

INTRADPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 08-11

February 28, 2011

TO: Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: K-9 PLATOON OPERATIONAL RESPONSIBILITIES

This Order addresses the K-9 Platoon's operational responsibilities for start and end of watch procedures, standby, call-outs, K-9/SWAT related searches, conclusion of a search, daily reports and reporting of damaged property. K-9 Platoon personnel are responsible for adherence to the guidelines specified in this Order.

Start / End-of-Watch Procedures

K-9 officers shall start and end their tour of duty at locations pre-designated by the Officer in Charge (OIC), K-9 Platoon. If a K-9 officer, enroute to a designated start-of-watch location, is directed to another location, start of watch shall begin at the time he/she receives the revised instructions, and that shall be indicated on the K-9 Officer's Log. A K-9 officer may go end-of-watch in the field with the approval of a K-9 supervisor. Attendance at daily K-9 Platoon roll calls is mandatory. Any deviation or absence requires the approval of a K-9 supervisor.

Overtime requires the prior approval of a K-9 supervisor. When no K-9 supervisors are available, approval shall be obtained from a Metropolitan Division supervisor. **Unless otherwise directed by a K-9 supervisor**, all overtime reports shall be presented to a K-9 supervisor at end-of-watch. In situations where a K-9 officer will be working overtime, a K-9 supervisor shall sign the overtime slip as approving supervisor. The K-9 supervisor approving overtime shall be indicated on the overtime report. The end-of-watch notification may be made via radio communications.

Standby

Generally, four K-9 teams shall be on standby during hours when there are no K-9 teams on duty. Standby personnel shall be available through their Department issued telephone or home telephone. Overtime compensation shall be in accordance with the current Memorandum of Understanding.

Call-Out Procedures

In the event Metropolitan Division is contacted off-hours by a Department entity or outside agency and a request is made for a K-9 team, the Metropolitan Division desk personnel are responsible for asking the following questions:

- * What is the crime?
- * How many suspects are outstanding?

- * Is the suspect armed and with what type of weapon?
- * How certain are they that the suspect is contained?
- * Is the area secured?
- * Is there an Air Unit on scene?
- * What is the size of the area?
- * Obtain the name and call back of person requesting.

Once this information is obtained, the on-call K-9 supervisor shall be contacted.

A request for a K-9 search during off-hours requires the insight of a K-9 supervisor. A K-9 supervisor shall be contacted to determine if on-call personnel will be deployed to the incident. The K-9 supervisor will evaluate each request based upon the totality of the circumstances surrounding the incident. If the K-9 supervisor determines that the request requires a K-9 response, the on-call K-9 team shall be notified.

Note: A K-9 supervisor may, at his/her discretion, and based on officer safety, community safety, or operational necessity, request the closest available standby K-9 team to respond to an incident, whether or not they are on the standby list.

K-9 / SWAT Related Incidents

Whenever a K-9 team responds to an Officer-Involved Shooting, Assault with a Deadly Weapon on a Police Officer with a firearm, or the deployment requires the response of SWAT officers as search team members, the K-9 Platoon OIC and the Commanding Officer, Metropolitan Division, and Metropolitan Division's next level of command shall be notified. All notifications shall be logged on the K-9 Call-Out Form available at the Metropolitan Division Watch Commander's Desk.

Conclusion of Searches

At the conclusion of a search, the on-scene K-9 supervisor will direct the primary K-9 officer, as soon as possible, to notify Metropolitan Division of his/her status and the status of the search. The results of the search will be listed in the K-9 Search Log.

Daily Reports

Each K-9 officer shall complete a K-9 Officer's Log for each tour of duty worked. The start and end of watch locations and supervisor present or approving shall also be noted on the log.

Unless otherwise directed by a K-9 supervisor, all K-9 Officer's Logs and K-9 search reports are due at end of watch. If the K-9 officer does not go end of watch at Metropolitan Division, the reports shall be turned in the next working day.

Reporting of Damaged Property

While gaining access to an area to search, conducting a search, or leaving a search area, reasonable effort should be made to do so with a minimal amount of damage to private or public property.

In the event private or public property is damaged, due to specific and articulable tactical reasons, or the inability of the search team to find a responsible party to facilitate entry, the K-9 handler shall report the incident to a K-9 supervisor and the incident commander as soon as practicable. The damage shall be noted in the K-9 Officer's Deployment Report. The on-duty K-9 supervisor shall note the damage, as well as the corrective actions taken in his/her Sergeant's Daily Report (Log). All locks that were cut to gain access into a location shall be replaced by K-9 personnel. In the event there are no locks available, the incident commander and K-9 supervisor shall be notified immediately and it shall be noted in the K-9 Deployment Report.

It is in the best interest of the Department and the K-9 Platoon to limit damage to any type of property. In the event that damage to private or public property does occur, the following reporting procedures shall be followed:

- * Document the facts surrounding the incident in the narrative of the K-9 Deployment Report. If possible, identify the owner of the property, include a description of the damage, and articulate the reasons why the property was damaged;
- * Indicate in the narrative of the K-9 Deployment Report how the property can be repaired and any steps taken by the handler to temporarily repair or secure the damage, i.e. replaced lock; and,
- * Notify a K-9 supervisor and the incident commander at the conclusion of the incident, and describe how the damage occurred. **Include that incident commander's name in the K-9 Deployment Report.**


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