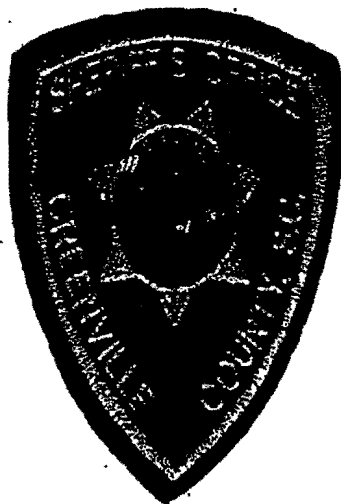


Greenville County Sheriff's Office

Canine Unit Service Manual



**Steve Loftis
Sheriff**

**Revised
03/01/08**

GCSO 004551

Canine Unit Trainer

- A deputy who understands the development phases and training needs of a canine and handler. A deputy who has obtained specialized training in canine deployment.
 - Note: Specialized training is defined as obtaining a 600 hour Greenville County Sheriff's Office Patrol/Narcotics Handler Course or equivalent.**
 - At least 4 years of handling a dual purpose canine.
 - Good physical condition.
 - Strong verbal and written communication skills.
1. Training of all patrol dog and detector dog classes.
 - a. Facilitating the training of new canine and handlers, providing an atmosphere of professionalism, integrity and safety.
 2. Maintaining weekly proficiency training of canine teams.
 3. Maintaining all canine training manuals, keeping them current and up to date.
 4. Maintaining a list of up to date training sites and frequently adding new areas.
 5. Reviewing all training records for canine teams.
 6. Coordinating annual certifications for canine teams.
 7. Promote and maintain an atmosphere of integrity and professionalism, stressing teamwork and safety among the members of the Canine Services Unit.
 8. Whenever possible will also assist teams during tracks, building and area searches and specialized searches for the purpose of back up, evaluation and to provide experienced assistance.

Canine Handler

1. Canine handlers are deputy sheriffs. They will abide by the same rules and regulations, orders and directives that govern all members of the Greenville County Sheriff's Office. By the very nature of the added responsibility given to canine handlers, they are expected to have a high level of dependability and judgment. Serious violation of Sheriff's Office Rules and Regulations, orders and directives that indicate a lack of good judgment or dependability can be grounds for relieving the deputy of his/her canine responsibilities.
 - When a conflict arises between a Canine Handler and a Shift Supervisor per the usage of a canine, the canine handler should utilize their canine within the parameters of the Greenville County Sheriff's Office and Canine Service Unit policies.
 1. The canine handler should advise the shift supervisor of the conflict and then follow the instructions of the supervisor, who accepts full responsibility of the canine and canine handler's actions as a result of superseding the Canine Service Policy. The canine handler shall, at his/her earliest convenience, inform the canine supervisor of all actions.
2. The canine handler understands and must be willing to devote the necessary time needed to care for, feed and maintain his Sheriff's Office canine.
3. The canine handler understands that he/she will be compensated for the hours devoted to the care, feeding and maintenance of his/her assigned Sheriff's Office canine at his/her hourly

wage rate. Further, the canine handler understands that this rate will be the basis for computing overtime compensation for these duties.

4. The canine handler understands and agrees that seven (7) hours are spent each work period in the care, feeding and maintenance of his/her assigned Sheriff's canine. "Work period" is defined as a fourteen (14) consecutive day period consisting of eighty hours.
5. The canine handler understands that, in addition to compensation for the time devoted to the care, feeding and maintenance of his/her assigned Sheriff's Office canine, he/she will receive payment for the following expenses relating to the care, feeding and maintenance of the Sheriff's Office canine at his/her residence.
6. The Sheriff's Office will provide the following:
 - Dog food
 - The handler(s) assigned to the Canine Service Unit shall obtain dog food and other contracted supplies from the Sheriff's Office designated vendors only.
 - Payment of all veterinarian bills and associated with canine medicines.
 - All canine shampoo and flea sprays.
 - On a case by case basis, flea and other pest extermination for the interior of the handler's home.
 - All canine equipment associated with police work:

