

**LITTLETON POLICE DEPARTMENT**  
264 Cottage Street  
Littleton, NH 03561  
(603) 444-7711

**PROCEDURE #: 30**

**SUBJECT: Canine**

**CALEA STANDARDS: 41.1.4**

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

## **PURPOSE**

The purpose of this operational guideline is to set forth a uniform standard regarding the responsibilities, mission, organization, deployment, operation, and training of the K-9 Unit. The K-9 Unit provides a resource to the community that enhances officer safety, criminal apprehension, and crime prevention while serving the citizens of Littleton. Because of their superior sense of smell, hearing, and physical capabilities, the trained law enforcement K-9 is a valuable supplement to police manpower.

## **POLICY**

It is the policy of the Littleton Police Department that its K-9 Team(s) be highly trained in all related aspects of the field; thereby enhancing the safety of our police officers and the community, by proactively enforcing drug laws, preventing criminal activities, and fostering a positive relationship with our community.

### **I. Team Objectives**

- A. The K-9 Unit is established to provide highly trained teams of dogs and handlers to assist officers in various aspects of the law enforcement mission including:
  - 1. Locating missing or lost persons.
  - 2. Apprehension of criminals.
  - 3. Detection of illegal substances.
  - 4. Preventive patrol.
  - 5. Crowd control.
  - 6. Evidence recovery.
  - 7. Community and public relations.

## PROCEDURE

### I. Organizational Structure and Overview

#### A. Command

1. The Littleton Police Department's K-9 Unit will be under the control of the Deputy Chief of Police (Team Leader). Any commanding or ranking officer is encouraged to, and may request the services of, the K-9 Unit as the need arises.

- #### B. The Team Leader is responsible for the coordination of operations, administration, and training compliance.

#### C. The K-9 Unit consists of:

1. Team Leader.
2. Patrol K-9 Team(s)
  - a. Handlers.
  - b. K-9's.

### II. Qualifications and Responsibilities Of K-9 Unit Team Leader

- #### A. The K-9 Team Leader shall have attained the rank of Officer.

- #### B. The K-9 Team Leader will be assigned to monitor and assist the K-9 Unit within the department. The Team Leader shall provide guidance and oversee the training and activities of the Unit, exercising overall supervision of all K-9 Team(s).

- #### C. The Team Leader shall maintain a good working knowledge of K-9 utilization and training for police work in patrol and specialty services, making himself aware of any changes or advancements in areas of the Police K-9.

- #### D. The K-9 Team Leader shall receive and inform K-9 handlers of orders, directives, and rules and regulations. He/she shall seek to establish and foster a good working relationship between the K-9 Unit and all other divisions and personnel.

- #### E. The K-9 Team Leader is required to meet the following duties:

1. Oversee and supervise the daily operations of the K-9 Unit and ensure proper documentation of all aspects are complete and current.
2. Oversee the training, equipment, and scheduling needs of the K-9 Unit, as well as ensuring training records are complete and current.

3. Insure that all members of the K-9 Unit strictly adhere to all the provisions set forth in this policy.
4. Review and coordinate non-departmental (non-emergency) requests for the K-9 Unit with the shift supervisor assigned to the K-9 handler.

F. The K-9 Team Leader will be selected based on the ability to perform the aforementioned criteria and his/her appointment to the K-9 Unit shall be made by the Chief of Police or his/her designee.

### III. Handler Criteria

- A. Applicants for K-9 handlers must be patrol officers and have at least two years of uniform patrol experience with satisfactory work performances and disciplinary records.
- B. A willingness to remain with the unit for an extended period of time as prescribed by this agency and sign an agreement of commitment and understanding if required.
- C. A willingness (together with other family and household members) to care for and house the K-9 at the officer's residence with an outdoor area for the K-9 that is conducive to animals without interfering with neighbors. Consideration will also be given to the feasibility of a Town K-9 residing with the officers' other household pets.
- D. A strong desire to work with K-9's and a willingness to care for and train the animal.
- E. Officers shall be in excellent physical condition and have the ability to pass designated physical fitness and agility tests related to the tasks of K-9 handling.
- F. Officers must possess an attendance record which is within the limits judged to be acceptable or better by the Chief of Police.
- G. Officers shall have a demonstrated record of performing their law enforcement duties and interacting with members of the community in a proactive and positive manner.
- H. Officers must possess a satisfactory disciplinary record, without an excessive number of sustained citizen generated personnel complaints, or internal disciplinary problems.
- I. Officers must be highly motivated, with a record of performance rating as acceptable or better.

