



DAYTONA BEACH POLICE DEPARTMENT
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Departmental Standards Directive

K-9 UNIT

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PURPOSE

The purposes of this Directive are to establish policy and procedures for the use of K-9 s at the Daytona Beach Police Department and to provide an efficient and uniform procedure for the operation of the K-9 Unit. Also to establish procedure when a K-9 bites an employee, arrestee, or accidentally bites a citizen.

DISCUSSION

The Police K-9 is a valuable tool for suspect apprehension and keeping officers safe. It is important that all Police K-9's are utilized responsibly and within Department guidelines.

POLICY

It shall be the policy of the Daytona Beach Police Department to use the Police K-9 when needed in the process of tracking, building searches, area searches, property searches, criminal apprehension, drug detection, officer protection, crowd control, and riot control.

PROCEDURE

The procedure of this Directive establishes steps in a definite order of guidelines, rules and regulations to perform and to comply with the policy of this Directive.

DEFINITIONS

TORSION: also known as Gastric Dilatation Volvulus (GDV), is a medical condition in which the stomach becomes over-stretched and rotated by excessive gas content.

BLOODHOUND: a specially trained canine that has the ability to scent discriminate, track, and trail for long periods of time.

CANINE APPREHENSION: gaining control and custody of a suspect that is the direct result or clearly due to the deployment of a canine.

CANINE HANDLER: a law enforcement member specially trained in the care, handling and training of a dog for law enforcement use.

CANINE TEAM: a canine handler and his/her assigned police canine.

DETECTOR CANINE: a canine that has been procured and specially trained to detect and locate drugs.

DUAL TRAINED CANINE: a specially trained canine certified to perform in the patrol and detector categories.

PATROL CANINE: a canine that has been procured and specially trained to execute a number of specific tasks which make use of canine speed, agility, and sense of smell.

SCENE CONTAMINATION: any incident in which a canine team is prevented from doing any type of search because of improper actions by any person(s) at the scene.

HANDLER SELECTION CRITERIA

1306.1 Qualifications:

- Candidates must have no less than two (2) years full time service as a Police Officer with the Daytona Beach Police Department.
- Candidates must have the desire to submit to and continue with intensive physical training.
- Candidates must appear before an oral board to re view their qualifications for the position of K-9 handler.
- Must be able to successfully complete a physical standards test, encompassing routine tasks and exercises performed by K-9 handlers.
- Candidates should be familiar with Departmental Directives governing the responsibilities and procedures of the K-9 Unit as well as Use of Force guidelines regarding the K- 9.

MUTUAL AID ASSISTS

1306.2 Area law enforcement agencies that are parties to a mutual aid agreement with this Department, shall receive help with a K-9 Unit whenever possible.

1306.3 The Shift Lieutenant/Sergeant may grant such request for purposes other than crowd or riot control. The Chief of Police must approve requests for crowd control or riot control.

1306.4 The Shift Lieutenant/Sergeant should consider the number of K-9 Units working, taking care not to leave the City without K-9 coverage.

1306.5 Once permission is granted by the Shift Lieutenant/Sergeant then, the responding K-9 handler should contact the requesting agency's on scene supervisor to determine that the following circumstances have been met:

- Charges are clearly stated and must be a felony.
- Time lapse should be less than one hour.
- Perimeter must be secure and not unreasonably contaminated.

K-9 UNIT SHIFT AND TRAINING SCHEDULES

1306.6 The District 1 Captain or designee will be responsible for the administrative operations of the K-9 Unit.

1306.7 The K-9 Unit will work directly in conjunction with the patrol shift supervisors to assist in patrol functions and directed patrol activities.

1306.8 The K-9 Unit will be under the direct supervision of the on-duty shift supervisor.

1306.9 The designated K-9 Instructor officer will be responsible for the training and equipment of the K-9 Unit. This includes:

- Planning and organization of training;
- Identifying and dealing with handler or K-9 deficiencies;
- Liaison with outside agencies that request to participate in training; and
- Any other training related issues.

1306.10 The K-9 Unit will work a twelve (12) hour work schedule. Scheduled working hours will be the times when there are most calls for service in K-9 related functions.

