

MAYWOOD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



SUBJECT: CANINE OPERATIONS

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ACCREDITATION STANDARDS: N/A

BY THE ORDER OF:

Chief Terence R. Kenny

PURPOSE The purpose of this standard operating procedure is to maintain clear and detailed guidance for the proper, efficient, and safe utilization of the department's canine teams in a manner that will be most effective in attaining the agency's goals in serving the community, protecting the public, and protecting law enforcement officers. It is also intended to direct and guide a canine officer's decision-making process in the appropriate use and handling of police canines.

POLICY It is the policy of the Maywood Police Department to utilize its canine teams consistent with New Jersey State Attorney General Guidelines relating to canines and use of force in furtherance of the department's mission and values.

Canine teams are considered a valuable tool in the delivery of essential law enforcement services.

PROCEDURES

I. DEFINITIONS

A. For purposes of this SOP, the following terms are defined:

1. Canine team: a canine team is comprised of the police officer handler and the law enforcement canine. Specific canine capabilities include:
 - a. Bloodhound canine: a purebred bloodhound dog that has been trained specifically for man-trailing, utilizing techniques and standards set forth by the State of New Jersey Office of the Attorney General and the National Police Bloodhound Association, and is partnered with a police officer handler in the performance of his/her duties.
 - b. Police patrol canine: a multi-disciplined canine that has been trained in agility, obedience, article/evidence searches, scent work, crowd control, criminal apprehension and handler protection, utilizing techniques and standards established by the State of New Jersey Office of the Attorney General and is partnered with a police officer handler in the performance of his/her duties.
 - c. Scent detection canine: a canine that has been trained specifically for locating substances or items emanating specific odor(s), utilizing techniques and standards established by the State of New Jersey Office of the Attorney General, and is partnered with a police officer handler in the performance of his/her duties.
2. Canine surrender: occurs when there is clear evidence that a canine team's presence contributed to either the de-escalation of force or the prevention of escalation of force.
3. National Police Bloodhound Association: a national law enforcement canine training association solely dedicated to the training and certification of the man-trailing bloodhound in the field of law enforcement.
4. New Jersey Attorney General Guidelines on Canine Training: guidelines established by the Office of the New Jersey Attorney General pertaining to the selection, training, certification, recertification, and policies of New Jersey law enforcement canine teams.
5. Police officer handler: a police officer who officially utilizes a law enforcement dog in the course of assigned duties and responsibilities.
6. Scent article: an object that was worn, touched, or otherwise came into contact with a person being sought that will contain the specific human scent of that subject.
7. Training and evaluation:

- a. Basic training: training conducted by a New Jersey canine trainer and/or supervising canine trainer that refers to the initial course of instruction and development for a new canine team.
- b. In-service training: training conducted by a New Jersey canine trainer and/or supervising canine trainer to maintain skills that must be performed during re-evaluation.
- c. Semiannual reevaluation: a pass/fail qualification program consisting of two prescribed evaluation sessions, per specialty, within a 12-month period, with approximately six months between each evaluation.

II. GENERAL

- A. Canine teams will function to track and apprehend suspects, trail missing persons, locate evidence, deter crime, and to detect illegal contraband.
- B. Canine teams will receive training and must meet the qualification requirements of the *New Jersey Attorney General Guidelines on Canine Training*, the National Police Bloodhound Association, basic certification, semiannual certification, and monthly in-service training.
- C. With the exception of participating in canine training at the request of a canine handler, no member of this agency shall agitate the police canine. Furthermore, no member of the department shall interfere with the official or authorized use of the police canine. Any employee violating this section shall be subject to discipline.
- D. The patrol division commander is the supervisor of the canine unit. The patrol division commander, or in his/her absence the Chief of Police or his/her designee, shall authorize all training and special detail requests.
- E. When the canine team is assigned to training or another detail approved by the patrol division commander, the training or post shall be noted in the scheduling system so that the tour commander is aware that the handler has other assignments and will not be available for patrol work.
- F. All officers shall cooperate and assist the canine teams.
- G. Canine handlers are responsible for training all officer of this department on the capabilities and attributes of the canine team as well as the proper behavior of officers in the presence of the police canine. At times, officers or supervisors may be asked to assist in training of the canine teams.
- H. The Borough of Maywood is responsible for veterinary care, unless alternate arrangements have been made. The canine handler will actively seek grants, donations and/or lawful discounts, wherever possible, in compliance with the law and applicable ethical standards.
- I. The Borough of Maywood is responsible for canines' food supply, unless alternate arrangements have been made. The canine handler will actively seek grants, donations and/or lawful discounts, wherever possible, in compliance with the law and applicable ethical standards.

