

## **Metrolink Unit Order 610-30 Metrolink Bureau Canine Unit Order**

### **Los Angeles County Sheriff's Department**

<b>METROLINK BUREAU</b>	<b>Unit Order:</b> 610-30
	<b>Effective Date:</b> 08-12-20
	<b>Revision Date:</b>
	<b>Annual Review:</b> 08-12-21
<b>Subject:</b> Metrolink Bureau Canine Unit	
<b>Reference:</b>	

#### **PURPOSE:**

The purpose of this order shall be to establish guidelines and procedures for Explosive Detection Canine Teams assigned to Metrolink Bureau.

#### **SCOPE OF ORDER:**

The Bureau shall maintain a highly skilled complement of deputy and detection canine teams. The primary task of the teams is to identify or eliminate items; backpacks, suitcases, bags, etc, as a potential explosive device. The secondary task is to provide a visible deterrent on the Metrolink system.

#### **ORDER:**

### General Duties

The unit shall conduct the following general duties on a routine basis:

- Participate in explosive detection item searches and protective sweeps throughout the Metrolink system.
- Participate in explosive detection K9 training.
- Participate in special events as directed.
- Participate in other activities as directed by the Canine Unit Supervisor or Unit Commander.

### Canine Unit Supervisor

Metrolink Bureau shall designate a sergeant assigned as the Canine Unit Supervisor. The supervisor shall be responsible for the overall supervision of the Canine Unit, including:

- Supervision, training, and evaluation of deputies assigned as handlers.
- Oversight of the training program for new handlers and/or new canines.
- Record keeping and statistical reporting.
- Acquisition of equipment, supplies, and services for the Canine Unit.
- Preparation and monitoring of the Canine Unit budget.
- Proper accountability of all Transportation Security Administration (TSA) Canine Explosive Training Aids (CETA).
- Monitoring and evaluation of services provided by the Canine Unit.
- Coordinate with the TSA Field Canine Coordinator (FCC) and Regional Training Coordinator (RTC).
- Conduct annual inspections of the canine housing areas of each handler's residence.

- Other duties as necessary.

### Canine Unit Handlers

Deputy Canine Handlers shall be responsible for the care, training, and work performance of the canines assigned to them. These duties and responsibilities include:

- Maintain a proper environment at the handler's home, department vehicle, and unit of assignment.
  - Conduct searches of and for potential explosive threats throughout the Metrolink system as requested or self-initiated.
  - Conduct monthly training to maintain proficiency in accordance with TSA guidelines.
  - Complete an annual proficiency evaluation administered by TSA.
  - Enter thorough training and utilization records in the TSA Database.
  - Properly maintain and care for all TSA CETA.
  - Provide for veterinary care as necessary to maintain the health of the canine.
  - Document all expenses and provide receipts.
- 
- Be assigned a flex schedule.
  - Provide a diligent effort to be a visible deterrent on the Metrolink system.
  - Other duties as required by the Unit Supervisor to include training events, classes, and special events.

Any emergencies involving the handler's canine shall require notification to the Canine Unit Supervisor as soon as practical.

### Supervision of Canine Handlers

The Unit Supervisor shall be responsible for the supervision of the canine handlers. Whenever the Canine Unit Supervisor is not available, the area sergeant shall assume the supervisory responsibilities.

### Canine Areas of Assignment

The Canine Unit is one team under Metrolink Bureau providing service on the Metrolink system. This area of responsibility encompasses the Metrolink system in Los Angeles, Orange, Riverside, San Bernardino, Ventura and San Diego counties.

### Canine Team Duties

Canine Handlers are expected to attend a briefing associated with their shift and deploy to their assigned post. Travel time will be allowed when an operation is a considerable distance

All Canine Teams are expected to attend scheduled canine training.

### Procedures for After-hours Service

After-hours service requests shall only be considered when circumstances require a response by a canine team that cannot be handled during their normal operating hours. Requests shall be made directly to the Canine Unit Supervisor.

### Canine Handler Overtime

Each canine handler shall be compensated with three hours of overtime on a weekly basis for the care and maintenance of his assigned detection canine regardless of whether he worked the entire week or not.

Handlers who are on approved leave for an entire work week, and/or kenneling a canine at a vendor, will not be compensated the three hours overtime for that week, for care and maintenance of his/her assigned canine.

### Canine Medical Care

Deputy Canine Handlers shall establish contact with a veterinarian experienced in handling police dogs. The handler shall coordinate appointments for bi-annual physicals, vaccinations, medications and other routine care. The TSA FCC shall be notified of all veterinarian visits.

Canines in need of emergency treatment shall be transported to the closest emergency medical clinic. The handler shall make immediate notification to the Canine Unit Supervisor and TSA FCC.

#### Expenditure Reporting

The Canine Unit Supervisor shall monitor the canine budget and expenses. All purchases and services shall be made utilizing the handler's county issued Cal Card credit card or purchase order agreement and shall have the prior approval of the Canine Unit Supervisor.

#### Unit Equipment

Specialized equipment shall be issued to each canine handler. The handler shall be responsible for properly maintaining all assigned equipment. All equipment, other than equipment intended for the handler's residence, shall be readily available to the handler while on duty or deploying his canine.

TSA CETA training aids containing actual explosive substances shall be placed within a secure explosive storage magazine, except when being actively monitored by the handler while utilizing the aids for training purposes. Training aids shall never be left unattended or loaned to other department personnel or other law enforcement agencies. Training aids will be exchanged on a yearly basis. Training aids shall be inspected monthly by the Canine Unit Supervisor, or a designee, and the TSA FCC.

Original Signed

---

EDWARD C. WELLS, CAPTAIN

---