



**PATROL SERVICE
DOG UNIT
OPERATIONS
MANUAL**

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INTRODUCTION

The Lawrence Police Department Police Service Dog (PSD) Program was established in 2015 to augment police services available to the Lawrence community.

The Lawrence Police Department's PSD Unit is committed to increasing the efficiency and effectiveness of the Police Department through the unique skills and abilities provided by the PSD Unit; additionally, the PSD Unit exists to increase officer safety by allowing dogs to perform functions officers would otherwise have to perform.

Lawrence Police Patrol Service Dogs and PSD handlers are available to assist officers in tracking, scouting, searching for suspects or missing persons, and building searches. Certain teams are also trained in detection of narcotics.

PROGRAM MISSION

The Patrol Service Dog (PSD) Program provides specially trained handler/dog teams charged with the responsibility to successfully fulfill the needs of the Lawrence Police Department by assisting officers and the community in crime suppression through criminal apprehension and evidence recovery.

The PSD Program provides the following areas of expertise to accomplish these tasks: Building Searches, Area Searches, Tracking, Criminal Apprehension, Evidence Recovery and Criminal Investigations.

PSD Program participants will familiarize other law enforcement personnel with the capabilities and limitations of PSDs informally and through educational presentations. They will also promote public awareness and familiarize the community with the PSD program through educational activities.

PROGRAM STRUCTURE

All Patrol Service Dogs (PSD) will be owned by the City of Lawrence and be certified through a recognized organization.

Organizationally, the PSD teams will be placed within the Patrol Division & Investigations Division and assigned to a supervisor.

The PSD Unit Supervisor will be responsible for conducting and submitting each handler's performance evaluations.

HANDLER JOB QUALIFICATIONS

To qualify for a Patrol Service Dog (PSD) Handler position, the following requisites must be satisfied:

1. Same as Patrol Officer. See Job Description/time limit review of handler.
2. The officer must have successfully completed 3 years of service.
3. The officer must have demonstrated the ability to work with limited supervision throughout past employment history.
4. The officer must have the ability to physically and vocally control a police dog's actions.
5. The officer should have a true affection for dogs and have no fear of dogs or other animals.
6. The officer must be even-tempered, be self-disciplined, be assertive, be self-motivated, and self-initiating.
7. The officer must have the ability to work flexible hours.
8. The officer must carry a telecommunications device both on and off duty, if required, and agree to be on call during off-duty hours.
9. The officer must be willing to house the PSD at personal residence and care for the animal on and off-duty, unless otherwise approved by supervision.
10. The PSD team must be able to satisfactorily pass the Kansas Highway Patrol's training certification.
11. The officer should rent or own a house as opposed to an apartment. If property is rented, the officer must have written permission from the owner. It is recommended that the residence have a fenced-in area of yard to allow the PSD to exercise.
12. The officer must reside in the city limits of Lawrence unless granted an exemption by the Chief of Police.
13. The officer will allow the PSD Unit Supervisor, or designee to inspect the PSD housing area.
14. The officer must pass the Lawrence Police Department's maximum fitness standards twice yearly.

SELECTION PROCESS

The Lawrence Police Department uses an oral board interview and application process for the selection of officers to the Police Service Dog (PSD) Program. Vacancies will be posted department-wide for any open position. Officers interested in selection for the PSD Program will submit an Officer's Special Report through their Chain of Command stating their desire to join the program.

USE OF PATROL SERVICE DOGS

The use of Patrol Service Dogs (PSD) should be guided by the following:

1. PSDs may be used to affect apprehension of persons suspected of committing a crime or to locate lost or missing persons in emergency situations.
2. PSDs may be used to locate freshly discarded evidence and detect the presence of narcotics when lawful circumstances permit.
3. When the services of a PSD team have been requested, the PSD handler should be responsible for determining if the circumstances justify deployment and, if so, the proper tactical response. Recognizing the training, experience, and specialized knowledge of the handler, a supervisor should not order the deployment of the PSD unless the handler concurs.
 - a. This section does not prevent a supervisor from issuing a lawful order to a handler to use the PSD. This section is meant to encourage supervisors to use the officer's expertise in safe deployment of the PSD.
4. PSD teams will make every effort to respond to all requests for service from fellow officers.
5. Off-duty PSD teams will be called in as needed when approved by a shift supervisor.