- J. The Borough of Maywood will provide a medical insurance policy for each canine, which will be used in the event of illness or injury as to not incur substantial medical costs for the Borough.
- K. The Borough of Maywood assumes legal liability for the canines.
- L. In the event of personal injury to the canine handler while on duty, immediately notify the duty tour commander. The police canine shall be immediately secured by the handler (if able to). If the canine handler is unable to secure his/her canines, another handler shall be summoned to the scene. If no other handler is available, an officer on scene who is most familiar with the canine shall secure it.
- M. Canine handlers are responsible for overseeing the general health, hygiene, and care of their canines.
 - 1. Canine handlers will groom their dogs as needed and when practical conduct daily physical examinations for injuries and infestations such as fleas, ticks, etc.
 - 2. No handler shall confine his/her police canine in any area that may be detrimental to the dog's health or wellbeing or in any manner that may create a public hazard.
 - 3. Canines should not be allowed to drink from a public drinking fountain and shall not drink from any stagnant puddles.
 - 4. All canines are to be housed primarily at the home of their respective handlers. It is the responsibility of each handler to prearrange and seek prior approval for appropriate care and authorized housing for the canine during vacation periods or other periods of leave/absence. Any alternate housing and/or care arrangements can be made only with the prior approval from the patrol division commander or, in his/her absence, a member of the agency's command staff.
 - 5. All Maywood Police Department canines shall be licensed by the Borough.
 - 6. If for any reason, the handler is unable to continue caring for the canine, the department is responsible for making alternate arrangements so as to maintain the wellbeing of the canine.
- N. Abuse of dogs in any way is a violation of New Jersey law and will not be tolerated.
- O. In the event of a canine retirement or the unit is discontinued, the Borough of Maywood shall relinquish ownership of the canine(s) to the dog's current handler, so long as the handler agrees. Additionally, if the handler leaves the department under any circumstance, the Borough of Maywood may relinquish ownership of that officer's current canine to the officer. Upon gaining ownership of the dog, the handler assumes all costs and liability related to the dog. All such transfers of ownership must be authorized by an appropriate resolution of the Borough Council.

III. SELECTION OF CANINES AND HANDLERS

- A. The success of the canine program depends on the abilities and efforts of the personnel selected to the unit. It is important that the handlers are properly motivated, trained, and have the desire to work with a canine partner.
- B. When it is determined that there is a vacancy in the canine unit, interested officers shall submit a formal written request to the Chief of Police through the chain-of-command.
- C. Consideration for any vacant positions shall be based upon the following criteria, to include but, not limited to:
 - 1. Must have successfully completed probation and be in good standing within the agency;
 - 2. Must have a superior record of attendance;
 - 3. Must be physically fit and without any physical limitations that may pose a risk to the safety of the officer or the canine;
 - 4. Must have a certain degree of flexibility and be willing to handle assignments when off-duty as needed;
 - 5. Must possess a demonstrated ability to work with minimal supervision;
 - 6. A willingness of the officer's family to accept the canine into the home and possess and maintain the proper accommodations for the canine;
 - 7. Must demonstrate a strong commitment to the profession, the agency and canine program;
 - 8. Supervisor recommendations.
- C. The Chief of Police shall make the final decision based upon the recommendations of the command staff as well as the applicant's supervisors.
- D. When it comes to selecting a police canine, the ultimate selection as to which breed will be authorized and used by the handler for patrol, narcotics, tracking, etc. will be made by the Chief of Police or his/her designee with the consultation of the patrol division commander and the handlers.
- E. The following shall serve as guidelines for selection criteria:
 - 1. Patrol dogs shall be either a Shepherd or Malinois breed;
 - 2. The canine will be evaluated by a contracted borough veterinarian to determine if any known pre-existing conditions exist that, in that veterinarian's opinion, would be detrimental to the animal's service as a police canine.
- F. Canine pre-testing:

