



6-9 K-9 UNIT

Related SOPs

- 2-8 Use of On-Body Recording Devices
- 2-3 Firearms and Ammunition Authorization
- 2-52 Use of Force
- 3-33 Early Intervention and Recognition System
- 6-8 Specialized Tactical Units

6-9-1 Policy

K-9 handlers will use their police service dogs to assist in locating and apprehending specific criminal suspects, to protect the K-9 handler, to track and wind scent individuals, and to conduct article searches.

6-9-2 Definitions

A. Apprehension

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

B. Bite

A skin puncture or tear caused by the teeth of a police service dog.

C. Bite Apprehension

Any apprehension where a bite did occur.

D. Bite Ratios

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

E. Canine Caused Injury



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

F. Deployment

Any situation, except an on-leash article search, in which a canine is brought to the scene and used in an attempt to locate or apprehend a suspect, whether or not a suspect is located or apprehended

G. Directed Bite

When a handler directs a PSD to bite a visually identified subject. 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. Handler

A certified K-9 unit officer assigned to a particular PSD who deploys with that canine and is responsible for the canine's 24-7 care.

I. Police Service Dog (PSD)

Canines assigned to the K-9 Unit after meeting the selection standards and certification requirements as established by the Albuquerque Police Department Tactical Section – K-9 Unit.

J. Search

When a PSD is deployed into a search area or structure, commercial or residential, to look for and find a specific suspect of a specific crime, or is utilized to ensure that the area/structure is clear of any criminal suspect who may be hiding from law enforcement or evading capture.

6-9-3 Rules and Responsibilities

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 policy (see Use of Force SOP 2-52), all applicable laws, and the United States Constitution.
2. Use of the PSD as a tactic may range from the simple presence of the canine to



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 the Use of Force policy 2-52 requirement for the minimum amount of force necessary to achieve lawful objectives. Handlers should consider the reasonableness of other use-of-force options before deploying the PSD. Based upon the totality of the circumstances, then and there existing, 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; and
 - c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
3. It is the policy of the Department to allow the deployment of PSDs in the following circumstances:
- a. To apprehend violent felony suspects;
 - b. To apprehend suspects who pose an immediate threat to the safety of the officers or others;
 - c. For officer safety, to conduct searches for felony suspects where the suspect has concealed himself or herself from law enforcement; and
 - d. To locate a misdemeanor suspect where the K-9 unit sergeant has approved a search with a muzzled PSD.
4. PSDs should not be deployed against a suspect 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. Warnings

1. When a PSD is used to locate a suspect or 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 police service dog and that the canine will probably bite the suspect.

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. Operational Control and Conflict of Orders

1. 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.
2. 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.
3. 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.
4. If a handler is participating in a full tactical activation, the Tactical Commander or designee will have the authority to deploy a PSD.

D. Documentation of Injuries Resulting from Use of a PSD

1. Any bite or canine-caused injury or other injury to any individual(s) caused by a PSD, on or off duty, will be reported to the K-9 unit sergeant immediately. The K-9 unit sergeant will respond to the scene and conduct an initial post-apprehension deployment investigation and provide necessary information to the Investigative Response Team and Critical Incident Review Team for their investigations. A



canine bite is considered a serious use of force.

2. Whenever an individual sustains a canine bite, the handler or K-9 sergeant shall immediately contact an APD 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. K-9 Unit Equipment

1. Handlers will maintain all equipment issued by the K-9 Unit, including on-body recording devices for officers. Equipment that requires repair will be reported as soon as practicable to the K-9 unit sergeant.
2. Specialized weapons issued to handlers will be carried at all times. Handlers will be qualified in their use in accordance with SWAT Unit requirements as set forth in **SOP 4-4** Specialized Tactical Units **SOP** and in accordance with Department standards set forth in **SOP 2-22** Firearms and Ammunition Authorization **SOP**.

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.
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 police service dog 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.



