

# STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

K-9 UNIT

**MIAMI POLICE PATROL SUPPORT UNIT**  
**CANINE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**MASTER INDEX**

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# MIAMI POLICE DEPARTMENT

## PATROL SUPPORT UNIT

### CANINE UNIT



CALEA  
REVIEWED



*Specialized Operations Section*



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

### ENDORSEMENT SHEET

First Quarter  
Inspection

920557  
Unit Commander

Date 2-14-19

Second Quarter  
Inspection

920557  
Unit Commander

Date 4-15-19

Third Quarter  
Inspection

920557  
Unit Commander

Date 7-17-19

Fourth Quarter  
Inspection

\_\_\_\_\_  
Unit Commander

Date \_\_\_\_\_

Annual Inspection

\_\_\_\_\_  
Unit Commander

Date \_\_\_\_\_



# City of Miami



DANIEL J. ALFONSO  
City Manager

## STANDARD OPERATING PROCEDURES

### CANINE UNIT

### LETTER OF PROMULGATION

#### **TO: ALL PERSONNEL, CANINE UNIT**

This Standard Operating Procedure (SOP) is established to provide guidelines for the operation and management of the Canine Unit.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders.

Personnel assigned to the Canine Unit are required to read and follow the procedures as set forth by this manual, Departmental Orders, and pertinent directives.

Commander  
Canine Unit

1/10/16

Date

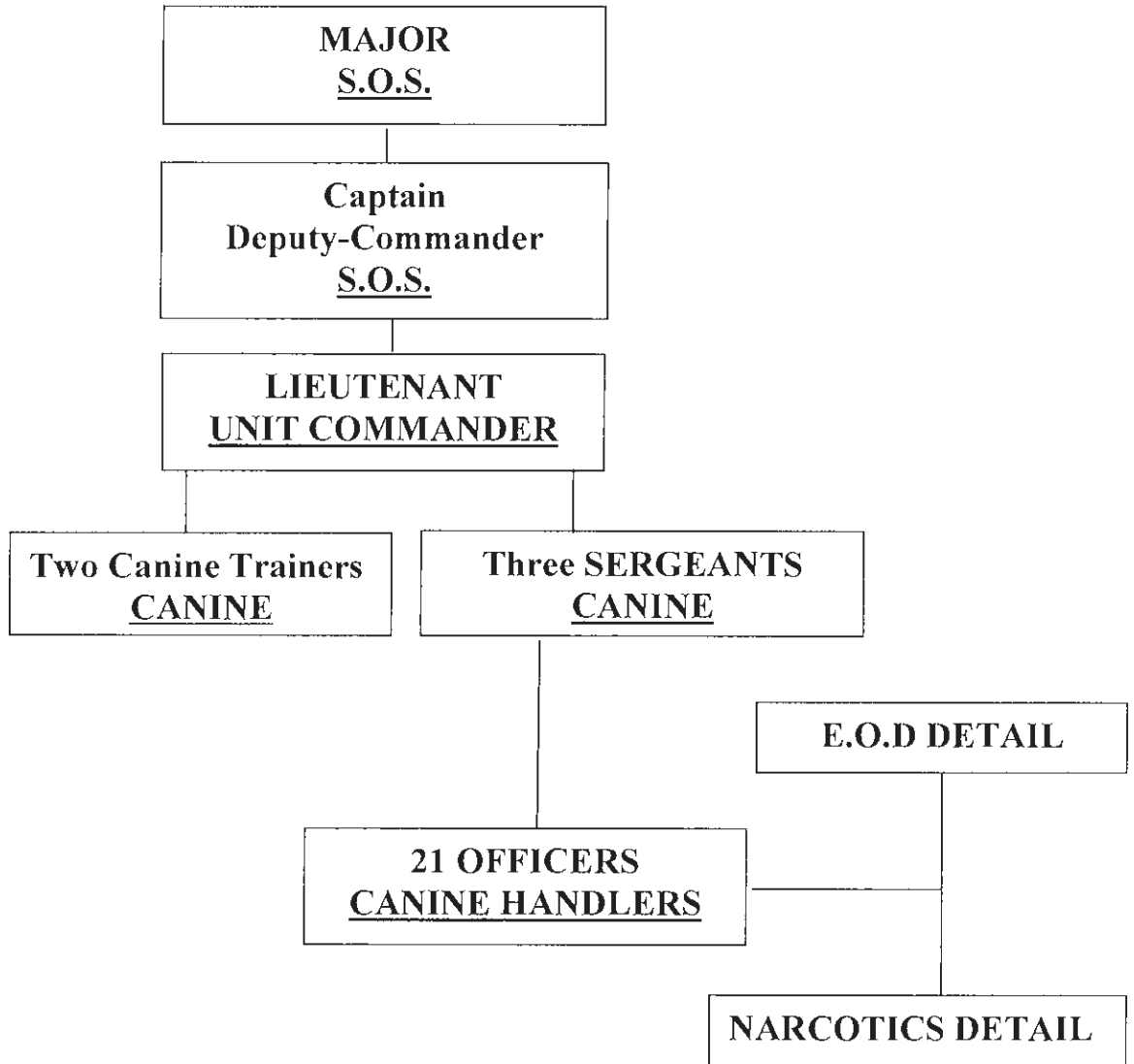


# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## CANINE UNIT ORGANIZATIONAL CHART



