

Georgia Department of Public Safety

Policy Manual

SUBJECT CANINE TEAMS	POLICY NUMBER 25.07
DISTRIBUTION ALL EMPLOYEES	DATE 2/21/2013

25.07.1 Purpose

The Georgia Department of Public Safety canine teams are a valuable aid to law enforcement for use in criminal apprehension, evidence and missing person location, narcotics and explosive detection, and public relations. The purpose of this policy is to outline the use, training, equipment, and selection process of members to the position and the manner in which handlers are to be activated when required.

25.07.2 Policy

It is the policy of the Georgia Department of Public Safety to provide support to its members and other law enforcement agencies with reliable, highly trained canine teams capable of supporting varying missions throughout the State of Georgia.

25.07.3 Procedures

A. Organization

1. To ensure proper representation and coverage throughout the State, canine teams are comprised of the following personnel:
 - 1) Sworn members located in strategic positions throughout the State;
 - 2) Members assigned to the Criminal Interdiction Unit (CIU), and
 - 3) Members of the SWAT Team.
2. All canine teams will report to their respective Chain of Command with the following exceptions:
 - a. The Canine Unit Commander shall be designated by the Commissioner. The Canine Unit Commander is responsible for the overall standards and procedures associated with the Canine Unit.
 - b. The Canine Supervisors shall be a NCO or commissioned officers recommended by the Canine Unit Commander and approved by the Division Director, to be the primary contact persons for canine related questions and issues, and shall act as a liaison between the Canine Unit Commander and field supervisors. The Canine Supervisor shall also be responsible for inspection of canine teams and equipment.

- c. The Canine Training Coordinator shall be a certified training instructor responsible for scheduling and documenting internal training sessions, the maintenance of the training facilities, and training aids.
 - d. The Canine Training Instructor shall complete an approved training certification course within 18 months of appointment.
- 3. The CIU and SWAT handlers will report to their Unit Commanders.
 - 4. Canine handlers shall perform this duty in addition to their regular duties.

B. Qualification and Selection Process

- 1. When positions as canine handlers on the Georgia State Patrol, MCCD or Capitol Police become available:
 - a. The Division Director shall announce the vacancies in conjunction with Human Resources;
 - b. A member shall submit a resume and application to Human Resources.
 - c. Interviews will be conducted by an interview panel consisting of:
 - 1. The Canine Unit Commander;
 - 2. The Canine Supervisor;
 - 3. The Canine Training Coordinator;
 - 4. One current canine handler, and
 - 5. A member of the Human Resources Division.
 - d. The panel shall provide the Division Director with a recommendation based on the results of the interview procedure.
 - e. The selection of a suitable candidate(s) shall be approved by the Division Director.

C. Minimum Requirements

- 1. To be eligible for selection as a canine handler, the applicant shall:
 - a. Be a sworn member within the Department of Public Safety;
 - b. Have received a "met expectations" rating or higher on up to the last three previous annual performance appraisals;
 - c. Have no formal disciplinary action within the previous year;
 - d. Pass the department's physical fitness assessment and maintain a regular exercise regimen;
 - e. Be a non-smoker or agree to not smoking in the patrol vehicle or in the presence of the canine;

- f. Have excellent written communication skills, and be very proficient in record keeping, and
- g. Have an appropriate living situation which may include:
 - 1) Residing in a single family residence.
 - 2) Suitable location to construct a kennel to Department standards.
 - 3) Support of spouse/family. Note: Serving as a Canine Handler should be a family decision due to the impact that the canine will have on a handler's family. The canine program requires the entire family's full cooperation to be successful, as the canine will become a part of the family's life. Family members are to be made fully aware of the requirements of this program.
 - 4) No family member with allergies or phobias regarding canines.
 - 5) No restrictive neighborhood covenants/regulations prohibiting maintaining a kennel on premises. If an applicant lives in a restricted community or rental property, written permission to construct and maintain a kennel on the premises must be obtained from the homeowner's association or landlord.