1. Before any canine is considered for police training, it must be tested and evaluated as to fitness for service through an approved training facility. Such facility will be chosen by the Chief of Police or his/her designee.
 2. The purpose for pre-testing is to determine if the animal has any undesirable temperament characteristics that would adversely affect serviceability.
 3. The vendor chosen to provide this agency with the canine will provide a warranty as to the animal's fitness and ability to complete a course of training as established by the *New Jersey Attorney General Guidelines on Canine Training*.
- G. Upon the death of a department police canine, the assigned handler shall:
1. Immediately notify the on-duty supervisor and the patrol division commander who will, in turn, make command staff notifications.
 2. If a canine died from apparent natural causes outside of an authorized veterinary hospital, the dog's remains shall be brought, as soon as possible, to an authorized veterinarian, who will hold the remains until a determination is made as to whether a necropsy should be performed.
 3. If the death occurred at an authorized veterinary hospital, the handler shall immediately advise the veterinarian in charge not to dispose of the dog's remains until a determination is made as to whether a necropsy will be requested or performed.
 4. The circumstances of the dog's death shall be meticulously documented on the appropriate report forms and submitted through the chain-of-command, to the Chief of Police.
 5. Upon the completion of the necropsy, the dog's remains will be released to the handler for burial at an approved site.

IV. TRAINING

- A. All canine team basic training, qualification and certification shall be in accordance with the *New Jersey Attorney General Guidelines on Canine Training* and the National Police Bloodhound Association.
- B. Certification and recertification shall be conducted semiannually basis, per specialty, and in accordance with the *New Jersey Attorney General Guidelines on Canine Training* and the National Police Bloodhound Association.
- C. Handlers will conduct monthly in-service training required to maintain its certification in accordance with the requirements of *New Jersey Attorney General Guidelines on Canine Training* and the National Police Bloodhound Association.
- D. Handlers are required to be members of the National Police Bloodhound Association, maintain a valid certification with the organization, and attend their semiannual training and certification seminars.

- E. Handlers are required to be members of the *New Jersey Police K-9 Association*.
- F. Narcotic detection canine handler training aids – To maintain the proper level of efficiency in both the handler(s) and his/her canine(s) certain CDS can be used as training aids. There are two methods of obtaining CDS as training aids:
 - 1. The U.S. Drug Enforcement Administration (DEA) will supply controlled dangerous substances to this agency for canine training. This agency has been granted a DEA license and can receive fresh supplies every twelve (12) months. The DEA will provide twenty-eight (28) grams of each of the following CDS:
 - a. Cocaine
 - b. Heroin
 - c. Methamphetamine
 - d. Marijuana
 - e. Crack cocaine
 - f. Any other CDS relevant to canine training as requested
 - 2. This agency will not return the CDS to the DEA. When no longer useful, these training aids will be destroyed along with other CDS evidence in conjunction with the Bergen County Prosecutor's Office destruction cycle with proper notification to DEA of the destruction.
 - a. A copy of the completed *Registrant's Inventory of Drugs Surrendered* must be submitted to the laboratory indicating destruction of previously obtained materials from DEA before additional canine training materials are supplied.
 - b. The current form for the *Registrant's Inventory of Drugs Surrendered* may be requested from the local DEA office or downloaded from the internet at: www.deadiversion.usdoj.gov.
 - 3. The evidence custodian must account for the entire weight of the sample originally sent; but may reappportion the CDS for training purposes.
 - 4. Requests for CDS must be in accordance with current policy and procedure of the DEA Drug Diversion Program.
 - 5. Controlled substances can only be mailed to the physical address of this agency. The controlled substances must be delivered to a street address since a signature is required upon receipt of the substances.
 - 6. Requests for replacement material will be considered only if 12 months have elapsed since the previous request was filled.
- G. The below information will be documented in the *Canine Unit Narcotic Training Aid Sign-Out / Sign-In Sheet* when CDS training aids are utilized and a canine training CAD record will be generated:

