

## Police Service Animals (PSA)

### 315.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of Police Service Animals to augment police services to the community including, but not limited to, locating individuals and contraband and apprehending criminal offenders.

### 315.2 POLICY

It is the policy of the Atherton Police Department that teams of handlers and Police Service Animals meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

### 315.3 ASSIGNMENT

Police Service Animal teams are assigned to the patrol division and function as any other patrol officer.

#### 315.3.1 UNIT STRUCTURE AND PERSONNEL

The Police Service Animal Unit has been organizationally assigned under the command of the Atherton Police Commander.

### 315.4 POLICE SERVICE ANIMAL COORDINATOR

The Police Service Animal coordinator shall be appointed by the Chief of Police, and be directly responsible to the Patrol Division or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Reviewing all Police Service Animal use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c) Maintaining a liaison with command staff and functional supervisors.
- (d) Maintaining a liaison with other agency Police Service Animal coordinators.
- (e) Maintaining accurate records to document Police Service Animal activities.
- (f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and Police Service Animals.
- (g) Scheduling all Police Service Animal related activities.
- (h) Ensuring the Police Service Animal teams are scheduled for regular training to maximize their capabilities.

#### 315.4.1 EQUIPMENT

##### INDIVIDUAL HANDLER EQUIPMENT:

The Police Service Animal Supervisor must inspect and approve all equipment to be used by individual handlers before it is used for training or field deployment. This approval will also apply

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to any equipment modifications. All equipment will be in good working order and e-collars will be fully charged during on-duty hours and training. Any damages to equipment and/or requests for repairs/replacements will be documented and forwarded to the Police Service Animal Supervisor.

The following equipment should be issued to each handler and recorded by the Police Service Animal Supervisor on the "Police Service Animal Handler Inventory Log":

- Hard sleeve
- Muzzle
- 36-40" leash (or equivalent based on handler's waist size)
- Pinch collar
- Electric collar (e-collar) with charger and remote
- 40' leash (long line) x2
- Flat collar with POLICE ID
- Fur saver
- 2 water bowls (for vehicle and home)
- Police Service Animal toy or other reward
- Deployment bag or box
- Soft body armor (Police Service Animal)
- Tracking/rappelling harness(es)
- 30' retractable leash
- Nomex gloves or similar
- Gas mask and pouch
- Portable radio with frequencies compatible with SWAT/SEU
- Two-wire radio microphone
- Patrol-issued body armor
- Tactical ballistic vest (same as SWAT) with carrier
- Belt and nylon thigh holster

#### TEAM EQUIPMENT:

The Police Service Animal Supervisor must inspect and approve all equipment to be used by the Police Service Animal Unit as a team before it is used for training or field deployment. This approval will also apply to any equipment modifications. All equipment will be in good working order and inspected annually by the Police Service Animal Supervisor. Any damages to equipment and/or requests for repairs/replacements will be documented and forwarded to the Police Service Animal Supervisor.

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The following equipment should be maintained and available for use by the Police Service Animal Unit as a team or individually:

- Bite Suits (one medium size and one large size)
- Hand Protectors (2 sets)
- Boots (foot protection)
- 100' leash (long line)
- Scratch pants
- Undercover sleeves
- Protective helmets (2) for agitators (football-style with face shield)
- Ski vests (2) for agitators (rib protectors for muzzle work)
- "Police Service Animal Training" signs (2 minimally)
- Hurdles
- Red Guns (four)

#### **315.5 REQUESTS FOR POLICE SERVICE ANIMAL TEAMS**

Patrol Division members are encouraged to request the use of a Police Service Animal. Requests for a Police Service Animal team from department units outside of the Patrol Division shall be reviewed by the Watch Commander.

##### **315.5.1 OUTSIDE AGENCY REQUESTS**

All requests for Police Service Animal assistance from outside agencies must be approved by the Watch Commander and are subject to the following:

- (a) Police Service Animal teams shall not be used for any assignment that is not consistent with this policy.
- (b) The Police Service Animal handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) Calling out off-duty Police Service Animal teams is discouraged.
- (d) It shall be the responsibility of the Police Service Animal handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (e) It shall be the responsibility of the Police Service Animal handler to complete all necessary reports or as directed.

##### **315.5.2 PUBLIC DEMONSTRATIONS**

All public requests for a Police Service Animal team shall be reviewed and, if appropriate, approved by the Police Service Animal coordinator prior to making any resource commitment. The Police Service Animal coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Police Service Animal handlers shall not

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demonstrate any apprehension work unless authorized to do so by the Police Service Animal coordinator.

