1-6 Canine Program

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **1-6**

Subject: **CANINE PROGRAM**

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I. POLICY

The Narcotics Bureau Canine Program is designed to provide a practical and credible countywide narcotic detection capability to aid in the investigation, apprehension and prosecution of participants in illegal activities involving narcotics or firearms. This will be accomplished through the deployment of highly trained teams of handlers and dogs. The primary task of these teams is to locate narcotic substances or materials, objects, paraphernalia, currency or other items which have been tainted with the odor of narcotic substances as well as firearms.

Service Philosophy

The services of the Narcotics Bureau canine units are available to all law enforcement and government agencies as authorized by Sheriff's Department policy. Response by Narcotics Bureau Canine Teams for requests for service are based primarily on the availability of the K-9 Teams.

Narcotics Bureau Canine Handlers generally will not be assigned narcotic case investigations or other Station Crew duties which may interfere with the Deputy's role as a Canine Team.

Canine Program Coordinator

A Narcotics Bureau Lieutenant shall be designated as the Canine Program Coordinator. The Lieutenant shall be responsible for the overall management of the Canine Program including:

- Selection, supervision, training and evaluation of the Canine Program Supervisor Sergeant
- Oversight of the acquisition and training of additional or replacement animals
- Oversight of the training program for new handlers and handlers with new dogs
- Review and revision of operational policy and procedures
- Maintenance of a high quality in-service training and professional development program for both dog and handler
- Record keeping and statistical reporting
- Oversight of the acquisition of supplies, equipment and veterinary services
- Intra-departmental and interagency coordination and liaison.

. Other activities as necessary to maintain a highly credible and technically proficient Narcotic Canine Program

Canine Program Supervisor

A Narcotics Bureau Sergeant shall be designated as the Canine Program Supervisor and shall have the following duties and responsibilities:

- Supervision and evaluation of deputies assigned as handlers
- Oversight of the selection of new or replacement dogs
- Supervision of Training for the Canine Program
- Preparation of Canine Program Statistical Recap
- Acquisition of equipment, supplies and services for the Canine Program
- Preparation and monitoring of Canine Program Budget

- Supervision of obtaining training aids containing narcotic substances
- Relief canine handler
- Annual Program Evaluation
- Annual Bureau Inspection presentation
- Evaluation of proficiency of dogs
- Monitoring and evaluation of services provided by Canine Teams to include contract services and the submission of contract billings as appropriate
- Monitoring and evaluation of Court testimony
- Other necessary activities needed to maintain a highly credible and technically proficient Narcotic Canine Program.

Canine Training Cadre

Two members of the Narcotics Bureau Canine handlers shall be designated as the Canine Program Trainers and shall have the following duties and responsibilities:

- Training of new handlers, new and replacement dogs
- Coordinate and oversee weekly/monthly training
- Acquisition and processing of training aids
- Record keeping regarding training and statistics for each handler and the unit
- Assisting the Canine Program Sergeant as needed with dispatching, etc.
- Other necessary activities needed to maintain a highly credible and technically proficient Narcotic Canine Program.

Canine Handlers

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

- Provide a proper environment for the dog at the Handler's home
- Conduct searches for narcotics or narcotics-related items, firearms and U.S. currency as requested
- Conduct, at a minimum of 4 hours, weekly training to maintain proficiency
- Provide for the veterinary care necessary to maintain the health of the dog

. Respond to after-hours calls for service per Bureau policy

- Establish working relationships with narcotics canine personnel in other law enforcement agencies
- Assist area station crews as canine duties permit
- Abide by all Narcotics Bureau Canine Unit regulations and guidelines, including working a flex schedule

SUPERVISION OF NARCOTICS BUREAU CANINE UNITS

The Narcotics Bureau Station Crew Sergeant at the station where a Narcotics Bureau Canine Team is deployed shall assume the supervisory responsibilities and duties relating to the assigned Deputy whenever the Canine Program Sergeant is not available. The Narcotics Bureau Station Crew Sergeant who is utilizing a Narcotics Bureau Canine Team shall be responsible for supervision of the Handler in matters relating to the field situation.

