



HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

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Sheriff

Canine (K9) Unit

Distribution:	All Employees	Index:	OPS 0202
Responsible Unit:	Special Operations Division	Rescinds:	OPS 0202 1/1/18
		MD Code:	Public Safety § 2-313

Issued:	09/08/21	Reviewed:	08/10/21	Next Review:	08/10/24
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1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines regarding the Special Operations Division (SOD) Canine Unit.

2. Policy

The objective of the Canine Unit is to provide line support to Agency personnel by providing highly mobile, specially trained, police service dogs. The police service dog is primarily utilized as a locating tool, capable of searching for items or people and apprehending criminal suspects while providing additional safety for deputies.

3. Definitions

BLOODHOUND TEAM: a police canine team trained and certified to locate suspects or missing persons utilizing a bloodhound.

CANINE: synonymous with police canine or K9.

CANINE HANDLER: Agency member assigned a police canine.

CANINE TEAM: canine handler and assigned police canine.

CANINE TRAINER: a canine handler designated by the Agency who is responsible for coordinating activities of canine operations to include training, record keeping, and other duties as assigned.

COMFORT DOG: a dog who has received specialized training to comfort and support child victims and their families during active crises and in emergency situations.

CROSS TRAINED DOG: a police canine team trained and certified in multiple disciplines (i.e., Patrol/ Drug Detection Dog, Patrol/ Explosive Detection Dog).

DRUG DETECTION TEAM: a police canine team trained and certified to detect and locate controlled dangerous substances (CDS) by scent discrimination.

ELECTRONIC STORAGE DETECTION (ESD) TEAM: a law enforcement canine team specially trained and certified to detect the presence of electronic storage media or other digital evidence such as hard drives, USB drives, flash media, cell phones, etc. Teams are cross trained for other mission deployments and can also be utilized as therapy or comfort dogs to support child victims and their families.

EXPLOSIVE DETECTION TEAM: a police canine team trained and certified to detect the odor of explosive materials and compounds.

FORCE: the use of a police canine consistent with Agency guidelines on use of force to accomplish an Agency objective and is recognized as non-lethal force.

PATROL TEAM: a police canine team trained and certified to primarily detect, locate, and apprehend criminal offenders who attempt to elude and/or resist arrest; perform tracking; building searches; area searches; evidence searches; crowd control; perimeter control; and public demonstrations.

THERAPY DOG: a dog who has received specialized training to comfort and support child victims and their families in non-emergency environments.

TYPE I MAGAZINE: fixed explosive grade safe.

TYPE II MAGAZINE: movable explosive grade safe.

4. Procedures

A. Ownership

1. All canines are the property of the HCSO and will not be used for purposes other than official duties.
2. All canines will be evaluated by a Canine Unit supervisor and/or a Canine Trainer to determine their fitness for police service.
3. Potential candidates will be examined by a HCSO approved veterinarian to determine their fitness for police service.
4. Before assignment to the field, the canine will be licensed through the Maryland State Police (MSP) as required under the Public Safety Article 2-313.

B. Handler Responsibilities

1. A canine handler must bear in mind that in responding to a request for a canine team, he is responsible for determining whether use of the canine is justified and feasible under present conditions.
2. A canine handler will decline to conduct a specific canine operation when, in his opinion, such an operation is outside the capacity of the canine or would present unnecessary and unacceptable danger to the handler, canine, or other personnel present.
3. While on and off duty, a canine handler will always maintain control of his canine.
4. Canine teams will assist whenever possible in arrest situations but will not take physical custody of, or transport prisoners.
5. If a canine handler makes an arrest, the canine handler will not transport the arrestee in his Agency canine vehicle and must arrange for transport of the prisoner.

C. Canine Handler Requirements

1. Candidates must:
 - a. Have a minimum of five years law enforcement experience (a lateral who meets this standard must have completed his probationary period from hire);
 - b. Pass an oral board, a separate canine firearms course of fire with an 80% pass rating, and a timed physical agility test to be considered to attend an initial training program;
 - c. Successfully complete an initial training program and any assigned additional training sessions;
 - d. Have a strong desire to work with canines as they relate to law enforcement;
 - e. Have a willingness to care for and train a canine with a minimum five-year commitment as a handler; and
 - f. Maintain a residence with enough space for the construction of an Agency provided and approved kennel.

D. Training

1. Before assignment to the field, the canine team will attend and successfully complete a law enforcement canine course.
2. If possible, canine training will be conducted by the Agency under the direction of an Agency Canine Trainer, unless resources for the team are not available.
3. Canine teams will attend a minimum of 16 hours a month of retraining per canine assigned to the handler.
4. Handlers will not be restricted from performing additional training when normal duty assignments permit sufficient time.
5. If, at any time, a canine team fails to meet the standards of a working team, additional training by a Canine Trainer may be required prior to returning to active duty.
6. Initial training and retraining will be conducted by a designated HCSO Canine Trainer.
7. Successful completion of basic patrol training or specialized training will be demonstrated to the approved Canine Trainer.
8. Only a handler who successfully completes canine training, and attends regular canine retraining dates, will be authorized to deploy his canine.

