

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

**4 / 903.05 POLICY**

It is the policy of this Department to operate and maintain Canine Units for support of operations conducted by the Patrol Division and Special Operations Division.

**4 / 903.10 PURPOSE**

The purpose of this General Order is to set guidelines and standards for the operation of Departmental Canine Units

**4 / 903.15 DEFINITIONS**

Canine Unit     A Canine (commonly referred to as ‘K-9’) Unit consists of a trained and certified canine handler and a certified canine  
K-9 Unit         Canine Unit

**4 / 903.20 PROCEDURES**

**A. GENERAL MISSION**

1. The mission of the Canine Unit is to provide line support to the Patrol and Investigative units within the agency with a highly mobile, specially trained police canine.
2. The police canine has particular attributes in searching for items and/or persons that can quickly facilitate their location.
3. Resources can be managed in a more efficient and effective manner.
4. The police canine provides safety to officers, and while the canine is primarily a tool for location, it can become an instrument of force when necessary.

**B. SELECTION OF CANINE HANDLERS**

1. PURPOSE
  - a. To outline the general procedures for the selection of officers to be assigned to the K-9 Section.
2. SCOPE
  - a. When vacancies occur that are to be filled, the selection will be made in compliance with departmental orders.
  - b. Oral Interview Boards and past work traits will be used to assess prospective applicants to the Canine Section.
  - c. Due to physical requirements needed to train the Police Canine and to perform on the street; applicants are required to meet the following minimum physical

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

standards. Applicants who fail to meet the minimum standards will not be considered qualified for the position.

- 1) The Canine Unit Supervisor will be responsible for administrating the following tests:
  - a) One quarter (  $\frac{1}{4}$  ) mile run within 2 minutes
  - b) Swing an eighty (80) pound weight on the end of a six (6) foot leash.
  - c) Run 100-yard dash in sixteen (16) seconds.
  - d) Pick up an eighty (80) pound weight and place it on top of a platform or scaling wall approximately four (4) feet in height.
  - e) The applicant shall be able to surmount a four (4) foot fence.
  - f) Pick up an eighty (80) pound weight and place it through a window similar to that found in the average residence or business.
    - l. The applicant must also be able to surmount the window.
  - g) Be able to crawl under the crawl space of an average home that is large enough for the Canine to enter.
- d. The work record of the Canine Handler will be evaluated, and each of the following aspects of the Handler's employment and home life will be considered:
  - 1) Applicants must have two (2) years active duty with this agency.
  - 2) The Interview Board will evaluate the residences of each applicant.
  - 3) The Interview Board will interview spouses, roommates, resident children and other persons residing with the applicant.
  - 4) Among the applicant personality traits considered by the Interview Board during the selection process are the following:
    - a) Temper control
    - b) Patience
    - c) Self-discipline
    - d) Maturity
    - e) Neatness
    - f) Intelligence
    - g) Ability to evaluate situations
    - h) Job stability
    - i) Excessive use of sick leave
    - j) Verbal skills
    - k) Writing skills
    - l) Handlers must be highly motivated, productive, interested self-starters

C. BASIC ASSIGNMENTS

1. Operations - General
  - a. The members of the Canine Unit are engaged in an active, overt police operation, wearing uniforms and operating marked vehicles.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

- b. Their appearance is designed to be conspicuous, and they will respond to situations where an officer requires the police dog's special attributes.
  - c. Canine Unit members shall respond to requests for service from any and all departmental units.
  - d. Members shall make use of non-dedicated time to check public buildings and areas as well as private commercial businesses when they are not open.
2. Responsibilities of Handlers and Patrol Supervisors
- a. The Canine Unit has the primary responsibilities of providing the police dog, with its particular attributes, for assistance to all members of the agency.
  - b. The canine can search for articles or persons and greatly facilitate a reduction in manpower for searches in large areas.
  - c. They offer safety to the officers by entering areas that may prove harmful to them.
  - d. Canine units shall handle calls for service.
  - e. Canine Units shall not transport anyone, to include but not limited to civilians prisoners, and police personnel, without approval of a patrol supervisor.
    - 1) Exception
      - a) Family members when in an off-duty status and in accordance with Department regulations.
3. Special Assignments
- a. All requests for special assignments shall be made through the Canine Unit Supervisor.
4. Uniforms
- a. The Canine Unit members shall wear a primary uniform consisting of B.D.U.'s
  - b. The various uniforms of the day for Patrol Division members shall remain an option for the Canine Unit members at the direction of the Canine Unit Supervisor.

