

**ORDINANCE NO. 2157**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 11 GENERAL FUND BUDGET TO APPROPRIATE FUNDS FOR THE ESTABLISHMENT OF A K-9 UNIT AND THE PURCHASE OF A K-9 AND RELATED EQUIPMENT FOR THE POLICE DEPARTMENT

WHEREAS, the City of Salisbury Police Department desires to establish a K-9 unit to enhance its law enforcement efforts; and

WHEREAS, in order to establish such a unit it is necessary to purchase a dual trained (narcotics and patrol) canine along with related equipment for the proper care and handling of the animal; and

WHEREAS, the total cost of the K-9 unit for FY 2011 is \$11,215; and

WHEREAS, the Police Department has funds available in its budget to cover a portion of the FY 2011 costs (\$6,215); and

WHEREAS, the Wicomico Narcotics Task Force (WNTF) has authorized the use of \$5,000 in FY 2011 to be spent towards a purchase of a K-9 for the Salisbury Police Department; and

WHEREAS, the WNTF has also authorized a further donation of \$5,000 in FY 2012 to offset expenses of this unit; and

WHEREAS, with this donation, a budget amendment is necessary to recognize the donation of the funds and the purchase of the K-9;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2011 General Fund budget be and is hereby, amended as follows:

- 1) Increase General Fund Revenue – Donations (01000-456400) \$5,000
- 2) Increase Police by \$5,000

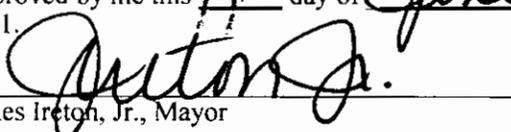
BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 23<sup>rd</sup> day of May, 2011, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 13<sup>th</sup> day of June, 2011.

ATTEST:

  
Brenda J. Colegrove, City Clerk

  
Terry E. Cohen, President  
Salisbury City Council

Approved by me this 14<sup>th</sup> day of June, 2011.  
  
James Irton, Jr., Mayor

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

699 W. SALISBURY PARKWAY  
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BARBARA DUNCAN  
CHIEF OF POLICE  
SALISBURY POLICE DEPARTMENT

April 18, 2011

TO: Mr. John Pick  
City Administrator

FROM: Major David Meienschein

SUBJECT: K-9 Unit

Several years ago the Wicomico Narcotics Task Force (WINTF) purchased a Drug-Detecting K-9 for the Wicomico County Sheriff's Department. At that time, Sheriff Hunter Nelms advised that the K-9 would be "a highly trained narcotics dog, always available to any of the agencies that sit at the table and the Task Force specifically" (February 10, 2000 Meeting Minutes). Since that time WINTF has also purchased a kennel for the dogs at the Sheriff's Department.

Officers from the Salisbury Police Department rely heavily on the use of the Sheriff's K-9 when conducting traffic stops and executing search and seizure warrants. SPD has found now, 11 years later that the operations tempo for the Salisbury Police is and has been at a level to warrant its own K-9 unit. Over the past several years, the Wicomico Sheriff's Department has been in the position of not having a K-9 readily available to us when needed.

To alleviate this problem and provide a better K-9 response to the officers of SPD, I respectfully request that you consider the following:

- The Wicomico Narcotics Task Force has authorized funds in the amount of \$5,000 in FY11 to be spent towards a K-9 for SPD.
- SPD received a quote of \$11,943.00, for the purchase of a dual trained (Narcotics, Patrol) K-9. This quote includes the dog, training for the handler, lodging during the training and required equipment. Fruitland's Police Department is also purchasing a dog at this time and the company is offering us a discount of \$728.00, lowering the total cost to \$11,215.00.

Salisbury



2010

- With the \$5,000 in funds from WINTF and the \$728 discount, the remaining balance to be paid by the Salisbury Police Department is \$ 6,215. SPD has the funds available to cover this expense.
- In addition, for FY12, the Wicomico Narcotics Task Force has authorized another \$5,000, that would be used for a dog kennel, car insert, and miscellaneous equipment. These funds would also cover the expenses for the dog in FY12, with no impact on this budget.
- SPD has a marked vehicle in the fleet that has been designated as a K-9 vehicle if the initiative is approved.

This K-9 Team is a much needed resource, providing timely response to the Patrol Division on suspicious traffic stops, removing more illegal drugs from the streets and aiding officers in executing search and seizure warrants. The K-9 Team will be assigned to work peak hours when their assistance will be most beneficial to our officers.



