

## V. QUALIFICATIONS

A. Each person applying for assignment as a K9 Handler must:

1. Be a sworn, certified police officer.
2. Have a minimum of (one) 1 year of service with the Haverford Township Police Department.
3. Not have a significant disciplinary record.
4. Reside within twenty (25) miles of the township limits.
5. Have the ability and willingness to house the K9 at his/her residence.
6. Be willing to have installed, at the Township's expense, a kennel at his/her residence.
7. Be willing to exercise and train the K9 and to participate in related K9 activities.

## VI. SELECTION

A. Assignment to the Unit is voluntary.

1. Unit members are assigned to the Patrol Division and have routine, operational duties in addition to their Unit responsibilities.

B. Vacancies in the Unit will be posted at the discretion of the Chief of Police.

C. The candidate must participate in a selection process which may include a Unit Review/Interview Board, a home visitation/interview and any other appropriate procedure that may be required.

D. Selection to the Unit is made by the Chief of Police based on the selection process, with input from the K9 Supervisor and Command Personnel.

1. Other factors to be considered include the candidate's law enforcement experience, ability to take direction and work in a team atmosphere, judgment, Internal Affairs record, work history, sick time and reliability, as well as other factors that may be pertinent to the assignment.

E. Appointment to the Unit is contingent upon maintaining necessary skills and abilities, as may be required of Unit members, and satisfactory performance of the assigned duties.

1. A member may be removed from the Unit by the Chief of Police at any time, at the recommendation of the Deputy Chief of Police, K9 Unit Supervisor or the Watch Commander.
2. Team assignment of K9 is at the discretion of the Chief of Police / Deputy Chief.

## VII. CERTIFICATION

A. Handler

1. Upon selection to be a K9 Handler, and prior to being utilized for K9 duty, the candidate must successfully complete the basic handler's certification course through a credible agency.
2. The candidate may attend Unit training under the supervision of the K9 Supervisor.
3. This certification must be kept updated and maintained as long as the candidate is assigned to the K9 Unit.

## B. K9

1. All K9's will be purchased or obtained through a credible organization, upon recommendation of the K9 Unit Supervisor with approval of the Chief of Police.
2. The K9 must successfully complete the K9 certification course through a credible agency prior to being utilized for K9 duty.
3. This certification must be kept updated and maintained as long as the K9 is assigned to the K9 Unit.

## C. Apprehension

1. A K9 Team may be trained and certified by a creditable organization or department in apprehension and handler protection.
  - a) Only after the K9 and K9 Handler are properly trained and certified will the K9 Team be allowed to apprehend a suspect through the use of the K9.  
(PLEAC 1.10.8 a, 2.2.6 b)

## D. Evaluation and Approval

1. A K9 Team shall be evaluated and approved by a trainer operating with the approval of one of the organizations identified in Act 60 of 2022.  
(PLEAC 1.10.8 b)

## VIII. EQUIPMENT

### A. The K9 Team will be assigned equipment to carry out their duties.

1. Purchase of equipment is the responsibility of the department, however the care and maintenance of the K9 and equipment is the responsibility of the handler.
2. The following equipment, at a minimum, will be issued:
  - a) Marked patrol vehicle specially outfitted and marked for K9 service.
  - b) Class "B" uniforms consisting of navy blue BDU shirt and pants. The shirt will have an embroidered name tab and the departmental shoulder and POLICE OFFICER patches.
  - c) Training aids, as approved by the K9 Unit Supervisor
  - d) Leads, basic and tracking
  - e) Harnesses
  - f) Collars; leather and pinch
  - g) Sterile box
  - h) Water bowls
  - i) K9 Vest
  - j) Waste Disposal Kit
  - k) Kennel, with canopy (optional)

- l) K9 Shelter
- m) Heating Pad (optional)
- n) Other equipment as needed and approved

#### B. K9 Handler Uniforms

1. K9 Handlers will report for patrol duty in the K9 Handler uniform, unless directed otherwise by the Watch Commander or Chief of Police, Deputy Chief of Police.
2. K9 Handlers will make every effort to maintain a neat and clean uniform throughout their tour of duty.
3. The handler's uniform shall reflect the professional image of the Haverford Township Police Department at all times and specifically when the K9 Handler appears in court or at public presentations.