- J. Officers must be trainable, easy to supervisor, trustworthy, and self-motivated when immediate supervision is absent.
- K. Officers must be neat in appearance and have a history of properly caring for Town equipment.
- L. Officers must be committed for call back at all hours and be willing to put in necessary time for training requirements, for the ultimate success of the Unit.
- M. The response time and geographical location of residence from home to police headquarters will be considered.
- N. Officers must live in a safe, single family dwelling and have space both inside and outside of the residence for a dog kennel. Consideration of other living conditions will be reviewed by the command staff on a case by case basis.
- O. Further considerations may include the officer's maturity, judgment, team-work ability, job knowledge, and experience with dogs.
- P. Prepare and submit a monthly and annual report to the Team Leader of the Unit's activities.

#### IV. Selection of Handlers

- A. As circumstances dictate, the Chief of Police can waive any of these criteria.
- B. The Chief of Police will announce the process of selection of K-9 handlers, whenever there is an opening in the Unit. Once the Chief receives input from those involved in the selection process, he will appoint the handler. The Chief of Police has the final decision.
- C. Once an officer is selected, the officer will be evaluated in relation to his/her performances based upon the handler criteria and beyond the normal duties.

#### V. Selection/Procurement of K-9's

- A. All K-9's must be approved by the Chief of Police or his/her designee.
- B. All K-9's must pass an initial evaluation process with a trainer who is certified. The initial evaluation could include prey and defense drive, control, obedience, and sociability training, or any combination thereof.
- C. The K-9 must pass a medical evaluation by a veterinarian selected by the Chief of Police or his/her designee.
- D. The age of the K-9 at the time of acquisition:



1. Minimum: 10 weeks
2. Maximum: 3 years

K-9 age limits may be waived by the Chief of Police or his/her designee.

- E. The breed will be recommended by the K-9 Unit's Team Leader (AKC not required) and approved by the Chief of Police or his/her designee. Considerations will include, but not be limited to, the drive and temperament required for the K-9's individual assignment.
- F. All active Littleton Police dogs will become the property of the Town of Littleton, with the Town assuming the financial responsibilities.

VI. Instructions, Conditions, and Limitations of Usage

- A. Once certified, the handler is expected to always bring the K-9 to work. The K-9 Team Leader or on-call Sergeant must authorize the K-9's absence from work.
- B. K-9's shall not be let loose toward any person except in the performance of their duty.
- C. The K-9 Unit member is the only person authorized to handle or control the assigned K-9 outside of the family home. Other family members shall not take the K-9 out of the officer's home or secured outdoor area and into the public.
- D. The K-9 Unit member shall be strictly responsible for the K-9 and any equipment assigned to him/her.
- E. The K-9 Unit member shall not leave his K-9 unattended while on duty except when authorized, and on such occasions, the K-9 shall be confined police vehicle or in an area inaccessible to the public.
- F. The K-9 Team Leader must be notified fourteen (14) days prior to a K-9 Unit member taking a vacation. The K-9 Team Leader will advise the K-9 Unit member where the K-9 will be kenneled during this time period. The K-9 will not be taken away from the Town for vacations and/or leave without express permission from the Chief of Police, or his/her designee.
- G. No K-9 will be retired or destroyed without the express authorization of the Chief of Police, or his/her designee.

## VII. Training

- A. All K-9 Unit handlers, along with their K-9, will attend an approved K-9 school selected by the Chief of Police or his/her designee.
- B. After completion of this school. All K-9 handlers, along with their K-9, will attend a minimum of twelve (12) in-service training days per year. These days will be broken down to a minimum of one (1) day per month. The location of these in-service training days will be selected by the K-9 Team Leader with the approval of the Chief of Police or his/her designee.
  1. All monthly in-service training will be documented using the Littleton Police Department "Monthly K-9 Training Record Sheet".
  2. In addition to monthly in-service training, each K-9 Unit member will conduct daily training with their K-9, documenting the amount of time spent and type of training on the Littleton Police Department "Daily K-9 Training Record Sheet".
  3. All K-9 exhibitions, seminars, shows, and demonstrations will be documented on the Littleton Police Department "K-9 Demonstration Form".
- C. The daily training may be conducted during the K-9 Unit members' normal tour of duty. When possible, the K-9 Unit member will be allotted one half (1/2) hour per shift for training.
- D. The K-9 Unit member will be allotted one half (1/2) hour per day overtime pay at a rate of one and one half (1½) times his/her normal hourly rate to feed his/her K-9 and tend to other responsibilities.
- E. The K-9 Team Leader will attend training as needed which will be determined by the Chief of Police or his/her designee.
  1. The Team Leader will ensure all training records are complete and current.
- F. K-9 members shall maintain training and certification standards for themselves and the dog which currently include, but are not limited to,
  1. Patrol Dog Certification.
  2. Narcotic Dog Certification.
  3. Tracking Certification.

