



**1-64 K-9 UNIT**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 1-92 Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units) (Formerly 6-8)
- 2-3 Firearms and Ammunition Authorization (Formerly 2-22)
- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-52 Use of Force: General (Formerly 3-45)
- 3-33 Performance Evaluation and Management System (Formerly 3-20 and 3-49 Early Intervention and Recognition System (EIRS))

B. Form(s)

K-9 Kennel Inspection Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

Special Order 22-05 Amendment to SO 22-05, and Amendment to SOP 2-23 Use of Patrol Canine (K-9) Unit

**1-64-1 Purpose**

The purpose of this policy is to provide procedures for the proper use of Police Service Dogs (PSD) in locating and apprehending specific individuals who are suspect of committing a crime, protecting the K-9 Unit Handler, conducting article searches, and tracking and wind-scenting individuals.

**1-64-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to use a PSD to assist in locating and apprehending specific individuals who are suspected of committing a crime, protect the K-9 Unit Handler, track and wind scent individuals, and conduct article searches.

**N/A 1-64-3 Definitions**

A. Accidental Bite

Any occurrence when the PSD bites an unintended person. An accidental bite is not considered for the purposes of calculating the bite ratio of a K-9 Handler.



B. Apprehension

Any occasion when a PSD is deployed and plays a clear and well-documented role in apprehending an individual suspected of committing a crime. To play a clear and documented role, a PSD's Handler must articulate the PSD role, such as being the subject of warnings, following bark commands, performing a search, or the suspect stating that the PSD influenced their decision to submit to arrest.

C. Bite

A skin puncture or tear caused by the teeth of a PSD.

D. Bite Apprehension

Any apprehension of an individual where a bite occurs.

E. Bite Ratios

The calculation of the number of deployments where a PSD bite occurs divided by the total number of deployments for a given period. For the purpose of this calculation, PSD bites will not include accidental or directed bites.

F. Deployment

Any incident, except an on-leash article search, where a PSD is brought to a scene and is used to locate or apprehend an individual suspected of committing a crime, whether or not a suspect is located or apprehended.

G. Directed Bite

When a K-9 Handler directs a PSD to bite a visually identified individual.

H. K-9 Handler

Sworn personnel certified as a K-9 Handler and assigned to a particular PSD who deploys with that PSD and is responsible for the PSD's twenty-four (24) hours a day, seven (7) days a week care.

I. PSD-Caused Injury

Any injury that is not a bite but is caused by a PSD. This includes knocking an individual down, scratching, and/or causing abrasions.

J. Police Service Dog (PSD)



PSD assigned to the K-9 Handler after meeting the selection standards and certification requirements as established by the Department's Tactical Section K-9 Unit.

K. Search

When a PSD is deployed into a commercial or residential search area or structure to look for a specific individual suspected of committing a crime or is used to ensure that the area or structure is clear of any individuals who may be hiding or attempting to evade capture from sworn personnel.

**6** 1-64-4 **Training**

A. Training

1. The K-9 Unit Sergeant shall coordinate proper training for each K-9 Handler and PSD.
2. K-9 Unit personnel shall conduct weekly training in accordance with the guidelines, training practices, and safety measures of the Department-approved trainer and/or K-9 Unit Sergeant.
3. The Tactical Division Commander shall contract with a professional PSD trainer regarding the selection and training of Department PSDs.
  - a. The K-9 Unit's professional PSD trainer will guide K-9 Unit personnel to their highest ability level.
  - b. The professional PSD trainer will evaluate each PSD to determine any performance concerns.
  - c. The professional PSD trainer will make any training and performance recommendations to the K-9 Unit Sergeant.
  - d. The Tactical Section Commander shall determine the job duties for the contract professional trainer.
4. K-9 Handlers shall follow the training directives from the Department PSD trainer and the K-9 Unit Sergeant.
5. All K-9 Handlers shall ensure their PSDs comply with the training standards set forth in this policy and the standards recommended by the professional PSD trainer.
  - a. If for any reason, a PSD does not meet the standards set forth by K-9 Unit personnel, the K-9 Handler shall immediately notify the K-9 Unit Sergeant.
  - b. The K-9 Unit Sergeant, Department PSD trainer, and the professional PSD trainer shall evaluate any deficiencies to determine if the PSD shall remain in service while the deficiency is being corrected or if the PSD shall be removed from service until the deficiency is corrected.



B. Certifications

All K-9 Handlers shall be certified through a professional trainer. All teams will also complete a secondary certification process.

**5** 1-64-5 **Rules and Responsibilities**

A. General Responsibilities

1. A K-9 Handler shall:

- N/A**
- a. Wear the Department-approved fatigue uniform as the normal duty uniform consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
  - b. Be responsible for the actions of their PSDs, both on and off-leash, at all times;
  - c. Ensure the PSD has proper ventilation for the given weather conditions and that the Department-issued vehicle is properly secured when the K-9 Handler leaves their Department-issued police vehicle while the PSD is inside;
  - d. Before giving the PSD a break, make sure there are no community members in the immediate area;
    - i. If community members are in the immediate area, the K-9 Handler shall keep the PSD on leash during the break.
  - e. K-9 Handlers shall work an eight (8) or ten (10) hour shift;
    - i. The Tactical Section Commander shall determine hours and days off.
    - ii. K-9 Handlers shall be on-call and available for duty at all times.
  - f. When an individual sustains a PSD bite, immediately contact an Emergency Communications Center (ECC) Dispatcher to request Emergency Medical Services (EMS) response.
    - i. If the EMS determines that additional medical attention is required, they will transport the individual to a medical facility for treatment.

2. A K-9 Handler shall not:

- a. Deploy the PSD for crowd control;
- b. Not discipline their PSDs in view of the public; and
- c. Act cruelly towards the PSDs.

3. The K-9 Unit Sergeant shall manage requests for PSD demonstrations or exhibitions.

B. Use and Deployment of a PSD as a Use of Force Option

1. The use of the PSD as a use of force option ranges from the simple presence of the PSD to a less lethal force option.



2. The K-9 Handler shall:

N/A

- a. When required to use force, ensure the use of force is objectively reasonable given the facts and circumstances confronting the K-9 Handler and consistent with SOP Use of Force: General (refer to SOP Use of Force: General for sanction classifications and additional duties);
- b. Use only the minimum amount of force that is reasonable, necessary, and proportional based on the totality of the circumstances confronting the K-9 Handler to achieve a lawful objective;
- c. Consider the reasonableness of other use of force options before deploying the PSD, based upon the totality of the circumstances;
- d. Have the discretion of deploying the PSD with or without a muzzle and/or on or off-lead;
- e. Before deploying the PSD, evaluate the following factors, taking into consideration the safety of community members, Department personnel, and the individual:
  - i. The severity of the crime(s) at issue;
  - ii. Whether the individual poses an immediate threat to the safety of sworn personnel or others;
  - iii. Whether the individual is actively resisting arrest or attempting to evade arrest by flight; and
  - iv. All other factors that must be considered according to SOP Use of Force: General (refer to SOP Use of Force: General for sanction classifications and additional duties).
- f. Deploy the PSDs in the following circumstances:
  - i. To apprehend individuals suspected of committing a felony crime;
  - ii. To apprehend individuals who pose an immediate threat to the safety of sworn personnel and/or others;
  - iii. For officer safety, to conduct searches for individuals suspected of committing a felony crime when an individual has concealed themselves from law enforcement; and
  - iv. To locate individuals suspected of committing a misdemeanor crime when the K-9 Unit Sergeant approves a search with a muzzled PSD.
- g. The K-9 Handler shall not deploy:
  - i. The PSD against an individual known by sworn personnel to be pregnant, less than fourteen (14) years old, or over seventy (70) years old unless sworn personnel can articulate exceptional circumstances justifying the deployment; and
  - ii. Their PSD merely because it is an available use of force option.