Major David Meienschein  
Administrative Commander

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

March 15, 2011

699 W. SALISBURY PARKWAY  
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BARBARA DUNCAN  
CHIEF OF POLICE  
SALISBURY POLICE DEPARTMENT

TO: John Pick  
FROM: Major David Meienschein  
SUBJECT: K-9 Proposal

The following is a list of training and items supplied by the Tar Heel facility for a K-9 Officer and his dog:

- K-9 - Duel trained for both patrol and narcotics functions (Includes 2 year health and certification guarantee for animal)
- 4 Week K-9 Handler Course at Tar Heel facility (including lodging)

*This course is included in the price with every K9 purchased through Tarheel Canine. This course provides basic handling techniques, field training with selected K-9, and a series of lectures on Patrol, narcotics or explosives detection deployment, tracking/trailing, apprehension training, maintenance training, case law, record keeping. Handler is lodged at Tar Heel facility which is included in price.*

The following equipment is also included:

2qt Stainless Steel Food Bowl (2)	-	Water Hole Bowl
Water Bucket Stainless	-	Dual-sided, S/S Shedding Blade
Firm Curved Slicker Brush	-	Medium European Style Working Muzzle
3mm Chrome Pinch Collar 18" (2)	-	4mm Long Link Fur Saver Chrome
1 1/4" Mil Spec Agitation Collar	-	2" Heavy Agitation Collar Adjusts 18"-24"
6' x 3/4" Braided Leather Leash	-	15'x1" Tubular Nylon Tracking Line
30'x1" Tubular Nylon Tracking Line	-	60'x1" Tubular Nylon Tracking Line



Duty Harness (2) \$26.00 (12.95 each) - Medium Tan Leather Tracking Harness  
Standard Economy Jute Sleeve Cover - Trial Sleeve  
Low Profile Hidden Sleeve - 12"x2" Jute Tug One Handle (2)  
Bamboo Clatter Sticks - 9mm blank ammo

Cost = \$11,945.00

At this time it is possible that SPD could piggyback off of pricing associated with the Fruitland Police Department and obtain a substantial discount of \$728.00.

Cost after discount = \$11,215.00

SPD would require the placement of a K-9 pad and shelter at a cost of approximately \$2,500.

Estimated costs associated with K-9 which includes food, vet bills, and replacement equipment is \$1,500 annually.

Grand Total first year expenses = \$15,215.00

1.

## K-9 Unit

It is the policy of this agency to utilize properly trained canine teams to supplement patrol and investigative functions and on an as needed basis to safeguard police equipment and specially designated facilities from potential damage. It is the policy of this agency not to demonstrate the attack feature of the canine at any public demonstration. All applicants for the K-9 Unit will be required to take and pass a psychological examination/inventory, a copy of which will be kept on file by the Training Officer.

### A. K-9 Teams/Patrol

1. For the purpose of this directive, a K-9 Team shall consist of a handler and his dog.

2. The supervision of K-9 Teams, including the assignment of patrols, will be the responsibility of the Squad Supervisor.

3. The Team's primary purpose is crime prevention and detection. The dog will detect the presence of an intruder and alert the handler, who will then take care of the situation in the most appropriate manner. The dog will also be utilized to assist and protect the handler.

4. All dogs will be worked on the leash unless the situation calls for off-leash activity.

5. Dogs, other than those maintained by the Salisbury Police Department will not be used by members for police work.

6. Dogs will not be used by anyone other than the assigned handler. Teasing or agitating K-9 dogs will not be tolerated.

7. While on patrol, K-9 officers will be constantly alert for any unusual activity, such as indications of illegal entry, suspicious vehicles, both moving and parked, and suspicious persons.

### B. Use of Canine Service - General

One of the greatest values of canine teams lies in their crime deterring effect. Their use in making and/or maintaining an arrest is authorized when the circumstances justify such use. The canine handler must be constantly alert that a police officer may use only the amount of force necessary to make and maintain an arrest, and that the use of a canine under such circumstances constitutes the use of force or the implied use of force. In determining the degree of force to be used, he must take into consideration all circumstances known to him.

The canine handler must also bear in mind, in responding to a request for a canine team, that he is responsible for determining whether use of the dog is justified and feasible. In each case of such, an appropriate force report shall be completed promptly in keeping with established procedures.

A request for immediate tactical use of canine, in keeping with this directive, may be made by any police officer at the scene of an incident to his supervisor or commander. Upon the arrival of the canine officer the situation shall be fully explained to him by the requesting officer.