1306.11 At the end of the handlers shift, one (1) hour per working day of administrative time shall be allowed to compensate handlers for their required K-9 related duties, grooming, feeding, maintenance, etc.

1306.12 The K-9 Unit shall be scheduled as to accommodate the necessary and required continual in-

service training. The K-9 Instructor, in conjunction with the District 1 Patrol Captain and in order to meet the Operations Divisions need, will determine this schedule and hours.

1306.13 Training will be a minimum of six (6) hours per week, per handler. However, K-9 handlers are also required to conduct some in service training nightly if calls for service permit. This includes, but is not limited to:

- Obedience;
- Article searches;
- Basic tracking;
- Environmental conditioning.

1306.14 Remedial training will be on an as needed basis when deficiencies are identified by the trainer. Failure to attend training may result in disciplinary action.

1306.15 Narcotics training for the full service and single purpose dogs shall be as follows:

- **Training for narcotics with K-9's:** Dual Purpose trained patrol dogs will train with the Department issued narcotics once a week during the Patrol Training day.
- **Single Purpose Narcotics K-9's:** All single purpose Narcotics K9's will train at minimum three (3) hours per week with the Department K9 Trainer or a Department approved K-9 Instructor.

K-9 UNIT CERTIFICATIONS

1306.16 All K-9 handlers are required to certify with their K-9 partner to FDLE and Patrol K-9 standards yearly and hold FDLE certification. If the K-9 team is narcotics certified, a yearly Narcotics certification is also required.

1306.17 Qualification is the responsibility of the handler. Failure to qualify will result in immediate removal from street use until FDLE and Department standards are met. Any subsequent failure will result in discipline, up to and including removal from the K-9 Unit, if it is determined that the issues preventing qualification are handler related.

K-9 CALL OUT PROCEDURE

1306.18 Should the need arise for the services of a K-9 Unit during non-scheduled working hours, the VCSO Communications Center will contact the K-9 Instructor. The K-9 Instructor will determine the best K-9 team to handle the situation and contact that handler. If the K-9 Instructor will be otherwise unavailable for an extended period of time, the K-9 Instructor will notify the VCSO Communications Center of the handler to contact for a call out.

1306.19 A Division or Shift Supervisor may authorize the off-duty call out of a K-9 Unit should they deem it necessary to accomplish the police mission.

1306.20 Consideration should be given for not calling out a dog that has just come off duty due to the a.m. feeding times and medical complications, which can manifest in "Torsion".

CIRCUMSTANCES AND USE OF K-9S AND PROCEDURES

1306.21 It shall be the responsibility of the K-9 handler to ensure that the proper safety precautions and procedures unique to each instance are undertaken. The K-9 handler may use their dog for the following purposes and circumstances when and if the capability exists:

- Tracking;
- Missing persons searches;
- Building search
- Area search;
- Property search;
- Officer protection;
- Criminal apprehension;
- Drug detection;
- Crowd control;
- Riot control;
- K-9 demonstrations.
- Other duties as assigned by the K-9 Instructor.

1306.22 A K-9 Unit should, when possible, be dispatched to all alarm calls and in progress felonies.

1306.23 Information as to the nature and degree of the crime (felony or misdemeanor) and existence of probable cause should be given to the responding K-9 Unit as soon as possible.

1306.24 Taking into consideration the nature of the call and the safety of other officers and innocent persons, it is the responsibility of the K-9 handler to determine the proper usage of the police K-9, not a supervisor.

1306.25 The Daytona Beach Police Department does not use K-9 Units to detect bombs. When a K-9 Unit is needed for this purpose, a request will be-made to the Volusia County Sheriff's Office Bomb Squad for this type of situation.

1306.26 The Daytona Beach Police Department does not use its K-9 Units to search for missing, suicidal or mentally ill persons. In these cases, a request should be made for the Tomoka Corrections

Institute's Bloodhound Unit through the Volusia County Communications Center.

K-9 CONTROL REQUIREMENTS

1306.27 It is the handler's responsibility to have control of the K-9 dog at **ALL** times in any environment. This includes times of work, play, transport, during working tasks or non-working tasks or other uses of the K-9 dog unless allowed for training, search a building, pursuit of a suspect or other supervisor approved release. This is to ensure the safety of the K-9 dog as well as citizens,

TRACKING

1306.28 Police dogs may be used for tracking in either misdemeanor or felony cases. However this is at the discretion of the handler depending on the individual circumstances of each incident.

