

**TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

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<i>Reference</i>					
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This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to provide guidelines for the management and tactical deployment of canines for a variety of operational purposes.

SECTION 2 POLICY

The Police Service Canine Program was established to augment police services to the community. Trained teams of handlers and police service canines have evolved from the program and are used to supplement police operations to locate and apprehend criminal offenders, tracking, narcotic detection, protection building searches, dignitary protection, and article searches. It is the policy of the department that police canine handlers will employ the police canine only as reasonable and necessary to achieve a lawful law enforcement objective. Each use of a canine will be documented and evaluated as to the justification of the level of force used. It is also the policy of this Department that police service canines will be used in a manner consistent with the provisions of this policy and all Department policies related to a response to resistance or aggression.

SECTION 3 DEFINITIONS

Police Service Canine Coordinator/Unit Coordinator - A person who holds the rank of at least sergeant who has been a previous canine handler or demonstrates the desire and capacity to oversee and direct the Department's Police Canine Program in a positive and progressive manner.

Police Service Canine Team - A Police Officer and their assigned police canine.

Canine Unit - A specially equipped patrol car specifically used for the transport of a Police Service Canine.

Canine File - A file designated in the Operations Division that is reserved to contain documents relating to the Police Service Canine Program.

Deployment: When a handler makes use of his assigned canine in an official capacity.

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SECTION 4 GENERAL PROCEDURES

A. ASSIGNMENT OF POLICE SERVICE CANINES

1. The Police Service Canine teams shall be assigned to the Operations Division to supplement and assist in the patrol function and other Police Department Units as called upon.
2. Police Service Canine teams should not be assigned to calls that will take them out of service for extended periods of time unless necessary, and with the approval of the shift supervisor.
3. A Police Service Canine Team is not unlike any other uniformed beat officer in that they are available to respond to calls, act as back up on calls, and accept assignments as determined by the shift supervisors/commander. Canine teams should be utilized to augment service delivery in problem areas, back fill for beat officers who may be otherwise engaged in police activity, assist and back-up other officers on calls and stops, and utilize the canine when appropriate. Police Service Canine Teams should be utilized to answer calls that include intrusion alarms, burglary in progress, large disturbances, or other serious incident wherein the service animal could be of significant use.
4. Personnel within the department are encouraged to utilize the Police Service Canine teams.
5. The highest ranking shift supervisor shall approve all requests for Police Service Canine assistance from outside agencies subject to the following provisions:
 - a. Police Service Canine teams shall not be used outside the City of Texarkana, Texas to perform any assignment, which is not consistent with this policy.
 - b. Upon arrival at the scene, the handler has the ultimate decision as to whether or not the Police Service Canine is to be used for a specific assignment.
6. All public requests for a Police Service Canine team shall be approved by the Division Commander via the Unit Coordinator prior to making any commitment. Handlers shall not demonstrate or randomly display a Police Service Canine to the public unless authorized to do so by the Division Commander as the animal is a law enforcement tool.

B. INTERACTION OF POLICE SERVICE CANINE WITH OFFICERS / PUBLIC

1. No member of the public shall be allowed to “pet” or interact with a Police Service Canine without the permission of the handler. If the handler allows interaction from the public, they will be in immediate proximity and have the canine short leashed.
2. Fellow officers are also required to have the handler’s permission to interact with the canine and shall not engage in any type of behavior that would tend to agitate the animal unless directed by the handler during training.
3. A Police Service Canine may be brought into the Bi-State Justice Building while the handler conducts routine business. The socialization of the service animal is an important part of its training and being inside the Police Department offices is not prohibited.

C. SELECTION OF POLICE SERVICE CANINE HANDLERS

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The following are the suggested qualifications for Texarkana Texas Police Officers who apply for the assignment of Police Service Canine Handler:

1. Reside in a single-family residence that has space for a 10' X 10' dog kennel.
2. Live within fifteen (15) minutes travel time from the Texarkana, Texas, city limits.
3. Agree to be assigned to the position for a minimum of five (5) years, provided that the canine remains in service.
4. Have a minimum of three (3) years patrol experience with the Texarkana Texas Police Department.
5. Be in good physical condition; able to withstand jogging for long distances and maneuver through dense wooded areas, cross creeks and ditches, and work outdoors in inclement weather conditions.
6. Must be able to lift and carry the weight of the average police service dog (80-100 pounds).
7. Demonstrate character traits, such as maturity, patience, initiative, flexibility, dependability, enthusiasm and a high work ethic.
8. Must have an above average attendance record.
9. Agree to work flexible hours and be on call.
10. Ability to successfully complete a prescribed canine handler course.
11. Make application and participate in an interview selection process as prescribed by the Department.

