

Department of Public Safety & Correctional Services




K-9 UNIT OPERATIONS MANUAL

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Department of Public Safety and Correctional Services K-9 Unit

- MISSION** To enhance institutional security with K-9 teams that provide contraband detection capabilities and respond to institutional security threats.
- VISION** The K-9 Unit is a professional, progressive and well-managed organization. Exceptionally trained staff and dogs work toward maintaining a safe environment at DPSCS facilities. The Unit will continue setting new standards in the K-9 Community.
- GOAL** To proactively interdict contraband in and around DPSCS facilities, to deter violence through armed response and patrols, and to restore order during disturbances, thereby enhancing security in DPSCS facilities and ensuring a safer environment for inmates, staff and visitors.
- OVERVIEW** The K-9 Unit and the primary K-9 Unit training facility are administratively headquartered at the Hagerstown Correctional Complex in Washington County. The K-9 Unit operates in all regions of the State, within all Maryland DPSCS buildings and facilities and their grounds, where needed and where dispatched.
- DEPLOYMENT** Upon completion of basic patrol or contraband detection training the new team will begin 30 days of on-the-job training with a senior handler or supervisor from within the new handler's region. Thereafter the team will operate to promote safety and security as follows:
- A. Bloodhound teams trail escapees and other persons.
 - B. Patrol teams provide a security presence/response/armed force capability as they:
 - 1. Respond to use of force incidents, provide psychological deterrents, employ force, and apprehend persons;
 - 2. Conduct security checks, patrol perimeters, monitor inmate movement, and identify unknown persons on State property;
 - 3. Conduct building and ground searches and trail persons;
 - 4. Provide armed security and response in support and protection of DPSCS staff and personnel at Maryland State office buildings and training areas around the State.
 - C. Contraband detection teams provide interdiction services as they:
 - 1. Search inmates, visitors, and staff for the presence of drugs, cell phones, explosives and other forms of contraband;
 - 2. Search all areas and all vehicles on State property; and
 - 3. Assist in shakedowns and the search of mail and packages.

Assigned teams conduct missions targeting specific security threats and weaknesses in conjunction with the Special Operations Group, the Intelligence Division, and the Internal Investigative Division.
 - D.

Note: In this manual "contraband" is used to refer to any controlled dangerous substance, explosive, cell phone or other prohibited item to which a dog is trained to alert. However, specific capabilities of contraband detection dogs teams can be found in §§ III D and E.

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I. K-9 UNIT

A. References

1. Criminal Law Article, Title 10, Subsection 6, ACM
2. Public Safety Articles, §2-313, ACM
3. Directives, Procedures, and Manuals:
 - ADM.050.0052
 - DPSCS.010.0023
 - DPSCS.110.002
 - OIS.110.0013
 - OPS.110.0033
 - OPS.110.0047
 - OPS.110.0048
 - OPS.110.0049
 - OPS.110.0050
 - OSIIF 110.0008
 - DPSCS Standards of Conduct
 - Internal Administrative Disciplinary Process
 - DPSCS Use of Force Procedures Manual
4. Graham v. Connor, 490 U.S. 386 (1989)

B. Attachments

K-9 Unit Forms and Dog Kennel Specifications (Appendices A through O)

II. K-9 UNIT PERSONNEL

A. K-9 Unit Commander

The Secretary's Director of the Office of Investigative Services (OIS) shall recommend an individual to the Office of the Secretary for the rank of Major and the position of Commander of the K-9 Unit. This candidate shall be expert in all aspects of K-9 Unit operations and a former, or active, K-9 handler. Upon appointment, the K-9 Unit Commander shall:

1. Take complete charge of the Department's K-9 program, report to the Director of Investigations, Intelligence and Fugitive Apprehension, and plan and coordinate K-9 operations within the Department;
2. Maintain the K-9 Unit budget in accordance with DPSCS fiscal policy and procedures;
3. Manage administrative activities involving K-9 handlers in all regions;
4. Review all purchase requests for K-9 related items;
5. Serve as liaison between wardens, administrators and the IID supervisors to ensure the proper function and utilization of the K-9 Unit's capabilities;
6. Develop interdiction and patrol dog utilization strategy;
7. Enforce K-9 Unit and Department policy;
8. Coordinate K-9 activities with the emergency operations center commander during tactical operations;
9. Comply with Department of Budget and Management directives regarding acquisition and disposal of property;
10. Properly maintain and account for CDS training aids;
11. Ensure all statistical reports are completed and provided to the Deputy Secretary for Operations and all other applicable personnel; and
12. Manage K-9 Unit headquarters and the primary K-9 Unit training facility.

B. K-9 Unit Assistant Commander

The K-9 Unit Commander shall designate an individual as Assistant Commander (Rank of Captain) for the K-9 Unit. This candidate shall be expert in all aspects of K-9 Unit

operations, and a former, or active K-9 handler. Upon appointment, the Assistant K-9 Commander shall:

1. Assume all duties and responsibilities in the absence of the Commander;
2. Monitor and oversee the daily K-9 operations in all regions through active supervision of the Duty Lt. and regional supervisors;
3. Assume responsibility for administrative duties, activities, and supervision of handlers throughout the State through the chain of command;
4. Review all K-9 reports and make recommendations to the K-9 Unit Commander regarding operations of the Unit and assigned handlers;
5. Manage administrative activities involving K-9 handlers in all regions and prepare monthly schedules, coordinating all leave and training to ensure regional coverage;
6. Submit schedules for the K-9 handlers to K-9 Unit headquarters by the 15th of the preceding month;
7. Ensure compliance with Department and K-9 Unit policies and procedures;
8. Review all K-9 Unit reports and make recommendations to the K-9 Unit Commander regarding K-9 team assignment;
9. Enforce K-9 proficiency standards for all personnel assigned to the Unit;
10. Review disciplinary and personnel actions and makes recommendations to the K-9 Unit Commander;
11. Investigate and initiate proper personnel or disciplinary action and forward recommendations for action to the K-9 Unit Commander;
12. Maintain and coordinate K-9 Unit resources, (supplies, equipment, vehicles, personnel, etc.);
13. Oversee all K-9 Unit in-service firearms and out-service training, initial and concurrent through the Unit trainer;
14. Ensure staff coverage for the care and feeding of kenneled dogs during periods of handler absence through the regional supervisors;
15. Review reports generated by handlers and retain a copy in the handler's file at K-9 Unit headquarters;

16. Submit statistical reports on patrol and contraband dog utilization (incidents, alerts, finds, arrests, etc.) to the K-9 Unit Commander and higher HQ's at the end of each month;
17. Maintain regional offices, training facilities, and kennels; and
18. Confirm that quarterly and unannounced inspections of home kennels occur to ensure compliance with safety, care, and sanitation standards.