N/A

3. Verbal Warnings

- a. When a K-9 Handler uses a PSD to locate an individual, the K-9 Handler shall give three (3) loud and clear verbal warnings before releasing the PSD.
- b. The verbal warning will give notice to the individual that the K-9 Handler will release a PSD and that the PSD will probably bite the suspect.



N/A

- c. If the K-9 Handler believes the individual is Spanish-speaking, they shall make reasonable attempts to provide the verbal warning in Spanish as well.
- d. A K-9 Handler is not required to give a verbal warning before a PSD deployment if a difficult or dangerous situation develops so quickly that the K-9 Handler has no reasonable time or opportunity to give verbal warnings.
- e. When a verbal warning is not given in this circumstance, the K-9 Handler shall document the specific facts in their written report to explain why verbal warnings were not given.

#### C. Operational Control and Conflict of Orders

1. The K-9 Unit Sergeant shall assume operational control of any situation requiring the deployment of the PSDs.
  - a. This excludes the deployment of a PSD to safely search and clear a building the K-9 Handler believes is empty.
2. In the absence of the K-9 Unit Sergeant, Department personnel shall contact a Tactical Section supervisor to assume control.
3. If the K-9 Unit Sergeant is not on-scene and another supervisor orders a K-9 Handler to deploy their PSD in a manner the K-9 Handler believes is inappropriate, the K-9 Handler shall explain their concerns to the supervisor.
  - a. If the supervisor allows the order to stand, the K-9 Handler shall comply with the order.
  - b. The supervisor issuing the order assumes responsibility for the decision.
  - c. The K-9 Handler and supervisor shall complete a Supplemental Report detailing their discussion and decision.
4. Under no circumstance shall a K-9 Handler comply with an illegal order or an order that violates the civil rights of any individual, particularly prohibitions against excessive force.
5. If a K-9 Handler participates in a full tactical activation, the Tactical Commander or designee shall have the authority to deploy a PSD.

#### D. Reporting and Investigation

1. K-9 Unit personnel shall immediately report any bite or PSD-caused injury to an individual or officer to the K-9 Unit Sergeant.
2. The K-9 Unit Sergeant shall respond to the scene, conduct an initial post-apprehension deployment investigation, and provide necessary information to the Internal Affairs Force Division (IAFD) for consideration in their investigation of the incident.



- a. A PSD bite is considered a use of force and shall be investigated by the K-9 Unit Sergeant and IAFD personnel.
- b. An accidental bite shall not be considered a use of force.
  - i. The K-9 Unit Sergeant shall conduct the investigation of an accidental bite.

E. Special Weapons and Tactics (SWAT) Unit Assistance

N/A

1. K-9 Unit personnel are also considered SWAT Unit personnel. As such, they shall be expected to abide by SOP Specialized Tactical Units (refer to SOP Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units) for sanction classifications and additional duties).

N/A

2. K-9 Unit personnel shall be held to all SWAT Team standards, as described in SOP Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units). Failure to comply with these standards may result in the officer's removal from the K-9 Unit.
3. K-9 Handlers are subject to SWAT Unit call-outs.

F. Call-Outs

1. K-9 Handlers shall be on-call and are subject to call-outs on a twenty-four (24) hour, three-hundred and sixty-five (365) day basis.
  - a. The K-9 Unit Sergeant shall issue an on-call schedule every other month. The on-call schedule identifies the primary and secondary on-call teams.
  - b. The K-9 Unit Sergeant shall only modify the on-call schedule to accommodate unforeseen schedule changes and overtime issues.
  - c. The K-9 Unit Sergeant shall send the Tactical Division Commander a copy of the K-9 Unit on-call schedule.
2. The ECC Supervisor shall call the primary K-9 Handler when a Sergeant or higher ranking officer requests assistance from K-9 Unit personnel.
  - a. The K-9 Unit Sergeant or designee shall approve all requests for mutual aid from outside agencies and any other special requests.
  - b. When a K-9 Handler is deployed for mutual aid requests, they shall follow Department policies, procedures, and guidelines for using the PSD and use of force, not those of the non-Department agency.
3. A Field Services Bureau (FSB) supervisor or ECC personnel shall notify the K-9 Unit Sergeant or designee of all incidents involving a barricaded subject, area searches, or large-scale searches that require more than the primary and secondary K-9 teams.
4. The K-9 Unit Sergeant or designee shall be contacted regarding requests from supervisors of specialized units and requests from any non-Department agency.



G. Scheduled Leave

1. The K-9 Unit Supervisor shall determine K-9 Unit personnel's hours of assignment, vacation, and days off based on the needs for service and support.
2. K-9 Unit personnel vacations shall be contingent upon the needs of the Department and the Tactical Section.
3. Before going on vacation or extended leave, the K-9 Handler shall explain to the K-9 Unit Sergeant how the PSD is properly fed and safely cared for while the K-9 Handler is on vacation.
  - a. A PSD shall be housed at a Department-approved PSD boarding facility, or with another K-9 Handler.

H. Equipment

1. K-9 Unit personnel shall maintain all equipment issued to them by the K-9 Unit, including on-body recording devices (OBRD) for sworn personnel.
  - a. K-9 Unit personnel shall report equipment that requires repair or replacement to the K-9 Unit Sergeant as soon as practicable.
2. K-9 Handler who have been issued Specialized weapons shall;
  - a. Carry them at all times; and
  - b. Be qualified in their use in accordance with SWAT Unit requirements as set forth in SOP Special Weapons and Tactics (SWAT) and SOP Firearms and Ammunition Authorization.

**6** **1-64-5 Analysis**

A. Bite Ratios

1. K-9 Handlers shall track and calculate bite ratios on a monthly basis.
  - a. K-9 Unit personnel shall provide monthly reports to the Internal Affairs Professional Standards (IAPS) documenting activity and bite ratios.
  - b. K-9 Unit personnel shall forward monthly reports to the K-9 Unit Sergeant for review and aggregate into the K-9 Unit's monthly and annual reports.
2. The K-9 Unit Sergeant shall review monthly reports to ensure accuracy.
3. The K-9 Unit Sergeant shall review each K-9 Handler's bite ratio by considering the activity of the previous six months.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-64 (Formerly 4-12 and 6-9)**

**P&P Draft 04/19/2023**

- a. If any K-9 Handler's bite ratio exceeds twenty percent (20%) for the preceding six (6) month period, it shall be included as an indicator in the Performance Evaluation and Management System (PEMS) for that K-9 Handler and shall be reviewed by that K-9 Handler's supervisor.
- b. If the entire K-9 Unit's bite ratio exceeds that threshold, a meeting with the Division Commander, Tactical Lieutenant, and K-9 Sergeant shall occur. They shall determine why the twenty (20) percent threshold was exceeded and shall document the review.

**B. Annual Policy Review**

1. The Tactical Section supervisors shall conduct an annual meeting every January to analyze occurrences and issues of the previous year.
  - a. During the annual meeting, the topics to be discussed shall include but are not limited to policies, procedures, legal developments, training updates, operational evaluations, Force Review Board (FRB) recommendations, and after-action reviews.
  - b. During the annual meeting if it is determined that changes are required, those changes shall be implemented no fewer than ninety (90) days from the review date.

**C. Annual Retention Review**

1. All K-9 Unit personnel shall be subject to an annual review to ensure they are meeting the delineated criteria for their positions.
2. The annual review shall be comprised of three (3) evaluations.
  - a. The chain of command shall review the K-9 Unit personnel's Employee Work Plan.
  - b. The chain of command shall conduct a file review of the team member.
  - c. The Department's Behavioral Sciences Section personnel shall meet with the team members.
  - d. Any negative issues that arise during the annual review, the affected team members shall be subject to retraining, progressive discipline, and/or removal from the K-9 Unit.