1. Time and date;
 2. Weight at the time the training aids are signed out;
 3. Time, date;
 4. Weight at the time the training aids are signed back in;
 5. List of substances taken.
- H. Prior to assigning the training aids to the canine handler, all substances will be weighed in the presence of both the evidence custodian and the canine handler.
1. The canine handler(s) will transport the training aids/narcotics from police headquarters to an approved training site by utilizing the most direct route possible and by maintaining the training aids in the most safe and secure manner. If a vehicle is utilized, the CDS will be locked in the trunk area until the training commences and will be secured in the same manner upon completion and until it can be returned to the evidence/property room.
 2. Upon completion of the training exercise(s), the narcotics will be returned to the evidence custodian, where again the training aids will be weighed in the presence of both the evidence custodian and the canine handler and then stored in the evidence/property room.
 3. On a quarterly basis, the evidence custodian shall weigh the CDS used for canine training and certify its weight and integrity to the Chief of Police

V. RESPONSIBILITIES

- A. The patrol division commander and the canine handlers are responsible for ensuring that the canines' certifications are maintained.
- B. Canine handlers shall perform the patrol duties and activities of their respective shift assignments, except when their services are required for special details or training sessions or unless the patrol division commander or his/her designee prior has granted prior approval.
- C. Handlers are in no way relieved of the responsibility of conforming to or complying with other rules, regulations, policies, directives, or SOPs of the police department.
- D. The handler will be assigned a department vehicle. This vehicle will be clearly marked as a canine vehicle.
 1. Handlers are authorized to operate this vehicle during off-duty times while conducting canine business (e.g., veterinary visits, training, and exercise of the canine).
 2. Handlers are responsible for inspection and maintenance of the canine vehicle.

3. Canine vehicles are for official use only and cannot be used for personal use.
 4. When necessary to ensure the health and welfare of the canine, handlers shall have the discretion to park their assigned vehicles in spaces outside of normally designated areas (e.g., shady areas, etc.).
 5. Handlers can leave an unattended canine vehicle running when necessary for the health and wellbeing of the canine. The handler must ensure that the unattended vehicle is locked.
 6. When the canine is left in the vehicle and the vehicle is left running to protect the dog's health and wellbeing, the handler shall conduct routine checks of the vehicle and the canine to ensure that the vehicle is secure and that the canine is not in any danger.
 7. No personal or permanent modifications can be made to any assigned vehicle without authorization of the patrol division commander, who shall make the decision for any such modification with the advice and consent of the Chief of Police or his/her designee.
 8. Under no circumstances will arrestees be transported in designated canine vehicles. If, as a result of a canine intervention, an offender is placed under arrest, a patrol officer at the scene shall assist the canine team by handling the transportation of the arrestee.
- E. Responsibilities of the patrol division commander, pertaining to the canine unit:
1. The patrol division commander is responsible for maintaining the canine unit's training schedule and patrol schedule.
 2. The patrol division commander is responsible for proper fiscal management of grant and department funds for the canine unit.
 3. The patrol division commander is responsible for maintaining an up-to-date file on all records that handlers are required to complete.
 4. The patrol division commander shall report to the Chief of Police on the status and conditions of the canine team.
 5. In the patrol division commander's absence, handlers shall report via the chain-of-command to the next highest supervisor.
- F. Other agency personnel responsibilities:
1. Under no circumstances, during the course of a canine assignment, shall any personnel:
 - a. Pet or attempt to pet the canine or attempt to give the canine commands;
 - b. Run in front of, or run up on, the canine;

- c. Run toward a handler, approach a handler, or step in between a handler and his/her canine;
- d. Make any aggressive gestures or any gestures that may be interpreted by the canine as unfriendly or threatening, including such actions as clapping, slapping, patting another on the back, teasing, etc.
- e. Attempt to apprehend a suspect after a handler has given the canine the command for such apprehension. Should an officer find him/herself caught between a canine and a suspect during a criminal apprehension, the officer should remain perfectly still and permit the canine to continue past the officer's position and toward the fleeing suspect;
- f. Assume a position that interferes with a handler's line of sight (between the handler and the canine or between the handler and a suspect when a command for apprehension has been given); or
- g. Enter a building while a canine is conducting a search, unless directed by the handler.

