
	SALISBURY POLICE DEPARTMENT
	Written Directive: Police Service Canines (K-9 Program)
	Publication Date: January 11, 2018
	 Approved: Barbara Duncan, Chief of Police
Related CALEA Standards: 41.1.5	Police Service Canines (K-9 Program) Section #205

Police Service Canines (K-9 Program)

1. Policy:

It is the policy of the Salisbury Police Department to utilize properly trained K-9 teams to supplement patrol, to assist with the investigation of crimes and safeguard police equipment.

2. Purpose:

The purpose of this policy is to provide guidelines for the proper management and deployment of the Salisbury Police Department canine teams.

3. General Operations:

- A. For the purpose of this directive, a K-9 Team consists of a handler and his dog.
- B. Before any K-9 Team can be put into service, the K-9 must be licensed by the Maryland State Police. Applying for the K-9 license will be the responsibility of the K-9 unit supervisor. This will be done through the office of the chief of police.
- C. One of the greatest values of K-9 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 K-9 handler must be constantly alert that a police officer may use only the amount of force necessary to make an arrest, and that the use of a K-9 under such circumstances constitutes the use of force or the implied use of force. In determining the degree of force to be used, he/she must take into consideration all circumstances known to him.
- D. The K-9 handler must also bear in mind, in responding to a request for a K-9 team, that he/she 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.

- E. K-9 teams are subject to call out during off duty hours for use in urgent investigations and incidents, except when on vacation or sick leave. A request for immediate tactical use of K-9, in keeping with this policy, may be made by any police officer at the scene of an incident to his supervisor or commander. 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 K-9 team from an allied agency will be requested. If a situation warrants more K-9 teams than are available through SPD, then allied agency K-9 teams may be called for assistance. Upon the arrival of the K-9 officer the situation shall be fully explained to him by the requesting officer.
- F. The K-9 officer shall be responsible for determining whether the circumstances justify the use of K-9 and for determining the tactical utilization. When a member of the K-9 unit believes the use of the K-9 is unjustified or not feasible, he shall advise the requesting officer and/or ranking officer at the scene and the K-9 will not be deployed. By the same token, if the ranking officer on scene believes that the use of the K-9 is unjustified or not feasible, he shall advise the handler and the K-9 will not be deployed. In the event that the handler and ranking officer are not in agreement with regards to deployment of the K-9, the K-9 division commander will be contacted. The ultimate authority to deploy or not deploy the K-9 resides with the chief of police or his/her designee, with significant consideration given to the opinion of the K-9 handler who is most familiar with K-9 operations and his/her particular K-9.
- G. When assisting other departments, the Salisbury Police Department K-9 team must abide by Salisbury Police Department policies. The squad commander of the K-9 unit has the discretion of making availability arrangements for the Salisbury Police Department K-9 unit.

4. **Reporting:**

- A. Handlers are responsible for the maintenance of all records associated with their assigned K-9, to include medical history and veterinary information, training records and thorough documentation of all on-duty use for tracking, narcotics detection, building search, crowd control or other deployment. A call for service will be opened by the K-9 handler for any use/deployment of the K-9. A K-9 Report SPD-210 will be used to document all training and on-duty K-9 use. After supervisory review, these reports will be maintained by the handler and made readily available for administrative and court purposes.
- B. All K-9 handlers will submit their monthly k-9 deployment data to their squad commanders for review and submission to the division commander.

5. Patrol:

- A. The supervision of K-9 teams, including the assignment of patrols, will be the responsibility of the squad supervisor. The K-9 squad supervisor will report directly to the operations commander.
- B. 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.
- C. All dogs will be worked on the leash unless the situation calls for off-leash activity.
- D. Dogs, other than those maintained by the Salisbury Police Department will not be used by members for police work.
- E. Dogs will not be used by anyone other than the assigned handler. Teasing, agitating, feeding or otherwise interacting with K-9 dogs without the permission and supervision of the assigned handler will not be tolerated.
- F. Handlers shall not permit anyone to pet or hug their K-9, to include other law enforcement officers without prior permission and immediate supervision.
- G. The K-9 team shall not be utilized for prisoner transport when the K-9 is in the vehicle, except in exigent circumstances and only when approved by the watch commander. In the event that a prisoner transport is necessary, all precautions will be taken to ensure the safety of the prisoner and to avoid a bite/scratch incident.
- H. The K-9 will not be taken to court unless an appropriate subpoena has been issued requiring the animal's appearance.
- I. While on patrol, K-9 officers will be constantly alert for any unusual activity, such as indications of illegal entry, suspicious vehicles, and both moving and parked, and suspicious persons

6. Arrest and Apprehension Procedures and Use of Force Guidelines:

- A. A K-9 may be used to apprehend an individual if the K-9 handler has probable cause to believe that the individual has either committed or is about to commit a criminal offense, and if any of the following conditions exist:
 - a) There is a reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, another law enforcement officer, or the K-9 handler.

