

POLICE K9 UNIT

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PURPOSE

The purpose of this directive is to establish the policy and procedures governing the use of the Santa Fe Police Department Canine (K9) Unit.

DISCUSSION

The use of the K9 Teams has been a proven valuable asset to the law enforcement community. The Santa Fe Police Department shall maintain a K9 Unit to support the functions of the Operations Section, Special Operations Section, and other Sections within the Department. The K9 Unit will also be made available to outside agencies upon request and approval of the Chief of Police or his/her designee.

POLICY

It is the policy of the Santa Fe Police Department to maintain a fully operational and certified K9 Unit, a designated number of certified K9 handlers, and a designated number of Police Service Dogs (PSD) for operational deployment and regular police activities.

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 K9 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.).

K9 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 K9 Association.

Certified EOD K9- A certified EOD K9 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 1 or more recognized PSD organizations, such as but not limited to the National Narcotics Detector Dog Association or the National Police K9 Association.

Certified EOD K9 Handler- A certified EOD K9 Handler is a Police Officer who has been selected, trained, and certified to perform this duty. Certification will be through 1 or more recognized police working dog organizations, such as but not limited to the National Narcotics Detector Dog Association or the National Police K9 Association.

STRUCTURE

99.1.01: The K9 Unit is a specialized unit within the Special Operations Section and is primarily assigned to the Operations Section under the direct supervision of Patrol Operations supervisors and commanders.

- A. A K9 Team will consist of a certified K9 Handler and certified PSD.
- B. The K9 Unit shall maintain a designated number of K9 Teams to be assigned within the Patrol Section at the discretion of the Chief of Police or his/her designee.
- C. K9 Handlers may provide written interest regarding their shift assignment but all assignments will be reviewed and must be approved by the Chief of Police of his/her designee.
- D. K9 handlers will be assigned to a Sergeant with the Patrol Section regarding regular day-to-day operations and assignments from within the Patrol Section.
- E. K9 Teams will not be assigned to a specific patrol area unless necessary for minimum staffing needs.
- F. K9 Teams will report to the K9 Team Leader regarding any Special Operations activations or assignments. In the absence of the K9 Team Leader, K9 Teams will report to the Special Operations Commander, SWAT Commander, and/or EOD Commander.

K9 TEAM LEADER

99.1.02: The K9 Unit Team Leader is responsible for the following:

- A. Coordination during Special Operations Group deployments, i.e., SWAT operations and activations, EOD operations, and high-risk search and arrest warrants, etc.

- B. Maintaining performance and activity records for the K9 Unit and any other records required by the division commander.
- C. Be directly accountable to the Operations Deputy Chief of Police or his/her designee on all K9-related matters.
- D. Overall operation of the K9 Unit *****Day-to-day patrol duties will remain with the patrol Sergeant. This refers to training, certifications, Special Operations deployments, etc.***
- E. Assign requests for public events.
- F. Review and maintain a file of all K9 Unit deployments to ensure adherence to Departmental guidelines.
- G. Ensure that teams are trained and maintain the desired level of proficiency.
- H. Review work performance of unit members and identify any areas that may need improvement *****Specific to their K9 specialization.***
- I. Ensure there is adequate and secure space for the storage of unit equipment and training records.

POLICE K9 TEAM DUTIES

99.1.03: During their working shift, a K9 Handler is authorized to determine if a request for the use of a K9 Team is appropriate based on the ability of the PSD and the nature of the request and call for service. If a K9 Team is needed, but none are on duty, the request must be made through the K9 Team Leader and approved by the Special Operations Commander. K9 Handlers are responsible for determining whether a situation justifies the use of PSD, and they must evaluate the appropriate tactical approach to the situation. Determination on use of a K9 team will be based on the accepted standards and training and the ability of the on-scene K9 Handler and PSD.

