



Apex Police Department General Order



<i>Title</i> Canine (K-9) Unit Program		<i>Order Number</i> 1701-21
<i>Effective Date:</i> November 19, 2021	<i>Amends:</i> General Order 1701-15a	
<i>CALEA Standard:</i> 41.1.5, 84.1.4	<i>Rescinds:</i> Bulletin B001-18 F1701 – Canine Team Use Report F1701a – Canine Team Training Record	
<i>Reference:</i>	<i>Pages:</i> 26	
<i>Forms:</i> F1701b – Canine Team Monthly Report F1701c – Canine Vehicle Inspection Form F1701d – Canine Unit Equipment Inventory/Inspection Sheet F1701e – Canine Unit Narcotic Training Aid Sign-out/Accountability Log F1701f – Canine Unit Narcotic Training Aid Inventory/Inspection Sheet F1701g – Canine Record of Basic Care Checklist		

Canine (K-9) Unit Program

Purpose

The purpose of this directive is to establish procedures for the operation of the Apex Police Department Canine Unit, commonly referred to as K-9.

Policy

It is the policy of the Apex Police Department (APD) for the Canine Unit to serve primarily as a patrol unit and supplement other investigative functions, as needed by departmental personnel or upon the mutual aid request from neighboring municipality police departments and/or county/state law enforcement agencies.

Definitions

Apprehension – Gaining control and custody of a suspect that is the direct result or clearly due to the deployment of a canine. Apprehension can consist of physical contact or show of force where the canine's presence and assertive demeanor results in gaining the subject's compliance.

Canine (K-9) Unit Program

Area Search – An outdoor search in which a Canine Team works in a set pattern using the wind to locate an airborne scent and pursue it to its source. This type of search allows the Canine Team to cover a large area by using the animal's ability to locate a hidden offender and/or objects in a minimum amount of time while maximizing officer safety.

Bite – Physical contact with a subject that results in a skin wound or puncture produced by a canine's teeth.

Building Search – An indoor search in which the Canine Team works in a set pattern using the airflow to locate the airborne scent to pursue it to its source. This type of search allows the Canine Team to search the interior of any building using the animal's ability to locate a hidden offender and/or objects in a minimum amount of time while maximizing officer safety.

Canine – An animal specially trained to function as a police work dog.

Canine Handler – A sworn Apex Police Officer selected, trained, and certified to use a canine as part of his/her official duties.

Canine Team – A team consisting of a handler and a canine.

Contact – Any touching of a person by a canine, including nudging, pawing, seizing a subject's clothing, or canine bite, which may or may not require medical treatment. Contact does not include playful or non-aggressive behavior.

Handler Protection – A canine watch position to ensure the safety of a canine handler or actions taken by a canine when a canine handler's safety is threatened.

Safety Officer – A sworn Apex Police Officer, or officer from another law enforcement agency, temporarily assigned to assist the Canine Handler during Canine Unit operations and/or training.

Search – The organized, planned exploration of a person, vehicle, building, or area to locate a person, evidence, or other property.

Procedures

Objective and Assignment

1. The Canine Unit will provide a specialized team (consisting of a Canine Handler and canine) used to enhance the public safety services of the APD by performing, but not limited to the following operational needs:
 - Detect and prevent crime
 - Find missing persons
 - Conduct building and article searches
 - Dog sniffs for the detection of narcotics

Canine (K-9) Unit Program

- Track individuals suspected of committing a crime or suffering from cognitive impairment
2. The most significant value of a Canine Team lies in its ability to use the animal's senses of sight, hearing, and smell to aid in the search for drugs, persons, and/or other items. The success of an effective Canine Team lies in quality training, proper use, and accurate documentation. The Canine Team will accurately document all activities and use procedures consistent with approved training and operational methods.
 3. The Canine Unit is part of Special Operations, which is an organizational component of the Patrol Division. The Canine Unit falls under the supervision of the Directed Patrol Unit (DPU). The Canine Unit consists of the following personnel:
 - Canine Handler
 - Canine
 4. Assignment to the Canine Unit is voluntary.
 - Canine Unit members have routine, operational duties as patrol officers in addition to their Canine Unit responsibilities.

Qualifications and Selection of Police Canine Handlers (41.1.5 (c))

1. Each person applying for the specialized assignment as a Canine Handler must:
 - Be a sworn, certified police officer
 - Have a minimum of one year of law enforcement service with the APD
 - Have received a rating of Successful or higher on their most recent performance evaluation
 - Have no significant disciplinary record
 - Have the ability and willingness to house the canine at his/her residence
 - Be willing to install a kennel at his/her residence at no expense to the Canine Handler
 - Be willing to exercise and train the canine and to participate in related canine activities
 - Be able to pass the POPAT or an approved fitness test as directed by the Chief of Police
2. Should the Canine Handler fail to pass the POPAT or other approved fitness test, he/she will be placed on probationary status under the following criteria:
 - The Canine Handler is required to retest on the same fitness test within 90 days of the test failure date
 - The Patrol Division Commander may extend that timeframe based on any extenuating circumstances (i.e., handler injury)
 - During that preparation period, the Canine Handler is permitted continuous use of the canine
 - In the event the Canine Handler cannot successfully pass the retest, that performance issue and an evaluation of the performance of the Canine Team will be submitted through the chain of command for review by the Chief of Police
 - Subsequent to the review, the Chief of Police may:

