

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

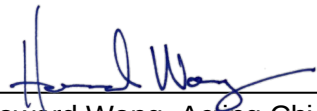
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SUBJECT: SPECIAL ENFORCEMENT OPERATIONS (SEO) MANUAL

The following sections of the SEO Manual has been approved for distribution. Staff assigned to support Adult Investigative Services Bureau (AISB) - SEO are instructed to review the attached directive.

1. Special Enforcement Operations Manual Section 1300 - Canine Detection Team Policy (New/Revised) Which includes the following sections:
 - 1328 - Emergency Canine Care (New)
 - 1300 - Canine Detection Team Policy (Revised)

The policies are located on Prob-Net [Probation Manuals- [POLICIES, PROCEDURES AND MANUALS \(sharepoint.com\)](#) Probation Manuals-AISB-SEO]. Questions or concerns regarding this Directive shall be directed to the SEO Senior Director at (562) 774-8734.



Howard Wong, Acting Chief Deputy
Adult and Juvenile Operations

6/6/23

Date

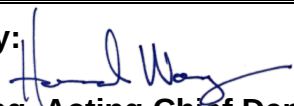
Subject: ADULT INVESTIGATIVE SERVICES BUREAU MANUAL: SPECIAL ENFORCEMENT OPERATIONS (SEO) CANINE DETECTION TEAM POLICY	Section Number: SEO-1300
	Effective Date:
	Approved By:  Howard Wong, Acting Chief Deputy

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APPENDIX A - CANINE PURCHASE AGREEMENT

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1300 PURPOSE AND SCOPE

The policies and procedures contained in the Los Angeles County Probation Department's (the "Department" or "Probation") Canine Operations Manual are those of the Department and not of any other agency, organization, trainer, or training facility. This policy establishes guidelines for the Canine Detection Teams (CDTs).

Situations may arise that are not covered in this manual. In such situations, the Department will review the totality of the circumstances and apply a standard of reasonableness.

The canine detection unit's narcotics, electronics, and firearms program is designed to assist the Department in detecting narcotics, electronics, and firearms that those supervised by the Department may illegally possess. The canines deployed by the Department will be trained to be non-aggressive and will alert to contraband in a passive detection manner as defined by the National Police Canine Association (NPCA). The passive alert method is described as the canine placing its snout in the area of greatest concentration of odor with no signs of barking, scratching, or biting.

Unless otherwise authorized by a Chief Deputy or above, the CDTs shall not be involved in any searches or activities involving the canine if such activity is:

- Unrelated to individuals being supervised by the Department; or
- Unrelated to a law enforcement mutual aid request.

1301 MISSION

The CDTs help accomplish the Department's mission of re-socializing those supervised by the Department, increasing the supervised population's competency, enhancing community safety, and assisting victims. The CDTs do so by enhancing the safety and efficiency of Probation staff when performing search and seizure activities. The CDTs will also be available to aid other law enforcement agencies upon request (mutual aid) consistent with Departmental policies and procedures.

1302 PROGRAM GOALS AND OBJECTIVES

- Provide canine support to Probation staff as they conduct compliance checks (search and seizure) of those supervised by the Department by detecting the odor of contraband items, including but not limited to firearms, electronics, marijuana, heroin, cocaine, methamphetamine, and derivatives from these substances.
- Conduct searches at juvenile institutions and area offices as appropriate.
- Reduce the amount of time needed to conduct search and seizure activities.

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- Assist Probation staff by searching large areas, perimeters, cluttered areas, or areas that are difficult to search.
- Minimize danger to Probation staff by alerting them to areas where the canine detects the odor of illegal or contraband items prior to Probation staff searching that area.
- Deter those supervised by the Department from possessing contraband.
- Respond to mutual aid requests from other agencies
- Enhance the public's awareness of the Department's role in the legal system and the community by making public appearances and conducting canine demonstrations as appropriate.

1303 ORGANIZATION

CDTs are assigned to the Special Enforcement Operation (SEO) under the supervision of the Probation Director.

Operationally, the CDTs are under the direct supervision of the CDT Supervising Deputy Probation Officer (SDPO).

1304 CANINE DETECTION TEAM SUPERVISOR – DUTIES

The CDT Supervisor is responsible to perform their duties as required or directed by statute, Departmental policies, and procedures. The CDT Supervisor's duties and responsibilities include but are not limited to the following in accordance with Department policies:

- Supervision of all CDT DPOs assigned to the unit.
- Development and training of canine handlers, including the maintenance of a continuous training program.
- Conduct a weekly inspection of each canine within the operation to ensure overall fitness for duty is met. Additionally, the supervisor shall conduct a weekly general health evaluation which will include but will not be limited to an examining of such items as teeth, gumlines, paws, ears, and eyes.
- Ensuring that canine vehicles and equipment are maintained in good working order, and that all necessary repairs or replacements are made when necessary.