## VIII Care and Maintenance of the K-9

- A. All K-9's will be kenneled on the property of the K-9 Unit member to whom the K-9 is assigned and no other place, unless authorized by the Chief of

Police or his/her designee. Any changes in the housing of the K-9, either on the property or to a new residence, must be approved by the Chief of Police.

- B. The kennels and living conditions of each K-9 may be inspected by the K-9 Team Leader at his/her discretion from time to time.
- C. All K-9's will be secured within their kennel when there are any other people at the handler's residence, other than household members, unless the handler is immediately present and able to control the K-9.
- D. The K-9 Unit member shall be humane in the treatment of his K-9 and shall be held strictly accountable for any abuse to which the K-9 is subjected while in his/her charge. Any instance of abuse or taunting by any department employee is strictly forbidden. Written documentation of any such incident will be forwarded to the K-9 Team Leader.
- E. All K-9's must be licensed, meet all health requirements, and are subjected to all laws pertaining to K-9's.
- F. K-9 handlers are responsible for cleaning up any mess left by their animal.
- G. At no time will any K-9 Unit member subject any K-9 to the risk of injury due to excessive heat build-up within the K-9 Unit member's patrol vehicle or private vehicle. When the K-9 is left within any patrol vehicle or privately owned vehicle, all precautions will be utilized to insure that the K-9 is securely locked within the vehicle and proper ventilation is provided.
- H. Where the handler is unable to perform these and related duties due to illness, injury, or leave, another K-9 member may be assigned to temporarily care for the dog, or the K-9 may be housed in a departmentally approved kennel, the arrangements will be approved by the K-9 Team Leader and Chief of Police, or his/her designee.

IX. Medical Attention/Veterinary Care

- A. Each K-9 shall receive an annual veterinary examination at a veterinary facility that is to be determined by the Chief of Police. The K-9 shall be provided with immunizations and general health care as determined by a veterinarian at the facility and as prescribed by law. It shall be brought to the attention of the veterinarian that police K-9's are to receive rabies vaccinations annually as prescribed by NH RSA 436:105-c.
- B. Routine health examination or checkups due to minor injury or illness that are not of an emergency nature must be approved by the K-9 Team Leader prior to the appointment. The veterinarian's invoice shall then immediately



be turned in to the K-9 Team Leader who shall make a copy for the K-9 Unit permanent file before submitting same for payment.

- C. In the event of a medical emergency, the K-9 handler shall bring the K-9 to the chosen veterinary hospital or a suitable emergency veterinary facility. If on duty, he/she shall notify the OIC, that he/she is out of service. The OIC or K-9 handler will notify the K-9 Team Leader of the circumstances regarding the injury as soon as practicable. If off duty, the handler shall notify the OIC or K-9 Team Leader of the situation as soon as practicable. If the K-9 Team Leader is unavailable, the Chief of Police will be notified. In the case of extensive or costly injuries, the Chief of Police will be consulted.
- D. Any time that veterinary services are performed, the invoice for such service shall be signed by the handler and immediately turned in to the K-9 Team Leader.
- E. Any elective veterinary treatment shall be subject to the approval of the Chief of Police, upon the recommendation of the K-9 Team Leader.