Canine (K-9) Unit Program

- Institute a structured set of work improvement and/or achievement goals
 - Recommend the Canine Handler undergo additional training, testing, or alternative review
 - Remove the Canine Handler from the Canine Unit and/or
 - Take any other action as appropriate given the circumstances as allowed by APD and Town of Apex (TOA) policies
3. Applicants are selected for Canine Handler pursuant to [General Order 312 – Allocation and Distribution of Personnel.](#)
 - Canine Unit vacancies will be posted using Form F312 – *Specialized Assignment Announcement.*
 - Eligible officers may request this assignment by submitting Form F312a – *Posting Request Form.*
 2. The candidate may be required to participate in an assessment process, which may include:
 - Unit Review/Panel Interview Board
 - Home visitation/interview with a spouse, family members, etc.
 - Any other appropriate procedure that may be required
 3. Final selection to the Canine Unit is made by the Chief of Police based upon the selection process results and with input from the candidate's supervisor, Patrol Division Commander, and the Executive Staff.
 - Other factors to consider include but are not limited to, the candidate's law enforcement experience, ability to take direction and work in a team atmosphere, judgment, disciplinary record, work history, reliability, and other factors that may be pertinent to the assignment.
 4. Appointment to the Canine Unit is contingent upon maintaining the necessary skills and abilities required of other Canine Unit members and continued and satisfactory performance of assigned duties.
 - Any member may be removed from the Canine Unit by the Chief of Police with or without advanced notice and with or without the recommendation of the Patrol Division Commander.
 - Canine Team assignment is at the discretion of the Patrol Division Commander and the Chief of Police.

Authorization, Conditions, and Limitations of Use (41.1.5 (a))

1. Only sworn officers of the APD who have completed canine training successfully and are authorized by the Chief of Police may be assigned as a Canine Handler.

Canine (K-9) Unit Program

- The primary function of the Canine Handler is to serve as a patrol officer but may provide additional support to the Criminal Investigations and Administrative Divisions as necessary and appropriate.
 - The Canine Team reports to the DPU supervisor and/or Watch Commander in his/her absence.
 - The Canine Handler is responsible for the action of the Canine Team at all times.
2. All canines are the property of the APD and will not be used for purposes other than those approved as official department duties.
 3. **As representatives of the APD, the Canine Unit, Canine Teams, and/or Canine Handlers will not be affiliated, directly or indirectly, with any organization or society, specifically or loosely related to their assignment, without the prior approval of the Chief of Police.** Additionally, all organization or society affiliations must be directly related to the official business of the APD.
 4. Members of the Canine Unit will not endorse products, services, or appear in any publications without the prior approval of the Chief of Police.
 5. The use of any departmental canine for breeding is strictly prohibited.
 6. The Canine Handler is responsible for creating and consistently maintaining all records, certifications, and other required documentation.
 - **NOTE:** All records, certifications, and other required documentation are the property of the APD and must be turned in to the Patrol Division Commander upon request and/or when the Canine Handler's assignment to the Canine Unit ends for any reason.
 7. Canine Teams may be used for, but not limited to, the following functions based upon each Canine Team's specific training and certifications:
 - Building searches
 - Area searches
 - Article searches
 - Vehicle searches
 - Searches for suspects or missing persons
 - Canine Handler protection
 - **Detection of narcotics and controlled substances in which that Canine Team is certified**
 - Assist the Special Response Team (SRT) during tactical operations
 - Participate in demonstrations, presentations, and other community events
 8. Canine Teams will not perform any function that the Canine Handler and the canine are not certified and trained to conduct.

Canine (K-9) Unit Program

Certification (41.1.5 (b)(d)(e))

Canine Handler

1. Upon selection as a Canine Handler, and before being used for duty, the Canine Handler must successfully complete a Basic Handler's School through an approved and credible agency/organization. (41.1.5 (d))
2. The Canine Handler may attend Canine Unit training under the supervision of the Patrol Division Commander prior to certification.
3. Certification will be completed upon the successful conclusion of the certified Basic Handler's School and annually maintained while the Canine Handler is assigned to the Canine Unit.

Canine (41.1.5 (b))

1. All canines will be purchased or obtained through an approved and credible organization, upon recommendation of the Patrol Division Commander, and with final approval made by the Chief of Police.
2. The canine must successfully complete a Canine Certification Course through a credible agency/organization before being used for police duty.
4. Certification will be completed upon completion of Basic Handler's School and annually maintained while the canine is assigned to the Canine Unit.

Training

General

1. Canine Teams will train each month to maintain skills, develop additional abilities, and maintain proficiency on all team equipment. (41.1.5 (d))
2. The Canine Handler will prepare a schedule of training that ensures the Canine Teams maintain appropriate skills and necessary certifications.
3. Canine Handlers are required to attend all unit training unless excused by the Patrol Division Commander.

Obedience

1. Obedience is a critical skill for any successful Canine Team and the Canine Handler will train to maintain obedience skills regularly unless the Patrol Division Commander has approved a different schedule.

Canine (K-9) Unit Program

On-Duty

1. On-duty training may be permitted with the approval of the Patrol Division Commander.
2. Calls for service and/or operational needs take precedence over on-duty training. The DPU supervisor and/or the Watch Commander will be notified of any deviations.
 - All deviations to scheduled, on-duty training will be documented on the appropriate training log.
3. All on-duty training will be recorded in CAD after notification is made to the Communications Center.