- A. A K9 Handler will NEVER be ordered to deploy the PSD if he/she knows the deployment to be unlawful or beyond the capabilities, training, or requirements of the K9 Team.
- B. K9 Teams should be dispatched to all violent calls for service, including but not limited to:
 - 1. In-progress calls
 - 2. Alarm calls
 - 3. Suspect searches
 - 4. Vehicle Pursuits
 - 5. Suspect Apprehension

6. Narcotic/explosive Detection
 7. Evidence searches
 8. Tracks of missing persons, lost persons, and outstanding suspects
 9. High Risk/SWAT deployments
- C. Should a K9 Team be assigned to another call for service, they may be recalled, replaced, or diverted to respond to a higher priority call for service requiring the use of the PSD. The preexisting call should remain open and active until an officer can be dispatched or the K9 Team can return to complete the call for service. The preexisting call shall not be intentionally held for the K9 Team unless otherwise directed by the shift supervisor or commander.
- D. K9 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 K9 Team's shift supervisor, shift commander, or the ranking on-duty commander. (e.g., insufficient staffing due to a critical incident, inordinate number of high priority calls for service, etc.)
- E. K9 Teams working any overtime assignment or special operation will be subject to handle calls for service routinely assigned to any other officer working on the same assignment.
- F. Due to the specialty of the K9 Team's vehicle design and equipment limitations, K9 Handlers shall not transport arrestees. Citizen transport or Citizen ride-along assignments shall be approved by the K9 Team Leader and/or the Special Operations Commander. Patrol Section supervisors and/or commanders will only utilize K9 Teams for citizen transport and citizen ride-along as a last resort based upon the availability of other staff members.

K9 TEAMS SCHEDULES

99.1.04: K9 Teams shall be assigned a work week commensurate with the patrol team to which the K9 Handler had been assigned.

- A. K9 Handlers will be authorized 1 hour of compensation leave at the end of each workday to perform K9 Maintenance. K9 Maintenance is designated for the K9 Handler to ensure the safety and well-being of the PSD.
- B. K9 Handlers will not be required to complete a leave form for the authorized K9 Maintenance hour.
- C. K9 Maintenance shall be taken each workday, but in the event that K9 Handlers are not able to utilize the allotted time due to the calls for service or other unforeseen circumstances, K9 Handlers are authorized to complete and request 1 hour of compensation leave earned.

K9 HANDLER RESPONSIBILITIES

99.1.05: The responsibilities of the K9 Handler include, but are not limited to, the following:

- A. Care and maintenance of issued equipment.
- B. Daily maintenance and cleaning of the kennel and yard in which the PSD resides.
- C. Providing the PSD with provisions of food supplied by the Santa Fe Police Department, water, and other general diet maintenance.
- D. Grooming as often as required by weather, working conditions, or other factors.
- E. Daily exercise.
- F. Daily maintenance of the assigned K9 vehicle and vehicle kennel area.
- G. General medical attention and maintenance of health care records for the assigned PSD. PSDs shall receive a veterinary examination semi-annually; at which time all necessary immunizations will be obtained.
- H. Each K9 Handler will maintain a copy of all medical and immunization records for their assigned PSD. A copy of the medical records and immunization records shall be provided to the K9 Team Leader upon each veterinary visit or checkup.
- I. All veterinary bills, K9 certification fees, K9 feed, and hygiene expenses/billing shall be forwarded to the Santa Fe Police Department's budget/finance administrator for payment.
- J. In the event a PSD is injured or becomes ill while off duty, the K9 Handler shall take the PSD to the nearest available emergency veterinary clinic for medical assessment.
 - 1. The K9 Handler shall notify the K9 Team Leader of the situation and provide updates as needed or when available.
 - 2. The K9 Team Leader shall notify the Special Operations Section Commander of the issue.
 - 3. Upon discharge, the K9 Handler shall submit a memo through the Special Operations Section chain of command detailing the issue or medical episode and provide copies of all discharge and billing paperwork for proper payment and/or reimbursement.
- K. Maintain the PSD at a performance level and point out any and all deficient areas to his/her K9 Team Leader.
- L. Maintain a log of training and certifications to be provided to the K9 Team Leader for filing and storage.
- M. Ensure that all reports are completed before ending a tour of duty, unless approved by his/her assigned supervisor or commander.

- N. The K9 Handler is expected to use his/her skills and those of the PSD to deter and detect criminal activity in a proactive manner.

K9 TEAM TRAINING

99.1.06: The Santa Fe Police Department K9 Unit will train in the area of PSD deployment, narcotics detection, trends and/or techniques in PSD use and liability, a minimum of 320 hours per year. K9 Teams will be allotted 3 training days per month, each in a separate week, as authorized and approved by the Special Operations Commander and Chief of Police or his/her designee.