X. K-9 Unit Patrol Vehicle

- A. K-9 Unit patrol vehicle will be specifically adapted and have specific markings indicative of a K-9 Unit patrol vehicle.
- B. The vehicle will have a rear separator with sliding door access to the front. The rear seat will be removed and an approved K-9 insert will be placed and secured there. Each K-9 Unit patrol vehicle will have a heat sensor inside the unit which will activate a combination of the vehicles horn and/or siren and/or emergency lights if the heat within the vehicle rises to an unsafe level. No K-9 Unit member will adapt or implement any changes to the K-9 Unit patrol vehicle without having received specific permission from the K-9 Team Leader.
- C. Only specific Littleton Police Department patrol vehicles will be utilized by the K-9 Unit members through the course of their duties unless specifically indicated to do otherwise by the K-9 Team Leader. K-9 patrol vehicles may be used by Officers other than K-9 Unit members if circumstances dictate. Such use will be at the direction of the OIC.
- D. Generally, suspects will be turned over to another officer for transport. The decision to transport is at the discretion of the handler and/or OIC.

XI. Retirement of K-9's

- A. It will be the decision of the Chief of Police to retire an active Littleton Police K-9, if and when it becomes necessary.



- B. Retirement may be necessary due to the K-9's age, an injury, failure to maintain minimum standards set forth in training, ineffectiveness, or the retirement of its handler.
- C. Any dog retired from active duty may become the property of the handler, if such request is granted by the Chief of Police, providing the handler signs a release accepting all responsibility for the dog, including liabilities from the date of retirement forward.
- D. Any dog retired from active duty shall no longer be the recipient of financial support from the Town of Littleton. All costs related to the dog will be the sole responsibility of the individual handler taking the dog.
- E. Should the Chief of Police decide not to allow the handler to assume responsibility for the dog, the K-9 Unit Team Leader will have responsibility for finding a proper placement for the dog.

XII. K-9 Unit Equipment

- A. Equipment will be supplied by the Littleton Police Department to each K-9 Unit member to assist in housing, transporting, and implementing the K-9 in police work.
- B. An approved crate/kennel will be provided. The kennel is to be of such construction that it provides comfort and adequate ventilation as well as security for the K-9.
- C. Other equipment that will be needed for duty will be provided, such as:
  - 1. Leashes.
  - 2. Traffic leads.
  - 3. Jute hidden sleeve.
  - 4. Ambidextrous jute sleeve.
  - 5. Leather collar.
  - 6. First aid kit.
- D. The handler is responsible for the care and maintenance of all equipment assigned to him/her.

XIII. Deployment – Patrol K-9 Team

- A. Appropriate calls for the Patrol K-9 Team(s) include:
  - 1. Burglary in progress and intrusion and/or robbery alarms, where there is an indication the event just occurred or is in progress.

2. Felony or misdemeanor crimes wherein a suspect has fled on foot affording a **reasonable** tracking opportunity.
3. Alarm, open window, and open door calls for buildings and businesses wherein the Patrol K-9 can **reasonably** conduct building searches.
4. Crowd control situations when deemed necessary to prevent death or injury to persons or to prevent assaults upon police personnel.
5. Search for lost or missing persons.
6. Search and recovery of crime scene evidence.
7. Search for narcotics (refer to Section XIII).
8. Other calls for service or assistance deemed appropriate by the handler and supervisor requesting or approving activation.

B. Any use of the K-9 Unit will be made through the requesting officer's supervisor. This does not preclude the K-9 Unit handler from utilizing his own K-9 within the guidelines of this policy and within the scope of the K-9 Unit handler's approved training.

#### XIV. Officers at the Scene Other Than the K-9 Unit

A. When it is determined that a K-9 Unit is required and is going to respond to the scene, officers at the scene will conduct themselves as follows:

1. Secure the area until the K-9 Unit arrives.
2. Do not contaminate the area in any way (physically or chemically).
3. Do not enter any building unless ordered to do so by a supervisor at the scene.
4. Assist the K-9 Unit only when requested by the K-9 Unit member or the K-9 Team Leader.
5. Keep away from all doors and windows.
6. Keep loud noises to a minimum.
7. Avoid excessive talking while working with the K-9 Units.
8. Keep the area clear of all unauthorized personnel.
9. Do not antagonize or agitate the K-9 and stay behind the K-9 Unit at all times.

B. K-9's shall not normally be handled or given commands by anyone other than the assigned handler. Only under emergency conditions shall another handler or officer command the K-9.

#### XV. General Tracking Guidelines

- A. During any tracking assignment, good scene security and perimeter control is essential.
- B. Any officer requesting the use of a K-9 Unit will seal the suspected area by all means possible. The requesting officer shall pay particular attention not to

enter any premises or building and contaminate the area where the K-9 is to be utilized.

