



MYRTLE BEACH POLICE DEPARTMENT
ADMINISTRATIVE REGULATIONS
AND OPERATING PROCEDURES

Subject: Canine Unit

Number: 231-F

Effective Date: *October 19, 2001*

Revised Date: *December 1, 2022*

Rescinds: *Canine Unit 231*

Dated: *October 19, 2001*

Canine Unit 231-A

June 23, 2003

Canine Unit 231-B

March 20, 2008

Canine Unit 231-C

February 3, 2011

Canine Unit 231-D

April 25, 2018

Canine Unit 231-E

March 30, 2020

Approved By:

Purpose

To provide a guideline for the management of the Police Department Canine Unit and the use of police canines in field operations. The Myrtle Beach Police Department maintains a Canine Unit in an effort to provide the City of Myrtle Beach and the community with the best police services possible. The Canine Unit will allow the department to increase productivity, deter crime, and improve public relations with its improved search capabilities, narcotics detection, added dimension of tracking, and criminal apprehension.

The purpose and duties of the Myrtle Beach Police Department Canine Unit shall include, but are not limited to:

1. Tracking of individuals sought by police.
2. The search of buildings or areas for suspected criminals.
3. Locating evidence that has been abandoned or hidden.
4. Narcotics detection.
5. Search and rescue of lost or missing persons.

6. Apprehension of criminal suspects.
7. Provide protection for officers and the public.
8. Explosives detection.

DISCUSSION

1. Because of their superior sense of smell and hearing, the trained law enforcement canine is a valuable supplement to the police department. Utilization of canines requires adherence to procedures that properly control their use of force potential and channel their specialized capabilities into legally acceptable crime prevention, crime detection and control activities.

DEFINITION

1. Canine Team – An officer handler and his/her assigned police canine.

PROCEDURE

1. CANINE UNIT UTILIZATION

- A. The canine will be assigned under the Special Operations Division. Duty hours will be flexible due to the nature of the canine functions. Generally, A Canine team will be available on call twenty-four hours a day to conduct area searches for offenders wanted in felony and misdemeanor-related offenses, to search for a presence of narcotics, evidence of a suspected crime, locate a lost or missing person, search for the presence of explosives and assist in the apprehension of offenders.
- B. It shall be the responsibility of the canine handler to ensure that the proper safety precautions and procedures unique to each instance are undertaken. The handler may use the canine for the following purposes when and if the capability exists:
 - 1) Narcotics searches
 - 2) Tracking
 - 3) Open area searches
 - 4) Property searches
 - 5) Public demonstrations
 - 6) Training
 - 7) Criminal apprehension
 - 8) Building clearing
 - 9) Officer protection
 - 10) Explosives detection

- C. Canine team tracking assistance shall be requested from officers through their immediate supervisor. The supervisor will contact the handler, or Canine Unit supervisor to forward essential information concerning the incident. Information given to the canine team should include, but not be limited to the nature of the offense, description of the offender, perimeter security, and the level of resistance if any given by the offender.
- D. Police canines shall not be used for breeding, participation in shows, field trials, or for off-duty employment unless authorized by the Special Operations Division Commander.
- E. Police canines shall not be worked or given commands to work by anyone other than the assigned canine handler, or designated caregiver in the absence of the assigned canine handler.
- F. When a police canine has been in service for a period of six years, that canine will be assessed annually by a trainer or canine vendor approved by the Chief of Police to determine the continued use of that canine for police work as well as a determination of how much longer the canine may continue to work before being retired from duty.

2. HANDLER RESPONSIBILITY

- A. Overall care and well-being of the assigned canine:
 - 1) Feeding;
 - 2) Cleaning;
 - 3) Grooming;
 - 4) Exercise in a controlled environment;
 - 5) Cleanliness of the kennels, vehicles and equipment;
 - 6) Arranging veterinary care for all wellness needs or any needed medical treatment;
 - 7) Completion of training and the other reports as required;
 - 8) Shall not allow the canine to wander on its own without proper supervision;
 - 9) The canine displays/wears Police identification except when it is not tactically sound to do so.
- B. Specific duties shall include adhering to the rules, regulations and operating procedures that govern all members of the Myrtle Beach Police Department:
 - 1) Discourage persons from attempting to touch/pet or otherwise come into physical contact with their canine unless authorized by the handler.
 - 2) May perform short training exercises while on duty when it will not interfere with normal patrol functions.
 - 3) Attend scheduled training and demonstrations and participate fully.
- C. Where the handler is unable to perform these and related duties due to illness, injury or leave;

