

**UISD POLICE  
DEPARTMENT**

**SECURITY K-9  
HANDLER**

**POLICY  
MANUAL**

**UNITED I.S.D. POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURES  
SECURITY K-9 HANDLER UNIT**

**Table of Contents**

- I. Purpose
- II. Policy
- III. Authority and Responsibility
- IV. Law Enforcement K-9 Team Deployment
- V. Narcotics
- VI. Dog Bite Procedures
- VII. Training and Unit Reports
- VIII. K-9 Handler Requirements and Job Description
- IX. General Operational Procedures
- X. Canine Handling Procedures
- XI. Uniform and Equipment
- XII. Demonstrations
- XIII. Miscellaneous Procedures
  
- Appendix A: Home Kennel and Contract Kennel Specifications
- Appendix B: Canine Selection Tests and Vendor Specifications
- Appendix C: Public Demonstration Procedures
- Appendix D: Internal Rules and Training
- Appendix E: Issued Equipment
- Appendix F: Detector Canine Handler Guidelines for Campus/Property Canine Sniffs
- Appendix G: Canine Handler Requirements and Job Description
- Appendix H: School Case Law Summary
- Appendix I: Examples of Canine Forms
- Appendix J: Department Canine Team Certification Standards
  
- Appendix K:

## **Security Canine Unit**

### **The U.I.S.D. Security K-9 Unit Standard Operating Manual**

#### **I. PURPOSE**

To establish procedures and regulations governing the training, use, and administration of all police service dog teams employed by the UISD Police Department. These teams will be referred to throughout this Manual as “K9” Teams. This Standard Operating Procedure will define the authority, procedure and responsibility for their use and care.

#### **II. POLICY**

A. Utilization of properly trained police service dogs represents a cost effective and reliable asset to law enforcement personnel by utilizing The Canine’s Acute Olfactory. The police service dog also provides a psychological deterrent by their presence among the criminal element.

B. Areas of potential deployment for K9 teams may include, but are not limited to:

- Narcotics/Controlled Substances Detection on school campuses;
- Parking Lots;
- Buildings;
- Lockers;
- Any facilities owned by the school district; and
- Motor Vehicles

C. Limitations:

- Canine Handlers shall not use their canine partners for off-duty work assignments unless authorized by the chief of police or his designee.
- The use of the canine shall be governed by the department’s policy.
- Canine Handler shall limit the use of their canine partner within this written policy and within the department’s policy.

#### **III. AUTHORITY AND RESPONSIBILITY:**

- A. The K9 immediate supervisor is responsible for the general supervision of the canine unit.
- B. The immediate supervisor will be assigned as the canine unit supervisor and shall assume the responsibility of supervising and administering the daily operations of the canine unit.

The Canine Unit immediate supervisor shall be responsible for the following:

- General supervision of the K9 teams when on-duty and available

- Direct supervision of the operation and maintenance of the canine unit;
- Attempting to maintain as accredited trainer for the K9 teams
- Review and inspection of all K9 teams training, certification and deployment records;
- Coordinating all community demonstrations;
- Approval and coordination with other agencies requesting K9 team services;
- Approval and coordination of K9 team call outs after hours;
- Upkeep of the department's canine unit kennel facility; and
- Annual updates to this S.O.P.

In the absence of the on-duty canine unit immediate supervisor, K9 Teams shall operate under the supervision of the lieutenant, unless otherwise directed.

#### **IV. UNITED I.S.D. K9 TEAM DEPLOYMENT**

- A. A canine handler may use their Assigned Canine for any authorized use of a canine. It shall be the responsibility of each handler to ensure that practical safety precautions are taken at the time of deployment such as briefing to other law enforcement personnel and school officials to explain the canine abilities and limitations.

In circumstances where the use of a K9 Team is requested, the decision to deploy the canine shall ultimately rest with the individual canine handler. Only the handler truly knows the abilities and limitations of their canine to safely and to legally perform the task at hand.

- B. Each member of the canine unit shall conduct themselves in a manner consistent with department rules, regulations and policies as set forth in the UISD Police Department Procedures Manual and other school district and unit directives that are applicable.

Each canine unit handler shall adhere to the training directives of the canine unit instructor, canine unit supervisor, and the rules, policies, procedures, and directives set forth in these standard operating procedures. If any part of this S.O.P. is found to be incorrect, inapplicable, or in conflict with department rules, policies, procedures, and directives, the department's rules, policies, procedures, and directives shall prevail. A conflict shall not affect the validity of the remaining portions of the S.O.P. Each canine unit handler shall have a copy of the S.O.P. readily available.

Canine Unit Handlers shall familiarize themselves with and adhere to all canine unit directives, orders, and information publications directed to them, including those that have been disseminated during their absences from duty.

- C. Department personnel and field supervisors should be aware that the experience and training of handlers and canines varies from agency to agency, as do search policies. As such, the utilization of outside agency canines and handlers shall be avoided, except in circumstances which clearly dictate the need for an immediate canine deployment. Requests for outside agency canine units shall be directed

through the Chief 's office or immediate supervisor. If an outside agency is utilized the immediate supervisor will be notified.