Off-Duty

1. Off-duty training is permitted to ensure the Canine Team maintains a high level of readiness and performance.
2. The Patrol Division Commander will approve off-duty training.
3. When training off-duty, the Canine Team may use previously approved locations and issued departmental equipment.
4. Off-duty training will be scheduled within the time frame allotted by the K-9 Agreement with the TOA Human Resources Department and should not incur overtime.

Training Aids

1. Training aids must be approved by the Patrol Division Commander or, for narcotic training aids, by the Chief of Police before training with these aids can begin.
2. Narcotic training aids may be approved for narcotic detection canines only in small quantities.
3. The department is responsible for the cost of the training aids. The Canine Handler is responsible for the proper use, upkeep, and security of the aids.
4. Canine Handlers are authorized to keep various aids in their possession for immediate need.
5. **The use of training aids will be documented in the appropriate module of RMS by the Canine Team during a training exercise and will include:**
 - Date and time used and returned
 - Type of training aid used
 - Weight/amount of the narcotic training aid when received and returned

Canine (K-9) Unit Program

6. If a training aid is lost or stolen, the Canine Handler will immediately report the incident to a supervisor and submit a memorandum documenting the loss/theft to the Patrol Division Commander, who will report the loss through the chain of command to the Chief of Police.
7. The Patrol Division Commander, or his/her designee, is responsible for applying for and the annual renewal of the Drug Enforcement Agency (DEA) registration that authorizes the department authority to handle training amounts of narcotics provided by the DEA pursuant to the provisions as outlined in Title 21 Part CFR 1301.
 - The department will only use narcotics supplied by the DEA as authorized by such canine registration for the use of training aids.
 - Requests for replacement material from the DEA will only be considered if 12 months have elapsed since the previous request was filled and made using the DEA-222 form.
8. All narcotics training aids will be securely stored in a location with limited access and in a secured box/safe within the Patrol Division when not in use by a Canine Team and will comply with the provision as outlined in Title 21 CFR Part 1301.71. (84.1.4)
 - The Patrol Division Commander must approve the storage location and method of access.
9. Narcotic training aids will be checked out/in using for F1701e – *Canine Unit Narcotic Training Aid Sign-out/Accountability Log*. (84.1.4)
 - Canine Handlers, Patrol Division Commander, Special Operations Commander, and other departmental employees, as approved by the Chief of Police, are authorized to access the narcotic training aids.
 - The Canine Handlers may check-out/in narcotic training aids as needed.
 - The Special Operations Commander is responsible for ensuring proper check-out/in procedures are followed in accordance with this written directive and any other applicable written directives.
10. When not in use during a training exercise, the Canine Handler will secure all narcotic training aids in a locked box/safe within that Canine Handler's assigned vehicle and will return all narcotic training aids to the approved Patrol Division storage location at the conclusion of the training session. (84.1.4)
11. The Special Operations Commander is responsible for inventorying narcotic training aids supplied by the DEA to the department for the purposes of canine training in accordance with the provision of Title 21 CFR Part 1304.11, using form F1701f – *Canine Unit Narcotic Training Aid Inventory/Inspection Sheet*. (84.1.4)
 - Records (inventory/inspections, etc.) pertaining to narcotic training aids will be maintained in accordance with the provisions as outlined in Title 21 CFR 1304.

12. The Special Operations Commander will complete a quarterly inspection of the narcotics training aids in conjunction with the Canine Handler, which will be documented on form F1701f – *Canine Unit Narcotic Training Aid Inventory/Inspection Sheet*.
 - The purpose of the inspection is to ensure the verification of narcotic training aids, record-keeping is up-to-date and maintained accordingly, and ensuring proper check-out/in procedures are followed.
 - Documentation of the inspection will be forwarded to the Chief of Police for review and approval.
13. An annual audit of the narcotic training aids will be completed as part of the annual audit of the department's property and evidence function pursuant to [General Order 801 – Evidence and Property Management and Control](#), and will be documented such on form 801d – *Property/Evidence Inspection*.
14. Narcotic training aids will be disposed of in accordance with [General Order 801 – Evidence and Property Management and Control](#) and any other applicable written directive.
 - Prior to requesting additional narcotic training aids from the DEA, DEA Form (DEA-41) – *Registrant's Inventory of Drugs Surrendered* must be submitted to the DEA laboratory that supplied the narcotics. The form must indicate the destruction of the previously obtained narcotics before additional canine narcotic training material will be supplied.

Training Locations

1. Use of training locations must be pre-approved, in writing, by the owner or manager of the property.
2. The Patrol Division Commander will pre-approve any town property used for training and obtain approval from the appropriate town department to use the facility.
3. Training exercises will not interfere with the activity of the owner/manager or people using the property.
4. All locations are to be inspected by the Canine Handler before any training is performed to ensure the area is safe for the canine and anyone else involved.
5. The training location will also be inspected after training concludes to ensure the property is returned to pre-training condition.

Training Uniforms & Equipment

Canine (K-9) Unit Program

1. Canine Handlers will report to Canine Unit training wearing the authorized uniform with all patrol and canine equipment available (including duty belt and gear, radio, ballistic vest, etc.), unless instructed otherwise by the Patrol Division Commander.
 - **NOTE:** The intent for this requirement is that the Canine Team is available for related calls and response times are limited to any extent possible.

Training Documentation (41.1.5 (f))

1. All training will be documented according to best practices and certification protocols.
2. Each training activity will be recorded in the appropriate module of RMS.
3. All records will be accurate, complete, and updated regularly.
4. The Canine Handler will maintain an overall training log for each specific area of training.
5. Training records will be maintained according to applicable NC Public Record Laws.

Canine Unit/Team Equipment

1. The Canine Team will be assigned the equipment necessary to carry out its duties.
2. The purchase of equipment is the responsibility of the department. The care and maintenance of the equipment are the responsibility of the Canine Handler.
3. At a minimum, the following equipment will be issued: (41.1.5 (h))
 - Training aids
 - Basic and tracking leads
 - Harness
 - Collar
 - Water and food bowls
 - Kennel with cover
 - Other approved equipment as needed
4. Canine Unit equipment will be inventoried and inspected monthly by the Special Operations Commander, or his/her designee, using form F1701d – *Canine Unit Equipment Inventory/Inspection Sheet*.
 - The Patrol Division Commander is responsible for ensuring form F1701d – *Canine Unit Equipment Inventory/Inspection Sheet* is forwarded with the division's monthly report.

Canine Handler Uniform

1. Canine Handlers will report for patrol duty wearing the Canine Handler uniform as outlined in [General Order 306 – Appearance and Uniform Regulations](#), unless directed otherwise by the Patrol Division Commander.
2. Canine Handlers will make every effort to maintain a neat and clean uniform throughout their tour of duty in accordance with [General Order 306 – Appearance and Uniform Regulations](#) and any other applicable written directive.

Canine Vehicle

1. Canine vehicles will be marked patrol vehicles specially outfitted for a police canine and marked for canine service. At a minimum, the following additional equipment will be added:
 - Kennel type carrier
 - Emergency cooling fans
 - Heat control and pager system
 - Tinted windows
 - Remote door opener
 - Other approved equipment as needed
2. Canine vehicles will be used only for authorized, departmental business in accordance with TOA policies, [General Order 608 – Assigned Vehicle Program](#), and any other applicable written directive.
3. Canine vehicles are held to the same standards as patrol vehicles and will be inspected and maintained as outlined in [General Order 603 – Police, Special Purpose Vehicle and Equipment](#) and any other applicable written directive.
 - Form F1701c – *Canine Vehicle Inspection Form* will be used to document this inspection and submitted to the DPU supervisor, who will review, address any issues, and forward the form as part of the monthly report.
 - The Canine Handler is responsible for maintaining the vehicle service schedules as required by the TOA Fleet Maintenance Department and applicable written directives.
5. It is always crucial to maintain an appropriate internal temperature for the canine. Therefore, it is permissible for the canine vehicle to continue to run when the Canine Handler is not occupying the vehicle.
 - The Canine Handler is responsible for ensuring the safety and security of the vehicle, canine, and all enclosed equipment always, even when not present.
 - If the canine is not in the vehicle or if the weather permits, the canine vehicle should be turned off.

Canine (K-9) Unit Program

Purchase of Canine (41.1.5 (b))

1. The purchase of a canine will follow the standard TOA procurement process.
2. The Canine Handler and members of his/her chain of command will select a canine based on behavioral and physical aspects as well as workability.
3. Upon receipt, the canine will be examined by an approved department veterinarian.
4. The Administrative Division Commander will work with the TOA Safety and Risk Manager to add the canine to the TOA's insurance policy.

Operations Procedures

Notification Procedures

1. Requests to use a Canine Team may be made by any sworn officer when he/she believes the circumstances indicate that the use of a Canine Team is preferred.
2. The on-duty supervisor and/or Watch Commander will evaluate the request and determine an appropriate response.
 - If a Canine Team is on-duty and use is approved, it will be immediately dispatched to the scene.
 - If a Canine Team is not on-duty, and one is needed, the on-duty supervisor and/or Watch Commander will contact another agency to determine if a canine is working and available to respond.
 - The on-duty supervisor and/or Watch Commander may request a departmental Canine Team to respond from home based upon the circumstances. The Canine Handler will decide as to the availability of his/her respective Canine Team.
 - Canine Teams will not be called from home for vehicle sniffs.
 - If a Canine Team is not on-duty and one is needed, or a specific capability is needed that departmental Canine Teams do not possess, the on-duty supervisor and/or Watch Commander will ascertain if other local law enforcement agencies have a Canine Team working that meets the agency's needs at that time.
3. Requests for immediate use of a Canine Team by other law enforcement agencies in Wake County will follow all guidelines and requirements established within [General Order 204 - Interagency Relations](#).
4. The on-duty supervisor and/or Watch Commander will notify the Patrol Division Commander immediately, depending on the severity of the situation, and in non-life-threatening situations, by 0800 hours the next business day, by appropriate means when any Canine Team has left the jurisdictional limits of the TOA to assist another Wake County law enforcement agency upon request as outlined in [General Order 711 – Notification Matrix](#).

5. Requests to use a Canine Team outside of Wake or Chatham Counties must be authorized by the Patrol Division Commander, Deputy Chief of Police, or Chief of Police prior to use, except in the most extenuating circumstances.

General Guidelines

1. Supervision:
 - The Canine Team is under the direct supervision of the Special Operations Commander for administrative and training functions
 - The Canine Handler is under the direct supervision of the on-duty DPU supervisor and/or Watch Commander during routine operational functions. If a DPU supervisor and/or Watch Commander are not on-duty, the Canine Handler will be under the direct supervision of the on-duty supervisor
2. No person other than the Canine Handler will use, control, or attempt to control the canine.
 - In extenuating circumstances (i.e., injury to assigned Canine Handler), the on-duty supervisor may temporarily approve another person to handle the canine.
3. Employees will refrain from horseplay around the Canine Handler while in the presence of the canine.
4. Employees will not tease, pet, remove from the vehicle, or feed the canine without the expressed consent of the Canine Handler.
5. The canine will be secured inside of the patrol vehicle kennel during patrol. At no time is the canine allowed to roam around other areas of the patrol vehicle without direct control of the Canine Handler.
6. Before beginning a track, the Canine Handler, or the on-duty supervisor and/or Watch Commander, will designate an additional officer to accompany the Canine Team for purposes of officer safety.
 - The safety officer will assume the responsibility of a cover officer and will always stay with the Canine Handler, adhere to the Canine Handler's instructions, and assist as needed.
 - At no time should anyone other than designated, law enforcement officers accompany the Canine Team to a track or search without the expressed permission of the Canine Handler and on-duty supervisor and/or Watch Commander.
 - During a training exercise, the Canine Handler may use an approved volunteer, who is not affiliated with APD, to lay a track or assist with a canine exercise consistent with appropriate training methods.

Canine (K-9) Unit Program

7. If a suspect is identified and apprehended, the assisting officer will make the apprehension as appropriate with assistance from the Canine Handler.
 - The arrestee is to be turned over to the requesting officer or an officer designated by the on-duty supervisor and/or Watch Commander.
8. Should the Canine Handler become incapacitated during an operation, the on-duty supervisor and/or Watch Commander will designate an officer to secure the canine until an additional Canine Handler or another approved person can respond and take custody of the canine.
 - If a second handler is unavailable, the on-duty supervisor and/or Watch Commander, in consultation with the Patrol Division Commander, will determine who will take possession of the canine.
9. The canine may be deployed on calls for service and used as a backup officer under the following circumstances:
 - No other backup is available
 - During calls where a two-officer response is warranted as outlined in [General Order 901 – Operation of Police Vehicle and Call Response](#)

Activation/Requests for Service

1. Canine Teams must respond when requested and within a reasonable period with all appropriate equipment needed for any canine operation.
2. Any prolonged response time must be communicated to the requesting supervisor when notified.
3. Other than approved reasons, refusal of the Canine Handler to respond or responding in a manner unfit for duty, can be cause for removal from the Canine Unit and subject the Canine Handler to disciplinary action in accordance with APD and TOA policies.
 - **NOTE:** Canines should not generally be used for tracks within four hours from the time the canine has eaten.
4. Off-duty Canine Handlers are awarded a minimum of two hours of applicable compensation when call-backed to duty. (SOURCE: TOA Personnel Policy Manual)
5. This information has been redacted pursuant to N.C. General Statute 132 - Public Records.
 - [REDACTED]

Canine (K-9) Unit Program

6. When notified to respond, the Canine Team will be advised of the nature and location of the incident and the identity of the officer in charge of the scene.
7. **The Canine Handler will report to the officer in charge of the scene upon arrival.**
 - The Canine Handler and on-duty supervisor and/or Watch Commander will decide whether the circumstances warrant the use of the canine.
 - **NOTE:** If the group cannot reach consensus on the deployment of the canine, a Division Commander, Deputy Chief of Police, or Chief of Police will be contacted.
 - The Canine Handler and on-duty supervisor and/or Watch Commander will assess to make the final determination concerning the necessity of using a second canine for an assignment.

Contact/Damage/Injury

1. Any situation in which a canine makes contact with a suspect for the purpose of apprehension is considered a Use of Force and the procedures outlined in [General Order 701 – Use of Force](#) will be followed. In cases in which unintentional contact is made during non-enforcement use, the Canine Handler will fill out an Incident Report to document the incident.
 - **NOTE:** Use of Force procedure and reporting will be followed whenever a canine makes contact with (i.e., bites, scratches, knocks over, etc.) a suspect or other involved person during an incident in which the canine is being used for tracking, searching, or apprehending a suspect.
2. If any canine activity causes damage or injury, the Canine Handler will report the incident immediately to the on-duty supervisor and/or Watch Commander.
3. All situations where property is damaged and/or someone is injured will be thoroughly photographed to document the damage and/or injury.
 - The Canine Handler will document the incident involving the damage/injury per current guidelines.
 - All witnesses, if any, will be interviewed.
4. If an officer, suspect, or citizen is injured due to any canine activity, whether provoked or unprovoked, during training or operations, the Canine Handler will immediately secure the canine and ascertain the extent and nature of the injuries.
5. Medical services will be offered after all canine-related injuries, as soon as possible.
6. In the event a suspect is apprehended by the canine and injury occurs, or if the canine bites a person whether provoked or unprovoked, accidental or intentional:
 - The Canine Handler will:

Canine (K-9) Unit Program

- Secure the canine as soon as the situation permits
- Check the status of the suspect and provide appropriate medical care
- Immediately notify the on-duty supervisor and/or Watch Commander of the circumstances of the apprehension/injury
- Make the vaccination records available as needed
- Attend to any medical needs of the canine
- In the case of apprehension or unintentional bite during a track, search, or apprehension, follow the provisions of [General Order 701 – Use of Force](#)
- The Watch Commander will:
 - Notify the Patrol Division Commander in accordance with [General Order 711 – Notification Matrix](#)
 - The Watch Commander may appoint the on-duty supervisor to conduct the Use of Force investigation in accordance with [General Order 701 – Use of Force](#) and any other applicable written directives
 - If the on-duty supervisor is not available, the Watch Commander will conduct the investigation
- The supervisor conducting the inquiry or investigation will:
 - Respond to the scene and conduct/document the investigation pursuant to the provisions of [General Order 701 – Use of Force](#)
 - Respond to the appropriate medical treatment facility to document the treatment of injured party, any preexisting injuries, and photograph his/her injuries or the lack thereof
 - Make notifications as required in [General Order 711 – Notification Matrix](#)

Tracking Operations (41.1.5 (a))

1. To assure the Canine Team has the best chance of a successful track, proper security must be established at all scenes.
2. This information has been redacted pursuant to N.C. General Statute 132 - Public Records.
 - [Redacted]
 - [Redacted]
3. [Redacted]
 - [Redacted]

4. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

5. In cases of an unusually long track, a second Canine Team may be necessary.

- The Canine Handler will advise the on-duty supervisor and/or Watch Commander if a second Canine Team is needed.

Narcotic Sniffs (41.1.5 (a))

1. Any officer may request the use of an on-duty Canine Team for a narcotics sniff pursuant to the Activation/Requests for Service procedure in this policy.

2. In cases other than a free-sniff, the Canine Handler is responsible for confirming that the requesting officer has consent or articulable reasonable suspicion before any sniff is conducted. If the Canine Handler does not believe the requesting officer has articulable reasonable suspicion, the canine will not be used

- The Handler will notify the on-duty supervisor and document the reason for not using the canine in the notes section of CAD or a supplemental report.

3. When a Canine Team is requested for a vehicle sniff, no officer will search the vehicle until the Canine Team arrives.

- This information has been redacted pursuant to N.C. General Statute 132 - Public Records.
- Evidence located will be turned over to the investigating officer, who is also responsible if any suspects are charged.

4. In the case of a search warrant, the Canine Team will be given as much advanced notice as possible regarding the details of the warrant, type of narcotics suspected, and location (i.e., residential, open fields, wooded areas, etc.).

5. [REDACTED]

Canine (K-9) Unit Program

- [REDACTED]
- [REDACTED]

6. [REDACTED]

- [REDACTED]

Article Searches (41.1.5 (a))

1. A Canine 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.

- The requesting officer will advise the Canine Handler of what type of items the Canine Team is searching for if the suspect is in custody or possibly still in the area. If available, the appropriate Canine Team (i.e., narcotic or nitrate) will be notified.
- This information has been redacted pursuant to N.C. General Statute 132 - Public Records.


[REDACTED]

Building Searches (41.1.5 (a))

1. A Canine Team can be used to locate a suspect inside a building.
2. Whenever possible, the building owner will be contacted to ascertain the building's layout and determine whether anyone is lawfully in the building.
3. Building searches will be conducted using the appropriate lead.
4. Upon arrival, the Canine Handler will contact police personnel at the scene to confirm that a criminal offense has been committed and/or a situation exists within the guidelines regarding canine usage.

5. This information has been redacted pursuant to N.C. General Statute 132 - Public Records.

6. [REDACTED]

- 
7. When searching a building, the Canine Handler may conduct the search off-lead if the following criteria can be met:
 - The area is small enough that the Canine Handler can always keep reasonable visual contact with the canine
 - The Canine Handler has made a reasonable effort to ensure that authorized persons are not within the area being searched
 8. At the initial entry to a building about to be searched, the Canine Handler will give a verbal warning, which will include the following:
 - Notice that a police Canine Team is preparing to enter and search
 - An order for all occupants to identify and surrender themselves immediately
 - A warning that the Canine Team will locate and apprehend all persons who refuse to surrender upon request immediately
 - Whenever possible, the Canine Handler should give verbal warnings multiple times and allow a reasonable amount of time to elapse to allow anyone to surrender
 9. The warning will be given in a loud and clear manner where a reasonable person could hear and understand the warning.
 10. A warning is not required in situations where imminent threat of deadly force is presented to the Canine Team.
 - The decision to provide a warning is the sole responsibility of the Canine Handler conducting the search.
 - A detailed account of all warnings issued or reasons why warnings were not given will be documented in the Canine Use Report housed in the RMS.
 11. The Canine Handler will request safety officers to search with the Canine Team when needed.
 12. If the canine indicates the possible presence of any hidden suspects, the safety officer will make reasonable efforts to apprehend them.

Area Searches (41.1.5 (a))

1. Area searches will be conducted using the appropriate lead.
2. Upon arrival, the Canine Handler will contact police personnel at the scene to confirm that a criminal offense has been committed and/or a situation exists within the guidelines regarding canine usage.

3. This information has been redacted pursuant to N.C. General Statute 132 - Public Records.
[Redacted]
4. [Redacted]
 - [Redacted]
5. When searching an enclosed or fenced area, the Canine Handler may conduct the search off-lead if the following criteria can be met:
 - The area is small enough that the Canine Handler can always keep reasonable visual contact with the canine
 - The fence, wall, or enclosure surrounding the area has been visually checked to ensure that the canine cannot jump the fence/wall or otherwise leave that enclosed area
 - The Canine Handler has made a reasonable effort to ensure that authorized persons are not within the area being searched
6. At the initial entry to an enclosed area to be searched, the Canine Handler will announce a warning, which will include the following:
 - Notice that a police Canine Team is preparing to enter and search
 - An order for all occupants to identify and surrender themselves immediately
 - Notice that the Canine Team will locate and apprehend all persons who refuse to comply with applicable verbal warnings
 - Whenever possible, the Canine Handler should give verbal warnings multiple times and allow a reasonable amount of time to elapse to allow anyone to surrender
7. The warning will be given in a loud and clear manner where any reasonable person would understand the warning.
8. The Canine Handler will wait a reasonable amount of time for anyone to comply with a lawful order.
9. A warning is not required in situations where imminent threat of deadly force is presented to the Canine Team.
 - The decision to provide a warning is the sole responsibility of the Canine Handler conducting the search.
 - A detailed account of all warnings issued or reasons why warnings were not given will be documented in the Canine Use Report housed in the RMS.
9. The Canine Handler will request safety officers to search with the Canine Team when needed.

Canine (K-9) Unit Program

10. If the Canine indicates the possible presence of any hidden suspects, the safety officer will make reasonable efforts to apprehend them.

Apprehension (41.1.5 (a))

1. Decisions to deploy a canine will be based primarily upon the following factors:
 - The severity of the crime
 - If any suspects pose an immediate threat to the safety of officers or others
 - If any suspects are actively resisting or attempting to evade arrest at the time
2. A Canine Handler may deploy a canine to apprehend any suspects through direct canine contact only when there is probable cause to believe a suspect has committed a serious offense, or the commission of the serious offense is imminent, which may include, but is not limited to:
 - Murder/Manslaughter
 - Armed Robbery
 - Sexual Offenses
 - Assault on a Government Official that results in serious injury
 - Aggravated Assault
 - Kidnapping
 - Felonious Hit & Run
 - Burglary/Breaking & Entering
 - Exigent circumstances exist and an on-duty supervisor, Watch Commander, or sworn command officer has given expressed permission to deploy a canine
 - The on-duty supervisor or Watch Commander will document his/her reasons for giving permission related to exigent circumstances in a supplemental report
3. Apprehension can be made on or without using a leash lead.
4. The Canine Handler may deploy the canine to apprehend any suspects if:
 - A suspect is hiding to evade an arrest or capture, and the use of a canine for apprehension would be a safer method than officers attempting the apprehension
 - A suspect is actively resisting or attempting to avoid arrest by flight
 - For the protection of the Canine Handler, canine, other officers, or the public
5. Canine Handlers will ensure the canine is not deployed to apprehend a suspect who is not resisting, fleeing, or endangering the safety of officers or others.
6. Disengagement after Apprehension
 - The Canine Handler will disengage the canine at the earliest possible moment once the threat has ceased or the suspect has been apprehended.

7. Restrictions

- Canine Handlers will not:
 - Deploy the canine to apprehend a suspect known to be a juvenile unless the suspect is armed and presents an immediate threat to officers or others
 - Deploy the canine to apprehend a subject known to be highly intoxicated, feeble, or whom they reasonably believe could not escape or resist
 - Use the canine on an unruly crowd or to control the movement of a crowd or group of people
 - Use the canine in a manner that coerces, intimidates, or frightens a suspect

Restrictions (41.1.5 (a))

1. A canine will not be used to conduct scent searches on people.
2. A canine will not be used to perform any type of secondary or off-duty employment.

Presentations, Demonstrations and Community Events (41.1.5 (a))

1. Canine Teams can be a positive attraction for Community Oriented Policing efforts. Canine Handlers will make every effort to assist all officers and the Community Policing Officers (CPOs) with ongoing projects.
 - With prior approval, Canine Teams may participate in a presentation, demonstration, or community event.
 - All requests will be forwarded to the DPU Supervisor with as much detail and notice as possible.
 - The DPU Supervisor will coordinate the Canine Unit's participation in any presentation, demonstration or community event with the Administrative Division Commander.
 - The Canine Handler should be notified prior to the demonstration if the audience presents any known risk to the Canine Team.
 - The Canine Handler has the authority to decide whether to use the Canine in any planned presentation, demonstration, and/or community event.

Record Keeping (41.1.5(i))

1. Any time the canine is used for operations, the activity is to be documented in the Canine Use Report in the appropriate module of the RMS.
 - Investigation/Incident Reports, supplemental reports, and other reports are separate from Canine Use Reports and must be completed by the Canine Handler pursuant to applicable written directives.

Canine (K-9) Unit Program

2. By the fifth day of each month, each Canine Handler will submit a monthly report through the chain of command to the Patrol Division Commander describing canine use for the previous month using form F1701b – *Canine Team Monthly Report*.

Leave Usage

1. All requests for leave will be made in a manner consistent with [General Order 304 – Leave Time](#) and any other applicable written directive.
2. When taking leave and unable to provide proper care for the canine, the Canine Handler will board the canine at an approved kennel facility.
3. The Canine Handler will make prior arrangements with the facility if the handler knows he/she will be unavailable for a period of time.
4. The Canine Handler is responsible for notifying the kennel facility of any special needs of the canine.
5. The cost of the kennel facility must be pre-approved by a Division Commander, Deputy Chief or Chief of Police, and will be paid for by the department.