**D. Records**

1. K-9 Unit personnel shall track and record performance measures of both the K-9 Handler and the PSD. In addition, deployments shall be specifically tracked and archived within other specialized units, as noted below.
  - a. All K-9 deployments shall be recorded and archived within the Tactical Section and IAPS.
  - b. PSD medical records shall be recorded and archived with the contracted K-9



- Unit veterinarian.
- c. Monthly in-service training and certifications shall be recorded and archived with the contracted professional trainer.
  - i. Copies of in-service training and certifications shall also be archived by the K-9 Sergeant.
- d. K-9 Handlers shall archive all PSD training, as well as copies of deployment reports resulting in bites and certifications presented to the K-9 Handler and/or PSD.
- e. All K-9 deployments resulting in a bite apprehension shall be presented to the FRB and analyzed to identify potential needs for revision to training, policy, equipment, tactics, and supervision.
  - i. Accidental bites shall not be presented to the FRB.

**5 1-64-6 Maintenance and Retirement of PSDs**

**A. Maintenance**

1. K-9 Handlers shall reserve the last hour of each eight (8) hour shift or the last hour and fifteen minutes of a ten (10) hour shift for PSD and equipment upkeep.
  - a. This time applies to every work shift, training day, and/or all types of leave. These guidelines assume that the PSD's assigned K-9 Handler is caring for the PSD, not another K-9 Handler or boarder.
  - b. The total allotted time for this maintenance shall not exceed five (5) hours in a pay period week or forty-three (43) minutes per day in a seven (7) day period.
  - c. This time shall be allotted for the daily upkeep of the PSD and shall include the handler's regular days off.
  - d. This time may also be used for picking up dog food and routine visits to the veterinarian.
  - e. No compensation beyond the time allowed shall be authorized unless approved in advance by the K-9 Unit Sergeant.
2. The K-9 Unit Sergeant and the contracted veterinarian will instruct K-9 Handlers on the proper methods for maintaining PSD health.
3. Twice a year, the contracted veterinarian will examine all PSDs to ensure their state of health and to give them their annual shots.
  - a. If the PSD shows signs of illness, the K-9 Handler shall call the contracted veterinarian or take the PSD to the contracted veterinarian as soon as practicable.
  - b. If the PSD is injured, the PSD shall be treated as soon as possible, either by the contracted veterinarian or the Emergency Animal Clinic. In either case, the K-9 Unit Sergeant shall be notified immediately.

**B. Retirement**



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-64 (Formerly 4-12 and 6-9)**

**P&P Draft 04/19/2023**

1. A PSD shall be retired based on the PSD's health, ability to perform, and age. The decision to retire a PSD shall be made after consultation with the Unit Trainer, the professional trainer, and the K-9 Unit Sergeant.
  - a. The K-9 Unit Sergeant shall have the final decision on a PSD's retirement.
2. PSDs may be medically retired on the recommendation of the Department's contracted veterinarian.
3. A retired PSD shall be released to the K-9 Handler to whom it was assigned.
  - a. If the K-9 Handler does not wish to take ownership of the retired PSD, the K-9 Sergeant shall be responsible for finding it a suitable home.
  - b. The person who takes ownership of the retired PSD will be required to sign a waiver provided by the Office of the Albuquerque City Attorney. The waiver will relinquish the City of ownership and liability for the PSD to include any costs for its upkeep.

REDLINE



**1-64 — CANINE (K-9) UNIT**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

**A. Related SOP(s)**

1-92 Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units) (Formerly 6-8)

2-3 ———Firearms and Ammunition Authorization (Formerly 2-22)

2-8 — Use of On-Body Recording Devices (Formerly 1-39)

2-52 — Use of Force: General (Formerly 3-45)

3-33 Performance Evaluation and Management System (Formerly 3-20 and 3-49 Early Intervention and Recognition System (EIRS))

**B. Form(s)**

Canine (K-9) Kennel Inspection Form

**C. Other Resource(s)**

None

**D. Rescinded Special Order(s)**

Special Order 22-05 Amendment to SO 22-05, and Amendment to SOP 2-23 Use of Patrol Canine (K-9) Unit

**1-64-1 — Purpose**

The purpose of this policy is to provide procedures for the proper use of Police Service Dogs (PSD) in locating and apprehending specific ~~criminal suspects~~ individuals who are suspect of committing a crime, protecting the Canine (K-9) Unit Handler, conducting article searches, and tracking and wind-scenting individuals.

**1-64-2 — Policy**

It is the policy of the Albuquerque Police Department (Department) to use a PSD to assist in locating and apprehending specific individuals who are suspected of committing a crime ~~criminal suspects~~, ~~to protect the Canine (K-9) Unit Handler~~, ~~to track and wind scent~~ individuals, and ~~to conduct article searches~~.

**N/A**

**1-64-3 — Definitions**

**A. Accidental Bite**



Any occurrence when the PSD bites an unintended person. An accidental bite is not considered for the purposes of calculating the bite ratio of a PSDK-9 Handler/unit.

A.B. Apprehension

Any occasion when a PSD is deployed and plays a clear and well-documented role in apprehending an suspect or individual suspected of committing a crime. In order to play a clear and documented role, a PSD's handler must articulate the PSD role, such as being the subject of warnings, following bark commands, performing a search, or the suspect stating that the PSD influenced their decision to submit to arrest.

B.A. Accidental Bite

~~Any occurrence when the PSD bites an unintended person. An accidental bite is not considered for purposes of calculating the bite ratio of a handler/unit.~~

C. Bite

A skin puncture or tear caused by the teeth of a PSD.

D. Bite Apprehension

Any apprehension of an individual where a bite ~~did occur~~ occurs.

E. Bite Ratios

~~The calculation of the number of deployments apprehensions where a PSD bite occurs~~ apprehensions divided by the total number of deployments apprehensions for a given time period. For the purpose of this calculation, PSD bites will not include accidental or directed bites.

F. PSD Caused Injury

~~Any injury caused by a PSD that is not a bite. This includes knocking a person down, scratching, and/or causing abrasions.~~

G.F. Deployment

Any ~~situation~~ incident, except an on-leash article search, where a PSD is brought to the a scene and is used in an attempt to locate or apprehend a suspect individual suspected of committing a crime, whether or not a suspect is located or apprehended.

H.G. Directed Bite

When a PSDK-9 handler directs a PSD to bite a visually identified individual. A ~~directed bite will be investigated as a use of force. If a bite occurs, this investigation~~



~~will be conducted as a serious use of force investigation.~~

H. PSDK-9 Handler

~~A worn personnel~~ certified ~~as a K-9 PSDK-9 Unit Handler~~ and assigned to a particular PSD who deploys with that PSD and is responsible for the PSD's twenty-four (24) hours a day, seven (7) days a week 24-7 care.

I. PSD-Caused Injury

Any injury that is not a bite but is caused by a PSD that is not a bite. This includes knocking a person individual down, scratching, and/or causing abrasions.

J. Police Service Dogs (PSD)

PSD assigned to the K-9 Unit Handler after meeting the selection standards and certification requirements as established by the Department's Tactical Section —K-9 Unit.

K. Search

When a PSD is deployed into a commercial or residential a search area or structure, ~~commercial or residential,~~ to look for and find aa specific individual suspected of committing a specific crime, or is ~~utilized~~ used to ensure that the area or /structure is clear of any ~~criminal suspect~~ individuals who may be hiding or attempting to evade capture from law enforcement's ~~sworn personnel~~ or evading capture.