- C. Police officers shall avoid congregating at any given point and shall make every effort to properly seal off any area where a track is being conducted.
- D. Officers assigned perimeter posts must be cognizant of roadways leaving the area. Perimeter posts must be maintained unless relieved by the handler or a supervisor.
- E. If initially-responding officers have entered a wooded area in an attempt to locate someone prior to the K-9's arrival, it is imperative that the officers be prepared to clearly explain and define those areas in which he/she was physically present.

#### XVI. High-Risk Tracking

- A. High risk "tracks" are those undertaken to locate and apprehend any person who has demonstrated and/or threatened the use of deadly force.
- B. Such tracks create a substantial risk to the Patrol K-9 Team and hence, are subject to these additional guidelines and criteria, at the discretion of the K-9 handler.
  - 1. Request additional personnel to accompany and assist with the track.
  - 2. With the permission of the shift supervisor, direct personnel to certain perimeter post to ensure security of the tracking area.
- C. All officers on the outside of any structure or perimeter will secure all possible avenues of escape and eliminate as much noise as possible so as not to distract the K-9. Traffic may be halted in the event the handler decides it is a distraction to the dog.

#### XVII. Building Searches

- A. Building searches are always potentially dangerous. If a possibility exists that a suspect may be concealed in a building, a K-9 Team may be utilized with supervisory approval.
- B. General Guidelines:
  - 1. Officers having performed initial searches prior to the arrival of the K-9 Unit, shall report to the K-9 handler immediately upon the unit's arrival, explaining where and how long they were in the building.
  - 2. No one shall enter the building once the K-9 has been deployed, unless directed to do so by the K-9 handler or shift supervisor.



3. During the building search, the perimeter will be sealed and controlled.
4. If possible, the owner of the building shall be contacted to ascertain:
  - a. If there is any possible authorized use of the building for the current date and time.
  - b. A description of the building's interior and contents.

C. K-9 Handler Guidelines:

1. Issue a loud and clear verbal announcement into the building informing any occupant that the K-9 will be deployed, giving them an opportunity to exit and/or surrender.
2. Such warning shall be given whenever the K-9 Team enters a new portion of the building where it would not have been possible for a person to have heard the initial announcement.

XVIII. Suspect Apprehension

- A. The use of the K-9 to effect a suspect apprehension is considered "non-deadly" force.
- B. The K-9 is trained to use only the amount of force needed to effect the apprehension. Since the use of force of any kind is subject to State and Federal laws, the handler must be especially aware of ever changing applicable laws.
- C. The deployment of a police K-9 for the location and apprehension of a suspect is a use of force that must be consistent with this agency's principles of escalation and de-escalation of force.
- D. Decisions to deploy a K-9 shall be based upon the following:
  1. The severity of the crime.
  2. If the suspect poses a threat to the safety of the officers or others.
  3. If the suspect is actively resisting arrest or attempting to evade arrest.
- E. Normally, the handler will not use the K-9 in a forceful apprehension of a suspect charged or accused of any non-violent crimes, however, the K-9 may assist in such an apprehension if it becomes necessary due to the changing situation of the particular apprehension.
- F. The handler will not encourage the K-9 to take any unjustified action toward another person.
- G. K-9 Teams normally should not be used to apprehend anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, nor the

mentally disturbed if no other crime is involved, and no other threat is known, unless the apprehension changes into the criteria described in Section D.

IXX. Drug Enforcement – Detection of Illegal Substance

A. When an officer has established reasonable suspicion concerning the presence of a controlled drug, the following deployment criteria will be considered when summoning the K-9 Team to a scene:

1. Availability Considerations:

- a. Court rulings dictate that response time must be reasonable. The Department interprets this as meaning a reasonable matter of minutes to conduct an ordinary stop. Individuals may not be detained for unreasonable amounts of time based solely upon an officer's suspicion of possession of illegal substances.
- b. It is unreasonable to summon a team into "on-duty" status every time an officer formulates reasonable suspicion. Good judgment must balance the need for the K-9 Team in a situation with those of current case law and budgetary constraints. Off-duty K-9 Team duty requests will be approved by a shift supervisor.