#### C. K9 Vehicles

1. K9 vehicles are authorized as "take home" vehicles and will be used only for authorized, departmental business.
2. K9 vehicles will be kept clean and orderly.
3. K9 vehicles will be inspected and are held to the same standards as the other patrol vehicles.
  - a) A complete inventory/inspection will be conducted at the beginning of the officer's tour of duty.
  - b) Vehicle Inspection form will be used to document this inspection.
4. It is important for the K9 to maintain an appropriate temperature; therefore it is permissible for the K9 vehicle to remain running when the K9 Handler is not occupying the vehicle.
5. The K9 Handler is responsible to ensure the safety and security of the vehicle, the K9 and all equipment at all times.
6. If the K9 is not in the vehicle or if the weather permits, the K9 vehicle is to be turned off.
7. The K9 Handler is responsible to maintain the vehicle service schedules by coordinating with the Township Mechanics.  
(PLEAC 2.2.6 d)

#### D. Purchase of K9

1. The purchase of a K9 will be from a certified vendor.
2. Upon receipt of a new K9, the K9 will be examined by the department veterinarian.
3. The K9 Unit Supervisor will prepare a memorandum describing all pertinent aspects of the K9.
  - a) The memorandum will contain how it was acquired including:
    - (1) Purchased
    - (2) Date of Birth
    - (3) Breed

- (4) Gender
- (5) Origin (i.e. kennel, training center or facility obtained from, etc.)
- (6) Known medical or other issues
- (7) Vaccination records
- (8) Name, address and phone number of current and previous veterinarians
- (9) Training and/or certifications
- (10) Type of training (i.e. drug, apprehension, nitrates, etc.)
- (11) If “micro chipped”, the micro chip number and name of registry
- (12) The name and address of the assigned K9 Handler

b) The original invoice, certificate of birth, passport, department veterinarian examination record and other acquisition documents will be attached.

c) Copies of all training documents, certifications and purchase/donation forms and contracts will be attached.

d) The memorandum and supporting documents will be forwarded to the Chief of Police through the chain of command.

4. The Chief of Police will work with the Haverford Township Administrative Services to add the K9 to the Township’s insurance.

## IX. TRAINING

### A. General

- 1. K9 Teams will train on a regular basis in order to maintain skills, develop additional abilities, and maintain proficiency on all team equipment.
- 2. The K9 Training Officer will prepare a schedule of training that ensures all K9 Teams maintain appropriate skills and necessary certifications.
- 3. Unit members are required to attend all of the Unit’s training unless excused by the K9 Unit Supervisor.
- 4. K9 Teams will participate in not less than 16 hours of monthly maintenance training within parameters set by Act 60 of 2022. (PLEAC 1.10.8 c)

### B. Obedience

- 1. Obedience is a critical skill for any successful K9 Team.
- 2. The K9 handler will train on obedience daily unless a different schedule has been approved by the K9 Unit Supervisor.

### C. On-Duty

- 1. On-duty training may be permitted with the approval of the on-duty supervisor.
- 2. Deviations to scheduled or on-duty training due to calls for service or other operational needs



will be at the discretion of the on-duty supervisor.

3. Subsequent to approval, notification of on-duty training will be made to DELCOM by the shift supervisor.

#### D. Off-Duty

1. Off-duty training is permitted to ensure the K9 Team maintains a high level of readiness and performance.

2. Off-duty training will be approved by the K9 Unit Supervisor.

3. When training off-duty the K9 Team may use previously approved locations and issued departmental equipment.

4. At no time should a training exercise interfere with the patrol operations of the department.

#### E. Training Aids

1. Training aids must be approved before training with these aids can begin.

2. The department is responsible for the cost of the training aids; however the K9 Handler is responsible for the proper use, upkeep and security of the aids.

3. The K9 Unit Supervisor may authorize K9 Handlers to keep various aids in their possession.

4. The K9 Handler must document and inventory the aids used on training records.

5. In the event that a training aid is lost / stolen, the handler will report the incident to the K9 Unit Supervisor without delay and provide documentation as directed.