PATROL SERVICE DOG RESPONSE

The following calls are priority for Patrol Service Dog (PSD) team response while on duty:

1. Burglary in-progress calls, robbery calls, burglary and/or robbery alarms.
2. Serious crimes where the suspect has fled on foot and a possible tracking exercise could develop.
3. Locating lost or missing persons in emergency situations and/or victims in natural disasters.
4. Search for evidence or contraband including narcotics.
5. To provide the fastest response time to requests for service, PSD teams will not normally be used for or volunteer for routine calls for service, unless requested by an on duty supervisor.

INJURY TO PATROL SERVICE DOG HANDLER

In cases where a Patrol Service Dog (PSD) handler becomes injured and is unable to control the PSD, another handler, or the PSD supervisor, whether on or off-duty, must be contacted immediately by radio or other form of communication, to respond to and take control of the PSD if time permits.

If the PSD is in close proximity to the handler and has taken an aggressive posture (i.e. growling or barking) no attempt should be made to approach the injured handler.

Destruction of the PSD must be considered as a last resort and only in life-threatening situations.

HANDLER DEPARTURE

The Patrol Service Dog (PSD) handler, if separated from employment or reassigned, will account for and return all department-issued PSD equipment to the PSD supervisor. The supervisor for the PSD Unit will determine whether to retrain the PSD to a new handler or retire the PSD, based on recommendations by the PSD Unit Supervisor.

RETIREMENT OF A PATROL SERVICE DOG

The Patrol Service Dog (PSD) Program veterinarian will medically determine when a PSD is no longer capable of performing the assigned tasks.

The PSD Unit Supervisor will determine if the PSD can complete all assigned tasks. The PSD supervisor will send recommendation through the Chain of Command if they feel the PSD should be removed from duty.

The PSD Handler will be given the option of accepting financial responsibility and liability for the continued care and maintenance of the retired dog, except in unusual cases. If the PSD Handler declines to take responsibility of the retired dog, the dog will be placed in a suitable home, except in unusual circumstances.

The City Attorney's Office for the City of Lawrence must be notified before a PSD is retired. The city will require a signed, notarized Waiver of Release Agreement by parties taking possession of a retired dog. This agreement is final and frees the City of Lawrence from liability regarding the dog. The new owner will receive a copy of this transaction and one shall be kept on file with the PSD Program.

The handler will retain all PSD equipment only when he will be receiving a replacement PSD. Food and kennels are only provided to active PSDs.

During any interim period between reassignment of a PSD handler due to the death or retirement of a dog, the handler status (9-hour day) is not in effect and the officer will use regular shift hours for any leave time and work a standard shift.

If the PSD handler is retained in the program, the handler will revert to the 9-hour system the day an assigned PSD is physically in their care.

Upon the death or retirement of a PSD, the supervisor for the PSD Unit will evaluate the handler's past performance to determine whether to retain the handler in the program. Their recommendation will be forwarded to the Office of the Chief for review and determination. Past handler experience and seniority does not ensure continuance in the program upon the death or retirement of a PSD.

PATROL SERVICE DOG CERTIFICATION STANDARDS

All PSD Unit sergeants, handlers, and dogs will be in compliance with the Kansas Highway Patrol training standards.

Every PSD team will be dual-purpose teams. The team will be certified in patrol and narcotics detection.

CERTIFICATION FAILURE

If a Patrol Service Dog (PSD) fails to meet the certification standards, the PSD supervisor may remove the PSD from active duty until certification standards are met.

Teams can be given the opportunity to re-test if it is believed further training can correct the reason for certification failure. The unit supervisor will make the determination if further training and retesting is needed.

PATROL SERVICE DOG HANDLER DUTIES AND RESPONSIBILITIES

When circumstances permit and it can be safely done, officers will take a subject into custody that has been located by a Patrol Service Dog (PSD), without contact being made between the subject and the PSD.