E. Assignment of Police Canines

1. Canine teams will be assigned to the SOD, with limited exceptions as noted in this policy.
2. Police canine teams should function primarily as cover units; however, they may be assigned by the Watch Commander/Duty Officer to other functions based on the needs of the shift.

3. Police canine teams will not be assigned to handle matters that will take them out of service for extended periods of time, (i.e., motor vehicle crashes, incidents which involve investigations) unless necessary, and only with the approval of the Watch Commander, Duty Officer, or Canine Unit supervisor.
4. In the event the police canine teams are working overtime to supplement manpower needs, or are working overtime on a special detail, they may be assigned as deemed necessary by the supervisor in charge.
5. The handler should be available for callouts and a call-out schedule will be established in advance by the Canine Unit supervisor.
6. The police canine handler will be compensated one hour per scheduled workday and one hour per scheduled day off for time spent in feeding, grooming, and other HCSO approved needs of the dog, pursuant to law.

F. Canine Unit Supervisory Responsibility

1. The Canine Unit supervisor will be appointed by the Chief of the Police Operations Bureau (POB) after consultation with the SOD Commander and will supervise the Police Canine Program.
2. The Canine Unit will report directly to the SOD Crime Suppression Unit (CSU) Sergeant.
3. A Canine Unit supervisor will be responsible for, but not limited to, the following:
 - a. Maintaining a liaison with the vendor kennel(s);
 - b. Maintaining a liaison with allied agency canine coordinators;
 - c. Maintaining accurate records to document police canine and canine training activities;
 - d. Recommending and overseeing the procurement of needed equipment and services for the unit;
 - e. Scheduling all police canine related activities; and
 - f. Ensuring the police canine teams are scheduled for continuous training to maximize the capabilities of the teams.

G. Patrol Canine Deployment Guidelines

1. Prior to deployment of a police canine to search for and apprehend an individual, the police canine handler and/or the supervisor on the scene will carefully consider all pertinent information available at the time, including:
 - a. The individual's age or estimate thereof;
 - b. The nature of the suspected offense;
 - c. Any potential danger to the public and/or other law enforcement at the scene if the canine is released;

- d. The degree of resistance, if any, the subject has shown;
 - e. The potential for escape or flight if the canine is not utilized; and
 - f. The potential for injury to law enforcement or the public caused by the suspect if the canine is not deployed.
2. A police canine may be used to locate and apprehend a suspect if the handler reasonably believes that the individual(s) has committed, or is about to commit, an offense, and if any of the following conditions are present:
 - a. There is a reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, any law enforcement officer, or the handler;
 - b. The individual is physically resisting arrest and the use of a police canine reasonably appears to be necessary to overcome such resistance; or
 - c. The individual(s) is/are believed to be concealed in an area where entry by other than the police canine would pose a threat to the safety of law enforcement or the public.
 3. A search may be conducted for person(s) who do not pose an immediate threat, lost or missing persons, suicidal persons, suspicious persons, or, when in the opinion of the handler it is the best interest of the Agency or the community.
 4. Situations could occur which do not fall within the provisions set forth in this policy and in such a case, a standard of reasonable objectiveness will be used to review the decision to deploy a police canine.
 5. Mere flight from pursuing law enforcement officer(s) will not serve as good cause for the use of a police canine team to apprehend an individual.
 6. Federal Courts consider utilization of the police canine for apprehension to be the use of non-lethal force. Accordingly, the use of police canines for apprehension must follow Agency use of force policies.
 7. The police canine will not be used to search for missing persons except under the following circumstances:
 - a. The individual is armed and poses a threat to searching law enforcement; and/or
 - b. Delaying the search is so critical as to outweigh the risk of the missing person being accidentally bitten (i.e., extreme weather).
 8. Any tracking for the sole purpose of attempting to locate missing persons, Alzheimer patients, or lost children should be handled by bloodhound search teams.
 - a. Only with exigent circumstances will a police canine be used for a search where a bloodhound is preferred.
 9. Canines will be worked on-leash for tracking purposes.

H. Building Searches

1. When responding to alarms, open doors, or windows where the investigating deputy's investigation reveals the possibility of a suspect still in the building, the investigating deputy will establish a perimeter to secure the crime scene.
2. If it is believed that an armed and dangerous person may be hiding in the building, the canine handler will determine if the canine team may be utilized.
 - a. If the canine team is not utilized, the on-scene supervisor will determine if any other specialized unit(s) will be called.
3. If a controlled search is conducted, the handler may request additional deputies to accompany him into the building.
4. Building searches will not be conducted unless the owner, occupant, or other responsible party has been contacted and verifies that no one is authorized to be in the building.
5. Canine Warning
 - a. No canine will be used in a building without verbal warnings being given.
 - b. The handler will identify himself, give instructions for surrender, and give notification that a trained canine will be released if the occupants fail to surrender according to instructions.
 - c. The warning will be given twice prior to releasing a canine into the building.