BUILDING SEARCH REQUIREMENTS

1306.29 The K-9 handler will ensure that innocent persons are not present prior to releasing their dog to search the building. The K-9 handler will make three (3) announcements that they are a police officer and that if the person does not come out then, they will release the dog. Additional warnings should be given as the handler moves to a second floor, a second building, or if the handler deems that it is necessary to provide additional warnings. If the reason arises for no K-9 warnings to be given because of certain officer safety issues it must be documented on the K-9 Use Report as to why the warnings were not given. The K-9 will only be released in this manner on felony charges and if the handler can assure that no innocent persons are within the building.

1306.30 The K-9 handler will ensure that the suspect has ample time to comply. In cases where the handler is uncertain whether or not an innocent person is inside then, they will keep the dog leashed. Uniform officers will only enter a building that is being searched by a K-9 when either the handler has summoned for assistance, or it becomes apparent that the handler needs assistance and is incapable of summoning that assistance.

AREA SEARCH REQUIREMENTS

1306.31 The K-9 handler shall be responsible for the safety of innocent persons in the area of the search. Safety precautions, such as release of the dog and the suspect given opportunity to surrender will be undertaken just as these precautions are taken during building searches.

1306.32 If the K-9 handler is not certain as to the security of the area, then they will not unleash the dog.

1306.33 In every instance, the area will be cordoned off prior to beginning the search.

PROPERTY SEARCH

1306.34 The K-9 handler may use the police dog for property searches and is responsible for the protection of found evidence until it can be properly processed.

OFFICER PROTECTION

1306.35 The K-9 handler may use their dog to assist themselves or another officer who needs help to affect an arrest.

1306.36 The handler will have the responsibility to keep their dog on alert at all times to ensure that their dog remains at a reasonable distance from the nearest person in the crowd being dispersed.

1306.37 No K-9 handler will induce a dog bite to occur unless it is deemed necessary to ensure the safety of the handler or another officer.

CRIMINAL APPREHENSION

1306.38 The K-9 handler may use the police dog in apprehending criminal suspects. The handler will ensure that sufficient probable cause exists to lead them to believe that a crime has been committed if in fact the crime was not committed in their presence. The K-9 handler will have discretion on apprehending suspects with Police K-9. The K-9 handler needs to exercise proper judgment when deploying their K-9 on suspects. The handler will also consider if there are safer alternatives to deploying and apprehending the suspect without compromising officer safety.

1306.39 Police dogs will only be released to apprehend for felony crimes and violent misdemeanors and any other crimes if the need to apprehend the suspect is greater than allowing them to escape and if it is safe to do so announcements to allow the suspect to surrender.

1306.40 In cases where a crime was not committed in the K-9 handler's presence then, they must have sufficient probable cause to affect an arrest prior to unleashing a K-9.

1306.41 K-9 handlers shall not send their K-9 into any areas that the handler cannot follow their partner.

DRUG DETECTION

1306.42 It is the responsibility of the K-9 handler to explain to the requesting party what the abilities of the dog are. They should solicit cooperation from the requesting party to ensure that legal requirements are met for future prosecution including the reason for the search, legal stop, search warrant etc. The K-9 handler will ensure that the time length of the traffic stop to the search is within guidelines.

1306.43 Under no circumstance will the K-9 handler deploy a K-9 for an open area search for discarded narcotics.

CROWD CONTROL AND RIOTS

1306.44 No police K-9 will be used for riot control, neither in the City nor to assist another agency, without the knowledge and authorization of the Chief of police or his/her designee.

1306.45 The Shift Lieutenant may authorize use of K-9 for crowd control, once permission is obtained.

1306.46 The Shift Lieutenant will forward a detailed report to the Chief of Police as soon as possible via the chain of command, justifying the use of the K-9.