VI. RESPONSE TO REQUESTS FOR CANINES

- A. Upon arrival of a canine team at the scene, the handler is responsible for determining if the circumstances of the incident justifying the use of a canine its tactical utilization.
- B. The handler shall make the final decision on the deployment of a canine.
- C. The handler shall not knowingly deploy his/her canine partner beyond the capabilities of its training.

VII. USE OF FORCE IN CANINE DEPLOYMENT

- A. The correct use of a properly trained police canine to apprehend a suspect to effectuate a lawful arrest constitutes the use of mechanical force. Therefore, the use of a properly trained police dog to apprehend a criminal suspect does not carry with it a substantial risk of causing death or serious bodily harm. Additionally, the handler has the distinct ability to recall the dog and terminate the apprehension command if necessary.
- B. It is imperative that handlers fully understand that they can only use the amount of force necessary to effectuate a lawful arrest. Therefore, the deployment of police canines to assist in effectuating lawful arrests should only be considered when the use of force would be justified to effectuate an arrest.
- C. The use or implied use of a properly trained police canine is lawful to stop and, if necessary, take an individual into custody when that person is fleeing or hiding **and** is suspected of an offense as defined in N.J.S.A. 2C:1-14.
- D. Canine handlers shall consider each of the following factors in determining whether to use a police dog to forcibly effectuate an apprehension:

1. The severity of the offense under investigation;
 2. Whether the suspect poses an immediate threat to the safety of the police or others nearby;
 3. Whether the suspect is actively resisting arrest with force or violence;
 4. Whether the suspect is attempting to evade arrest by flight.
- E. The fact that a suspect is fleeing and/or hiding creates a potentially dangerous situation for pursuing police officers since the intent of the suspect is usually unknown and the suspect may or may not be armed. The use of canine assistance would normally be appropriate in the following situations:
1. Protection of the handler;
 2. Protection of police officers and third persons;
 3. Apprehension of a suspect who is hiding or flees a lawful order to stop;
 4. An assault upon the canine.
- F. Canine warning announcements:
1. Unless it would otherwise increase the risk of injury or escape, the canine handler shall make or ensure that the following audible canine warning announcement is made: *"This is the police. You are under arrest. I have a trained police dog. If you do not surrender, I will release the dog, and he will find you and bite you."*
 2. There may arise circumstances when due to the severity of the offense and the vulnerability the canine team faces by attempting to locate a fleeing suspect or a suspect who maybe lying in ambush and a canine warning announcement would pose an unreasonable risk to the canine team. The handler shall be mindful in weighing all of the above listed factors when deciding not to give an announcement.
 3. Canine warning announcements shall be made in a loud and clear voice, via methods deemed appropriate by the handler. Additional examples include but, are not be limited to car public address (PA), loudspeaker, or perimeter personnel.
 4. After giving the announcement, the handler shall wait a reasonable amount of time, depending on the search area, prior to releasing the canine.
- G. The canine will effectuate the apprehension as trained.
1. The handler will immediately advise the suspect to not resist the canine.
 2. If the suspect surrenders, the canine apprehension will be terminated.

3. As soon as the suspect has complied and submits to the arrest, the handler will command the canine to release the suspect or physically remove the canine from the suspect as tactics dictate. The canine will then be called into a watch position.
 4. The handler will advise the suspect that if he/she attempts to assault the police officer or canine, he/she will be apprehended by the canine again.
- H. No one other than the handler should interfere with the canine once the dog has been committed to make the apprehension, unless specifically directed to do so by the handler.
- I. If other officers are available, the handler can summon them to handcuff and search the suspect. Otherwise, this will be accomplished by the handler, who shall leave the canine partner in a watch position.
- J. Once the suspect has been handcuffed and searched incidental to arrest, the handler will ensure the suspect is provided with immediate medical attention if any injury was sustained during the apprehension and transported to a medical facility for treatment.
1. When possible, take photographs of the injury before and after treatment.
 2. If a bitten subject refuses treatment, the refusal will be witnessed by a second person and documented in writing by EMS or medical personnel.