I. Tracking Operations

1. On a criminal suspect track, the immediate establishment of a crime scene perimeter may be the single most important factor that determines success or failure.
2. If practical, when tracking a suspect, the canine team will be accompanied by at least one other law enforcement officer who will keep other units advised of the direction and progress of the track and protect the handler.
3. If practical, a canine team will not search alone.
4. By eyewitness account or positive inference, the handler will attempt to determine the path taken by the suspect or person to be tracked.
5. The path should be free of contamination from other persons or by the investigating deputy as part of the crime scene security.
6. The on-scene supervisor or investigating deputy is responsible for establishing the perimeter; however, the primary responsibility falls on the supervisor to help monitor perimeter units and ensure that they are working in a manner that is helpful to the canine team.
7. If practical, perimeter units will remain in their vehicles, with engines off, and all other law enforcement officers should remain out of the area (to avoid contamination).

J. Article Search

1. A canine team may be requested if there is reason to believe that a suspect has discarded evidence by dropping the item while in flight or has attempted to hide the item in a field, wooded, or other open area.
2. If there is suspected CDS that has been discarded a search will be conducted at the discretion of the handler to protect the safety of the canine.

K. Crowd Control

1. A canine may be deployed for crowd control or civil disorder at the discretion of the handler or the on-scene supervisor after taking into consideration the facts at hand and the severity of the incident.

L. Vehicle Scan

1. Deputies requesting a canine scan will not search the vehicle before the canine team arrives.
2. The investigating deputy at the scene will secure the vehicle.
3. When a canine team is scanning a vehicle, all occupant(s) will be moved to a safe location until the scan is completed.

M. Bloodhound Deployment

1. In cases involving a search for an unarmed missing person not wanted for criminal activity, the Agency bloodhound team will be utilized.
2. If the Agency bloodhound team is not available an attempt will be made to utilize other resources such as an outside agency bloodhound team, volunteer search and rescue organizations, or man tracking units.
3. Bloodhounds may also be utilized for fugitive tracking, at the discretion of the handler.

N. Drug Detection Canine Deployment

1. A Drug Detection Team may be used in accordance with current law to:
 - a. Assist in the search for drugs during a search warrant service;
 - b. Obtain a search warrant by using the drugs detection canine in support of probable cause;
 - c. Search vehicles, buildings, bags, and any other articles deemed necessary; and
 - d. Search open and public spaces.
2. The Harford County Task Force Canine Team will operate under the parameters set forth in the Special Investigations Division (SID), SOP 12-04, Passive Narcotics Canine Standard Operating Procedure.
3. Generally, a canine scan will not be conducted if the violator has given consent to search the vehicle or if the deputy has probable cause to search.

4. If no drugs are found after a probable cause search, a scan may be performed only if the deputy can articulate that there may be a hidden compartment.
5. The safety of deputies and the canine must be considered prior to conducting a scan and the handler may refuse to conduct a scan if he believes it is unsafe to do so.
6. A canine handler will not conduct a drug scan unless at least one additional law enforcement officer is present.
7. A deputy may request a canine scan of a vehicle's exterior at any time during a traffic stop without the requirement of reasonable articulable suspicion, however, the deputy cannot extend the duration of the stop merely to accommodate the scan.
 - a. If the stop will be extended due to the response time of the canine team then reasonable articulable suspicion will be required.
8. HCSO canine teams may not scan people.
 - a. With one exception, a "single purpose" canine specifically trained and certified to detect the presence of illegal narcotics may scan individual(s) with the approval of a supervisor.
 - b. Individuals should only be searched in controlled settings that do not pose a threat to the canine, canine handler or any person being scanned.
 - c. The basis for the scan cannot be solely due to the race or ethnicity of any of the occupants.

O. Explosive Detection Canine Deployment

1. An explosive detection team may be deployed for any of the following situations:
 - a. To search a building, vehicle, or open area for explosives; or
 - b. To search for a firearm or shell casings.
2. The responsibility for deploying the explosive detection team rests with the canine handler.
3. The team's responsibility is to locate an explosive device and if a suspected explosive device is located prior to deployment, the State Fire Marshal's Office will be contacted, and the canine team will not be used.
4. At no time will a deputy touch any suspected explosive device.
5. Once on the scene, the handler will assume responsibility for the following:
 - a. The necessity of a search based upon the information available;
 - b. The extent of the search; and
 - c. When applicable, coordinating an evacuation of the premises prior to the search.
6. If the explosive detection team does not discover any suspected explosive device, the handler will state in the report only that the, "Canine did not indicate the presence of an explosive."

P. Reporting Procedure

1. Whenever a canine is deployed (handler utilizes his canine for a law enforcement investigation), the handler will complete a Canine Unit Incident Report (SO-135) cover sheet and forward it to a Canine Unit supervisor.
2. For a deployment where there is a recovery of evidence, a subject is located, or an arrest is made with assistance of the canine, the handler will complete a Canine Unit Incident Report (SO-135) and a narrative continuation page (SO-135 A) and submit it within Agency timelines.