#### F. Narcotic Training Aid Storage and Accountability

1. The K9 Narcotic Training Aid Drug Safe, hereafter called the K9 Drug Safe, will be kept in the K9 controlled access Drug Safe Repository.

2. A K9 Drug Safe Log Book will be maintained and remain in the Drug Safe Repository to show a record of all activity with the K9 Drug Safe.

3. The K9 Drug Safe will be signed out and in on the K9 Drug Safe Log Book by authorized K9 officers only.

4. All Narcotics Training Aids kept in the K9 Drug Safe shall be inventoried & weighed on a monthly basis by the assigned K9 Officer and the K9 supervisor.

a) A written record of the inventory and its results shall be maintained by this department.

b) Weight variations of more than + plus or - minus one (1) gram during the inventory shall require immediate notification of the Chief of Police or his designee.

c) The Supervisor of the Detective Division shall, in the course of his regular evidence control duties, also review the K9 Drug Safe Inventory reports and procedures on a yearly basis.

d) In the event that a training aid becomes damaged, lost, or destroyed the K9 Unit supervisor shall be notified and a detailed incident report, along with photographs of the damage, shall be completed.

## G. Locations

1. Use of training locations must be pre-approved by the owner or manager of the property.
2. The on-duty Watch Commander, will pre-approve township property used for training.
3. Training exercises will not interfere with the activity of the owner/manager or people using the property.
4. Notification of training to the surrounding residents shall be made prior to training commencing.
5. The issued "Police Dog Training" signs shall be posted in a manner to visible pedestrian traffic.
6. All locations are to be inspected by the handler before any training is performed to ensure the area is safe for the canine and anyone else involved.
7. It will also be inspected after training concludes to ensure the property is returned to pre-training condition.

## H. Documentation

1. All training will be documented according to best practices and certification protocols.
2. K9 Handlers will maintain a K9 Team Training Book and each training activity will be recorded.
3. All records will be accurate, complete and will be updated regularly.
4. The K9 Handler will maintain an overall training log and a log for each specific area of training.
5. A monthly calendar will also be kept updated and available for court proceedings.
6. Training records will be maintained on a year-to-year basis.
7. After the beginning of each calendar year, the previous training logs/records will be reviewed by the K9 Unit Supervisor and forwarded to the Special Operations Unit to be stored in departmental records; a new training book will then be started.
8. Records shall be maintained of all basic and maintenance training and evaluations, successful or unsuccessful, for the duration of the canine unit's service, plus 5 years.  
(PLEAC 1.10.8 d)

## X. OPERATIONS

### A. General Guidelines

#### 1. Supervision

- a) The K9 Team is under the direct supervision of the K9 Unit Supervisor for administrative and training functions.
- b) The K9 Handler is under the direct supervision of the Patrol Division supervisor/commander which he/she is assigned to for routine operational issues (i.e. as a Patrol Team member).
- c) During K9 operations, the K9 Team will be under the direct supervision of the on-duty Watch Commander.

2. No persons, other than the K9 Handler, will use, control or attempt to control the K9.
  - a) In extenuating circumstances (i.e. injury to assigned K9 Handler), the K9 Unit Supervisor may approve another person to temporarily handle the K9
3. Employees shall refrain from horseplay around the K9 Handler while in the presence of the K9.
4. Employees shall not tease, pet, remove from vehicle, or feed the K9 without the consent of the K9 handler.
5. During patrol, the K9 will be secured inside of the patrol vehicle kennel.
6. Before beginning a track, the K9 Handler, or supervisor/Watch Commander on-duty, will designate an additional officer to accompany the K9 Handler for purposes of safety.
  - a) The safety officer will assume the responsibility of a cover officer and will stay with the handler at all times, adhere to the handlers instructions, and assist with the apprehension.
  - b) At no time should anyone other than the designated law enforcement officer(s) accompany the K9 Team for the purpose of a track/trail or search.
  - c) During a training exercise the handler may use an approved volunteer, who is not affiliated with the police department, to lay a trail or assist with a K9 exercise consistent with appropriate training methods.
7. If a suspect is identified and apprehended, the assisting officer/Safety Officer will make the apprehension, with assistance from the K9 Handler as appropriate.
8. Should the handler become incapacitated during an operation, the Watch Commander will designate an officer to secure the K9 until an additional K9 Handler can respond and take custody of the K9.
  - a) In an event that a second handler is unavailable the Watch Commander, in consultation with the K9 Unit Supervisor, will determine who is to take possession of the K9
9. The K9 may be deployed on calls for service and used as a back-up officer under the following circumstances:
  - a) No other back up is available.
  - b) During calls where a back up unit is usually warranted (i.e. domestics, suspicious person type calls, etc.).