PROCEDURE FOR AFTER-HOURS SERVICE

A Narcotics Bureau Canine Handler who receives a request for service after the handler's normal working hours shall adhere to the following procedures unless otherwise instructed by the Canine Program Lieutenant or Sergeant:

- The Canine Crew Sergeant or designee shall personally contact the service requestor of the Departmental unit or police agency involved.

. The Canine Crew Sergeant or designee shall come to an agreement with the requestor regarding the nature of the service, the location of the service and whether or not the service requested can reasonably and practically be accomplished during normal working hours.

- If the request will incur paid overtime from the Narcotics Bureau, the Canine Crew Sergeant will advise

the requestor of such, and inform them that overtime authorization will be sought. Depending on the situation, the handler or the Canine Crew Sergeant, will then contact the requestor and advise them of our response.

- Handlers may immediately respond to a request where exigent circumstances exist. However, the Canine Crew Sergeant shall be notified while the handler is en route.
- If the Canine Crew Sergeant feels the response is not appropriate or that the task to be performed is not appropriate for the Narcotics Bureau Canine Crew, the sergeant shall inform the requestor. In situations where there is a disagreement about not responding, the Canine Crew Sergeant, will contact the requestor to discuss the issues involved. The Narcotics Bureau Canine Handler will, in all situations, make the final decision to deploy his/her canine based on the dog's abilities and after considering all safety issues.

CANINE PROGRAM ACTIVITY REPORTING

Narcotics Bureau Canine Handlers shall record work-related activities daily in their "red book" journal and weekly in the "Narcotics Bureau K9 Crew Weekly Log" and the "Narcotics Bureau K9 Crew Training Log". Completed logs shall be due to the Canine Program Sergeant and the Canine Program Trainer by 0900 hours each Monday.

The Canine Program Sergeant shall prepare a Weekly Canine Program Statistical Recap from the Canine Crew weekly logs.

The activity logs, training logs and up to date statistics on each canine team will be maintained in the Sheriff's Network database. Each Canine Handler will maintain copies of their logs either on paper or electronically.

CANINE PROGRAM EXPENDITURE REPORTING

Narcotics Bureau Canine Program Cal-Card account shall be maintained by the Canine Crew Sergeant. Purchases and services not routinely needed for daily canine care shall have prior approval by the canine sergeant or lieutenant, with the exception of emergency veterinary care.

CANINE PROGRAM EQUIPMENT

Certain specialized equipment shall be issued to each Deputy Canine Handler. The Deputy shall be responsible for assuring that the equipment is properly maintained and in good working order or functions

properly at all times. The equipment will be inspected by the Canine Program Sergeant Annually and the inspection shall be documented in their red books.

The following equipment shall be issued to each Handler:

- Portable training aid case(s); a case to store the training aids will be an airtight case (“Pelican” type) with smaller airtight cases inside for the safe and secure storage of training aids.

. The training aid case must be locked inside a secure drawer in the Handler’s assigned vehicle.

- Suitable vehicle specifically modified for use in the Canine Program
- Canine first aid kit including drugs necessary for emergency treatment
- Canine handling equipment
- Kennel with a padlock, chain and dog house for Deputy's residence
- Food and water dishes
- Bureau handheld radio and Smart Phone or similar device
- Pepperball gun and a Taser
- Entry gear

PROCEDURE FOR OBTAINING NARCOTIC SUBSTANCES FOR TRAINING IN THE

CANINE PROGRAM

It shall be the policy of the Narcotics Bureau that only actual narcotic substances be used in the training of dogs. The narcotics obtained shall be used exclusively for:

- Training which gives the dog experience in finding the substance.
- Providing the dog with scent awareness incidental to an actual search.

Both of these activities are critical to the effectiveness of a narcotic detection canine. The procedure to be followed to obtain narcotics for these purposes is as follows:

The Canine Program Training Cadre while supervised by the Canine Program Sergeant shall be responsible for identifying suitable narcotic substances in the custody of LASD Central Property which would otherwise be destroyed. The narcotics shall be transferred from Central Property Narcotics to Narcotics Bureau. All official transfer documentation shall occur and a special ledger shall be established which will be utilized only for recording those substances being held for canine training. Court orders for the use of these substances shall be obtained as required.