#### **315.6 APPREHENSION GUIDELINES**

A Police Service Animal may be used to locate and apprehend a suspect if the Police Service Animal handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a Police Service Animal reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the Police Service Animal would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a Police Service Animal.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a Police Service Animal to apprehend a suspect.

Use of a Police Service Animal to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the Police Service Animal or the public, such Police Service Animal use should be conducted on-leash or under conditions that minimize the likelihood the Police Service Animal will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the Police Service Animal as soon as it becomes reasonably practicable.

If the Police Service Animal has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the Police Service Animal to release the suspect.

##### **315.6.1 PREPARATION FOR DEPLOYMENT**

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

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.

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- (e) The potential for injury to officers or the public caused by the suspect if the Police Service Animal is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the Police Service Animal is released.
- (g) The potential for the suspect to escape or flee if the Police Service Animal is not utilized.

As circumstances permit, the Police Service Animal handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the Police Service Animal handler's responsibility to evaluate each situation and determine whether the use of a Police Service Animal is appropriate and reasonable. The Police Service Animal handler shall have the authority to decline the use of the Police Service Animal whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the Police Service Animal.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the Police Service Animal.

#### 315.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a Police Service Animal will be used if the suspect does not surrender should be made prior to releasing a Police Service Animal. The handler should allow a reasonable time for a suspect to surrender and should quiet the Police Service Animal momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the Police Service Animal handler, when practicable, should first advise the supervisor of his/her decision before releasing the Police Service Animal. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

If a suspect is actively fleeing from the police and a decision has been made to deploy the Police Service Animal to apprehend the fleeing suspect, a clearly audible warning like, "Police! Stop or I will send the Police Service Animal!" will also be given to announce the Police Service Animal will be released if the suspect does not discontinue his/her attempts to evade police.

After an apprehension or Police Service Animal related incident where these announcements are given, every effort will be conducted to canvas a neighborhood or area to contact and interview residents, or persons within the area, by audio and video recording, to determine if they heard the announcements. All interviews will be documented in a written report. Ideally, officers other than the handler should conduct and record the interviews.

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##### 315.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a Police Service Animal deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified, and the injuries documented in a Police Service Animal use report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a Police Service Animal, whether on- or off-duty, shall be promptly reported to the Police Service Animal coordinator. Unintended bites or injuries caused by a Police Service Animal should be documented in an administrative report, not in a Police Service Animal use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Police Service Animals used by law enforcement agencies are generally exempt from impoundment and reporting requirements. However, the Police Service Animal shall be made available for examination at any reasonable time if requested by the local health department. The Police Service Animal handler shall also notify the local health department if the Police Service Animal exhibits any abnormal behavior after a bite (Health and Safety Code § 121685).

##### 315.6.4 POLICE SERVICE ANIMAL USE REPORTS

The Police Service Animal handler is responsible for completing a Police Service Animal Use Report whenever the Police Service Animal is deployed in any manner to assist in an arrest, article search where evidence is located, or incidents with notable conclusions involving the Police Service Animal. The Police Service Animal handler will use the PackTrack App to log any Police Service Animal deployments.

- (a) Date - Date of incident.
- (b) Time - Time incident occurred.
- (c) Report # - Report number of crime/arrest report.
- (d) Police Service Animal Assisted Arrest – Indicate if the Police Service Animal was instrumental in the arrest or apprehension of a suspect(s).
- (e) Any Injury – Indicate if the use of the Police Service Animal resulted in an injury to the suspect or other involved person whether intentional.
- (f) Activity Section - If this was a mutual aid request, the name of the agency being assisted, and the name of the authorizing sergeant/commander will be listed. If none of the listed activities apply, the "other" box will be checked, and the appropriate description will be written.
- (g) Location/Address - Where the reporting incident took place.