1306.47 If at all possible, a police photographer will be present when police dogs are utilized in riot control.

1306.48 Police K-9 Units will be used in conjunction with riot formation and policy in riot conditions.

1306.49 Each police K-9 will be kept on a six (6) foot leather leash while controlling the crowd.

1306.50 Police dogs will not be allowed to bite except in major disturbances while dispersing a crowd, which is actively violent, and only as a last resort when it has been determined that a riot condition exists.

1306.51 The K-9 handler will be constantly alert for stragglers while a crowd is being dispersed.

K-9 HANDLER DUTIES AND RESONSIBILITIES

1306.52 K-9 handlers are allowed to affect any arrest without the assistance of a non K-9 officer, in certain conditions (i.e. deep into the woods, time for back-up etc.).

1306.53 The K-9 handler has the responsibility of keeping their dog under control at all times.

1306.54 Police dogs shall be maintained at home in a safe and secure environment.

1306.55 Police dogs shall **NOT** be loose in yards unless the yard is fenced with a six foot high fence or the handler is present.

1306.56 Police dogs shall never be allowed to be loose outside **unsupervised** at any time.

1306.57 Police dogs if kept in an apartment or rented home, where the maintenance personnel or manager has a pass key to allow for work while you are gone, WILL be kept in a secure crate at all times when you are not home.

1306.58 When a handler goes on vacation, days-off, or holidays and leaves town, the police dog shall be kenneled in the approved kennel for the Department. Another Department handler may care for the dog for short durations if needed, provided that handler would comply with all safety precautions and requirements for both dogs. The handler will notify the K-9 Instructor when the K-9 will be kenneled. This will include the drop off date/time, pick up date/time, which kennel the K-9 will be at and the K-9 Instructor will be listed as the emergency contact. Kenneling times shall be kept to a minimum.

1306.59 The K-9 handler will be required to complete all paperwork prior to the end of their shift unless prior permission is obtained by the on-duty supervisor. This includes deployment forms, training logs, reports, etc. All K-9 specific paperwork shall be available for inspections at any time, and must be up to date.

1306.60 The K-9 handler is required to keep all issued K-9 equipment in good shape and working order. The K-9 vehicle maintenance is to be up to date, and the vehicle is to be kept clean to prevent unsafe environmental and health conditions for the handler and K-9 partner. The K-9 heat alarm will be tested, and the test documented in the training logs weekly. Any and all in-service equipment is required to be with the handler at all times and is subject to inspection at any time.

NARCOTIC TRAINING AIDE PROCEDURES

1306.61 All narcotic training drugs/aides used for K-9 training shall come from the DEA prepackaged and at a presumptive weight. Upon the package's arrival at, the following shall occur:

- Front desk personnel will notify the on duty shift supervisor;
- The supervisor will inspect the package(s):
 - If the package is not compromised, the supervisor will sign for the package and notify the K-9 Instructor, via phone/email, to pick the package up.
 - If the package is compromised in any way, the supervisor shall **NOT** sign for the package, requesting it is returned to sender. The supervisor shall notify the K-9 Instructor, via phone/email, immediately.
- The supervisor on-duty when the K-9 Instructor picks up the package shall meet with the K-9 Instructor to verify:
 - The package is not compromised in any way;
 - Verify the amounts and/or weights of the contained narcotics.
 - The K-9 Instructor will then take possession of the narcotics once everything has been verified.

1306.62 The narcotics shall only be issued/assigned to the K9 Instructor. The K-9 Instructor shall keep the training narcotics in the Department approved and issued locked safe in the K-9 Unit or a locked safe in the Property and Evidence Section.

- These narcotics are to be utilized for K-9 training purposes only.

1306.63 The K-9 Instructor will be required to maintain a log of the narcotics assigned to them. The drugs/aides may be reused until the drug /aide is no longer fit to be used as a training drug/aide. If any damage to a package occurs during training, the on-duty supervisor will be notified at that time and a report will be completed and the drug/aides will be reweighed and sealed in the Property and Evidence Section under the supervision of the Property and Evidence Supervisor and documented for future reference.

1306.64 Once the drug/aide is no longer fit to be used it shall be returned to the Property and Evidence Section. Tagged for destruction and disposed of by law and Department policy.

1306.65 All narcotics turned in will be weighed, checked, and disposed of by the Property and Evidence Section. The K-9 Instructor who turns in the drugs/aides will also complete a police report as to the weights and reason for destruction.