- A. The K9 Team Leader will provide notice to the Department in writing a monthly schedule of all K9-related training. The notice shall be in Special Order format and distributed to the staff of the Santa Fe Police Department.
- B. K9 Teams may be required to attend additional training outside the normal K9 training schedule, including but not limited to:
 - 1. SWAT Training
 - 2. EOD Training
- C. K9 Teams will be required to seek approval from their designated Patrol Section supervisors and commanders before attending any supplemental training.
- D. K9 Teams may be recalled from training in the event that a situation arises that requires the use of the PSD.
- E. K9 Team training records and certifications will be maintained by each K9 Handler, and copies will be provided to the K9 Team Leader and Santa Fe Police Department Training Coordinator.
- F. The K9 Unit may conduct bi-annual training with the Patrol Section. Yearly training may be conducted with other sections of the Santa Fe Police Department or at the request of the Section Commander or as directed by the Chief of Police or his/her designee.
 - 1. Department-related training shall include the following:
 - a. Discussion and guidance for officers when K9 Teams are conducting searches or tracks.
 - b. Requirements of a secured perimeter to allow a K9 Team to conduct a track.
 - c. Emergency Procedures.
 - d. Conduct around the PSD.
 - e. The use and limitations of the PSD and K9 Handlers.
 - f. Deployment or bite demonstrations shall only be conducted when certified K9 Handlers and Certified K9 Decoys are utilized.

- g. A patrol officer or any other Santa Fe Police Department staff member shall not be allowed or directed to decoy for any K9 Handler/PSD demonstration.
- h. During any K9 deployment demonstration, the decoy shall be required to wear a protective bite suit, including a jacket and pants. It shall be at the discretion of the certified K9 Decoy if they choose to wear the provided protective headgear.

99.1.07: The Santa Fe Police Department K9 shall not participate in K9 Demonstrations unless the following guidelines are adhered to:

- A. Verbal releases shall only be practiced with the presence of an additional handler, not including the handler or decoy wearing the bite suit.
- B. Safety placards shall be utilized when training is in a public place to alert the public of the training taking place.
- C. The use of protective headgear is not generally recommended for bite training but may be utilized by the handler or decoy wearing the protective bite suit if requested.

K9 DEPLOYMENTS

99.1.08: The following reflect general guidelines for the deployment of K9 Teams:

- A. In all instances that a PSD is deployed, it shall be within Department guidelines, federal, state, and local laws. Apprehension deployments shall be based on what is objectively reasonable, known, or perceived by the handler at the time.
- B. The individual K9 Handler will make the final decision on any situation where the K9 may be deployed based on training and/or experience.
- C. The following situation reflects suitable activities for team deployment but shall not limit their use when deemed objectively reasonable by the handler:
 - 1. Searches where there is a possibility of a hidden suspect. A clearly audible warning announcing that a K9 will be used if the suspect does not surrender shall be made prior to releasing the PSD unless exigent circumstances exist and the K9 Handler determines it is objectively reasonable to not make an audible warning prior to releasing the PSD. When providing audible warnings, the K9 Handler, or officers on the scene, shall allow an objectively reasonable amount of time to elapse for a suspect to surrender prior to deploying the PSD. If feasible, other officers should be in the location opposite where the audible warnings are being given to verify that the audible warnings can clearly be heard. Audible warnings given in other languages should be used as necessary. In the event of a deployment, the K9 Handler shall document in their report how

the audible warnings were given and if none were given, the reason(s) why.

- a. The announcements shall be made in a loud, clear voice something to the effect of, ***“SANTA FE POLICE DEPARTMENT K9, SPEAK TO ME NOW OR THE K9 WILL BE RELEASED.”***
2. Tracking criminal suspects who are actively eluding capture and/or pose an immediate risk of safety to officers or citizens or tracking missing or lost persons.
3. To search for articles of evidence or other property that may be of value in a criminal case. The K9 Handler will survey the area to be searched prior to using the PSD to ascertain if there are any dangers that could pose a risk to the K9 Team. (i.e., narcotics, needles, booby traps, etc.).
4. Narcotic/explosive sniff of assigned odors.
5. K9 Teams will not be used under any circumstances to search or “sniff” a person for controlled substances or explosives.

K9 BITES

99.1.09: The K9 Unit is designed as a less than lethal force option for the Santa Fe Police Department. PSDs are not considered to be “deadly weapons” rather, they are classified as an “impact weapon.” As such, injuries may occur during the deployment and use of the PSD.