**6** 1-64-4. Rules and Responsibilities Training

A. Training

1. The K-9 Unit Sergeant shall be responsible for coordinating proper training for each K-9 Handler and PSD.
2. K-9 Unit personnel shall conduct weekly training in accordance with the guidelines, training practices, and safety measures of the Department-approved trainer and/or K-9 Unit Sergeant.
3. The K-9 Unit Special Operations Tactical Division (SOD) Commander shall contract with a professional PSD trainer regarding the selection and training of Department PSDs.
  - a. The K-9 Unit's professional PSD trainer will guide K-9 Unit personnel to their highest level of ability level.
  - b. The professional PSD trainer will evaluate each PSD to determine any performance concerns.



- c. The professional PSD trainer will make any training and performance recommendations to the K-9 Unit Sergeant.
- d. The Tactical Section Commander shall determine the job duties for the contract professional trainer.
- 4. PSDK-9 Handlers shall follow the training directives from the Department PSD trainer and the K-9 Unit Sergeant.
- 5. All PSDK-9 Handlers shall as ensure their PSDs comply with the training standards of training set forth in this policy and the standards recommended by the professional PSD trainer.
  - a. If for any reason, a PSD does not meet the standards set forth by K-9 Unit personnel, the PSDK-9 Handler shall immediately notify the K-9 Unit Sergeant.
  - b. The K-9 Unit Sergeant, the Department PSD trainer, and the professional PSD trainer, shall evaluate any deficiencies to determine if the PSD shall remain in service while the deficiency is being corrected, or if the PSD shall be removed from service until the deficiency is corrected.

B. Certifications

All PSDK-9 Handlers/PSD teams shall be certified through the professional trainer. All teams will also complete a secondary certification process.

**5** 1-64-5 Rules and Responsibilities

A. General Responsibilities

1. A PSDK-9 Handler shall:

- 5N** a. Wear the Department-approved fatigue uniform as the normal duty -uniform consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);  
s are Be responsible for the actions of their PSDs, both on and off-leash, and at all times;  
Handlers will not discipline their PSDs in public view.

Cruel actions toward the PSDs will not be tolerated and are grounds for disciplinary action.

- b. Ensure the PSD has proper ventilation for the given weather conditions and that the unit Department-issued vehicle is properly secured, when the PSDK-9 Handler leaves their Department-issued police vehicle while the PSD is inside;
- d. Prior to Before giving the PSD a break, make sure there are no community members in the immediate area; and



- i. If community members are in the immediate area, the PSDK-9 Handler shall keep the PSD on leash during the break.
  - e. PSDK-9 Handlers shall work an eight (8) or ten (10) hour shift;
    - i. The Tactical Section Commander shall determine hours and days off.
    - 1. PSDK-9 Handlers shall be on-call and available for duty at all times. ~~should the need arise.~~
    - ii.
  - f. When an individual sustains a PSD bite, immediately contact an Emergency Communications Center (ECC) Dispatcher to request Emergency Medical Services (EMS) response.
    - i. If the EMS determines that additional medical attention is required, they will transport the individual ~~shall be transported~~ to a medical facility for treatment.
2. A PSDK-9 Handler shall not:
- a. Deploy the PSD for crowd control;
  - b. Not discipline their PSDs in view of the public; and
  - c. Act cruelly towards the PSDs.

3. The K-9 Unit Sergeant shall manage ~~Requests for PSD demonstrations or exhibitions will be managed by the K-9 Unit Sergeant.~~

~~—Prior to giving the PSD a “break,” the handler will make sure there are no civilians in the immediate area. If conditions do not permit, the handler will keep the PSD on leash during the “break.”~~

~~—All K-9 handlers will wear the Department approved fatigue uniform as their normal duty uniform.~~

~~—PSDs will not be deployed for crowd control.~~

~~—Handlers will normally work an eight- or ten-hour shift. The Tactical Section Commander will determine hours and days off.~~

~~—Handlers are expected to be available for duty at all times should the need arise.~~

B. Use and Deployment of a PSD as a Use of Force Option

Use of a PSD

1. The ~~Use of the PSD as a use of tactic force option may ranges~~ from the simple presence of the PSD to a less lethal force option.



2. The PSDK-9 Handler shall:

~~A PSD Handler may shall not deploy his or her their PSD merely because it is an available use of force option.~~

N/A

~~When required to use force, ensure the use of force is As a use of force option, tThe PSD Handler's deployment of a PSD must shall be objectively reasonable given the facts and circumstances confronting the PSDK-9 hHandler and consistent with SOP —Use of Force: —General (refer to SOP Use of Force: General for sanction classifications and additional duties);~~

a.

~~Use only AA PSD hHandler using a PSD as a use of use of force must force option shall use tthe minimum amount of force that is reasonable, necessary, and proportional based on the totality of the circumstances confronting the officer PSDK-9 Handler, in order to bring about achieve a lawful objective;~~

b.

~~The PSD Handlers should all cConsider the reasonableness of other use-of force of force options before deploying the PSD, . Bbased upon the totality of the circumstances;~~

c.

~~tThe PSD handler shall hHave the discretion of deploying the PSD with or without a muzzle and/or on or off-lead;~~

d.

~~Before deploying the PSD, the PSD hHandler must shall evaluate the following factors, taking into consideration the safety of civilians community members, officers Department personnel, and the suspect or individual:~~

e.

- i. The severity of the crime(s) at issue;
- ii. Whether the suspect individual poses an immediate threat to the safety of the officers sworn personnel or others;
- iii. Whether the suspect individual is actively resisting arrest or attempting to evade arrest by flight; and

N/A

~~All other factors that must be considered pursuant according to SOP —Use of Force: —General (refer to SOP Use of Force: General for sanction classifications and additional duties).~~

Deployment of a PSD

iv.

~~It is the policy of the Department to allow the dDeploy thement of PSDs in the following circumstances:~~

f.

- i. To apprehend felony individuals suspected of committing a felony crime;
- ii. To apprehend individuals who pose an immediate threat to the safety of the officers sworn personnel and/or others;
- iii. For officer safety, to conduct searches for felony individuals suspected of committing a felony crime wwhenre thean individual has concealed themselves from law enforcement; and



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~~—To locate a misdemeanor individuals suspected of committing a misdemeanor crime when the K-9 Unit Sergeant has approved a search with a muzzled PSD.~~

~~iv.~~

~~g. The PSD K-9 Handler shall not deploy:~~

~~i. PSDs should not be deployed against an individual known by the officers sworn personnel to be pregnant, less than fourteen (14) years old, or over seventy (70) years old unless sworn personnel the officers can articulate exceptional circumstances justifying the deployment; and:~~

~~—Their PSD merely because it is an available use of force option.~~

~~—~~

~~—Violating this policy will subject the handler to disciplinary action.~~

~~ii.~~

~~—The PSD Handler shall:~~

N/A

~~—Any time an officer within the K-9 Unit is when required to use force, ensure the use of force used will be in accordance with Department Standard Operating Procedures (SOP) – Use of Force: General, all applicable laws, and the United States Constitution (refer to SOP Use of Force: General for sanction classifications and additional duties).~~

~~Use of the PSD as a tactic may range from the simple presence of the PSD to a less lethal force option. A handler may not deploy his or her PSD merely because it is an available option. As a use of force option, the deployment of a PSD must be objectively reasonable given the facts and circumstances confronting the handler and consistent with SOP – Use of Force – General. A handler using a PSD as a use of force must use the minimum amount of force that is reasonable, necessary, and proportional based on the totality of the circumstances confronting the officer in order to bring about a lawful objective. Handlers should consider the reasonableness of other use of force options before deploying the PSD. Based upon the totality of the circumstances, the handler will have the discretion of deploying the PSD with or without a muzzle or on or off lead. Before deploying the PSD, the handler must evaluate the following factors, taking into consideration the safety of civilians, officers, and the suspect or individual:~~