Canine Unit Responsibilities

1. The responsibilities of Canine Handlers include the following:
 - Maintain all Canine Unit expenditures, including receipts, copies of use reports, training records, and any other appropriate data
 - Prepare training schedules for all Canine Teams and submit them to the Patrol Division Commander through their chain of command for approval
 - Ensure that all Canine Teams receive adequate and appropriate training to maintain certification and peak operational efficiency
 - Maintain liaison with the Special Operations Commander regarding operational and administrative functions (equipment, training, data collection, etc.) relating to the Canine Unit
 - Maintain liaison with the Special Response Team (SRT) Commander regarding tactical operations that may involve the Canine Unit
 - Maintain liaison with the Administrative Division Commander regarding community operations that may involve the Canine Unit
 - Maintain liaison with the Criminal Investigations Division Commander regarding investigative operations that may involve the Canine Unit (i.e., search warrants, etc.)
2. Additional responsibilities of Canine Handlers include the following: (41.1.5 (a))
 - The operation, control, and use of their assigned canine and related equipment in accordance with departmental policies
 - Provide appropriate care for the animal and report any use, injury, or illness in accordance with this General Order

Canine (K-9) Unit Program

- Maintain all canine equipment in a state of operational readiness, including care, cleaning, preventative maintenance, repair, workability, and responsiveness
 - Lost or worn equipment will be reported to the Patrol Division Commander through their chain of command in writing, with the appropriate request for repair or replacement
- Purchase of equipment with departmental funds is made with prior approval and in accordance with applicable APD and TOA policies and procedures
- Ensure precautions are taken to prevent injury to the canine or any person who may encounter the animal while on and off duty

Canine Care and Upkeep (41.1.5(g))

Responsibility

1. The Canine Handler is directly responsible at all times for the health and welfare of the canine.
 - Form F1701g – *Canine (K-9) Record of Basic Care Checklist* is to be completed by the assigned Canine Handler monthly and used to document preventative care efforts.
 - The form will be forwarded to the Office of the Chief of Police as part of Canine Team's monthly report
2. The Canine Handler will schedule all veterinary and other necessary appointments and provide a home environment suitable for a police work dog.

Veterinary Services

1. Only a veterinarian who has been approved and selected by the department will be used to provide services to the canine.
 - 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.
 - The Patrol Division Commander will be advised of all upcoming veterinarian appointments, the reason, and results of the appointment.
 - In an extreme emergency, the Canine Handler may take the canine to the nearest available veterinarian for emergency treatment.
 - In such instances, the extent of the injury or illness will be reported immediately to the Special Operations Commander.
 - Depending on the severity of the situation, the Special Operations Commander will notify the Patrol Division Commander immediately, or in non-life-threatening situations, by 0800 hours the next business day.

Home Care

1. Canines will be kept at the Canine Handler's home.

Canine (K-9) Unit Program

- The Canine Handler is expected to provide proper care and feeding for the canine every day. Failure to perform these duties is a performance issue and could be cause for removal as a Canine Handler or any other action as deemed appropriate.
2. Home duties include the feeding, watering, and cleaning of the canine.
 - The Canine Handler will always keep the canine ready and able to carry out his/her duties.
 - The department is responsible for the purchase of all canine food.
 - The Canine Handler will ensure the appropriate canine diet to maintain the ideal weight of the animal.
 - Feeding equipment will be cleaned on a weekly basis with disinfecting solution.
 - The kennel and shelter will be inspected and cleaned daily if necessary. However, it must be consistently maintained and free of trash, debris, feces, and urine.
 3. Inspection of the canine will be made daily.
 - The Canine Handler is responsible for the daily appearance and will monitor all general health conditions of the animal.

Rest Breaks

1. Canine Handlers are to give the canine periodic rest breaks as needed.
2. Canine Handlers will always have fresh water available for the canine.
3. When allowing the canine to take a break, the Canine Handler should prevent the canine from soiling private or public property.
 - In the event this occurs, the Canine Handler will properly dispose of any waste.

Canine Retirement

1. The Chief of Police and Town Manager will decide the future of the canine when a canine is retired or permanently injured and no longer able to perform the functions required by the department.
2. After a canine becomes inactive, the Canine Handler may submit a written request to take ownership of the animal.
 - The written request will be submitted to the Chief of Police through the chain of command.

Canine (K-9) Unit Program

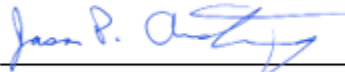
- The Canine Handler will be responsible for any payment necessary and submitting a written Hold Harmless Agreement releasing the TOA from future liability.
3. Alternatively, the canine may be sold as surplus property or otherwise removed from service in accordance with TOA policies.

Compensation for Canine Handling and Work Schedule

1. The Chief of Police or his/her designee will discuss compensation for canine handling and the Canine Team work schedule with the handler.
2. A written agreement will be prepared and will be signed by the Canine Handler.
3. The Canine Handler is expected to abide by the agreement and bring any concerns or issues to the Patrol Division Commander.
4. The Patrol Division Commander must approve any overtime expenditure. Any change in work schedule or deviation from the agreement must be approved by the Chief of Police and the Human Resources Director.

Text in "Green" denotes a significant change in policy

BY ORDER OF:



Jason P. Armstrong
Chief of Police