**D. TACTICAL USAGE OF CANINE TEAMS**

- 1. Tactical usage of canines will be in accordance with established methods taught during advanced training exercises and on going retraining as developed by the trainer.
- 2. All deployments must be in line with this General Order and established case law governing the situation.
- 3. Whenever possible, handlers will issue a minimum of two audible canine warnings prior to committing the canine for a physical apprehension or a search likely to result in a physical apprehension
- 4. Any request for the usage of a either a patrol dog or detector dog outside of the geographical boundaries of the City of Laurel shall be authorized by the Patrol Shift Supervisor prior to the usage of the team.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

E. TACTICAL USAGE/ARMED CONFRONTATION

1. In any situation where a suspect or offender is known to be armed with a lethal weapon, utilization of a Police Canine Team will be strictly at the discretion of the Canine Handler.
  - a. If the location of the armed suspect/offender is known, the Canine Handler should immediately request that the on-duty supervisor initiate an E.R.T. team call out to handle the situation.
  - b. At no time should a Canine Handler risk serious injury or death to themselves or their Canine in a situation where it is known that an armed suspect is awaiting them.

F. PUBLIC SCHOOL SEARCHES

1. Under the Prince Georges County and the City of Laurel Memorandum of Understanding, Laurel Police Canine Units have primary responsibility for responding to alarms at the public schools located within the City of Laurel.
2. The following procedure has been established in order to accomplish this task.
  - a. A master key to the boiler room of each applicable school has been provided to each Canine Unit handler.
  - b. The keys are the sole responsibility of the current K-9 handler(s) and cannot be transferred to any other officer.
  - c. If a Canine Unit Handler is removed/resigns from the program, the keys must be returned to the Canine Unit Supervisor.
  - d. The keys are to be used in response to calls for service and to perform routine security checks at the applicable schools.
  - e. Canine Units may also use the keys to conduct relevant training exercises with the following stipulations:
  - f. No training will take place during the month immediately preceding the start of the school year.
  - g. No animal waste is to be left in the buildings.
  - h. No civilians are permitted to accompany the Canine Unit Handler into the building.
3. It is imperative that the following procedure is followed in order to ensure that officers are not inadvertently injured by Prince George's County officers who might otherwise be responding to the scene without our knowledge as well as to give adequate warning to any school system employee who may have a legitimate reason to be in the building.
  1. Canine Unit Handler responsibilities
    - a. Prior to making entry into a school, the Canine Unit Handler (or on-scene OIC) will advise Communications to contact the Prince George's County Public School Security Dispatcher (301-499-7019) to inform them that entry will be made and to ascertain if Prince George's County is also responding.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

- b. The Canine Unit Handler will not enter until confirmation is received that security is aware of their intended entry.
  - c. On entry to the boiler room, the key to the Main Door and Main Office will be retrieved from the designated location.
  - d. The Canine Unit Handler will proceed to the Main Office and use the school public address system in order to give the required Canine Unit deployment warnings before the canine is deployed off-lead.
  - e. All K-9 handlers will familiarize themselves with the location and operation of the intercom system. Canine Unit Handlers will not enter a school (for training or in response to a call for service) unless they have completed such familiarization.
  - f. After the building has been cleared or the activity completed, the Canine Unit Handler will secure the Main Office and any other doors that have been opened and will return the Main Office and Main Door key to the designated location.
  - g. After all officers have cleared the building, the Canine Unit Handler (or the on-scene OIC) will advise Communications to re-contact the School Security Dispatcher and inform them that all officers have left the building.
2. Communications Responsibility
- a. Communications personnel will contact the Prince George’s County Public School Security Dispatcher when requested to do so by the K-9 Handler (or on-scene OIC).
  - b. Communications Personnel will relay any pertinent information from the School Security Dispatcher back to the Canine Unit Handler and/or on-scene OIC as soon as possible.
  - c. When making the initial notification of intended entry to the School Security Dispatcher, Communications Personnel shall make an effort to ascertain if there are any school employees in the building.