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- Reviewing all CDT reports.
- Preparing annual evaluations of canine handlers.
- Preparing quarterly reports to the Probation Director on the CDT's activities and utilization.
- Preparing and submitting to the Probation Director an annual budget for all canine-related expenses.
- Maintaining files on the CDTs including training reports, search reports, demonstration reports, veterinary reports, and damage reports.
- Maintaining, in a secured location, all reports and documentation for the working life of the canine.
- Maintaining a high level of expertise relating to the operation, training, and supervision of the CDTs.
- Ensuring that all training aids (e.g., narcotics, electronics, and weapons) are maintained as appropriate for training activities and secured when not in use.
- Ensuring that all training aids are inventoried monthly, and their presence and service condition noted in the monthly report to the SEO Director.

1305 CANINE HANDLER – DUTIES AND RESPONSIBILITIES

The Canine Handler is responsible to perform their duties as required or directed by statute, Departmental policies, and procedures. The Canine Handler's duties and responsibilities include, but are not limited to the following in accordance with Department policies:

- Responding to requests for assistance when and where the CDT's presence will further the Department's objectives.
- Providing for timely assistance upon approved request from law enforcement or other Department personnel.
- Maintaining required standards of proficiency through continual training.
- Conduct daily health inspections of the assigned canine. Additionally, the handler shall ensure that the canine is fit for duty daily.
- Caring for and maintain the assigned canine in the handler's home at County

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expense.

- Providing for medical care and treatment of the canine at County expense.
- Maintaining their service and training equipment in a clean and orderly manner that conforms to Department policy and procedure.
- All canine handlers shall record their work-related activities daily as directed. Additionally, all canine handlers shall complete and submit a weekly training log. This log shall be completed and submitted every Monday for the activities completed for the previous week. These records shall be maintained on the Probation Department's shared-access database with access limited to canine handlers, supervisors, and designated Director(s).
- Whenever a canine handler is off duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the Supervising Deputy Probation Officer (SDPO) so that appropriate arrangements can be made.
- When a handler is off duty for an extended number of days, the assigned canine vehicle should be stored at the Los Angeles County Probation Department facility.
- Maintaining an up-to-date affidavit of expertise for the CDTs.
- Maintaining files on the CDTs including training reports, search reports, demonstration reports, veterinary reports, and damage reports.
- Maintaining all reports and documentation in a secured location.
- Maintaining a high level of expertise relating to the training of the canine.
- Ensuring that all training aids (narcotics, weapons, and electronics) are maintained as appropriate for training activities and secured when not in use.
- Provide CDT Supervisor with all training aids to be inventoried and inspected on a monthly basis and noted in their monthly report.

1306 CANINE HANDLER QUALIFICATIONS

The following standards apply to all prospective and active canine handlers:

- Must currently hold and maintain status as an armed Deputy Probation Officer II (DPO II) or an armed Supervising Deputy Probation Officer (SDPO).

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- Must have completed all requirements for approval for on-duty arming by the Chief Probation Officer.
- Must have successfully completed a basic handler's course, and a narcotic, firearm, or electronic detection canine handler's course, whichever is applicable to the canine assigned.
- Must be capable of caring for the Department's canine 24-hours per day.
- Must have a minimum of one (1) year in the Probation Department's armed program as a Deputy Probation Officer II and or Supervising Deputy Probation Officer with the Los Angeles County Probation Department.
- Must be able to assume a physically demanding assignment, which includes but is not limited to being able to lift the canine as needed.
- Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the Supervising Deputy Probation officer (SDPO) as soon as possible.
- Must reside in a location no more than 100 miles from Probation Headquarters; thus, would allow a reasonable response time to work daily and when called out unexpectedly.
- Must commit to a minimum of three (3) years with the canine program.
- Must maintain a neat and orderly appearance as required by Probation policy.
- Must be willing to conduct public demonstrations as required by the Department.
- Must agree to submit their home to random and regular inspections of the canine kennel.
- Must have a home with a fenced yard, space for a kennel to be maintained out of the public's view, and a secure garage (or off-street parking) for the Probation canine vehicle.

1307 CANINE HANDLER SELECTION

All qualified SDPOs and DPO IIs who would like to be considered for the position of Canine Handler shall submit their letter of interest via the Special Recruitment Notice (SRN).

Handler selection will be made from the list of qualified candidates via the Handler

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Selection Criteria established by the Director of the Special Enforcement Operations.

1308 CANINE HANDLER – WORK SCHEDULE

All members of the CDT unit will maintain a 5/40 work schedule, Monday through Friday, with the flexibility to allow for training hours and Departmental operational needs. Handlers must be willing to work nights, weekends, holidays, and be available for after-hour callouts as needed. This schedule is subject to change based on operational needs.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA).