The Narcotics Bureau Canine Program Sergeant shall monitor the transfer of the appropriate quantity of each substance to the Sheriff's Department Crime Laboratory for examination. A Criminalist will analyze the substance, weigh it and seal it, with a certification of its contents and a code for identification and tracking. This process will be repeated for the various substances and package sizes. Proper documentation and record keeping will be performed by the Crime Lab staff for evidence tracking and court presentation by the Crime Laboratory staff.

The Canine Program Training Cadre shall take the packaged narcotics from the Criminalist, place them in the Canine Locker and enter them into the special canine training substance ledger.

All of the above shall be as directed by and supervised by the Canine Program Sergeant.

PROCEDURE FOR ASSIGNMENT, MAINTENANCE, AND SECURITY OF NARCOTICS TRAINING AIDS

The Canine Sergeant will monitor the collecting and auditing of each handler’s assigned training aids. The Canine Sergeant shall also supervise the assigning of each handler their new training aids. The training aids shall be removed from the Canine Locker by the Canine Sergeant and shall be signed for by the Sergeant, Trainer(s), and Handler Deputy. The packages shall remain in the custody of the Handler Deputy until they are no longer usable. If the packaging becomes damaged, it shall be returned to the Canine Program Trainer(s) and Sergeant who shall decide whether to have the substance repackaged or process it for destruction.

The chain of Sheriff's Department custody, control, and responsibility for the narcotics to be used in the Canine Program shall be maintained. A Handler Deputy shall not loan or give their assigned training aids to someone other than the Canine Crew Sergeant or other Narcotics Bureau Handler Deputies during canine training.

Handler Deputies must always ensure their assigned training aids are adequately secured. When off-duty, Handler deputies may leave their training aids secured in their assigned vehicle in a locked drawer. Otherwise, the training aids must be secured in the handler's residence.

Handlers will be assigned at minimum 6 narcotics substances as training aids. The narcotics substances shall be packaged into 1 gram, 7 gram, 14 gram, & 28 gram packages which will total 50 grams for each narcotics substance.

Each Handler will be assigned the following six narcotics substances as training aids.

1. Cocaine (powder/ HCL)
2. Cocaine (rock)
3. Heroin
4. Marijuana
5. Methamphetamine (ICE)
6. Opium

Handlers may be assigned additional varieties of narcotics substances depending on narcotics trends with the approval of the Canine Program Lieutenant and Sergeant.

The Canine Program Sergeant shall conduct a monthly audit and inspection of each Handler's assigned training aids. Canine handlers shall inspect/inventory their assigned training aids on a daily basis. These audits shall be documented in their red books.

All Los Angeles County Sheriff's Department Canine Handlers, regardless of which unit they are assigned to that require narcotics training aids, shall, obtain them through the Narcotics Bureau Canine Unit.

CANINE PROGRAM ON-CALL PROCEDURE

The Narcotics Bureau Canine Crew will have one Deputy Canine Handler on-call at all times to respond to service requests which are made after normal duty hours and on weekends. The on-call duty period will begin at 1700 hours on Friday and continue through the following Friday at 1700 hours. The on-call duty will rotate among all assigned Canine Handlers. Changes in the on-call assignment may be made with the approval of the Narcotics Bureau Canine Program Sergeant. The Department Operations Center must be notified of any change in the on-call schedule.

The on-call Canine Deputy shall be available for response to any “after hours” request throughout the County. If the response time of the on-call Deputy is protracted, the handler or the Canine Program Sergeant, may contact another Canine Handler closer to the service request to ascertain if a more timely response can be made. The on-call Deputy has the final responsibility for ensuring a response to a service request. For policy concerning on-call service requests, refer to the procedures located in the section entitled After-Hours Service.