The Patrol Service Dog (PSD) handler will not demonstrate the bite feature of the PSDs at any public demonstration unless approved by the PSD supervisor.

The PSD handler will notify Dispatch of his/her intent to voluntarily respond to any specific call for service.

Decision to Deploy: The decision of a handler to deploy a PSD to physically apprehend persons suspected of a crime, will take into consideration the totality of circumstances, using only the information available to the officer at the time of the incident.

The PSD handler will use the following three-part test to satisfy and justify a PSD apprehension:

1. The severity of the crime at issue;
2. Whether the suspect poses an immediate threat to the safety of the law enforcement officers or others; and
3. Whether the suspect is actively resisting.

WARNINGS

When a Police Service Dog (PSD) is used to locate a suspect/individual, a verbal warning will be made allowing a person time to surrender, followed by a second verbal warning allowing time to surrender, prior to releasing the PSD. These warnings should occur 15-30 seconds apart.

The warning shall give notice that the handler is going to deploy a PSD and the probable consequences of the individual's actions if encountered by the PSD.

As an example, the verbal warning may consist of the following:

1. "Lawrence Police Canine on the premises." "Anyone inside the building, announce yourself now and surrender or a police dog will be used to find you." "I am releasing the dog and you may be bitten." "The dog is loose."
2. This warning may be modified to suit the situation by the PSD handler and only serves as a sample of an appropriate warning.

The PSD handler may choose to have warnings issued via a public address system, or by other officers.

Under certain circumstances, the Lawrence Police Department acknowledges that a warning, or multiple warnings, may be dangerous or futile. Thus, a handler is not required to give a warning prior to the PSD deployment in these circumstances:

1. When the need to deploy a PSD develops so suddenly that the handler does not have a reasonable opportunity or enough time to give the warning prior to deployment, and
2. The PSD handler reasonably believes that a warning will compromise the handler, other officers, the public, or suspect's safety.

When a warning is not given the PSD handler will justify the omission in the narrative of a written report.

During the search of a large building or open area, the PSD handler should give several announcements throughout the search to ensure the person has additional opportunities to surrender.

A PSD handler may give appropriate warnings prior to the beginning of an article search, or perform a thorough visual search before deploying their PSD or attempting to evade arrest by flight.

PATROL SERVICE DOG HANDLER PERFORMANCE

Police Service Dog (PSD) handlers will maintain an acceptable performance level to be retained in the program.

If a PSD team is performing below the average of the total program, the Division Commander will place the PSD handler on notice to improve within 30 days, and/or will reassign the PSD handler for evaluation.

If no improvement is achieved, the PSD team may be disbanded.

The PSD and PSD handler will be re-evaluated individually to determine whether one or both may remain in the program.

ASSIGNED DUTY HOURS

A Patrol Service Dog (PSD) handler is in-service for 9 hours per day during the work week when working with a PSD.

TENTH HOUR KENNEL DUTY

Officers assigned as handlers to the Patrol Service Dog (PSD) Program are allotted a “tenth hour” during which time they are required to care for their assigned PSD and job-related equipment. As the department compensates for this “tenth hour”, PSD handlers are expected to adhere to the guidelines that are mandated for the 60-minute block of time committed away from department facilities. The following is a list of functions to be performed during the “tenth hour”:

1. Clean the assigned vehicle.
2. Perform daily cleaning of the kennel at the handler’s residence.
3. Perform necessary grooming of the assigned PSD.
4. Perform weekly informal training of the assigned PSD.
5. Water and feed the PSD with approved food, preferably at the end of the tour of duty.
6. Exercise the PSD daily.
7. Transport the PSD to and from medical appointments.

EXTENDED LEAVE / VACATION

The Patrol Service Dog (PSD) handler must notify the PSD Unit supervisor and make arrangement for PSD care when on any type of extended leave and unable to care for the PSD.

The PSD handler will submit an Officer’s Special Report through his/her chain-of-command stating the days he/she will be out of town and another person will be caring for the PSD in their place.