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- (h) Announcement - Provide reason not to give verbal announcement, i.e. "suspect gave up prior to deployment," narcotic search or article search.
- (i) Witness - Identify someone who saw the deployment/incident regarding the use of the Police Service Animal.
- (j) Involved Party Information - Indicate Suspect, Handler, Officer, Police Service Animal or Other involved with incident.
- (k) Bite - Be as specific as possible on location(s) where the injury occurred, and describe in further detail within the narrative section or supplemental report.
- (l) Other Injury - Document if another injury occurred other than a bite as a result of the Police Service Animal deployment. For example, describe if the suspect fell and hit his/her head causing an abrasion.
- (m) Photos - Indicate if photographs were taken.
  - 1. Photos will be taken of all injuries whether inflicted by the Police Service Animal.
  - 2. Take photos after the injury/s is cleaned.
  - 3. Photos should be taken of the involved party's body (full body) showing no other injuries except the ones listed.
- (n) Involved Party Name - Record name, address and DOB of the involved party.
- (o) Treated – Indicate if the involved party was treated by a doctor or paramedic. Include the name of the hospital or emergency center where the involved party was treated if applicable. If an injury occurs, the suspect should always be taken to a hospital for medical clearance. Get a doctor to identify what caused the injury and list it on the doctor's report, especially if the suspect claims a Police Service Animal bite and the doctor believes the injury was due to another cause.
- (p) Charge(s) - List all criminal violations that the suspect was booked for.
- (q) Supervisor Notified - Name of the supervisor notified about the incident. This supervisor is usually the watch commander or the supervisor doing the Use of Force report.
- (r) Description of Events - Write a detailed narrative of the incident.
- (s) Report Approval/Records Submission - The Police Service Animal handler completing the report will be responsible for sending the original report to the Police Service Animal Supervisor (or a designee if the Police Service Animal Supervisor is not available within a reasonable time, such as vacation or extended days off). After reviewing and approving the report, the Police Service Animal Supervisor will be responsible for sending the report to Records with copies forwarded/submitted to the Police Service Animal file, Police Commander, and Immediate Patrol Supervisor.

#### **315.7 NON-APPREHENSION GUIDELINES**

Properly trained Police Service Animals may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The Police Service Animal handler is responsible for determining the Police Service Animal's suitability for

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such assignments based on the conditions and the particular abilities of the Police Service Animal. When the Police Service Animal is deployed in a search or other non-apprehension operation, the following guidelines apply:

- (a) Absent a change in circumstances that presents an imminent threat to officers, the Police Service Animal, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the Police Service Animal will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the Police Service Animal.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the Police Service Animal will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should place the Police Service Animal in a down-stay or otherwise secure it as soon as reasonably practicable.

#### 315.7.1 ARTICLE DETECTION

A Police Service Animal trained to find objects or property related to a person or crime may be used to locate or identify articles. A Police Service Animal search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

#### 315.7.2 NARCOTICS DETECTION

A Police Service Animal trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags, and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained Police Service Animal in support of probable cause.

A narcotics-detection trained Police Service Animal will not be used to search a person for narcotics unless the Police Service Animal is trained to passively indicate the presence of narcotics.

#### 315.7.3 BOMB / EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a Police Service Animal team trained in explosive detection may be considered. When available, an explosive-detection Police Service Animal team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).



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- (c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained Police Service Animal be used to render a suspected device safe or clear.

#### **315.8 HANDLER SELECTION**

The minimum qualifications for the assignment of Police Service Animal handler include:

- (a) An officer who is currently off probation.
- (b) Residing in an adequately fenced, single-family residence (minimum 5-foot-high fence with locking gates).
- (c) A garage that can be secured and can accommodate a Police Service Animal vehicle.
- (d) Living within 60 minutes travel time from the Atherton Town limits.
- (e) Agreeing to be assigned to the position for a minimum of three years.

#### **315.9 HANDLER RESPONSIBILITIES**

The Police Service Animal handler shall ultimately be responsible for the health and welfare of the Police Service Animal and shall ensure that the Police Service Animal receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The Police Service Animal handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the Police Service Animal to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- (c) Handlers shall permit the Police Service Animal coordinator to conduct spontaneous on-site inspections of affected areas of their homes, as well as their Police Service Animal vehicles, to verify that conditions and equipment conform to this policy.
- (d) Any changes in the living status of the handler that may affect the lodging or environment of the Police Service Animal shall be reported to the Police Service Animal coordinator as soon as possible.
- (e) When off-duty, the Police Service Animal shall be in a kennel provided by the Town at the home of the handler. When a Police Service Animal is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the Police Service Animal may be let out of the kennel while under the direct control of the handler.
- (f) The Police Service Animal should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

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- (g) Under no circumstances will the Police Service Animal be lodged at another location unless approved by the Police Service Animal coordinator or Watch Commander.
- (h) When off-duty, the handler shall not involve the Police Service Animal in any law enforcement activity or official conduct unless approved in advance by the Police Service Animal coordinator or Watch Commander.
- (i) Whenever a Police Service Animal handler is off duty for an extended number of days, it may be necessary to temporarily relocate the Police Service Animal. In those situations, the handler shall give reasonable notice to the Police Service Animal coordinator so that appropriate arrangements can be made.

#### **315.10 HANDLER COMPENSATION**

The Police Service Animal handler shall be available for call-out under conditions specified by the Police Service Animal coordinator.

The Police Service Animal handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the Police Service Animal in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the collective bargaining agreement (29 USC § 207).