- 2. The applicant shall agree to the following:
 - a. Provide suitable housing for the canine at their residence;
 - b. Properly train and care for the canine;
 - c. Recognize that the position requires unusual and extended working hours;
 - d. Recognize that there is inherent potential for damage to personal property from the canine that could result in the potential for personal liability;
 - e. Recognize that the canine handler's primary responsibility is to perform the duties of a Georgia State Patrol Trooper/State Officer unless assigned to specific canine duties, and
 - f. Participate in demonstrations, appearances and public speaking engagements as required.

3. Canine Handlers should be prepared for assignment for a minimum of three years.

D. Removal

There are several factors that influence the decision to remove a member from the unit. They may include, but are not limited to:

- 1. Any formal disciplinary action;
- 2. The failure of the member to attend and complete required training;
- 3. A failure to obtain at least "met expectations" on the members' most recent performance appraisal;

4. Failure to maintain the canine to minimum established standards of health, maintenance, and certifications;
5. Unsatisfactory job performance;
6. Failure to respond to a call for service;
7. Determination by the Division Director that removal is in the best interest of the Department, and
8. Voluntary removal after the member submits a written request to the appropriate Division Director advising of the effective date of inactive status.

E. Training

1. Upon initial assignment, the member is required to successfully complete a department approved course prior to being certified as a canine handler. The Canine Training Coordinator and any other canine instructors shall be required to successfully complete an approved Canine Instructor certification class within 18 months of assignment. All training classes shall be POST certified or equivalent.
2. In addition to the initial training, the canine handler is required to complete ongoing training as required by the department.
 - a. Canine teams shall attend a minimum of 16 hours of in-service training per month unless temporarily waived by the Canine Unit Commander. Advanced handler courses and seminars recommended by the Canine Training Coordinator and approved by the appropriate chain of command may also be required. Additional training sessions may be required if the canine team is not performing to established standards.
 - b. Canine handlers may request additional maintenance training when they believe it would be beneficial and shall be allowed to attend additional training when approved to do so by the Canine Training Coordinator.
 - c. This training shall be properly documented on the canine's training records.
3. Only members who have completed the required selection process and initial training are authorized to handle department canines on a routine basis.
4. Canine teams may be issued surrogate odors to be used for training aids. Surrogate odor scents shall be stored in airtight containers according to manufacturer directions. A separate container shall be used for each specific odor. Actual controlled substances may be used during coordinated training sessions with the approval of the Canine Training Coordinator or Canine Training Instructor. The Canine Unit Commander, Canine Supervisors, Canine Training Coordinator, or Canine Training Instructors are authorized to possess controlled substances for the purpose of narcotics training and shall abide by DEA guidelines for obtaining the proper license for handling and transporting of such substances. Controlled substances to be used as training aids shall be maintained and stored according to the DEA guidelines. Controlled substances shall not be stored in a patrol vehicle any longer than necessary to transport the items to or from a training location. Any member who loses or has training aids that are damaged/destroyed shall immediately report the matter through the Chain of Command to the appropriate Division Director.

5. The use of explosive training aids consisting of different odors, sizes, and amounts and set in various environments is vital in maintaining the effectiveness of Explosive Detection Canine Teams. Explosive training aids could be hazardous to public safety. Surrogate odors may be issued as explosive training aids. Even those training aids that are relatively inert or safe, by their very nature, are perceived to be dangerous by those not familiar with their limitations. Subsequently, it is important careful handling and tracking procedures for training aids are followed at all times. Any member who loses or has training aids that are damaged/destroyed shall immediately report the matter through the Chain of Command to the appropriate Division Director.
6. Explosive Detection Canine Teams will work with area Bomb Squads to maintain an effective training plan to include scenarios. The teams will work closely with Bomb Squads during training and actual events.