- 1) Canine handler or employee approved by the Chief of Police or Special Operations Commander may be assigned to temporarily care for the dog, or;
 - 2) The canine may be housed in a departmentally approved kennel when the handler is unavailable.
- D. Teasing, agitating, or roughhousing with a police canine is strictly prohibited unless performed as a part of a training exercise. Officers found violating this will receive corrective action.
- E. Use of the police canine outside the scope of their training is prohibited.

3. SUPERVISOR RESPONSIBILITY

- A. Regular inspection of the canine vehicle, kennels, equipment and the canine for cleanliness to ensure the well-being of the canine's health:
 - 1) Scheduling of in-service training for the unit;
 - 2) Maintaining current inventory of supplies;
 - 3) Maintaining time sheets, completing monthly and annual reviews;
 - 4) Reviewing and revising standard operating procedures as needed;
 - 5) Ordering supplies and repairs to existing equipment as needed.

4. OWNERSHIP OF THE POLICE CANINE

- A. All canines assigned to the Special Operations Division are the property of the Myrtle Beach Police Department and will be utilized for official duties only.
- B. Availability for adoption – The City Manager may make a Police Canine available for adoption by a person or entity at the end of the dog's useful working life, unless the dog has been determined to be unsuitable for adoption by a veterinarian or the Chief of Police.
- C. Authorized Recipients – Police Canines may be adopted under this section by law enforcement agencies, former handlers of these dogs, and other persons capable of humanely caring for the animal, as shown to the City Manager.
- D. Consideration – The City Manager may authorize the transfer of a Police Canine under this section without charge to the recipient.
- E. Limitations On Liability For Transferred Canines – The entity or person adopting shall execute a hold harmless, indemnity and duty to defend agreement so that the City of Myrtle Beach shall not be subject to any suit, demand or action, liability, judgment, cost, or other fee arising out of any claim for personal injury or property damage that results from, or is in any manner predicated upon, the act or omission of a former Police Canine transferred under this section, including any training provided to the animal while a working dog.
- F. Canines will not be registered with any society or organization unless that society or organization is directly related to department use of Canine Unit for law enforcement purposes only.

1. QUALIFICATIONS AND TRAINING

- A. Applicants for the Myrtle Beach Police Department Canine Unit must have:
- 1) Applicants must have at least three (3) years of patrol experience from the date of SC Class I certification with MBPD. Exceptions may be considered by the Chief of Police due to special circumstances, pre-existing skills or training. Applicants must also have satisfactory work performance, disciplinary and medical records.
 - 2) A willingness to remain with the unit for at least five years.
 - 3) A willingness to care for the canine at the housing that conforms to department requirements;
 - 4) A strong desire to work with the canines and willingness to care for and train the canine.
 - 5) Good physical health and meet departmental expected standards; this includes completing the SCCJA Physical Agility Test (PAT) to SCCJA standards of 2:06 in exercise clothes.
 - 6) Ability to work outdoors in all weather and terrain conditions.
 - 7) Self-motivation and ability to work with little supervision.
 - 8) Satisfactory reviews of personnel file to include past performance appraisals, disciplinary action, commendations and other related documents.
- B. The Captain of the Special Operations Division and the Canine Unit supervisors shall be responsible for the selection of the canine handlers in accordance with established departmental procedures with final approval by the Chief of Police.
- C. All departmental canines must meet established certification requirements that conform to a nationally recognized police working dog association. This includes annual certification to meet the national standard. Untrained canines may not be used for canine duty. Should a canine team not certify or meet the national standard in a specific area (tracking or detection), that canine may not be deployed in that area until they certify and meet standards.
1. Annual certification(s) will be placed in the Canine's personnel file.
- D. New canine handlers must complete the prescribed canine training course with the school and the canine pre-approved by the Chief of Police. They must also meet all course requirements set by the instructor.
- E. Canine handlers are required to demonstrate acquired abilities to the Canine Unit supervisor on a periodic basis as prescribed in each canine individual training criteria.
- F. All canines will be certified through the head Municipal Court Judge annually. Each canine will be required to exhibit proficiency in its detection capabilities in order to establish the necessary probable cause for warrant procedures. Certification of each canine must be maintained on a yearly basis. This certification will consist of one or more detections of each substance in which the canine is trained. The Canine Unit supervisor, in accordance with this procedure, will keep the records of this certification and all recertification's. These documents will be forwarded to the division commander for review. They will then be stored in the canine's personnel file.
- G. Any person(s) participating in decoy training with a dual-purpose canine team must have completed a decoy certification course for apprehension training.