D. POLICE SERVICE CANINE UNIT COORDINATOR RESPONSIBILITIES

The Unit Coordinator shall be appointed by the Chief of Police and shall be responsible to the Division Commander for the supervision of the Police Service Canine Program. The Unit Coordinator shall be responsible for, but not limited to, the following:

1. Maintain liaison with the vendor kennel;
2. Maintain liaison with Administrative Staff and functional supervisor(s);
3. Maintain liaison with other agency Police Service Canine coordinators;
4. Oversee the handler's recording of accurate records to document Police Service Canine activities, maintain proper record retention and review all Police Service Canine usage reports;
5. Recommend and oversee the procurement of needed equipment and services for the unit;
6. Be responsible for scheduling all Police Service Canine related activities, review the canine policy annually and keep abreast of court decisions affecting liability and usage;

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7. Ensure the Police Service Canine teams are scheduled for continuous training to maximize the capabilities of the teams.
8. Make monthly reports, recommendations and evaluations as to the overall status of the canine program to the Division Commander;
9. Conduct inspections of handler(s) and their canine(s) and its kenneling and evaluate performance of the Police Service Canine team;
10. Prepare and/or review Risk Management reports. In the absence of the Unit Coordinator, an on-duty Supervisor shall prepare the reports.

E. HANDLER COMMAND RESPONSIBILITY

Only the assigned handler will be allowed to train and command the police service canine. This includes feeding and basic care of the canine. It should be understood that obeying commands is an essential part of the effectiveness and success of the canine team in the field. Additional handlers will only cause confusion that may not be detected or revealed until a stressful situation arises.

In certain circumstances, vacation being one example, the handler may ask another officer familiar with the canine to feed the animal in his/her absence. In lieu of boarding, the officer asked to feed the animal will be given time while on duty or overtime during off days to complete these necessary tasks. The Canine Coordinator should be made aware and approve alternate care plans in advance.

F. HANDLER AVAILABILITY AND COMPENSATION

1. The handler shall be available for call-out under conditions specified by this policy or as needed by the Department.
2. The Police Service Canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the dog as provided by the Fair Labor Standards Act. The compensation shall be prescribed in the agreement set forth by the Chief of Police and City Ordinance 147-97.

G. VEHICLE

1. The canine unit will be kept clean, inside and out, and its equipment functioning at all times. Making sure the vehicle is available for routine vehicle maintenance and equipment update or repairs is the responsibility of the handler.
2. It will also be the responsibility of the handler to ensure that all equipment, firearms, and narcotic drug training aides are removed from the unit prior to extended servicing of the vehicle.
3. While on duty, the handler will have a supply of fresh water for the dog at all times and will water the animal as needed. The hot dog/bail out system will always be activated and the temperature settings will be adjusted as weather dictates.
4. At no time will any other animals, other than a police service canine, be allowed to ride in the canine unit. In the event the canine unit is out of service for an extended period of time, the handler may use the unit assigned to another handler, if scheduling permits. However, if this is

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not possible, the handler will drive a regular patrol car on duty and be assigned accordingly by the Shift Commander.

H. EQUIPMENT MAINTENANCE

Maintenance and upkeep of the training equipment will be the responsibility of the handler. When equipment needs to be replaced, the handler will notify the unit coordinator in writing. The unit coordinator will keep an updated inventory of assigned equipment in the canine file. Each handler is required to bring all assigned equipment to each training day.

I. TRAINING

1. It is the responsibility of the individual handlers to request and file the necessary documentation with the Drug Enforcement Agency to receive and maintain those drugs necessary for training. The Canine Coordinator should facilitate and assist with this as required.
2. Training will be a minimum of two days per month as scheduled by the Division Commander and will be a structured event as dictated by the Unit Coordinator.
3. Training will consist of activities that ensure the canine team's ability to annually achieve at least a PD1 level patrol certification and detector canine certification through the United States Police Canine Association, as well as any other canine certifications that the Department wishes to carry. Training will also consist of simulated scenarios that prepare and maintain the animal's ability to function in on duty situations that include but are not limited to vehicle and structure narcotic searches, tracking, criminal apprehension, aggression, handler protection, article and building searches, and live gun fire situations. In the absence of decoys, handlers are sometimes required to assist in the training of other police service canines.
4. All training, whether on specified training days or any other time, will be documented fully and meticulously on the unit's approved training forms. The reports shall include type of training, dates, times, locations, decoys used, and the Police Service Canine team's performance. All training will be evaluated by the Police Service Canine Coordinator.
5. Handlers should not subject the canine to any type of training that could severely injure the animal.
6. Completed monthly training records are due for approval by the Division Commander no later than the 5th day of each month. Should the 5th day fall on a Saturday or Sunday, the records are due the following Monday. The original reports will be forwarded to the Division Commander, and the handler will place a copy in the canine file. All training records will be securely stored in the Operations Division Canine Unit files.
7. If the Police Service Canine team fails to certify through an accredited police canine organization, the team will not be deployed in the field until such certification is achieved. A report of this should be generated, investigated and filed with the Operations Division Commander.