- A. When a person who is actively sought by law enforcement is bitten, the K9 Handler or other officers on the scene shall immediately request that emergency medical personnel be dispatched to the scene when given an opportunity to do so and when the scene is determined to be safe.
- B. If the situation is safe and the K9 Handler is reasonably able to do so, the K9 Handler will secure the PSD in his or her vehicle.
- C. The K9 handler or other officers on the scene shall assess the extent of the injured person and shall render the appropriate first aid until emergency medical personnel arrive.
- D. The K9 Handler shall notify the on-duty supervisor and/or commander of any PSD bite. The supervisor and/or commander shall be required to respond to the scene if they are not already present. When able to do so, the K9 Handler shall notify the K9 Team Leader of the deployment and subsequent bite.
- E. All PSD bites shall be reported following the guidelines set forth in Department Directive 72.1, entitled “Use of Force.” The on-duty supervisor, commander, or K9 Team Leader will be responsible for completing the supervisory incident report.

1. If the PSD is deployed during a Special Operations mission or assignment, the Special Operations Commander shall determine who from within the Special Operations Section will complete the required documentation (i.e., SWAT Commander, SWAT Team Leader I or II, EOD Commander, and/or K9 Team Leader.)
- F. The on-duty supervisor or commander shall ensure that the bitten person's injuries are photographed or at least attempted to be photographed. If the subject refuses to have photographs taken, the K9 Handler, supervisor, and/or commander shall document the refusal in all subsequent offense/incident reports and supervisor reports.
- G. The K9 Handler shall provide the bitten subject with their name, the name of the PSD, and the name of the veterinary clinic in which the PSD was last immunized.
- H. Complete an accurate and detailed incident report.
- I. The K9 Handler shall be required to have the PSD scheduled for a veterinary examination or assessed at an approved and licensed veterinarian clinic within 7 days following the bite. The K9 handler shall provide the report or discharge paperwork to the K9 Team Leader for filing and the supervisor or commander tasked with completing the supervisor report for attachment. If a K9 Handler fails to schedule the veterinarian assessment within 7 days, the PSD shall NOT be allowed to return to duty. If the PSD is scheduled for a veterinary examination during the initial 7 day period, the PSD may continue on duty status at the discretion of the K9 Handler.

UNINTENTIONAL BITES

99.1.10: If a PSD unintentionally bites a member of the public or law enforcement the following protocol shall be followed:

- A. The K9 Handler or other officers on the scene shall immediately request that emergency medical personnel be dispatched to the scene when given an opportunity to do so and when the scene is determined to be safe.
- B. If the situation is safe and the K9 Handler is able to do so, the K9 Handler shall secure the PSD in his/her vehicle.
- C. The K9 Handler and other officers on the scene shall assess the extent of the injured person and shall render the appropriate first aid until emergency medical personnel arrive.
- D. The K9 Handler shall notify the on-duty supervisor and/or commander. The supervisor and/or commander shall be required to respond to the scene if they are not already present. When able to do so, the K9 Handler shall notify the K9 Team Leader of the deployment and subsequent unintentional bite.

- E. All K9 bites shall be reported following the guidelines set forth in Department Directive 72.1, entitled "Use of Force." The on-duty supervisor, commander, or K9 Team Leader will be responsible for completing the supervisory incident report and shall be noted as an unintentional or accidental bite.
- F. The on-duty supervisor or commander shall ensure that the bitten person's injuries are photographed or at least attempted to be photographed. If the subject refuses to have photographs taken, the K9 Handler, supervisor, and/or commander shall document the refusal in all subsequent offense/incident reports and supervisor reports.
- G. The K9 Handler shall provide the bitten subject with their name, the name of the PSD, and the name of the veterinary clinic in which the PSD was last immunized.
- H. If a K9 Handler is bitten during the course of training or while on duty and the handler requires medical attention, the on-duty supervisor, commander, or K9 Team Leader shall be contacted, and an injury report will be completed.
 - 1. The PSD will not be required to obtain a veterinarian check if the K9 Handler is bitten.
 - 2. If a citizen or another law enforcement officer is unintentionally or accidentally bitten, it shall be the discretion of the K9 Handler, K9 Team Leader, and Special Operations Commander to determine if the PSD requires a veterinarian check.