VIII. DEPLOYMENT OF POLICE CANINES

A. Building searches:

1. A building search can be conducted when it is believed that a suspect has gained unauthorized entry into a building or has fled into a structure for the purpose of concealment when **both** of the following conditions exist:
 - a. Probable cause exists to believe that the suspect has committed an offense as defined in N.J.S.A. 2C:1-14
 - b. The use of force is justified to effect the arrest of the suspect
2. Initial responding officers shall immediately establish a perimeter and exhaust all available efforts to determine if innocent persons, including police personnel, are within the structure without entering the building.
3. The initial responding officers shall avoid further contamination of the affected area unless emergency situations dictate otherwise.
4. Unless it would otherwise increase the risk of injury or escape, prior to beginning the search with his/her canine partner, the handler shall make the following search warning announcement upon entering the building: *"This is the police. You are under arrest. I have a trained police dog. If you do not surrender, I will release the dog, and he will find you and bite you."*

5. The handler will wait a reasonable amount of time, depending on the building size, to allow the suspect to surrender and/or innocent persons to exit.
6. The handler shall give the search warning announcement prior to commencing the search on each separate floor of the building, when large structures are being searched (e.g., office building, warehouses, etc.).
7. Searches will be conducted in a systematic manner as determined by the handler.

B. Searches of open areas (e.g., fields, marshes, wooded areas):

1. When force is justified to effectuate the arrest of a suspect and probable cause exists to believe that the suspect has committed an offense as defined in N.J.S.A. 2C:1-14, a search can be conducted if the suspect has fled into an open area.
2. Initial responding officers shall immediately establish a perimeter and exhaust all available efforts to determine if innocent persons, including police personnel, are contained within the established perimeter area without entering it.
3. Initial responding officers shall avoid further contamination of affected areas unless emergency situations dictate otherwise.
4. Unless it would otherwise increase the risk of injury or escape, prior to beginning the search with his/her canine partner, the handler shall make the following search warning announcement upon entering the area to be searched: *"This is the police. You are under arrest. I have a trained police dog. If you do not surrender, I will release the dog, and he will find you and bite you."*
5. The handler shall then wait a reasonable period of time, depending on the area's size, to allow the suspect to surrender and innocent persons to exit.
6. The search will be conducted in a systematic manner as determined by the handler.

C. Tracking/trailing:

1. Tracking/trailing can be conducted by the canine team for various situations (e.g., missing persons and criminal suspects).
2. Shut off all vehicle engines in the area.
3. Initial responding officers shall identify, to the extent possible, the last location of the missing person/criminal suspect.

4. Criminal suspects – officers at the scene shall contain the area to the extent possible to minimize the escape of the suspect(s) and maintain their perimeter security until notified that the search is concluded. Patrol units assigned to perimeter locations will be moved accordingly with the canine team's track/trail.
 5. Any item that could be utilized as a scent article should be left in place and kept free from contamination. Any scent article that cannot remain in place should be handled as little as possible and kept free from contamination and secured in a paper evidence bag while taking note of its exact location. Officers shall use protective gloves if handling the article (e.g., nitrile, latex, etc.).
 6. Officers shall not enter the search area unless instructed by the canine handler or a supervisor.
 7. When the canine team enters a search area and at the discretion of the handler, another officer may be assigned to accompany the canine team. This officer's responsibilities would be to provide cover for the canine team.
 8. Officers should avoid illuminating the canine team with spotlights or flashlights.
 9. The perimeter should be kept clear of civilians.
 10. Officers should avoid contaminating the search area prior to the completion of the canine's search.
 11. If officers have entered the search area prior to the canine team's arrival, they should make sure that all officers are out of the area prior to the canine's search. The canine handler should be made aware of the area(s) that might have been contaminated. Any person who was within the search area prior to the canine team's arrival should remain on scene to be eliminated by the canine.
 12. When tracking/trailing for a suspect or missing person, warning announcements deemed appropriate by the handler may be given, if necessary.
- D. Criminal apprehension (see section VII of this SOP).
- E. Evidence searches:
1. When it is believed that an article or instrument of an offense or crime has been discarded in a particular area by the suspect involved in the incident, a trained police canine can be used in an attempt to recover the object.
 2. Initial responding members shall immediately establish a perimeter and exhaust all available efforts to determine if innocent persons, including police personnel, are contained within the established perimeter area without entering it.

