

**TITLE: POLICE K-9 UNIT**

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**PURPOSE**

The purpose of this directive is to establish policy and procedures governing the use of the Santa Fe Police Department’s canine (K-9) Unit.

**DISCUSSION**

The use of K-9 Teams is a proven valuable asset to the law enforcement community. The Santa Fe Police Department maintains a K-9 Unit to support patrol operations and other specialized units. The K-9 Unit is also available to assist other agencies upon request.

**POLICY**

It is the policy of the Santa Fe Police Department to maintain a fully operational K-9 Unit and deployable Police Service Dogs (PSD).

**Structure**

**99.1.01** The K-9 Unit is a specialized unit within the uniformed Patrol Division. A K-9 Team shall consist of an officer and his/her assigned K-9. The K-9 unit shall consist of a number of K-9 Teams, with the number of teams and their specific

assignments to be determined by the Chief of Police.

**Duties:**

- A. K-9 Teams may be dispatched to violent and/or other calls for service (alarms, prowlers, narcotic violations), which could eventually require the need for a police service dog (PSD).
- B. K-9 teams may be dispatched as a primary/handling unit to other calls for service in which the team may be recalled, replaced, or diverted in the event of an emergency necessitating the use of the K-9 Team.
- C. K-9 teams may be utilized as a primary/handling unit for any type of call for service when it is determined to be in the best interest of public safety by the K-9 Team's Shift Supervisor, Shift Commander or the ranking on duty commander (e.g. insufficient staffing due to critical incidents, inordinate number of high priority calls for service, special events, etc.)
- D. K-9 teams may be recalled, replaced or diverted from handling any type of call for service by the K-9 Team's Shift Supervisor, Shift Commander or the ranking on duty commander for use in K-9 specific operations or in the interest of public safety.
- E. K-9 teams working overtime assignments on patrol teams (i.e. due to minimum staffing requirements) or special assignments will be subject to handle all calls for service routinely assigned to any officer working the assignment.

F. Due to the vehicle design and equipment limitations, K-9 Officers shall not transport prisoners.

99.1.02 K-9 Teams shall be assigned a work week commensurate with the patrol team in which the K-9 Team is assigned, with one day per week, determined by the Deputy Chief of Operations, reserved for training.

- A. Unit members shall only be dispatched to emergency calls where the K-9 Team is needed during the training day.
- B. The last hour of each workday is reserved as compensatory time, for time taken by the handler while on days off, and off duty, in taking care of the assigned K-9, and related tasks.

**K-9 Deployment**

99.1.03 The following reflect general guidelines for the deployment of canine teams:

- A. In all instances that a PSD is deployed it shall be within departmental guidelines, federal, state, and local laws. Apprehension deployments must be based on what is reasonably known or perceived by the handler at the time.
- B. The individual K-9 Handler will make the final decision on any situation where the K-9 may be deployed based on training or experience.
- C. The following situations reflect suitable activities for team deployment, but shall not limit

their use when deemed appropriate by the handler:

1. Building searches where there is a possibility of a hidden suspect. The handler shall announce in a loud clear voice, "**SANTA FE POLICE K-9 UNIT, SPEAK TO ME NOW OR THE DOG WILL BE RELEASED**", or words to the same effect. This command will be given three times with approximately 30 seconds between commands to give the suspect ample time to respond.
2. Searches of open areas for criminal suspects who are actively eluding capture and/or pose an immediate risk of safety to officers or citizens. Commands are given to the suspect in the same manner as building searches.
3. Tracking criminal suspects who are actively eluding capture and/or pose an immediate risk of safety to officers or citizens.
4. To search for articles of evidence or other property that may be of value in a criminal case. The handler will survey the area to be searched prior to using the K-9, to ascertain if there are any dangers that could pose a risk to the K-9 Team. (Narcotics, needles, booby traps, etc.)
5. To search for missing persons.
6. Narcotic sniffs of assigned odors.

7. K-9 Teams will not be used under any circumstance to search or “sniff” a person for controlled substances.

### **Handler Responsibilities**

**99.1.04** The responsibilities of a K-9 Handler include, but are not limited to, the following:

- A. Care and well-being of their assigned dog.
- B. Actively participate in public demonstration as assigned by the Chief of Police or designee.
- C. Care and maintenance of issued equipment.
- D. Maintain the K-9 at a performance level and to point out any and all deficient areas to his or her supervisor.
- E. Ensure that all reports are completed before ending a tour of duty, unless approved by his or her assigned supervisor or commander.
- F. Maintaining a log off all K-9 Team’s training, deployments, community contacts and apprehensions.
- G. The handler is expected to use his/her skills and those of his/her K-9 to actively deter and detect criminal activity.