Q. Bites

1. If a bite or injury results from the use of a canine it will be considered either a use of force, as outlined in policy, or an accidental bite and the following measures will be taken:
 - a. Medical aid will be provided as soon as possible;
 - b. Canine handler will obtain as much information about the person bitten as possible, to include if they have their spleen;
 - c. Both the Watch Commander/Duty Officer and a Canine Unit supervisor will be notified;
 - d. Photographs will be taken of the injuries;
 - e. A SOD supervisor will complete either a Use of Force in the Records Management System (RMS), or in the case of an accidental bite, a Supervisor's Incident Report (SIR);
 - f. The handler will complete a Canine Unit Incident Report (SO-135) to include damage to clothing or personal effects, if treatment was required, the name of the person rendering aid, date, time, and location; and
 - g. In the event of an accidental bite, a written statement will be requested from the victim and any witnesses.
 - i. Should the victim be an HCSO employee they will complete an Employee's Report of Incident (SO-016).

R. Canine Handler Contingency Procedure

1. In the event a handler becomes incapacitated, injured, or otherwise is unable to control his canine and it becomes necessary to remove the canine from the scene, deputies at the scene will:
 - a. Notify a shift supervisor immediately;
 - b. Remove the canine if safe to do so;
 - c. If not safe to do so, contact another handler for assistance; and/or
 - d. If another handler is not available contact Animal Control.
2. The shift supervisor will notify a Canine Unit supervisor as soon as possible.

3. If above methods are not available or practical, a Canine Unit supervisor will determine the method of removing the canine.

S. Requests for Canine

1. A request for Canine Unit assistance by allied agencies that are in Harford County will be directed to an on duty canine handler.
2. If the request is determined to be appropriate, every reasonable effort will be made to accommodate the requesting agency.
3. The Watch Commander, Duty Officer, or a Canine Unit supervisor must approve all requests for police canine assistance from agencies that are outside Harford County.
 - a. Police canine teams will not be used outside Harford County to perform any assignment which is not consistent with this policy.

T. Reporting Police Canine/Handler Injuries

1. If a canine/canine handler is injured, the injury will be immediately reported to the Canine Unit supervisor or other SOD supervisor, if available.
2. If the Canine Unit supervisor or SOD supervisor is not available, the injury will be immediately reported to the Watch Commander/Duty Officer who will then complete the SIR and disseminate same through the appropriate channels.
3. Depending on the severity of the injury, the canine will either be treated by the Agency veterinarian or transported to a designated emergency medical facility for treatment.
 - a. If the handler and canine are out of the area, the handler may use the nearest available veterinarian.

U. Care for Canine and Equipment

1. The handler will ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.
2. Handlers will permit any supervisor to conduct on-site inspections of affected areas of his residence as well as his patrol vehicle, given adequate notification, to verify that conditions and equipment conform to policy.
3. Canine Supervisors will conduct yearly inspections of the canine handler's kennels and document on an Agency memorandum (SO-212).
4. Any changes in the living status of the handler, which may affect the lodging or environment of the canine, will be reported to the Canine Unit supervisor as soon as possible.
5. When off-duty, the canine will be maintained in a secure area (i.e., Agency issued kennel, appropriately fenced yard, inside residence).
6. The police canine may be permitted to socialize in the home with the handler's family.

7. Under no circumstances will the police canine be lodged at another location unless approved by the Canine Unit supervisor.
8. Whenever a canine handler anticipates taking a vacation, or an extended number of days off, it may be necessary to temporarily relocate the canine.
 - a. In those situations, the handler will give reasonable notice to the Canine Unit supervisor.
 - b. The Canine handler will make appropriate arrangements for the canine to be kept in an Agency approved facility, with another HCSO handler, with a designated Agency member, or with a family member, if the dog is to be kept at his home to help reduce the stress of boarding.
9. Canines will receive yearly physical examinations by an HCSO approved veterinarian who will also perform routine care.
10. In emergency situations, the canine will be taken to an approved veterinarian facility for treatment.
11. Whether on or off-duty, handlers will be responsible for maintaining the security of his assigned canine and canine vehicle.
12. Canines will not be maintained in vehicles or kennels for excessive periods of time.
13. Canine handlers are encouraged to take their canine out of the vehicle as frequently as possible.
14. Canine handlers will maintain a proper ambient temperature for the canine when the canine is in the vehicle/kennel.
15. Agency issued canine vehicles will be equipped with a heat alarm system to protect the safety and health of the canine.

V. Drug Training Aids

1. Each drug detection team, after successfully passing initial certification, may be issued various CDS to be used as training aids to include but not limited to:
 - a. Marijuana;
 - b. Powder cocaine;
 - c. Crack cocaine;
 - d. Heroin;
 - e. Methylene-Dioxy-Methamphetamine (MDMA);
 - f. Mushrooms;
 - g. Methamphetamines; and
 - h. PCP.