ASSISTING AREA AGENCIES

99.1.11: The Santa Fe Police Department K9 Unit and K9 Teams may be utilized outside the City of Santa Fe at the request of another law enforcement agency. All requests for deployment of the K9 Unit or K9 Teams to areas outside of the City of Santa Fe must be authorized by the Chief of Police or his/her designee, along with the approval of the Special Operations Commander and K9 Team Leader.

- A. K9 Handlers shall operate within the scope of the Santa Fe Police Department's current policy and procedures when assisting other law enforcement agencies.
- B. Regarding pre-planned events or operations, the K9 Team Leader shall be required to complete an Operational Plan. The Operational Plan shall be reviewed by the Special Operations Commander and must be approved by the Chief of Police or his/her designee.
- C. An Operational Debrief and an After-Action Report shall be completed and provided to the Special Operations Commander and Chief of Police for review.

K9 VEHICLES

99.1.12: Santa Fe Police Department vehicles shall be properly equipped and large enough to include safe and secure transport of the PSD. The compartment must provide safety for

the PSD, prevent unauthorized persons from having contact with the PSD, and prevent the PSD from damaging the vehicle interior.

- A. The vehicle shall be specifically marked with the decals “CAUTION” and “K9 UNIT.” The decals shall be affixed to the rear and sides of the vehicle at a readable level. The rear windows shall be marked with decals, “Caution,” “Stay Back,” and “Police Dog” or something to that effect.
- B. All vehicle windows, with the exception of the front windshield, shall be tinted to provide added ultraviolet light and shade protection for the PSD.
- C. The K9 vehicle shall be equipped with a remote door opener.
- D. K9 vehicles should only be parked in the rear secured parking lot of the Santa Fe Police Department Headquarters building to add for better safety of the PSD, officers, and the public.
- E. The K9 Handler may be permitted to provide their recommendation in the decision process before vehicles are purchased and outfitted for duty. However, the exclusive decision of what vehicles are to be purchased remains with the Chief of Police or his/her designee.
- F. K9 vehicles are authorized to idle, with the air conditioner or heater on, to keep the PSD at a reasonable comfort level during regular duty days or training sessions.

EMERGENCY PROCEDURES

99.1.13: Officers shall use the following guidelines when a K9 Handler becomes incapacitated, and the PSD is not contained.

- A. Officers on the scene shall direct the Santa Fe Regional Emergency Communications Center (Santa Fe RECC) Radio Operator to contact someone from the K9 Team to respond to the scene or a K9 Handler from any other department, the K9 Team Leader, and the on-duty commander shall also be contacted. Animal Services shall also be contacted if the scene has been secured.
- B. Officers shall follow the directions of the K9 Handler if he/she remains conscious.
- C. If the K9 Handler loses consciousness, officers shall consider the following:
 - 1. If at all possible, await the arrival of another K9 Handler.
 - 2. Avoid direct eye contact with the PSD.
 - 3. Do not excite the PSD with loud noises or sudden movements.
 - 4. Do not approach the K9 Handler unless absolutely necessary; the PSD will be protective of the K9 Handler.

5. Attempt to contain the PSD by slowly driving the K9 vehicle or another caged vehicle in close proximity and loudly yelling “**UP,**” or something to that effect.
 6. If previous measures are not successful, protective clothing found in the canine vehicle coupled with loud noises and sudden movements will attract the K9’s attention. When the PSD engages the protective equipment, the dog may then be dragged to the awaiting vehicle or other suitable area of confinement.
- D. Use of lethal force on the PSD is only a last resort when human life is in jeopardy.

CONDUCT OF DEPARTMENT PERSONNEL

99.1.14: Due to the specialized training and temperament of PSDs, Department personnel shall conduct themselves as follows:

- A. Employees of the Santa Fe Police Department shall not pet or feed the PSD.
- B. Employees of the Santa Fe Police Department shall not tease or harass a PSD.
- C. Only the K9 Handler shall give commands to the PSD, except in an emergency situation or with the approval of the K9 Handler.

K9 TRAINING AND DAILY USE EQUIPMENT

99.1.15: All K9 Handlers will be issued basic equipment necessary to maintain the safety and well-being of the PSD. The listed equipment items below are intended to be a basic list, as other items may be required and issued at a later date and time based on the need and discipline of the assigned PSD.