### **Supervisor Responsibilities**

**99.1.05** The K-9 Unit will be primarily assigned to the Patrol Division. The specific Team or Unit assignment is at the discretion of the Chief of Police or his/her designee. The designated Patrol Supervisor shall be responsible for, but not limited to, the following:

- A. Coordinate the deployment, and training, with the handlers.
- B. Maintaining performance and activity records of the K-9 Unit, and any other records required by the division commander.
- C. Be directly accountable to the division commander on all K-9 related matters.
- D. Overall operation of the K-9 unit.
- E. Assign requests for public demonstration
- F. Review and maintain a file of all K-9 unit reports to insure adherence to departmental guidelines.
- G. Assure that teams are being trained to and maintaining the desired level of proficiency.
- H. Reviews work performance of unit members and identify any areas that may need improvement.
- I. Ensure there is adequate and secure space for the storage of unit equipment, and training records.

### **99.1.06 K-9 Bites**

- A. When a person has been bitten by a K-9, the handler will immediately request that emergency medical personnel be dispatched, then render first aid to the bitten person when possible.
- B. Immediately notify the K-9 Handler's Shift Supervisor or the on-duty Shift Supervisor if the K-9 Handler's Supervisor is not on duty.
- C. All K-9 bites will be reported following the guidelines for physical and defensive use of force, found in Directive, 73.1, *Less Lethal Weapons*. The K-9 Handler's supervisor will be responsible for the supervisory portions of the report. If the supervisor is not available, an on-duty Shift Supervisor will be responsible for documenting the use of force.
- D. The handler will ensure that the bitten person's injuries are photographed and shall request a waiver to photograph signed by the subject. If the subject refuses, the Handler will document the refusal in their report and document the refusal on the waiver form to indicate the subject's refusal.
- E. Notify Animal Services of the bite.
- F. Complete an accurate and detailed incident report.
- G. Take assigned K-9 to the Department's licensed veterinarian within seven days for a health certificate.
- H. The K-9 will be quarantined at its

normal kenneling and housing location for 10 days; the K-9 will be unable to perform its normal work functions during the quarantine time. However, the Handler will remain available to continue to perform patrol duties.

#### **I. Accidental Bites**

1. The K-9 Handler will make the necessary arrangements for the person accidentally bit by the PSD to be medically assessed.
2. The K-9 Handler will notify the on duty supervisor and/or commander.
3. The K-9 Handler will provide the person bit with their name, the name of the PSD, and the name of the veterinary clinic in which the Police K-9 was last immunized.
4. The K-9 Handler's supervisor will complete a Blue Team report documenting the bite, nature of call, and all other necessary circumstances pertaining to the bite.
5. If the K-9 Handler is bit during training or while on duty and the Handler requires medical attention, the K-9 Handler's supervisor will be contacted and an injury report will be completed. The PSD will not be required to be quarantined if he/she bites their Handler.

#### **99.1.07 Assisting Area Agencies**

- A. The K-9 Unit may be utilized outside the City of Santa Fe at the request of an outside agency. All requests for deployment of the K-9 Unit to area agencies must be authorized by the Chief of Police or his/her designee and approved by the Special Operations Commander.
- B. K-9 Handlers shall operate within the scope of the Santa Fe Police Department's policies and procedures when assisting other agencies.

#### 99.1.08 K-9 Vehicles

- A. Department K-9 vehicles will be properly equipped, and large enough, to include a compartment in which the K-9 may be secured. The compartment must provide for the safety of the K-9, prevent unauthorized persons from having contact with the K-9, and prevent the K-9 from damaging the vehicle interior.
- B. The vehicle will be marked with the words "CAUTION and K-9 UNIT". They will be affixed to the rear passenger doors at readable levels. The kennel area windows will be marked "Caution, Stay Back, Police Dog".
- C. All windows, with the exception of the front windshield, will be tinted to provide added shade for the K-9.
- D. The K-9 vehicle will be equipped with a remote door opener.
- E. K-9 vehicles will have designated

parking spaces at Santa Fe Police Headquarters to provide for the safety of the K-9, officers, and the public.