DOCUMENTATION OF INJURIES RESULTING FROM USE OF PATROL SERVICE DOG

The willful use of a Patrol Service Dog (PSD) for handler protection, or for the physical apprehension of an offender, or any other circumstance where an individual is bitten or injured (intentionally or unintentionally) is considered a use of force. PSD handlers will immediately notify on-duty supervisors if any person is bitten by their PSD once the situation becomes safe enough to do so.

If any injury, alleged injury, or physical contact between PSD and subject may have occurred, on or off duty, the PSD handler will notify a supervisor and a supervisor will respond to the scene or hospital for further investigation or to assist the PSD handler in completing the appropriate documentation.

The PSD handler will ensure immediate medical attention is sought for the injured individual; if the injured individual refuses treatment, a copy of the treatment refusal form will be obtained from the responding emergency medical personnel or involved hospital staff.

The PSD handler will arrange for the injured area and damaged clothing of the individual, if any, to be photographed as soon as possible. Photographs of the injury should be taken both prior to and following medical treatment when possible. Photographs should be taken whether or not there are visible signs of injury; this will need to be done whether the individual refuses treatment or not.

All documentation, reports, and photographs will be submitted prior to the end of the PSD handler's shift.

PSD handlers will forward copies of all reports and photographs to the PSD Unit Supervisor in a timely manner.

Any injury caused by a Lawrence Police Patrol Service Dog, on or off-duty, to any officer or city employee will be reported to a supervisor immediately.

PATROL SERVICE DOG HANDLER NOTEBOOK & REPORTS

Each Patrol Service Dog (PSD) handler will maintain a PSD notebook to include: PSD Unit Policy & Procedure, PSD Unit Operations Manual, and PSD Team Certifications.

This notebook is subject to annual inspection or as requested for inspection by PSD Unit supervisors.

All training logs will be turned into the PSD Unit supervisor at the end of each quarter.

PSD handlers must return the notebook upon leaving the program.

The PSD Program uses a combination of handwritten reports and computer database reports to document the program's activities.

REPORTING

Each Patrol Service Dog (PSD) handler will complete and submit PSD deployment reports to the PSD supervisor whenever the PSD is used.

PSD handlers will enter their deployment reports into the department-approved database, maintained on the department's network, at the end of their shift. If the PSD handler encounters technical difficulties with the computer database, a handwritten deployment report can be used.

Each PSD handler will follow deployment reporting guidelines set forth in the Lawrence Police Department Standard Operating Procedure.

PSD handlers will complete a monthly performance report of their PSD activities and forward that report to the PSD supervisor no later than the end of shift on the third day of the following month. The summary of monthly activity addresses, but is not limited to, the following categories:

- Days worked
- Assigned calls
- Self-initiated activities
- Total PSD deployments
- Area searches
- Building searches
- Trail attempts
- Disturbance control
- Miscellaneous use
- Article searches
- PSD demonstrations
- Narcotics searches
- PSD-related apprehensions
- Training hours
- Vehicle searches
- Arrests
- Citations

Failure to complete PSD deployment reports and monthly performance reports in a timely manner may result in disciplinary action and/or the PSD handler's removal from the program.

PATROL SERVICE DOG UNIT SUPERVISOR DUTIES

1. Establish proper lines of communication, authority, and responsibility at all levels so that all personnel are fully aware of their role in the operation of the Patrol Service Dog (PSD) Program.
2. Be familiar with and ensure Program compliance with all orders and directives of the Chief of Police or designee.
3. Assist in coordinating and formulating plans for departmental PSD functions.
4. Keep the Chain-of-Command informed of all operational phases of the PSD Program and consult when problems exist within the PSD Program.
5. Monitor PSD program effectiveness in PSD-related activities.
6. Delegate authority to competent subordinates to act in absence of supervisor.
7. Review and maintain a high level of morale within the PSD Program.