C. K-9 Operations Captain(s)

1. There are two K-9 Operations Captains (East and West);
2. Coordinates and supervises all K-9 operations within the assigned region;
3. Ensures proper maintenance of the regional office, training areas, kennels and vehicles;
4. Assumes responsibility for all administrative duties, activities, and supervision of handlers within the assigned region;
5. Reviews reports and make recommendations to the Assistant K-9 Unit Commander;
6. Ensures compliance with Department and K-9 Unit policy and procedures;
7. Enforces K-9 Unit proficiency standards for all assigned personnel;
8. By the 15th of the preceding month, submits a monthly schedule to K-9 Unit headquarters which ensures that regional coverage is coordinated with all approved leave requests and training requirements;
9. Assumes responsibility for all supplies and equipment in the assigned region, to include firearms and training aids;
10. Reviews reports generated by the regional handlers, maintains a copy on file, and submits the original reports to K-9 headquarters in a timely manner;
11. Prepares and submits statistical reports on patrol and contraband detection, dog utilization (incidents, alerts, finds, arrests, etc.) to the K-9 Unit Commander at the end of each month;
12. Investigates and initiates any personnel or disciplinary action deemed appropriate and forwards documentation to the Assistant K-9 Unit Commander for action;

13. Conducts quarterly and unannounced inspections of home kennels to ensure compliance and safety, care, and sanitation standards;
14. Reviews and oversee all K-9 operations throughout the State and ensures the success of any and all special missions and operations; and
15. Ensures the maintenance and sanitary conditions of the K-9 Unit Jessup facility.

D. K-9 Unit Trainer

1. There is one K-9 Unit Trainer who is the rank of Lieutenant.
2. Ensures all K-9 Unit training activities are scheduled and conducted in accordance with this manual, and that lesson plans and schedules are properly updated and maintained;
3. Assumes responsibility for all K-9 refresher, remedial, and monthly training and for scheduling and implementing all basic patrol dog and contraband detection dog classes for new handlers and participating allied agencies;
4. Ensures that all trained K-9 teams are properly licensed by the Maryland State Police;
5. Assumes responsibility for the requisition, maintenance, proper use, security, and accountability of all training supplies and equipment, to include CDS training aids;
6. Investigates and initiates any personnel or disciplinary action during training periods and forwards documentation to the K-9 Unit Commander for action;
7. Maintains training files for all K-9 personnel;
8. Ensures all MCPTC in-service training is conducted and properly reported and imputed;
9. Maintains all records pertaining to dogs (donation, training, vet, adoption, etc.);
10. Ensures the maintenance and sanitary conditions of the K-9 Unit headquarters kennel facility;
11. Assumes responsibility for the care, health and maintenance of all unassigned dogs in in accordance with this manual;
12. Investigates and initiates any personnel or disciplinary action deemed appropriate and forwards documentation to the K-9 Unit Commander for action.

E. K-9 Unit Regional Supervisors

1. There are five K-9 Unit Regional Supervisor the rank of Lieutenant.
2. Coordinates and supervises all K-9 operations within the assigned region;
3. Assumes responsibility for maintaining the assigned regional office, training areas, kennels and assigned vehicles;
4. Supports the Canine Response Team leader who is responsible for coordination, training and emergency operations of the CRT;
5. Assumes responsibility for the administrative duties, activities, and supervision of handlers within the assigned region, reviews reports and makes recommendations to the Assistant K-9 Unit Commander;
6. Ensures Department and K-9 Unit policy and procedures are followed;
7. Enforces K-9 Unit proficiency standards for all assigned personnel;
8. Prepares monthly schedules, coordinating all leave and training to ensure regional coverage and submits documentation to K-9 Unit headquarters by the 15th of the preceding month;
9. Assumes responsibility for all supplies and equipment in the assigned region, to include firearms and training aids;
10. Reviews reports generated by the regional handlers, retains a file copy and submits the original reports to K-9 headquarters in a timely manner;
11. Prepares and submits statistical reports on patrol and contraband detection dog utilization, (incidents, alerts, finds, arrests, etc.) to the K-9 Unit Commander at the end of each month;
12. Investigates and initiates any personnel or disciplinary action deemed appropriate and forward documentation to the Assistant K-9 Unit Commander for action; and
13. Conducts quarterly and unannounced inspections of home kennels to ensure compliance and safety, care, and sanitation standards

F. K-9 Unit Handlers

Selected officers, upon satisfactory completion of initial K-9 training, shall be appointed as K-9 Handlers. Continued appointment is dependent upon maintaining satisfactory evaluations, meeting training standards and approval of the K-9 Commander.

Handlers shall report to their K-9 supervisor for duty assignments to include:

1. Review of post orders and individual administrative requirements as directed by K-9 Unit headquarters or their regional supervisor;
2. Providing backup to other officers on incidents of inmate violence;
3. Conducting preventive security checks for buildings and fences, monitoring mass movements, patrolling perimeters, managing disruptive inmates, tracking and apprehending escapees, assisting to quiet mass disturbances, monitoring yard/recreational activities, and patrolling all grounds and State property;
4. Establishing a visible presence in those areas where the psychological deterrent factor of a trained K-9 can be most effective;
5. Stopping and identifying vehicles and persons found under suspicious circumstances in their patrol area, taking appropriate action as necessary, and documenting the incident on a Daily Activity Report, DPSCS/K-9.003;
6. Conducting contraband detection team searches of persons, property and vehicles upon entering State correctional facilities, as well as all areas of the institutions; responding to service calls from around the State; and
7. Conducting collateral assignments in a professional and timely manner.

K-9 handlers shall follow provisions of this manual, DPSCS Directives and appropriate orders of supervisors. If a handler believes an order received from a non-K-9 supervisor is inappropriate, the handler shall comply with the order if it does not risk injury to persons or dogs and shall notify a K-9 supervisor as soon as possible. Inappropriate orders from non-K-9 supervisors that do risk injury to persons or dogs will require confirmation from a K-9 supervisor. In all cases of conflict with orders, K-9 handlers shall prepare a Notice of Incident/Information Report and submit it to their K-9 supervisor for review, with a copy forwarded to the K-9 Unit Commander.

In no case will the risk of injury to a dog be considered of greater value than the risk of injury to a person.

G. K-9 Unit Personnel Proficiency Standards

K-9 personnel shall:

1. Qualify annually with firearms;
2. Train as required with chemical agents used by the K-9 Unit;
3. Train as required with the expandable baton used by the K-9 Unit;

4. Participate in physical fitness activities required during basic training and in-service K-9 training;
5. Attend annual in-service training;
6. Pass annual standards recertification with their assigned dog(s). Failure to meet certification standards on two consecutive occasions could result in removal from the K-9 Unit;
7. Maintain satisfactory or higher annual efficiency ratings; and
8. Demonstrate proficiency in the field. Personnel lacking in effectiveness or productivity may be removed from the K-9 Unit.