See Appendix for Canine Team Equipment List & Canine Unit Equipment List

7. Will obtain specialized training in canine operations through the Greenville County Sheriff's Office.
 - 200 hour course for Narcotic Only Canines.
 - 600 hour course for Dual Purpose Canines.
 - 200 hour course for Tracking Canines.
8. Participate in weekly in-service training of the canine.
 - Complete detailed training records on approved forms.
9. Obtain national certifications (NAPWDA, NLECO, SCPK9A, NNDDA, NPCA, or other recognized organizations) with the canine as a team annually.
10. Maintain all Sheriff's Office equipment related to the canine in good working order.
11. All issued Canine Service Unit equipment shall be returned when the handler leaves the service of the Canine Services Unit.
12. Prepare all reports on approved forms in a timely manner.
 - Canine Training Sheets.
 - Canine Original Reports.
 - Canine Supplemental Reports.
 - Canine Usage Only Reports.
 - Canine Bite/Injury Reports.
 - Canine Team Monthly Reports.
13. All duties and responsibilities cannot be listed. It is incumbent upon each member to act in the interest of the Greenville County Sheriff's Office and the Canine Services Unit.

- Lockers.
- Public Places utilized for narcotic sales.
- US Currency for forfeiture proceedings.
 - Note: A change of behavior and response/indication (alert) on US Currency is only reasonable suspicion and is only one part of the forfeiture process.

Demonstrations

Canine demonstrations are usually very exciting and well received by the public. Canines are a valuable public relations tool for the Greenville County Sheriff's Office.

- All requests for public demonstrations shall be submitted to the canine administrative sergeant or his designee.
 - Canine handlers will maintain control over their canines at all times to ensure public safety.
 - Canine teams are reminded to maintain their appearance and presentation with the highest professional standards to ensure and maintain the highest public image of the Greenville County Sheriff's Office.
 - Canine handlers will advise observers not to speak, touch, annoy or interact with the canine in any fashion unless the handler advises the observers to do so.

Tracking / Trailing of Criminal Suspects and Lost Persons

Ground scent tracking and wind scent trailing can be useful for following fleeing suspects or lost individuals when the presence of other persons, vehicles or extreme weather conditions do not impair the scent. Personnel requesting the assistance of a canine team to assist in this type of search should secure an appropriate perimeter to avoid contamination of the scent trail.

Factors that may help/hinder tracking/trailing of criminal suspects and lost persons are as follows:

1. Time:
 - Time lapse reduces the amount of scent and may prevent successful tracking/trailing.
 2. Ground Surfaces:
 - Canines are usually more successful tracking/trailing in grass or brushes because human scent adheres to the surfaces. Paved or gravel areas and overpowering scents such as recently used fertilizers, burnt grass or spilled chemicals impede a
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canine's tracking ability. Combustion engine exhaust, such as automobiles, also quickly degrade ground scent.

3. Weather Conditions:

- Human scent remains longer on cool, moist ground. To the opposite extreme, direct sunlight, extremely dry ground or excessive rain dissolves scent rapidly and makes tracking/trailing extremely difficult.

Search Operations for Lost and Missing Persons Tracking/Trailing

1. During search operations a minimum of two deputies (one handler and one cover officer) will be utilized.
2. If on scene a non-bite trained canines should be utilized before bite trained canines.
3. If a bite trained canine is going to be utilized on a missing/lost person the handler will evaluate the following:
 1. Time of day or night.
 2. The visibility the handler will have on the track or trail.
 3. The type of terrain on the track or trail.
 4. Type and size of the area to be searched.
 5. If there is a life-threatening circumstance as defined by General Orders involved with the missing or lost person.
4. If a bite trained canine is deployed on a missing/lost person conservative tactics will be used.
 - The canine will be deployed on a shorter lead and under positive control.
 - Canine warnings will be given throughout the track/trail.
 - Once the handler notices a change of behavior or the canine starts air scenting, the handler will allow the cover officers to search the immediate area.
5. The handler will coordinate the search with the scene supervisor.
6. The handler will maintain authority over the control and use of the canines.
7. The canine's detection capability enables the handler to conduct thorough and complete tracking/trailing deployments.
8. All tracking/trailing will be conducted on-lead for bite trained canines. Exceptions to be considered for a non-bite trained canines to work off-lead are: tracks surrounded by restrictive barriers or vast open areas where the canine would not encounter innocent persons or perimeter units.
9. A secure perimeter should be established.