- H. Special operations commander will work with the canine handlers and supervisors to obtain approval to send the K9 Team to at least one advanced training class per budget year.

6. CANINE BITES AND/OR INJURIES

- A. Use of specially trained police canines for law enforcement duties constitutes a real or implied use of force. In this, as in other cases, officers may only use that degree of force that is reasonable to apprehend or secure a suspect as governed by the department's Use of Force policy.
- B. The individual K9 handler may authorize the use of their assigned canine for the apprehension of a suspect (if trained in apprehension). It shall be the responsibility of each handler to ensure that practical safety precautions are taken at the time of deployment including a briefing to other law enforcement personnel, explaining the canine's abilities and limitations.
- C. When an operational or other briefing-type situation exists (including a roadside setting), the handler will brief officers about the capabilities and safety considerations about the canine to reduce the potential of injuries and liability. Barring exigent circumstances, the handler will ensure this is being done, especially when being requested by outside agencies. The name of the requestor, as well as, the time, location and acknowledgement of the briefing will be documented in the canine report.
- D. The canine handler will take into consideration the severity of the crime; whether the suspect poses an immediate threat to the safety of a law enforcement officer or the public; and if the suspect is actively resisting arrest or attempting to evade arrest by flight.
- E. In all instances where a canine is deployed in a tactical situation, a canine utilization report shall be submitted. If a canine bites an individual, whether or not in the line of duty, the handler shall:
 - 1) Summon a supervisory officer to the scene.
 - 2) Examine the affected area to determine the seriousness of the bite or injury.
 - 3) Obtain medical treatment for the person – medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 - 4) Take color photographs of the affected area, all photographs shall be taken following cleaning of the affected area so that the photographs accurately reflect the extent of injury in a non-prejudicial manner.
 - 5) If the canine bites an individual during the course of police action, the handler and immediate supervisor shall complete a Use of Force report. The report must detail the circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of the injuries if known, and measures taken in response to the incident. The original report shall be filed in accordance with the department's Use of Force policy. This report shall be completed and submitted before the handler goes home.
 - 6) If the canine bites a subject accidentally or unintentionally, the handler will follow the guidelines above; however, a Loss Report will be completed, not a Use of Force Report. The Loss Report will be completed before the handler goes home and submitted to the Special Operations commander. Phone notification will be made to the Risk Manager within one hour of the bite, and

a copy of all applicable paperwork shall be forwarded through the unit chain of command to the Risk Manager within 24 hours.

7. VEHICLE SNIFFS

- A. Exterior vehicle sniffs will be conducted on a leash. Due regard for the safety of the occupants of the vehicle will be maintained. The interior and the exterior of the vehicle will be searched as allowed under existing case law, and as statutory requirements permit.