H. Selection and Evaluation

1. K-9 Unit vacancies shall be advertised through information bulletins and HR computer postings.
2. An applicant for the K-9 Unit shall be a correctional officer sergeant, or shall be on the current correctional officer sergeant eligibility list.
3. Selected applicants shall have their physician complete an essential duties checklist for correctional officer K-9 sergeant.
4. The applicant shall have at least two years of service as a correctional officer and a satisfactory or higher evaluation.
5. The applicant shall be able to perform all K-9 duties and shall have no restrictions on physical activities required of a K-9 handler.
6. Applicants shall be subject to drug testing during the selection process. Those who test positive will be disqualified for the K-9 position and shall be subject to disciplinary action in accordance with ADM.050.0052.
7. The K-9 Unit Commander, and/or the Assistant K-9 Unit Commander, the K-9 Operations Supervisor or K-9 Trainer shall chair the board, participate on the interview board, and assist in making selections based on their evaluations.
8. The following items shall also be considered during the interview of the applicant: suitable residence; disciplinary and training records; commendations; complimentary letters; and medical records related to injuries, illness, etc. A physical fitness and aptitude test will also be conducted and each candidate's overall graded score will be a factor.

9. The applicant's supervisor may be contacted since the supervisor has the best knowledge of the candidate's work habits and traits.
10. An applicant shall:
 - a. Maintain a suitable residence to house the dog(s) and a freestanding kennel(s), and shall obtain written permission from the landowner if renting;
 - b. Possess a personal vehicle for transporting the dog and transport kennel to and from the residence and assigned region;
 - c. Complete the required basic patrol dog school if selected as a patrol dog handler;
 - d. Complete the required detector (drug/cell/contraband/bomb) dog school if selected as an detection dog handler; and
 - e. Provide written notification of K-9 management procedures to all adults residing at the applicant's address and provide written confirmation from persons notified.

I. K-9 Handler Candidates

1. During initial K-9 training, handler candidates shall successfully complete all written/practical exams, assignments, and training exercises and meet K-9 certification standards. Handler candidates shall maintain a satisfactory or better overall rating on their weekly performance evaluations. Failure to meet these standards will result in loss of appointment to the K-9 Unit and the handler candidate returning to the institution of origin.
2. Handler candidates shall be promoted to the rank of sergeant upon completion of the initial K-9 training course. Handlers shall complete a six-month probationary evaluation period to include successful completion of their filed training phase. After field training, probationary handlers will be evaluated on their ability to apply these skills in the field. Handler candidates who fail to maintain a satisfactory or better performance rating may have their probationary period extended, or be removed from the K-9 Unit based upon the recommendation of their K-9 Supervisor and the approval of the K-9 Commander.

J. Field Training Program

1. The Field Training Program is a structured OJT experience. Under the direction of specially selected Field Training Officers (FTOs) handlers transition from the classroom to the practical application of the skills they learned with the overall goal of developing appropriate performance. Newly hired handlers may apply their classroom knowledge in a tutored environment that reduces their

performance anxiety, enables them to gain confidence in their performance, and develops more effective handlers for the Department. The Field Training Program is considered an extension of the entry level K-9 training program.

2. The Field Training Program is 30 calendar days in length. The program enhances the overall probationary performance process with daily OJT observation and evaluation by FTOs.
3. Both the individual and the K-9 Unit benefit from this program. The FTO develops leadership skills that better prepare him/her for promotion. The trainee has the benefit of learning from a seasoned and experienced handler of proven quality in a controlled and protected environment, where classroom learning may be translated to performance.
4. Upon completion of the basic patrol/detection dog training, new K-9 handlers will have a senior handler or K-9 Supervisor from within the handler's region assigned to monitor the new team for 30 days.
5. Field training will ensure that new handlers can perform their K-9 duties and that they have retained their classroom instruction. In addition, they will receive immediate guidance and responses to questions related to K-9 team operations.
6. Upon the handler's completion of field training, the supervisor shall submit a detailed report of the new team's progress to the K-9 Unit Commander.

K. Personnel Disciplinary Procedures

1. All complaints or problems associated with K-9 activities will first be referred to the immediate supervisor, then to the Assistant K-9 Unit Commander, and lastly to the K-9 Unit Commander.
2. The K-9 supervisor shall investigate initial complaints or problems with handlers and provide a complete report to the K-9 Unit Commander, to include a recommendation on the matter for further disposition.
3. A K-9 Supervisor shall conduct assigned investigations in a timely manner and make disciplinary recommendations to the K-9 Unit Commander.
4. Failure to comply with, or violation of K-9 Unit standards, Department or Division directives, may result in disciplinary action in accordance with ADM.050.0052, including a possible loss of appointment to the K-9 Unit.
5. Disciplinary action, including discharge from the Unit, shall be the responsibility of the K-9 Unit Commander, with the approval of the Deputy Secretary Security Operations, and may possibly result in reassignment elsewhere within the Department.

6. Final approval and implementation of disciplinary action shall be the responsibility of the appointing authority or designee.
7. All incidents involving a dog bite shall be reviewed by the K-9 Unit Commander to determine if the handler acted responsibly and in accordance with established policies and procedures. Any incident where negligence by a K-9 handler is proven may result in disciplinary action.

III. K-9 TRAINING

A. K-9 Proficiency Standards

1. The success or failure of a K-9 program is dependent upon the quality of the K-9 teams employed and how the teams perform the tasks required. To ensure that teams are adequately trained, the Department shall maintain minimum standards of proficiency for all K-9 teams by category; i.e., Patrol, Contraband Detection, and Bloodhound.
2. A K-9 dog that meets minimum proficiency standards upon the completion of basic K-9 training will be licensed by the Department of Maryland State Police as property of the State of Maryland, Department of Public Safety and Correctional Services. The K-9 Unit Commander shall file application for the license. Copies of the application and license shall be maintained by the K-9 Trainer.
3. Accurate records of basic K-9 training and test results will be maintained at K-9 Unit headquarters. Training and testing forms are attached as appendices to this manual. The K-9 Unit Commander or Assistant Commander shall review and approve all in-service K-9 training programs.
4. If a K-9 teams fails to comply with the proficiency standards, the team will be placed out of service. It will then become compulsory to retrain those selected modules and correct any deficiencies. If the team cannot comply within a reasonable length of time, or it becomes apparent that the team cannot meet the standards, the team may be reconfigured for retraining.

B. Patrol Dog Proficiency Standards

1. **BASIC PATROL DOG TRAINING:** To successfully complete this training, each team shall complete the required training program with a minimum score of 80% on written and practical tests.

This program is designed to train handler and dog to perform special functions such a crowd control, apprehension of criminal suspects, location of missing persons (escapes), evidence collection, building search techniques, and other skills necessary for patrol duty. Upon successful completion of the training

program, the K-9 Unit Commander shall affirm that the team has met the minimum standards and is qualified to perform patrol dog duties. Minimum standards of proficiency include:

- a. OBEDIENCE SKILLS - The dog shall be able to perform on-and-off leash exercises that include, but are not limited to: heeling (fast and slow pace); turning (90° angle, right, left, and flanking movements); automatic sit; response to voice and hand signals at a minimum up to 30 yards to include sit, down, stay, come; in-motion commands of stay, sit, heel, and recall to heel position;
 - b. AGILITY SKILLS - Agility is an extension of obedience. The dog shall be able to: clear a series of hurdles ranging in height from one to three feet; jump through a three-foot window; traverse an eight-foot high log climb with relief platform, and then negotiate a catwalk; crawl through a culvert or tunnel (straight or with a 90° turn); jump and clear an eight-foot broad jump; and negotiate a balance beam eight inches wide by ten feet long. The handler may assist the dog;
 - c. PROTECTION SKILLS - The dog shall be able to: protect the handler by remaining alert and observant to the surroundings while in vehicle stops or out of the vehicle, and shall respond to the handler's aid on command; apprehend a fleeing/hiding criminal; pursue an aggressive and threatening person; pursue a suspect while under gunfire; break off pursuit on command (recall) and immediately release subject on command; control and disperse a disorderly crowd; sit-watch after apprehending a suspect, remaining in this position while the handler handcuffs and searches the suspect; and respond only when commended or when the suspect makes an aggressive movement toward the handler or attempts to flee;
 - d. SEARCHING SKILLS - Patrol dog teams shall be capable of trailing a minimum distance of one-quarter mile and locating at least two persons in a large building or in an open field or woods.
2. ANNUAL IN-SERVICE PATROL DOG REQUALIFICATION -The basic patrol standards of proficiency shall be met annually. This may be attained during annual or monthly training.