2. As with most items with any sort of scent, the odor begins to dissipate and becomes stale over time ultimately making the drug training aids less effective during training.
 - a. As a result, a Canine Unit supervisor will meet with a Forensic Services Unit (FSU) supervisor and the Property Manager to replace drug training aids on a yearly basis.
 - b. CDS to be used as training aids will be obtained from the HCSO Property Management Unit.
 - c. CDS used as training aids will have been sent to the MSP lab for analysis, except for marijuana, and cleared from being needed for court as evidence.
 - d. Any CDS that tested positive for fentanyl or carfentanyl will not be used as a training aid for the safety of the handler and the canine.
 - e. The CDS will be weighed in its original evidence packaging (heat sealed package/evidence envelope).
 - i. The weight will be documented and recorded in grams/kilograms and a Canine Unit supervisor will sign the chain of custody for each on the associated Property Evidence Record (SO-258) or Laboratory Request (MSP-67).
 - ii. The acceptable type and amount of each substance to be distributed will be determined by the Canine Unit supervisor and the FSU supervisor.
 - iii. The CDS will be issued by a Canine Unit supervisor to each handler who will sign the chain of custody on the Property Evidence Record (SO-258) or Laboratory Request (MSP-67), remove the CDS from its packaging and place it in labeled airtight containers separated by type of substance to avoid cross contamination.
 - iv. The property sheet and the entire packaging will be filed together and maintained by the Canine Unit supervisor.
 - v. The airtight containers will be kept in a lockable box that can be secured in Agency vehicles.
3. When a handler is off duty and his Agency vehicle is not being used, the CDS will be secured in an Agency lock box/vault (i.e., gun lock box, Southern canine bunker).
4. The CDS will not be left unattended when in actual use as a training aid.
5. The Canine Unit supervisor will conduct an inspection of the issued CDS monthly and note it in the comments section of the Monthly Personnel and Vehicle Inspection (SO-139).
6. When exchanging CDS it will be returned to its original package and secured.
 - a. The Canine Unit supervisor and the FSU supervisor will inspect and weigh the CDS and packaging.
 - b. The weight and the consistency of the CDS and packaging may vary slightly due to age, temperature, humidity, and packaging.
 - c. Taking all this into consideration, any discrepancies in weight from the issue date to the return

date will be handled on a case-by-case basis.

- d. Utilizing the original Property Evidence Record (SO-258), the appropriate chain of custody will be documented and submitted to the Property Manager by a Canine Unit supervisor and the CDS will be prepared for disposal following the established procedure.
7. If any of the CDS is damaged or a known loss occurs during training the following steps will be taken:
- a. A Canine Unit supervisor and the FSU supervisor will be immediately notified.
 - b. Prior to the end of training the assigned handler will complete a Supplement Report in RMS, utilizing the respective report number associated with the affected CDS documenting the facts.
 - c. The affected CDS will be placed in its original packaging, inspected, and weighed by a Canine Unit supervisor.
 - d. On the next business day, the Canine Unit supervisor will meet with the FSU supervisor and the Property Manager.
 - e. The chain of custody on the Property Evidence Record (SO-258) or Laboratory Request (MSP-67) will be completed and the affected CDS will be submitted to the Property Manager.
 - f. The handler will be issued replacement CDS by a Canine Unit supervisor.
8. If at any time a handler leaves the unit for any reason, that handler's assigned CDS will be placed in its original packaging and returned to a Canine Unit supervisor.
- a. The Canine Unit supervisor will then meet with the FSU supervisor to inspect and weigh the assigned CDS.
 - b. The chain of custody will be documented on the original Property Evidence Record (SO-258) or Laboratory Request (MSP-67) and the CDS will be turned over to the Property Manager.

W. Explosive Training Aids

1. Each explosive detection team, after successfully passing an initial certification, will be granted access to various explosives to be used as training aids.
2. The explosives will be the standard odors used and trained on by local, state, and federal law enforcement, but with the constant changes in homeland security additional explosives could be added based on threats outlined by the Federal Bureau of Investigation (FBI) and the Alcohol, Tobacco, Firearms, and Explosives Agency (ATF).
3. As with most items with any sort of scent, the odor begins to dissipate and becomes stale over time, ultimately making the drug training aids less effective during training.
 - a. As a result, the Senior Explosive Detection Handler will replace explosive training aids every one to three years maximum.
 - b. Explosives will be obtained and purchased from a federally licensed and authorized vendor.