#### B. Contact/Damage/Injury/Apprehension

1. Any situation, other than incidental contact, where a K9 makes contact with a suspect is considered a Use of Force and the Department Use of Force Directive will be followed.
2. In the event that damage or injury is caused by any K9 activity, the K9 Handler will report the incident immediately to the on-duty Watch Commander and on-duty Supervisor
3. In any situation where property is damaged or someone is injured, the damage/injury will be photographed.
  - a) The K9 Handler will document the incident and events surrounding the damage/injury per current guidelines and witnesses, if any, will be interviewed.
4. If an officer, suspect, or citizen is injured due to any K9 activity, whether provoked or unprovoked, during training or operations, the K9 Handler will immediately secure the K9, check

the extent and nature of the injuries and contact EMS.

5. In the event a suspect is apprehended by the canine and injury occurs, or if the K9 bites a person whether provoked or unprovoked, accidental or intentional:

a) The K9 Handler will:

- (1) Once the K9 Handler believes the scene is safe, secure the K9.
- (2) Check the status of the suspect and provide appropriate medical care (i.e. request EMS) if necessary.
- (3) Notify the on-duty Watch Commander of the circumstances of the apprehension.
- (4) Make the K9 vaccination records available as needed.
- (5) Attend to the medical needs of the K9, if any.
- (6) Follow the Department Use of Force Directive.

b) The On- Duty Watch Commander will:

- (1) Notify the K9 Unit Supervisor who will, if available, conduct the investigation in accordance with the Use of Force Directive.
- (2) If the K9 Unit Supervisor is not available, the on-duty Watch Commander or street supervisor will conduct the investigation.

c) The K9 Supervisor or the on duty-Watch Commander or supervisor conducting the investigation will:

- (1) Respond to the scene, if appropriate, and conduct/document the investigation pursuant to the provisions of the Use of Force Directive.
- (2) In addition, respond to the medical treatment facility, if necessary to document the treatment to the suspect, any preexisting injuries and to photograph the injuries.
- (3) Make notifications as required.

d) If the K9 Supervisor is not the supervisor conducting the investigation, he/she will complete a review of the circumstances and Use of Force investigation and document the review and any findings in a memorandum.

- (1) The memorandum will be included with the original Use of Force Documentation Package.

### C. Activation/Requests for Service

1. K9 Teams are responsible to be readily available at all times, unless approved by an appropriate supervisor.

- a) The K9 Team must respond when requested in a reasonable amount of time, with the appropriate equipment needed.
- b) Other than approved reasons, refusal of the K9 Handler to respond, or responding in a manner unfit for duty, may be cause for removal from the K9 Unit and for disciplinary action in accordance with the Haverford Township Police Department policies.

2. K9 Handlers directed to respond to a K9 Call for Service when off-duty will be compensated per police contract.

a) All call out time is to be entered into the Sergeants Daily Log.

3. When the services of the K9 Team are to be utilized, every effort should be made to avoid contamination of the area with human scent.

a) Whenever possible, a perimeter should be established around the area to be searched.

4. When notified to respond, the K9 Team will be advised of the nature and location of the incident as well as the identity of the officer in charge of the scene.