**G. SITUATIONAL USAGE**

1. Building Searches
- a. Building searches may be conducted on or off lead at the discretion of the handler in conjunction with the facts known at the time.
  - b. Only law enforcement personnel may be taken into a building while a search is being conducted.
  - c. Use of requesting law enforcement agency personnel can also be permitted if no other Departmental members are available or on the scene.
2. Area Searches
- a. Area Searches may be conducted on or off lead at the discretion of the handler.
3. Article Search
- a. Article searches may be conducted on or off lead at the discretion of the handler in conjunction with the facts known at the time.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

4. Tracks
  - a. Tracks will be conducted on lead
  - b. Handlers will not be limited to only tracking suspected criminals and will use discretion and the facts known at the time to determine how and if to deploy the canine
  - c. The handler must keep in mind that society will not tolerate the unjustified usage of a trained police canine as an instrument of force
  - d. Most tracks should be based solely on the intent to locate and identify individuals
  - e. The handler must intently read his canine in order to prevent unjustified contact.
  
5. Crowd Control Situations
  - a. These are highly charged and highly visible situations and must be treated accordingly.
  - b. The overwhelming psychological deterrent of a trained police canine cannot be underestimated; however, all deployments in crowd control situations will be in line with the following:
    - 1) No canine will be committed off leash in these incidents.
    - 2) Canines can and will be used to protect officers attempting to make arrests or whom become attacked themselves.
    - 3) Usage will be limited to:
      - a) Preventing interference of bystanders with the arrest of disorderly persons.
      - b) Protection of officers making arrests or being attacked.
      - c) Security of a scene.
  - c. When used in a manner to control or move a crowd, the following tasks will be performed:
    - 1) Persons will be given an avenue of departure.
    - 2) If practical, patrol officers will be deployed in a scrimmage line with the canine teams to the rear.
    - 3) All parties will be given an order to leave the area and disperse.
      - a) This order will be given by the highest-ranking officer on the scene at the time. The order shall consist of:
        - i. The identity of the officer and agency;
        - ii. The time limit for compliance; and
      - b) The action that will be taken against those who fail to disperse;
      - c) Any party who breaches the scrimmage line and is actively resistive will be subject to canine apprehension
  
6. Bail Outs
  - a. While canines will generally not be used to physically apprehend suspects wanted for minor traffic charges only, this should not inhibit the handler from utilizing the canine to locate and identify the offender in a controlled manner

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

- b. Likewise, the canines can be used to locate individuals who have fled or walked off from a vehicle in an accident, etc.
- c. Canines may be used to locate and apprehend (if necessary) suspects wanted for a crime prior to the bail-out (i.e., car jacking, armed robbery, etc.)
- d. If a supervisor orders a handler to commit the canine, and the handler knows such deployment is a violation of this General Order and/or current case law, the handler will inform the supervisor that such an order is in violation of the General Order and/or current case law.
  - 1) A police service dog handler shall have the ultimate authority NOT to deploy the dog. The handler will evaluate each situation and determine if the use of a Police Service Dog is tactically feasible. Generally, the decision to deploy the dog will remain with the handler; however, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

7. Warrant Service

- a. It is the handler's responsibility to ascertain what the warrant is for and if it is still active.
- b. Canines will not be used to make the initial approach to the residence.
- c. Canines will only become actively engaged under the following circumstances:
  - 1) Warrant is for a serious felony which would show a propensity for repeated violence in the arrest or if the subject remained at large; or
  - 2) Warrant is for a misdemeanor involving serious harm to a person, and the suspect resists arrest or attempts to hide; or
  - 3) Warrant is for a misdemeanor and the suspect commits a more serious crime in the course of the arrest procedure (i.e., assaults the arresting officer).
- d. Canines will only enter the area after the suspect has made an overt attempt to hide.
- e. If a supervisor orders a handler to commit the canine, and the handler knows such deployment is a violation of this General Order and current case law, the handler will inform the supervisor that such an order is in violation of the General Order and/or current case law.
  - 1) A police service dog handler shall have the ultimate authority NOT to deploy the dog. The handler will evaluate each situation and determine if the use of a Police Service Dog is tactically feasible. Generally, the decision to deploy the dog will remain with the handler; however, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