8. Assure health and wellbeing of the PSDs.
9. Assist the Office of Professional Accountability (OPA) in the investigation of complaints involving PSD-related activities and report complaint findings to the Chain-of-Command.
10. Review all PSD-related duties to ensure the efficient and proper performance of such duties.
11. Obtain and maintain PSD handler and/or Trainer Certification under the Kansas Highway Patrol.
12. Prepare the PSD Program budget in regard to training needs and equipment.
13. Conduct regular inspections of all working PSD teams, equipment, vehicles, and kennel sites.
14. Evaluate existing equipment as to its function and usefulness to the PSD Program and recommend replacement as needed.
15. Cooperate with all PSD handlers of the department to assist them with accomplishing assigned tasks.
16. Conduct investigations of all liability incidents involving department PSDs. Submit required departmental reports or memorandums in regard to such incidents.
17. Review the performance of all members assigned to the PSD Program and maintain a certified PSD team status. Any PSD team unable to perform in the areas of certification shall be relieved of PSD duties and the handler will be reassigned to non-PSD duties if inability to become certified is not rectified in a reasonable amount of time.
18. Prepare and submit all PSD Program training records, in addition to monthly, quarterly, and annual performance reports. Document training listing dates, times, type of training, location, and participants in the PSD training. These records will be forwarded to the Training Unit.
19. The PSD supervisor will assure all dogs' medical records, vaccination requirements, and licensing are kept current and on file.
20. Coordinate demonstration requests.
21. Be responsible for distribution, storage, and security of narcotics used as PSD training aids for actual training and demonstrations.
22. Pre-screen all dogs being considered for use as a Lawrence Police Patrol Service Dog.
23. Perform other related duties that may be required to fulfill an assignment.

TRAINING PATROL SERVICE DOGS AND HANDLERS

The Patrol Service Dog (PSD) supervisor is responsible for the management and coordination for the training of PSDs and their handlers. The PSD supervisor is responsible for the effective and efficient operation of the program, and is delegated commensurate authority and responsibility to accomplish these tasks.

MANDATORY TRAINING

Each Patrol Service Dog (PSD) handler is required to participate in the mandatory training requirements to maintain their certified status.

Failure to maintain a satisfactory rating or repeated non-attendance may result in disciplinary action, reassignment to another shift for evaluation, or removal of either the handler or the PSD from the program.

PSD handlers may be assigned other than regular shift hours for training purposes.

WEEKLY INFORMAL TRAINING

All Patrol Service Dog (PSD) Program Handlers will be responsible for conducting weekly training in one or more of the following areas:

- Obedience
- Tracking
- Agility
- Socialization
- Article Search

Obedience: The PSD handler will conduct a minimum of one (1) hour of obedience training each month. The following areas shall be included during these sessions:

1. **Heeling:** Heeling practice shall be both on and off leash. It shall be practiced at slow, normal, and fast paces.
2. **Recall:** The PSD handler will conduct the recall drill by standing at a distance and calling the PSD. Voice and hand signals will be used independently.
3. **Sit:** Sit practice shall be both on and off leash. The PSD handler will practice the sit command at different distances using voice and hand signals independently. The PSD handler will also practice the sit while working heeling exercises.
4. **Down:** Down practice shall be both on and off leash. The PSD handler will practice the down command at different distances using voice and hand signals independently. The PSD handler will also practice the down while working heeling exercise.
5. **Vehicle exits:** The PSD will be able to make smooth exits from the PSD vehicle and come to the handler in a heel position.

Tracking: The PSD handler will perform a minimum of two (2) tracking exercises per month. Each track will be a minimum of one-hundred (100) yards long and fifteen (15) minutes old. Small articles consisting of different materials may be used on the track.

Agility: The PSD handler will expose the PSD to as many types of environments, surfaces, structures, and people as possible.

Socialization: The PSD handler will expose the PSD to as many types of environments, surfaces, structures, and people as possible.

Article Search: The PSD handler will perform article search exercises with a variety of items.

The training can be conducted off-duty as part of the tenth hour PSD care and maintenance agreement. Training can also take place during the PSD handler's regular duty hours.