The Canine officer shall be responsible for determining whether the circumstances justify the use of canine and for determining the tactical utilization. When a member of the Canine Unit believes the use of the canine is unjustified or not feasible, he shall advise the requesting officer and/or ranking officer at the scene. The ranking officer on the scene shall then be responsible for making the final decision whether or not to employ the canine team.

Whenever a situation arises where a K-9 Team is needed, the supervisor of the squad on duty will call a Salisbury Police Department K-9 Team. If no Salisbury Police Department Team is available, and only at this time, a Wicomico County Sheriff's Department or Maryland State Police Team will be requested. If a situation warrants more K-9 Teams than we have available, then Sheriff's Department or Maryland State Police Teams may be called for assistance.

When requested by another police agency within Wicomico County or the Maryland State Police, to assist within the county, the dog and handler will respond after obtaining permission from his supervisor. A complete report of the incident will be submitted to the Commander of Operations, with a copy forwarded to the Deputy Chief and the Chief of Police. When assisting other departments, the Salisbury Police Department K-9 Team must abide by Salisbury Police Department directives. The Squad Commander of the K-9 Unit has the discretion of making availability arrangements for the Salisbury Police Department K-9 Unit.

### C. Building Searches

1. Unaided, a dog and his handler will search a building for wanted persons, and for best results, the K-9 dog should operate in a fashion prescribed by the handler. Before the dog will be worked off a leash inside a building, a public address system will be used to advise anyone inside the building that the dog will be used.

2. Before dogs are permitted to search a building, all precautions must be taken to assure that innocent persons are removed from the premises so as to avoid the possibility of an accidental assault. When a K-9 Team has been requested to search a building, again it is not advisable to conduct a preliminary search.

#### D. Crowd Control

1. Whenever dogs are used to control or move crowds, they should be backed by uniform personnel to take charge of arrested persons.

2. The dogs must be on the leash during a crowd control situation. BEFORE THE K-9 IS USED IN A CROWD CONTROL SITUATION, PERMISSION MUST FIRST BE OBTAINED FROM THE COMMANDER OF THE PATROL DIVISION OR IN HIS ABSENCE, A COMMANDING OFFICER.

It is preferable for the Commanding Officer to be on the scene before giving permission, but in emergency situations, permission can be given over the telephone. In all cases, the Commanding Officer will report to the scene as soon as possible, even though permission has been given over the telephone.

#### E. Tracking and Trailing

1. K-9 Teams will immediately be alerted at the outset of an incident where possible use of the dogs may be indicated. The area of the search should be secured as quickly as possible. Preliminary searching by those on foot will disrupt the dog's ability to pick up the proper scent.

2. In searching for lost or missing persons, the dog should be kept on the leash at all times.

#### F. Canine Officer Entrance Requirements

1. Personnel requesting transfer to the canine unit will be considered as a vacancy occurs.

2. The applicant must maintain a residence with sufficient yard space to provide for the canine and the applicant must have a vehicle available at all times for the transporting of the canine.

3. Personnel must submit a transfer request through channels to the Operations Commander. A transfer request will not be considered until the officer has attained one full year of uniform patrol experience, displayed satisfactory work performance, and maintained acceptable disciplinary and medical leave records.

4.

All applicants will be required to submit to psychological inventory testing and pass it successfully.

5. Once an officer is accepted and trained as a K-9 Officer then he/she must serve in this capacity for a minimum of two (2) years, unless extenuating circumstances exist, i.e. - demise of K-9.

6. Dogs utilized for this function will be purchased and owned by the Department.

G. Dog Bites

Any time the K-9 dog bites an individual, a written departmental memorandum will be submitted to the Commander of Operations with a copy forwarded to the Deputy Chief and the Chief of Police, outlining the details of the incident. This detailed report will include the name, address and date of birth of the person bitten, extent of injuries, where, when and who administered any treatment, if applicable, and any other information relative to the incident. In addition, the K-9 handler must submit a completed K-9 Corps Bite Notification form. This form, after being approved by the Commander of the Operations Division, will be forwarded to the Maryland State Department of Health. Photographs of the K-9 bite must be taken immediately. The Squad Commander will be notified immediately and will document the incident.

H. Definitions

Commanding Officer

Sworn police official with the rank of Lieutenant or above who has command responsibilities within the Police Department.

Supervisor

Sworn police officer in charge of one or more members and/or employees. In addition to the general and individual responsibilities of all members and employees, each supervisory officer is specifically responsible for supervision, leadership, direction, enforcement of rules, inspection, assisting subordinates.

Ranking Officer

The officer in charge of the squad in the absence of the supervisor.

K-9 Team

Trained handler and his dog.