The work day for a CDT unit member shall commence when the Department-owned canine is in its assigned vehicle and is departing for its work assignment within the boundaries of Los Angeles County.

1309 CANINE SELECTION

Los Angeles County Probation service dogs shall:

- Be suitable for Probation service as determined by the Canine Handler, Supervisor and Director.
- Be a minimum of 10-months of age, if untrained, or a maximum of one and a half (1.5) years of age if trained.
- Pass a general physical examination conducted by a County approved Veterinarian to include:
 - X-ray examination for hip dysplasia and no palpable abnormalities under sedation.
 - Complete orthopedic exam
 - Fecal examination
 - Rabies, Parvovirus, and DHL Booster
 - Oral evaluation
- Evaluation for fitness for Probation service will include the following characteristics.
 - Temperament: An acceptable canine will have a temperament suitable for conducting Probation Department business in a variety of environments

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including, but not limited to, demonstrations conducted in schools.

- Alertness
- High Play Drive
- Physical fitness
- Trainability

1310 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current minimum POST guidelines. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics, electronics and/or firearms also shall be trained and certified to meet current POST guidelines, nationally recognized standards, or other recognized and approved certification standards established for their skills.

Initial training

- Upon selection of a new canine team, the handler shall complete a department approved handler development course.
- The canine and handler shall complete a basic detection course and obtain certification as a detection team.

Ongoing training

- Training is crucial to the effectiveness of all the canine teams and ensures the field readiness of the handlers and their canines.
- The CDT shall be regularly evaluated on their performance.
- The CDT Supervisor shall approve all training.
- Handlers shall attend and pass all training sessions.
- Handlers shall report any injury and/or any bite occurring during training to the CDT Supervisor and file appropriate reports related to the injury.

The following ongoing detection training is recommended for all canine teams:

- Weekly – Per recommended POST guidelines, canine teams shall receive four (4)

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hours of group or individual training with other detection teams, in which the lead agency will be the Los Angeles County Probation Department. The training group will include numerous local law enforcement canine units and will incorporate new training environments, which will vary to provide diversity and new challenges for the canine and the handler.

- Daily - 15 to 20 minutes while on-duty, which can vary from basic obedience training to detection work.
- As needed to correct specific problems.
- Obedience training should be conducted daily and incorporated into detection training.

Each canine team shall thereafter be recertified to a current National Police Canine Association (NPCA), California Narcotics Canine Association (CNCA) or other recognized and approved certification standard on an annual basis. Additional training considerations are as follows:

- Canine handlers are encouraged to engage in additional training with approval of the canine supervisor.
- To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Los Angeles County Probation Department master canine trainer.
- Every three (3) months, the Los Angeles County Probation Departments master canine trainer will conduct odor specific training for all the department's canines. This training will consist of an odor recognition test.
- Recurrent Los Angeles County Probation Department's, master canine trainer will conduct weekly and regular training of all detection canines. At this training, all canine teams will meet at a pre-designated training location where detection, case law, and other types of training will be conducted.
- Annual certification will be coordinated through the Los Angeles County Probation Department's canine master trainer, six months after our last yearly certification. The Los Angeles County Probation Department's canine master trainer will coordinate a training day where all detection canine teams will be tested and "certified" to standards set by the National Police Canine Association (NPCA), or the California Narcotics Canine Association (CNCA). This certification will include:
 - All odors/items the team is trained to detect.

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- Numerous environments of the types typically encountered during regular deployments.
- Distraction odors and environments.
- A pass/fail requirement with a 100% accuracy by the team.
- If a team fails this certification, immediate assistance will be provided to correct any deficiencies and the team will be afforded the opportunity to attempt certification again after 24 hours. This will repeat until the team is able to certify.
- Any canine team that fails to certify will be taken out of service until they are able to successfully certify. If a detection canine team is unable to certify, they will be permanently taken out of service and the canine will be replaced.

Any canine team failing to graduate or obtain certification shall not be deployed in the field until graduation or certification is achieved. When reasonably practical, pending successful certification, the canine handler shall be temporarily reassigned to regular investigative duties when not involved in retraining/recertification activities.

Training Records

- The canine team handler shall be responsible for completing and submitting training reports for all detection and handler protection training.
- All training reports shall be submitted to the CDT Supervisor and assigned clerk who shall maintain a training file for each canine team in accordance with this Policy.
- Copies of any certificates earned by the canine team, as well as team evaluations, shall be entered into the training file.
- Each handler shall be responsible for maintaining a training log for their respective canine, as well as an up-to-date Affidavit of Expertise for their canine.

1311 GENERAL HANDLING OF THE CANINE

- The canine will be kept under the control of the handler in all areas to which the public has access.
- The canine shall not be left unattended in a manner in which the canine may have contact with the public.
- When the canine is left unattended in the canine vehicle, the canine vehicle will be secured, and available temperature controls and tamper sensors will be activated as needed to maintain a safe environment for the canine.