## V. NARCOTICS

In addition to a canine unit certification, a K9 team shall hold a certification from a recognized canine association or governing body. This certification shall be accomplished by achieving a minimum standard required by that canine association or governing body chosen by the immediate supervisor upon review of the recommendation of the unit instructor.

### A. Types Of Controlled Substances

Handlers equipped with certified narcotic detector canine are prepared to assist in the detection of the following controlled substances:

- Cocaine
- Heroin
- Marijuana
- Methamphetamines

### B. Area Of Deployment

Narcotic detector canines may be deployed in the following situations:

- Outside searches of vehicles
- Consensual searches at vehicles (without probable cause)
- Drug interdiction in public areas
- Searches relative to search warrant executions
- Community relations demonstrations
- Assistance of other law enforcement agencies in any of the above situations
- Classroom searches or any other area within a campus or UISD Facility

When a K9 team is requested for a vehicle search, the vehicle doors and windows should be left closed until the arrival of the K9 team. All edibles should be removed from the inside of the vehicle prior to the deployment of the canine. Any narcotics in plain view should be seized prior to the deployment of the canine. The handling officer should advise the canine handler of the location in the vehicle of the seized narcotics. Any narcotic discovery made by a canine shall be turned over to the handling unit for disposition.

The handling patrol unit and/or the on/scene supervisor should determine if the narcotic search is significant enough to warrant a K9 team response or call-out. It also shall be the responsibility of the canine unit supervisor to confirm that a call-out is warrant. The canine unit supervisor shall be responsible to ensure the timely response of the appropriate K9 team. If the canine team is unable to respond he/she will immediately

notify the canine supervisor. If the canine team shows a Pattern of being unavailable for call outs, this could be grounds for removal from the canine unit.

### C. Possessing Controlled Substances for Training

It shall be the policy of the canine unit that no handler shall possess controlled substances with the following exceptions:

- The handler possesses a valid drug enforcement agency in state of Texas permits authorizing the profession storage of narcotics.
- The controlled substance has been seized in a lawful manner within department policy and is possessed for the purposes of training and; new
- The narcotics are related to training by using scented articles such as cotton balls.

The narcotics are kept in a locked safe at all times. When ever and authorized person must retrieve the narcotics, designee shall sign out and sign in the narcotics each time they are removed from the same. These canine unit's members shall be responsible for the accountability of the narcotics. The canine designee shall be responsible for the quarterly inspection of the narcotic aids. The narcotic aids shall be weighed and logged quarterly by the canine unit designee.

## VI. Dog Bite Procedures

A. When a canine physical bite occurs, the following procedure shall be followed:

- Medical aid will be given as soon as possible.
- The canine unit designee shall be immediately notified for response. The canine unit designee shall be immediately notified for response.
- Any witnesses or witnessing officers shall be identified and interviewed. Photographs shall be taken for visual documentation of the injury.
- Medical inspection of the canine shall be made as soon as practical.

B. The handler shall be responsible for the immediate notification of the canine unit designee when the canine has been involved in any type of bite. The canine unit designee shall be responsible for the administrative course of action following the bite incident.

This responsibility shall not exclude the handle's responsibility as previously noted.

C. When any other type of bite occurs, the following procedure shall be followed:

- Medical care is requested as soon as possible;
- The canine unit designee shall be immediately notified for response. The canine unit designee shall be immediately notified for response.
- Any witnesses or witnessing officers shall be identified and interviewed. Photographs shall be taken for visual documentation of the injury.
- Medical inspection of the canine shall be made as soon as practical.

## VI. Training in Unit Reports

A. All canine unit personnel assigned to a canine shall be required to attend and successfully completed Basic Canine Handler Training Program consisting of three weeks

of documented training. This training and certification shall be completed prior to being placed in-service as K-9 team.

B. All canine unit personnel shall attend maintenance training with their assigned canine. This training shall be conducted on a scheduled work day at the discretion of the canine unit designee.

C. All handler shall complete and maintain monthly training files on their canines using approved forms such as, but not limited to the following:

- K-9 Field Performance Form
- Report of Injury Or Illness To Police.
- Daily Activity Log
- Monthly Canine Report(narcotic amount sheet for court books)
- Canine Information Sheet(to be down with new canine/hander)
- Criminal Court Book with table of contents M. C. R.

Monthly forms must be completed and turned in, within five working days the end of the month. The canine unit designee shall review and sign these forms. That handler shall be responsible for the daily training and preparedness of this canine.

D. The Canine Unit Designee shall be responsible for the completion of the Monthly Activity Report for the unit.

E. The canine unit designee shall complete a Monthly Team Evaluation report. The M.T.E. contains details of that month's training and each K9 team's performance. The canine unit designee shall complete training performance forms for each K9 team after each training session. These forms shall be reviewed and signed by the handler, and canine unit designee.

F. The Canine Unit Instructor shall be responsible for the upkeep of the Canine Unit's training files.

G. The Canine Unit Designee shall conduct and complete an annual K9 team evaluation to correspond with the handler's Department performance evaluation. The K9 team evaluation may be done on an unscheduled basis when needed and that the discretion of the Canine Unit Designee.

H. The Canine Unit Designee should attempt to become a certified and recognized trainer.

I. All of the aforementioned forms and reports for any other form associated with the Canine Unit will not be removed from the permanent training files or canine files without the specific permission of the Canine Unit Designee. These records and forms are the property of the department and not the individual and handler.