J. HOUSING, NUTRITION, AND MEDICAL CARE OF THE CANINE

1. The Police Service Canine will be kept at the handler's home at all times unless kenneling at the approved veterinary clinic is required. The animal's home kennel shall be no smaller than 10' wide x 10' long x 10' high and constructed of chain-link or stronger material with a concrete floor.

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It shall be kept clean and in a functional condition by the handler. . The canine should only be allowed to run free in the backyard if the handler is present, otherwise, the canine will be secured inside his kennel. The fence surrounding the handler's backyard shall be posted with "Warning: Police Work Dog" signs and the surrounding neighbors shall be notified of his presence.

2. The canine's at-home kennel will be located so that the canine will be covered by as much shade as possible in the summer months. If no shade is available, shade cloths will be installed. At no time will the canine be allowed to interact with female canines of any breed that have not been spayed. Interaction with other "pets" of any kind should be limited.
3. Each handler is entitled to fifteen (15) days per year of boarding and kenneling service provided by the approved veterinary clinic. This is used for personal vacation times or extended periods of time that no one will be available to care for the canine. Whenever the handler anticipates taking a vacation or an extended number of days off, it may be necessary to kennel the canine at the veterinarian. In those situations, the handler shall give reasonable notice to the Unit Coordinator so that appropriate arrangements can be made.
4. Any changes in the living status of the handler which may affect the lodging or environment of the Police Service Canine shall be reported to the Unit Coordinator immediately and in writing.
5. The Police Service Canine will only eat the food that is recommended and used by the Master Trainer at the time the canine is initially trained with its handler and placed in the field. This will generally be a high protein, high fat food to accommodate the animal's lifestyle. The Police Service Canine will only be fed once each 24-hour period, and the handler will strictly adhere to the amounts suggested by the food manufacturer. Foods that have a main ingredient of corn meal and by-products will not be used due to their possible health risks. Food rewards will be kept at an absolute minimum and for training purposes only. A hungry canine is eager to work. The food rewards will be of the same high quality as the food. The preferred veterinarian via the Unit Coordinator must approve a change in the canine's diet.
6. The handler will keep the Police Service Canine physically fit and of good hygiene. The canine will be brushed and his eyes cleaned on a daily basis. His teeth will be brushed and ears cleaned on a weekly basis. He will be bathed at least twice per month, and once per week during the summer months. His teeth will be professionally cleaned annually. The handler will inspect the canine regularly for any abnormalities.
7. The handler will ensure that the canine is unnecessarily subjected to any type of environment that could pose as a health risk.
8. The designated Police Service Canine veterinarian shall render all medical attention, except during an emergency. The handler will be responsible for ensuring that the Police Service Canine makes his regularly scheduled appointments at the designated veterinarian for routine tests and vaccinations, as well as any needed medical attention. The handler will seek the services of the veterinarian and notify the Unit Coordinator at the onset of any physical behavior change, injury, or external abnormality.
9. The designated veterinarian shall render emergency medical treatment if available. In instances that the Police Service Canine team is out of town, the closest veterinarian who can adequately perform the services needed shall be used. The handler shall notify the Unit Coordinator as soon as possible when emergency medical care is required. The Unit Coordinator will notify the Division Commander in the event of emergencies.