F. Certification

1. All Departmental canine teams shall maintain an annual inter-departmental certification based on established guidelines for that team's required skills. The annual certification shall be administered by the Canine Training Coordinator or his or her designee.
2. Canine teams will also maintain an annual certification by at least one nationally or internationally recognized certifying agency (i.e. PSP, NAPWDA, NNDDA, USPCA, etc.) or, shall be certified annually by an approved vendor. The Department shall not endorse one certifying agency or vendor over another and shall not allow one training style to dictate the entire program. Copies of certification documents shall be provided to the Canine Training Coordinator.
3. Canine teams trained in certain specialties that require additional certifications, such as explosive detection or search and rescue, shall obtain those certifications as required.
4. Canine teams that fail a certification trial shall notify the Canine Unit Commander through their Chain of Command within 24 hours. The Canine Unit Commander shall arrange for remedial training through the Canine Training Coordinator. The canine team shall be required to re-certify with the failing agency/vendor within 30 days. It shall not be permissible to seek certification through another agency/vendor in an effort to circumvent the certification process unless there is probable cause to believe that the original certification trial was handled inappropriately. Should the canine team fail the second attempt at re-certification, the Canine Unit Commander will evaluate the situation and may recommend that the canine be removed or reassigned to another canine handler in accordance with Section D. of this policy. The Canine Unit Commander shall investigate any allegations of misconduct in the certification process.
5. Expenses incurred for certification procedures shall be processed in accordance with the Department's purchasing guidelines.

G. Canine Selection

1. The Department of Public Safety may utilize single-purpose canines for explosive detection and SWAT. Narcotic detection canines may be single-purpose or may be cross-trained for handler protection and/or tracking.
2. Detection Canines will be passive alert and source oriented.

3. Various breeds may be used, but it is recognized that certain breeds may perform better in a designated role over another. The Canine Unit Commander may work with vendors and handlers to select the best canine candidate for a particular situation.
4. Canine candidates shall be pre-screened for illness and genetic deficiencies by a qualified veterinarian prior to acquisition by the Department.
5. Department canines shall not be used for breeding purposes without the consent of the Canine Unit Commander. All female Department canines shall be spayed at their appropriate life cycle. Neutering male canines may affect their internal drive and will be done only upon a determination that it is in the best interest of the canine and approved by the Canine Unit Commander.
6. Any canine nominated for donation to the Department of Public Safety shall be subject to the pre-screening requirements. If the canine is not being purchased for donation direct from a vendor, then the Canine Unit Commander, Training Coordinator and other persons deemed appropriate by the Canine Unit Commander shall evaluate the canine prior to submission of the donation request to the Board of Public Safety.
7. The Department of Public Safety will retain the authority to return any canine to a vendor, within contract limits, for replacement or refund if that canine is deemed to be un-serviceable based on training or temperament.

H. Specialty Use

1. Narcotic Detection Canine Teams shall be utilized according to State and Federal Laws. The following circumstances should determine the deployment of a narcotics canine team:
 - a. When probable cause has been established from a search incident to an arrest.
 - b. When probable cause has been established to execute a search warrant.
 - c. A legal traffic stop has been made and consent to search has been given to an officer to search and utilize a narcotics canine.
 - d. When reasonable, articulable suspicion exists to justify a free air sniff of an area, vehicle, or building/storage locker.
 - e. When probable cause has been established for a search warrant through the use of a canine. Note: A positive canine alert may be used to establish probable cause for a search warrant and its execution.
2. When a Narcotics Detection Canine is used to sniff currency for the purpose of identifying the presence of narcotics or narcotic odor, the following standard procedures should apply if possible:
 - a. Currency sniffs should be conducted at the location where the money is discovered.
 - b. A minimum of three paper bags or similar containers will be used.