- A. Leather German Style Muzzle
- B. 6-foot lead
- C. Collar with handle
- D. Fur Saver collar
- E. Prong collar
- F. Harness with handle
- G. 30-foot lead
- H. 5x10 Kennel
- I. E collar
- J. Doghouse (Igloo Style)
- K. Extra-large crate
- L. K9 protective armor vest

- M. K9 first aid kit
- N. Feed bowls
- O. Training toys
- P. K9 brushes
- Q. Tracking harness
- R. Ballistic/Stab vest with markings
- S. Exposed training bite sleeve
- T. PSD body worn camera and attachment kit (optional)
- U. Other items that will be required for each K9 Handler regarding training are listed below:
 - 1. Full bite suit, including jacket and pants
 - 2. Hidden bite sleeve
 - 3. Agitation harness
 - 4. Narcotic decoy storage container
 - 5. Explosive Ordnance decoy storage container

NOTE: *This will not limit the need for or use of other training that is or will become available and required based upon the current or evolving K9/PSD training standards.*

K9 HANDLER SELECTION

99.1.16: The Santa Fe Police Department K9 Unit will select personnel utilizing a series of tests designed to measure psychological well-being, physical strength, agility, stamina, decision-making ability under simulated stress (practical scenario exercise), and the character of the applicant (i.e., disciplinary actions, and work history).

- A. The following procedures are the methods employed in selecting members of the Santa Fe Police Department K9 Unit.
 - 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 6 separate tasks, which will be completed as 1 continuous test with no rest between stations. Participants must wear a long-sleeved shirt, BDU-type pants, and boots during the 1 mile run. Participants will don their issued outer carrier vest and duty belt after completing the 1 mile run. The participants will also carry their gas masks to be used during 2 sections of the test.
 - a. Station 1 (Run): Will consist of a 1 mile run. Participants must complete the run and don all equipment in a maximum time of 12 minutes. After passing the designated finish line, participants will

walk to station 2. As they walk, the participants will don the gas mask.

- b. Station 2 (60-yard dash): Upon reaching station 2, the participants will pick up a 40 pound sandbag that will simulate a PSD and, while wearing the gas mask, run as quickly as they can to a designated marker indicating 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 indicating 30 yards. This will also be done while wearing the gas mask. During the high crawl, the participants will use elbows/forearms and knees only.
 - d. Station 4 (K-9 rescue): Upon completing station 3, the participant will stand up, remove, and stow their gas mask. At that time, the participant will pick up a 40 pound sandbag and run to a designated marker, indicating 30 yards. The participant will then proceed to the starting marker of station 5.
 - e. Station 5 (wall jump): Upon reaching station 5, the participant will throw the 40 pound sandbag over the wall and, after doing so, will then jump over the wall pick up the 40 pound sandbag and proceed to the starting marker of station 6.
 - f. Station 6 (stair climb/decent): Upon reaching station 6, the participant will continue to hold the 40 pound sandbag and run up a designated flight of stairs. At the top of the stairs, the 40 pound sandbag will be grounded, and the participant will run down the stairs to the start of station 6. This must be accomplished in a maximum time of 45 seconds.
- B. The test is then complete. To pass the test, the participant must complete every station without stopping/resting between stations and complete the 2 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 annually to ensure compliance with the Policies and procedures of the City of Santa Fe, The Santa Fe Police Department, the Santa Fe Police Officers Association (SFPOA) 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 qualifications.

- b. Target qualifications will be conducted by use of Department authorized targets. Distances will be a maximum of 25 yards. Scoring will be determined based on hits on target in the approved hit area. A score of 80% will be considered passing.
- c. Tactical qualifications will be conducted by use of Combat targets. Distances will be a maximum of 15 yards. 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 80% will be considered passing.

NOTE: 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 K9 Unit and with the assistance of personnel from area agencies with police K9 knowledge.
- 2. Questions/Answers will be developed to solicit responses that are quantifiable and not subjective to interpretation by the 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:
 - a. Review Departmental personnel files to ensure strict compliance with 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. The interview panel will consist of 3 K9 Handlers from other Agencies.

3. Interview with the Command Officer(s) directly responsible for the supervision of the applicant or a memo of recommendation.
- H. Officers interested in becoming K9 handlers must have sufficient facilities to care for and board the PSD at their residence and live within the authorized unit take-home mileage limit as outlined in the union contract. The K9 Team Leader will be responsible for ensuring K9 Handlers are in compliance.
- I. Additional criteria for selection will include the following requirements:
 1. Must have 3 years of continuous service as a sworn police officer with the Santa Fe Police Department.
 2. A 5 year commitment to the K9 Unit.
- J. Upon completion of the aforementioned selection process, the Chief of Police or his/her 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 K9 Unit. In cases where more than 1 opening on the K9 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 1 year from the test date. A list of eligible candidates will always be maintained with or without current openings in the K9 Unit.