- F. The K-9 Handlers may be permitted to provide their recommendations in the decision process before vehicles are purchased. The exclusive decision on vehicle purchases remains with the Chief of Police.
- G. K-9 vehicles are authorized to idle, with the air conditioner on, to keep the PSD cool during hot weather.

#### 99.1.09 Emergency Procedures

- A. Officers should use the following guidelines when a K-9 Handler becomes incapacitated and the canine is not contained:
  1. Officers on the scene shall direct the RECC Radio Operator to contact someone from the K-9 Unit to respond to the scene, or a K-9 Handler from any department, the K-9 Handler's supervisor shall also be contacted. Animal Services shall also be contacted if the scene has been secured.
  2. Officers shall follow the directions of the K-9 Handler if he/she remains conscious.
  3. If the K-9 Handler loses consciousness, officers shall

consider the following:

- a. If at all possible, await the arrival of another K-9 Handler.
- b. Avoid direct eye contact with the K-9.
- c. Don't excite the K-9 with loud noises or sudden movements.
- d. Don't approach the K-9 Handler, unless absolutely necessary, the K-9 will be protective of the Handler.
- e. Attempt to contain the K-9 by slowly driving the K-9 vehicle, or other caged vehicle, in close proximity, and loudly yell "*Mount Up*".
- f. If previous measures are not successful, protective clothing found in the canine vehicle coupled with loud noises and sudden movements will attract the K-9's attention. When the K-9 engages the protective equipment he/she may then be dragged to the awaiting vehicle or other suitable area of confinement.
- g. Use lethal force on the K-9 only as a last resort and when human life is in jeopardy.

#### **99.1.10 Conduct of Department Personnel**

- A. Due to specialized training and temperament of K-9 PSDs, department personnel will conduct themselves as follows:
  1. Will not pet or feed PSD's unless the K-9 Handler is present and gives permission to do so.
  2. Under no circumstances will personnel tease or harass a PSD.
  3. Under no circumstances will anyone other than the K-9 Handlers give commands to a PSD, except in an emergency situation or with the approval of the handler.

#### **K-9 Handler Responsibilities**

**99.1.11** K-9 Handlers will be responsible for the following:

- A. Daily maintenance and cleaning of the kennel and yard area where the PSD is housed.
- B. Providing PSD with provisions of food supplied by the Department, water and general diet maintenance.
- C. Grooming as often as required by weather, working conditions or other factors, and daily exercise.
- D. Daily maintenance of the K-9 vehicle kennel area.
- E. General medical attention and maintenance of health care records for their assigned PSD. PSDs shall receive a veterinary

examination semi-annually; at which time all necessary immunizations will be obtained.

- F.** Each K-9 Handler will be given the last hour of each work day as K-9 maintenance compensation for time spent off-duty maintaining their assigned the PSD, K-9 associated equipment, and veterinary visits. In the event the K-9 Handler does not receive the maintenance hour, he/she will receive one hour of compensation.
- G.** All veterinary bills, K-9 certification fees, K-9 feed and hygiene expenses/billing shall be forwarded to the Santa Fe Police Department's Budget/Finance office for payment.

#### 99.1.12 Equipment

- A.** All K-9 Handlers will be issued the following equipment for use in handling/housing their PSD:
- Muzzle
  - Six Foot lead
  - ¾ or 1 inch collar
  - heavy metal choke chain
  - Leather tracking harness
  - 30 foot web tracking lead
  - Quick release traffic lead
  - Dog house with cushion and heated pad
  - 5' x 6' x 10' housing kennel
  - Extra-Large dog kennel crate
  - 3' x 3' foot foam cushions with 4"

- thickness
- K-9 protective armor and stab resistant vest
- K-9 first air kit
- K-9 Police Badge
- Feed bowls
- Non spill water bowl
- K-9 training toys
- K-9 brushes, rake, and combs
- Exposed bite sleeve

- B.** K-9 training equipment to be provided and replaced by the Santa Fe Police Department:

- exposed bite sleeves with covers; varied bite bars
- young bite sleeve
- (2) hidden bite sleeves
- Neoprene gauntlet
- Bungee cord with hooks on both ends
- (2) scratch pants (one medium and one large)
- Agitation sack
- Police package bite suit with carry bag
- agitation harness
- electronic collars
- (10) narcotic bags
- (10) narcotic aluminum containers

**NOTE:** This will not limit the need or uses of other training equipment that are, or will become available.

#### 99.1.13 Training

A. The Santa Fe Police Department K-9 Unit will train in the area of a patrol dog deployment, narcotics detection, trends and/or techniques in police service dog use and liability, a minimum of 320 hours per year.