J. Training records and canine files for any individual canine shall remain in the custody of the Canine Unit for a period of two years after the service of the canine or the death of the canine, whichever is the earliest. The records are then destroyed in accordance with Texas State Law.

## **VIII. Qualifications for UISD Police Canine Handler**

### **Canine Handler (officer)**

#### **Position Requirements:**

A canine handler should possess the ability to work with minimal supervision, assists patrolled in school resource officers when they canine if needed for detection work, uses

a canine to alert unsuspected narcotics and testifies as an expert witness in the field of canine handling. A canine handler must be able to maintain a kennel at their home, to ensure the health and well-being of the canine partner, to maintain a take-home vehicle and other issued equipment. A canine handler must attend training with the canine partner on a regular basis, maintain accurate training and deployment records, work with narcotics during training, provide public demonstrations, and assists with training of other unit canines. A canine handler must be able to conduct briefings for police leaders and school administrators and the use of canines. A canine handler must be able to maintain handler certifications and be able to pass handler/canine evaluations. The canine handler requires frequently changing work schedules, and unavailability to handle call-outs.

**Position Qualifications: UISD Human Resources Department Requirements**

**Preferred Qualifications: UISD Human Resources Department Requirements**

**IX. General Operation Procedures**

- A. As a general rule, K9 teams should be limited as the primary unit two calls requiring a report.
- B. K9 teams will not transport any prisoners.
- C. K9 teams shall inform the communication center when the team is initially in-service and available for calls.
- D. Transfers to the Canine Unit shall comply with the existing Department Transfer Policy.
- E. A handler may use only dog food, contracted services or Department supplies purchased or supplied through the Department for a Department canine unless otherwise directed by the Canine Unit designee. The handler shall be responsible for completing and turning in all receipts and forms for any services or items (dog food) received for their canine.
- F. Each member of the Canine Unit who is assigned a canine shall work a seven hour-day and one hour maintenance for K-9. During the handler's days off, the handler shall be responsible for the maintenance of the canine. If a Canine Unit member is injured and away from duty for any period of time, it shall be at the discretion of the Canine Unit designee to whether or not a canine is to be housed at that handler's home kennel or a Contracted Kennel Facility.
- G. Each member of the Canine Unit shall be responsible for obtaining and maintaining updated case law knowledge involving police canine issues.
- H. A K9 team may be de-certified at anytime by the Chief of Police at the direction of the Canine unit designee.
- I. The canine is property of the Department. Disposition of any department canine shall be done at the discretion of the department. As a general rule, canines are usually allowed to retire to their last handler after three years of continuous service. If a handler



is unable to accept the retired canine, another handler may take possession of the canine. No benefits shall be given to a retired canine.

J. Each member of the Canine Unit shall be available for call-out. If a handler is unavailable, the handler shall notify the Canine Unit designee immediately so that another K-9 team can be notified.

## **X. CANINE HANDLING PROCEDURES**

A. The handler shall be responsible for the handling of their assigned canine unless otherwise directed by the Canine Unit Designee. All canines utilized by the Department's Canine Unit are property of the UISD.

B. The handler shall be responsible to keep the canine secured at all times in accordance to the rules of public contact. See appendix D for the rules of public contact. No one shall be allowed to tease or agitate the canine. The handler shall be responsible for securing the canine properly and briefing the public on how to approach and touch the canine or not to touch the canine at all. The handler when possible shall not allow more than one person at a time to approach the canine. The handler shall not allow more than one person at a time to approach the canine. The handler shall not allow the canine to remain off leash unsupervised. When off leash, the handler shall always remain in eye contact and short distance unless specifically directed in a training environment. The handler shall be responsible for the action of the canine both on and off leash at all times.

C. The handler shall keep the canine inside of its home kennel when not on-duty. The home kennel shall be secured at all times. The handler may allow the canine out of the home kennel for supervised exercise activities, cleaning of the kennel, and grooming. The handler shall not allow any family member or other to remain with the canine unsupervised, out of eyesight or short distance. No one other than the handler shall care for the canine while kept at the handler's home kennel unless directed by the Canine Unit designee.

D. When the handler is unable to tend to the canine for more than 24 hours, the Canine Unit designee shall be immediately notified. Another member of the Canine Unit shall be responsible for the maintenance of the canine at the direction of the Canine Unit designee.

E. The handler shall not abuse, injure or overcorrect the canine out of anger or maliciousness.

F. The handler shall not use the canine for anything other than an on duty police function unless otherwise directed by the Canine Unit designee. The handler shall not deploy the canine for any unauthorized use. The handler shall be responsible for the proper deployment and maintenance of the canine according to the guidelines set forth by the Canine Unit designee.

G. The handler shall be responsible for ensuring that their canine is maintained in a healthy environment. This includes proper feeding, routine physical inspections, and a

properly cleaned kennel. The handler shall be responsible for maintaining a usable inventory of dog food and cleaning materials. The handler shall be responsible for the daily grooming and inspection of the canine.