1306.66 Any missing, lost or stolen narcotics will be immediately reported to the on-duty supervisor and documented in an offense report. All paperwork will be forwarded to the District 1 Captain for a follow-up

investigation. A copy of the investigation will be forwarded to the Office of Professional Standards.

1306.67 Disposition of training drugs/aides is subject to disposal according to Property and Evidence procedures and done in accordance with the Property and Evidence Unit and annual examination.

1306.68 Periodic audits of all drugs used to train K-9 animals will be done by the K-9 Supervisor, (see [Attachment 1306 A](#)), with a copy being forwarded to the Accreditation Office.

1306.69 An annual unannounced inventory of all training narcotics (drugs/aides) shall be conducted at the direction of the Chief of Police or designee.

K-9 BITE PROCEDURES

1306.70 When a police K-9 bites a K-9 handler, or other Daytona Beach Police Department employee, on or off-duty, it shall immediately be reported to the on-duty supervisor who will notify the Shift Lieutenant. The Shift Lieutenant shall ensure the following actions are taken:

- If the bite is not serious, the employee shall report to the city nurse immediately. If the nurse is not available, the employee shall report to the City Fire/Rescue. If the bite is serious, call for City Fire/Rescue for emergency treatment and, if necessary, transport to Halifax Medical Center.
- Photos shall be taken of the bite area and retained in property & evidence;
- A police incident report shall be completed. A copy of the report shall be forwarded to the Health Department. The Health Department, Environmental Health Section, shall immediately be notified and such notification shall be included in the police report.
- An injury report must be completed and signed by a supervisor or commanding officer.
- A copy of the incident report shall be attached to the injury report and forwarded to the Office of Risk Management via the chain of command.

1306.71 When a police K-9 bites an arrestee, it shall immediately be reported to the on-duty supervisor who will then notify the on-duty Shift Lieutenant. The Shift Lieutenant shall ensure the following actions are taken:

- Daytona Beach Fire Department Rescue Unit shall be called and, if necessary, have the arrestee transported to Halifax Medical Center for treatment.
- The K-9 handler will, as soon as practical, complete an incident report before their current tour of duty ends.
- Photos shall be taken of the bite and retained in the Property and Evidence Section with a copy of the incident report for future reference. The K-9 handler is required to make sure that as soon as the photographs are electronically submitted either by them or another officer, that the photographs are deleted from the memory of the camera.

1306.72 In the event a Daytona Beach Police K-9 bites a citizen, the on-duty supervisor shall immediately be notified who will then notify the Shift Lieutenant. The Shift Lieutenant shall ensure the following actions are taken:

- Summon the Daytona Beach Fire Department Rescue Unit to the scene.
- Notify the Office of Risk Management immediately.
- Obtain all information for a complete incident report. If the bite occurs outside the city limits, the Shift Lieutenant will request that the city the bite occurs in makes a report. A Daytona Beach incident report with a heading of "Animal Bite (Outside)" will also be completed.
- Photos shall be taken of the bite and retained in the Property and Evidence Section with a copy of the police report for future reference.
- A copy of the incident report shall be forwarded to the Health Department. The Health Department, Environmental Health Section, shall immediately be notified and such notification shall be included in the incident report.
- No City employee will make statements as to liability or fault in the matter.

POLICE K-9 INJURY PROCEDURES

1306.73 Any injuries need to be reported to the K-9 Instructor immediately. Anytime a K-9 animal receives an injury either on the job or off to the extent it needs medical care, the officer in charge of the animal will first notify the K-9 Instructor and receive approval first, then proceed to a veterinarian as soon as practical, and follow any veterinarian instructions to ensure the animal may return to duty as soon as possible, unless in extreme emergency situations, along with notification to the K-9 Instructor. The officer will complete a report detailing the circumstances including the following, immediately notifying the K-9 Instructor:

- Location of injury;
- Where the injury exists on the animal;
- What the handler was requiring the K-9 to do that led to the injury;
- A full explanation of how the injury occurred;
- An explanation of any veterinary prognosis/outcome and treatment;
- When the K-9 will be released to full duty;
- If the K-9 is to be housed with the veterinarian or handler;
- Any extenuating circumstances.