- b) The individual is resisting arrest and the use of the K-9 is necessary to overcome the resistance when other means have failed or are less viable. The K-9 handler shall complete a use of force report.
 - c) The individual is concealed in an area where entry by other than the K-9 would pose a threat to the safety of law enforcement officers or the public.
- B. Without the presence of one or more of the above listed conditions, mere flight from a pursuing law enforcement officer does not serve as good cause for the use of a K-9 to apprehend an individual.
- C. The K-9 handler will carefully evaluate each situation, and consider all available information known at the time of the incident prior to utilizing a K-9 for the apprehension of an individual. Such information includes, but is not limited to the following:
- a) The individual's estimated age.
 - b) The nature and severity of the offense.
 - c) The potential danger to the public and/or other law enforcement officers.
 - d) The potential danger to the K-9 or the K-9 handler.
 - e) The degree of resistance shown by the offender.
 - f) The potential for escape if a K-9 is not used.
 - g) The potential for injury to the public and/or other law enforcement officers if a K-9 is not used.
- D. A K-9 will not be used until a proper announcement has been given in a loud and clear voice. This announcement should identify the presence of a law enforcement officer and police K-9, provide a clear command indicating what action/behavior is expected from the suspect, and what consequences will ensue if the command is not obeyed. An example of such announcement would be, "Police K-9. Come out of the building with your hands behind your head or I will release the dog and you may be bitten."
- E. A public address system in a building or from a patrol vehicle should be used when available, and the warning should be repeated on each level of a multi-level structure and/or as the search progresses through a large or divided structure. An exception to this warning is allowed in those circumstances when such warning would increase the risk of injury to the K-9 handler, another law enforcement officer or member of the public. In an effort to allow the suspect an opportunity to surrender, and innocent persons to exit the area, a reasonable amount of time will be given after the announcement. The occurrence and verbiage of each warning will be documented in every K-9 Incident Report that involves the deployment of a K-9. If the deployment of the K-9 results in a use of force, then a use of force report shall be completed.

- F. Once a K-9 is deployed, the K-9 handler will be in charge of the search area and direct other personnel to aid him/her in the search.
- G. In the event a K-9 handler makes an arrest and the suspect is injured, the handler will notify an on duty supervisor as soon as possible.
- H. Except in exigent circumstances, or where there is an imminent danger of death or serious injury, the K-9 handler must make every attempt to keep the K-9 in visual contact.
- I. When apprehending a suspect the K-9 will be commanded to disengage as soon as the suspect is subdued or readily complies with the handler's directions.
- J. A K-9 team will not be used to apprehend an individual suspected of being under the influence of alcohol or drugs, or a person believed to be suffering from a psychological condition if no crime has been committed.
- K. All instances of K-9 use of force will be recorded and included in the annual analysis of use of force.

7. Building Searches:

- A. Unless circumstances dictate otherwise, a K-9 should not be released until a second officer is available to assist the K-9 team with a building search.
- B. Whenever possible the building owner should be contacted to determine whether there may be tenants or other occupants in the building, and to ascertain the building's layout.
- C. In preparation for a search all tenants and other occupants of the building should be evacuated, and all air conditioning, heating, or other air-blowing systems should be shut off to prevent interference with the K-9's scent.
- D. The verbal warning announcement made by the handler also applies to building searches.
- E. Upon entrance into a building all exits should be secured unless manpower dictates otherwise, and communications limited to those of a tactical nature.
- F. No one, including other law enforcement officers, owners, or residents, will be permitted in a building with the K-9 team while the search is being conducted, unless the handler determines that their presence is necessary for the safe and expeditious conclusion of the search.