H. The handler shall be responsible for ensuring that their canine receives prompt medical care for either the contract veterinarian or contract emergency veterinarian services (with the Canine Unit designee approval when practical). The handler shall be responsible for completing and turning in all necessary medical forms and receipts. The handler shall notify the Canine Unit designee prior to any medical treatment of the canine.

I. A canine shall only be transported in an approved and modified department vehicle unless otherwise directed by the Canine Unit designee.

J. When the handler is away from the patrol unit or the kennel, the handler shall be responsible for the proper safety of the canine, to include the proper ventilation and temperature control of the patrol unit or home kennel.

K. The handler shall allow the canine to relieve bodily functions on leash unless the K9 team is in a safe environment where the public is not present. The handler shall still assume responsibility of the canine's actions. A canine should be able to relieve him/herself at the discretion of the K-9 handler.

## **XI. CANINE UNIT EQUIPMENT**

See appendix E for a complete listing of Canine Unit issued and available equipment.

A. Each member of the Canine Unit shall be responsible for the upkeep and maintenance of all issued equipment. Each member shall be responsible for the inventory of all issued equipment. Because of different brands, vendors, and equipment needs, the equipment that is issued is constantly changing and job specific. A list of the issued equipment shall be completed and signed by the handler. The Canine Unit designee shall be responsible for the integrity of the inventory list. The handler must replace any equipment from the Canine Unit is property of the Department and must be returned unless otherwise directed by the Canine Unit designee. Only canine equipment issued by the department shall be used with the canine. The Canine Unit supervisor shall be responsible for routine inspections of department and canine unit issued equipment to include the kennels.

B. Each member of the Canine Unit shall wear the authorized utility uniform directed by the Canine Unit designee. The uniform shall include boots. The uniform shall be worn cleaned and pressed. The uniform shall always appear professional and within policy.

C. During call-outs or training, each member shall wear attire that is appropriate and professional. This attire must clearly represent each member as a UISD K-9 Handler. The on-duty uniform during call outs or training is optional.

D. The handler shall wear the approved department's Class A and Class B uniform for any court appearance.

## **XII. DEMONSTRATIONS**

A. The handler shall only perform public demonstrations approved by the Canine Unit designee. Demonstrations are done according to the current demonstration guidelines in Appendix C.

B. All demonstrations shall be done with the on-duty uniform.

C. All demonstrations shall be done while on duty unless otherwise directed by the Canine Unit designee.

## **XII. MISCELLANEOUS PROCEDURES**

A. If a handler is injured on duty, another handler shall be called to the scene to assist with securing the canine. If another handler is not available and exigent circumstances do not exist, an officer can retrieve a toy or ball from the handler's vehicle in order to entice the canine. A car door should be opened so that the canine can enter the vehicle or chase the toy ball into the vehicle.

B. All demonstrations shall be done with on-duty uniform.

C. All demonstrations shall be done while on duty unless otherwise directed by the Canine Unit supervisor.

## **XIII. MISCELLANEOUS PROCEDURES**

A. The home kennel shall be built by the UISD according to accepted guidelines and specification in Appendix A. If the handler moves to another house, the handler shall assume the responsibility of building a home kennel according to the current guidelines and specifications. The Canine Unit designee shall be responsible for the inspection of the home kennel to ensure the security and integrity of the home kennel. Home kennel inspections shall be done while the handler is on duty. The handler shall be responsible for any modifications to the home required by the Canine Unit designee. If a contract or professional kennel is chosen over home kenneling, the kennel shall be chosen according to accepted guidelines and specifications in Appendix A.

B. The UISD Police Department only operates with single-purpose canines for narcotic detection. The Canine Unit designee shall be responsible for the selection of prospective canines. Selection tests shall be done to ensure that the canine can serve as a signal purpose canine. See appendix B for the minimum specifications of product and the selection tests.

C. With department approval, a handler may purchase a canine or the public may donate a canine to the Canine Unit. In either case, the canine must be donated to the department, pass all selection tests and a release of a liability must be signed for that canine. Purchasing a canine from an approved vendor is the preferred method.

D. If during the course of training or for any reason a canine is no longer able to function acceptably for the Canine Unit; the canine shall be released from the Canine Unit with department approval. A suitable home shall be located for the canine. A waiver of liability shall be completed prior to releasing the canine to the receiving party. Retired or released canines shall not receive any benefits from the department.

E. If for any reason, a Canine Unit handler, who cannot properly or efficiently perform all of the duties of a Canine Unit handler, shall be reassigned with the Chief's approval.

F. Kennels shall be kept clean at all times. Cleaning solutions are provided to the handler in order to kennel and surrounding area sanitized on a daily basis. Feces shall be removed from the kennel and surrounding area in a timely manner and properly disposed. Drinking water shall be replaced on a daily basis for the canine. Food for the canine is provided to the handler and shall be given in a prescribed manner.

G. A canine shall never be left unsupervised in the K9 patrol unit. The rear windows shall remain rolled down even when the air conditioner is running. At no time shall the canine be left with the windows rolled up with or without the air conditioning running.

H. Maintenance training is extremely important for the proper upkeep of the K9 team's skills. Therefore, handlers shall attend maintenance training, unless directed otherwise by the Canine Unit Designee.