- c. A Harford County Sheriff's Office Purchase Request (AS-001A) and quote will be submitted thru the K9 Unit chain of command.
 - d. The explosives will be weighed upon receipt from licensed vendor.
 - i. The weight will be documented and recorded in pounds and records will be stored inside the explosive magazine.
 - ii. The Canine supervisor and senior explosive detection handler will both weigh and sign at the same time.
 - iii. Explosives will be stored in a Type one or Type two magazine.
 - iv. Each explosive will be secured and labeled in its own individual airtight containers within the explosive magazine.
 - v. A new sign in/out log will be created and maintained inside the magazine every time new explosives are acquired.
4. Once new explosive odors have been obtained the senior explosive detection deputy will arrange for destruction of the old explosives according to the following:
- a. A bomb technician from the Maryland State Fire Marshal's Office or ATF will take custody of all explosives being surrendered for destruction;
 - b. A Property Evidence Record (SO-258) will be completed and signed by the deputy and bomb technician;
 - c. A call for service will be created through dispatch and a report will be written under the incident number documenting the surrender of explosives;
 - d. The log maintained for those explosives will be ended and attached to the report for submission; and
 - e. The explosives will be weighed and documented in the report and property sheet submitted with consideration given to:
 - i. The weight and consistency of the explosives and packaging may vary slightly due to age, temperature, humidity, and packaging; and
 - ii. Taking the above into consideration, any discrepancies in weight from the issue date to the return date will be handled on a case-by-case basis.
5. An explosive detection handler or canine trainer may remove explosives to transport for training using the following procedure:
- a. The deputy removing the aids will log them out on the log form inside the magazine;
 - b. The explosives will be transported in a secure lockbox inside the vehicle;
 - c. The explosives will be maintained secured in a lockbox until returned to the explosive magazine;

- d. At no time will there be any cross contamination or transport of both explosive and CDS aids in the same location; and
 - e. When the deputy returns the explosives to the magazine the log form will be completed noting the date and time of the return.
6. Once a month the Senior Explosive Detection Handler will complete an inventory of all explosives stored inside the explosive's magazine.
7. The Canine Unit supervisor will conduct an annual inspection of the explosive training aids inventory.

X. CID Electronic Storage Detection (ESD) Canine

1. The primary mission of the ESD team will be to assist the Harford County Child Advocacy Center (CAC) and their Internet Crimes Against Children (ICAC) unit with the investigation of child maltreatment and technology facilitated crimes against children.
- a. The ESD team is cross trained and can also be utilized as a therapy or comfort dog team to support child victims and their families.
 - b. Requests for deployment for other criminal investigation or correctional safety purposes will be considered on a case-by-case basis, depending on availability, and with the approval of the CAC supervisor(s) and/or the CID Commander or their designee.
 - c. The ESD team may also be utilized for community outreach to raise awareness around the prevention of child maltreatment and technology facilitated crimes against children.
2. An ESD team may be deployed for any of the following situations:
- a. To assist in the search for electronic storage media or other digital evidence during execution of a search and seizure warrant;
 - b. To search a building, vehicle, or open area for electronic storage media or other digital evidence;
 - c. To search an individual for electronic storage media or other digital evidence under the following scenarios:
 - i. If probable cause exists for the search, a search and seizure warrant has been issued, and the individual is lawfully detained; and/or
 - ii. If the individual is in the custody of a detention facility.
 - d. To comfort and support child victims and their families; either at the scene of an alleged incident, during the execution of a search and seizure warrant or other operation, while the child and family are at the CAC to receive services from the multidisciplinary team (MDT), or in court proceedings where allowable by law;
 - e. To conduct community outreach raising awareness around the prevention of child maltreatment and technology facilitated crimes against children; and

- f. An ESD team will not be used to obtain or as the basis for probable cause.
3. Requests from outside agencies to utilize the ESD team will be considered on a case-by-case basis, depending on availability, with the support of the CAC supervisor(s), and approval from the CID Commander or his designee. In considering outside agency requests, the following will be taken into consideration:
 - a. Does the request involve traveling outside our jurisdiction?
 - b. How far will the ESD team have to travel? How long will it take the ESD team to travel to and from the request?
 - c. How long will the ESD team be obligated to the request?
 - d. What is the potential long-term commitment for continuing investigative actions, court proceedings, etc.?
 - e. Is the request related to the investigation of child maltreatment or technology facilitated crimes against children?
 - f. Under what authority is the search being conducted?
 - g. Has the area to be scanned by the ESD team already been searched by investigators?
 - h. Is there a reason to believe evidence has been missed that could otherwise be located utilizing an ESD team?
 4. Requests for an off-duty ESD team response
 - a. Non-emergency requests for service during off-duty hours will require the express approval of the CID Commander or his designee.
 - b. To the extent that the ESD handler is in the general CID on-call rotation, the handler will respond to general CID callouts with their canine partner when it is reasonably prudent to do so and when it is anticipated the ESD canine will be of operational use, either to assist with a search or act as a therapy or comfort dog for children and families.
 5. The ultimate responsibility for deploying the ESD team rests with the canine handler.
 6. Once the ESD handler is on the scene, he will determine whether the ESD canine is to be utilized based on their assessment of the situation and his knowledge of the dog's capabilities.
 7. Supervision
 - a. The ESD team will be under the immediate supervision of the Investigative Services Bureau (ISB), CID, CAC chain-of-command.
 - i. CAC supervisor(s) will ensure the ESD team is provided with the support, training and equipment needed to maintain their certification and execute their mission.
 - ii. The ESD team and CAC supervisor(s) will also coordinate with the SOD Canine Unit Supervisor as needed or requested.

- b. CAC supervisor(s) will periodically observe and evaluate the ESD team to verify operational readiness and demonstrable level of competency. These evaluations will occur at a minimum once a quarter and will be documented in writing. Evaluations can occur during routine deployments or training.

8. Selection

- a. ESD handlers will be an experienced law enforcement investigator currently assigned to the CAC/ICAC.
- b. The investigator will be recommended for this position by the CAC supervisor(s) based on interest, ability, and availability to perform the duties of an ESD handler.
- c. CAC supervisor(s) will submit the recommended investigator's name through the CID/ISB chain-of-command via Memorandum (SO-212) for final approval.

9. Minimum qualifications

- a. ESD handlers must have the minimum ability to walk three to four miles per day, walk backwards, touch the floor, and reach to throw targets.
- b. ESD handlers agree to a minimum five-year commitment.
- c. An ESD handler must agree that the dog resides at his personal residence and is present with him or in his general vicinity during the workday.

10. Handler Responsibilities

- a. The ESD handler will be responsible for the overall care, maintenance and training of themselves, his canine partner, and his issued equipment.

11. Care and Maintenance

- a. The ESD handler will be responsible for the bathing, brushing, exercising, feeding, grooming, cleaning of the dog's kennel or transport vehicle, administering medicine for illness, transporting the dog to and from an animal hospital or veterinarian, and/or any other duties necessary for the overall health, well-being, and operational readiness of his canine partner.

12. Training

- a. The success of the ESD team requires regular and consistent training.
- b. Initially the ESD team must successfully complete a highly intensive two-week handler course which includes classroom instruction, real life scenarios, and other physically demanding exercises.
- c. Throughout the program the dogs are trained to work through all types of environmental issues, discriminate, and locate many types of electronic storage media or other digital evidence.
- d. The ESD handler will be responsible for the continuous ongoing training of the ESD canine.

- e. Training exercises will be consistent with those recommended by Jordan Detection K-9 and will be designed to improve the overall proficiency of the dog and to accustom the dog to react and perform in various situations and environments likely to be encountered during their deployment.

13. Secondary Handler

- a. If an ESD handler should be temporarily unavailable due to illness, injury, extended leave, or any other situation where he is otherwise unable to feed and train the dog, a backup handler will be selected to stand in until the primary handler is available again.
- b. The secondary handler will be selected using the same guidelines and meet the same minimum qualifications as the primary ESD handler, with the exception of having completed the initial two-week handler course.
- c. This is to be a short-term solution only and designed to ensure the ESD canine is properly cared for, maintained, and trained during the primary handler's absence.
- d. A secondary handler will not deploy an ESD canine operationally.
- e. If the return of the primary handler is unclear, a long-term solution must be made and the ESD canine will be transferred to the secondary handler and they both will be required to successfully complete the initial two-week handler course before being deployed operationally.

14. Certification

- a. At the conclusion of the initial two-week handler course, the ESD team is required to pass a certification standard test conducted by Jordan Detection K-9 CEO/Chief Trainer, Todd Jordan.
- b. After successfully completing the initial two-week handler course and passing the certification standard test, the ESD team must complete an annual recertification for a minimum of five years.
 - i. Annual recertification arrangements and fees will be determined and agreed upon by the Agency and Jordan Detection K-9
 - ii. Within the minimum five-year commitment, the ESD canine will not receive training from any other agency, trainer, or handler.
 - iii. Failure to consistently train the ESD canine in the manner instructed by Jordan Detection K-9 will result in forfeiture of the dog.
 - iv. Within the minimum five-year commitment, if the ESD canine is not recertified annually by a representative of Jordan Detection K-9, the dog will be returned to the program sponsor or retired to the Agency/handler.
- c. Should the Agency decide to change the ESD handler, the Agency will be responsible for the cost of a two-week handler school through Jordan Detection K-9 to re-train the new handler.

15. Comfort or Therapy Dog Deployment

- a. The ESD team is cross trained and can also be utilized as a therapy or comfort dog team to support child victims and their families.
 - i. A comfort dog has received specialized training to comfort and support child victims and their families during active crises and in emergency situations.
 - ii. A therapy dog has received specialized training to comfort and support child victims and their families in non-emergency environments.
- b. When acting in a comfort or therapy dog capacity:
 - i. The ESD team will immediately end all contact with clients and/or staff if the canine shows signs of significant stress, agitation, or aggression;
 - ii. At the discretion of the handler, the canine may simply be removed from the stressor, may be secured, or may leave the premises entirely;
 - iii. The ESD canine must be clean and well-groomed. Collars, bandanas, and any other items worn by the canine must also be clean;
 - iv. All animal waste must be picked up immediately and disposed of in the outdoor trash receptacle. If the animal eliminates indoors the handler will properly dispose of the waste, clean, and sanitize the area immediately;
 - v. ESD handlers will not allow the canine to initiate any physical contact with anyone, clients, or staff, without first asking the individual's permission; and
 - vi. The ESD team will either leave the area or the handler will immediately place the canine in a "sit" or "down" position when encountering someone who appears to be afraid of the dog.