K9 TEAM RETENTION

99.1.17: The following procedures are the methods employed in selecting members of the Santa Fe Police Department K9 Unit.

- A. 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 6 separate tasks, which will be completed as 1 continuous test with no rest between stations. Participants must wear a long-sleeved shirt, BDU-type pants, and boots during the 1 mile run. Participants will don their issued outer carrier vest and duty belt after completing the 1 mile run. The participants will also carry their gas masks to be used during 2 sections of the test.
 1. Station 1 (Run): Will consist of a 1 mile run. Participants must complete the run and don all equipment in a maximum time of 12 minutes. After passing the designated finish line, participants will walk to station 2. As they walk, the participants will don the gas mask.
 2. Station 2 (60 yard dash): Upon reaching station 2, the participants will pick up a 40 pound sandbag that will simulate a PSD and, while wearing the gas mask, run as quickly as they can to a designated marker indicating 60 yards (the marker at the end of station 2 will also serve as the start of station 3).

3. Station 3 (high crawl): Upon completing station 2, the participant will turn around, drop to the ground, and “high crawl” to another designated marker indicating 30 yards. This will also be done while wearing the gas mask. During the high crawl, the participants will use elbows/forearms and knees only.
 4. Station 4 (K-9 rescue): Upon completing station 3, the participant will stand up, remove, and stow their gas mask. At that time, the participant will pick up a 40 pound sandbag and run to a designated marker, indicating 30 yards. The participant will then proceed to the starting marker of station 5.
 5. Station 5 (wall jump): Upon reaching station 5, the participant will throw the 40 pound sandbag over the wall and, after doing so, will then jump over the wall pick up the 40 pound sandbag and proceed to the starting marker of station 6.
 6. Station 6 (stair climb/decent): Upon reaching station 6, the participant will continue to hold the 40 pound sandbag and run up a designated flight of stairs. At the top of the stairs, the 40 pound sandbag will be grounded, and the participant will run down the stairs to the start of station 6. This must be accomplished in a maximum time of 45 seconds.
- B. The test is then complete. To pass the test, the participant must complete every station without stopping/resting between stations and complete the 2 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 annually to ensure compliance with the Policies and procedures of the City of Santa Fe, The Santa Fe Police Department, the SFPOA 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 with a target qualification.
 - b. Target qualifications will be conducted by use of Department authorized targets. Distances will be a maximum of 25 yards. Scoring will be determined based on hits on target in the approved hit area. A score of 80% will be considered passing.
 - c. Long Rifle/AR-15 will be measured with target qualifications. Target qualifications will be conducted by use of Department authorized targets. The New Mexico Law Enforcement Annual Firearms Qualification for Long Rifle/AR-15 will be utilized for

this portion of weapons proficiency. Time elements and course of fire will be outlined by the NMLEA Firearms Qualifications. Long Rifle/Ar-15 will be measured in both target and tactical qualifications. A score of 80% will be considered passing.

NOTE: 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. Character evaluations will be conducted in conjunction with psychological evaluations.
 - 1. K9 Handlers may be recommended for removal from Unit assignment upon receipt of a performance related to disciplinary action (in accordance with the SFPOA Union contract). It will be the responsibility of the shift supervisor, shift commander, Special Operations Section Commander, and K9 Team Leader to evaluate and make recommendations on any such violation to the Chief of Police or his/her designee.
- F. As prescribed in paragraph A-D of this section, K9 Handlers will be required to meet the aforementioned standards, including maintaining an acceptable training record and K9 and PSD certification.
 - 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 of the K9 handler and/or PSD. During suspension, it will be the responsibility of the individual K9 Handler to bring himself/herself up to acceptable levels of performance. The duration of the suspension period will be recommended by the K9 Team Leader and the Special Operations chain of command. The recommendation will be reviewed and approved by the Chief of Police or his/her designee. The length of the suspension will be directly related to the further remedial efforts needed or identified. During any period of suspension, the suspended member must attend all scheduled training; however, the suspended member will not participate in K9 operations or special events.
 - 3. Depending on the noted deficiency, failure to correct the deficiency as provided within the aforementioned reasonable time frame could result in dismissal from the team.
 - 4. K9 Handlers will be allotted a reasonable amount of time to provide a passing score in the aforementioned retention requirements. The standard for providing a passing score for firearms qualifications shall be

determined by the Special Operations Commander with the approval of the Chief of Police or his/her designee.