- c. Each container will be numbered prior to placing objects within the container.
 - d. Suspected contaminated money will be placed in one container.
 - e. All containers will be configured so they are similar in shape and size.
 - f. The location of the contaminated money will be unknown to the Canine Handler prior to the sniff.
3. Explosive Detection Canine Teams shall only be used in accordance with State and Federal laws.
- e. When conducting an explosives search, unnecessary people shall be removed from the area. A bomb technician or designated spotter will assist the Explosive Detection Canine Team with the search. A canine team will not enter or search without the assistance of a spotter or observer.
 - f. When practical, a Consent to Search form shall be completed and signed by the owner or property custodian prior to the search. A Consent to Search form may not be necessary for searches of state property.
 - g. When conducting an explosives search where a specific detonation time has been given, the canine team will withdraw to a safe area one half-hour before the indicated detonation time and should not reenter the search area sooner than one-half hour after the detonation time.
 - h. Depending on the information available to the handler, the final decision relating to the timing of the search rests with the handler as to when to act and/or reenter the area to be searched.
 - i. Explosive Detection Canine Teams are appropriate for searching buildings, vehicles, baggage, packages, aircraft, etc., during threats, protection details, or other routine or general sweeps, but are not to be used to assess, examine, or clear items already identified as suspicious, a suspected explosive item, or possible improvised explosive device. In instances where an item is already identified as suspicious, a Bomb Technician shall be called and an Explosive Detection Canine Team should be used to provide a sweep of the surrounding areas and command post vicinity for secondary devices.
4. Patrol dog teams used for tracking suspects should follow the below procedures:
- a. The handler should make contact with the requesting party to obtain all pertinent information regarding the circumstances.
 - b. The handler should become familiar with the search area and any perimeter that has been established.
 - c. The handler should designate a minimum of one cover officer to accompany the tracking canine.
 - d. The canine team or the cover officer should ensure that they have some form of communications with the perimeter officers.

I. Activation

1. Criteria for Activation

Canine handlers may be activated for incidents that fall in the following categories:

a. Searches for Contraband and Narcotics

Members may request activation of a canine handler when they reasonably suspect that a vehicle, dwelling or building may contain a controlled substance or contraband.

b. Emergency Situations

Members may request activation of a canine handler to assist in the resolution of an immediate or ongoing situation. This may include incidents such as

- 1) area searches and
- 2) pursuits.

2. Authority to Activate

- a. Activation of canine handlers may be authorized by the handler's supervisor, for incidents which fall into the above described categories. Supervisors also have the authority to deny the activation of canine handlers upon evaluation of a request.
- b. Canine handlers are available, with the approval of the supervisor, to members of the sworn divisions of the Department of Public Safety or any requesting law enforcement agency in the State of Georgia.

3. Response to Incidents

- a. Handlers and their canine shall not be activated to respond to an incident for which they have not received specialized training.
- b. Handlers will have the ultimate authority to determine whether or not the requested response meets the criteria for which the canine team has received training.

J. Call-outs

1. Canine handlers may be activated while they are off duty.
2. The affected canine handler's supervisor shall be contacted to authorize the response during the canine handler's off-duty hours.
3. The affected canine handler and supervisor shall consider the response time for the canine to arrive on the scene to prevent unnecessary detention.

K. Emergency Control of Canine

Should a canine handler be injured or incapacitated to the extent they cannot give commands to the canine and the canine prevents assistance being given to the canine handler, the following procedures shall be used, if possible:

1. Open the rear door of the canine handler's patrol vehicle and give the canine a command to load into the vehicle. If the handler's vehicle is not available, another patrol vehicle may be used.

2. Call another experienced law enforcement canine handler to the scene to assist.
3. If the canine is trained in apprehension tactics, attempt to use the protective sleeve in the trunk of the canine handler's patrol vehicle to move the canine into the rear of the vehicle.
4. Call the local animal shelter and advise them of the circumstances. Request the use of a catch pole or tranquilizer gun if required.
5. Use of deadly force against a canine that is protecting its handler shall only be used as a means of last resort, and only if failure to immediately act would reasonably be expected to result in serious injury or death to the handler.