6. All handler/PSD teams shall be certified through the professional trainer. All teams will also complete a secondary certification process.
7. 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.
 - b. The K-9 unit sergeant, together with the department trainer and professional trainer, will evaluate the deficiency 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. The K-9 Unit will track and record performance measures of both the handler and the police service dogs. In addition, deployments will be specifically tracked and archived within other specialized units, as noted below.
 - a. K-9 deployments will be recorded and archived within the Tactical Section.
 - b. K-9 deployments resulting in bites are a serious use of force and will be recorded and archived within Internal Affairs.
 - c. K-9 deployments resulting in serious use of force will be recorded and archived within Internal Affairs.
 - d. Police service dog medical records will be recorded and archived with the contracted unit veterinarian.
 - e. 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 department trainer.
 - f. Handlers will archive all police service dog training, as well as copies of deployment reports resulting in bites and certifications presented to the handler and/or police service dog.
 - g. All K-9 deployments resulting in a bite or involving a serious use will be presented to the Force Review Board and analyzed to identify potential needs for revision to training, policy, equipment, tactics, and supervision.

H. Maintenance of the PSD

1. 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.

2. No compensation beyond the time allowed in section 1 above will be authorized, unless approved in advance by the K-9 unit sergeant.
3. The K-9 unit sergeant and the Unit Veterinarian will instruct handlers on proper methods of canine health. Twice a year the Unit Veterinarian will examine all police service dogs to ensure their state of health and to give them their annual shots.
 - a. If police service dog shows signs of illness, the handler will call the veterinarian or take the PSD to the veterinarian as soon as practicable.
 - b. If the PSD is injured, the PSD will be treated as soon as possible, either by the Unit Veterinarian or at the Emergency Animal Clinic.
 - c. In either case, the K-9 unit sergeant will be notified immediately.

I. Working Hours

1. Handlers will normally work an eight- or ten- hour shift. The Tactical Section Commander will determine hours and days off.
 - 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. 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. 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. The Communications Supervisor will call the primary handler when a sergeant or higher ranking officer requests K-9 assistance.
- c. The K-9 unit sergeant or designee must approve all requests for mutual aid and any special requests. When deploying for mutual aid requests, APD's policies, procedures, and guidelines for using the K-9 Unit will be followed by the handler, not those of the non-APD agency.

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-APD agencies.

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 police service dog will be properly fed and safely cared for while the handler will be on vacation.

L. SWAT Unit Assistance

1. Officers assigned to the K-9 Unit will also be considered SWAT officers. As such, they will be expected to abide by the **Tactical and Crisis Negotiation Team SOP 4-D4**. 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.

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.
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. K-9 uniforms will comply with department policy. All K-9 officers will wear the department-approved fatigue uniform as their normal duty uniform.
8. PSDs will not be deployed for crowd control (i.e., containment or dispersal).

N. Bite Ratios

1. Canine officers will track and calculate bite ratios on a monthly basis. Members of the canine unit will prepare monthly reports to the Internal Affairs Section documenting activity and bite ratios. These monthly reports will be forwarded to the K-9 unit sergeant for review and aggregation into unit monthly and annual reports. The K-9 unit sergeant will review monthly reports to ensure accuracy.
2. 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 Early Intervention and Recognition System 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

1. All K-9 team members 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 evaluations.
 - a. The chain of command will review the team member's Employee Work Plan.



- b. The chain of command will conduct a file review of the team member.
 - c. The APD Behavioral Sciences Division will meet with the team member.
3. 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 PSD will be retired based on the canine'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.
2. PSDs may be medically retired on the recommendation of the Department's contracted veterinarian.
3. A retired PSD will be released to the handler that it was assigned to. 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 fit. In any case, the person taking ownership of the retired PSD will sign a waiver provided by the city legal department. 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, Force Review Board recommendations, and after action reviews. If any changes are required, those changes shall be implemented no fewer than 90 days from the review date.