- G. When a suspect is contained and presumed armed, a K-9 will not be sent off lead into a building, house, or other confined area for apprehension purposes. Under such circumstances the on-scene supervisor will contact the tactical team and a negotiator. An exception to this rule may be made to save the life of a law enforcement officer or an innocent person.

8. Tracking and Trailing:

- A. A K-9 will only be used to track lost or missing persons in life threatening situations, when all other means have failed, and with supervisory approval.
- B. When a K-9 is available for tracking it may be used to track criminal suspects or locate evidence that has been abandoned or hidden in a specified area. Such searches are subject to the following conditions and limitations:
- a) Officers on scene prior to arrival of the K-9 unit should pinpoint where the suspect was last seen and take appropriate precautions to not contaminate the scent area. Officers should attempt to prevent foot and vehicle traffic in the area.
 - b) When feasible, officers assisting the K-9 unit should secure a perimeter around the search area and prevent unauthorized persons from entering.
 - c) Officers should take care to secure and leave undisturbed any physical items such as vehicles, clothing and blood that will be used for a K-9 track.
- C. The handler will maintain the K-9 on a leash during tracking operations, with the length of the leash providing a reasonable measure of safety to the subject of the search, without compromising the K-9's tracking abilities.
- D. The handler will request the assistance of additional personnel for tracking and perimeter duties through the on-scene supervisor.
- E. Upon locating a suspect, the handler will give a verbal warning in order to afford the suspect an opportunity to surrender without further action that may require use of the K-9 in apprehension.

9. Crowd Control:

- A. A K-9 team may respond as backup for crowd control but will not deploy the K-9 at a peaceful demonstration.
- B. A K-9 team may be used upon approval of a division commander to protect life or property during a riot or other major unlawful assembly after an order to disperse has been made and disregarded. If a division commander is not available, a squad

commander may authorize use under these circumstances. It is preferable that a squad commander be on scene prior to granting permission, but in emergency situations permission may be obtained via telephone or radio. In these situations the following conditions will prevail:

- a) The K-9 will be kept on a short lead in order to protect individuals from serious injury.
 - b) The K-9 handler will not initiate any offensive action unless necessary to guard against imminent loss of life or serious bodily injury.
 - c) In all instances where a K-9 team is deployed for crowd control, they will be assisted by uniformed personnel available to take charge of arrested persons and perform other public safety functions.
- C. In all instances where a K-9 team is deployed for crowd control, the squad commander authorizing such action will submit a detailed report to the chief of police via the chain of command by the end of the tour of duty explaining the circumstances that dictated use of the K-9, the manner in which the K-9 was deployed and the effectiveness of the K-9 use, in addition to any other relevant information such as officer/citizen injuries and recommendations for future action. This report will be in addition to the required report prepared by the handler.

10. Drug Detection:

- A. K-9 sniffs are not considered searches.
- B. K-9 sniffs should not be conducted unless there is one backup officer present.
- C. Searches for illegal contraband will be done in the least intrusive method possible.
- D. A search which results in no enforcement action or illegal contraband requires that the handler or investigating officer prior to leaving the scene ask the responsible property owner/caretaker to inspect the property for possible damage. Any property damage will be documented, photographed and reported according to established department policy and procedure.
- E. Officers will make every effort to use care when handling contents within a vehicle or other personal property during a search. Officers will also make every attempt to ensure that the personal property or contents are placed back into the original manner (or as close as possible) that the items were loaded prior to the search.
- F. If property damage occurs as a result of a search, officers will point out the specific area to the owner or responsible party and further ask the owner or responsible party to inspect the property prior to release. Officers may also photograph the property to document damage or the lack thereof. Vehicles are subject to the provisions of this section.

- G. K-9's trained in drug detection will not be used to sniff or otherwise scan a person for controlled dangerous substances. The K-9 may only scan personal possessions after being removed from the person.

11. Bite/Scratch Procedures:

- A. Whenever a K-9 has bitten or scratched an individual, or is alleged to have bitten or scratched an individual, whether on or off duty and with the exception of intentional training exercises, the handler will complete a detailed report of the incident to the chief of police via the chain of command prior to the end of the tour of duty or within 8 hours of the incident if off-duty. The following protocols will also be administered:
- a) The squad commander will be notified immediately of the bite/scratch incident. Intentional bites/scratches or those that occur during crowd control, building search, and arrest and apprehension procedures will be documented on a use of force report in addition to the handler's required report. Photographs of the injuries will also be taken.
 - b) For those bite/scratch incidents not covered in this policy, a supervisor will respond to the scene of a dog bite/scratch and ensure thorough documentation of the incident. This should include obtaining statements from the person alleging injury as well as any witnesses to the incident. Obtain photographs of the affected area as well as the overall scene where the incident occurred. The photographs will be submitted as evidence and the proper chain of custody maintained. If the subject alleges that the injury is not visible, the location of the alleged injury will be photographed in the same manner as if an actual injury was sustained. If the K-9 handler is a supervisor, another supervisor or equal or high rank should respond to investigate and document the incident. If the incident occurs outside of SPD jurisdiction, the watch commander will contact the appropriate law enforcement agency and request that they respond and complete a report on the incident, along with obtaining photographs.
 - c) In all bite/scratch incidents, the handler or other officer will obtain medical attention by qualified medical personnel to the injured person.
 - d) If the subject refuses medical attention document such refusal in the incident report, and obtain a copy of the medical treatment refusal report if EMS is called.
 - e) In all bite/scratch incidents, the handler must submit a completed Wicomico County Health Department bite report form. This form, after being approved by the operations commander, will be forwarded to the appropriate county health department.

- f) A K-9 involved in a bite will be taken to an approved veterinarian within 10 days of the incident for a medical clearance, and documentation of same maintained in the permanent records of that K-9.

12. Training:

- A. Initial training and certification for a K-9 team will be conducted through an outside agency or vendor approved by the chief of police prior to employment of the K-9 team in law enforcement duties.
- B. Each K-9 team will be re-certified annually by a master trainer approved by the chief of police. Training the K-9 in a manner that is inconsistent with or in violation of SPD policies is prohibited.
- C. K-9 training and/or deployment deficiencies will be documented by the handler and corrected through maintenance training.
- D. If a K-9 Team is unable to re-certify due to a documented problem the utilization of the K-9 will be suspended until the issue is resolved and the team re-certified by a master trainer approved by the chief of police.
- E. Each K-9 team will complete a minimum of 16 hours maintenance training each month.
- F. Certification, Re-Certification and Training will be documented in accordance with established procedures and become a permanent part of the records for that K-9.

13. Training Aids / Controlled Dangerous Substances:

- A. Controlled Dangerous Substances Procurement Procedures
 - a) The Salisbury Police Department shall provide on-going training for its handlers and drug detection dogs, to include established requirements and guidelines for the procurement, control, and storage of any controlled dangerous substances used as a training aid.
 - b) CDS training aids are stored and used under permits issued by the Drug Enforcement Administration and the Maryland State Department of Health and Mental Hygiene, Division of Drug Control consistent with Maryland Law. The controlled dangerous substances used for the training of the drug detection dogs will be obtained from adjudicated cases that have been analyzed and are awaiting destruction by the property/evidence section.

- c) Prior to obtaining a controlled dangerous substance from the property/evidence section, the canine handler shall submit a departmental memorandum, through the chain of command, to the chief of police requesting conversion of the controlled dangerous substance for training purposes.
- d) When the canine handler receives the controlled dangerous substances from the property/evidence section, he will enter the following information into the controlled dangerous substances Log:
 - i. The training aid number assigned and affixed to each controlled dangerous substances.
 - ii. The original incident report number of the adjudicated controlled dangerous substances.
 - iii. The type of controlled dangerous substances.
 - iv. The total weight in grams of the controlled dangerous substances and its packaging when received from the Property/Evidence Section.
 - v. A description of the training aid's packaging or container.
- e) Copies of the controlled dangerous substances log detailing the information for each new controlled dangerous substances received will be forwarded to:
 - i. The Property/Evidence Section
 - ii. The Operations Commander
 - iii. The file maintained for each training aid

14. Records Control of Training Aids:

- A. The canine handler will assign a training aid number to each controlled dangerous substances received from the property/evidence section.
 - a) A file containing the following will be maintained for each training aid:
 - i. The training aid number.
 - ii. Copies of the original property form and laboratory analysis form for the controlled dangerous substances.
 - iii. All Departmental memorandums pertaining to the training aid.
 - iv. A copy of the original controlled dangerous substances log indicating when the controlled dangerous substances were received.
 - v. A copy of the final controlled dangerous substances log indicating when the controlled dangerous substances are returned to the property/evidence section.
 - vi. A copy of the property form indicating when the controlled dangerous substance is returned to the property/evidence section.

B. Training and Storage

- a) Each type of controlled dangerous substances will be stored in a separate airtight container.
- b) When not in use, training aids will be stored in a secure location within the department.
- c) Only the canine handler and the operations commander will have access to the training aids.
- d) When a training aid is used for a training exercise, its removal and return to its secure location will be recorded by the canine handler in the controlled dangerous substances log that will note:
 - i. The date and time the training aid was removed and returned.
 - ii. The training aid's weight when removed and returned.
 - iii. The name and signature of the canine handler removing or returning the training aid.
- e) Only the canine handler and the operations commander are authorized to remove or return training aids to the secure location.

C. Security Procedures

- a) Training aids will be stored in airtight containers when not in use.
- b) The controlled dangerous substances Log will be maintained in a ledger that will be stored in the secure location with the training aid.
- c) Inspections of the training aids will be conducted to ensure security.
 - i. The operations commander will conduct semiannual inspections of the training aids. A report on the semiannual inspection will be submitted to the administrative commander upon completion. The semiannual report will include the weight and condition of each training aid.
 - i. Unannounced audits of the training aids and the controlled dangerous substances may occur at the direction of the chief of police.
- d) The canine handler will notify the operations commander whenever a training aid is no longer usable due to contamination, staleness, or other reason.
 - ii. Before disposal, the training aid will be inspected and weighed by the operations commander in the presence of the administrative commander.
 - iii. The results of the inspection will be recorded in the controlled dangerous substances Log.
 - iv. The operations commander will submit a departmental memorandum, through the chain of command to the chief of police detailing the result of the inspection and the reason for the destruction of the training aid.
 - v. The operations commander will forward the training aid, along with the endorsed departmental memorandum to the property/evidence section for destruction. The property custodian receiving the training aid that is to be destroyed will weigh the training aid and acknowledge

receipt of the training aid by signing the property form. A copy of the signed property form will be retained by the operations commander for inclusion in the training aid file for that item.

- e) In the event a training aid is lost or damaged, the canine handler will submit a departmental memorandum to the operations commander detailing the circumstances of the lost or damaged aid.
 - i. The operations commander will investigate the circumstances relating to the lost or damaged aid and issue a final disposition. A copy of the disposition by the operations commander will be placed in the file for that training aid.
 - ii. The lost or damaged training aid will be recorded in the controlled dangerous substances Log with the incident report number.
 - iii. When a training aid is damaged, it will no longer be used for training and will be submitted for destruction.

A. Receiving Controlled Dangerous Substances (Training Aids) From outside sources (*Drug Enforcement Agency*):

- a) Upon receipt of controlled dangerous substances from the DEA, the operations commander will ensure that the CDS is logged in the “controlled dangerous substances Log”.
- b) The operations commander will also ensure that the CDS is weighed upon receipt and the weight is recorded on the controlled dangerous substances Log.

15. Equipment:

- A. In addition to equipment issued for standard patrol duties, each K-9 handler will be issued specialized equipment necessary for the proper care, training and safe deployment of their K-9 to include but not limited to leashes, harness, muzzle, rewards, collars, kennel, grooming supplies.

It is the duty of the K-9 handler to maintain all equipment and report deficiencies or additional equipment requirements to their immediate supervisor.

16. K-9 Health & Care:

- A. K-9 handlers are responsible for the health, care, and well-being of their assigned K-9(s).
- B. Each K-9 handler will ensure that their K-9 is kept clean, and in the best possible health through routine bathing and proper maintenance of the K-9 vehicle and the K-9's home environment.