1. Training documentation will be maintained for each K-9 Team.
2. The K-9 Unit will when requested, conduct a minimum of two hours of in-service training to sworn department personnel in the areas of establishing a tracking perimeter, backing-up a handler, emergency procedures, case law, conduct around the canine, and use and limitations of the canine.
3. The K-9 Handler will maintain a file of all training and certification records, and shall forward copies of all training and certification records to the Training Division.

#### 99.1.14 Selection

The Santa Fe Police Department K-9 Unit will select personnel utilizing a series of tests designed to measure psychological wellbeing, physical strength, agility, stamina, decision making ability under simulated stress (Practical scenario exercise), and the character of the applicant (i.e., disciplinary actions, work history).

#### Method:

The following procedures are the methods employed in selecting members of the K-9 Unit:

#### A. Physical standards test

1. The Operational Physical Standards Test is designed to measure physical strength, agility, and stamina in a practical task related manner. The test is divided into (7) separate tasks which will be completed as one continuous test with no rest between stations. Participants will be required to wear a long sleeve shirt, BDU type pants and boots during the (1) mile run. Participants will don a standardized set of tactical equipment after the completion of the (1) mile run. The equipment will include but not be limited to: Tactical Vest, Load Bearing Equipment, Kevlar Helmet, elbow pads, knee pads, tactical gloves, and boots. The participant will also carry their own gas mask to be used during two sections of the test.

#### a. Station 1 (Run):

Will consist of a (1) mile run. Participants must complete the run and don all tactical equipment in a maximum time of 12 minutes. After passing the designated finish line, participants will walk to station 2. As they walk, the participant will don the gas mask.

#### b. Station 2 (60 yard dash):

Upon reaching station 2, the participant will pick up a “two handed ram” and while wearing the gas mask run as quickly as they can to a designated marker which will indicate 60 yards. (The marker at the



end of station 2 will also serve as the start of station 3)

**c. Station 3 (High Crawl):**

Upon completing station 2, the participant will turn around, drop to the ground and “high crawl” to another designated marker which will indicate 30 yards. This will also be done while wearing the gas mask. (During the high crawl the participant will use elbows/forearms and knees only.)

**d. Station 4 (Officer Rescue):**

Upon completing station 3, the participant will stand up, remove and stow their gas mask. At that time a designated individual dressed in similar tactical equipment, simulating a “downed officer” will be lying supine on the ground. The participant will grab the downed officer and drag him to a designated marker which will indicate 30 yards. The participant will then proceed to the starting marker of station 5.

**e. Station 5 (Obstacle Negotiation):**

Upon reaching station 5, the participant will climb up and over an 8’ chain link fence.

**f. Station 6 (Push Ups):**

Upon reaching station 6, other side of the fence, the participant will complete 5 (five) proper pushups. The participant will then jog to station 7.

**g. Station 7 (Stair Climb/Decent):**

Upon reaching station 7, the participant will grab a “two handed ram” and run up a designated flight of stairs. At the top of the stairs the “two handed ram” will be grounded and the participant will run down the stairs to the start of station 7. This must be accomplished in a maximum time of 30 seconds.

**B.** The test is then complete. In order to pass the test, the participant must complete every station without stopping/resting between stations and complete the two timed stations within the designated time

**C.** All physical strength, agility, and stamina tests will be task related. A review of these tests will be conducted on an annual basis to assure compliance with Policy and Procedure of the City of Santa Fe, The Santa Fe Police Department, Union contract, and all applicable State and Federal Statutes, Rules and Regulations.

**D. Weapons Proficiency**

**1.** Weapons Proficiency will be determined utilizing the following means:

- a.** Handgun (Semi-Automatic) will be measured in both target and tactical qualification.
- b.** Target qualifications will be conducted by use of department authorized targets. Distances will be a maximum of 25 yards. A minimum of 18 rounds will be necessary for qualification. Scoring will be determined

based on hits on target in the approved hit area. A score of 90% will be considered passing.