## **APPENDIX A**

With the exception of the comments slab, the home kennel is considered portable. A slab of cement shall be the thickness of a 2x4 stud and shall rest above ground. The concrete shall be of high quality and shall be made according to a currently accepted recipe. The slab shall measure no less than 7 feet by 13 feet and have a smooth surface. The slab shall be included one inch to allow for run-off.

The home kennel shall be made of a minimum of four chain link fence panels. Each panel shall measure at least six feet by six feet. One of the four panels shall be a gate panel. Each panel shall be encompassed by metal tubing at least 1 5/8 inches in width. The metal tubing shall be comprised of a metal that is considered durable. The chain link fencing shall be of a metal considered to be the thickness of an 8 gauge to ensure the durability and strength of the home kennel. Each panel shall be elevated at least 1 inch off of the slab with two small pieces of metal tubing measuring two inches long soldered at least three feet apart.

A metal or tin roof shall be secured to the panels using sheet metal screws. The roof shall cover the entire kennel and shall be waterproof. The roof shall be supported by a minimum of one metal tubing Rules for home kennel:

- Canine Unit designee may inspect the home kennel at anytime while handler is on duty to ensure that the kennel is kept clean and in a safe condition for the welfare of the canine.
- If the handler moves out of the residence, the home kennel is designed to be portable to the next location. The handler shall be responsible for constructing the concrete slab to these specifications within 30 days of the move. The handler will also be responsible for the reconstruction of the portable kennel to these specifications within 30 days of the move.
- The home kennel is Department property and shall be returned to the department (with the exception of the cement slab) when the handler is removed from the Canine Unit and no longer is responsible for a department canine.

### **Contract Kenneling Service Specifications:**

If a Contract or Professional Kennel is chosen over home kenneling, the choice shall be according to the below accepted guidelines and specifications.

1. The care and welfare of the UISD Police Department working dogs, while under the direct control of the kennel facility, will be the sole responsibility of the Contract Kennel Facility.
2. The safety of kennel personnel and others, while the working dogs are under the kennel facility's direct control, will be the sole responsibility of the Contract Kennel Facility.
3. The Contract Kennel Facility will be available for scheduled or unscheduled inspection by the UISD Staff.
4. In door/out runs, climate controlled interior/shaded exterior.
  - The working dog must be agitated prior to going on shift (confine to indoor run 4 hours prior if necessary).
  - The working dog must spend most of it's time in the outdoor run (acclimatizing)
  - The run must be kept clean and sanitized
  - No toys or debris must be kept in the run area.
  - Water must be kept available for the working dog at all times.
  - Feeding pans must be removed from the run after the working dog has had enough time to eat. (5 to 15 minutes)
  - Weekly feeding and medication charts will be kept up dated; they will be turned in on monthly basis to the K9 Designee to be filed.
  - All medical records or copies of medical records will be turned in monthly basis to be filled by the K9 Designee.
5. Kennel must have an exercise yard.
  - The working dogs will be allowed into the exercise yard once a day for a minimum of (1) one hour.

- The exercise yard must be kept clean and free of any objects that can cause injury or agitate the working dog.
  - No more than one dog, at a time. Will be allowed into the exercise yard.
  - The working dogs will not be given any other commands then necessary during this time. (come/here, take a break, no”)
  - No one is allowed in the exercise yard, other than kennel staff, while the working dog is on break.
6. Experience Kennel Staff.
- Only experienced **Kennel Staff** are allowed to come near or handle the dogs.
  - Kennel staff will refrain from using any unnecessary commands.
  - The Kennel Staff safety and that of all others is the sole responsibility of the Kennel staff in control of the working dog at any given time.
  - The kennel personnel will not divulge any information about the working dog, its training or duty assignment.
  - Kennel personnel will report any abnormalities of the working dog’s behavior or physical well being immediately to the K9 Designee.
7. Kennel Facility must have an adequate safety and security system in place.
- The dog must be away from public access.
  - A secondary barrier must be in place to prevent the public from reaching the dog run.
  - Access control to the dog run area must be in place.
  - All non-kennel personnel allowed into the dog run area must be escorted at all times.
8. Pick up and Delivery service.
- The working dogs will be delivered to the working site by kennel personnel.
  - The working dogs will only be turned over to the K9 Handler (s), unless other prior arrangements have been made.
  - Two (2) deliveries a day (delivery and pick-up) will be made (365 days a year). Times will be determined on a need basis.
  - Any variance in the delivery/pick up schedule will be the responsibility of the Police Department, unless prior arrangements have been made.
  - All deliveries and pick-ups will be done in a timely manner.
  - Any traffic accident that involves a department working dog, while in transit, will be immediately reported to the K9 Designee.
9. The Kennel facility must be centrally located, within a 30 minute drive of the work site.
10. The Kennel personnel must be trained to recognize and respond to medical emergencies.
11. Kennel Facility must have arrangements for emergency veterinary services, during working hours and on-call.
12. The contract Kennel Facility must adhere to all UISD Police Department policies and procedures. (Contract Kennel)

## **APPENDIX B**

### **Minimum Specifications of Product**

The UISD Police Department's Canine Unit has been tasked with stemming the flow of narcotics on our school campuses. To assist in accomplishing this mission, the Department has successfully utilized trained canines. Occasionally, these canines need to be replaced due to injury, disease, age or death. Therefore, the department has a requirement for canines for a base period plus two option years.