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- The canine handler shall not work with the canine after the handler has consumed any alcoholic beverages.

1312 CANINE TACTICS

- The canine handler, knowing the canine's abilities, determines the tactics in which a canine is to be used in a particular operation.
- If a question about tactics arises, a CDT Supervisor shall be contacted before proceeding with a canine deployment.

1313 RESTRICTIONS

- No person shall handle or train a Probation canine without proper certification or departmental approval.
- The canine handler shall not allow anyone to tease or antagonize a Probation canine.
- Detainees shall not be transported in a vehicle with a canine
- The canine shall not be used in conjunction with any off-duty employment by the assigned handler.

1314 REQUEST FOR CANINE DETECTION TEAMS

Sworn members of the Department may request the use of a CDT to assist in detecting narcotics, electronics and, or firearms that those supervised by the Department may illegally possess. Requests shall be made using the Armed Assistance/Canine Assistance Form.

1315 CANINE DEPLOYMENT

All canine sniffs shall be conducted within the provisions of this Procedural Manual.

In accordance with their training, the CDTs may be used for the following purposes:

- Narcotics, electronics, and firearm detection
 - Random exploratory sniffing of objects including but not limited to dwellings, structures, packages, vehicles, boats, and recreational vehicles.

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- Exploratory sniffing in public facilities (schools, placement facilities, etc.) shall, insofar as practical, be conducted with the consent of the facility manager.
- Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
- If a CDT Handler has a reasonable suspicion that a person(s) supervised by the Department possess firearms or narcotics, the Deputies may detain the supervised person(s) or the items at issue, to conduct a canine sniff.
- Canines may be used to sniff the interior/exterior of a motor vehicle under the following circumstance:
 - During a probation search where a person is supervised by Probation; and a CDT Handler has a reasonable suspicion that there may be firearms or narcotics in the vehicle; and the supervised person (i) is the registered owner of a vehicle; or (ii) a passenger in a vehicle; or (iii) is in control of a vehicle.

1316 CANINE DEPLOYMENT PROCEDURES – FIELD AND INSTITUTIONS SEARCH PROCEDURES

The following procedures shall apply to canine deployments to Probation's Field and Institution operations.

- The canine shall remain in a secured canine vehicle until the area to be searched by the CDT has been cleared and secured. The canine handler, if needed, may assist in securing the area.
- Once the area to be searched by the CDT is secured, the canine handler shall conduct a walk through and safety check of the area for potential hazards to the canine.
- The area will be secured so that no one enters the area during the canine sniff.
- To the extent possible, the area to be sniffed by the canine should not be hand-searched prior to conducting the canine sniff.
- The canine handler will, in all situations, make the final decision about whether it is safe to deploy the canine.
- The canine handler shall advise the officers conducting the compliance check of the results of the canine sniff and the location(s), if any, where it appeared the canine detected the odor of narcotics, electronics, or firearms. Upon notification,

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officers conducting the compliance check can initiate hand-searches as necessary.

- Should a canine find physical evidence, the canine handler will not be responsible for collecting or booking such evidence. The investigating officer or designee shall be responsible for collecting or booking any such evidence.

1317 SEARCH PROCEDURES – INSTITUTIONS

In addition to the procedures described in Section 1316, the following additional procedures shall apply to canine searches of Probation institutions (juvenile halls and camps):

- Institution searches can be conducted on a regular basis based on availability, need, or emergent special requests. All CDT requests shall be made pursuant to Section 1314.
- The Senior Director of each facility shall initiate emergent requests for non-scheduled institutional sniffs, and the Bureau Chief must approve all institutional sniffs.
- One institutional staff member, at the level of supervisor or higher, shall be assigned to act as the search coordinator to direct the sniff for the CDT.
- One or more institutional staff will be assigned to search areas where the canine detects the odor.
- Areas subject to sniff in an institution include all areas where those supervised by the Department, wards, or inmates may have access.
- If a canine alerts to potential illegal contraband in an area where employees have generally exclusive access, facility management shall comply with Government Code section 3309 which states, “No public safety officer shall have his locker, or other space for storage that may be assigned to him searched except in his presence, or with his consent, or unless a valid search warrant has been obtained or where he has been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the employing agency” prior to initiating a search of the area.
- The CDT will search those areas that the assigned search coordinator requests be sniffed.

1318 REPORTING DEPLOYMENTS, BITES, AND INJURIES

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If a canine bites or causes injury to anyone, the canine handler's supervisor shall be notified immediately, and the injuries documented in a Special Incident Report. The injured person shall be promptly provided first aid and 911 shall be contacted immediately. The victim shall, as determined by paramedics, be transported to an appropriate medical facility by emergency medical services personnel for further treatment if needed. If first aid or other medical services are refused by the injured person, refusal shall be documented and signed by the injured person, and witness statements obtained.