#### **315.11 COMMON HOUSEHOLD AND GARDEN POISONS**

See attachment: Animal Poisons 1.jpg

#### **315.12 POLICE SERVICE ANIMAL INJURY AND MEDICAL CARE**

In the event that a Police Service Animal is injured, or there is an indication that the Police Service Animal is not in good physical condition, the injury or condition will be reported to the Police Service Animal coordinator or Watch Commander as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated Police Service Animal veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

#### **315.13 TRAINING**

Before assignment in the field, each Police Service Animal team shall be trained and certified to meet current POST guidelines or other recognized and approved certification standards. Cross-trained Police Service Animal teams, or those Police Service Animal teams trained exclusively for the detection of narcotics and/or explosives, also shall be trained and certified by the California Narcotic Canine Association (CNCA) or other recognized and approved certification standards established for their skills.

Each Police Service Animal team (handler and Police Service Animal) shall complete a minimum of sixteen (16) hours of training per month to maintain and improve the proficiency level of the team. This standard was developed and is currently endorsed by the three largest United States Police Service Animal associations: the USPCA (United States Police Canine Association), NAPWDA (North American Police Work Dog Association), and NPCA (National Police Canine Association). The designated times to accrue and maintain these hours will occur at monthly

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trainings. Additional time can be accumulated through daily training and other training as scheduled.

Training is coordinated and supervised by the Police Service Animal Supervisor. If the Police Service Animal Supervisor is not present, handlers will share the responsibility coordinating monthly training.

- The primary purpose for "monthly training" is to address training needs and improve the performance of the Police Service Animal teams.
- All handlers are required to attend monthly training.
- On-duty handlers will be available for callback during training in the event a Police Service Animal is needed.

##### 315.13.1 CONTINUED TRAINING

The yearly certification is coordinated by the vendor and supervised by the Police Service Animal Supervisor. A qualified Police Service Animal certifier will evaluate the performance of the individual teams. The Police Service Animal Supervisor (or designee) will record the certification and file the forms upon conclusion of the certification in each handler's file. If the Police Service Animal Supervisor is not present, the officer(s) assigned to record the certification will forward the certification to the Police Service Animal Supervisor. Additional training considerations are as follows:

- (a) Police Service Animal teams should receive training as defined in the current contract with the Atherton Police Department Police Service Animal training provider.
- (b) Police Service Animal handlers are encouraged to engage in additional training with approval of the Police Service Animal coordinator.
- (c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by this Department.

##### 315.13.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any Police Service Animal team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the Police Service Animal handler shall be temporarily reassigned to regular patrol duties.

##### 315.13.3 TRAINING RECORDS

At the end of each month, each handler will print their training report from the PackTrack App and provide it to the Police Service Animal Supervisor by the seventh day of the month. The Police Service Animal Supervisor will review the monthly training reports printed from the PackTrack App and place the completed forms into each handler's file.

##### 315.13.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of Police Service Animals. Officers possessing, using or transporting controlled substances or explosives for Police Service

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Animal training purposes must comply with federal and state requirements regarding the same. Alternatively, the Atherton Police Department may work with outside trainers with the applicable licenses or permits.

##### 315.13.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection Police Service Animal training in compliance with state and federal laws (Health & Safety Code § 11367.5; 21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Atherton Police Department to be possessed by the member or a narcotics-detection Police Service Animal trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the Police Service Animal handler uses commercially available synthetic substances that are not controlled narcotics.

##### 315.13.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances, and the ever-present danger of the Police Service Animal's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual Police Service Animal handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the Police Service Animal coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the Police Service Animal handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The Police Service Animal coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.

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- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

#### **315.13.7 EXPLOSIVE TRAINING AIDS**

Officers may possess, transport, store, or use explosives or destructive devices in compliance with state and federal laws (Penal Code § 18800; 18 USC § 842; 27 CFR 555.41).

Explosive training aids designed specifically for Police Service Animal teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by Police Service Animal teams is subject to the following:

- (a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.
- (b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
- (c) The Police Service Animal coordinator shall be responsible to verify the explosive training aids on hand against the inventory ledger once each quarter.
- (d) Only members of the Police Service Animal team shall have access to the explosive training aids storage facility.
- (e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.
- (f) Any lost or damaged explosive training aids shall be promptly reported to the Police Service Animal coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

#### **315.14 SWAT**

If a Police Service Animal team is assigned to work with SWAT, each Police Service Animal handler (without a Police Service Animal) will successfully complete a SWAT orientation training program that emphasizes basic SWAT procedures, practices and equipment. Ideally, this training will be conducted in-house by members of the department's SWAT team.