C. Patrol Dog In-Service Training

1. Each K-9 patrol dog team shall be required to attend one day of patrol dog in-service training each month. Teams must attend a minimum of 80 percent of monthly trainings in a 12-month period or annual certification cannot occur.

2. Patrol teams shall attend five days of training annually in basic and advanced patrol dog standards, to include specialized topics and annual requalifications. Handlers shall report to a designated training site on dates and times specified by the K-9 Trainer.
3. During other months, K-9 patrol dog in-service training will be held within each handler's region under the direction of a K-9 Unit supervisor or designee. This training is to include low light conditions.
4. In-service training will be scheduled to ensure that patrol dog coverage is available for emergencies within each region.
5. K-9 supervisors shall be responsible for coordinating training sites, determining scenarios to be practiced, and notifying all handlers within the region and K-9 Unit Headquarters of the date, time, and location of the training.
6. At the conclusion of each month's training, a Patrol Training Record, (DPSCS/K-9 Form .005) shall be completed and submitted to K-9 Headquarters, outlining the training scenarios and the results of each team's efforts. A copy shall be maintained by the handler and shall be readily available for a supervisor's review or courtroom testimony.
7. The system of monthly K-9 patrol dog in-service training will reduce the number of days a K-9 team is out of its region for training, reduce the amount of overtime and fuel used, and leave the teams available for emergency K-9 support should a need arise during regional in-service training.

D. Contraband Detection Dog Proficiency Standards

1. BASIC DETECTION DOG TRAINING - In order for the Department to qualify a team capable of detecting specific odors, the team shall successfully complete the required basic training with a minimum passing score of 90% on practical exercises. Upon completion of this program, the team shall be qualified to detect odors of (drug dogs) marijuana, heroin, cocaine, ecstasy, crack, and methamphetamine, contraband dogs); tobacco, synthetic marijuana products, buprenorphine and naloxone, cell phones and other contraband (explosive dogs); different combinations of explosives. The handlers shall have mastered search techniques and shall be proficient in searching vehicles, people, baggage, open areas, interiors of buildings, and other search areas. During this program, handlers will be instructed in interdiction, drug identification, search and seizure, and other classroom instruction to prepare them for K-9 odor detection
2. ANNUAL IN-SERVICE DETECTION DOG REQUALIFICATION - To remain qualified, each team shall maintain 90% proficiency at detecting odors and search techniques annually.

E. Contraband Detection Dog In-Service Training

1. K-9 detection dog teams shall attend five days of training annually in basic and advanced detection, to include specialized topics and annual requalification. Handlers shall report to a designated training site on dates and times specified by the K-9 Trainer.
2. Each K-9 detection dog team shall be required to attend one day of dog in-service training each month. Training will be conducted within each region under the direction and supervision of the K-9 Trainer or designee. At the conclusion of each month's training, a Detection Evaluation Record (DPSCS/K-9 Form .011) shall be completed and submitted to K-9 Unit Headquarters, outlining the training scenarios and the results of each team's efforts. A copy will be maintained by the handler and be readily available for a supervisor's review or courtroom testimony.
3. On-shift training is strongly encouraged and is to be conducted during actual detection searches at least twice a week. Each K-9 supervisor will be supplied with training aids for this purpose. Handlers shall complete the Detection Search/Training Report, (DPSCS/K-9 Form.007).

F. Bloodhound Proficiency Standards

1. BASIC BLOODHOUND TRAINING – bloodhounds used and qualified by the Department shall undergo continuous training and will be tested quarterly to determine their proficiency.
2. Bloodhounds shall trail and locate a person for a distance of at least three miles, be able to discriminate between several persons' scents, and properly identify the person trailed.
3. Bloodhounds will only be assigned to handlers with at least one year experience in the unit.
4. Bloodhound teams will be evaluated each year by qualified allied agency personnel.

G. Bloodhound In-Service Training

1. Each bloodhound search team shall be required to attend two days of in-service training each month.
2. To maintain the high level of proficiency expected of man-trailing bloodhounds, at least two hour of bloodhound in-service training will be conducted each week. These scenarios will be realistic in nature, using other K-9 personnel as decoys. Handlers shall complete the K-9 Unit Tracking Report, DPSCS/K-9 Form .008.

H. Training Attendance Requirements

1. Monthly in-service K-9 patrol, and bloodhound training is very important and shall be continuous to ensure that the Department's K-9 teams function at maximum proficiency and maintain the integrity of the K-9 Unit. Teams shall attend a minimum of 80 percent of monthly training in a 12- month period.
2. Handlers shall comply with training schedules. If necessary, leave may be adjusted to accommodate attendance. Handlers shall not schedule veterinary appointments, unscheduled leave, or make other conflicting assignments on training dates.
3. A handler who cannot make an assigned training program may be assigned a makeup session within that month.

I. Field Training Program

1. Upon completion of the basic patrol or contraband detection dog training, new K-9 handlers will have a senior handler or K-9 supervisor from within the handler's region assigned to monitor the new team for two weeks.
2. Field training will ensure that new handlers can perform K-9 duties and receive immediate guidance and responses to questions related to K-9 team operations.
3. Upon completion of the two, four- week field trainings, the training officer shall submit a detailed report to the K-9 Unit Commander on the progress of the new team.

IV. EQUIPMENT

A. Uniform

K-9 personnel shall follow the uniform requirements provided in the Department's Dress Standards Manual. The K-9 Unit's uniform of the day will be determined by the K-9 Commander.