- c. Tactical qualifications will be conducted by use of Combat targets. Distances will be a maximum of 15 yards. A minimum of 18 rounds will be necessary for qualification. Scoring will be determined based on hits on target in the "center mass" zone, time limits and penalties may be implemented as part of the course design. Targets will be assembled and placed in simulated tactical positions requiring the use of cover, tactical reloading and shooting while moving. A score of 90% will be considered passing. Time elements and course of fire will be outlined by the Range Master prior to conducting assessment/qualification. The course outline may be designed to add stress and high physical exertion.

**E. Psychological well-being**

- 1. Psychological well-being will be measured utilizing the following means:
  - a. A clinical interview by the licensed psychologist/psychiatrist on contract with the City of Santa Fe Police Department.

**F. Decision making skills**

- 1. Decision making skills will be measured by a series of questions/answers developed by the City Human Resources Department with the assistance of the K-9 Unit and with the assistance of personnel from area agencies with police canine knowledge.
- 2. Questions/Answers will be developed to solicit responses that are quantifiable and not subjective to interpretation by person(s) administering the test. A minimum score of 70% is required for passing.
- 3. The character of the applicant will be measured by utilizing the following means :

Review of departmental personnel file to assure strict compliance of departmental General Order(s), Personnel Rules and applicant(s) being passed over on the list of eligibles.

**G. Oral Interview**

- 1. To ascertain the applicant's attitude, work ethic, work product, and Loyalty/dedication to their assignment and department. (Questions and answers will be developed by the City of Santa Fe Human Resources Department).
- 2. Interview panel will consist of three K-9 Handlers from other Agencies.

3. Interview with the Command Officer(s) directly responsible for the supervision of the applicant.
- H.** Officers interested in becoming a K-9 handler must have sufficient facilities to care for and board the police service dog at their residence and live within the authorized unit take home mileage limit as outlined in the union contract.
- I.** Additional criteria for selection will include the following requirements:
1. A minimum rank of PO II and not be on probationary status.
  2. A five year commitment to the K-9 Unit.
- J.** Upon completion of the aforementioned selection process, the Chief of Police or designee, and personnel from the City Human Resources Department will review the results of the selection process for each applicant. A formal list of eligible candidates will be made and forwarded to the Office of the Chief of Police requesting approval for the candidate having the highest cumulative score, to be placed on the K-9 Unit. In cases where more than one opening on the K-9 Unit exists, selection will be made based on numerical ranking. The list of eligible candidates will be maintained by Human Resources for a period of one year from the test date. A list of eligible candidates

will always be maintained with or without current openings in the K-9 Unit.

#### **99.1.15 K-9 Team Retention**

Upon appointment to the Santa Fe Police Department K-9 Unit members will maintain the highest Ethical, Physical, Tactical and Weapons Proficiency Standards.

#### **Objective**

Utilizing a series of tests/surveys members of the K-9 Team will be required to successfully complete psychological, physical, weapons, and character evaluations within prescribed time limitations. This will assure competence and professionalism of all team members.

#### **Method**

The following procedures are the methods employed in training members of the Santa Fe Police Department K-9 Team:

- A.** Physical strength, agility, and stamina will be measured in accordance with the following physical fitness standards.

1. Physical standards test;

The Operational Physical Standards Test is designed to measure physical strength, agility, and stamina in a practical task related manner. The test is divided into (7) separate tasks which will be completed as one continuous test with no rest between stations. Participants will be required to wear a long sleeve shirt, BDU type pants and boots during the (1) mile run. Participants will don a standardized set

of tactical equipment after the completion of the (1) mile run. The equipment will include but not be limited to: Tactical Vest, Load Bearing Equipment, Kevlar Helmet, elbow pads, knee pads, tactical gloves, and boots. The participant will also carry their own gas mask to be used during two sections of the test.

**a. Station 1(Run):**

Will consist of a (1) mile run. Participants must complete the run and don all tactical equipment in a maximum time of 12 minutes. After passing the designated finish line, participants will walk to station 2. As they walk, the participant will don the gas mask.

**b. Station 2 (60 yard dash):**

Upon reaching station 2, the participant will pick up a “two handed ram” and while wearing the gas mask run as quickly as they can to a designated marker which will indicate 60 yards. (The marker at the end of station 2 will also serve as the start of station 3)

**c. Station 3 (High Crawl):**

Upon completing station 2, the participant will turn around, drop to the ground and “high crawl” to another designated marker which will indicate 30 yards. This will also be done while wearing the gas mask. (During the high crawl the participant will use elbows/forearms and knees only.)