L. Conditions of Use

1. A trained canine shall not be used as an instrument of force except under the following circumstances:
 - a. When the canine or canine handler is assaulted;
 - b. To apprehend a suspect whom the officer reasonably believes has committed a criminal act and the release of the canine is justified as an appropriate level of force;
 - c. To prevent serious injury/death to a law enforcement officer or a citizen.
2. In order to minimize the risk of injury to the canine, Canine Handlers initiating a vehicle pursuit should relinquish the primary role to the first marked State Patrol unit that arrives if practical. The same consideration should be given prior to a canine vehicle being used for the Precision Immobilization Technique (PIT) maneuver.
3. The safety of the public and the performance of the canine are priorities of each canine handler.
4. Canines are not to be utilized for civil disorder situations without the express consent of the Division Director.
5. Canines shall not be left unattended in a manner in which they may have contact with the public or be placed in danger.
6. While on routine patrol, canines shall remain in the caged area of the patrol vehicle. Canines shall not ride in the front seat area of the vehicle.
7. Under no circumstances shall the canine be allowed or encouraged to jump on or be permitted on the exterior of the patrol vehicle.
8. Under normal circumstances, only the canine handler shall feed, handle, exercise or give commands to their assigned canine.
9. Canines shall not enter restaurants or other business establishments unless duty related and under control of the canine handler.
10. Canines shall be kept in locked kennels except when under direct supervision and control of the assigned canine handler or their designee.

11. Canines shall not be allowed off-lead in a non-work environment when non-family members are present in the area. Canine Handlers should exercise extreme caution when any non-law enforcement personnel are present in the area of the canine.
12. The canine handler shall not demonstrate the canine's abilities except at authorized demonstrations.
13. The canine handler shall carefully consider the propriety of taking the canine on personal outings and shall maintain strict control and security of the canine at all times.
14. Under no circumstances shall the canine handler allow another Department member or citizen to intentionally tease or agitate their assigned canine except during authorized training sessions by qualified personnel participating in the training.
15. The canine handler and a Department supervisor shall examine all alleged injuries inflicted by a canine on any person or animal. Medical attention shall be provided immediately to any injured person. The canine handler shall make color photographs of all alleged injuries, regardless of the suspected nature of the injuries following medical treatment by qualified personnel. The canine handler shall complete a memorandum to the Division Director explaining the circumstances for any non-law enforcement related incident.
 - a. In the event that the incident is related to a law enforcement action, a DPS 1113 Incident Report shall be utilized.
 - b. A Use of Force Report shall be completed if applicable.
 - c. The Director of Legal Services shall be notified of any alleged injury within 24-hours and furnished a copy of the Memorandum or Incident Report and all supporting information as soon as practical.

M. Limitations of Use

Use of Departmental canines during off-duty employment is prohibited.

N. Care of Canines

Canines entrusted to a canine handler are the sole responsibility of the canine handler for care, feeding, grooming, cleanliness, training and maintenance of performance standards. Payment of services discussed below shall be processed through the Department's budget procedures.

1. Canines shall be groomed, inspected and handled daily.
2. The canine's kennel shall be cleaned daily and maintained in a sanitary condition.
3. Canine food, supplies and equipment shall be secured by the canine handler as needed using departmental purchasing procedures. Supervisory approval must be obtained for any expenses exceeding established spending guidelines. Approved purchases may be made utilizing the Post/Unit/Section Purchasing Card.