8. Narcotic Detection Teams

- a. Teams will adhere to prescribed training methods as taught.
- b. Handlers will respond to all requests for the usage of a detection dog and make deployment decisions once on scene.
- c. For purposes of clarity, any jurisdiction making the request for a detection team under mutual aid must:

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

- 1) Have no canines currently available or no dogs trained to perform the task requested; and
- 2) The agency making the request must be willing to Hold Harmless the City of Laurel and The City Laurel Police Department from any civil torts/claims arising out of the deployment and use of the Laurel Police Department canine unit

**H. GENERAL GUIDELINES FOR HANDLERS**

1. Canine Unit members will make every effort to remain in service and respond to all requests for canine service.
2. Any incident reports, which are written for the use of the K-9, will be submitted to the Canine Unit Supervisor for approval.
3. Any usage of a canine unit shall require that the handler complete a LPD canine usage report detailing their actions.
  - a. This report will be submitted to the Canine Unit Supervisor
4. All apprehensions made as a result of a request by another officer will require the requesting officer to handle the criminal arrest and the canine handler to complete all canine paperwork including use of force for the use of the K-9.
5. Canine handlers will not transport prisoners in their Department vehicles
6. The canine handler is in charge of the tactical deployment of the canine once on scene.
  - a. The handler controls how and if to utilize the dog as well as the actions of his immediate backup.
  - b. The on-scene supervisor retains control of the scene and all other functions therein.
7. If the Canine Unit member elects to take a backup officer, the handler will select the backup
  - a. The handler will brief the backup on his or her responsibilities during the deployment to include handcuffing the suspect if an apprehension occurs.
8. The handler has the authority to terminate the backup officer's participation if the officer in any way inhibits the team's performance.
9. The K-9 handler is to be responsible and in control of their dogs at all times.
  - a. The handler is responsible for any unprovoked contact with citizens and other officers.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

I. ACTIONS AND DOCUMENTATION FOR PHYSICAL APPREHENSIONS

1. General guidelines regarding physical apprehensions
  - a. Whenever a Canine Unit member makes an arrest involving the use of the canine, and the suspect is injured, the handler will administer first aid as soon as appropriate.
  - b. A shift supervisor and the Canine Unit Supervisor will be notified.
  - c. EMS personnel will be summoned to evaluate, treat, or transport injured persons, as appropriate, for treatment
  - d. In the event that an apprehension of an adult result in the subject is being admitted to the hospital, it shall be indicated whether the District Court Commissioner was brought to the hospital or if a warrant was obtained by the arresting officer.
  - e. In the event that an apprehension of a juvenile result in the juvenile is being admitted to the hospital, the name of the juvenile's parent/guardian and who notified them of the admittance shall be in the report.
  - f. Any time a person is unintentionally or accidentally injured by the canine, the handler will administer immediate first aid and have EMS respond to the location to evaluate, treat, or transport injured persons, as appropriate, for treatment. If the victim refuses treatment, it shall be noted in the report. The shift supervisor shall obtain a written statement from the victim to be included with the report.
  - g. Any and all physical apprehensions to include unintentional and accidental apprehensions require that the shift supervisor and the Canine Supervisor be immediately notified.
  - h. Unnecessary and unwarranted use of a canine will not be tolerated.
  - i. When tactically feasible, prior to any canine deployment which may likely result in the physical apprehension of a subject, the handler will issue a minimum of two audible canine warnings, allowing adequate time for any persons inside of the search area to make themselves known and surrender. Additionally, at each new floor of a building, if feasible, another warning shall be given prior to allowing the dog access to the area. If the dog alerts to an area, and it is tactically feasible to do so, another warning will be given prior to allowing the dog access to the area where it alerted.
  - j. All canine warnings must consist of the following information:
    - 1) Who you are (agency and unit).
    - 2) What you have (trained police dog).
    - 3) What you want to happen (persons inside to make themselves known and come out with their hands visible).
    - 4) What will be the consequences for anyone who does not abide by the warning (a trained police dog will be released into the area, and you may be bitten).