**d. Station 4 (Officer Rescue):**

Upon completing station 3, the participant will stand up, remove

and stow their gas mask. At that time a designated individual dressed in similar tactical equipment, simulating a “downed officer” will be lying supine on the ground. The participant will grab the downed officer and drag him to a designated marker which will indicate 30 yards. The participant will then proceed to the starting marker of station 5.

**e. Station 5 (Obstacle negotiation):**

Upon reaching station 5, the participant will climb up and over an 8’ chain link fence.

**f. Station 6 (push-ups):**

Upon reaching station 6, other side of the fence, the participant will complete 5 (five) proper push-ups. The participant will then jog to station 7.

**g. Station 7 (stair climb/descent):**

Upon reaching station 7, the participant will grab a “two handed ram” and run up a designated flight of stairs. At the top of the stairs the “two handed ram” will be grounded and the participant will run down the stairs to the start of station 7. This must be accomplished in a maximum time of 30 seconds.

2. The test is then complete. In order to pass the test the participant must complete every station without stopping/resting between stations and complete the two timed stations within the designated time.
3. All physical strength, agility, and stamina tests will be task related. A review of these tests will be

conducted on an annual basis to assure compliance with Policy and Procedure of the City of Santa Fe, The Santa Fe Police Department, Union contract, and all applicable State and Federal Statutes, Rules and Regulations.

4. The aforementioned physical tests will be conducted semi-annually.

**B. Psychological wellbeing; Psychological wellbeing will be measured by utilizing the following means:**

1. Psychological screening examination to include a testing device designated by the mental health professional.
2. A clinical interview by the licensed psychologist/psychiatrist on contract with the City of Santa Fe Police Department.
3. The aforementioned psychological examination will be conducted every two years.

**C. Weapons Proficiency**

1. Weapons Proficiency will be determined utilizing the following means:

- a. Handgun (Semi-Automatic) will be measured in both target and tactical qualification
  - Target qualifications will be conducted by use of department authorized targets. Distances will be a maximum of 25 yards. A minimum of 18 rounds will be necessary for qualification. Scoring will be

determined based on hits on target in the approved hit area. A score of 90% will be considered passing.

- Tactical qualifications will be conducted by use of Combat targets. Distances will be a maximum of 15 yards. A minimum of 18 rounds will be necessary for qualification. Scoring will be determined based on hits on target in the "center mass" zone, time limits and penalties may be implemented as part of the course design. Targets will be assembled and placed in it simulated tactical positions requiring the use of cover, tactical reloading and shooting while moving. A score of 90% will be considered passing.
- Time elements and course of fire will be outlined by Range Master, or designee, prior to conducting assessment/qualification. The course outline may be designed to add stress and high physical exertion.

- b. Long rifle will be measured in both target and tactical qualifications.
  - Qualifications will be conducted by use of silhouette targets of size and design acceptable for course design. The course of fire will be based on the Federal Bureau of Investigation's (FBI) Sniper qualification course or similar. A

minimum of 10 rounds will be necessary for qualification. Scoring will be determined based on hits on target in the area designated by course design. A score of 90% or higher will be considered passing. Missing the initial “cold bore” shot shall constitute a failure of the course of fire regardless of the overall score.

- Time elements and course of fire will be outlined by the Special Weapons Team commander, or designee, prior to qualification.

2. The aforementioned weapons qualifications will be conducted semi-annually at a minimum.

D. Character evaluations will be conducted in conjunction with psychological evaluations.

1. K-9 Handlers may be recommended for removal from Unit assignment upon receipt of a Performance Related disciplinary action (in accordance with Union contract). It will be the responsibility of the Shift Commander to evaluate and make recommendations on any such violation to the Special Operations Commander.

E. As prescribed in paragraphs A-D of this section K-9 Handlers will be required to meet the aforementioned standards.

1. Failure to meet the prescribed standards during the specified time periods will result in immediate remedial training and/or an evaluation of the underlying cause of the failure.
2. Failure to meet the prescribed standards during the remedial training period will result in immediate suspension. During suspension it will be the responsibility of the individual team member to bring himself/herself up to acceptable levels of performance. The suspension period will be a minimum of one month and a maximum of three months. During any period of suspension, the suspended member must attend all scheduled training; however the suspended member will not participate in K-9 operations or special events.
3. Failure to correct the deficiency as provided within the aforementioned time frame will result in dismissal from the team.