B. The Decision to Search:

1. A basic rule of search procedure for the detector K-9 is simply that the K-9 may go anywhere a police officer can go. The K-9 cannot go anywhere that a police officer cannot.
2. Probable cause to search can be established through the following sequence of events:
  - a. A constitutionally permissible investigative stop is being conducted.
  - b. The officer establishes reasonable suspicion that the vehicle or item in question contains a controlled substance.
  - c. The stop lasts no longer than permissible for ordinary questioning.
  - d. If the K-9 reacts positively, indicating the presence of a controlled drug, probable cause is established to arrest and/or apply for a search warrant.

## C. Searching Vehicles and Buildings:

1. It is imperative that these guidelines be followed to ensure proper functioning, and to limit distractions and interferences.
2. Prior to the K-9 drug search, officers will do an initial search for obvious contraband and remove it.
3. The scene must be cleared of all persons and animals.
4. The K-9 will then conduct a through search.

XX. K-9 Unit Dog Bite Policy

- A. In no instance shall an officer use force other than that which is lawful and necessary. In every event, lawful and proper force is restricted to that which is necessary to control and terminate unlawful resistance and to preclude a further physical assault on an officer or third person.
- B. New Hampshire RSA 627:5 authorizes use of force in specific circumstances. The K-9 officer shall be thoroughly familiar with the authority of this statute and be in compliance when the K-9 Team is deployed.
- C. In the case of a K-9 bite occurring while on or off duty, the K-9 Unit member will immediately notify the OIC and the K-9 Team Leader.
- D. The K-9 Unit member shall complete a "Use of Force Report", if the K-9 has any contact with the suspect. The K-9 officer's report shall include:
  1. His/her actions.
  2. The actions of the K-9 bite victim.
  3. If the dog was off its lead.
  4. If the Team's action was consistent with police department policy and how so.
  5. Who the bite was reported to.
  6. What part of the body was bitten.
  7. The severity of the bite.
  8. If there was injury claimed or visible.
  9. If any type of medical attention was administered.
  10. Photographs shall be taken whenever possible as a means to accurately document the injury.
- E. In the case of a K-9 bite occurring off-duty, the K-9 Unit member will immediately file a report to the K-9 Team Leader. If the K-9 bite took place outside of the Town limits, then a report will be made to the Chief of Police of the local police department which has jurisdiction over the town or city where the K-9 bite took place.



- F. Whenever a K-9 has bitten or scratched an individual or has alleged to have done so, whether or not in the line of duty, the handler shall perform the following:
  - 1. If no arrest is made, an ambulance will be called to provide medical care and treatment by a qualified medical professional.
  - 2. If an arrest is made, the individual will be provided with medical attention in accordance with police department policy on transporting and booking prisoners.
- G. State law will be followed in regards to obligations once a bite occurs, to include any quarantine requirements.

## XXI. Request From Other Departments

### A. Emergency Requests:

- 1. All requests for K-9 assistance in emergency situations shall follow the guidelines set forth in this policy and in our mutual aid agreements. Those communities currently include Lisbon, Monroe, Sugar Hill, Franconia, Bethlehem, Whitefield, Dalton and Lincoln.
- 2. Other agencies whom we do not have mutual aid agreements with, who request a K-9, should be referred to the New Hampshire State Police. RSA 105.13, 106:c, and 48:11 all require written agreements prior to rendering assistance.

### B. Non-Emergency Requests:

- 1. All requests for other assistance from mutual aid communities (Lisbon, Monroe, Sugar Hill, Franconia, Bethlehem, Whitefield, Dalton and Lincoln ), such as building searches, vehicle searches, or lost persons, will be considered and approved by the OIC. The OIC will consider and follow this policy in its entirety when considering requests, giving special attention to time constraints in regards to investigatory stops.

- C. Any exceptions to this section must be approved by the Chief of Police or his/her designee.

## XXII. Documentation of K-9 Usage

- A. Dispatch or officers will have calls for service entered in the internal computer system, entitled:
  - 1. K-9 Drug Search.

2. K-9 Criminal Track.
  3. K-9 Lost Person Track.
  4. K-9 Building Search.
  5. K-9 Disorderly Person(s).
  6. K-9 Public Relations.
  7. K-9 Assist Other Agency.
- B. Each and every time a K-9 is used, the appropriate K-9 CFS will be completed with a synopsis of the event, in addition to any “regular” CFS that may be required.
- C. All K-9 CFS calls will be printed and forwarded to the K-9 Team Leader.