3. Initial responding officers will also avoid further contamination of affected areas unless emergency situations dictate otherwise.
4. The search will be conducted in a systematic manner as determined by the handler.

F. Public disturbances:

1. Upon the direction of the patrol division commander or his/her designee, canine teams may be dispatched to respond to civil disturbances, imminent civil disturbances, or other unruly public disturbances.
2. The responding canine handler will determine how to deploy and utilize the dogs.
3. Under no circumstances will canine teams be used for crowd control or deterrent effects at the scene of a peaceful demonstration.

G. Narcotics scent detection:

1. When situations arise that require the special skills and abilities of a narcotics scent detection canine to locate specific items, which may pertain to the commissions of an offense or crime, the request for and deployment of the canine team is authorized as outlined in this SOP.
2. Detection will be conducted in a systematic manner as determined by the canine handler.
3. The handler will decide if the detection will be conducted on lead or off lead based on the particular circumstances of the situation.
4. Canine handlers are responsible for maintaining current knowledge of criminal procedure (i.e. case law) relating to the applicability of narcotic detection, searches, and seizures.
5. The canine handler shall deploy the narcotics canine in accordance with current laws, guidelines, state, county, and agency policies, guidelines, directives, and SOPs.

H. Community relations and public demonstrations:

1. Public demonstrations offer an excellent opportunity for officers and canine teams to relate and interact with the community.
2. Public acceptance and support of the canine unit are essential to maintaining the professional integrity of the unit and this department.
3. All requests for appearances shall be directed to the patrol division commander, who is responsible for approving and coordinating the requests with unit members.
 - a. All reasonable efforts shall be made by canine handlers to fulfill all approved demonstration requests.

- b. Handlers shall take care to ensure their appearance and presentation reflect a respectable and professional image of this department.
- c. Handlers shall maintain complete control over their canine partners at all times.
- d. Civilian contact this agency's canines should be limited and will be at the discretion of the handler.
- e. Handlers shall not permit anyone to pet or hug their canine without their prior permission and immediate supervision.
- f. Teasing, agitating, or roughhousing with a police canine is strictly prohibited, unless performed as part of a training exercise.

IX. DOCUMENTATION / REPORTING

- A. Handlers shall thoroughly document any utilization of canine teams, including canine surrenders, on the applicable report forms (e.g., *Investigation Report*, *Supplemental Investigation Report*, *Operations Report*, *Use of Force Report*, etc.) applicable to the situation or incident. When applicable, include as many suspect identifiers as practicable (i.e., name, date of birth, race, sex, address, etc.).
- B. Completed reports and related exemplars (e.g., photographs, medical records, other copies of agencies reports (if applicable), etc.) shall be submitted directly to the handler's immediate supervisor without unnecessary delay and forwarded to the patrol division commander
- C. In addition to all other appropriate charges, members are reminded of the applicability of N.J.S.A. 2C: 29-3.1, *Purposeful Injury to Animals Used by Law Enforcement Agencies*. Any person who violates this statute will be charged accordingly by the investigating/arresting member or police officer.
- D. All canine apprehensions will be reported to the patrol division commander, regardless of their severity.
- E. The patrol division commander or his/her designee will inspect canine bite data to ensure proper behavior of both the canine and the canine handler.

X. CANINE CALL-OUT

- A. On-duty – while on-duty, canine teams may be utilized within Maywood or for mutual aid as authorized by the tour commander.
- B. Off-duty – while off-duty, canine teams can be contacted for response in accordance with current dispatch procedure issued by the patrol division commander. It should be noted that this procedure can be altered as needed to meet the current needs of this department.

C. Bergen County Sheriff's Office Canine Unit:

1. The Bergen County Sheriff's Office maintains a canine unit for the following specialties:
 - a. Patrol;
 - b. Scent detection (narcotics, explosives).
2. The Bergen County Sheriff's Office Canine Unit can be utilized to supplement this department's canine unit. The Bergen County Sheriff's Office Canine Unit shall be contacted in accordance with the current dispatch procedure issued by the patrol division commander.