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

2. Actions and documentation required for a physical apprehension of a suspect:
  - a. Administer first aid on scene.
  - b. Once the suspect is secured, summons EMS to the scene.
  - c. Notify the shift supervisor and the Canine Supervisor.
    - 1) The Canine Unit Supervisor or their designee will respond to conduct an investigation for the use of force to include photographs, interview civilian witnesses, police officers and the handler.
    - 2) The Canine Unit Supervisor or designee will then complete a report of findings for the use of the canine and forward it to the Canine Unit Commander for review.
  - d. Identify all witnesses at the scene.
  - e. Once the wounds are cleaned and evaluated (prior to sutures or staples), ensure that digital photographs are taken of the injury (Agency retains digital; handler retains copies of the digital photographs)
  - f. Complete a Commander's Report before the end of the current shift.
  - g. Complete a Canine Usage Report before the end of the current shift
  - h. Obtain a copy of the treatment form and release from the hospital (attach to report).
  - i. Complete an incident report documenting and describing Use of Force
  - j. Any additional injury to the handler and / or K-9 will require documentation per policy (handler – first report of injury, memorandum to Canine Commander or designee damage to property report; dog – memorandum to Canine Commander or designee notification of Canine Supervisor, copy of veterinary bill to purchasing agent and Canine Supervisor).
  - k. A report will be filed with the Prince George's County Animal Control when a dog has bitten, scratched, or otherwise exposed an individual to a possible rabies infection
    - 1) This report will be completed in cases where the bite, scratch, or exposure resulted from unintentional, accidental, or physical apprehension by the canine.
  - l. The Canine Handler will complete a Maryland Animal Bite Report.
  - m. The Canine handler will have the agency Veterinarian complete and sign a Veterinarian's clinical evaluation care
  - n. The Canine Unit Supervisor will forward both reports to the Prince George's County Animal Control within 24 hours of the apprehension, or as soon as practical
  - o. The canine will be permitted to continue working during the mandated ten (10) day quarantine period only after evaluation from the Canine Unit Supervisor.
  - q. The Canine Unit Supervisor will maintain a file for all Maryland Animal Bite Reports that have been completed.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

3. Actions and documentation required for an unintentional or accidental physical apprehension of a person:
  - a. Administer first aid on scene.
  - b. Summons EMS to the scene.
  - c. Notify the shift supervisor and the Canine Supervisor.
  - d. Identify all witnesses at the scene and attempt to assist the canine supervisor in obtaining statements.
  - e. Once the wounds are cleaned and evaluated (prior to sutures or staples), ensure that digital photographs are taken of the injury (Agency retains the digital photographs; handler retains copies of the digital photographs)
  - f. Ensure that a statement is taken from the victim.
  - g. Secure a copy of the medical treatment / release form from the hospital.
  - h. If the victim refuses treatment, ensure that it is noted in the report.
  - i. Complete a detailed memorandum to the Canine Commander on the incident.
  - j. If the incident resulted from a deployment, complete a detailed Canine Usage Report on the incident.

J. CANINE BITES

1. The following list is representative of situations which would be considered a justified bite situation:
  - a. Canine handled assaulted
  - b. Canine assaulted
2. In either the intentional bite or accidental bite situations the Canine Handler shall not make any statement or admission as to fault.
  - a. Exception
    - 1) The canine handler shall make a truthful and factual statement to supervisors and/ or commanders as well as officers investigating any actions related to the incident.
3. Other reporting
  - a. The Patrol Division Commander will request a copy of the related radio tape be made of all bite situations
    - 1) The tape is held as evidence for a minimum of three years or until an ongoing investigation is closed.