~~The severity of the crime(s) at issue;~~

~~Whether the suspect poses an immediate threat to the safety of the officers or others;~~

~~Whether the suspect is actively resisting arrest or attempting to evade arrest by flight; and~~

~~All other factors that must be considered pursuant to SOP – Use of Force – General.~~

Deployment of a PSD

~~It is the policy of the Department to allow the deployment of PSDs in the following circumstances:~~

~~To apprehend felony individuals;~~

~~To apprehend individuals who pose an immediate threat to the safety of the officers or others;~~

~~For officer safety, to conduct searches for felony individuals where the individual has concealed themselves from law enforcement; and~~

~~To locate a misdemeanor individual where the K-9 Unit Sergeant has approved a search with a muzzled PSD.~~



~~PSDs should not be deployed against an individual known by the officers to be pregnant, less than fourteen (14) years old, or over seventy (70) years old unless the officers can articulate exceptional circumstances justifying the deployment.~~

~~Violating this policy will subject the handler to disciplinary action.~~

3. Verbal Warnings

- a. ~~When a PSDK-9 Handler is uses a PSD to locate an individual, the PSDK-9 hHandler sha will give three (3) loud and clear verbal warnings before releasing the PSD.~~
- b. ~~If officers believe the individual may be Spanish-speaking, they will make reasonable attempts to provide the warning in Spanish as well. The verbal warning will give notice to the individual that the PSDK-9 hHandler will release a PSD and that the PSD will probably bite the suspect.~~  
~~If the PSDK-9 Hander believes the individual is Spanish-speaking, they shall make reasonable attempts to provide the verbal warning in Spanish as well.~~
- c.
- d. ~~A PSDK-9 Hander is not required to give a verbal warning(s) Under certain circumstances, a warning or multiple warnings may be dangerous or futile. Thus, a handler is not required to give a warning prior to before a PSD deployment if a difficult or dangerous situation develops so quickly that the PSDK-9 hHandler has no reasonable time or opportunity to de-se give verbal warnings.~~
- e. ~~When a verbal warning is not given in this circumstance, the PSDK-9 hHandler shall document the specific facts in his or her their written report to explain the omission why verbal warnings were not given.~~

N/A

C. Operational Control and Conflict of Orders

- 1. ~~The K-9 Unit Sergeant sha will a assume operational control of any situation requiring the deployment of the PSDs.~~
  - a. ~~This excludes the deployment of a PSD unless the purpose of the deployment is to safely search and clear a building the K-9 PSD hHandler believes is empty, in which case a supervisor is not required.~~
- 2. ~~In the absence of the K-9 Unit Sergeant, Department personnel shall contact a Tactical Section sSupervisor sha will be contacted to assume control.~~
- 3. ~~If the K-9 Unit Sergeant is not present on-scene and another supervisor asks orders a PSDK-9 Hhandler to deploy his their PSD in a manner the PSDK-9 hHandler believes is inappropriate, the PSDK-9 hHandler sha will e explain their concerns to the supervisor.~~
  - a. ~~If the supervisor allows the order to stand, the PSDK-9 hHandler sha will de his best to comply with the order.~~



- ~~b. The supervisor issuing the order assumes responsibility for the decision.~~
- ~~c. The PSDK-9 Handler and supervisor shall each complete a Supplemental Report detailing their discussion and decision.~~

~~4. However, Under no circumstance shall a PSDK-9 Handler comply with an illegal order or an order that violates the civil rights of any individual, particularly prohibitions against excessive force.~~

~~5. If a PSDK-9 Handler is participating in a full tactical activation, the Tactical Commander or designee shall have the authority to deploy a PSD.~~

#### D. Reporting and Investigation

##### Documentation of Injuries Resulting from Use of a PSD

~~1. K-9 Unit Personnel shall immediately report any bite or PSD-caused injury to an individual or officer to the K-9 Unit Sergeant.~~

~~2. The K-9 Unit Sergeant shall respond to the scene, conduct an initial post-apprehension deployment investigation, and provide necessary information to the Internal Affairs Force Division (IAFD) for consideration in their investigation of the incident.~~

~~a. A bite by a PSD bite is considered a use of force and shall be investigated by the K-9 Unit Sergeant and the IAFD personnel.~~

~~b. An accidental bite shall not be considered a use of force.~~

~~i. The K-9 Unit Sergeant shall conduct the investigation of an accidental bite. shall be conducted by the K-9 Sergeant.~~

~~Whenever an individual sustains a PSD bite, the handler or K-9 Sergeant shall immediately contact a Department dispatcher to request Emergency Medical Services (EMS) response. If EMS determines that additional medical attention is required, the individual shall be transported to a medical facility for treatment.~~

#### E. Special Weapons and Tactics (SWAT) Unit Assistance

N/A

~~1. Officers assigned to the K-9 Unit personnel shall also be considered SWAT Unit personnel officers. As such, they shall be expected to abide by SOP — Specialized Tactical Units (refer to SOP Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units) for sanction classifications and additional duties).~~

N/A

~~2. They will be K-9 Unit personnel shall be held to all SWAT Team standards, as explained in the described in SOP Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units). Failure to comply with these standards may result in the officer's removal from the K-9 Unit.~~

~~3. K-9 PSDK-9 Handlers are also subject to SWAT Unit call-outs.~~



F. Call-Outs

1. PSDK-9 Handlers shall be on-call and are subject to call-outs on a twenty-four (24) hour, three-hundred and sixty-five (365) day basis. Responding to call-outs will be one of the handlers' responsibilities. Handlers will be subject to call out on a twenty-four hour, 365 day basis.
  - The K-9 Unit Sergeant shall issue an on-call schedule will be issued every other month. The on-call schedule identifies the at will describe the following:
    - a. it will identify primary and secondary on-call teams.
    - b. The K-9 Unit Sergeant shall only modify the on-call schedule will be modified by the K-9 Unit Sergeant only as needed to accommodate any unforeseen schedule changes and overtime issues.
    - c. The K-9 Unit Sergeant shall send the Tactical Division Commander will receive a copy of the K-9 Unit on-call schedule.
2. The Communications ECC Supervisor shall call the primary K-9 PSDK-9 Handler when a Sergeant or higher ranking officer requests assistance from K-9 assistance Unit personnel.
  - a. The K-9 Unit Sergeant or designee must shall approve all requests for mutual aid from outside agencies and any other special requests.
  - b. When a PSDK-9 Handler is deployed deployed for mutual aid requests, they shall follow Department policies, procedures, and guidelines for using the PSD and use of force, and will be followed by the handler, not those of the non-Department agency.
3. A Field Services Bureau (FSB) supervisor or ECC personnel shall notify the K-9 Unit Sergeant or designee shall be notified of all incidents involving a barricaded subject, area searches, or large-scale searches that require more than the primary and secondary K-9 teams.
4. The K-9 Unit Sergeant or designee will also shall be contacted regarding requests from supervisors of specialized units and requests from any non-Department agency.

G. Scheduled Leave

1. The K-9 Unit Supervisor shall determine K-9 Unit personnel's H hours of assignment, vacation, and days off shall be determined by based on the needs for service and support.
2. K-9 Unit personnel V vacations shall be contingent upon the needs of the Department and the Tactical Section.



3. Before going on vacation or other extended leave, the K-9 PSD K-9 Handler shall explain to the K-9 Unit Sergeant how the PSD will be properly fed and safely cared for while the K-9 PSD K-9 Handler will be on vacation.

a. A PSD shall may be housed at a Department-approved K-9 PSD boarding facility, or with another K-9 Handler.

#### H. Equipment K-9 Unit Equipment

1. K-9 Handlers Unit personnel shall maintain all equipment issued to them by the K-9 Unit, including on-body recording devices (OBRD) for officers sworn personnel.

a. K-9 Unit personnel shall report Equipment that requires repair or replacement to the K-9 Unit Sergeant repair will be reported as soon as practicable. to the K-9 Unit Sergeant.