CANINE PROGRAM PRE-SERVICE TRAINING REQUIREMENTS

This section sets forth the training requirements for a Narcotic Detection Canine prior to the dog being placed into field service with a Handler Deputy. These requirements apply whether the dog is trained by a vendor-trainer or by Bureau personnel. Training of newly assigned handlers and dogs as well as replacement dogs shall be conducted by the Canine Program Training Cadre and he/she will be assisted as necessary by members of the Narcotics Bureau Canine Unit.

1. The dog must receive and be proficient in basic obedience training.
2. The dog must have received a minimum of 160 hours of narcotics detection training. No pseudo narcotics may be utilized at any time. The dog must be able to detect the odors of marijuana, cocaine, heroin, methamphetamine and opium, and give a passive alert upon finding these substances.
3. During pre-service training, the dog should be exposed to a wide variety of search environments which replicate actual field search conditions. This includes, but is not limited to searches of vehicles, residences, commercial buildings, storage facilities, luggage, parcels, and open field areas.
4. Training in Narcotic Detection should also include varied amounts of the substances. In terms of quantity, the dog should be able to detect identifiable residue, and then demonstrate success at various amounts. The dog must show proficiency in detecting substances at various heights from ground level to 6 feet high. Detection of buried narcotics is also very desirable.

The Canine Team must be certified annually by an official of a recognized Narcotics Police Canine Association. The certifying Association must be approved by the Canine Program Sergeant and Lieutenant.

1. During training, a priority will be placed on training the handler in Department policy, Narcotics Bureau policy and case law as it relates to deployment of Narcotic Detection Canine Teams.
2. If the handler is new to the Narcotics Bureau, he/she will be assigned on-loan to a station crew to be

trained in basic Narcotics Bureau policy. The length of this assignment shall be determined by the Canine Program Sergeant.

3. The training process will follow the training phase outline (Attachment E).
4. During the training process weekly evaluations will be completed by the Canine Program Training Cadre and approved by the Canine Program Sergeant.
5. A training checklist (Attachment F) shall be completed and approved by the Canine Program Sergeant.

CANINE PROGRAM IN-SERVICE TRAINING

The in-service training program for Narcotics Bureau canines and their Handlers is an on-going training process designed to maintain the Canine Team at optimum proficiency. In-Service training may be accomplished by the following means:

Individual Team Training

Each Canine Handler Deputy is required to train with his dog a minimum of four hours weekly. This training includes detection and obedience training. The dog must be exercised and played with in order to keep the dog motivated.

Unit Level Training

All Narcotic Canine Teams will train together as designated by the Canine Program Sergeant. This training will take precedence over normal duties, unless determined otherwise by the Narcotic Canine Program Sergeant. At this training, all Canine Teams will meet at a pre designated training location where narcotic detection, case law, and other types of training will be conducted.

Other Agency or Vendor Training

This training will encompass training with other law enforcement/military agencies or with professional dog

trainers as arranged by the Narcotic Canine Crew Sergeant and Training Cadre. Individual Handlers must receive approval from the Narcotic Canine Crew Sergeant prior to arranging or engaging in training with members of other LASD K9 Units, law enforcement agencies or with professional dog trainers. With the approval of the Canine program Sergeant and Lieutenant, canine handlers may also attend various seminars and continuing professional training (CPT) courses as appropriate.

CANINE PROGRAM SELECTION CRITERIA FOR DOGS

The following specifications will be utilized in the selection of narcotic detection dogs for the Narcotics Bureau Canine Program:

1. Any suitable working breed, as determined by the Canine Program Sergeant/Training Cadre
2. The canine must be in excellent health with full medical certification from a licensed veterinarian, including X-rays showing no hip dysplasia.

3. The canine must be guaranteed to have a sound temperament and disposition, making it suitable for narcotics detection work. The dog must possess psychological characteristics suitable for normal urban deployment, including public relations activities.

4. The canine must be trained in basic obedience work and must receive a minimum of 160 hours training in the detection of real narcotics. The canine must be certified in the detection of marijuana, cocaine, heroin, methamphetamine and opium. The canine’s alert shall be a passive alert.

5. A written unconditional guarantee of 3 years on the canine's performance and a 2-year guarantee against hip dysplasia is required.

6.Training and medical records, including hip X-rays, must accompany the canine at the time of delivery.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU