



SOUTH MIAMI POLICE DEPARTMENT

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CFA STANDARD: 14 SUBJECT: K9 Patrol – ADMINISTRATION	NEW () RESCINDS (X) AMENDS (X) OTHER ()	By Order Of:  Reo Hatfield III, CHIEF OF POLICE	

CFA STANDARDS: 14.11, 14.12

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RESCINDS: All existing orders in conflict.

PURPOSE: To provide guidelines for the management and usage of the Department’s canine (K-9) team(s) in field operations

SCOPE: All departmental personnel.

POLICY: It shall be the policy of the South Miami Police Department to use police canine (K-9) teams as an additional supportive tool to more effectively attain the primary goal of crime prevention by deterrence, offender apprehension, explosive and narcotic detection, and confiscation. The Canine Team(s) are assigned to a particular shift, which is part of the Uniform Patrol. [CFA14.11M(a)]

PROCEDURES:

18.6.1 General Procedures:

- A. The City will take the canine to the city-approved veterinarian for an extensive medical screening. The screening will include, but may not be limited to X-rays, blood work, dental exams, parasite(s) and/or skin condition(s).
- B. The canine team(s) will consist of trained officer(s) to work in tandem with a trained command dog. The canine team(s) will attend an approved canine school that is recognized by FDLE. FDLE standards include obedience, agility, handler protection, apprehension and recall, building searches, area/article searches, and tracking. Officers who are selected to become members of the canine unit and are assigned an apprehension canine will meet Florida Department of Law Enforcement K-9 guidelines, by successfully completing a 480-hour certification. All Patrol handlers will renew their Patrol Canine Certification yearly after the initial 480-hour certification. [CFA14.11M(d and e). In accordance with the “Garcia Rule”, the canine handler(s) will receive 30 minutes each day for canine maintenance and care, and one hour on his/her “Friday”.
- C. All Controlled Substances and Explosive Detection Dogs will be certified by an independent testing authority (USPCA, NNDDA, NAPWDA, IFRI, or equivalent) after completing training, before being placed in service. Vendor certifications will only be considered a secondary certification. Annual recertification for the detection of controlled substances and explosives will be conducted in accordance with the original testing standards or equivalent.
- D. The canine team(s) will patrol in modified, specially equipped vehicles designated for such duty and clearly marked with K-9 decals. Each vehicle may be equipped with a remote-control door opening device—and shall be equipped with a temperature alarm for air conditioning system failure.
- E. Although the canine team is to be utilized for canine-involved calls, the team will handle all calls for service. The canine team(s) will respond to any of the calls listed below which include priority responses: [CFA14.11M(c)]
 - 1. All in-progress calls, intrusion and/or robbery alarms, events in progress or that have just occurred where the use of a canine is possibly beneficial.
 - 2. All felony crimes where the suspect(s) has fled on foot and a possible track could develop.
 - 3. Alarms with open door(s) or window(s) where the canine team(s) will be the primary building search unit.

4. All major disturbances, large crowds, or parties where the canine team could stand by should an unruly situation develop.
 5. Missing children and/or elderly person calls.
 6. Area searches for discarded evidence.
 7. Provide routine and requested backup.
 8. If conditions warrant, may search for narcotics or explosives if the team(s) are certified to search in these areas.
 9. The K-9 officer may request to be sent to a scene where he/she feels the team may be a benefit.
 10. Officer/Citizen protection.
- F. Call-outs will be on a call-to-call basis. If an officer requests the canine team, the supervisor will gather the facts of the call to determine if the team should be called out. If the situation warrants a K-9 call-out, the South Miami Police Dispatcher will notify the South Miami K-9 team first. If they are unable to respond to the scene or the response time would delay apprehension/detection dispatch will then contact the closest and most available police departments for K-9 assistance.

When the K-9 unit is requested for a specific problem, the handler will first evaluate the situation to determine if in fact, the use of the K-9 is feasible. In instances where it has been determined the canine will not be used, the handler will stand by to give other assistance if necessary. The decision to apply the police canine to a specific police operation is the responsibility of the canine handler after conferring with the primary officer on the scene, with the concurrence of the on-duty supervisor.

- G. All mutual aid requests shall be coordinated and approved through the on-duty supervisor however, upon review of the situation, the decision to deploy the canine will remain with the canine handler.
- H. The canine vehicle will not be used to transport prisoners/civilians for ANY reason. If the handler makes an arrest, he will request a second unit to transport the prisoner(s).
- I. During building searches, the perimeter of the building will be secured by patrol units. If possible, the owner of the property/establishment should be notified to determine if anyone has permission to be inside or if anyone is possibly working late/early. The owner/key holder may be able to respond to allow the canine unit entrance through a main gate. The handler will be in charge of the scene, placement of officers, and security on a perimeter until the canine search has ended and officers are told the area is clear.

Prior to entering a building, the canine handler will give at least two loud verbal warnings prior to entering, to include "South Miami Police K-9, announce yourself or you will be bitten by the dog." The K-9 team will also advise in Spanish, "Policía de South Miami K-9, cállate o el perro te morderá". This allows anyone inside the opportunity to identify themselves before the

release of the canine for search. The canine handler will leave adequate time between warnings for a response. If the building is large or has several stories, the handler will give verbal warnings in each section or on each floor before deployment.

Patrol officers should not enter or search the building regardless of how minor the situation is if there is a canine team available to perform the search. No one will be allowed into the building during the canine team's search. The only exception to this will be if the canine handler requests a patrol unit to accompany them on the search as added cover. If requested the patrol unit will take all commands from the canine handler. The canine handler will keep outside units advised of his/her movements and location once inside the building.

- J. During tracking activity, the perimeter will be secured by patrol units while the canine team proceeds with the track. The canine handler will keep the perimeter units advised of his/her location and direction of travel. This allows perimeter units to move accordingly to keep the perimeter secure. Patrol units will not enter the perimeter area on foot, as this will cause contamination of the search area. This may also allow the criminal to escape the secured area thus eluding the canine team(s). If for some reason a patrol unit should enter the tracking area, he/she is to immediately contact the canine handler so that if contamination has occurred the canine handler can judge the canine's reactions accordingly. All patrol units should exit the search area once a canine unit has been called for. The patrol units' duties then shift to setting up a perimeter for the canine team.
- K. If the canine uses force (a bite/clawing etc.,) during the apprehension it will be classified as a "response to resistance." Therefore, the handler will always exercise good judgment when the possibility exists that a suspect may sustain an injury. The handler will not use the canine in a bite situation for any non-aggravated or non-violent misdemeanors. This does not include incidents of assault upon an officer at the time of apprehension such as a suspect resisting arrest. The canine handler will not use the canine in a bite situation after the suspect has been secured in restraints.

In any instance where the handler encourages the canine to take any unjustified bite(s) on any person or takes part in any activity in violation of this order or any departmental rule/regulation, that handler will be subject to department discipline action and/or elimination from the canine team.

Whenever a police canine intervenes and bites any person (suspect, citizen, or officer), the following procedure shall be followed: The handler shall see to it that the injured party receives proper medical attention, by medical authorities (hospital, paramedic, etc.) The canine handler, on-duty supervisor, and rescue shall examine all injured parties. If the canine supervisor is not on duty, the on-duty patrol supervisor will respond. All injuries will be photographed (in color) regardless of the suspected nature of the injury. The injuries will be carefully documented in writing on a South Miami Police Department "Canine Bite Form."

This form will be submitted with a copy of the incident report and a “Response to Resistance Report.”

It will be the duty of the canine supervisor or on-duty supervisor to review this packet and forward it to the Operations Captain via the chain of command. If the Special Operations Sergeant is not on duty, a copy will be forwarded to their mailbox. The Uniform Patrol Lieutenant will then examine the report and forward their findings and recommendations to the Chief of Police to determine the justification of the “Response to Resistance.” Upon making the final determination, the Chief of Police via the chain of command, will notify the canine handler involved of the findings. A copy of the report and the findings will be retained in a canine file. If the report findings warrant further investigation, the report will be forwarded to Professional Compliance.

- L. The canine handler will keep copies of the canine’s health records and vaccinations. By authorization of the Uniform Patrol Administrative Sergeant, these reports may be made available to health department authorities or bite victims. The Special Operations Sergeant will also have copies in the canine’s file. The canine’s veterinarian will retain the originals. A record of each deployment and its results will be maintained by the handler to help determine any training needs for the canine or others. On each deployment, the handler will complete a supplemental report to the original Offense Incident Report to be included in the Records Management System. [CFA14.11M(f)]
- M. The canine handler will be issued a portable kennel and run for shelter and health of the dog (to be constructed at the handler’s residence). The dog will not be allowed to run free in an unsecured or unrestricted area.
- N. The Department will assume boarding costs for the dog when the assigned handler is on leave.
- O. The Department will issue all necessary training aids for detection dogs to maintain proficiency.

18.6.2. Duties of Responding Patrol Units:

- A. To achieve maximum effective utilization of the police canine team(s), patrol officers should be aware of the following:
 - 1. Officers should maintain a perimeter of the building/area to be searched by the canine team. The perimeter officers will be advised of the canine’s movements to coordinate movement to keep the perimeter secure while the track is ongoing.
 - 2. Officers should avoid entering the track area before the completion of the track. This keeps the possibility of contamination to a minimum. If officers have entered a search area or building before the canine’s arrival

they are to make sure that all personnel have vacated the area before the canine's search. They then need to advise the canine handler of the contaminated area(s) within that search area.

3. When a canine team enters the search area, the handler will advise if a second officer is needed. The officer who accompanies the canine team will be responsible for covering the canine officer and assisting with apprehension as needed. The assisting officer will take directions from the canine handler.
- B. Patrol officers are reminded that the police canine is not a trained Police Officer. It is important that officers do not interfere with what the canine has learned in training. Therefore, officers shall not:
1. Reach into the canine vehicle/open the door while the canine is inside.
 2. Agitate the canine in any way at any time.
 3. Approach the canine without permission from the canine handler.
 4. Attempt to feed the canine at any time.

18.6.3 Duties of the Communications Center:

- A. Communications will dispatch a sufficient number of units to secure a perimeter. The on-duty shift supervisor will provide direction as to the number of units dispatched.
- B. The first on-scene officer will provide perimeter points to dispatch so units responding can be directed to their needed location on the perimeter.
- C. If the reporter is via telephone contact, the same will be maintained until officers on the scene advise they have contacted the reporter. This allows dispatch to acquire as much information as possible before the canine unit enters the area.
- D. Communications will follow their procedure to ascertain if the calling party is in danger.
- E. Upon arrival, the canine unit will advise if he needs emergency traffic on the radio. If applicable, suspect direction will be updated so perimeter units can adjust their location if necessary. The perimeter units will keep dispatch advised of their new locations.
- F. In the event of an injury to a canine requiring immediate medical attention, communications will advise the department veterinarian that a canine is en route to the veterinarian's office and what type of injury, if known.

18.6.4 Responsibilities of Canine Handlers:

- A. Handlers will be responsible for the health and welfare of their assigned canine, both on and off-duty.
- B. Any illness or injury of a non-emergency nature will be reported to the canine supervisor immediately. If it is determined that the canine should be taken to the department veterinarian, the handler or supervisor will make the necessary arrangements.
- C. In an emergency situation, the handler shall ensure that the canine receives immediate medical attention. The handler will then submit a “Canine Injury Report” to the canine supervisor describing the incident, which resulted in injury.
- D. The handler will be responsible for administering any medication including monthly heartworm/tick/flea control, if necessary, and as prescribed by the attending veterinarian. The handler will be responsible for the daily grooming and will check the canine daily for parasites and any abnormalities.
- E. The canine(s) will be licensed under all local and state laws. The handler will ensure that this licensing is current.
- F. Semi-annual medical examinations will be conducted. Additional exams may be necessary if the canine incurs an injury.
- G. Canine handlers will be responsible for the care and upkeep of all equipment issued to them for training and control of their assigned canines. Any equipment used to train or control the canine shall be approved by the canine supervisor prior to use.
- H. Whenever a canine is utilized for any type of call on-duty, off-duty, or a call-out, the handler will complete a “Canine Activity Log”.
- I. Canine vehicle(s) are to be kept in good operating order. The interior will be cleaned and disinfected regularly. All department regulations pertaining to the proper maintenance of City property shall apply.
- J. Training and handling equipment shall be kept in the trunk of the canine vehicle(s). This shall not include the bite suit or any extra training sleeves or scratch pants unless the canine is training with these items that day.
- K. The canine will always be under the supervision of the canine handler and will not be allowed to roam at will.
- L. The canine will be housed at the handler’s home. When the handler is on vacation, the canine will be kenneled at the approved boarding facility. The City

will pay for the boarding of the canine when the handler is on vacation, in extended training, or on extended sick leave.

- M. The only canine demonstrations that the canine team(s) will be allowed to perform will be those authorized by the department.
- N. The handler will not breed the canine unless the Chief of Police or designee has given prior departmental permission.
- O. Canine handlers shall utilize training techniques that will keep their canine trained to their fullest abilities. Handlers are also responsible for maintaining training records for court and FDLE standards.
- P. The handler will maintain copies of all original certifications. Original certifications will be retained in the canine's file.
- Q. The handler will be responsible for documentation of weekly training (4 hours minimum).

18.6.5 Qualification and Selection of Canine Handlers:[14.11M(b)]

A. Requirements:

1. Only officers who voluntarily apply for the position will be considered.
2. The officer's residence must be capable of housing the canine with adequate space for the canine to mature and grow.
3. In the event the officer does not own the property, he/she must obtain written permission from the property owner to house the canine.
4. Any officer selected for the position of canine handler will be required to remain in that position for a minimum of four years, except for early canine retirement, or removal of the dog or handler for inadequate performance.

B. Selection:

1. Openings in K9 will be posted via an Email.
2. Interested officers must submit a memo stating why they are interested and why they should be considered by the Chief of Police through the chain of command.
3. A designated panel will then conduct interviews with the selected candidates to determine the attributes of each candidate. The Chief will then make a final determination of who will fill the position.

18.6.6 Canine Equipment:

- A. The department will provide each handler with the proper equipment to care for, maintain, and control their assigned canine. This shall include, but is not limited to the following:
1. 1 – stainless steel water bowl
 2. 1 – stainless steel food bowl
 3. 2-6’ leads (leather & nylon)
 4. 1-1/2” traffic lead
 5. 1-4’ lead
 6. 1-20’ tracking lead
 7. 1-leather agitation collar
 8. 1-muzzle
 9. 3-training sleeves
 10. 2-brushes
 11. 1-tracking harness
 12. first aid kit
 13. drug overdose kit
- B. Maintenance: Each handler is responsible for maintaining assigned equipment in good working order. Equipment that becomes unusable, lost, or stolen will be brought to the attention of the canine supervisor for replacement. Lost or stolen equipment will be accompanied by appropriate documentation per department policy. The canine supervisor will inspect and inventory the assigned equipment annually.

18.6.7 Emergency Handling of Police Canine:

- A. Injury to the Canine Officer: In the event of an injury to the canine handler where the canine is loose and/or protective of the canine handler and interferes with attempts to assist the canine handler, the following will be done:
1. Under NO circumstances should the canine be shot or deliberately injured.
 2. Notify the canine supervisor and the shift supervisor of the situation.
 3. If the K-9 handler is in critical need of medical attention, and the K-9 cage door is open, an officer will have to distract the canine from the back window while another officer closes the cage door from the front. After that has been done then a police unit can wait for the arrival of the canine supervisor to take custody of the canine.
 4. If the K-9 cage door is closed and the canine is still contained in the vehicle no further action needs to be taken other than to notify the canine supervisor of the situation so he/she can respond to take custody of the canine.
 5. Have the nearest available canine officer respond. If a canine officer is not available, contact the Miami-Dade County Animal Control and request their canine officer to respond.
 6. Keep the area clear of unnecessary personnel.
 7. Attempt to keep the canine inside the patrol vehicle.

8. Any attempts to handle the canine should be done only by another canine handler or someone with experience in handling a police canine.
 9. If all attempts to contain the canine fail and a potential hazard still exists, the department veterinarian should be contacted so the canine can be tranquilized.
 10. Once the canine is under control and calmed down, the canine will be transported to the kennel facility used by the department. The canine will stay at the facility until the handler can respond for pick-up.
- B. The canine handler will wear department-issued BDU-type uniforms for everyday use.
1. The handler will receive department-issued polo shirts for duty use; **during training exercises**, a black tee shirt with “Police K-9” displayed on it may be worn in place of the complete uniform.
 2. The uniform pants will be department-issued BDU-type for K-9 equipment.
- C. The uniform will have department patches on both sleeves and for safety reasons a cloth badge; the handler’s name and “K-9” will be sewn onto the shirts. The back of the uniform will be imprinted with “South Miami Police K-9” in grey lettering.
- D. When the Canine Team is representing the department in schools, parades, neighborhood watch meetings, or community gatherings he/she will wear the standard issued uniform with appropriate medals, pins, and patches. This does not apply if the Canine Team provides a demonstration at these functions. Demonstrations will be approved by the Special Operations Sergeant and appropriate members of staff up to and including the Chief of Police or his designee.

18.6.9 Retirement of dogs:

- A. The department-approved veterinarian(s) will evaluate the canine prior to his/her retirement from service. Canines may be retired for a variety of reasons. This can include but is not limited to medical/health reasons, age, or performance.
- B. Upon the retirement of the canine, the canine handler may be afforded the opportunity to purchase or donate to them personally their dog. The handler will then become responsible for all medical bills, food expenses, and any other expenses incurred for the maintenance/care/kenneling of the canine.

18.6.10 Contamination:

- A. When the canine comes into contact with ANY body fluid they will be immediately taken to a place where they can be decontaminated.

1. The canine will be hosed down as soon as possible.
2. The canine must be washed with soap and water before returning to patrol or going off duty.
3. The canine unit must be washed out before putting the canine back inside the car.
4. The handler(s) must wear all personal protection equipment when decontaminating the canine vehicle and the canine.
5. The protection equipment will then be sealed inside a plastic bag, marked with “biohazardous” stickers, and left in a locker for the property unit to dispose of.

18.6.11 Training: [CFA14.11M(e)]

- A. All canine handlers and their assigned dogs will attend a full-time canine academy with minimum standards set by FDLE. The teams will be required to pass FDLE standards at the completion of the academy. Only after successful completion of this course will canine teams be allowed to work their assigned duties. The Department will provide all pre-service training in this manner.
- B. All canines working for the City will be owned by the City before entering the academy.
- C. All canine team handlers will keep complete, accurate records of all training, formal or informal. These records will be kept in a canine folder both daily and monthly. The canine supervisor will maintain these records.
- D. In-service training will be conducted for four (4) hours weekly to keep the canine team(s) sharp and reduce further liability, when possible. The four (4) hours do not have to be consecutive and may be done with or without a trainer present. However, at least once per month or for a minimum of four (4) hours the team shall train with a trainer.
- E. Canine handlers will keep up to date with current court decisions involving laws of arrest and “response to resistance” regarding canine use and canine apprehensions.
- F. Each canine team will certify annually, with a State of Florida-approved official. Canine teams failing certification will immediately be removed from situation work until certification is attained.
- G. The canine handler will have his/her canine records inspected monthly for accuracy and accountability by the Special Operations Sergeant.

- H. Training should be conducted with other agencies to ensure different training scenarios and different environments.
- I. Training should be conducted regularly. The canine team(s) should train several times a month. The canine team will be subject to callouts during these training blocks. If the team finishes the call-out before the end of the training block he/she should be allowed to re-join the rest of the training units. It is the handler's responsibility to maintain his/her canine per FDLE standards. See FDLE policy for minimum training requirements.
- J. The canine team should be allowed to conduct training sessions both inside the City boundaries as well as outside the City boundaries. This will allow the canine team to work in junk yards, business structures, fields, boat yards, etc., this will allow the canine team to keep training records for court showing different training scenarios.

18.6.12 Offenses Against Police Canines

A police canine is a valued member of the South Miami Police Department. The Handler shall take reasonable care to ensure the safety of the K9 partner, but not to the detriment of the officer. Florida Statute 843.19 "Offenses against police dogs" was enacted to protect Police Dogs.

- A. FSS 843.19 (2) states that "any person who intentionally and knowingly, without lawful cause or justification, causes great bodily harm, permanent disability, or death to, or uses a deadly weapon upon, a police dog, fire dog, SAR dog, or police horse commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084."
- B. FSS 843.19(3) states that Any person who actually and intentionally maliciously touches, strikes, or causes bodily harm to a police dog, fire dog, SAR dog, or police horse commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
- C. FSS 843.19(4) states that "any person who intentionally or knowingly maliciously harasses, teases, interferes with, or attempts to interfere with a police dog, fire dog, SAR dog, or police horse while the animal is in the performance of its duties commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083."
- D. FSS 843.19 (5) states that "a person convicted of an offense under this section shall make restitution for injuries caused to the police dog, fire dog, SAR dog, or police horse and shall pay the replacement cost of the animal if, as a result of the offense, the animal can no longer perform its duties."
- E. Canine handlers are encouraged to arrest any citizen who batters, molests, harasses, teases, or harms a South Miami Police Department Canine. The officer

shall assist the Department in the pursuit of compensation for the damage or death to a SMPD Police Dog as directed.

18.6.13 Accidental bite

In the event of an accidental bite, the handler will:

- A. Obtain first aid for the victim.
- B. Photograph the bite area of the body and take a photo showing the victim's face as well as the bite area. If possible, the victim should be photographed at the scene prior to treatment by Fire Rescue or the hospital.
- C. If the bite is on a private area of the body, the photographs will be taken by personnel of the same gender as the victim and in private quarters.
- D. Enter the victim's name, case number, and photographer's name on the back of the photo, or on the file if digital.
- E. Notify immediate supervisor.
- F. If the incident occurred within South Miami, prepare an Accidental Bite report (offense incident report) detailing the incident and forward it to the shift supervisor. If outside of South Miami, notify the appropriate police agency and secure a copy of their police report.
- G. Make no statement as to fault or liability in the matter.

18.6.14 Drug Enforcement Agency Rules [CFA14.12M]

- A. All controlled substances to be used as training aids will be obtained from the Drug Enforcement Agency (DEA) through their Scent Pack Program. The DEA provides 28 grams of each of the five narcotics used for narcotics training: Cocaine, Marijuana, MDMA (ecstasy), Heroin, and Methamphetamine. A DEA license will be maintained by the K-9 unit, which allows the agency to receive these scent packs from the DEA.
- B. When the DEA Scent Packs are received by the agency, the agency will complete an Offence/Incident report detailing the receipt of the Scent Packs. The case number used for this Offence/Incident report will serve as the sole control number for the scent pack handling and will be used for all future chain of custody transactions. The Scent Packs will be issued when needed through the Property

Evidence Control procedures in place. The date and time of issuance and return will be documented each time on a Supplemental report using the case number assigned to the Scent Pack when received. [CFA 14.12M(a)]

- C. The Property Room Custodian will at his/her discretion repackage the controlled substance into smaller quantities. These packages will be heat-sealed, initialed, and weighed using the two-person rule. Each package will be placed inside glass jar containers with rubber seals and stored inside ammo containers locked with a Master Lock and placed inside a predetermined narcotics locker. The Property Room Custodian will be the only person with a key. This information will be listed within the narrative and property section of the O/I report. [CFA 14.12M(b)]
- D. The Property Room Custodian will inspect the ammo container and its contents, ensuring its security and accountability. The inspection will be documented in a memorandum and forwarded to the Chief of Police for review via the chain of command.
- E. During training, accidental spillage or loss may occur. If it does, the handler will notify an on-duty shift supervisor. A supplemental report detailing the accidental spillage or loss will be prepared by the K-9 handler who last handled the training aid(s). The case number used for the supplemental report will be the same case number that was used in the original report which detailed the receipt of the scent packs from the DEA. The remaining training aid will be weighed and compared to the amount checked out to determine the amount lost. A memo detailing the loss will be forwarded through the chain of command to the Chief of Police [CFA 14.12M(d)] who can determine if the matter needs further investigation.
- F. Should any of the narcotics be stolen, a new Offense Incident Report will be completed outlining the facts as they occurred, and the matter will be investigated by the proper investigative agency with proper jurisdiction. A memo will be forwarded to the Chief of Police outlining what occurred and what steps have been taken. If the Chief of Police sees fit, he may assign the investigation of the matter for further investigation by Internal Affairs. [CFA 14.12M(d)]
- G. Controlled substances or explosive training aids will not be stored inside a police vehicle overnight. Controlled substances training aids will be returned to the Property Room Custodian or his/her designee, to be re-secured in the narcotics locker.
- H. The Chief of Police will designate a person not assigned to the K9 to conduct an unannounced inspection of the Scent Pack on a yearly basis which will be properly documented through the chain of command. [CFA 14.12M(c)]