Any bite and/or injury caused by a canine, whether on or off-duty, shall be reported immediately to the CDT Supervisor, who shall immediately notify the Director. The Director shall initiate notifications to the Senior Director and Bureau Chief.

If an individual alleges an injury, either visible or not visible, the CDT Supervisor shall be notified immediately and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current Departmental evidence-gathering procedures. The photographs shall be retained and made available to the Department's Risk Manager as necessary and appropriate.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements. However, the canine shall be made available for examination at any reasonable time if requested by the local health department. The canine handler shall also notify the local health department if the canine exhibits any abnormal behavior after a bite (Health and Safety Code § 121685).

1319 PROPERTY DAMAGE

In every case where property damage results from canine activity, the following shall occur:

- Once the canine is secured in the vehicle, the canine handler shall notify the property owner prior to leaving the site and, if possible, provide instruction on appropriate claims procedures.
- The damages should be photographed by the canine handler.
- Witness statements should be obtained by the canine handler.
- The canine handler shall document the damage in a Special Incident Report (SIR); and
- The canine handler shall notify the CDT Supervisor.

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The canine is the property of the County of Los Angeles Probation Department and will be licensed to the Department.

Daily care and feeding

- The canine handler shall be responsible for the daily care of the canine to include, but not be limited to, feeding the canine and maintaining the kennel in a clean and sanitary condition.
- The canine handler shall be appropriately compensated for the care and feeding of the canine, consistent with applicable FSLA standards.

Kenneling

- Home Kenneling
 - When off-duty, the canine shall be kept at the home of the handler. The canine will remain in the backyard of the handlers home in a kennel provided by the department. When the canine is kenneled at the handler's home, the door to the kennel shall be secured with a lock provided by the department
 - When off-duty, the canine may be let out of the kennel while under the direct control and supervision of the handler.
 - The kennel shall be kept in a clean, sanitary and safe condition at all times.
 - The canine must be kenneled while not in the presence of the handler and shall not be allowed to roam a yard or home at will.
 - If the handler is to be away from home, for period of less than 12 hours and the canine remains at the home, the handler may designate an appropriate individual to provide routine care of the canine. The CDT Supervisor and/or Director must approve the caretaker and the care that will be provided while the handler is away. The caretaker will be provided with the appropriate phone numbers to use in case of emergencies or to contact the CDT Supervisor. Any care beyond routine care needed by the canine will be handled by the CDT Supervisor or designee.
 - If the handler is away from home, for a period of more than 24 hours the canine must be kenneled at a department approved kenneling facility.

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- The canine shall never reside inside of a handler's home unless prior approval is obtained from the canine supervisor. Such approval may be granted upon request, due to inclement weather and or injury only.
- Out-of-Home Kenneling
 - The kennel must be approved by the CDT Supervisor.
 - The Probation Department will pay any kenneling costs.
- Injuries
 - Canine
 - If the canine becomes sick or injured the handler shall provide first aid and seek veterinary care as needed for the canine.
 - The handler shall notify the CDT Supervisor of the illness or injury, the treatment being performed, and the canine's status regarding fitness for duty. The handler shall keep the CDT Supervisor apprised of the condition of the canine.
 - The handler shall complete a Special Incident Report (SIR), as needed, for injuries or illness to the canine.
 - The handler may perform other duties as assigned by the CDT Supervisor while the canine is able to return to duty.
 - The Probation Department will request any person who intentionally assaults or injures a canine be prosecuted under Section 600 of the California Penal Code and seek reimbursement for the cost of treatment or replacement of the canine.
 - Handler – Unintentional Bites or Aggressive Behavior by Canine
 - In the event of an unintentional canine bite or aggressive behavior, team members should not rush to the handler or canine.
 - Call to the handler and ask if they can control or call off the canine.
 - Request assistance of another canine handler immediately.
 - Notification to the CDT Supervisor when safe.
 - Take necessary actions to provide medical treatment for the handler.

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- In the event that the canine is also injured, a list of veterinary offices and hospitals, broken down by County area, is in each canine vehicle. Call the veterinary hospital or office and advise them of the emergency and estimated arrival time. Request assistance of another handler to transport the canine if one is available.
- Veterinary Services
 - The canine handler will obtain veterinary services from a veterinarian approved of by the Probation Department to provide veterinary services. The Probation Department will pay all veterinary costs.
 - The canine handler is responsible for obtaining both preventative care and treatment of any illness or injury to the canine from an appropriate veterinarian as approved by the CDT Supervisor.
 - The canine handler shall be responsible to provide transportation of the canine to the veterinarian for treatment or preventative care.
 - The canine handler may obtain emergency medical care for the canine at the nearest emergency animal clinic or hospital. The canine handler shall notify the CDT Supervisor as soon, as is practical of the need for emergency medical treatment for the canine.
 - The canine handler shall complete a Canine Veterinary Report and submit it to the CDT Supervisor and unit clerk each time the canine is taken to the veterinarian.