1306.74 If a K-9 is not able to work for any reason, the handler will coordinate the appropriate care to ensure the K-9 returns to work as soon as possible. The K-9 handler will remain with the K-9 until a supervisor advises different. Additionally, until the K-9 reaches a state of recovery where he does not have to be monitored, (i.e. ripping stitches out, no longer must remain calm, activity limited to walking only, etc.), the K-9 handler will be put on Administrative Duty (AD) and must remain with their K-9 partner to make sure the proper care is given to promote proper healing. As with any employee on AD, the K-9 handler will be available by the phone for their assigned or adjusted work schedule.

1306.75 Anytime a K-9 is placed in a kennel due to injury or emergency, the K-9 instructor will be notified immediately. All pertinent information will be relayed explaining the K-9's condition.

K-9 TRAINING FACILITY

1306.76 The K-9 training field at 129 Valor Boulevard is located to the rear of the Police facility. It is to be used by the Daytona Beach Police Department K-9 Unit for K-9 training purposes (obedience, agility, apprehension work etc.) and K-9 related activities only. Any other uses by non K-9 Unit members needs to be cleared by the-District 1 Captain or the K-9 Instructor first.

1306.77 No guns, ammunition or weapons are permitted on the K-9 field (except for training purposes). K- 9 handlers will secure their weapons in their vehicles prior to entering the K-9 field for training.

1306.78 K-9 handlers will ensure that no other K-9's are on the field off-lead prior to entering the K-9 field with another K-9.

1306.79 The gates to the K-9 field will be kept closed at all times whether or not a K-9 is on the field. The gates to the K-9 field will be locked at all times when the field is not in use.

1306.80 Warning signs are to be kept posted at each gate and around the perimeter of the field on the fence indicating weapons prohibited and the field's usage.

1306.81 Anyone other than K-9 Unit members wanting to enter the K-9 field while K-9's are present need to obtain permission before entering the field.

1306.82 The fence around the K-9 field is to be kept clear. No storage of any items around the outside perimeter of the field is permitted.

1306.83 The K-9 field is to be kept free of dog waste. It is the handler's responsibility to immediately clean up after their K-9. The field will be kept neat and clean.

1306.84 The grass needs to be maintained at an acceptable level for the safety of the K-9's and the handlers.

1306.85 The K-9 shed is to be kept locked at all times when the field is not in use.

1306.86 The shed needs to be kept neat and clean. All training equipment will be put away in its designated location.

1306.87 The field lights will be turned off when the field is not in use.

1306.88 No strays or any other animals are permitted on the K-9 field without prior permission.

K-9 RETIREMENTS AND REASSIGNMENTS

1306.89 When a K-9 is retired from service, the handler (if in good standing) will have the option of keeping the K-9. If the handler chooses to keep the K-9, they will be required to sign a transfer of ownership form ([Attachment 1306 B](#)). If the handler chooses not to keep the K-9, the K-9 Instructor will look for a suitable home for the K-9. This decision must be approved by the District 1 Captain.

1306.90 If a handler is removed from a K-9 position, a determination will be made as to the disposition of the K-9. If the K-9 is at an age and condition that it could be reassigned and placed back into service, the handler will surrender the K-9 and it will be placed in a kennel until a new handler is assigned. If reassignment is not an option, the District 1 Captain will determine if the current handler will be able to take ownership of the K-9. If a decision is made that the current handler is not being allowed to take ownership, a suitable home will be selected by the K-9 Instructor and approved by the District 1 Captain.

1306.91 Once a K-9 is retired, the Department will supply dog food for a period of one year. The Department will also pay for one last veterinarian vaccination visit, within the first year of retirement, plus a one-year supply of Heartworm and Flea/Tick medication. The handler/owner will assume responsibility for any other veterinarian visits or costs incurred.

1306.92 All handlers will be informed of these rules when a K-9 is retired or reassigned.

ATTACHMENTS

[ATTACHMENT 1306 A K-9 NARCOTIC AUDIT/INSPECTION FORM.pdf](#)

[ATTACHMENT 1306 B AGREEMENT TO TRANSFER POLICE K-9.pdf](#)

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