4. The canine handler shall obtain the service of a local veterinarian as needed. Any expense involving veterinary services must be processed according to departmental guidelines.
5. The handler is responsible for the acquisition of the rabies tags, upkeep of vaccinations, and compliance with all state, county, and city ordinances regarding licensing of their canines. The records will be maintained in the canine's diary. The department purchasing procedures will be used for the required fees.
6. Kennel Boarding may be authorized for non-aggressive canines if a canine handler would be unable to provide adequate care for his or her assigned canine for an extended period of time. A request for kennel boarding must be pre-approved by the handler's supervisor. Law enforcement kennel boarding will be utilized if available. Civilian kennels will only be used for non-aggressive canines and must meet minimum state certification standards. Aggressive canines or patrol dogs should be kenneled with another handler or at an approved law enforcement facility.
7. Adult family members or other qualified adults may provide short term care for a Department canine in the member's absence only after being properly instructed by the member on correct handling procedures. The selected adult person shall not allow the canine off-lead or out of its kennel area unless absolutely necessary. Special consideration should be given before selecting any adult person to act in this capacity as any such selection carries an inordinate amount of personal responsibility.
8. In an emergency medical situation, the canine handler or designee shall ensure that the canine receives immediate medical attention. After medical attention has been rendered to the canine, the canine handler shall forward a memorandum, through channels, to the Division Director describing the incident that caused the need for emergency medical attention. If treatment would exceed established spending limits, verbal supervisory approval shall be received before services are rendered, if practical.
9. The canine handler shall be responsible for the administration of any medication as prescribed by the veterinarian after the canine has been released from the veterinary establishment.
10. Canine medical examinations shall be conducted annually or as needed should an injury or illness occur.
11. The handler shall ensure their assigned canine wears a soft collar with identification tags at all times when not working. The identification tag shall include the handler's personal information and/or a local 24-hour communication phone number. The canines working collar or harness will also have identification tags when practical. The information on these tags will identify the Georgia Department of Public Safety and a local 24-hour communication phone number. Microchip identification tags will also include 24-hour communication division phone numbers.
12. Members assigned the responsibility of canine handler are scheduled an additional 14 hours during each 28 day roster for the responsibilities associated with the health, maintenance, handling and grooming of their canines. These hours shall be recorded on the appropriate activity/time sheets every Sunday on a 4/3/4/3 basis. The time shall be carried under the "OTHER NON-ENFORCEMENT HOURS" area.

13. Exercising and training of canines shall be conducted with the canine on lead at all times unless the handler determines that there are no risks present with having their canine off lead. The handler shall take into consideration the presence of any other animals or persons in the area, and the possibility of their canine escaping their control before allowing them off lead. Portable warning signs should be posted in the exercise/training area warning that a police working dog is present in the area.
14. Handlers are responsible for cleaning and properly discarding any mess caused by their canines, including feces dropped in public areas or on private property.

O. Required Equipment

1. Patrol vehicles are to be locked and secure when the canine is left in the vehicle and the handler is not present. Patrol vehicles shall display a uniform canine warning sign. Patrol vehicles shall be maintained in a clean and healthy condition for the canine. Patrol vehicles shall be subject to routine inspections by the Canine Supervisors. Mechanical problems shall be addressed as soon as possible. (Prolonged or recurring mechanical problems shall be brought to the attention of the Fleet Manager. If the vehicle cannot be repaired to a satisfactory state, the Fleet Manager should arrange for a replacement vehicle as soon as practical in order to preserve the safety of the canine.) No canine should be transported in a vehicle that is known to have a clogged catalytic converter or defective temperature monitoring system.
2. Each canine handler shall be issued the following equipment:
 - a. Lead of appropriate length;
 - b. Collar/harness as appropriate for duty assignment (e.g. narcotic detection, patrol, tracking, etc.);
 - c. Kennel for the canine handler's residence (Note: the kennel shall remain the property of the Department and shall be kept clean and disinfected at all times. The kennel will be subject to on-site inspections);
 - d. Kennel for the assigned Post;
 - e. Grooming/care equipment;
 - f. Patrol vehicle equipment to include Vehicle Kennel, splash resistant water bowl, temperature monitoring system, tinted windows, a bail-out system for patrol dogs, and
 - g. Training aids and other equipment as deemed necessary.