8. NARCOTIC SEARCHES

- A. Handlers equipped with a certified narcotics detection canine can assist in the detection of the following controlled substances;
 - 1) Cocaine HCl and Cocaine Base (powder and crack cocaine).
 - 2) Hashish
 - 3) Marijuana
 - 4) Heroin
 - 5) Methamphetamines
 - 6) Other controlled substances containing a derivative of the above.
- B. The officer in charge of the scene should evaluate and determine the need for the canine service prior to contacting the narcotics detecting canine.
- C. It is the responsibility of the Canine Officer to explain to the requesting officer on scene the capabilities and limitations of his/her canine. This shall be captured on body worn camera.
- D. It is the responsibility of the requesting officer to take appropriate measures after the canine gives a positive alert for a controlled substance (e.g. arrest, secure a search warrant if needed, take custody of located narcotics and place them into evidence, charging documents, etc.). The canine handler will complete a Canine Utilization Report within K9track.com software program and supplemental reports as needed or requested by a supervisor.
- E. Subject to the restrictions indicated in this policy, a controlled substance canine search that does not violate any individual's right to privacy as described by the Fourth Amendment and can be conducted at any time.
- F. A canine search on school premises may be conducted pursuant to search warrant or pursuant to a written agreement of canine search and inspection that is requested by school officials and approved by the Chief of Police.
- G. Narcotics detecting canines may be deployed in the following areas:
 - 1) Searches during vehicle stops.
 - 2) To establish probable cause for search warrants.
 - 3) Drug interdiction in public areas.
 - 4) Searches relative to search warrant executions.
 - 5) Community relations activities and demonstrations, only with approval of the Canine Unit supervisor, or higher authority in the unit's chain of command.
 - 6) Assisting other law enforcement agencies, with approval of the Canine Unit supervisor.

9. BUILDING SEARCHES AND SUSPECTS IN HIDING

A. A primary use of departmental canines is for narcotics searches and for locating suspects where search by officers would create an unnecessary risk. These searches shall be governed by the following:

- 1) Patrol personnel shall secure the building perimeter.
- 2) Whenever possible, the building's owner should be contacted to determine whether there may be other persons in the building, and to ascertain the building's layout.
- 3) When a canine building search is anticipated, a preliminary search by officers should not be conducted, as this will interfere with the canine's ability to discriminate scents.
- 4) The on-scene supervisor shall also take the following steps in preparation for the canine search:
 1. Evacuate all tenants, workers or others from the facility.
 2. Request that all air conditioning, heating or other air-blowing systems be shut off to avoid interference with the canine's tracking abilities.
- 5) Upon entrance to the building, all exits should be secured and all communications limited to those of a tactical nature.
- 6) The canine should not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present.
- 7) Before commencing the search, the handler or other appropriate personnel shall make at least three loud verbal announcements; unless there are exigent circumstances that requires the immediate deployment of the canine. The handler shall repeat the announcement to notify an offender that there are police officers on the premises and that a trained police canine will be utilized if the individual does not surrender. A reasonable amount of time shall be allowed for the suspect to respond. This warning shall be repeated on each level of multilevel structures.

Announcement:

1. "Myrtle Beach Police K9 Unit, announce yourself and surrender or the canine will be used to find you"
 2. "Myrtle Beach Police K9 Unit, announce yourself and surrender or the canine will be used to find you, and you will be bitten"
 3. "Last warning, Myrtle Beach Police K9 Unit, announce yourself and surrender, the canine will be used to find you, and you will be bitten"
- 8) Arrestees shall not be transported in the same vehicle with a law enforcement canine unless alternative transportation is not available and immediate transport is essential for safety or security reasons.

10. TRACKING

A. With supervisory approval, police canines are available to track missing persons or suspects, or to locate evidence that the supervisor has reason to believe has been abandoned or hidden in a specific open area. Such searches are subject to the following conditions and limitations:

- 1) Stop and pinpoint the location where the suspect was last seen.
- 2) Turn off engines of vehicles in the area if possible, and

- 3) Avoid vehicle or foot movement in the area where the suspect or subject was last seen.
- B. Canines used for tracking persons should remain on leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.
- C. Canine teams can be used to locate small children, especially if there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not located immediately.
- D. Canine teams may be authorized to locate subjects that have fled the incident to prolong their freedom whether the crime at hand is a misdemeanor or a felony as long as the crime warranted the use of the canine team and it can be accomplished with minimal jeopardy to the Canine Team and subject(s). The Canine Team may be utilized when the supervisor has a concern for the safety of the public or a particular victim and/or subject.
- E. Canine teams should not be used to locate anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, or the mentally disturbed if no crime is involved unless the circumstances dictate that failure to search/locate this person could jeopardize the well-being of this person (i.e., Alzheimer's patient, suicidal).
- F. On scene supervisory personnel shall:
 - 1) Secure the perimeter of the area to be searched.
 - 2) Secure and maintain the integrity of the area to be searched by keeping all personnel out of the area, and
 - 3) Protect all items of clothing or other articles that will be used for scent from being handled.