K. HEALTH AND CARE OF CANINE

1. Canine Unit members are responsible for the health, care, and well being of their canine
2. Each member will ensure that the assigned canine is kept in the best possible health and cleanliness.
3. Canines will be taken immediately to the assigned veterinarian upon serious sickness or injury, whether on or off duty.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

4. Canine Unit members are authorized to draw food and supplies from the current vendor for canines owned by this agency.
5. Assigned kennels shall be kept clean and in proper working order as verified in quarterly inspections conducted by the Canine Supervisor.
6. In the event a canine is sick or injured to the degree that the canine cannot perform its duties, that member shall contact the Canine Supervisor.
7. Each handler will be allotted one half hour per day for care, maintenance, and training of their assigned canine partner.
8. Handlers will not use excessive or unnecessary force in handling, training, or working any canine owned by this agency.
9. Inspections by the Canine Supervisor
  - a. Kennel inspections quarterly.
  - b. Inspections of dogs, vehicles, handlers, equipment, etc. shall be conducted monthly.
  - c. The Canine Supervisor or designee will document both inspections on Laurel Police Department forms.

L. CANINE EQUIPMENT

1. The following shall be considered standard issue for Canine Unit Members:
  - a. Sig Sauer P229R .40 caliber semi-automatic handgun
  - b. Flight jacket
  - c. Full Gortex rain suit (top and bottom)
  - d. Five sets of B.D.U. s
  - e. Tracking Lead (fifteen foot)
  - f. Patrol Lead (six foot)
  - g. Waist Lead (42 inches)
  - h. Choke chain or fur saver
  - i. Food Dish (stainless)
  - j. Water Dish (stainless)
  - k. Agitation Muzzle
  - l. Agitation Collar
  - m. Marked cruiser equipped for canine (tinted windows, cage, door opener)
  - n. Tactical Thigh Holster
2. Canine handlers are responsible for the care and condition of issued equipment.
4. All other equipment must be approved by the Canine Supervisor prior to usage.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

M. TRAINING

1. All handlers shall successfully complete an approved course with their assigned partner in one or both of the following areas:
  - a. Basic Patrol Dog School
  - b. Basic Detector Dog School
2. All training, to include the initial school, must be taught by a recognized Canine trainer who has been certified as an instructor through M.P.C.T.C.
  - a. The Canine Supervisor must approve all training.
3. Retraining shall be conducted monthly over a two-day period.
  - a. Approximately ten hours shall be dedicated to patrol dog work with another ten hours dedicated to detector dog work.
  - b. Teams must attend and participate in a minimum of 18 of 24 sessions or face decertification.
4. Each team will be tested annually for maintenance of proficiency in the areas of patrol dog, tracking dog, and detector dog.
5. Each team will receive annual "Use of Force" training.

N. CANINE UNIT SUPERVISOR AND CANINE UNIT TRAINER

1. The Canine Unit Supervisor or his designee shall be responsible for the following:
  - a. Initial selection of the handlers
  - b. In service training regarding canine issues
  - c. Testing of patrol and detector teams through a certified canine trainer.
  - d. Unit record keeper
  - e. Public relations
  - f. Inspections of canines, handlers, kennels, equipment
  - g. Monitor performance of each canine team (evaluations)
  - h. Establish work schedule to ensure coverage
  - i. Liaison with command level supervisors
  - j. Evaluate effectiveness of unit via constant analysis and annual reports
2. The Canine Unit Trainer shall be responsible for the following:
  - a. Initial selection of dogs
  - b. Basic training of handlers and dogs
  - c. Monthly retraining for handlers and dogs
  - d. Testing of patrol and detector teams
  - e. Documentation of all training
3. Supervision of the Canine Unit
  - a. The Canine Unit Supervisor should hold the rank of at least a first line supervisor in an effort to accomplish the above listed duties and remain within case law (Kerr v.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

West Palm Beach).

O. FACILITY KEYS

1. From time to time, K-9 Handlers may be issued keys to specific buildings either to expedite an operation or for training purposes.
  - a. These keys may be used only in conjunction with their intended purpose.
  - b. The K-9 handler may not take place in or allow any unauthorized entry.