- **Note:** A canine handler and/or the canine supervisor will have the ultimate authority not to deploy the canine. Once the canine team is deployed, tactical use and application of the canine team will be at the discretion of the individual canine handler, who will rely on his/her judgment, training and experience. The handler will evaluate each situation and determine if the use of a canine is technically feasible.

Search Operations for Criminal Suspects Tracking/Trailing

1. During search operations a minimum of two deputies (one handler and one cover officer) will be utilized unless factors dictate otherwise. For example:
 - Severity of the crime.
 - Number of suspects.
 - Use of and manner of weapon(s) used during commission of the crime.
2. During the search for criminal suspect(s), the handler(s) and accompanying deputies will wear body armor.
3. No one is allowed inside the perimeter during the tracking/trailing unless requested by the canine handler.
4. The handler should make all attempts to gain as much information about the area and occupants as possible before releasing his/her canine to track/trail.
5. The handler will coordinate the search with the scene supervisor.
6. The handler will maintain authority over the control and use of the canines.
7. The canine's detection capability enables the handler to conduct thorough and complete tracking/trailing deployments.
8. All tracking/trailing will be conducted on-lead. Exceptions to be considered are: tracks surrounded by restrictive barriers or vast open areas where the canine would not encounter innocent persons or perimeter units.
9. A secure perimeter should be established.
10. The canine is a locating tool and the force decision is transferred to the suspect.
 - Prior to the use of a canine team to apprehend any individual, the canine handler on scene shall carefully consider all pertinent information reasonably available at the time. The information shall include, but is not limited to the following:
 1. Individual's exact or approximate age.
 2. Nature of the offense.
 3. Potential danger to deputies attempting to intervene or assist with apprehension.
 4. Potential danger to the public resulting from the release of a canine.
 5. Degree of resistance the subject has shown.
 6. The potential for escape or flight if the canine is not utilized.

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7. The potential for injury to deputies or the public caused by suspect if the canine is not utilized.
 11. A verbal warning will be given absent exigent circumstances: Except where it would otherwise increase the risk of injury or escape, prior to any track or trail where a suspect may be located, there will be a standardized verbal canine announcement made.
 12. A sufficient interval between warnings will be given to allow for a peaceful surrender.
 - The warning will consist of:
 1. Verbal identification as a deputy sheriff or Law Enforcement Officer (Police).
 2. The presence and imminent release of a canine.
 3. A demand for surrender.
 4. Warning that the canine will bite.
 - Additional verbal warnings should be given throughout the track or trail to insure that the warning could be heard.
 - The warning should be given in the language of the community or if it is known the subject speaks another language.
 - See Appendix for Warning in Spanish.
 13. If a bite trained canine is going to be utilized as a locating tool on a non-violent felony or non-violent misdemeanor crimes the handler will evaluate the following:
 1. Time of day or night.
 2. The visibility the handler will have on the track or trail.
 3. The type of terrain on the track or trail.
 4. Type and size of the area to be searched.
 5. Possibility of innocent persons inside the search area.
 14. If a bite trained canine is deployed on a non-violent felony or non-violent misdemeanor crimes, conservative tactics will be used.
 - The canine will be deployed on a shorter lead and under positive control.
 - Canine warnings will be given throughout the track/trail.
 - Once the handler notices a change of behavior or the canine starts air scenting the handler will allow the cover officers to search the immediate area.
 - **Note:** A canine handler and/or the canine supervisor will have the ultimate authority not to deploy the canine. Once the canine team is deployed, tactical use and application of the canine team will be at the discretion of the individual canine handler, who will rely on his/her judgment, training, and experience. The handler will evaluate each situation and determine if the use of a canine is technically feasible.
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Crowd Control and Civil Disturbances

In the case of civil disturbances or other types of non-routine crowd control, the Canine Services Unit will not be deployed unless specifically authorized by the Watch Commander or higher command authority. Routine crowd control situations such as large fights and similar situations shall be individually assessed by the handler as to the appropriateness of using the canine.

- If possible, two canine teams will be utilized for routine crowd control situations.
 - Fights in progress where there is a reasonable likelihood that injury to deputies or others could occur.
 - Clearing parking lots of loitering where there is a reasonable likelihood that injury to deputies or others could occur.
- Canine teams will walk the perimeter of the crowd.
 - The use of canine teams are more of a defensive posture, giving protection to the deputies and others.
- A safe avenue of escape should be given to the large crowd.

Note: A canine handler and/or the canine supervisor will have the ultimate authority not to deploy the canine. Once the canine team is deployed, tactical use and application of the canine team will be at the discretion of the individual canine handler, who will rely on his/her judgment, training, and experience. The handler will evaluate each situation and determine if the use of a canine is technically feasible.



GREENVILLE COUNTY
SHERIFF'S OFFICE

SOP-10

K-9 Service Unit

Response to Resistance / Aggression Procedures

Response to Resistance / Aggression

Generally the canine may be utilized under the same conditions a deputy would use his/her baton or other non-lethal weapon (Intermediate Weapons) (see General Order 205). For both felony and misdemeanor crimes, the use of the canine are only to stop, locate, and if necessary, apprehend a suspect. The canine handler will consider the following:

1. Reasonable belief that the person poses an immediate threat of violence or serious harm to the public, any officer, or him/herself.
2. The individual is physically resisting arrest by means of a use of force or attempting to evade arrest by flight and use of a canine appear necessary to prevent injury to the arresting officer.
3. The individual is believed concealed in an area where entry by anyone other than a canine would pose a significant threat to the officer.

Examples:

- If the handler or other deputies are assaulted.
- If the canine is assaulted.
- To prevent a subject from injuring another citizen(s) or deputy.

In situations where conditions or variables not specifically identified in this manual policy exist, it is the responsibility of the canine handler to ensure that the circumstances support a reasonable decision to use a canine.

Prior to the use of a canine to apprehend any individual, the canine handler on scene shall carefully consider all pertinent information reasonably available at the time. The information shall include, but is not limited to the following:

- Individual's exact or approximate age.
- Nature of the offense.
- Potential danger to deputies attempting to intervene or assist with apprehension.
- Potential danger to the public resulting from the release of a canine.
- Degree of resistance the subject has shown.
- The potential for escape or flight if the canine is not utilized.
- The potential for injury to deputies or the public caused by suspect if the canine is not utilized.

Note: A canine handler and/or the canine supervisor will have the ultimate authority not to deploy the dog. Once the canine team is deployed, tactical use and application of the canine team will be at the discretion of the individual canine handler, who will rely on his/her judgment, training, and experience. The handler will evaluate each situation and determine if the

use of a canine is technically feasible.

A verbal warning will be given absent exigent circumstances: Except where it would otherwise increase the risk of injury or escape, prior to any building search, area search, and tracking/trailing deployment where a suspect may be located, there will be a standardized verbal canine announcement made.

- A sufficient interval between warnings will be given to allow for a peaceful surrender.
- The warning will consist of:
 1. Verbal identification as a deputy sheriff or Law Enforcement Officer (Police).
 2. The presence and imminent release of a canine.
 3. A demand for surrender.
 4. Warning that the canine will bite.
- Additional verbal warnings should be given throughout building searches, area searches and/or tracking/trailing deployment to insure that the warning could be heard.
- The warning should be given in the language of the community or if it is known the subject speaks another language.
- *See Appendix for Warning in Spanish.*

Canine Recalls: Canines will be recalled if a handler loses sight of an off-leash canine or once a suspect has stopped resisting and the suspect is no longer a threat to the public or deputies.

Prohibited

Canine Usages:

The following are situations where the usage of a canine is not justified:

1. To affect the arrest of a highly intoxicated or feeble person who obviously cannot escape or resist deputies and who poses no immediate danger to deputies or the public.
2. To intimidate or frighten a suspect.
3. To search for known juvenile offenders unless there is probable cause to arrest the juvenile for a violent crime under the SC Code of Laws (16-1-60), or the juvenile is an immediate threat of harm to the deputies or the public.



GREENVILLE COUNTY
SHERIFF'S OFFICE

SOP - 11

K-9 Service Unit

Canine Inflicted Injuries

Canine Inflicted Injuries

The following applies to incidents involving a law enforcement canine biting or otherwise inflicting injury on anyone:

1. Obtain medical attention for the injured person.
 - All injuries sustained by any persons which result in laceration, avulsion, or hemorrhage will be examined and attended by a physician at a medical facility.
2. Photograph the injuries/bites on the subject insuring a full-body and face photo, which also shows the wounds.
3. Complete a "Response to Aggression" report.
4. Notify the canine sergeant and on-duty Watch Commander.
 - The canine sergeant will notify the canine lieutenant whenever a serious canine related incident occurs.



GREENVILLE COUNTY
SHERIFF'S OFFICE

SOP- 13

K-9 Service Unit

Personnel Responsibilities for Assisting the Canine Handler

Personnel Responsibilities for Assisting the Canine Handler

Canine teams should conduct a safety/deployment briefing before deploying the canine with the cover officers for each situation. Every canine deployment is different and a well defined plan is needed for every situation.

*****Always ask the canine handler what he/she wants. Every canine team is different*****

- Follow the handler's instructions.
- Stay on the handler's weapon side or where he/she tells you to stand.
- Watch for the suspect, not the canine.
 - A canine may go past the suspect until the canine gets on the down wind side of the suspect.
- Always think of cross fire.
- Allow canine handler to be the contact officer due to the fact the handler will make the decision to deploy his/her canine.
 - When the subject is found:
 - Do not get on the radio.
 - Do not give commands to subject.
 - If the subject runs, do not chase.
 - If canine bites or holds subject at bay:
 - Do not rush the subject.
 - Follow the handler's directions on how to secure subject.
 - Actions toward the suspect should only be taken in an emergency situation or when directed to do so by the handler.
 - Do not let your guard down-remember possible multiple subjects.
 - Beware of blood.
- Ask the handler if he/she wants you to transmit on the radio.
- In order to facilitate the deployment of a canine team, deputies should:
 - Set up a perimeter immediately.
 - Cover as much of the perimeter as possible if it is a track/trailing deployment or an area search.
 - Cover as many sides, entrances, and exits as possible if it is a building search.
 - Avoid entering the search area unless requested by the handler or an emergency arises.
 - If entry is made into the search area inform the canine team immediately.
 - Inform location and reason why entry was made into the search area.
- If you are on the perimeter:
 - Stay outside your patrol vehicle with your blue lights activated.

- If the subject runs move the perimeter.
- Be aware of the location of the canine team so if back up is needed you can responded immediately.



GREENVILLE COUNTY
SHERIFF'S OFFICE

SOP- 16

K-9 Service Unit

Documentation of Canine Deployment

Documentation of Canine Deployment

Documentation is essential for the success of the Canine Service Unit so that the Unit can show the effectiveness and efficiency of the program. Proper documentation will reduce complaints and the liability to the Sheriff's Office.

- Every canine deployment is recorded on a written report (Code 5) or Canine Supplemental Report. A canine deployment is defined as an active activity where the canine has an assigned task and is actually used to complete the assigned task.
 - Reports are to be turned in as soon as possible.
 - Reports are to be kept in a Usage Log in number order.
- All canine apprehensions will be documented on the following:
 - Code 5 (Written Report) or a Canine Supplemental Report
 - Canine Bite/Injury Report if needed
- Canine apprehension is defined as any time the canine is deployed and plays a clear, well-documented role in the capture of a suspect.
- Each handler will keep a copy of their reports in a three ring binder so that they have a Canine Usage Log that can be inspected by the Canine Unit Supervisor or Canine Unit Trainer.
- Forms are:
 - Written Report (Code 5). *See Appendix*
 - If a handler initiates an incident and the handler is taking the original report (code 5).
 - Canine Supplemental Report. *See Appendix*
 - If a handler is helping another deputy on an incident that a report (code 5) will be taken and the canine is being deployed a Canine Supplemental Report will be completed and added to the original report (code 5).
 - If a handler deploys his canine and no written report (code 5) is required the handler will complete the Canine Supplemental Report.
 - Check the "other" box instead of "Supplemental report" box.
 - In the narrative space type the words "Canine Usage Only".
 - Canine Bite/Injury Report. *See Appendix*
 - Will be completed any time a canine bites or injures anyone.
 - Canine Bite/Injury Report should be turned in with your written report (Code 5) or Canine Supplemental Report.
 - Greenville County Sheriff's Office Canine Training Log. *See Appendix*
 - Will be completed any time the canine team trains.
 - The handler will keep the original training logs in a three ring binder.
 - The handler will make a copy of the training log and place it in a three ring binder in the Canine Supervisor's office.
 - Greenville County Sheriff's Office Canine Team Monthly Report. *See Appendix*