The successful vendor is expected to supply single-purpose (detector) canines in accordance with the specific requirements indicated below.

The requirements of this department for replacement canines are:

Breeds: all breeds are acceptable

1. **Lineage**: The canine lineage should be traceable by two generations. Proof of lineage shall be provided with each delivery. The absence of proper documentation will be grounds for rejecting a canine.
2. **Age**: The canine shall have a documented age between fourteen (14) and thirty (30) months.
3. **Weight**: N/A
4. **Size**: N/A
5. **Sex**: The canine can be a male or female.

The personnel of the UISD Police Department Canine Unit will administer a series of tests on the canines to determine whether it has the capability of working in Police and School environments. The canine is required to pass these tests in order to be accepted in the canine training program for **detector** work. These tests are described in the following section. A detection canine candidate shall exhibit an obsession to play with objects, have stable character, and be gun-sure and willing to surmount difficult obstacles. The canine should prefer to play with objects to having food, water, or the attention of its handler. No commands will be given for the canine to retrieve.

Listed below are several tests that provide insight into a candidate's suitability as a detection canine. Department personnel will perform all tests.

**Stable Character Test**: The canine will be brought around several people to judge how it responds. It should not be afraid or act aggressively towards anyone who approaches it. A happy, social attitude should be seen in its behavior. The canine will be walked on smooth tile floors to see if it is surefooted. The canine should display no fear or discomfort. While the canine is standing in a passive state, an umbrella will be opened suddenly in its face. The canine may show a slight startled reaction, but should recover quickly. The canine will be tested for gun sureness with several unusually loud gunshots fired from about 50 feet behind it in which the canine should show little or no reaction. The canine will be taken into tight places to see how it responds. It should confidently enter and investigate these areas without hesitation.

**Retrieve/Prey Drive Test**: The canine will be evaluated to see if it will pursue not only objects it is familiar with, but also strange, hard and soft objects. This test will be conducted in a ravine or on a hill. The canine, handler, and evaluator will stand downhill and the handler will throw each object uphill and out-of-sight. With each object, the canine will be held on-line and will be released with no command. One by one, several

objects, familiar and strange, will be thrown uphill for the canine to pursue. The canine will be judged on its alertness, speed, hunt, and grab of each object. The purpose is to determine if the canine will hunt for and play with strange objects while being physically stressed. Examples of strange objects are: a piece of PVC pipe, a block of wood, a piece of metal, etc. The canine's behavior in this test will be assessed against the following ideal behavior.

- a. **Alertness:** The canine should show un-distracted interest when presented with each object and pull hard against the leash as the object is being thrown.
- b. **Speed:** Upon being released, the canine should demonstrate extreme physical effort in running to the area where the object fell.
- c. **Hunt:** Upon reaching the object, the canine must show effective use of its olfactory senses in locating the object.
- d. **Grab:** Upon locating the object, the canine should immediately, grab it in its mouth and show a desire and satisfaction in playing with the object.

**Perseverance Test:** The canine will be pre-stimulated with an object that will then be placed under a heavy object (cement block, tire, etc.). The canine will then be released. The canine will be evaluated on its drive and desire to work out the problem and obtain the object. The purpose is to determine whether the canine possesses a sufficient desire to work to obtain and to determine the canine's natural indication (passive/aggressive). Ideal behavior for this test is, upon reaching the location of the object, the canine immediately engages in frantic biting and scratching behavior in an effort to dig and obtain the object, or a frozen stare at the location of the object.

**Water Conflict Test:** After the retrieve/prey drive test, the canine will be taken to a location where there will be a small pond, stream or container of water. The canine will be pre-stimulated with the object that will be thrown beyond the water. The canine will then be released. The ideal behavior is that the canine goes directly to the object without stopping to take a drink.

**Food Conflict Test:** A test similar to the water conflict test will be conducted with food. The canine will be pre-stimulated with the object that is then thrown downwind of the food. The canine will then be released. The desired behavior is that the canine disregards the food and pursues the object.

**Handler /Object Conflict Test:** The canine will be brought to a location where there will be a six foot high chain link fence or an overturned milk crate. The canine will be pre-stimulated with an object that will be placed behind the fence or under the milk crate. The canine will then be released and the handler will walk out of sight. The canine should go to the object, show keen interest and remain unaffected by the absence of the handler.

**Hunt Drive Test:** The canine will be brought to a location where there will be a high degree of grass or brush. The canine will be pre-stimulated with an object, which will be thrown deep (over forty yards) into the grass or brush. The purpose is to determine the



level of the canine's hardness in losing interest. The ideal behavior for this test is that the canine will crash through the brush with maximum physical effort. Once in the brush, the canine must exhibit concentrated and frantic hunting behavior utilizing its olfactory senses. The canine is expected to maintain this behavior for an extended period (4 to 5 minutes) without any assistance from the handler until such time as it located demonstrate satisfaction in playing with it.