11. CANINE EQUIPMENT

- A. One collar is employed as a control device and is to be worn at all times while on patrol and under supervision.
- B. Leads/Harness
 - 1) Traffic lead used in congested areas to keep the canine close to the handler.
 - 2) 6' adjustable lead, multi-function lead used on training and patrol.
 - 3) 48" back-up lead to be carried by handler for extra lead capabilities.
 - 4) 15m tracking line to be utilized on tracking training or patrol.
 - 5) Tracking harness may be worn on tracking either training or patrol.
 - 6) One leather collar can be worn on searches as not to restrict the canine.
 - 7) Food dish and water pail.
- C. A suitable departmentally approved doghouse and/or kennel area.
- D. Cleaning supplies for the patrol vehicle and kennels, i.e., multi-surface cleaner, bleach, mops, rags.
- E. Canine bulletproof vest, to be worn as determined by the canine handler when subject being tracked is thought to be armed.

- F. Standard police badge that is worn by patrol officers.
- G. Food and food supplements for the canine.

12. HANDLER'S UNIFORM

- A. Due to the nature of the special assignment, with related wear and tear on standard patrol uniforms, the following will be authorized:
 - 1) Approved shirt with a Myrtle Beach Police Department patch situated on the arms. "Police K9" will be visible on the front and back of the outer vest carrier.
 - 2) Outer vest carrier.
 - 3) BDU/Uniform style pants.
 - 4) Footwear will comply with uniform regulation.
 - 5) Other uniform items outside of standard issued equipment may be worn with the permission of the Division Commander.

13. CANINE UNIT VEHICLES

- A. The Canine Unit vehicles are provided for the use of the Canine Unit. Canine handlers are responsible for the cleanliness and the upkeep of these vehicles. Any damage must be reported following accident reporting procedures of the department. Canine Unit vehicles will not be utilized as Animal Control Vehicles, and no other animals other than department canines shall be transported.
- B. The Canine Unit vehicles should be marked as a standard police vehicle. The marking should include a "CAUTION STAY BACK" on at least 3 sides, preferably the two sides and back of vehicle. The Chief of Police may approve K-9 vehicles to be unmarked.
- C. Tinting all the windows except the windshield will be done on every Canine Unit vehicle and in accordance with state law.
- D. Minimum equipment in each Canine Unit vehicle:
 - 1) Canine emergency kit.
 - 2) At least two (2) leads to be able to secure the canine.
 - 3) One additional collar.
 - 4) Fresh water carried in a waterproof container.
 - 5) One type of reward either Kong or other preferred choice.
 - 6) Fire extinguisher.
 - 7) Personal protection equipment.
 - 8) First aid kit.
 - 9) K-9 insert.
 - 10) Canine overheat protection device, "Chilly Dog" or similar product.
- E. Vehicle pursuits and K-9 Emergency Vehicle Response:
 - 1) Should another officer be involved in a vehicle pursuit, the Canine Unit should respond safely to the general area of the pursuit. Should the occupant(s) abandon the vehicle, the canine would be in the area to help with the search for the suspect(s).
 - 2) Nothing in this procedure supersedes the EVO policy.

- 3) When the Canine Team is responding to a canine call for service, the canine handler may respond with the proper code response while using due care. This includes response to the kennel and to the incident location

14. PUBLIC RELATIONS AND DEMONSTRATIONS

- A. All Canine Unit public relations and demonstrations must have prior approval of the Special Operations Commander if the location for the demo is within the city limits. If located outside the city limits, the Chief of Police or their designee must approve.
- B. All public relations and demonstrations will be conducted in a professional manner with the assigned canine handler keeping in mind he/she is representing not only the Canine Unit, but also the entire Myrtle Beach Police Department.
- C. Documentation of each demonstration will be recorded in K9track software system.
- D. As a part of public relations and demonstrations, it is understandable that the general public may request permission to have close contact (i.e., petting and touching) with the working canine. With safety in mind, the canine handler will take steps to increase safety measures between the working canine and the public. This may include utilizing an approved muzzling device on the canine. The divisional commander will have the discretion on what equipment and devices are used to increase safety.