1321 POSSESSION OF NARCOTICS FOR TRAINING

It shall be the policy of the Los Angeles County Probation Department that only actual narcotic substances be used in the training of canines. All narcotic substances used in the training of Los Angeles County Probation Department canines shall be legally requested by the Chief Probation Officer and obtained from the Los Angeles County Sheriff's Department (Narcotics Bureau Training Cadre). The narcotics obtained shall be used exclusively for:

- Training, which gives the canines experience in finding the substance.
- Providing the canines with scent awareness incidental to an actual search.

Both activities are critical to the effectiveness of a narcotic detection canine.

- The Supervising Deputy Probation Officer of the Special Enforcement Operations

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and the Deputy Probation Officers assigned as canine handlers are authorized to possess narcotics for the purpose of narcotic detection training pursuant to state and federal laws (21 USC § 823(f); Health and Safety code § 11367.5).

- The canine handlers, under the direction of the Supervising Deputy Probation Officer of the Special Enforcement Operations, will maintain custody and control of all controlled substances pursuant to Health and Safety Code sections 11367.5 (b) and (c).
- Upon acquiring training narcotics, the canine handlers and CDT Supervisor will weigh and repackage the narcotics in the desired amounts and packaging. Each package will be weighed, and the weight and date will be recorded in the Narcotics Training Logbook. In addition, a presumptive narcotics test will be performed on all training narcotics.
- The Narcotics Training Logbook shall be maintained and secured with the training narcotics by the CDT Supervisor.
- The Narcotics Training Logbook shall contain the following information:
 - Type of narcotic.
 - Date removed from storage locker.
 - Weight of narcotic when removed from the storage locker.
 - Results of a presumptive narcotics test.
 - Date returned to storage locker.
 - Weight of narcotic when returned to the storage locker.
 - Results of a presumptive narcotics test.
 - Signatures of handler and supervisor.
- Narcotics not being used for training will be stored in a locked metal cabinet in a locked storage room or office under the control of the CDT Supervisor.
- Only the canine handlers and the CDT Supervisor will have access to the locked metal cabinet that contains the training narcotics.
- Narcotics being used regularly for training purposes will be logged out, stored, and transported in a secured metal box bolted into the trunk of the canine vehicles.
- In the event that training narcotics are lost or spilled, the handler will attempt to have the loss or spill witnessed by another individual. In the event of a spill the handler will attempt to photograph the spill. The handler will submit a Special Incident Report documenting the spill or loss to the CDT Supervisor. Notification of the loss will be made to the dispensing agency pursuant to Health and Safety code section 11367.5 (c) (3).

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- Training narcotics will be replaced at least annually to ensure the efficacy of the narcotics for training purposes.
- Narcotics no longer needed for training or narcotics being rotated out of training after one (1) year will be returned to the dispensing agency pursuant to Health and Safety Code Section 11367.5 (c) (4) or upon the request of the dispensing agency transported to the Los Angeles County Sheriff's Department for destruction.

1322 NARCOTIC TRAINING AIDS

The CDT Supervisor will monitor the collecting and assigning of each handler's training aids. All narcotics training aids will be obtained from the Sergeant of the Los Angeles County Sheriff's Department Narcotics K9 unit. The training aids shall remain in the custody of the handlers until they are no longer usable. If the packaging of the training aids become damaged, it shall be returned to the Los Angeles County Sheriff's Department Narcotics K9 Unit, at which point, the Narcotics K9 Sergeant shall decide whether to have the substance repackaged or processed for destruction.

Handlers shall not loan or give their assigned training aids to anyone other than the CDT Supervisor or other Narcotics Detection Handler(s) under any circumstances.

Handlers must always ensure their assigned training aids are adequately secured. When off-duty, handlers may leave their training aids secured in their assigned vehicle in a locked drawer. Otherwise, the training aids must be secured in the handler's residence.

Handlers will be assigned a minimum of six (6) narcotics substances as training aids. The narcotics substances shall be packaged into various weight quantities, which will be recorded and documented upon issuance, return or exchange.

Each handler will be assigned the following six (6) narcotic substances as training aids:

- Cocaine (powder/HCL)
- Cocaine (rock)
- Heroin
- Marijuana
- Methamphetamine (ICE)
- Opium

Handlers may be assigned additional varieties of narcotic substances depending on narcotic trends with the approval of the Los Angeles County Sheriff's Department Narcotic K9 unit.