The PSD handler will have the authority to choose where he conducts weekly informal training. Travel locations in the City of Lawrence and in Douglas County will not need prior authorization from supervisors. Any travel outside of Douglas County will need prior approval from his/her chain-of-command, and the Training Unit will be notified (if necessary).

The PSD handler will not be responsible for conducting training when on approved leave time.

WEEKLY MAINTENANCE TRAINING

The Patrol Service Dog (PSD) handler is required to participate in weekly approved training sessions unless the Handler is on regular days off or approved time away from work.

The PSD teams may train with area law enforcement agencies with approval of the PSD supervisor. The PSD teams will train on realistic situational problems. The situational problems will deal with the following areas:

- Tracking
- Area Search
- Building Search
- Article Search
- Narcotic Detection
- Disturbance Situations
- Handler Protection
- Criminal Apprehension
- Tactical Deployment

Dual-trained narcotic detection PSD will use actual drug samples.

The PSD Teams will be on-call during weekly in-service training and during weekly maintenance training.

OTHER TRAINING GUIDELINES

No Patrol Service Dog (PSD) team will be permitted to train with non-Lawrence Police PSD training personnel unless approved by the PSD supervisor.

Only Lawrence Police PSDs or dogs approved by the PSD supervisor will participate in Lawrence police training exercises.

PSD handlers must be trained in the proper use of electronic training collars and must be authorized by the PSD supervisor to use them.

PSD handlers must be trained in the use of a training device and have the authorization of the PSD supervisor before using the device.

MAINTENANCE OF PATROL SERVICE DOG AND EQUIPMENT

The Patrol Service Dog (PSD) handler shall have total responsibility for providing primary care and maintenance of the PSD. Handlers will be allotted up to one (1) hour per workday to provide this care, which includes but is not limited to, the following responsibilities:

1. Groom assigned PSDs daily and examine the PSDs daily for general health.
2. Properly house, feed, and water assigned PSD.
3. Coordinate scheduled visits with a department-designated veterinarian

Preventative treatments for PSDs will be kept current and documented. Documentation of PSD treatments will be forwarded to the PSD supervisor.

Emergency medical treatment will be rendered by the department-designated veterinarian when practicable and coordinated by the PSD handler with notification to the on-duty supervisors and PSD supervisor. The PSD handler will submit a report to the PSD supervisor at the first opportunity following the emergency.

In the event a PSD is determined “not fit” for duty, the PSD supervisor will be notified immediately.

PSDs will not be left in any vehicle for a length of time that will cause either discomfort or injury to the animal.

Handlers will inspect assigned PSD and PSD equipment daily. Any PSD abnormalities or defective equipment will be brought to the attention of the PSD supervisor.

Failure to administer prescriptions constitutes neglect and the PSD handler may be removed from the PSD Program. No veterinary services may be sought without permission from supervision unless there is an emergency. No other veterinary services are authorized without permission from the PSD supervisor.

VETERINARY SERVICES

Routine Veterinary Services: For routine veterinary services, the veterinarian named below is authorized to treat dogs belonging to the Patrol Service Dog (PSD) Program:

TBD

Emergency Veterinary Services: For emergency veterinary services, the veterinarian named below is authorized to treat dogs belonging to the PSD Program:

TBD

PATROL SERVICE DOG EQUIPMENT

Patrol Service Dog (PSD) handlers will report any damage, loss, or theft of any PSD equipment as soon as possible to the PSD supervisor. Officer's Special Reports and other appropriate reports about such incidents are required for such incidents.

The PSD team will patrol in modified, specially-equipped vehicles designated for such duty.