2. K-9 PSD K-9 Handler who have been issued Specialized weapons issued to handlers shall;

a. be Carried them at all times; and

b. Handlers shall Be qualified in their use in accordance with SWAT Unit requirements as set forth in SOP – Specialized Tactical Units Special Weapons and Tactics (SWAT) and in accordance with Department standards set forth in SOP – Firearms and Ammunition Authorization.

#### Training and Handler Team Certifications

6

##### Training

Training will be conducted by the K-9 Unit weekly.

All training will be conducted in accordance with the guidelines, training practices, and safety measures of the approved Department trainer and/or K-9 Sergeant.

The K-9 Unit Sergeant will be responsible for coordinating proper training for each handler and PSD.

The K-9 Unit will contract with a professional trainer regarding selection and training of PSDs. The K-9 Unit's professional trainer will guide the teams to their highest level of ability.

The professional trainer will evaluate each PSD to determine any performance concerns. The trainer will make any training and performance recommendations to the K-9 Unit Sergeant.

Job duties for the contract professional trainer will be determined by the Tactical Section Commander.



- ~~— Handlers will follow the training directives from the Department trainer and the K-9 Unit Sergeant.~~
- ~~— All handlers will assure their PSDs comply with the standards of training set forth in this policy and standards recommended by the professional trainer.~~
- ~~— If for any reason a PSD does not meet the expected standards articulated by the K-9 Unit, the handler must immediately notify the K-9 Unit Sergeant.~~
- ~~— The K-9 Unit Sergeant, together with the Department trainer and professional trainer, will evaluate any deficiencies and determine if the PSD will remain in service while the deficiency is being corrected or be removed from service until the deficiency is corrected.~~

~~— Certifications~~

~~All handler/PSD teams shall be certified through the professional trainer. All teams will also complete a secondary certification process.~~

**1-64-5      Analysis**

**A. Bite Ratios**

- ~~1. K-9 PSDK-9 Officers Handlers shall track and calculate bite ratios on a monthly basis.~~
  - ~~a. Members of the K-9 Unit personnel shall provide monthly reports to the Internal Affairs Professional Standards (IAPS) documenting activity and bite ratios.~~
  - ~~b. K-9 Unit personnel shall forward These m monthly reports will be forwarded to the K-9 Unit Sergeant for review and to aggregated into the K-9 Unit's monthly and annual reports.~~
- ~~2. The K-9 Unit Sergeant shall review monthly reports to ensure accuracy.~~
- ~~3. The K-9 Unit Sergeant shall review Each K-9 PSDK-9 h Handler's bite ratio shall be reviewed by considering the activity of the previous six months.~~
  - ~~a. If any PSDK-9 h Handler's bite ratio exceeds twenty (20)-percent (20%) for the preceding six (6)- month period, it shall be included as an indicator in the Performance Evaluation and Management System (PEMS) for that K-9 PSDK-9 h Handler and shall be reviewed by that K-9 PSDK-9 h Handler's supervisor.~~
  - ~~b. If the entire K-9 Unit's bite ratio exceeds that threshold, a meeting with the Division Commander, Tactical Lieutenant, and K-9 Sergeant shall take place occur. They shall determine why the twenty (20)%-percent threshold was exceeded and shall document the review.~~



B. Annual Policy Review

1. The supervisors of the Tactical Section supervisors will conduct an annual meeting every January to analyze occurrences and issues of the previous year.
  - a. During this annual meeting, the topics to be discussed shall include, but are not limited to (but need not be limited to) policies, procedures, legal developments, training updates, operational evaluations, Force Review Board (FRB) recommendations, and after-action reviews.
  - b. If ~~DD~~ During the annual meeting if it is determined that any changes are required, those changes shall be implemented no fewer than ninety (90) days from the review date.

C. Annual Retention Review

1. All K-9 Unit Members personnel will be subject to an annual review to ensure they are meeting the delineated criteria for their positions.
2. The annual review shall be comprised of three (3) evaluations.
  - a. The chain of command shall review the tTeam mMember's K-9 Unit personnel's Employee Work Plan.
  - b. The chain of command shall conduct a file review of the tTeam mMember.
  4. The Department's Behavioral Sciences Section personnel shall meet with the tTeam mMembers.
  - c.
  - d. ShouldAny negative issues that arise during the annual review, the affected tTeam mMembers shall be subject to retraining, progressive discipline, and/or removal from the K-9 uUnit.

D. Records

1. The K-9 Unit personnel will track and record performance measures of both the K-9K-9PSD hHandler and the PSD. In addition, deployments shall be specifically tracked and archived within other specialized units, as noted below.
  - a. All K-9 deployments shall be recorded and archived within the Tactical Section and Internal Affairs Professional Standards (IAPS).
  - b. PSD medical records shall be recorded and archived with the contracted K-9 uUnit veterinarian.
  - c. Monthly in-service training and certifications shall be recorded and archived with the contracted professional trainer.
    - i. Copies of in-service training and certifications shall also be archived bywith the K-9 Sergeant.
  - d. K-9PSDK-9 Handlers shall archive all PSD training, as well as copies of deployment reports resulting in bites and certifications presented to the K-



9PSDK-9 hHandler and/or PSD.

- e. All K-9 deployments resulting in a bite apprehension shawill be presented to the Force Review Board (FRB) and analyzed to identify potential needs for revision to training, policy, equipment, tactics, and supervision.
- i. Accidental bites shall not be presented to the FRB.

**5** 1-64-6

**Maintenance and Retirement of PSDs**

A. Maintenance

1. K-9K-9PSD-Handlers shall reserve Tthe lasteighth-hour of each eight (8)- hour shift or the last hour and fifteen minutes of a ten (10) -hour shift will be reserved for PSD and equipment upkeep.

- a. This reserved time will appliesy to every working shift, training day, and/or all types of leave. These guidelines assume that the PSD's assigned K-9PSDK-9 hHandler is caring for the PSD, not another K-9PSDK-9 hHandler or boarder.
- b. The total allotted time for this maintenance shawill not exceed five (5) hours in a pay period week or forty-three (43) minutes per day in a seven (7)- day period.
- c. This time shawill be allotted for the daily upkeep of the PSD and shawill include the handler's regular days off.  
—This time may also be used for picking up dog food and routine visits to the veterinarian.
- d.
- e. No compensation beyond the time allowed shawill be authorized, unless approved in advance by the K-9 Unit Sergeant.

2. The K-9 Unit Sergeant and the contracted veterinarian wiwill instruct K-9PSDK-9 hHandlers on the proper methods efor maintaining -PSD health.

3. Twice a year, the contracted veterinarian will examine all PSDs to ensure their state of health and to give them their annual shots.

- a. If the PSD shows signs of illness, the K-9PSDK-9 hHandler shawill call the contracted veterinarian or take the PSD to the contracted veterinarian as soon as practicable.  
—If the PSD is injured, the PSD shawill be treated as soon as possible, either by the contracted veterinarian or at the Emergency Animal Clinic.
- b. In either case, the K-9 Unit Sergeant shawill be notified immediately.

of PSD

B. Retirement of PSD

1. A PSD shawill be retired based on the PSD's health, ability to perform, and age. The decision to retire a PSD shawill be made after consultation fromwith the Unit Trainer, the professional trainer, and the K-9 Unit Sergeant.

- a. The K-9 Unit Sergeant shall have Tthe final decision on a PSD's retirement will



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be made by the K-9 Unit Sergeant.