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The CDT Supervisor shall conduct a monthly audit and inspection of each handler's assigned training aids. Canine handlers shall inspect and inventory their assigned training aids daily. These audits shall be documented and recorded. If the handler is away from work for a period of five (5) calendar days or more, the K9 training aids must be delivered to SEO Headquarters, inspected, and secured in the SEO armory. Upon the handler returning to work, the training aids will be inspected and re-issued to the handler.

1323 FIREARM TRAINING AIDS

The CDT Supervisor is directly responsible for the security of, monitoring of, and use of firearm training aids.

The CDT Supervisor shall:

- Oversee the process of obtaining firearm training aids from the Firearms Rangemaster of the Los Angeles County Probation Department.
- Physically inspect each firearm assigned as a firearm training aid monthly and note the inspection on the firearm training aid log.
- Ensure that when the firearm training aids are not under the custody of the handler, firearm training aids are to be properly secured in the SEO armory, located at SEO Headquarters.
- Monitor the use of the firearm training aids as they are used in canine training.
- Sign out firearm training aids to the handler, noting the specific firearm assigned to each individual trainer. This information will be documented on the firearms training log and the CDT Supervisor will be responsible for returning the firearms to the SEO armory, located at SEO Headquarters.

The chain of Probation Department custody, control, and responsibility for firearm training aids shall be strictly maintained. Canine personnel shall not loan or give any firearm training aid to anyone other than the CDT Supervisor during canine training.

Handlers must always ensure any firearm training aids, temporarily assigned to them, are appropriately secured. Under no circumstances shall any firearm training aids be left in vehicles overnight. They shall be secured in the handler's residence in a designated, approved lockbox; or alternatively, turned over to the Department's armorer and placed in a Departmentally approved gun safe.

Handlers may be assigned firearm training aids temporarily as determined appropriate by the CDT Supervisor. Otherwise, the firearm training aids are to be secured in the armory

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at Special SEO Headquarters.

If the handler is away from work for a period of five (5) calendar days or more, the K9 training aids must be delivered to SEO Headquarters, inspected and secured in the SEO armory. Upon the handler returning to work, the training aids will be inspected and re-issued to the handler.

1324 EQUIPMENT

- Food
 - Food, vitamins, supplements, and/or other nutritional needs will be provided at department expense. The handler will either purchase food and nutritional supplies and the cost will be reimbursed to the handler; or the Probation Department will directly purchase food and nutritional supplies.
 - All food and nutritional supplies purchases will be made at the direction of the CDT Supervisor.
- Equipment
 - Canine team equipment needs will be provided at Probation Department expense. The handler will either purchase equipment and the cost will be reimbursed to the handler; or the Probation Department will directly purchase equipment.
 - Canine team equipment purchases will be made at the direction of the Canine Supervisor.
- Responsibilities
 - The canine handler is responsible for the care and condition of all equipment issued to the canine team. The handler is responsible for the care and control of the canine.
 - Equipment is to be inspected regularly and kept in good working condition. The handler is responsible to notify the CDT Supervisor of any equipment that needs to be repaired or replaced.
 - The CDT Supervisor shall on both a scheduled and random basis, inspect all equipment to ensure that it is in working order and shall maintain an inventory of issued equipment.

1325 VEHICLE

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The canine vehicle will be equipped as follows:

- The rear seat or rear portion of the vehicle will be replaced with a suitable kennel system designed for the type of vehicle to be used as a canine vehicle.
 - The kennel system will include a barrier between the front and rear seats that can be opened, and security covers for the rear windows allowing the rear windows to be opened while securing the canine in the kennel and protecting the canine from outside harm.
 - The vehicle's ignition and air conditioning system will be modified to allow the air conditioner to continue to run with the key out of the ignition and the vehicle secured. Additionally, the vehicle will be equipped with a temperature sensor that will alert the handler if the vehicle becomes too hot and will automatically roll down the rear windows to allow the vehicle and canine to cool.
 - The canine vehicle will be equipped with emergency lights, traffic control lights, siren, and loudspeaker in accordance with the California Vehicle Code (Sections 165, 25252, 25252.5, and 25259) and the California Penal Code (Section 830).

The canine vehicle will be assigned to the canine handler to be used as follows:

- In the performance of the handler's duties and other Probation Department related functions or as directed by the CDT Supervisor or designee.
 - The handler shall be responsible for the maintenance of the vehicle assigned to the handler, including regular testing of and facilitate maintenance of all vehicle safety and auxiliary systems as necessary and appropriate.
 - The handler shall be responsible for maintaining the canine vehicle in a manner that properly represents the Probation Department to the public.
 - The canine vehicle may be stored at the handler's residence during off-duty hours in a garage or other secure area away from public view, protected from theft, damage, or tampering.
 - All regulations, policies and procedures pertaining to County vehicles and equipment shall apply to the canine vehicles assigned to the handler.
 - The canine vehicle shall be operated in a manner consistent with departmental policy and procedure and applicable statutes.
 - Emergency lights and siren may be used to control a situation, or to provide assistance to law enforcement where there is an imminent threat or danger to

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public or officer safety. Warning lights and traffic control lights may be used to maintain the safety of the canine and vehicle during field operations.