B. K-9 Equipment

1. K-9 Equipment (depending of type of team) that may be issued:

1	electronic pager/cell phone	1	doghouse/dog
1	home kennel/dog (freestanding)	1	1 transport kennel
1	.40 cal. Pistol	1	pistol holder
3	magazines & mag. pouch	1	leather lead
1	pair handcuffs and holsters	1	leather collar (cont.)
1	expandable baton and holster	1	choke chain/dog

1	holster/canister chemical spray	1	safety muzzle
1	riot helmet	1	tracking lead
1	ballistic/knife-resistant vest	1	ground chain
1	riot vest	1	pair leather gloves
1	gas mask	1	water bucket/dog
1	K-9 set keys	1	non-corrosive feed pan/dog
2	K-9 master locks/dog	1	dog brush and/or shedding blade
1	equipment bag	1	compass

2. Leather dog equipment shall be oiled and kept in good condition. Metal items shall be kept free of dust and in good condition. If any equipment becomes unserviceable the handler shall submit a requisition and return the unusable item for replacement. If any item is lost, stolen, or destroyed by negligence, the handler shall submit an incident report to his/her K-9 supervisor, and may be responsible for the replacement cost of the item.
3. Each handler will be issued a Maryland State Police metal dog tag and plastic laminated ID card to show that the team is properly licensed. These items shall be in the immediate possession of the handler at all times when on duty. The card will be maintained at K-9 HQ records.
4. Handler- issued cell phones shall be activated and carried at all times. Communications equipment shall not be left with family or friends. When a handler is on annual leave, his/her assigned cell phones may be turned off. In all cases, a supervisor must be notified of how and where a handler can be contacted if his/her cell phone is not working or is off.

C. K-9 Vehicles

1. When transported, dogs shall be contained within a secure transport kennel approved by the Commander and provided by the Department. Non-aggressive detection dogs may be transported without a kennel at the handler's own risk of damage to his/her personal vehicle.
2. The Department shall provide appropriate four-wheel drive vehicles. Vehicles shall be ordered with air conditioning and tinted windows as vehicle standard equipment and supplied with the following additional equipment:
 - 1 State Police radio compatible on channel one (optional);
 - 1 dog kennel, (with quick access doors), to be securely mounted in the rear of the vehicle;
 - 1 first aid kit;
 - 1 blood borne spill kit;
 - 1 fire extinguisher;
 - Emergency lights and sirens;
 - 3 reflective triangle markers;

1 hot dog warning system; and
Emergency override to allow vehicle to run without keys.

3. Vehicles will be marked with the MD Department shield and the K-9 Unit decal.
4. K-9 vehicles shall be maintained in good, clean condition to prevent odor and limit dog hair collection.
5. Whenever the K-9 handler leaves the vehicle unattended, all doors shall be secured. If the dog is in the vehicle, the windows shall be rolled down at least two inches in mild or cool weather. During hot, humid weather, the vehicle may be secured with the engine and air-conditioner running except when inside an institutional compound. Extreme caution to inside vehicle temperatures on hot days shall be exercised. Dogs shall be checked every fifteen minutes, at a minimum, during hot weather conditions.
6. Handlers are responsible for completing vehicles logsheets, fluid level checklists, cleanliness, and ensuring the vehicle is in good order at all times.

V. CANINES

A. Selection of Dogs

1. Dogs selected for training will only be approved by the K-9 Unit Commander/Assistant Commander. The Commander shall approve the purchase of any dog.
2. Dog donations shall be made without reservation or right of return to the owner. The value of the donation shall be set by the donor.
3. The Animal Donation Form,(DPSCS/K-9 .001) shall be completed for each prospective donation with a copy of the form given to each donor. The form shall be forwarded to the K-9 Unit Headquarters
4. If K-9 personnel transfer or leave the unit for any reason, the dog remains the property of the state and shall be returned to K-9 Unit Headquarters for reassignment or disposition.
5. K-9 Unit dogs are owned by the Department of Public Safety and Correctional Services. K-9 dogs shall be maintained as inventory on SIMS as Division Headquarters property.
6. Upon completion of training, the K-9Unit Trainer shall ensure that the dog is licensed with the Maryland State Police. The handler shall be in possession of the metal dog tag and the laminated I.D. whenever the dog is on duty. Copies of the metal tag and laminated I.D. will remain on file at K-9 Unit HQ.

B. Disposition of Dogs

1. Generally, dogs will be retired or otherwise removed from service prior to the animal's tenth birthday to limit expenditures and reduce sudden loss from service of a team without an immediate replacement. The DPSCS Headquarters property officer will be notified of all dog deaths or removal from service.
2. Unneeded/retired dogs shall be declared surplus and removed from inventory. The general public or a Department employee, with approval of the K-9 Unit Commander, utilizing the Animal Release Form, (DPSCS/K-9 Form.002), may adopt surplus dogs. Dogs may be disposed of at the direction of the K-9 Unit Assistant Commander with the approval of the K-9 Unit Commander. Euthanasia will only be at the direction of the K-9 Commander, and only after other options have been exhausted.

C. Care and Health Maintenance

1. The Department may provide a freestanding kennel for each dog at the residence of the handler and in the region in which the handler is assigned. It shall be the handler's responsibility to ensure that the kennel and dog are properly secured to prevent accidental release of the dog.
2. The Department shall be responsible for the cost of the original kennel pad at the handler's residence. Should the handler relocate, the cost of installation of the required pad shall be the responsibility of the handler.
3. Dogs will be fed at least once a day. Feeding of the dogs shall be the sole responsibility of the handler.
4. The handler shall conduct a daily health inspection. Dogs will be groomed and exercised every day.
5. When kenneled, a supply of fresh water will be available to the dog at all times.
6. Kenneling of dogs at unauthorized locations is prohibited.
7. K-9 personnel will receive ample compensation for the care and feeding of their assigned dog(s) at home. In addition, handlers will receive thirty minutes work time (per dog) for this function on regular relief days, leave days and holidays.
8. When K-9 personnel are on leave and will be unavailable to care for their dog, handlers shall be responsible for the kenneling of their assigned dog(s) at K-9 Unit Headquarters or at other approved locations.
9. When the outside temperature is at least 33° F, or warmer kennels will be washed daily, and cleaned with disinfectant once each week to limit odor and bacteria.

10. No dog will be bathed when the outdoor temperature is lower than 60° F, unless the dog is completely dried indoors.
11. At no time will dogs be permitted to run off-leash without the direct supervision of the handler. When allowing the dog to exercise, the handler shall never allow the dog to be out of his/her sight. The handler shall be held directly accountable for any injuries to dog or persons.
12. No one other than approved K-9 personnel will be allowed to provoke the dogs. No other handler will attempt to touch, work, or use the handler's dog except in emergency situations.
13. In the event a dog is injured or killed, the handler shall immediately notify a K-9 supervisor who shall notify higher HQ. The handler shall submit a report to the Commander detailing the incident through his/her K-9 Supervisor. If the dog is injured or ill, the handler will be advised as to the course of action unless emergency care is needed. In an emergency situation, the handler shall immediately transport the dog to a veterinarian.
14. In the event a dog is lost, the handler shall notify his/her K-9 supervisor immediately. The handler or supervisor shall notify the Assistant Commander. The handler shall submit a report detailing the incident to the Assistant Commander through his/her K-9 supervisor.
15. If a handler is ill and cannot take care of the dog, if personal sick leave extends beyond four days, and during any loss of work time due to injury or LWOP, a K-9 supervisor or designee will be contacted and shall assume responsibility for the dog.
16. If a dog dies unexpectedly or as a result of injuries, a necropsy may be performed, with the approval of the Assistant Commander or Commander.
17. Each handler shall be issued internal and external parasite prevention medication. All dogs shall be given this medication as prescribed, and it shall be the responsibility of the handler's supervisor to obtain this medication from K-9 Unit headquarters. Dogs shall be checked daily by the handler to ensure that parasites are not present.
18. K-9 Unit patrol dogs shall not be removed from their kennels for any reason other than authorized duty, training, or exercise. These dogs are not family pets and shall not be left for extended periods of time with family members.
19. Dogs shall not be transported out of state unless authorized by the Assistant Commander or Commander.