#### 99.1.16 Narcotics Training

A. The following procedures will be utilized in obtaining, storage, and control of narcotics for training use by the K-9 Unit.

1. **OBTAINING:** Narcotics that have been selected for destruction by the department will be made available to the K-9 Unit for narcotic detection *training only*. The types of narcotics are cocaine, crack cocaine, methamphetamine, and heroin.

- a. All K-9 Handlers, training officer, Property/Evidence Supervisor and/or an Administration Commander will be present to weigh, document and package narcotics anytime they are identified and issued for use.
  - b. The narcotic, once selected, will be taken to the DPS Crime lab in person, by two or more of the sworn personnel as identified above. The narcotics will be weighed and examined by the lab to prove validity, the lab findings will be filed with its respective type of narcotic, a copy of the findings will be given to the Training Division for their records.
2. **STORAGE:** The Department will make available lockers in the evidence room for the storage of the K-9 Unit's training narcotics.
- a. Each narcotic will have individual lockers, marked on the outside, "K-9 ONLY".
  - b. Each narcotic will be separated and weighed into two separate containers to simulate measurements found on the street and in the illegal transport of said narcotics. As the weights used for training may differ from each narcotic, and availability, the weights for each will be determined at the time of distribution. The weights of each and type will be marked on the outside of the container. The container may be that of a plastic type baggy that can secure the narcotic without its contents falling out, and this also allows the narcotic to be more easily placed into another container as used in training. This container will be of the type that can prevent the accidental spillage of the narcotic during training for the handler and the canine's safety.
3. **CONTROL:** The K-9 Handler who signed out the narcotics will ensure that the original court order as signed by the 1<sup>st</sup> Judicial Court Judge will accompany the narcotics at all times.
- a. The following are the guidelines for the control of the training narcotics:
  - b. When the narcotics are removed for training, the handler will gain access to the evidence room via a commander. The type of

- narcotic and its weight will be noted on a sign in/out log, both the commander and handler will sign the log making note of the date and time. The same procedure will also be used in the returning of the narcotics, with the exception that if the commander who signed out the narcotic is unavailable, the on-duty commander may be utilized.
- c. While transporting the narcotics, they will be placed in a steel constructed container that has the ability to be secured with a lock. When not being actively used in training, all the narcotics will be locked in the vehicle of the officer who signed out the narcotics. At no time will the narcotics be stored any place else other than the lockers designated as such in the evidence room, unless approval is given by the Deputy Chief of Administration.
  - d. The weight of the narcotics will be verified every six months by the same personnel listed in the OBTAINING section.
  - e. In the event of narcotic spillage, the Handler will immediately contact the on-duty Shift Supervisor or commander; the Shift Supervisor/commander will respond to the scene and document his/her findings. All persons involved in the training will also document, and photographs will be taken of the incident.
  - f. Approximately every six months or/as new narcotics become selected for destruction, they will be used to replace the narcotics currently being used under the same guidelines used to obtain. The old narcotics will be weighed and marked for destruction on an evidence tag, and submitted as such.
  - g. At all times during training and normal working hours, each handler will have with them salt or hydrogen peroxide to induce vomiting of the K-9 in the event the canine inhales or ingests the narcotics. The handler will then immediately take the K-9 to the department veterinarian, or the Emergency Animal Hospital for care.
  - e. Prior to any narcotic training, one of the handlers will notify the department's veterinarian office of training, or give a list of training dates to them in advance.



### 99.1.17 Specialty K-9 Teams:

#### Explosive Ordinance Disposal (EOD) Unit K-9 Team

##### **Discussion:**

Because of the superior sense and agility, the trained EOD K-9 is a valuable supplement to the law enforcement EOD Team. It is the policy of the Santa Fe Police Department that the EOD K-9 Team be used, within these guidelines, to locate explosives, explosive devices, explosive components, pyrotechnics, pyrotechnic components, firearms and ammunition.

In addition, the EOD K-9 Team may be used to assist Federal Law Enforcement Agencies, detectives, police EOD officers, and/or fire department arson investigators in post blast investigations. It is the responsibility of the EOD K-9 Handler to ensure the team is utilized with safe and tactically sound methods.