1326 OUTSIDE AGENCY AND MUTUAL AID REQUESTS

All requests for canine assistance from outside agencies must be approved by the CDT Handlers' Supervisor and Director, and subject to the following:

- Canine teams shall not be used for any assignment that is not consistent with this policy.
- The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable. If declined, the CDT Supervisor shall be advised as time and circumstances permit.
- It shall be responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

1327 PUBLIC DEMONSTRATIONS

All public requests for a canine team for community support activities shall be reviewed and approved by the CDT Supervisor and Director. The canine handler is responsible for obtaining resources and coordinating involvement in the demonstration. Canine handlers shall not demonstrate any detection work unless authorized to do so by the CDT Supervisor and Director.

1328 EMERGENCY CANINE CARE

In the event that a canine suffers a medical emergency, such as an injury requiring urgent treatment or exposure to lethal narcotics, the canine handler shall determine the closest available emergency LA County approved veterinary office and transport the canine to receive care. The canine handler shall also notify their supervisor and the supervisor will notify the SEO Director.

1329 RETIREMENT OF CANINE

- The determination of the suitability for continued service of a Probation canine shall be made by the CDT Supervisor and the Director with input from the canine handler and veterinarian. Some factors to be considered will be:
 - The present performance level of the canine.

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- The canine's health.
- The length of time the canine can be expected to remain in service.
- Other factors not enumerated here may need to be considered in the decision to retire a probation canine.
- Canine retirement procedure.
 - When a probation canine is retired from service the currently assigned canine handler will be given the opportunity to assume ownership of the canine if approved by the Department and the Board of Supervisors. If the present handler does not desire to assume ownership of the canine, the previous handler, if there was a previous handler, will be given an opportunity to assume ownership. If there is no previous handler or the previous handler does not desire to assume ownership, every effort will be made to find a suitable home for the retiring canine.
 - The transfer of ownership of the canine does not include equipment.
 - Upon transfer of ownership of the canine or upon departure from the unit, the Probation Department will remove the home kennel and concrete slab and will leave the handler's residence "as is" per the waiver of liability agreement.
 - Upon assuming ownership of the canine, the new owner will sign a waiver of liability with the Probation Department and the County of Los Angeles stating that the canine is now the sole responsibility of the new owner, and that the new owner assumes all liability for the canine from that point forward (Appendix A).
 - The Probation Department and County of Los Angeles will have no responsibility for the care and maintenance of the canine once ownership has been transferred from the Probation Department.

APPENDIX A



Karen L. Fletcher
Interim Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9525 E Imperial Hwy.
Downey CA 90242



This agreement is for the sole intention of allowing the purchase of a departmental owned K-9 from the Los Angeles County Probation Department, to an employee of the County of Los Angeles.

DETAILS

- The Los Angeles County Probation Department owns a K-9, known as, _____, which the Probation Department trained for the use as a Detection K-9.
- _____, K-9 will be retired from county service, on _____ (Date).
- _____, (Purchaser) has informed the Los Angeles County Probation Department that he/she wishes to Purchase K-9 _____ (Name).

AGREEMENT

The K9 retirement agreement sale of an Animal and Waiver of Liability Agreement In consideration of the sum of \$1.00 (One) Dollar, and the transfer of ownership of a dog named, _____, from the Los Angeles County Probation Department in the County of Los Angeles, CA. to _____ [Purchaser], the Purchaser hereby releases and forever discharges the Probation Department and County of Los Angeles and its agents, employees, heirs and assigns from any and all claims for injury, disability, loss, or property destruction that may occur to anyone, as a result of contact with or actions by the above named retired Dog. The Purchaser accepts full responsibility and agrees to indemnify and hold harmless the Probation Department and the County of Los Angeles and its agents, employees, heirs, and assigns for any alleged injury or damage to any person or property that may occur or be caused by the Dog after the transfer of ownership, which is effective as of the date listed below, including reasonable costs of defending such claims. The undersigned is fully aware of the nature of the training the Dog received and the nature of the work that the Dog performed during the period of ownership by the Probation Department and the County of Los Angeles and understands the need to provide the Dog with suitable shelter and reasonable surroundings in keeping with its training and work experience.

The Parties have executed this Agreement on this _____ day of _____, 20 ____.

Date:

Purchaser:

Date: _____

K-9 Unit Director:

Date: _____

Chief Probation Officer:

Rebuild Lives and Provide for Healthier and Safer Communities