20. K-9 teams shall only be used for Department assignments unless approved by the K-9 Commander or designee.
21. No dog(s) will be used for breeding unless approved by the Commander.
22. The Commander or designee shall conduct periodic unannounced on-site inspections at the regional kennels and homes of handlers to ensure that dogs are care for and kenneled in accordance with this manual.

VI. K-9 CAPABILITIES

A. Patrol Dogs

Patrol dogs are considered non-deadly force and an alternative to using deadly force.

1. APPREHENSION

- a. The Department uses canines for enforcement of institutional rules and protection of the public, staff, visitors, and inmates. Handlers shall only permit their dogs to use the amount of force necessary to apprehend and render safe, a fleeing, hiding, or combative inmate/ suspect.
- b. Handlers may use off-leash deployment in situations where the inmate/suspect may not be apprehended otherwise. However, anytime a dog is used to apprehend a suspect whether on, or off leash, the handler is to consider the three-part “reasonableness” test as stated in the Supreme Court case *Graham v. Connor*. The three part test consists of:
 - i. Severity of the crime;
 - ii. Whether the suspect poses an immediate threat to officers or others;
and
 - iii. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
- c. Handlers shall have complete control over the actions of their dogs. Handler control dictates to the dog the type of response appropriate for the situation. The handler makes the decision to escalate or de-escalate the dog’s level of response, not the dog.
- d. K-9 handlers will be trained to recall and control the dog before a bite occurs, and the dog to immediately release the suspect on the handler’s command should an apprehension occur.

2. EVENT CONTROL

- a. Whenever dogs are used to control a group at least 2 K-9 teams will be utilized, if possible, in conjunction with a tactical team formation. When moving a group, forward movement shall be slow and steady, in order to allow the group time to move.
- b. At no time shall dogs run into a group or be allowed to bite passive, non-violent persons.
- c. When used for event control and a bite results, every attempt shall be made to apprehend the person bitten. If this cannot be done, a complete physical description of the person shall be recorded on the Officer's Use of Force Incident Report in accordance with the DPSCS Use of Force Manual. This information may be used for identification should the individual seek medical attention.
- d. Dogs shall always be deployed on-leash during event control.

3. BUILDING SEARCH

Building searches may be conducted off-lead. It shall be the handler's responsibility to **SHOUT** a verbal warning before releasing the dog to help prevent innocent persons from being bitten, and to allow the suspect(s) the opportunity to surrender.

4. TRAILING/SCOUTING/OPEN AREA SEARCHES

- a. Trailing, scouting, or open area searches are employed as a tactic to find persons or articles outside of a building.
- b. When a K-9 team has been requested for trailing or a building search, it is advisable **NOT** to search with staff before the dog is used. This will avoid further contamination of the area and will hold to a minimum the number of human odors.
- c. When used for scouting (area search), the dog shall be deployed downwind, quartering the area, permitting it to make full use of its sense of smell.

B. Contraband Detection Dogs

The Department has established and will maintain a contraband detection program, taking a proactive role in the prevention of the passage of contraband of any kind into Department institutions and facilities.

1. GENERAL

- a. Detection dog teams shall search (scan)_to detect odors of certain controlled dangerous substances, to include marijuana, heroin, cocaine, methamphetamines and derivatives of these drugs as well as tobacco, cell phones, explosives, synthetic drugs, and other items.
- b. Dogs shall not be used for verification of suspected CDS, which will be tested in accordance with existing procedures.
- c. Requests for detection teams will be made through the K-9 supervisor for the region in which the institution or facility is located, or through the Duty Lt.
- d. Detection dogs will be trained to effectively search people, opens paces, buildings, cells, vehicles, and other items.
- e. Detection dogs will be trained to “alert” the handler to the presence of imprinted odors, typically referred to as a noticeable behavior change. Once the dog physically gets as close as possible to the odor source, it will demonstrate a final sit response.
- f. Detection dogs can be expected to work at peak proficiency from 20 to 60 minutes, as determined by the handler, depending on conditions existing in the area.
- g. If a detection team accidentally damages any property, the handler shall notify the on-scene supervisor and submit a completed incident report to his/her regional supervisor for review and distribution.
- h. K-9 alerts are probable cause for arrest and may result in prosecution; therefore, the handler shall take every precaution to maintain the chain of custody in a legally sufficient manner.
- i. Any visitor who attempts to depart PRIOR to search shall not be detained and shall be allowed to leave. Handlers will note any identification available (i.e. driver’s license, vehicle license plates, etc.) and forward an incident report to the institutional chief of security and a K-9 supervisor for disposition and possible barment.
- j. Depending on the area to be searched, either the method or the use of on, or off-leash deployment will be determined at the discretion of the handler.
- k. Whenever a search is conducted, all necessary search reports, log entries, and incident reports shall be completed by the end of the handler’s assigned shift.

2. PROCEDURES FOR SCANS

- a. PEOPLE – Passive trained detection dogs can effectively scan the air around people without risk of injury.
 - i. The handler will make a courteous announcement of intentions, instruct person(s) to sit in chairs/benches and to remain quiet and still (not moving) for the next few seconds.
 - ii. The handler will wait a few seconds to allow the person(s) to get settled and then begin a controlled scan around the chair/bench.
 - iii. Upon completion of a negative scan, the handler will step away with the dog and dismiss the person(s).
 - iv. The handler will not allow the dog to unnecessarily touch the person(s).
 - v. If the person(s) seems excessively nervous, the handler will attempt to quiet or relax him/her, but shall not allow him/her to pass unscanned.
- b. BUILDINGS/CELLS – Passive trained detection dogs can effectively scan rooms, cells, etc. without removing employees or inmates from those areas. However, it may be necessary to remove people from an area to conduct a more efficient and effective search. NOTE: Handler discretion is advised.
 - i. The handler will make a courteous announcement of intentions and direct any necessary movement of those persons to best effect the search.
 - ii. All windows and door should be closed and any fans turned off to reduce drafts.
 - iii. The handler shall begin a systematic scan of the area. If the area is large, the handler will divide the space into smaller, controlled scans. Upon reaching an occupied space, the handler will continue the scan around the person, ensuring that the dog does not unnecessarily touch the person.
 - iv. Upon completion the handler will advise the people to resume normal activity.
- c. OPEN SPACES – Detection dogs will scan starting from downwind, quartering the area until clear.