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- Monthly reports should be turned into the Canine Supervisor by the third day of the new month.
 - A copy of all Apprehension Reports (Code S/K-9 Supp.) made during the month must be attached to the monthly report.
 - Greenville County Sheriff's Office Narcotics Check-out/Check-in log. *See Appendix*
 - Master Deputies and supervisor will fill out this form before and after the narcotics are used.
 - The form will include the time signed out and in and where the narcotics were used.
 - Greenville County Sheriff's Office Narcotics Hide Sheet. *See Appendix*
 - This sheet will document the following:
 - The type and weight of narcotics hidden.
 - Location of the hidden narcotics.
 - Time narcotics were hidden and retrieved.
 - Who hide and retrieved the narcotics.
 - This requires two deputies to hide and retrieve the narcotics used for training.
 - Greenville County Handler/Canine Information Sheet. *See Appendix*
 - Will be completed and placed in the handler's Canine Training Log (1st Page).
 - Canine Team Usage Totals by Year. *See Appendix*
 - Handler will track their canine usage monthly.
 - Sheet will be placed in the handler's Canine Training Log.
 - Canine Observation Report. *See Appendix*
 - Will be completed while New Canine Teams are in Field Training.
 - Forms will be completed by a Canine Field Training Officer who is approved to train new canine teams.
 - The Canine Unit Supervisor and the Canine Unit Trainers will approve all canine field training officers.
 - Canine Unit Monthly/Yearly Report. *See Appendix*
 - The Canine Unit Supervisor will track canine team usages monthly and yearly.
 - The report will include types of canine usages, bite ratios, narcotic find ratios, and canine expenses.
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GREENVILLE COUNTY
SHERIFF'S OFFICE

SOP - 18

K-9 Service Unit

Retirement of Police Canines

Retirement of Police Canines

The underlying principal in the retirement of police canines is that a decision to leave a canine with the handler is an emotional reward and an incentive for other handlers to excel in their performance. If a handler retains possession of the canine, paperwork transferring liability from the county to the handler will be completed. Recommendations will be sent through the chain of command. The Sheriff will make the final decision concerning the disposition of the canine.

- When canines belonging to the Greenville County Sheriff's Office become ineffective due to injuries, illness or age they may be retired. If desired, the handler may take complete and permanent possession of the canine for their personal pet with the written permission of the Sheriff at no cost to the handler.
- In the event of a handler leaving the Canine Services Unit due to promotion or retirement, the handler will be given the opportunity of accepting the canine as a personal companion only if the handler has been with the Greenville County Sheriff's Canine Services Unit for three years or more with above average evaluations.
- If the handler has been with the Canine Services Unit less than three years the canine will stay property of the Greenville County Sheriff's Office.
- In the event of the death or disability of a canine handler, and upon request of the handler's family and approval of the Sheriff, the canine will be retired from police service and given to the handler's family.
- The following formula is to calculate the cost of the canine:
 - In the event it is determined that the canine is not needed, the handler will be given the opportunity to purchase the canine, and shall pay Greenville County 90% of the original purchase price.
 - If the handler worked with the canine for three to four years, the handler shall pay the county 75% of the canine original price.
 - If the handler worked with the canine for four to six years, the handler shall pay the county 50% of the canine original price.
 - If the handler worked with the canine for six years or more, the handler will be given the canine at no charge, as a reward for good service and time well invested in working and caring for his/her canine partner.