2. PSDs may be medically retired on the recommendation of the Department's contracted veterinarian.

3. A retired PSD ~~sh~~will be released to the ~~K-9~~PSD ~~K-9 h~~Handler to whom it was assigned.

a. If the ~~K-9~~PSD ~~h~~Handler does not wish to take ownership of the retired PSD, the K-9 Sergeant ~~sh~~will be responsible for finding it a suitable home. ~~In any case, t~~The person ~~who~~ taking ownership of the retired PSD will be required to sign a waiver provided by the Office of the Albuquerque City Attorney. The waiver will relinquish the City of ownership of ~~any~~and liability ~~effor~~ the PSD to include any costs for its upkeep.

A. Use of the PSD as a Force Option

~~1. Any time an officer within the K-9 Unit is required to use force, the force used will be in accordance with Department SOP – Use of Force General, all applicable laws, and the United States Constitution.~~

~~2. Use of the PSD as a tactic may range from the simple presence of the PSD to a less-lethal force option. A handler may not deploy his or her PSD merely because it is an available option. As a use of force option, the deployment of a PSD must be objectively reasonable given the facts and circumstances confronting the handler and consistent with SOP – Use of Force – General. A handler using a PSD as a use of force must use the minimum amount of force that is reasonable, necessary, and proportional based on the totality of the circumstances confronting the officer in order to bring about a lawful objective. Handlers should consider the reasonableness of other use of force options before deploying the PSD. Based upon the totality of the circumstances, the handler will have the discretion of deploying the PSD with or without a muzzle or on or off lead. Before deploying the PSD, the handler must evaluate the following factors, taking into consideration the safety of civilians, officers, and the suspect or individual:~~

- ~~a. The severity of the crime(s) at issue;~~
- ~~b. Whether the suspect poses an immediate threat to the safety of the officers or others;~~
- ~~c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight; and~~
- ~~d. All other factors that must be considered pursuant to SOP – Use of Force – General.~~

~~3. It is the policy of the Department to allow the deployment of PSDs in the following circumstances:~~

- ~~a. To apprehend violent felony individuals;~~
- ~~b. To apprehend individuals who pose an immediate threat to the safety of the officers or others;~~
- ~~c. For officer safety, to conduct searches for felony individuals where the individual has concealed themselves from law enforcement; and~~



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- d. ~~To locate a misdemeanor individual where the K-9 Unit Sergeant has approved a search with a muzzled PSD.~~
- 4. ~~PSDs should not be deployed against an individual known by the officers to be pregnant, less than fourteen (14) years old, or over seventy (70) years old unless the officers can articulate exceptional circumstances justifying the deployment.~~
- 5. ~~Violating this policy will subject the handler to disciplinary action.~~

B.a. Warnings

a.

1.a. ~~When a PSD is used to locate an individual, the handler will give three loud and clear verbal warnings before releasing the PSD. If officers believe the individual may be Spanish speaking, they will make reasonable attempts to provide the warning in Spanish as well. The warning will give notice that the handler will release a PSD and that the PSD will probably bite the suspect.~~

a.

2. ~~Under certain circumstances, a warning or multiple warnings may be dangerous or futile. Thus, a handler is not required to give a warning prior to a PSD deployment if a difficult or dangerous situation develops so quickly that the handler has no reasonable time or opportunity to do so. When a warning is not given in this circumstance, the handler shall document the specific facts in his or her written report to explain the omission.~~

C.a. Operational Control and Conflict of Orders

a.

1.a. ~~The K-9 Unit Sergeant will assume operational control of any situation requiring deployment of the PSDs, unless the purpose of the deployment is to safely search and clear a building the handler believes is empty, in which case a supervisor is not required. In the absence of the K-9 Unit Sergeant, a Tactical Section Supervisor will be contacted to assume control.~~

a.

2.a. ~~If the K-9 Unit Sergeant is not present and another supervisor asks a handler to deploy his PSD in a manner the handler believes is inappropriate, the handler will explain the concerns to the supervisor. If the supervisor allows the order to stand, the handler will do his best to comply with the order. The supervisor issuing the order assumes responsibility for the decision. The handler and supervisor will each complete a supplemental report detailing this discussion and decision.~~

a.

3.a. ~~However, under no circumstance will a handler comply with an illegal order or one that violates the civil rights of any individual, particularly prohibitions against excessive force.~~

a.

D.a. ~~\_\_\_\_\_ If a handler is participating in a full tactical activation, the Tactical Commander or designee will have the authority to deploy Documentation of Injuries Resulting from Use of a PSD~~

a.

a. ~~Personnel shall immediately report any bite or PSD-caused injury to an individual or officer to the K-9 Unit Sergeant. The K-9 Unit Sergeant will respond to the scene, conduct an initial post-apprehension deployment investigation, and provide necessary~~



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~~information to the Internal Affairs Force Division (IAFD) for consideration in their investigation of the incident.~~

~~a.~~

~~a. A bite by a PSD is considered a use of force and shall be investigated by the K-9 Sergeant and the IAFD. An accidental bite shall not be considered a use of force. The investigation of an accidental bite shall be conducted by the K-9 Sergeant.~~

~~a.~~

~~a. Whenever an individual sustains a PSD bite, the handler or K-9 Sergeant shall immediately contact a Department dispatcher to request Emergency Medical Services (EMS) response. If EMS determines that additional medical attention is required, the individual shall be transported to a medical facility.~~

~~a.~~

~~a. Handlers will maintain all equipment issued by the K-9 Unit, including on-body recording devices (OBRD) for officers. Equipment that requires repair will be reported as soon as practicable to the K-9 Unit Sergeant.~~

~~a.~~

~~a. Specialized weapons issued to handlers shall be carried at all times. Handlers shall be qualified in their use in accordance with SWAT Unit requirements as set forth in SOP – Specialized Tactical Units and in accordance with Department standards set forth in SOP – Firearms and Ammunition Authorization.~~

~~F. Training and Handler Team Certifications~~

~~1. Training will be conducted by the K-9 Unit weekly.~~

~~2. All training will be conducted in accordance with the guidelines, training practices, and safety measures of the approved Department trainer and/or K-9 Sergeant.~~

~~3. The K-9 Unit Sergeant will be responsible for coordinating proper training for each handler and PSD.~~

~~4. The K-9 Unit will contract with a professional trainer regarding selection and training of PSDs. The K-9 Unit's professional trainer will guide the teams to their highest level of ability.~~

~~a. The professional trainer will evaluate each PSD to determine any performance concerns. The trainer will make any training and performance recommendations to the K-9 Unit Sergeant.~~

~~b. Job duties for the contract professional trainer will be determined by the Tactical Section Commander.~~

~~5. Handlers will follow the training directives from the Department trainer and the K-9 Unit Sergeant.~~

~~All handler/PSD teams shall be certified through the professional trainer. All teams will also complete a secondary certification process.~~

~~6. All handlers will assure their PSDs comply with the standards of training set forth in this policy and standards recommended by the professional trainer.~~

~~a. If for any reason a PSD does not meet the expected standards articulated by the K-9 Unit, the handler must immediately notify the K-9 Unit Sergeant.~~



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~~b. The K-9 Unit Sergeant, together with the Department trainer and professional trainer, will evaluate any deficiencies and determine if the PSD will remain in service while the deficiency is being corrected or be removed from service until the deficiency is corrected.~~

~~G. Records~~

~~1.a. The K-9 Unit will track and record performance measures of both the handler and the PSD. In addition, deployments will be specifically tracked and archived within other specialized units, as noted below.~~

~~a.~~

~~a. All K-9 deployments will be recorded and archived within the Tactical Section and Internal Affairs Professional Standards (IAPS).~~

~~b.a. PSD medical records will be recorded and archived with the contracted unit veterinarian.~~

~~c.a. Monthly in-service training and certifications will be recorded and archived with the contracted professional trainer. Copies of in-service training and certifications will also be archived with the K-9 Sergeant.~~