15. STORAGE OF NARCOTIC/DRUG TRAINING AIDS

- A. All controlled substance training aids used for narcotics detection training shall be stored in an approved storage safe/locker in accordance with DEA and SCDHEC regulations. The Canine handlers, Division Commander, and Chief of Police, will be the only persons with immediate access to this storage safe.
 - 1) Schedule I and II. Raw materials, bulk materials waiting for further processing, and finished products that are controlled substances listed in Schedule I and II shall be stored in one of the following secure storage areas:
 - a. Where small quantities permit, a safe or steel cabinet;
 - (i) The safe or steel cabinet shall have the following specifications or the equivalent: 30 man-minutes against surreptitious entry, 10 man-minutes against forced entry, 20 man-hours against lock manipulation and 20 man-hours radiological techniques;
 - (ii) If the safe or steel cabinet weighs less than 750 pounds, it will be bolted or cemented to the floor or wall in such a way that it cannot be readily removed, and
 - (iii) The safe or steel cabinet, if necessary, depending upon the quantities and type of controlled substances stored, will be equipped with an alarm system which, upon attempted unauthorized entry, shall transmit a signal directly to a central protection company or a local or state police agency that has a legal duty to respond, or a 24-hour control station operated by the registrant or such other protection as the Chief of Police may approve.

- B. The unit supervisor will conduct periodic inspections of all storage safes/lockers and contents. The unit supervisor will place a written report of the kinds of narcotics contained in each container and amounts. Any discrepancies in the amount of drugs compared to original paperwork shall be noted and forwarded to the Division Commander. The Commander Division will in turn notify the Chief of Police, who may direct an appropriate investigation.
- C. In the event a training aid is lost or unaccounted for, the canine handler will immediately notify the unit supervisor, who will notify the Division Commander. All information will be forwarded to the Chief of Police for investigation.

16. STORAGE OF EXPLOSIVE TRAINING AIDS

- A. All explosive training materials owned by or under the care, custody and control of MBPD shall be stored in an approved explosive proof safe in accordance with ATF regulations or recommendations. The canine handlers, division commander and Chief of Police will be the only persons with immediate access to this storage safe.
- B. Explosives material used for Canine training purposes will be maintained in a large Type 2 indoor magazine. This explosive magazine will be kept indoors in a locked and secure room. The explosives magazine will be locked with two separate padlocks, no less than 3/8-inch in diameter, and fastened in separate hasps and staples. The padlocks will be protected with not less than 1/4-inch steel hoods constructed so as to prevent sawing or levering action on the locks.
- C. The safe containing the explosive training materials will be secured in a location in which all points of entry are under constant video surveillance.
- D. The explosive safe will not exceed 50lb of total explosive material.
- E. Explosives may be kept in a locked Type 3 day-box located in the trunk/rear compartment of the Explosives Detection Canine vehicle when being used for canine training.
- F. The safe containing the explosive training materials must be clean, dry, and free of grit, paper, and empty packages and containers. The floors surrounding the safe should be regularly swept.
- G. The explosive detection canine handler will conduct monthly inspections of the explosives safe and explosive materials. The unit supervisor will conduct quarterly inspections of the explosives safe and explosive materials. The Office of Professional Standards will conduct an annual inspection of the explosives safe and explosive materials. The unit supervisor will place a written report of the types of explosives and their amounts contained within the safe. Any discrepancies in type or quantity of explosives located in the safe will be immediately forwarded to the Division Commander who will notify the Chief of Police.
- H. In the event a training aid is damaged, lost or unaccounted for, the canine handler will immediately notify the unit supervisor, who will notify the division commander. All information will be immediately forwarded to the Chief of Police for investigation.
- I. If for any reason the safe containing the explosive training materials needs repaired or replaced, the explosive materials will be safely stored in the SWAT vault to continue being in accordance with ATF regulations.

- 1) In the event the training aids must be moved to a different facility as described in section (16-I), notification must be made to the Myrtle Beach Fire Department orally and in writing before the end of the day in which storage commences.