*Borough of Maywood, NJ
Tuesday, December 6, 2022*

Chapter 52. Personnel Policies

Article XI. Miscellaneous

§ 52-68. Use of municipal equipment; use of municipal vehicles.

[Amended 4-14-1998 by Ord. No. 5-98; 1-26-2021 by Ord. No. 2-21]

- A. Employees and/or volunteers are responsible for taking care of any equipment assigned to them. Employees and/or volunteers of the Borough of Maywood shall not remove or in any way assist in the removal of supplies, materials, goods, equipment or other property belonging to the Borough from its offices, unless such removal has been authorized by the Borough Administrator.
- B. Employees and/or volunteers are not to use equipment, supplies, goods, property, postage, or any other material or services of the Borough for personal use.
- C. Unauthorized use or removal of municipal equipment, supplies, goods, property, etc., shall be cause for loss of equipment use privileges, disciplinary action and/or removal from employment.
- D. Use of municipal vehicles.
 - (1) Municipal vehicles are to be used only for official business of the Borough of Maywood. Personal use of municipal vehicles is prohibited and shall be cause for the loss of vehicle privileges, disciplinary action and/or removal from employment.
 - (2) Only authorized municipal personnel or persons conducting business with the Borough may be transported in municipal vehicles.
 - (3) Unassigned Borough vehicles may only be used within the Borough of Maywood and within any contiguous municipality for which there exists a Mayor and Council approved mutual aid agreement.
 - (4) Permanently assigned vehicles including those vehicles assigned to the Fire Department command personnel may be driven to and from the assignee's home and regular place of business as long as such business is within the State of New Jersey. The vehicle may not be used in the course of the assignee's regular business.
 - (5) Except as stated in Subsection **D(4)** above, permanently assigned vehicles should only be used for official business within the Borough of Maywood and within any contiguous municipality for which there exists a Mayor and Council approved mutual aid agreement. Only officials of the Borough, members of the Fire Department and those having official business with the Borough may travel within these vehicles. Transporting of the immediate family members of the assignee in the vehicle is permitted on a limited basis and may only occur within the Borough and contiguous mutual aid zone. Transporting of guests in the vehicle is permitted when the vehicle is taking part in a Mayor and Council sanctioned special event/parade within the Borough and contiguous mutual aid zone.
 - (6) Any person utilizing a Borough vehicle or a permanently assigned Borough vehicle wishing to use such vehicles to attend to official business, including attending training or other special

events, outside of the Borough/contiguous mutual aid zone must submit in writing (e-mail acceptable) a request to use the vehicle to the Borough Mayor and Council for approval.

- (7) In the event of an emergent situation, deviation from this policy shall only be permitted with explicit permission granted by the Mayor, the Borough Administrator, and/or the Borough Councilperson serving as the liaison/Commissioner assigned to the respective Borough department.
- (8) Drivers utilizing Borough vehicles are responsible for ensuring that the vehicles are kept clean, in good operating condition, and are serviced in accordance with preventative maintenance schedules. Vehicles known to have mechanical problems that would jeopardize the safety and health of employees and/or volunteers and/or others should be immediately taken out of service and brought to the maintenance shop of the Borough for repair. Appropriate department heads should be immediately advised of the non-use of the vehicles involved.
- (9) Any employee or volunteer whose duties require the regular operation of a motor vehicle or who has been assigned a Borough vehicle shall maintain in force the appropriate motor vehicle license, and consent to the periodic and/or random verification of the employee's license status.
- (10) Any employee or volunteer who duties require the regular operation of a motor vehicle or who has been assigned a Borough vehicle who has had his/her license revoked or suspended must notify the Borough Administrator immediately upon their notice of revocation or suspension.
- (11) Any employee or volunteer who has been permanently assigned a Borough vehicle is required to maintain motor vehicle insurance as defined in N.J.S.A. 39:6B-1 et seq. In the event of an accident, the employee or volunteer or household member in the vehicle shall be bound to any limits of insurance coverage contained within their own policy.