5. Upon the arrival of the K9 Team, the K9 Handler will report to the designated supervisor for the scene.

a) The supervisor/watch commander and K9 Handler will decide whether the circumstances warrant the use of the K9.

b) However, when safety or animal restrictions become an issue, the K9 Handler will make the final decision regarding utilization

c) The Supervisor/Watch Commander and the K9 Handler will also make the final determination with regard to the necessity of utilizing a second K9 for a particular assignment

#### D. Tracking/Trailing Operations

1. In order to assure the K9 Team has the best chance of a successful track, proper security must be established at all scenes.

2. The K9 Handler must be able to establish or determine the path taken by the suspect or person being tracked.

a) Therefore, the investigating officer will establish a perimeter around the scene that will secure the area but keep the trail from being contaminated.

b) All items of clothing, or other items from the subject that will be used for scent, will be protected from being handled.

3. Should a witness observe the possible path taken, the witness should be kept on scene if possible until the arrival of the K9 Handler.

a) The investigating officer should secure the area in accordance with the witness's observations

4. During the track the safety officer assigned to accompany the K9 Team will be responsible for radio communications, including updating DELCOM and assisting officers on the direction of travel and any other valuable information.

a) The safety officer will also be the cover officer for the K9 Team, will stay with the handler at all times and adhere to the handler's instructions.

b) The safety/cover officer will assist in the collection and preservation of physical evidence found during the track and will assist in apprehending the subject.

c) Officers assisting the investigation will stay off the trail and remain out of the area to avoid contaminating the potential trail.

5. In cases of an unusually long trail, a second K9 Team may be called.

a) The K9 Handler will advise the Supervisor/Watch Commander if a second K9 Team is needed.

## E. Narcotic Sniffs

1. Any officer may request the use of a K9 Team for a narcotics sniff pursuant to the Activation/ Requests for Service procedure above.
2. In cases other than a “free-sniff”, the K9 Handler is responsible for confirming that the requesting officer has consent or probable cause before any sniff is conducted.
3. When a K9 Team is requested for a vehicle sniff, no officer is to search the vehicle until the K9 Team arrives.
  - a) The investigating officer will secure the vehicle, keeping all doors closed, and will secure the suspects until the K9 Team has completed their sniff.
  - b) Evidence located will be turned over to the investigating officer, who is also responsible if the suspects are charged.
4. In the case of a search warrant, the K9 Team will be given as much advanced notice as possible as to the details of the warrant, the type of narcotics suspected and the location (i.e. residential, open fields, or wooded areas).
5. Once entry is made by the officers executing the search warrant, the scene will be secured and all individuals present will be checked for weapons and secured at a central location.
  - a) The K9 Team will conduct the initial search and then the assisting officer may conduct a secondary search. As the search progresses, the individuals being detained may be moved to a previously cleared location.
6. In the case where narcotics are found in plain view by the officers executing the search warrant, the K9 Handler is to be notified prior to the K9 Team searching.
  - a) The K9 Team will not search an area where narcotics are openly visible until after an officer has secured the narcotics and it is safe for the K9 to search

## F. Article Searches

1. A K9 Team may be requested for an article search if an officer believes that the suspect may have discarded evidence while in flight or while hiding in a field, woods or any other area.

## G. Building Searches

1. A K9 Team can be used to locate a suspect inside the building with the approval of the shift supervisor.
2. Whenever possible, the building owner will be contacted to ascertain the building’s layout and determine whether there may be tenants or others lawfully in the building.
3. Building searches will be conducted utilizing the appropriate lead.
4. Upon arrival, the K9 Handler will contact police personnel at the scene to confirm that a criminal offense has been committed and/or situation exists within the guidelines regarding K9 use of force.
5. The K9 Handler will obtain a description of the suspect(s) and verify the establishment of the perimeter before commencing a search.
6. Once established, other officers should not enter the perimeter/building, including running into the building while pursuing a suspect.

a) All officers will remain outside the search area unless directed to enter by the K9 Handler or supervisor, or in the case of an emergency.

7. When searching a building, the K9 Handler may conduct the search off-lead if the following criteria can be met:

a) The area is small enough that the K9 Handler can keep reasonable visual contact with the K9 at all times.

b) The K9 Handler has made a reasonable effort to ensure that authorized persons are not within the area to be searched.