PATROL SERVICE DOG HANDLER UNIFORMS AND EQUIPMENT

Issued Handler equipment shall include but not be limited to:

- TDU shirt and pants
- Web Gear
- Bulletproof Vest w/ Carrier
- Grooming Supplies
- Muzzle
- Dog Crate
- Home Kennel/Dog Run
- Exercise / Training Equipment
- Standard Leash
- Traffic Leash
- Tracking Leash
- Drag Line
- Slip Collar
- Choke Collar
- Electric Collar
- Kennel Bowls

PATROL SERVICE DOG VEHICLE

Specially-equipped patrol vehicles will be provided for the Patrol Service Dog (PSD) teams. The following modifications will be made:

1. The vehicle will be marked on both rear doors and across the back strap of the trunk or top of the rear glass with "Caution Police Dog" in lettering that is highly visible.
2. A PSD vehicle transport system will be installed for the PSD.
3. Rear windows, rear wing windows and back glass will be tinted to aid in keeping the interior of the vehicle cool.
4. A remote door kicker system with combination heat monitoring equipment will be installed. At times, when necessary, PSD teams can also patrol in unmarked vehicles that have been equipped to hold the PSD safely and securely. The use and transport of PSDs in this manner must have the prior approval from the PSD supervisor.

VEHICLE MAINTENANCE

Patrol Service Dog (PSD) handlers are responsible for the maintenance, care and cleaning of their assigned vehicle.

VEHICLE USE

A Patrol Service Dog (PSD) handler will be assigned a PSD vehicle. The following restrictions apply:

1. When parked at the Handler's residence, assigned PSD vehicles will not be parked on public streets or public property unless there is no other alternative. A garage or driveway is the preferred location.
2. Only PSD Handlers are authorized to drive assigned PSD vehicles to and from work.
3. PSD handlers may drive the PSD vehicle only to, during, and from work, to assigned PSD training, PSD demonstrations, and veterinarian's office.
4. PSD vehicles may be driven to court or department-related assignments. The PSD does not have to be in the vehicle.
5. PSD handlers will not be compensated for travel time while driving PSD vehicles to and from work related activities unless they have been called to duty or have gone in-service and are responding to a call.
6. Unattended PSD vehicles will have all doors locked and the PSD will be secured in the transport system if the vehicle is equipped with a door kicker system.
7. The PSD handler will conduct a monthly inspection to ensure correct operation of all vehicle equipment.
8. PSD handlers are encouraged not to transport prisoners while the PSD is occupying the vehicle.
9. Ride-alongs may be in the PSD vehicle with the approval of the PSD supervisor.

PATROL SERVICE DOG KENNEL

All handlers assigned a Patrol Service Dog (PSD) will be provided a home kennel, doghouse, and dog crate. The department will supply one (1) wire-enclosed kennel, one (1) concrete slab or blocks (if desired), and an insulated, department-approved doghouse. In addition to construction requirements, all kennels located at home will be required to have an effective padlock and it will be kept locked at all times the PSD is in the kennel and unattended.

The PSD supervisor and/or designee may inspect the home kennel facility at any time. No prior notification has to be given to the PSD handler.

PSD handlers will agree to unannounced on-site inspections to ensure proper kenneling of the PSD.

PSD handlers who change their place of residence will have the home kennel inspected by the PSD supervisor within two (2) weeks of the change.

KENNELING

The Patrol Service Dog (PSD) handler will control the PSD at all times unless it is left in the care of a veterinarian, boarding service, or other entity in which the PSD is otherwise controlled.

The PSD shall be kept in the department-furnished kennel. Any other arrangements for housing a dog must be approved by the PSD supervisor.

The PSD shall not be permitted outside the kennel except when accompanied by its handler.

PSD will not be permitted to roam at large. As an alternative to being kenneled the PSD can be placed in a crate and brought into the handler's home; this is recommended during extreme weather. The PSD handler is also encouraged to socialize the PSD within the handler's family.

PSD handlers will ensure a safe and restful environment for their PSDs.

PSD handlers will keep kennels sanitary and make every effort to remove dog waste as soon as possible.

ACCOUNTABILITY FOR TRAINING AIDS

This procedure establishes specific guidelines for the control, procurement, storage, use, accountability, and disposal of all training aids issued to the Lawrence Patrol Service Dog (PSD) Unit.

DEFINITIONS:

Training Aid: Is an object or substance used in conjunction with the training of a PSD.

PROCUREMENT OF TRAINING AIDS

The Patrol Service Dog (PSD) handler will obtain all training aids to be used from the Property and Evidence Room, and will maintain control of such aids until returned to the Property and Evidence Room.