- C. Each K-9 handler is responsible for maintaining the health of the K-9 through regular visits to the veterinarian. Only veterinarians approved for use by the agency may be used for checkups and routine medical shots.
- D. In the event of a serious sickness or injury the K-9 will be taken to an approved veterinarian, whether on or off duty, and the handler's supervisor notified as soon as practical.
- E. In the event a K-9 is sick or injured to the degree that it cannot perform its assigned duties, the K-9 handler will notify the officer's supervisor as soon as possible.
- F. All receipts and documentation related to veterinarian visits will be forwarded to the officer's supervisor. With the exception of emergency medical procedures, major expenses outside of routine maintenance and veterinary care will be pre-authorized by the Chief of Police through the chain of command.
- G. During vacations, extended leave, training, sickness or any period when the K-9 handler cannot feed, groom and properly maintain their assigned K-9, the K-9 will be housed only at specified kennels approved by the agency. Alternatives to this requirement must be approved by the operations commander.
- H. K-9 food and supplies will be purchased as needed through businesses approved by the agency.
- I. K-9 handlers will not use unnecessary or excessive force in the handling, training, or working of any assigned K-9.
- J. K-9 handlers will be issued a K-9 First Aid Kit (to include prescribed medications for the individual K-9) for on scene treatment of injuries. This will be maintained and restocked by the K-9 handler after using any of its contents.

17. K-9 Safety:

- A. K-9 handlers must be in control of their K-9s at all times, and are responsible for the actions of their K-9s both on duty and off duty.
- B. K-9's are to be used only for legitimate law enforcement purposes.
- C. When in public, K-9 handlers must be mindful of pedestrian traffic, and be particularly alert for unpredictable actions from the public such as attempting to pet or agitate the K-9. Handlers should attempt to anticipate and mitigate/prevent potential accidental bite/scratch incidents through proper control of their K-9.

- D. While at the K-9 handler's residence K-9's must be properly isolated from friends, guests, relatives, and the general public. Contact with the K-9 is limited to the K-9 handler and family/household members. Doors used to isolate a K-9 will be equipped with a locking bolt, or a sliding type bolt, high enough or complicated enough to prevent children from opening the door. Family/household members should only be allowed contact with the K-9 when the handler is present unless arrangements have been approved consistent with this policy.
- E. In the absence of the K-9 handler and with approval of the operations commander, care for the K-9 will be limited to mature and responsible members of the handler's family/household who have demonstrated the ability to control the K-9. Household members will not remove the K-9 from the handler's property except in cases of emergency, such as the need for veterinary care.
- F. At no time will a K-9 be left outside unsupervised, unless in a secured facility/kennel.
- G. The K-9 kennel on the handler's property or SPD property must be marked with a warning sign denoting the presence of a police K-9.

18. Handler Compensation:

It is the intent of the Salisbury Police Department to fully comply with the Fair Labor Standards Act and other existing statutes regarding compensation of K-9 handlers for "at-home" care and other maintenance and training requirements related to their assigned K-9(s).

- A. **Duty Day:** During normal duty hours the K-9 handler will work (11) eleven hours and utilize (1) one hour for K-9 care. The Squad Commander will coordinate with the K-9 handler to determine when the hour for K-9 care will be used. (ie. The handler will use the last hour of his shift for the care and therefore end his tour of duty at 1900 hours for day shift and 0700 hours for night shift.) If circumstances prevent this from occurring then the Squad Commander and the K-9 handler will adjust the work schedule the following duty day to compensate for the hour. (ie. The handler will end his tour of duty at 1800 hrs. for day shift and 0600 for night shift.) Partial workdays will be adjusted by 1 hour to compensate for K-9 care on the front or back of the duty day.
- B. If circumstances prevent the K-9 handler from adjusting schedules for K-9 care the K-9 handler will be paid 1 hour of straight time. If the K-9 handler is held over for a late arrest or call for service the officer will be paid overtime as we would for any other officer.
- C. K-9 handlers requesting leave for a full duty day will only be charged (11) hours of leave and utilize the other (1) one hour for K-9 care.

- D. During periods of time that the K-9 has to be kenneled the officer will receive 1 hour of straight time pay on the day of K-9 drop off and the day of pickup.
- E. K-9 handlers on regular days off will submit a slip for (1) hour of straight time pay.
- F. From time to time a situation may present itself such as a K-9 officer being out on administrative leave, the K-9 handler will be paid 1 hour of straight time.
- G. If a handler calls in sick for his/her duty day, the handler will be charged 11 hours sick time. This would be based on a 12 hour shift schedule. If the handler is on a shift schedule that is different than the 12 hour shift, the sick leave request will always be minus one hour for K-9 care.
- H. The Operation Commander or designee will be notified in person on the next business day, via email, or memorandum for resolution in order to resolve any K-9 care compensation issue not covered by policy.