~~d.a. Handlers will archive all PSD training, as well as copies of deployment reports resulting in bites and certifications presented to the handler and/or PSD.~~

~~H. All K-9 deployments resulting in a bite apprehension will be presented to the Force Review Board (FRB) and analyzed to identify potential needs for revision to training, policy, equipment, tactics, and supervision. Accidental bites shall not be prese~~  
~~Maintenance of the PSD~~

~~1.a. The eighth hour of each eight-hour shift or the last hour and fifteen minutes of a ten-hour shift will be reserved for PSD and equipment upkeep. This reserved time will apply to every working shift, training day, or all types of leave. These guidelines assume that the PSD's assigned handler is caring for the PSD, not another handler or boarder. The total allotted time for this maintenance will not exceed five hours in a pay period week or forty-three minutes per day in a seven-day period. This time will be allotted for the daily upkeep of the PSD and will include the handler's regular days off. This time may also be used for picking up dog food and routine visits to the veterinarian.~~

~~a.~~

~~a. No compensation beyond the time allowed will be authorized, unless approved in advance by the K-9 Unit Sergeant.~~

~~a.~~

~~2.a. The K-9 Unit Sergeant and the contracted veterinarian will instruct handlers on proper methods of PSD health. Twice a year the contracted veterinarian will examine all PSDs to ensure their state of health and to give them their annual shots.~~

~~a.~~

~~a. If the PSD shows signs of illness, the handler will call the contracted veterinarian or take the PSD to the contracted veterinarian as soon as practicable.~~

~~b.a. If the PSD is injured, the PSD will be treated as soon as possible, either by the contracted veterinarian or at the Emergency Animal Clinic.~~

~~c. In either case, the K-9 Unit Sergeant will be notified immediately.~~

~~I. Working Hours~~

~~1.a. Handlers will normally work an eight- or ten-hour shift. The Tactical Section Commander will determine hours and days off.~~

~~a.~~



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- ~~a. Handlers are expected to be available for duty at all times should the need arise.~~
- ~~b. Hours of assignment, vacation, and days off will be determined by the needs for service and support.~~
- ~~2. Handlers are also subject to SWAT Unit call outs.~~

~~J. Call-Outs~~

- ~~1.a. Responding to call outs will be one of the handlers' responsibilities. Handlers will be subject to call out on a twenty-four hour, 365 day basis.~~

~~a.~~

- ~~a. The K-9 Unit on-call schedule will be issued every other month; it will identify primary and secondary on-call teams. The schedule will be modified by the K-9 Unit Sergeant only as needed to accommodate unforeseen schedule changes and overtime issues. The Tactical Commander will receive a copy of the K-9 Unit on-call schedule.~~

- ~~b.a. The Communications Supervisor will call the primary handler when a Sergeant or higher ranking officer requests K-9 assistance.~~

- ~~c.a. The K-9 Unit Sergeant or designee must approve all requests for mutual aid and any special requests. When deploying for mutual aid requests, Department policies, procedures, and guidelines for using the PSD and use of force will be followed by the handler, not those of the non-Department agency.~~

~~a.~~

- ~~2. The K-9 Unit Sergeant or designee will be notified of all incidents involving a barricaded subject, area searches, or large-scale searches that require more than the primary and secondary K-9 teams. The K-9 Unit Sergeant or designee will also be contacted regarding requests from supervisors of specialized units and requests from any non-Department agency.~~

~~K. Vacations~~

- ~~1. Vacations will be contingent upon the needs of the Department and the Tactical Section.~~

- ~~2. Before going on vacation or other extended leave, the handler will explain to the K-9 Unit Sergeant how the PSD will be properly fed and safely cared for while the Handler will be on vacation.~~

~~L. SWAT Unit Assistance~~

- ~~Officers assigned to the K-9 Unit will also be considered SWAT officers. As such, they will be expected to abide by SOP—Specialized Tactical Units. They will be held to all SWAT Team standards, as explained in the SOP. Failure to comply with these standards may result in the officer's removal from the K-9 Unit.~~

~~Handlers are also subject to SWAT Unit call out~~

~~1.~~

~~M. General Rules for the K-9 Unit~~

- ~~1. Handlers are responsible for the actions of their PSDs, both on and off leash and at all times.~~

- ~~2. Handlers will not discipline their PSDs in public view.~~



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- ~~3. Cruel actions toward the PSDs will not be tolerated and are grounds for disciplinary action.~~
- ~~4. When a handler leaves his or her police unit while the PSD is inside, he or she will ensure the PSD has proper ventilation for the given weather conditions and that the unit is properly secured.~~
- ~~5. Requests for PSD demonstrations or exhibitions will be managed by the K-9 Unit Sergeant.~~
- ~~6. Prior to giving the PSD a "break," the handler will make sure there are no civilians in the immediate area. If conditions do not permit, the handler will keep the PSD on-leash during the "break."~~
- ~~7. All K-9 handlers will wear the Department-approved fatigue uniform as their normal duty uniform.~~
- ~~8. PSDs will not be deployed for crowd control.~~

**N. Bite Ratios**

- ~~1.a. K-9 Officers will track and calculate bite ratios on a monthly basis. Members of the K-9 Unit will provide monthly reports to the IAPS documenting activity and bite ratios. These monthly reports will be forwarded to the K-9 Unit Sergeant for review and aggregated into unit monthly and annual reports. The K-9 Unit Sergeant will review monthly reports to ensure accuracy.~~
- ~~2.a. Each handler's bite ratio will be reviewed by considering activity of the previous six months. If any handler's bite ratio exceeds twenty (20) percent for the preceding six-month period it will be included as an indicator in the PEMS for that handler and will be reviewed by that handler's supervisor. If the entire Unit's bite ratio exceeds that threshold, a meeting with the Division Commander, Tactical Lieutenant, and K-9 Sergeant will take place. They will determine why the 20% threshold was exceeded and document the review.~~

**O. Annual Retention Review**

- ~~2.a. All K-9 Unit Members will be subject to an annual review to ensure they are meeting the delineated criteria for their positions.~~
- ~~3.a. The annual review shall be comprised of three evaluations.~~
  - ~~a. The chain of command will review the Team Member's Employee Work Plan.~~
  - ~~b.a. The chain of command will conduct a file review of the Team Member.~~
  - ~~c.a. The Department's Behavioral Sciences Section will meet with the Team Member.~~
- ~~4.a. Should negative issues arise during the annual review, the Team Member will be subject to retraining, progressive discipline, and/or removal from the unit.~~

**P. Retirement of Police Service Dogs**

- ~~1.a. A PSD will be retired based on the PSD's health, ability to perform, and age. The decision to retire a PSD will be after consultation from the Unit Trainer, the professional trainer, and the K-9 Sergeant. The final decision on a PSD retirement will be made by the K-9 Unit Sergeant.~~



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~~a.~~

~~2.a. PSDs may be medically retired on the recommendation of the Department's contracted veterinarian.~~

~~a.~~

~~3. A retired PSD will be released to the handler to whom it was assigned. If the handler does not wish to take ownership of the retired PSD, the K-9 Sergeant will be responsible for finding a suitable home. In any case, the person taking ownership of the retired PSD will sign a waiver provided by the Office of the Albuquerque City Attorney. The waiver will relinquish the City of ownership of any liability of the PSD to include any costs for its upkeep.~~

~~Q. Annual Policy Review~~

~~1. The supervisors of the Tactical Section will conduct an annual meeting every January to analyze occurrences and issues of the previous year. During this meeting the topics to be discussed will include (but need not be limited to) policies, procedures, legal developments, training updates, operational evaluations, FRB recommendations, and after action reviews. If any changes are required, those changes shall be implemented no fewer than 90 days from the review date.~~

~~b.~~