16. Equipment

- a. The Agency will ensure the ESD team is furnished with at least the minimum equipment to execute their mission and complete continuous ongoing training. This equipment will include, but not be limited to:
 - i. 6' leash;
 - ii. Collar with ID panels;
 - iii. Harness with handle and ID panels;
 - iv. Food pouch;
 - v. Water bowl;
 - vi. Water container;
 - vii. SUV with a safety approved kennel and heat alert system; and
 - viii. Training aids: Including but not limited to electronic storage media or other digital devices from multiple manufacturers (e.g., hard drives, USB drives, flash media, cell phones, etc.).

17. Public and Media Relations

- a. Within the minimum five-year commitment, the ESD canine will be made available for media releases.
- b. Jordan Detection K-9 Inc. will be acknowledged in media releases pertaining to the use of the canine.
- c. Any public or media related request to interview, film, photograph, post, or share information regarding the ESD team will be vetted by the HCSO Office of Public and Media Relations and approved by CAC supervisor(s), the ISB chain-of-command, and under consultation with Jordan Detection K-9 and Neighborhood Electronic Detection K-9 Inc.

18. Documentation

- a. Within the minimum five-year commitment, the HCSO agrees to share statistics which involve the ESD canine with Jordan Detection K-9 and Neighborhood Electronic Detection K-9 Inc.
- b. Statistics may include the number of search and seizure warrants, number of devices found, and any other relevant information that the agency is able to release that the organization may report back to the donors who funded the ESD canine.
- c. The ESD handler will be responsible for entering data and CAC supervisor(s) will be responsible for tracking and reporting data as requested/required.

Y. Handler Unavailability

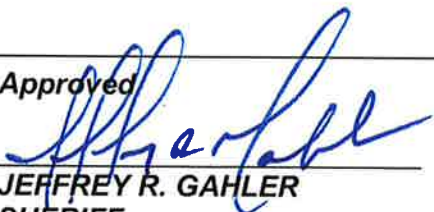
1. If a handler is placed in a modified duty status, flexibility should be built into any assignment he is given so that reasonable care can be provided to the canine.
2. When a canine is not available for deployment, due to an injury, illness, or other reasons, the Division Commander may assign the handler other duties.
 - a. Those duties will be such as to allow the handler the opportunity to perform any special medical requirements and routine maintenance or care of the canine.
3. The Canine Handler is responsible for all arrangements and notifications required.

Z. Prohibited

1. Canine teams are not authorized to respond in the emergency mode (code) for a CDS scan.
2. Employees will not tease, pet, or feed any police canine without the consent of the handler.
3. Only at the discretion of the handler will anyone be permitted to pet or come into contact with a canine.
4. Employees will refrain from any horseplay with the handler in the canine's presence.
5. Handlers will not demonstrate the canine's ability to react unless in the line of duty, at training, or at an Agency approved public demonstration.

AA. Canine Retirement

1. After a canine has surpassed its usefulness to the Agency due to age or other extenuating circumstances the canine will be retired from active service, with the concurrence of the Sheriff.
2. The Agency retains the right to reassign and retrain the canine for assignment to another handler if the assigned handler would not wish to adopt or purchase his canine, barring any circumstances whereby the Canine Unit supervisor had determined it would be unhealthy for the canine to stay with the transferred member.
3. Whenever a canine is retired, his assigned canine handler will be allowed to complete the HCSO Canine Waiver of Liability (SO-193) and assume ownership of the canine adhering to the responsibilities delineated in the signed form.
4. The recipient will assume all responsibility, liability, and costs to maintain the canine.
5. Whenever ownership of a retired canine is not assumed by the handler and a citizen requests ownership, the following procedures will be followed:
 - a. The canine's training and experience must be thoroughly explained to the citizen by a Canine Unit supervisor; and
 - b. The citizen must complete the HCSO Canine Waiver of Liability (SO-193) and the Canine Care Adoption Agreement (SO-197).
 - c. The HCSO will reimburse the owner for any reasonable and necessary veterinary treatment provided to the dog up to \$2,500 during a calendar year. Total reimbursement may not exceed \$10,000 over the life of the dog.
 - i. Reimbursement may be only for usual and customary veterinary treatment that is not attributable to abuse or neglect of the dog.
 - ii. Reimbursement will not be provided until veterinary treatment is verified by written receipt of the Veterinary Reimbursement Post Retirement (SO-198) provided to the HCSO.
6. Euthanasia for a serious canine illness is subject to the approval of a Canine Unit supervisor after receiving a prognosis from a designated veterinarian that euthanasia represents the only humane alternative.
 - a. Notification will be made via Memorandum (SO-212) to the Sheriff through the chain of command.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 9/8/2021