8. At the initial entry to a building about to be searched, the K9 Handler will announce a warning, which will include the following:

a) Notice that a police K9 Team is preparing to enter/search.

b) An order for all occupants to identify and surrender themselves immediately.

c) A warning that the K9 will locate and apprehend all persons who refuse to immediately surrender.

9. The warning will be given in a loud and clear manner and the K9 Team will wait a reasonable amount of time for any suspect(s) to comply with the orders/warnings.

10. The warning is not required in situations where it may be unsafe to the K9 Team or may allow the offender to escape.

a) The decision to provide a warning is the sole responsibility of the K9 Handler conducting the search.

11. When needed, the K9 Handler will request safety/cover officer(s) to search with the K9 Team.

12. If the K9 indicates the possible presence of a hidden suspect(s), a reasonable effort will be made to apprehend the suspect(s) without using the K9 (i.e. affording the offender an opportunity to surrender, etc).

a) The K9 Handler is responsible for coordinating apprehension with the safety/cover officer(s) in the area.

## H. Area Searches

1. Area searches will be conducted utilizing the appropriate lead.

2. Upon arrival, the K9 Handler will contact police personnel at the scene to confirm that a criminal offense has been committed and/or situation exists within the guidelines regarding K9 use of force.

3. The K9 Handler will obtain a description of the suspect(s) and verify the establishment of the perimeter before commencing a search.

4. Once established, other officers should not enter the perimeter, including running into a perimeter while pursuing a suspect.

a) All officers will remain outside the search area unless directed to enter by the K9 Handler or supervisor, or in the case of an emergency.

5. When searching an enclosed or fenced area, the K9 Handler may conduct the search off-lead if the following criteria can be met:

- a) The area is small enough that the K9 Handler can keep reasonable visual contact with the K9 at all times.
- b) The fence, wall or enclosure surrounding the area has been visually checked to ensure that the K9 cannot jump the fence or otherwise leave that enclosed area.
- c) The K9 Handler has made a reasonable effort to ensure that authorized persons are not within the area to be searched.

6. At the initial entry to enclosed area about to be searched, the K9 Handler will announce a warning, which will include the following:

- a) Notice that a police K9 Team is preparing to enter/search.
- b) An order for all occupants to identify and surrender themselves immediately.
- c) A warning that the K9 will locate and apprehend all persons who refuse to immediately surrender.

7. The warning will be given in a loud and clear manner and the K9 Team will wait a reasonable amount of time for any suspect(s) to comply with the orders/warnings.

8. The warning is not required in situations where it may be unsafe to the K9 Team or may allow the offender to escape.

- a) The decision to provide a warning is the sole responsibility of the K9 Handler conducting the search

9. When needed, the K9 Handler will request safety/cover officer(s) to search with the K9 Team.

10. If the K9 indicates the possible presence of a hidden suspect(s), a reasonable effort will be made to apprehend the suspect(s) without using the K9 (i.e. affording the offender an opportunity to surrender, etc).

- a) The K9 Handler is responsible for coordinating apprehension with the safety/cover officer(s) in the area.

## I. Apprehension

1. A K9 may apprehend a suspect (s) through direct K9 contact only when there is probable cause to believe the suspect has committed a felony or serious misdemeanor.

2. The K9 Handler may deploy the K9 to apprehend a suspect(s) if:

- a) The suspect is hiding to evade an arrest or capture and use of the K9 for apprehension would be a safer method than officer(s) attempting the apprehension, or
- b) The suspect is actively resisting or attempting to avoid arrest by flight, or
- c) Protection of the K9 Handler, K9, other officers or the public is warranted

3. Restrictions

- a) Juveniles

(1) K9 Handlers will not deploy the K9 to apprehend a suspect known to be a juvenile unless the suspect is armed or presents an immediate threat to officers or others.

4. K9 Handlers will ensure the K9 is not deployed to apprehend a suspect if he/she is not resisting, fleeing, or endangering the safety of the general public.