ALBUQUERQUE POLICE DEPARTMENT
SPECIAL SERVICES BUREAU ORDERS

SOP 6-9

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6-9 K-9 UNIT

Related SOPs

- 1-39 On-Body Recording Devices
- 2-22 Firearms and Ammunition Authorization
- 2-52 Use of Force
- 3-49 Early Intervention System
- 4-04 Specialized Tactical Units

6-9-1 Policy

K-9 handlers will use their police service dogs to assist in locating and apprehending specific criminal suspects, to protect the K-9 handler, to track and wind scent individuals, and to conduct article searches.

6-9-2 Definitions

A. Apprehension

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B. Bite

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D. Bite Ratios

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E. Canine Caused Injury

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G. Directed Bite

When a handler directs a PSD to bite a visually identified subject. 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. Handler

A certified K-9 unit officer assigned to a particular PSD who deploys with that canine and is responsible for the canine's 24-7 care.

I. Police Service Dog (PSD)

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J. Search

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6-9-3 Rules and Procedures

A. Use of the PSD as a Force Option

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2. Use of the PSD as a tactic may range from the simple presence of the canine to 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 the Use of Force policy 2-52 requirement for the minimum amount of force necessary to achieve lawful objectives. Handlers should consider the reasonableness of other use-of-force options before deploying the PSD. Based upon the totality of the circumstances, then and there existing, 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:



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- 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; and
 - c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
3. It is the policy of the Department to allow the deployment of PSDs in the following circumstances:
- a. To apprehend violent felony suspects;
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 - c. For officer safety, to conduct searches for felony suspects where the suspect has concealed himself or herself from law enforcement; and
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4. PSDs should not be deployed against a suspect 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. Warnings

1. When a PSD is used to locate a suspect or 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 police service dog and that the canine will probably bite the suspect.
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. Operational Control and Conflict of Orders

1. 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.



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2. 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.

3. 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.

4. If a handler is participating in a full tactical activation, the Tactical Commander or designee will have the authority to deploy a PSD.

D. Documentation of Injuries Resulting from Use of a PSD

1. Any bite or canine-caused injury or other injury to any individual(s) caused by a PSD, on or off duty, will be reported to the K-9 unit sergeant immediately. The K-9 unit sergeant will respond to the scene and conduct an initial post-apprehension deployment investigation and provide necessary information to the Investigative Response Team and Critical Incident Review Team for their investigations. A canine bite is considered a serious use of force.

2. Whenever an individual sustains a canine bite, the handler or K-9 sergeant shall immediately contact an APD 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. K-9 Unit Equipment

1. Handlers will maintain all equipment issued by the K-9 Unit, including on-body recording devices for officers. Equipment that requires repair will be reported as soon as practicable to the K-9 unit sergeant.

2. Specialized weapons issued to handlers will be carried at all times. Handlers will be qualified in their use in accordance with SWAT Unit requirements as set forth in SOP 4-4 Specialized Tactical Units and in accordance with Department standards set forth in SOP 2-22 Firearms and Ammunition Authorization.

F. Training and Handler Team Certifications

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

1. All training will be conducted in accordance with the guidelines, training practices, and safety measures of the approved department trainer.



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2. The K-9 unit sergeant will be responsible for coordinating proper training for each handler and PSD.
3. 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 police service dog 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.
4. Handlers will follow the training directives from the department trainer and the K-9 unit sergeant.
5. 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.
 - b. The K-9 unit sergeant, together with the department trainer and professional trainer, will evaluate the deficiency 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

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

1. K-9 deployments will be recorded and archived within the Tactical Section.
2. K-9 deployments resulting in bites are a serious use of force and will be recorded and archived within Internal Affairs.
3. K-9 deployments resulting in serious use of force will be recorded and archived within Internal Affairs.
4. Police service dog medical records will be recorded and archived with the contracted unit veterinarian.
5. 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 department trainer.
6. Handlers will archive all police service dog training, as well as copies of deployment reports resulting in bites and certifications presented to the handler and/or police service dog.
7. All K-9 deployments resulting in a bite or involving a serious use will be presented to the Force Review Board and analyzed to identify potential needs for revision to training, policy, equipment, tactics, and supervision.