17. REPORTS AND FILES

A. Canine files will consist of the following:

- 1) Origin of the canine, transfer of the ownership, bill of sale, or other documentation describing the canine purchase.
- 2) Documentation of all training received by the canine.
- 3) Documentation of all canine related training received by the canine handler.
- 4) Documentation of all accidental bites and injury.
- 5) Origin of the canine, transfer of the ownership, bill of sale, or other documentation describing the canine purchase.
- 6) Documentation of all training received by the canine.
- 7) Documentation of all canine related training received by the canine handler.
- 8) Documentation of all accidental bites and injury.
- 9) Initial canine evaluation listing strong traits, weaknesses, background of canine and any other information deemed important about the canine.
- 10) All canine utilization reports will be housed in the canine reporting system.
- 11) Canine certification information.
- 12) Each visit to the veterinarian and medical records.

18. K9 FACILITY AND AT HOME CANINE CARE

A. Each canine handler will be provided with a standard freestanding indoor/outdoor kennel at the Department's expense, which is to be delivered and set up at the canine handler's residence. The size of the kennels will be recommended by the canine unit supervisor and approved by the chief of police. The housing unit will be in an approved, safe and secure location. The kennel will be constructed of materials that are designed to prevent the canine from escaping. The housing unit will be equipped with a locking mechanism to prevent the canine escape as well as unauthorized access to the canine. It is the responsibility of the handler to maintain and sanitize the kennel space with supplied approved cleaners. These kennels are subject to inspection by the K9 Unit Supervisor, or Special Operations Captain. There will be at a minimum, bi-annual inspections for the security of the kennel, sanitation of the kennel, and safety of the living space for the canine. This inspection will be documented within both the canine and handler's personnel file. (The Myrtle Beach Police Central Kennel Facility is available for any handler who opts out of caring for their assigned canine at their residence. That handler will be responsible for the care of their assigned canine at the Central Kennel Facility).

- 1) The office of professional standards will conduct an annual audit. This audit will consist of the following at a minimum:
 - a. Bi-annual kennel inspections
 - b. Training records for the year

- c. Handler HOA letters up to date (if applicable, these letters will give affirmation that the presence of a police canine in the community does not violate a HOA agreement.
 - d. Current copy of the handler's home insurance policy. This will affirm that the working canine is not a restricted breed and does not place the homeowner at elevated liability or cause the handler's home insurance policy to be null or void.
 - e. Other items covered in 16 (A) of this regulation.
- B. The issued kennel will be posted on all four sides in a visible location with signage of "Working Police Canine".
- C. When not under the immediate control of the assigned handler, the dog will be secured inside of the department issued kennel.
- D. While under the care of the handler at his/her residence, the police canine is not permitted to run unsupervised, and must always be under the immediate control of the assigned handler.
- E. The police canine is not permitted to intermingle with other pets/animals without complete control of the assigned handler.
- F. If the assigned handler goes out of town or is unable to provide at home care for the canine, the dog will be secured at the Myrtle Beach Police Central Kennel Facility. The assigned handler will make arrangements with another handler or Unit supervisor to provide care for his/her assigned canine as well as notify other supervisors of the change in housing which may affect response times or availability.
- G. Newly selected canine handlers will be required to house the canine at the Myrtle Beach Police Central Kennel Facility for a probationary period of 6 weeks upon graduation from the Basic Canine Handler Course. During this time the K9 Unit supervisor will ensure the new handler has complete control of his/her assigned canine, uses proper-trained cleaning techniques in the kennel facility, and is knowledgeable about the Canine Unit Policy. The canine supervisor will also inspect the handler's residence to ensure it meets requirements for at home kenneling.
- H. Each canine handler will be compensated for 30 minutes of daily kennel maintenance, which includes replenishing water and food, cleaning of the kennel, and breaking and exercising their assigned canine.
- I. Each handler that kennels a canine at their home will provide the police department with a copy of their home owners insurance policy indicating that the practice of kenneling a working dog does not violate or negatively affect their policy prior to the canine being home kenneled. Copies of policies will be provided by the handler annually or immediately upon activation of a new policy or renewal or modification of an existing policy. The police department will make the report available to Risk Management. The report will also be housed in the Canine's personnel file.

- J. In the event a canine handler intends to change residence, the handler will notify their chain of command at least 30 days in advance. Once a new residence is selected, the canine supervisor and divisional commander will inspect the new location prior to allowing the canine to be kept at this location.