## 5. Disengagement after Apprehension

- a) All K9 Handlers will be able to disengage the K9 by hand or voice.
- b) The K9 will disengage at the earliest possible moment once the threat has ceased or the suspect(s) has been apprehended.
- c) The K9 Handler will use their discretion, based on the situation, on the best method to disengage the K9.
  - (1) Safety to all individuals involved will dictate the decision.
- d) K9 Handlers will not disclose this command to the general public and should avoid using the command in public demonstrations.

## J. Presentations, Demonstrations and Community Events

1. K9 Teams can be a positive attraction for Community Oriented Policing efforts and the K9 Handlers will make every effort to assist all officers with these on-going projects.
  - a) With prior approval, a K9 Team may participate in a presentation, demonstration or community event.
  - b) All requests will be forwarded to the Watch Commander with as much detail and advance notice as possible.
  - c) The K9 Handler should be notified before the demonstration if the audience presents a risk to the K9 Team.  
(PLEAC 2.2.6 a)

## K. Record Keeping

1. Anytime the K9 is used for operations, the activity is to be documented.
  - a) The documentation will be kept in the K9 Team Incident Book.
  - b) The Incident Book will be kept separate from the K9 Team Training Book.
  - c) Demonstrations will also be documented and will be entered into a separate section of the K9 Team Incident Book.
  - d) Investigation/Incident Reports, Supplemental Reports and other reports are separate from K9 incident reports and must be completed by the K9 Handler pursuant to current guidelines.
2. Each K9 Handler will, by the first (1st) day of the month, submit a monthly report to the Watch Commander describing K9 use for the previous month.  
(PLEAC 2.2.6 e)

## L. Vacations/Sick Leave

1. All vacation/sick leave is to be requested and submitted in accordance with all department policies.
2. When on vacation/sick leave and unable to provide proper care for the K9, the K9 Handler will board the K9 at an approved kennel facility.
3. The K9 Handler will make arrangements with the facility in advance if it is known he/she will be unavailable for a period of time.
4. The K9 Handler is responsible for notifying the kennel facility of any special needs of the K9.

5. The cost of the kennel facility must be pre-approved and will be paid for by the department, up to a maximum of fourteen (14) days per year.

## XI. RESPONSIBILITIES

A. K9 Unit Supervisor - The responsibilities of K9 Unit Supervisor include the following:

1. In conjunction with K9 Handlers, maintains files of all K9 Unit expenditures including receipts, copies of utilization reports, training records and other appropriate data.
2. Prepare training schedules for all K9 Teams and submit them to the Watch Commander for approval.
3. Ensure that all K9 Teams receive adequate and appropriate training in order to maintain certification and peak operational efficiency.
4. Maintain liaison with the Watch Commander regarding operational and administrative functions (equipment, training, data collection, etc.) relating to the K9 Unit.
5. Maintain Liaison with the Special Response Team (SRT) Commanding Officer regarding tactical operations that may involve the K9 Unit.

B. K9 Handler - The responsibilities of K9 Handler include the following:

1. Operate, control and use their assigned K9 and related equipment in accordance with this and other applicable Orders.
2. Provide appropriate care for their animal and report any use, injury or sickness in accordance with this Order.
3. Maintain K9 equipment in a state of operational readiness to include care and cleaning, preventative maintenance, repair, workability and responsiveness. Lost or worn equipment will be reported to the K9 Unit Supervisor in writing, with the appropriate request for repair or replacement.
4. Purchase and/or encumber departmental funds only with prior approval and in accordance with applicable Haverford Township Police Department policies and procedures.
5. While on or off duty, ensure that precautions are taken to prevent injury to the K9 or any person who may come in contact with it.
6. K9 Handlers that are also shift supervisors must use good judgment when requested to assist other agencies that will take them outside the jurisdictional limits of the Haverford Township Police Department.

## XII. K9 CARE AND UPKEEP

A. Responsibility

1. The K9 Handler is directly responsible at all times for the health and welfare of the K9.
2. The K9 Handler will schedule all veterinary and other necessary appointments and will provide a home environment suitable for a police work dog.