H. Maintenance of the PSD



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1. 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.
 2. No compensation beyond the time allowed in section 1 above will be authorized, unless approved in advance by the K-9 unit sergeant.
 3. The K-9 unit sergeant and the Unit Veterinarian will instruct handlers on proper methods of canine health. Twice a year the Unit Veterinarian will examine all police service dogs to ensure their state of health and to give them their annual shots.
 - a. If police service dog shows signs of illness, the handler will call the veterinarian or take the PSD to the veterinarian as soon as practicable.
 - b. If the PSD is injured, the PSD will be treated as soon as possible, either by the Unit Veterinarian or at the Emergency Animal Clinic.
 - c. In either case, the K-9 unit sergeant will be notified immediately.
- I. Working Hours
1. Handlers will normally work an eight- or ten- hour shift. The Tactical Section Commander will determine hours and days off.
 - 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. 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. 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. The Communications Supervisor will call the primary handler when a sergeant or higher ranking officer requests K-9 assistance.



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- c. The K-9 unit sergeant or designee must approve all requests for mutual aid and any special requests. When deploying for mutual aid requests, APD's policies, procedures, and guidelines for using the K-9 Unit will be followed by the handler, not those of the non-APD agency.
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-APD agencies.

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 police service dog 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 the Tactical and Crisis Negotiation Team SOP 4-04. 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.

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.
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. K-9 uniforms will comply with department policy. All K-9 officers will wear the department-approved fatigue uniform as their normal duty uniform.
8. PSDs will not be deployed for crowd control (i.e., containment or dispersal).



ALBUQUERQUE POLICE DEPARTMENT
SPECIAL SERVICES BUREAU ORDERS

SOP 6-9

Effective: 8/4/17 Review Due:2/4/18 Replace: 1/15/16

N. Bite Ratios

1. Canine officers will track and calculate bite ratios on a monthly basis. Members of the canine unit will prepare monthly reports to the Internal Affairs Section documenting activity and bite ratios. These monthly reports will be forwarded to the K-9 unit sergeant for review and aggregation into unit monthly and annual reports. The K-9 unit sergeant will review monthly reports to ensure accuracy.
2. 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 Early Intervention and Recognition System 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

1. All K-9 team members 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 evaluations.
 - a. The chain of command will review the team member's Employee Work Plan.
 - b. The chain of command will conduct a file review of the team member.
 - c. The APD Behavioral Sciences Division will meet with the team member.
3. 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. Annual Policy Review

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, Force Review Board recommendations, and after action reviews. If any changes are required, those changes shall be implemented no fewer than 90 days from the review date.

Submit



Policy Recommendations to the Office of Policy Analysis

Date: 6/08/18

SOP:6-9 K-9 Unit

Name of Agency:

RECOMMENDATION 1	
Section(s) of the policy (Ex: 3-29-2 Definitions)	6-9 (New section needed) Retirement of PSD.
Issue No retirement section in SOP exists.	Policy in need of addition to include procedure of retiring a PSD.
Recommendation Addition can be added under 6-9-3 Rules and Procedures.	<p>6-9-3 Q. Retirement of Police Service Dogs</p> <p>1. A Police Service Dog will be retired based on the canines health, ability to perform and age. The decision to retire a Police Service Dog will be after consultation from the unit trainer, the professional trainer, and the K-9 Sergeant. The final decision on a Police Service Dogs retirement will be made by the K-9 Unit Sergeant.</p> <p>2. Police Service Dogs may be medically retired on the recommendation of the Departments contracted veterinarian.</p> <p>3. A retired Police Service Dog will be released to the handler it was assigned to. If the handler does not wish to take ownership of the retired PSD, the K-9 Sergeant will be responsible to find a suitable home for the PSD. In any case, the person taking ownership of the retired PSD, they will sign a waiver provided by the city legal department. The waiver will relinquish the city of ownership any liability of the PSD to include any costs for its upkeep.</p>
Recommendation made by	<input type="checkbox"/> Office of Policy Analysis <input type="checkbox"/> Other stakeholder:
Supporting research, best practices, data trends, etc.	
Contact information:	Name: _____ Phone _____ E-mail: _____