- d. VEHICLES - Passive trained detection dogs can effectively scan vehicles. All vehicles on, or entering state properties are subject to search. Implied consent applies.
 - i. Delivery trucks and tractor-trailers will be opened to allow the K-9 team access to the compartments. The handler shall ensure that the dog systematically searches all cargo.
 - ii. When passengers are inside the vehicle, the handler shall make a courteous announcement of intentions, instructing the driver to safely park the vehicle and turn off the engine, and whether or not the occupants are to remain seated in vehicle, with their hands visible.
 - iii. The handler shall direct the dog to scan all seams, wheels, wheel wells, undercarriages, etc. The handler shall not allow the dog to unnecessarily touch the vehicle.
 - iv. If the dog does not alert, the handler shall step away with the dog and courteously dismiss the driver.
 - v. If the dog alerts, the handler shall record all available vehicle information including license number, VIN and description, and refer to subsection 5, ALERT PROCEDURE VISITOR(S)/GUEST(S).
 - vi. If the interior of the vehicle is to be searched after an alert, the handler shall determine if the dog is to be placed in the vehicle to locate the source of the alert. This will be at the handler's discretion based upon the circumstances. At no time will a dog be placed in a vehicle while it is occupied.

3. ALERT PROCEDURE – INMATE(S)

- a. The handler shall notify the assigned officer in charge to search and/or secure the cell/area while maintaining control of the dog, and may continue scanning.
- b. As necessary, the handler shall prepare an incident report documenting the inmate's name, number, cell location and any other pertinent information, and recommend the inmate's urine be tested in cases of a CDS alert. Information shall be forwarded to the institutional intelligence coordinator, shift commander and the handler's K-9 supervisor.
- c. When suspected contraband is found, the handler shall prepare an incident report and forward a copy to the warden's designee in addition to the above individuals.

4. ALERT PROCEDURE – EMPLOYEE(S)

The handler shall:

- a. Notify the shift commander;
- b. Immediately notify the on-call investigator at the DPSCS Internal Investigative Division;
- c. Prepare an incident report and forward a copy to the warden's designee; and
- d. Notify a K-9 supervisor and the K-9 Unit Assistant Commander when practical.

5. ALERT PROCEDURE – VISITOR(S)/GUEST(S)

The handler shall:

- a. Attempt to talk with the visitor and gather information for the DPSCS K-9 Unit incident form, to include: name, address, name of the inmate to be visited, vehicle description, and tag number;
- b. Search for any physical evidence in plain view that will assist in building a case.(Note: The handler shall use extreme caution as the visitor may suddenly become violent;)
- c. Conduct a consented search of the vehicle. During the search the vehicle shall be unoccupied and under the supervision of assisting officers. If consent is not given, the visit and permission to remain on state property shall be denied. If consent is withheld pending arrival of other law enforcement units, the occupants of the vehicle are to wait outside and away from the vehicle under supervision;
- d. Protect the chain of custody of suspected CDS found;
- e. Notify the shift commander;
- f. Notify IID immediately if CDS is found or if evidence, in addition to the K-9 alert, is observed. If unable to obtain a response from the IID, notify the local State Police barrack having jurisdiction for the institution; and
- g. Prepare an incident report and forward a copy to the warden's designee.

6. ALERT PROCEDURE – VEHICLE(S)

- a. If a dog alerts on an unoccupied vehicle, all available vehicle information, including license number, VIN and description shall be recorded.

- b. The shift commander shall be notified.
- c. The handler shall attempt to identify the owner and/or the operator of the vehicle through the use of OBSCIS, CJIS, IIU or MSP.
- d. If the operator of the vehicle is identified as an employee, the handler shall refer to the procedures outlined in subsection, ALERT PROCEDURE – EMPLOYEE(s).
- e. If the operator is identified as a visitor, the handler shall refer to the procedures outlined in subsection 5, ALERT PROCEDURE – VISITOR(S)/GUEST(S).
- f. When suspected CDS is found, the Handler shall notify additional personnel to ensure officer safety, in addition to notifying IID, and prepare an incident report, forwarding a copy to the warden’s designee.

C. Bloodhounds.

- 1. Bloodhound teams offer a unique facet of tracking. They are sometimes able to trail human scent older than 24 hours and can assist in locating suspects or missing persons.
- 2. Officers on the scene shall bear in mind that the performance of the bloodhound relies heavily on the preservation of scent articles. Since these animals are to distinguish different human and animal odors, the scent article (item of clothing that has been worn by the suspect being trailed) will be provided.
- 3. If at all possible, the bloodhound handler will be the only person on the scene to handle scent articles. The articles will be preserved and removed only when the bloodhound team arrives. Articles will be handled with extreme care, using sticks, coat hangers, etc., and are to be placed inside a sealed plastic bag so that the dog will be able to discriminate the correct human scent.

VII. USE OF FORCE

A. Guidelines

1. Policy

Use of a trained canine shall be considered non-deadly force. The Department of Public Safety and Correctional Services considers the use of dogs as a force greater than mere touching hands, but less force than a firearm. Before using a dog in an apprehension, handlers shall be guided by rules and directives defining the acceptable use of force. A canine is classified as a “tool to search and locate.”

At no time shall a handler command a dog to apprehend unless the situation warrants. The DPSCS Use of Force Manual provides guidance for use of a canine. Patrol dogs shall not be used in secured cells for inmate extraction.

2. Canine Response Team (CRT)

- a. The CRT will consist of the K-9 Unit CRT Commander and six handlers. The CRT can work in conjunction with the Special Operations Group.
- b. The CRT will be activated whenever the SOG is utilized or when directed by the K-9 Commander.
- c. The CRT will receive 16 hours of specialized training each month which may be conducted in conjunction with the Department's SOG.
- d. The CRT members shall be required to meet the selection criteria and training requirements as established by the K-9 Commander and the CRT commander.
- e. CRT members will coordinate leave schedules with the CRT leader to ensure the team's ability to accomplish its mission.

B. Equipment

1. EXPANDABLE BATONS

- a. A handler shall complete approved training before being issued an expandable baton. Batons shall be issued by the K-9 Unit Commander and signed for by the handler.
- b. K-9 handlers shall wear the expandable baton while working their dogs.
- c. The expandable baton is considered an intermediate weapon and is for use when empty hand control is not effective, or appropriate, and deadly force is not justified.

2. CHEMICAL AGENTS

- a. K-9 handlers shall train annually in the use of chemical agents, including use of aerosol sprays, operation in contaminated environment, and use of a gas mask.

- b. Chemical agents are considered an intermediate weapon and are used when empty hand control is not effective or appropriate and deadly force is not justified.

3. FIREARMS

- a. K-9 handlers will be individually assigned a semiautomatic pistol with a magazines, and appropriate ammunition.
- b. Weapons will be carried only when the handler is on official duty, in instances when it is mission-essential, or for specialized training, travel or special circumstances approved by the Commander/Assistant.
- c. Weapons will be stored at a designated institution within each region. Weapons lockers will be assigned to each handler for storage of their assigned weapon and ammunition. Weapons issuance and accountability procedures will be followed in accordance with the policy and procedures of the individual's institution.
- d. K-9 supervisor are required to conduct quarterly inspections and inventories of weapons for accountability, serviceability, and cleanliness.
- e. A daily weapon and ammunition inspection and function check shall be conducted immediately upon drawing the weapon. Any deficiencies noted are to be immediately reported to the K-9 supervisor.
- f. Handlers must be armed when conducting a vehicle checkpoint.
- g. Anytime the handlers are armed, they must wear their ballistic vests.
- h. Handlers must qualify annually in day/night courses of fire. Additionally, handlers must participate in alternate courses of fire, which may include judgement, stress and/or tactical proficiency shooting.
- i. The K-9 Commander may authorize K-9 unit personal to take home their Duty weapons for mission related reasons. Authorization will not be granted unless the handler has the appropriate safeguards and a secure safe in which to secure the weapon while off-duty.