Canine handlers will be responsible for the care and maintenance of all equipment issued to them for training and control of the canine.

P. Reassignment of Canines

1. In the event a handler leaves the Canine Unit through promotion, change in assignment, or retirement from the department, the canine may be reassigned to a new handler. The Division Director, with the recommendation of the Canine Unit Commander, will consider the likelihood of the canine's future abilities and make a decision most beneficial for the department.

2. All canine teams will be required to successfully complete monthly maintenance training and annual certifications conducted by the Canine Unit. Failure to participate or perform adequately may result in the canine team being removed from service or the handler being removed from the Canine Unit.
3. Unsatisfactory performance found during initial training, maintenance training, evaluations, or certifications shall be reviewed with the appropriate supervisors and the Canine Training Coordinator.
4. The Canine Unit Commander may recommend removal of a canine team from active service if a severe deficiency is identified. Severe deficiencies can include, but not be limited to:
 - a. Canine does not respond to training.
 - b. Aggressive behavior or temperament displayed toward departmental personnel or the public.
 - c. Any medical or genetic problems eliminating the canine from physically performing its trained tasks.
 - d. The capabilities of the canine are hindered by the relationship or accord it has with its handler.

Q. Retirement of Canines

1. Canines shall be retired from service upon exceeding their useful life as state property, at which time they shall be considered of no value to the department.
2. Recommendations for retirement may be initiated by the handler, Canine Unit Commander, Canine Training Coordinator, or veterinarian. Recommendations shall, with proper supporting documentation, be forwarded through channels to the Commanding Officer/Division Director for final action.
3. Upon the retirement from service of department canines due to age or other reasons, the handler shall be provided with the option of adoption of the canine. Should the handler decline, disposition of the animal shall be at the discretion of the Commanding Officer/Division Director. In disposing of the animal, preference shall be given to placements in homes over placement in animal shelters or other temporary housing.
4. Canines shall not be destroyed upon retirement from service unless necessary due to medical conditions or if required by law.

R. Death of a Canine

1. The death of a canine while on active duty status will be reported through channels to the Commanding Officer/Division Director.
2. Any suspicious or special circumstances shall be properly investigated by the Department.
3. Line of Duty deaths shall receive the special recognition that such a sacrifice shall warrant.

4. Canine remains shall be respectfully interred at a location to be determined by the handler. Internment on State property may be authorized if requested.

S. Reports

The following reports shall be completed as required and filed in the appropriate location. Once these reports are developed into the Department's Record Management System (RMS) then it shall supersede the requirements stated below:

1. A Canine Deployment Report shall be completed each time a canine conducts an actual search, track, arrest, community contact, or demonstration. The original report shall be maintained by the canine handler in a permanent diary.
2. A Canine Training Record shall be completed each time a canine completes a training session. A copy of this training record shall be maintained by the canine handler in a permanent diary.
3. A DPS 1113 Incident Report and a DPS 620 Use of Force/Assault form shall be completed each time there is a bite situation that is used to control a suspect. Copies of these forms shall be maintained by the canine handler in a permanent diary. A copy of this report shall be forwarded through the chain of command to the Director of Legal Services.
4. The Canine Unit Commander or his or her designee shall conduct a critique of any canine use of force. The findings of any such critique shall be forwarded to the Division Director and a copy shall be forwarded to the Director of Legal Services.
5. All canine activity will be recorded in the Records Management System.
6. Certification Records shall be maintained in a permanent diary.
7. The Canine Unit Commander or his designee shall conduct an inspection of the canine team diary at least annually.
8. The Canine Unit Commander will prepare an annual activity report to be forwarded through channels to the Commissioner.
9. All records pertaining to a canine will be maintained by the current canine handler. When a canine is assigned a new handler, a photocopy of all existing records will be transferred to the new handler.
10. All canine records shall be retained in compliance with the Department's Records Retention Schedule.