5. K9 Handlers will be required to report any loss or lapse of the current yearly K9 certification. K9 handlers will be certified annually under the proctoring of a Master K9 Handler and reputable K9 Training Company, which meets the minimum standard or best standard operating procedures for Police K9 operations.
6. K9 Handlers will be required to successfully certify annually, and any failure to certify will be reviewed by the K9 Team Leader and Special Operations Commander. Due to the fact of the working conditions and temperament of the PSD, K9 Handlers will be allotted opportunities to correct deficiencies under the direction of a Master K9 Handler or K9 Training School. Failure to certify will not necessitate the immediate removal from the K9 Unit unless the K9 Handler fails to show progress in the correction of deficiencies or successfully complete a certifications course after multiple attempts in a designated time frame as set forth by the Master K9 Handler, K9 Team Leader, and Special Operations Commander.

NARCOTICS TRAINING

99.1.18: Narcotics training will take place under the direction of a Master K9 Handler in a controlled environment.

99.1.19: K9 Handlers may be given direction to complete “in-house” narcotic training, but the training procedure must be outlined in an approved training plan and filed with the K9 Team Leader and Special Operations Commander.

99.1.20: The use of controlled substances from the Santa Fe Police Department Evidence Section is prohibited.

SPECIALTY K9 TEAMS

99.1.21: Explosive Ordinance Disposal (EOD) Unit K9 Team

- A. Because of the superior sense and agility, the trained EOD K9 is a valuable supplement to the law enforcement EOD Team. It is the policy of the Santa Fe Police Department that the EOD K9 Team be used, within these guidelines, to locate explosives, explosive devices, explosive components, pyrotechnics, pyrotechnic components, firearms, and ammunition.
- B. In addition, the EOD K9 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 K9 Handler to ensure the team is utilized with safe and tactically sound methods.

1. Because of its highly specialized duties, the EOD K9 Team shall be assigned to the Special Operations Commander under the direct supervision of the K9 Team Leader and provided guidance from the EOD Commander and Special Operations Commander.
2. The ability of the EOD K9 to properly detect and alert to the odor of explosive materials is a perishable skill, as is the ability of the K9 Handler to guide the dog in its searches. Based on the standards set by the Scientific Working Group on Dog and Orthogonal Detector Guidelines (SWGDOG), the EOD K9 shall be allocated at a minimum of at least 4 hours of training per a 40 hour work week. This time shall be part of the EOD K9 Handlers normal work week and/or provide compensation for the allotted training time. It is the responsibility of the K9 Handler to document the training completed.
3. In addition to weekly training, the K9 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 explosives environment, the K9 Handler may be required to undergo additional classes in this area. Also, additional training may be required to keep the PSD current by imprinting it with new explosive materials.
 - a. Although similar to deployment and operational deployments as outlined in this Policy, the Santa Fe Police Department EOD K9 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 K9 Team may be deployed with the EOD Unit on callouts to assist with the search for a secondary device.
 - 2) Bomb Threats: The EOD K9 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 K9 Team to determine if a bomb threat is or is not credible. If the threat is deemed to be credible, the EOD K9 Team will be accompanied by a certified Bomb Technician during the sweep. The EOD K9 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 K9 Handler.
 - 3) Dignitary Protection: The EOD K9 Team may be used for dignitary protection searches and sweeps when officially requested by other federal, state or local agencies or for public events.

- 4) Post Blast Investigations: The EOD K9 Team may be utilized in post-blast investigation for the purpose of evidence recovery.
4. The EOD K9 Team may be utilized outside the City of Santa Fe at the request of an outside agency. All requests for deployment of the EOD K9 Team to area agencies must be authorized by the Chief of Police or his/her designee and approved by the Special Operations Commander.

Drafted (awm/01-04), Revised (wrj/02-11), (leb/04-20), (djw/06-21), Amended (leb,bdg/02-25)

Approved: _____

Chief Paul Joye

Date: _____

4/7/25