VIII. NOTIFICATION PROCEDURES

- A. The Commander/Assistant Commander shall be notified of incidents involving handlers and/or assigned dogs.

- B. Handlers shall be responsible for immediately notifying a K-9 supervisor of the following incidents:
1. Unscheduled incidents involving K-9 teams;
 2. Assistance requested by another agency;
 3. Injury to a handler or dog;
 4. Loss of a dog;
 5. Drug seizures and criminal activities;
 6. Whenever a handler believes the assistance and support of a regional supervisor is needed; and
 7. Routine or unusual activities that the handler believes to be of interest to a K-9 supervisor.
- C. The K-9 Operations Supervisor shall immediately notify the Assistant Commander when:
1. The K-9 team becomes involved in an unscheduled activity;
 2. K-9 apprehension results in a use of force;
 3. Responding to Emergency Operations;
 4. K-9 or other Department personnel feel that the situation should be brought to the attention of the Commander;
 5. A request for additional K-9 units from other regions is received;
 6. Drug seizures and criminal activities result in an arrest;
 7. Alerts are on staff members; or
 8. Routine or unusual activities occur that the K-9 Operations Supervisor believes to be of interest to the Assistant Commissioner.
- D. The Commander or Assistant Commander may respond to incidents of unusual nature where K-9 resources have been deployed; when there has been, or is likely to be, loss of life or serious personal injury; or, when staff presence will contribute to the efficient and effective management of K-9 teams. When notified of an incident,

the Commander or Assistant Commander will either respond to the scene or designate the Operations Duty Supervisor to respond.

- E. When Emergency Operations Plans are activated, the Command Center Commander will be in charge. However, K-9 handlers are most familiar with the dog's capabilities and limitations and will be responsible for the decision on the use of their dogs. Any conflict will be resolved by the Emergency Operations Commander and the senior K-9 supervisor present.

IX. OFFICE MANAGEMENT PROCEDURES

A. Records Management

All documents and reports pertaining to the K-9 teams will be reviewed and filed by the regional supervisor and forwarded to the Commander. All reports will be completed prior to the end of the shift. Forms/reports will be filled out completely and accurately.

1. The Daily Activity Report, DPSCS Form 110-7cR, will be completed by each handler, providing sufficient information to explain all actions. Daily Activity Reports from handlers will be sent to their supervisors each day.
2. The Narcotic Search/Training Report, DPSCS Form 110-7hr, will be completed by each handler after the completion of a CDS search or training session. The handler will maintain the forms and make them available for review by his/her supervisor.
3. K-9 forms will be retained on-site at K-9 headquarters for five years.
4. Monthly utilization forms will be completed and forwarded to wardens/ Asst. Commissioner-Security Operations on or before the 5th of the month.

B. List of K-9 Unit Forms

The following forms will be utilized by the K-9 Unit

1. Animal Donation Form, DPSCS/K-9 Form .001 (Eff 7/17)
2. Animal Release Form, DPSCS/K-9 Form .002 (Eff 7/17)
3. Daily Activity Report, DPSCS/K-9 Form .003 (Eff 7/17)
4. Notice of Incident/Information Report, DPSCS/K-9 Form .004 (Eff 7/17)
5. Patrol Training Record, DPSCS/K-9 Form .004 (Eff 7/17)

6. Patrol Dog Practical Exam, DPSCS/K-9 Form .005 (Eff 7/17)
7. Narcotic Search/Training Report, DPSCS/K-9 Form .006 (Eff 7/17)
8. Tracking Report, DPSCS/K-9 Form .007 (Eff 7/17)
9. State Equipment Assigned to Handler, DPSCS/K-9 Form .008 (Eff 7/17)
10. K-9 Unit Sign-Off Form, DPSCS/K-9 Form .009 (Eff 7/17)
11. Drug Detection Evaluation Record, DPSCS/K-9 Form .010 (Eff 7/17)
12. Request for Service, DPSCS/K-9 Form.011 (Eff 7/17)
13. Monthly K-9 Utilization, DPSCS/K-9 Form .0012 (Eff 7/1/7)
14. Handler Candidate Weekly Evaluation For, DPSCSK-9 Form .013 (Eff 7/17)

C. Expenses and Expenditures

1. Any expenditure by K-9 personnel, i.e. equipment, supplies, veterinary services, training/seminars, etc. will have prior approval from K-9 Unit headquarters.
2. K-9 personnel will obtain statements for all veterinary services performed. This statement will be sent to K-9 headquarters for payment. All charges will be fully explained and all veterinary services will be recorded and maintained on file at K-9 Unit headquarters.

X. INTERACTION WITH ALLIED AGENCIES

A. Requests for Assistance

1. All requests for assistance by outside law enforcement or correctional agencies will be directed to the K-9 Unit Commander/Assistant Commander and subject to approval from the Assistant Commissioner-Security Operations or designee.
2. When rendering assistance to outside law enforcement agencies, at least one officer of the requesting agency will accompany the K-9 team.
3. A police agency requesting a MD DPSCS K-9 team will have a police officer available to take charge of any drugs or contraband seized.
4. If any arrest is made through the use of the dog, the institution or police agency requesting the dog will be responsible for any necessary

subsequent activities such as warrants, investigative reports, charging documents, etc.

5. Outside agencies requesting K-9 Unit headquarters to conduct evaluations, or initial or monthly team training will send these requests in writing to the K-9 Unit Commander for consideration.
6. Approval for utilization of the K-9 Unit training facilities by outside agencies will be directed to and coordinated through K-9 Unit headquarters.

B. Community Appearance

The success of the K-9 Unit depends to a great extent upon staff and public acceptance. The most direct approach is through communication, emphasizing The K-9 capabilities and effectiveness. Efforts are to be directed to demonstrate the K-9 teams are proficient and can work safely in most contacts with staff or the public.

1. All community appearance requests will be documented and approved by the K-9 Unit Commander.
2. Assignments for speeches, demonstrations or public exhibits will be made by the K-9 supervisor for the region where the demonstration will take place or his designee. Departmental or regional coverage will be the primary consideration.
3. Requests for statistics on K-9 performance for public use will be processed as Public Information Act requests in compliance with Department Directive COMM.020.0023.
4. K-9 Handlers assigned for community appearances will present themselves, their dog and all equipment in such a manner as to present a professional image to their audience.
5. Public demonstrations must be simple, functionally oriented and accompanied by verbal explanation. Safety is to be considered at all times and will rest solely on the handler(s) when conducting or participating in a demonstration.
6. K-9 handlers are not to involve themselves in off-duty activities, with or without their dogs that may not be in the best interest of the Department.