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K. HAZARDOUS SITUATIONS

1. It is not possible to define all instances that a Police Service Canine should not be deployed. Therefore, the handler shall ensure that the canine is not unnecessarily utilized in any way that could result in serious injury to the animal or himself. The pros and cons of unusual situations shall be evaluated prior to taking any action. Situations that the handler will not deploy a Police Service Canine include, but are not limited to:
 - a. Searches of residential/business attics or any attics with false floors.
 - b. Searches of structures that are on fire.
 - c. Searches in areas where the surface is covered in shards of broken glass.
 - d. Off leash searches in areas where domestic pets are known to be running free.
 - e. Instances that would call for the animal to swim in large bodies of water or swift water.
 - f. Deployment from a moving vehicle.
 - g. Deployment across a high traffic roadway; or
 - h. Searches of buildings where toxic chemicals are abundant and accessible.
2. Under no circumstances shall the Police Service Canine be forced to engage in activity that he clearly is not willing to participate in. This is a clear indication of uncertainty and lack of training.

L. POLICE SERVICE DOGS IN PUBLIC AREAS

All Police Service Canines shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the Police Service Canines are trained. Police Service Canines shall not be left unattended in any area to which the public may have access. When the Police Service Canine unit is left unattended, all windows and doors shall be secured.

SECTION 5 OPERATIONAL AND DEPLOYMENT PROCEDURES

A. CROWD CONTROL

1. Canine teams may respond as backup but may not deploy the canine for crowd control at peaceful demonstrations.
2. Canine teams may be used to protect life or property during a riot or other major unlawful assembly after an order to disperse has been made. In these situations, canine shall:
 - a. Be short leashed at all times to protect individuals from serious injury.
 - b. Not initiate any offensive action, unless to guard against imminent loss of life, serious bodily injury or substantial property damage.

B. PREPARATIONS FOR DEPLOYING A POLICE SERVICE DOG

Prior to the use of a Police Service Canine to search for or apprehend any individual, the Police Service Canine handler and/or the supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information shall include, but is not limited to the following:

1. The individual's age or estimate thereof,
2. The individual's mental state,

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3. The nature of the suspected offense,
4. Any potential danger to the public and/or other officers at the scene if the Police Service Canine is released,
5. The degree of resistance, actively or if any the subject has shown previously,
6. The potential for escape or flight if the police canine is not utilized.

C. JUSTIFICATION FOR THE USE OF A POLICE SERVICE CANINE TO APPREHEND CRIMINAL SUSPECTS

Canines are a locating tool and a facet of our response to resistance or aggression continuum, generally recognized as a level of force less than deadly force. The use of Police Service Canines to apprehend suspects is governed by the U.S. Supreme Court decision in *Graham v Connor*. Excessive force must be analyzed under the Fourth Amendment's objective reasonableness test. Taking into consideration the totality of the circumstances, using the information available to the officer(s) at the time of the incident, a three-part test should be used to satisfy and justify a canine deployment:

1. The severity of the crime.
2. Whether the suspect poses an immediate threat to the safety of the law enforcement officers or others.
3. And whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

D. DECISION TO DEPLOY FOR SUSPECT APPREHENSION

The decision to deploy a Police Service Canine for use in a suspect apprehension or suspects in hiding as outlined in this policy shall rest with handler unless an on scene supervisor prohibits the use of the canine.

E. APPREHENSION OF SUSPECTS IN HIDING

A primary use of Police Service Canines is for locating suspects in buildings, structures, or dense wooded areas. These searches should be governed by the following:

1. A perimeter shall be secured by police personnel.
2. Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.
3. When a canine building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.
4. The on-scene supervisor shall also take the following steps in preparation for the canine search:
 - a. Evacuate all workers or others from the facility during the business' operating hours.
 - b. Request that all air conditioning, heating or other air-blowing systems be shut off so as not to interfere with the canine's scent.

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- c. Upon entrance to the building, all exits should be secured, and communications limited to that of a tactical nature.
- 5. The canine may be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.
- 6. Generally the canine should be released once a backup officer is available to work with the canine team.
- 7. Except in exigent circumstances or where there is an imminent danger of death or serious injury, the canine should be kept in visual contact by the canine handler.
- 8. Before commencing the search, the handler or other appropriate personnel shall make an announcement, unless such announcement would place an officer or citizens in danger. The announcement shall be said in a loud and distinct voice and state that police officers are present and the police canine will be released if the suspect does not surrender.
- 9. A reasonable amount of time shall be allowed for the suspect to respond. This warning shall be repeated on each level of all multi-level structures.
- 10. Where there is a reasonable belief that the suspect speaks a language other than English, an officer or other individual fluent in that language should be summoned to the scene if available and exigency of the situation permits.
- 11. A Police Service Canine will not be utilized to search a residence for a suspect unless the following conditions are met:
 - a. The owner/occupant who currently resides there can say without a doubt that no one has permission to be inside at the time of the search and;
 - b. Police personnel have reason to believe that a criminal suspect is inside at the time of the search

F. APPREHENSION OF FLEEING OR RESISTING SUSPECTS

A handler may use canines to apprehend suspects when it is objectively reasonable to believe that:

- 1. The suspect has committed a felony, or a class B and above misdemeanor that involves a violent act and/or a weapon; and
- 2. The suspect is actively resisting arrest or attempting to evade arrest by flight; OR
- 3. There is a reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, any officer, the handler, or the canine.
- 4. When possible, warnings will be given to the suspect that the canine is or will be released.