##### **Command Structure:**

- A.** Because of its highly specialized duties the EOD K-9 Team shall be assigned to the Special Operations Commander under the guidance of the EOD commander. The EOD K-9 Team will be primarily assigned to a Patrol Shift and report to the Shift Supervisor for day to day activities and assignments. In the event of a Tactical Operation the EOD K-9 Handler will inform the Shift Supervisor and report to the EOD Commander, SWAT Commander, or Special Operations Commander.

##### **Training:**

- B.** The ability of the EOD K-9 to properly detect and alert to the odor of explosive materials is a perishable skill as is the ability of the handler to guide the dog in its searches. Based on the standards set by Scientific Working Group on Dog and Orthogonal Detector Guidelines (SWGDOG) the EOD K-9 shall be allocated at a minimum at least four hours of training per a forty hour work week. This time shall be part of the EOD K-9 handlers normal work week. An EOD officer qualified to handle and transport explosives will be required to assist the handler in this training as it will consist primarily of the hiding of explosive materials for the K-9 and Handler to locate. It is the responsibility of the handler to document the training completed.

- C.** In addition to weekly training the handler shall complete a generalized course in explosive recognition such as the Incident Response to Terrorist Bombing course offered by New Mexico Tech in Socorro, New Mexico. In the changing environment of explosives the handler may be required to undergo additional classes in this area. Also, additional training may be required to keep the K-9 current by imprinting it with new explosive materials.

##### **Deployment:**

- D.** Although similar to Deployment and Operational Deployments as outlined in this Policy, the Santa Fe Police Department EOD K-9 Team may be deployed in the following additional situations:

1. EOD Callouts: One of the primary responsibilities of the EOD Unit is responding to a suspicious device or package callout is to do a search for secondary devices. The EOD K-9 Team may be deployed with the EOD Unit on callouts to assist with the search of a secondary device.
2. Bomb Threats: The EOD K-9 Team may be utilized to conduct building or area sweeps in response to a credible bomb threat only. A certified Bomb Technician will be consulted prior to deploying the EOD K-9 Team to determine if a bomb threat is or is not credible. If the threat is deemed to be credible, the EOD K-9 Team will be accompanied by a certified Bomb Technician during the sweep. The EOD K-9 Team will not, under any circumstances be utilized to evaluate a package that has already been deemed suspicious by a credible source, such as a certified Bomb Technician or the EOD K-9 Handler.
3. Dignitary Protection: The EOD K-9 Team may be used for dignitary protection searches and sweeps when officially requested by other federal, state or local agencies or for public events within the City of Santa Fe.
4. Post Blast Investigations: The EOD K-9 Team may be utilized in post-blast investigation for the purpose of evidence recovery.
5. The EOD K-9 Team may be utilized outside the City of Santa Fe at the request of an outside agency. All

requests for deployment of the EOD K-9 Team to area agencies must be authorized by the Chief of Police or his/her designee and approved by the Special Operations Commander.

## DEFINITIONS

**Deployment-** when a handler makes use of the assigned dog on duty in an official capacity.

**Apprehension-** When a handler, making use of the assigned dog on duty in an official capacity, assists in locating and apprehending suspects.

**Community Contacts-** Social and physical contact with citizens of the community.

**Handler-** An officer selected and assigned to the K-9 Unit to care for and use a police service dog.

**Police Service Dog (PSD)-** A service dog trained to assist with patrol functions such as tracking, apprehension, and searches.

**Detector Dog-** a service dog trained to perform searches for hidden substances (narcotics, explosives etc.)

**K-9 Team-** The handler and assigned police service dog.

**Certified Team-** A team meeting the performance standards of the department, or a recognized professional association; such as but not limited to the National Narcotics Detector Dog Association or the National Police K-9 Association.

**Certified EOD K-9-** A certified EOD K-9 is a dog trained to detect and alert to the odor of explosive and/or incendiary materials and which is certified through a testing process by one or more recognized PSD organizations; such as but not

limited to the National Narcotics Detector Dog Association or the National Police K-9 Association.

**Certified EOD K-9 Handler-** A certified EOD K-9 Handler is a Police Officer who has been selected, trained, and certified to perform this duty. Certification will be through one or more recognized police working dog organizations; such as but not limited to the National Narcotics Detector Dog Association or the National Police K-9 Association.

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Approved: 

**ANDREW PADILLA**  
**Chief of Police**

Date: 06/25/21