Each Police Service Animal team (handler and Police Service Animal) will successfully complete a SWAT orientation training program that emphasizes basic SWAT procedures, practices and equipment for SWAT integration, and provides hands-on socialization, familiarization and deployment exercises with SWAT team members that should ideally include the core competencies listed within this section.

Each Police Service Animal team will participate in quarterly scenario-based training with SWAT for a minimum of 16 hours annually.

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##### **315.15 HOLD HARMLESS**

Whenever private property is to be utilized for certification or training, and the owner requests a signed waiver from our department, a "Hold Harmless" letter will be obtained before any training or certification will take place.

The handler will fill out the hold harmless agreement with the necessary information. The Police Service Animal Supervisor or his designee will sign the agreement. The owner or authorized agent will sign the agreement.

The original agreement will be given to the owner/agent and a copy of the signed agreement will be maintained in the Police Service Animal file. If a copy cannot be made at the time of signing, the handler will take the original and make a copy and return the original to the owner/agent.

##### **315.16 RETIRED PSA / PURCHASE OF PSA**

When the Police Service Animal is no longer able to perform the functions of a Police Service Animal, the handler may elect to purchase the Police Service Animal at a sum agreeable to both the City and handler upon approval of the Police Service Animal Supervisor. The "Retired Police Service Animal Agreement" will be completed and will serve as a purchase/hold harmless agreement.

If a handler leaves or prepares to leave the Police Service Animal Unit in good standing, the handler may request to purchase the Police Service Animal that he/she was assigned. Upon receiving the request, an evaluation of the Police Service Animal and any mitigating circumstances will be conducted by the Police Service Animal Supervisor. The ability of the Police Service Animal to continue performing its function for a suitable time period with another handler will be a primary consideration. The Police Service Animal Supervisor may request the assistance of a Police Service Animal trainer, vendor, veterinarian, member of the Atherton Police Police Service Animal Unit, or other knowledgeable persons to assist with their evaluation of the circumstances and determine the Police Service Animal's health, longevity and ability to continue fully working for a reasonable amount of time.

If they determine it is reasonable and cost effective to allow the handler to purchase the Police Service Animal, a "letter of agreement" to authorize this purchase will be completed and serve as a purchase/hold harmless agreement if the handler agrees to the purchase.

##### **315.17 UNIFORMS**

The uniforms listed below are approved for use by Police Service Animal handlers while performing their patrol Police Service Animal duties, training, or assisting SWAT/SEU with an operation. If assisting SWAT with an operation, the sergeant in charge of the operation will specify the uniform to be worn.

Blue Utility Patrol Uniform:

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- Short or long sleeve polyester/cotton blend shirt, blue in color with standard police patches. To be worn with issued embroidered nameplate, badge, and open collar.
- Black, blue, or white crew neck t-shirt.
- Blue polyester/cotton blend utility trousers with two cargo pockets.
- Black boots, leather or nylon-leather combination.
- Gun belt will comply with the standards established for uniform patrol, unless deployed in a tactical situation.
- Headgear will comply with standards established for uniform patrol.

## SWAT Call-out:

- All patches and tags will be of subdued color same as SWAT.
- Issued "Police Service Animal" shoulder patches and cloth "POLICE" tag on left chest.
- Black boots, leather or nylon-leather combination.
- Black leather or nylon belt.
- Headgear consists of a black Kevlar ballistic helmet.

## Class A and B Uniforms:

- These uniforms will be maintained by Police Service Animal handlers and worn when directed.

## Training Uniform:

- Approved Police Service Animal Unit crew neck t-shirt or sweatshirt.
- Utility trousers with two cargo pockets.
- Boots (black or brown), leather or nylon-leather combination.
- The Police Service Animal Supervisor may make exceptions for the training uniform.

## Other:

- Black polo shirts with the Atherton Police Department badge embroidered on the left front chest, the handler's name on the right front chest, and a Police Service Animal Unit logo on the right sleeve may be allowed for certain demonstrations and/or training events with approval from the Police Service Animal Supervisor.

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##### **315.18 SHIFT SELECTION**

Patrol shifts will be selected based primarily on seniority within the department and will coincide with patrol shifts. Two Police Service Animal units shall not sign up for shift rotations on the same team.

##### **315.19 FIREARMS**

Each Police Service Animal should be introduced and acclimated to the sounds of a shotgun, pistol and patrol rifle at least once annually, with minimal rounds being fired.

##### **315.20 AUDIT OF THE POLICE SERVICE ANIMAL PROGRAM**

An annual audit of the Police Service Animal program will be conducted by the Commander or designee.