**On-line Search Test:** The canine will be brought to a search area (shelves, vehicles, building, etc.) The canine will then be pre-stimulated with an object that will be placed out of sight in the search area and at a location above ground level. Included in this search will be several areas above the waist level. The purpose is to determine the degree of trainability and handler sensitivity in the canine. Ideal behavior for this test is that the canine following all directional commands and signals made by the handler. The canine must demonstrate effective use of its olfactory senses in searching the area where it is directed. Upon reaching the hidden object, the canine should show quick recognition of the object's odor and display an un-distracted desire to follow this odor and obtain the object.

1. **Drives:** The canine shall possess, in varying degrees, the following genetic drives (drives are defined as subconscious impulses to react to stimuli):
  - a. **Hunt:** (high degree required) – The drive to pursue and search for thrown objects utilizing all senses.
  - b. **Air Scent:** (high degree required) – The drive to use its olfactory capability to search for and locate thrown or hidden objects.
  - c. **Prey:** (some degree required) – The drive to chase, pick up and play with all thrown objects (hard or soft).
  - d. **Activity:** (some degree required) – The drive to be constantly in motion, engaged in activity and possessing abundant energy (commonly referred to as “hyper”).
  - e. **Trainability:** (high degree required) – Happy and willingly follows handler directions.

The following documentation shall accompany the canine at the time of delivery:

1. Current vaccination records;
2. Current health certificate administered by a board certified veterinarian;
3. Current x-rays (obtained less than three (3) days from the date of delivery) of the pelvis, hip area, and the elbow of each forequarter.
4. Pedigrees, registration certificates, scorebooks, breed surveys and other related paperwork.
5. A fur saver chain collar, a stainless steel feed pan and stainless water pale.
6. A certified veterinarian will perform a full physical (including x-rays) after the canine successfully complete the selection process to be paid in full by the vendor.

1. The UISD Police Department has one (1) year after the arrival of the canine at the training facility to test the canine and determine it acceptable or unacceptable. Any canine that fails to pass any of these tests or the physical shall be returned to the vendor, at no expense to the department, for replacement. The vendor shall retrieve the canine

from the department within seven (7) working days from the date of notification. If the canine cannot be retrieved within the specified time frame, the vendor shall promptly notify the department to make alternative arrangements. In addition, members of the UISD Police Department shall go to the vendor's location to pre-test the canines using the same battery of tests, prior to purchasing the canines.

2. The vendor has ten (10) working days from the date of retrieval of the canine, if the Department chooses to do so.
3. The vendor is responsible for all costs associated with the shipment and retrieval of the canine. The vendor shall make all arrangements for shipment and retrieval.
4. The UISD Police Department will be responsible for the care and feeding of the canine until such date that the canine should be retrieved.
5. The Department shall make any and all determinations as to the acceptability/unacceptability of a canine.
6. The vendor shall not, in any case, make the department responsible for the disposition of a medically defective canine.
7. If, within one (1) year after the acceptance, it is discovered that the canine has a preexisting medical problem, chronic disease or heredity deficiency that could render the canine unacceptable for work, the vendor shall replace the canine, at no expense to the Department, within thirty (30) days after receipt of notice that the canine needs to be replaced.
8. The canine shall be delivered with a safe collar. This is in addition to the required equipment as stated earlier.
9. The vendor shall not hold the Department responsible for any loss or death of a canine if the Department has found the loss or death to be un-preventable.
10. The vendor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the vendor and without it's fault or negligence such as, acts of God or the public enemy, acts of the Department in wither it's sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The vendors shall notify the Departments in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, the Department of the cessation of such occurrence.
11. Prior to testing of canines, the vendor shall notify the Department by writing if any of the canines have been tested by, evaluated by, sent to or seen by any other law enforcement agency or Federal Government entity.

## **APPENDIX C**

In order to continuously portray a positive image and to ensure the well being of everyone involved in a public demonstration, K9 teams shall adhere to the following guidelines during any public demonstration. Public demonstrations are an integral part of the Canine Unit and its relationship with the community. The Canine Unit shall always portray positively during all demonstrations. All demonstrations shall be done with the approval of the Canine Unit supervisor. The handler shall always have his canine on a leash and in control of the canine's head. The handler shall follow the rules for public contact:

Taking into account, the age and composition of the audience, the public demonstration shall be done with the best intentions so as not to offend or alarm anyone. With the assistance of the Canine Unit supervisor, the K9 team that is assigned the demonstration shall determine the best presentation for the audience. The following are several demonstrations with different levels of maturity that may be chosen.

### **LEVEL ONE**

This level is designed for the youngest audience. The handler shall display the most common equipment used by the canine. A short introduction is made prior to the Level One Demonstration and a question and answer session is then held afterwards.

### **LEVEL TWO**

This level is designed for the moderately mature audience. The handler shall display the most common equipment used by the canine (optional). The handler may show a short demonstration of the canine's detector skills by placing an aid for a search. The use and possession of the aid must follow the guidelines set forth in this manual. A short introduction is made prior to the Level Two Demonstration and a question and answer session is then held afterwards. If a toy release is needed by way of a choke off during this level of demonstration, the handler should avoid conducting the physical release in view of the audience.

### **APPENDIX D**

The following appendix is a listing of current miscellaneous rules for the every day operation of the Canine Unit, the handling of the canine and training.

This section also is to be used to store Unit memorandum, orders, information sheets and directives.

### **APPENDIX E**

Equipment is issued to each handler. Equipment needs change with assignments and advances in canine technology. The following list of equipment is considered the basic equipment assigned to a K9 team. All additional or specific equipment assigned to a K9 team in documented in the INVENTORY book kept with the Canine Unit supervisor.

- Fur saver collar
- Leather lead

- Reward toy
- Medical muzzle
- Car water bowl with cover
- Feces shovel with rake
- Home kennel/If the Department chooses to home Kennel it's canines
- Igloo dog house for kennel
- Feed bowl and water pail
- Grooming combs, rakes, and brushes
- Copy of Manual with binder
- Security Vehicle
- Portable radio with extra battery and unit charger
- First Aid Kit Form
- First Aid Kit for K9
- Fire Extinguisher

#### APPENDIX 1 (TABLE OF CONTENTS)



# United Independent School District Police Department K-9 Daily Inspection Report



Handler: _____		Canine: _____		Date: _____	
School Inspected: <input type="checkbox"/> AHS <input type="checkbox"/> CMS <input type="checkbox"/> USMS <input type="checkbox"/> UHS <input type="checkbox"/> GMS <input type="checkbox"/> LBVMS <input type="checkbox"/> UHS 9th <input type="checkbox"/> LOMS <input type="checkbox"/> UMS <input type="checkbox"/> USHS <input type="checkbox"/> SGMS <input type="checkbox"/> WMS <input type="checkbox"/> LBJHS <input type="checkbox"/> TMS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> STEP <input type="checkbox"/> TMS 6th       _____			Room # _____ _____ _____ _____		
			<input type="checkbox"/> ROUTINE <input type="checkbox"/> REQUESTED <input type="checkbox"/> DETERANCE		
ALERTS: <input type="checkbox"/> POSITIVE ALERT <input type="checkbox"/> NEGATIVE ALERT		TYPE OF NARCOTIC: <input type="checkbox"/> MARIJUANA <input type="checkbox"/> METH.   OTHER: <input type="checkbox"/> <input type="checkbox"/> COCAINE <input type="checkbox"/> HEROINE			
ADMINISTRATOR: _____		UISD P.D.: _____ CASE # _____			
OTHER ACTIVITIES: _____					
Handler: _____		Canine: _____		Date: _____	
School Inspected: <input type="checkbox"/> AHS <input type="checkbox"/> CMS <input type="checkbox"/> USMS <input type="checkbox"/> UHS <input type="checkbox"/> GMS <input type="checkbox"/> LBVMS <input type="checkbox"/> UHS 9th <input type="checkbox"/> LOMS <input type="checkbox"/> UMS <input type="checkbox"/> USHS <input type="checkbox"/> SGMS <input type="checkbox"/> WMS <input type="checkbox"/> LBJHS <input type="checkbox"/> TMS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> STEP <input type="checkbox"/> TMS 6th       _____			Room # _____ _____ _____ _____		
			<input type="checkbox"/> ROUTINE <input type="checkbox"/> REQUESTED <input type="checkbox"/> DETERANCE		
ALERTS: <input type="checkbox"/> POSITIVE ALERT <input type="checkbox"/> NEGATIVE ALERT		TYPE OF NARCOTIC: <input type="checkbox"/> MARIJUANA <input type="checkbox"/> METH.   OTHER: <input type="checkbox"/> <input type="checkbox"/> COCAINE <input type="checkbox"/> HEROINE			
ADMINISTRATOR: _____		UISD P.D.: _____ CASE # _____			
OTHER ACTIVITIES: _____					
Handler: _____		Canine: _____		Date: _____	
School Inspected: <input type="checkbox"/> AHS <input type="checkbox"/> CMS <input type="checkbox"/> USMS <input type="checkbox"/> UHS <input type="checkbox"/> GMS <input type="checkbox"/> LBVMS <input type="checkbox"/> UHS 9th <input type="checkbox"/> LOMS <input type="checkbox"/> UMS <input type="checkbox"/> USHS <input type="checkbox"/> SGMS <input type="checkbox"/> WMS <input type="checkbox"/> LBJHS <input type="checkbox"/> TMS <input type="checkbox"/> OTHER _____ <input type="checkbox"/> STEP <input type="checkbox"/> TMS 6th       _____			Room # _____ _____ _____ _____		
			<input type="checkbox"/> ROUTINE <input type="checkbox"/> REQUESTED <input type="checkbox"/> DETERANCE		
ALERTS: <input type="checkbox"/> POSITIVE ALERT <input type="checkbox"/> NEGATIVE ALERT		TYPE OF NARCOTIC: <input type="checkbox"/> MARIJUANA <input type="checkbox"/> METH.   OTHER: <input type="checkbox"/> <input type="checkbox"/> COCAINE <input type="checkbox"/> HEROINE			
ADMINISTRATOR: _____		UISD P.D.: _____ CASE # _____			
OTHER ACTIVITIES: _____					



UNITED INDEPENDENT SCHOOL DISTRICT  
POLICE DEPARTMENT  
K-9 LOG SHEET



DATE	TIME	CASE NUMBER	ADDRESS	LOCATION	TRAINING	ALERT	SUBSTANCE	SEARCH AREA	AMOUNT	REMARKS

SUBSTANCE= M-marijuana C-cocaine H-heroin ME-meth US-currency O-other