G. DRUG SEARCHES

- 1. Police Service Canine drug sniffs of motor vehicles may be conducted when:
 - a. There is reasonable suspicion to believe that the operator or passengers are in possession of illegal narcotics, or
 - b. The canine sniff is limited to the exterior of the vehicle,

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- c. Consent searches.
- 2. A Police Service Canine may be used to sniff luggage or other personal effects of an individual on either a random or selective basis if the items are not in the possession of the owner (for example, on conveyor belts, in the possession of baggage handlers, etc.).
- 3. A Police Service Canine may not be used to sniff luggage or related personal items in the physical possession of (i.e. control of or close proximity to) an individual in a public facility or place unless:
 - a. There is reasonable suspicion that the personal possession contains illegal drugs or evidence of a crime and;
 - b. The time required to conduct the sniff is limited in duration,
 - c. Consent searches.
- 4. Under no circumstance may a Police Service Canine be utilized to search persons.
- 5. Canine drug searches of the exterior of residences—either individual dwellings or the common areas of multiple dwellings—are not permitted without a search warrant.
- 6. The use of a Police Service Canine in schools is limited to situations where there is reasonable suspicion to believe that illegal drugs are being sold, possessed, and/or consumed on the premises. Where reasonably possible, the school’s principal or designated authority should be contacted in advance of the search, and the canine search should be limited to inanimate objects where there is no reasonable expectation of privacy. Searches will be conducted at the request of school officials.

H. TRACKING

- 1. When a Police Service Canine is available for tracking, it may be used with supervisory approval to track missing persons, criminal suspects, or to locate evidence that the supervisor has reason to believe has been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:
 - a. When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to summoning a canine team, shall:
 - 1. Stop and pinpoint the location where the suspect was last seen;
 - 2. Shut off engines of vehicles in the area if possible; and
 - 3. Avoid vehicle or foot movement in the area where the suspect or subject was last seen.
 - b. On-scene supervisory personnel shall:
 - 1. Secure the perimeter of the area to be searched;
 - 2. Secure the integrity of the area to be searched by keeping all personnel out of the area; and
 - 3. Protect all items of clothing that will be used for scent from being handled.
 - c. While it is understood that scenarios exist in which the canine will come in contact with a hiding subject, the canine should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the animal’s tracking abilities.

I. VEHICLE PURSUITS INVOLVING A CANINE UNIT

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A Police Service Canine team shall refrain from being involved in vehicle pursuits. The Police Service Canine team may immediately respond to the location where the pursuit ends to assist in the apprehension of the suspect if so directed by a supervisor. Deviations from this policy must be supported by specific facts and circumstances which indicate an immediate and compelling need to apprehend an offender who is an imminent threat to the safety of the community.

J. POLICE SERVICE CANINES USED FOR BREEDING

Under no circumstance will a Police Service Canine of this department be allowed to take part in any breeding purposes while in service or without permission from the Chief of Police.

K. DEPLOYMENT REPORTS AND NOTIFICATIONS

1. Each time the Police Service Canine team is utilized for any situation, the handler will complete a Canine Usage Report detailing the team's use and involvement in the incident. If the incident generated a CCN, the handler will turn in their supplemental report with the primary officer's original paperwork and forward a copy to the supervisor for the canine file.
2. Whenever a canine has bitten or scratched an individual or has alleged to have done so, whether or not in the line of duty; the handler shall perform the following:
 - a. Notify the supervisor/unit coordinator.
 - b. If no arrest is made, an offer will be made to the individual to provide medical care and treatment by a qualified medical professional.
 - c. If an arrest is made, the individual will be provided with medical attention in accordance with agency policy on transporting and booking prisoners.
 - d. The officer shall take color photographs of the affected area after the wounds have been cleaned but prior to actual medical treatment, as well as after medical treatment.
 - e. Prepare and submit a Response to Resistance or Aggression Report.

M. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.