B. Veterinary Services

1. Only a veterinarian that is approved and selected by the department will be used to provide services to K9s.

2. The veterinarian will administer all medical care and treatment given in accordance with proper care guidelines and all services will be provided by order of the veterinarian.
3. The Watch Commander or Chief of Police will be advised of all upcoming visits, the reason and result of the visits.
4. In an extreme emergency, the K9 Handler may take the K9 to the nearest available veterinarian for treatment.
5. In such instances, the extent of the injury or illness will immediately be reported to the Watch Commander.
6. Depending on the seriousness of the situation, the on-duty Watch Commander will notify the Chief of Police or the Deputy Chief either immediately or, for non-life threatening situations, on the next business day.

#### C. Home Care

1. K9s will be kept at the K9 Handler's home.
  - a) The K9 Handler will be compensated per the K9 compensation agreement.
  - b) Failure to perform these duties will be considered a performance issue and may be cause for removal of the K9 Handler from the Unit or other action as deemed appropriate.
2. Home duties include the feeding, watering and cleaning of the K9.
  - a) The handler shall keep the K9 ready and able to carry out Unit duties at all times.
  - b) The department is responsible for purchase of K9 food.
  - c) The K9 Handler will ensure the appropriate K9 diet to maintain the K9s ideal weight.
  - d) Feeding equipment will be cleaned on a weekly basis with disinfecting solution.
  - e) The kennel and shelter will be inspected and cleaned on a daily basis if necessary; however, it must be consistently maintained and free of trash, debris, stool, and urine.
3. Inspection of the K9 will be made on a daily basis.
  - a) The K9 Handler is responsible for the daily appearance and will monitor all general health conditions of the K9

#### D. K9 Breaks

1. K9 Handlers are to give the K9 a rest break periodically, as needed.
2. K9 Handlers will have fresh water available for the K9 at all times.
3. When allowing the K9 to take a break, the K9 Handler should prevent the K9 from soiling on private or public property.
  - a) In the event this occurs, the K9 Handler shall properly dispose of any waste.

#### E. K9 Retirement

1. In the event that a K9 is retired or permanently injured and is no longer able to perform the functions required by the department, the Chief of Police will decide the future of the K9.

2. After the K9 becomes inactive, the K9 Handler may submit a written request to take ownership of the K9.
3. The written request will be submitted to the K9 Unit Supervisor and forwarded to the Chief of Police through the chain of command.  
(PLEAC 2.2.6 c)

### XIII. FORM PREPARATION

#### A. K9 Use Report

1. Type - Check the appropriate box indicating the K9 use.
2. Incident - Fill in the blanks to document the date, time, incident number, victim's name, address, type of premises, requesting officer and the location where K9 responded.
3. K9 Use - Describe the services requested, area, and weather during the track, articles found, evidentiary nature of items, names of person(s) located or present and the track details.
4. Narrative - Briefly describe the K9 use in narrative form.
5. Weather During Trail - If the K9 was involved in a trail, describe the weather at the time.
6. Remarks - Add notes regarding the trail.
7. Officer - Indicate the K9 Handler name, the K9 used and badge number. The officer must sign and date the form.

#### B. K9 Team Training Record

1. Header - Indicate the K9, date, handler and location of training.
2. Training - Check the appropriate box to indicate the type of training, add information regarding the training aid(s) used and add narrative remarks. Indicate the entry number in chronological order.
3. Training Log - Check the appropriate box to indicate the type of training and add narrative remarks. Indicate the entry number in chronological order.
4. Trail Log - Describe the trail by filling in the required information and checking the appropriate boxes for terrain, winds, light, weather and temperature and add narrative remarks. Indicate the entry number in chronological order.
5. Signature - The handler must sign and date the form.

#### C. K9 Team Monthly Report

1. Handler - The K9 Handler will enter his/her name in the place provided.
2. Canine - The K9 Handler will enter the name of the Canine in the place provided.
3. Month/Year - Enter the month and year for which the report is being submitted.
4. Chart - Enter the number of activities in the descriptive categories for the month being reported. (NOTE: The form will automatically calculate category and monthly totals).

BY ORDER OF THE CHIEF OF POLICE