P. SECONDARY EMPLOYMENT

1. Canine handlers will adhere to the stipulations of General Order 3/707 regarding secondary employment.
2. Canine handlers may use their K-9's during the course of off-duty employment upon consideration of the following:
  - a. The canine handler must have the ability to make random checks of the canine (if confined to a vehicle).
  - b. The canine may physically accompany the handler only during those assignments that are primarily out-of-doors (e.g., high school football games, walking details, etc.). Conversely, the canine should not physically accompany the handler during primarily inside assignments (e.g., restaurants, theaters, etc.).
  - c. The handler may not offer their canine as an “added incentive” to prospective part-time employers.
  - d. The handler will take extreme weather conditions, the welfare of the canine, and vehicle wear and tear into consideration before bring the canine to part-time assignments.

Q. PREVENTIVE RISK PROGRAM

1. The Department will maintain a “Preventive Risk Program” which consists of:
  - a. Adequate training
  - b. Supervision
  - c. Documentation.

R. CANINE TRAINING AIDS

1. The Controlled Dangerous Substances (CDS) used for departmental canine narcotics training will be acquired and stored as outlined below.
2. The LPD Canine Unit shall only use CDS that are acquired as listed below:
  - b. The Laurel Police Department currently has a CDS License from the Drug Enforcement Agency (DEA) (#RL0471324).

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

- 1) It is the responsibility of the Canine Unit Supervisor to maintain this license and ensure the Canine Unit meets the requirements and documentation to possess the DEA license.
  - c. The DEA allows, with valid CDS license, for the Canine Unit to obtain various weights and types of CDS from the DEA Special Testing and Research Laboratory upon written request.
  - d. Only the Canine Unit Supervisor will be permitted to request CDS from the DEA.
    - 1)The Canine Unit Supervisor will also be responsible for maintaining a CDS Inventory Log, as required by the DEA, in the Canine office.
  - e. The Canine Unit may also obtain CDS from the Laurel Police Department Property Custodian.
    - 1) If obtained from the LPD Property Custodian, the CDS must be tested by the Prince George’s County Drug Lab or Maryland State Police Drug Lab and have a returned Material Safety Data Sheet.
    - 2)The use of CDS from Laurel Police Department Property will only be authorized if any court case the CDS is associated with is adjudicated and past all appeal dates.
  - f. Only the Canine Unit Supervisor will be permitted to obtain CDS from the Property Custodian.
    - 1)The Property Custodian will fully document any CDS that is removed from property and given to the Canine Unit.
    - 2)This can be documented with a property report number and written on a property sheet.
3. The Laurel Police Department will store all Canine Unit CDS training aids in the Canine office.
    - a. The CDS must be in a lockable safe or lockable portable storage container and will remain locked when not in use.
  4. If any CDS leaves the Canine office for any reason to include training, it will be logged on the Canine CDS Log placed in the office; it will also be logged when returned.
  5. Any inventory of the Laurel Police Department Canine Unit training CDS will be conducted monthly.
    - a. This will verify each hide, to include its weight.
    - b. This will be available to the Patrol Commander upon request.

Laurel Police Department – General Order  
Chapter IV, Section 900, Order 903 - Canine Unit  
March 30, 2015

**4 / 903.25 GOVERNING LEGISLATION AND REFERENCES**

United States Supreme Court, Graham v. Connor, 1989  
United States Supreme Court, City of Canton v. Harris, 1989  
United States Court of Appeals, Eleventh Circuit, Kerr v. City of West Palm Beach, 1989  
United States Court of Appeals, Sixth Circuit, Matthews v. Jones, 1994  
United States Court of Appeals, Sixth Circuit, Robinette v. Barnes, 1989  
United States Court of Appeals, Sixth Circuit, Blais v. Town of Goffstown, 1979  
Prince George's County & City of Laurel Police Department Memorandum  
Of Understanding, dated June 3, 1999  
CALEA Standards 41.1.3, 41.1.4

**4 / 903.30 ANNEX**

None