*J 28357*  
\_\_\_\_\_  
Commander  
Canine Unit  
  
*7-17-19*  
\_\_\_\_\_  
Date

B





# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

### MISSION, GOALS, AND OBJECTIVES

#### I. MISSION:

The Miami Police Canine Unit will provide highly trained canine teams to protect persons and property in the Miami community and to enhance the safety of Police officers where an offender or offenders are believed to be a threat. The department will provide highly trained dogs capable of detecting controlled substances, explosives Guns, Ammo and the tracking of missing persons.

#### II. GOALS:

The Canine Unit is charged with responding to situations that necessitate the specialized skills of the canine teams. The situations include interior and exterior searches, tracks and trails, evidence searches, detector canine searches, and physical security situation. The Canine Unit will provide in-service training and annual proficiency evaluations for each canine team. Additionally, the Canine Unit shall aspire to the following goals:

\_\_\_\_\_  
Commander  
Canine Unit

1/10/16

\_\_\_\_\_  
Date



C

**Mission** (continued)

III. **OBJECTIVES:**

A. To conduct 3,000 hours of canine in-service training exercises.

Monthly Goal (250 Hours)

B. To make 180 canine apprehensions.

Monthly Goal (15 Apprehensions)

C. To conduct 240 canine narcotic searches.

Monthly Goal (20 Narcotic Searches)

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

### DUTY HOURS AND DRESS

- I. Duty hours will be based on three shifts but will be flexible to provide for special assignments and allow for canine care time while providing maximum availability of canine teams to the community on a twenty-four-hour basis.

Shift A	0530 – 1418	1418 – 1600	K9 care time
Shift B	1300 – 2148	2148 – 0100	K9 care time
Shift C	2100 – 0548	0548 – 0700	K9 care time

- II. The Canine Unit Supervisors will assign the canine team's hours and Neighborhood Enhancement Teams (NET) areas on a specific need for service basis. Canine Officers are to remain in their assigned NET areas, unless they are dispatched, or directed by a supervisor, to leave their NET area.
- III. The Department allows 4.8 hours of "Canine Care Time" to be taken each week by Canine Unit supervisors, trainers and officers, for the care and maintenance of the canine and equipment. All canine time must be scheduled by the supervisors to maintain adequate street staffing and documented on the officer's worksheet.

4-29-20  
 Commander  
 Canine Unit

4-15-20  
 Date

D



## **Duty Hours (continued)**

- IV. Supervisors, trainers, and officers will wear the black polo top during their tour of duty. The polo top will bear a subdued badge, subdued patches, embroidered officers' names, and the words "Miami Police K-9" on the back. The long sleeve black Battle Dress Uniform (BDU) will be worn during formal events as identified by the Unit Commander. The black BDU shirts will bear a subdued badge, subdued patches, K-9 embroidered over the left breast pocket, and the officer's name embroidered over the right breast pocket. All uniform tops will be worn with issued black BDU pants. When officers wear civilian clothes, they will comply with Departmental Orders regarding dress and identification for plain-clothes officers. Civilian clothing may be worn as needed for training exercises; any official action by officers in civilian clothing must comply with Departmental Orders. During training, officers will wear a black Miami Police K-9 Unit T-shirt or polo top.
- V. Any canine officer wearing a vest will have Miami Police insignia, where he/she may be readily identified as a police officer.
- VI. While working extra-duty jobs or special events, officers will wear their K-9 polo top only when working in canine capacity.
- VII. Unit members are permitted to wear black nylon gun belts and accessories, which are identical in design and function as set forth in Departmental Orders.
- VIII. Unit members may wear an optional pin or have embroidered on the pocket of the officer's uniform, the letters "K-9."
- IX. The Canine Unit Supervisor must approve any additional gear and equipment; the officer believes will benefit the field operations of the canine teams. Unit members will have on their person a 12" traffic lead whenever they are accompanied by their canine; Unit members will have available at all times matches or other wind indicators, and a flashlight.
- X. Unit members are required to attend patrol roll call in their assigned District each workday.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

### Canine Trainers and Canine Handlers

#### I. DUTIES AND RESPONSIBILITIES- CANINE SERGEANT

- A. Oversee selection of new canine, new handlers, and their training.
- B. Maintain the Unit's statistical files.
- C. Monitor veterinary services and billing.
- D. Maintain Canine Unit supplies and equipment through budget preparations.
- E. An inventory list will be kept and maintained to have an accurate depiction of the supplies on hand.
- F. Supervise all in-service training, specialty training, and annual evaluations of canine teams.
- G. Handle Canine Unit correspondence.

\_\_\_\_\_  
Commander  
Canine Unit

4/4/19  
\_\_\_\_\_  
Date



**Canine Sergeant's Duties** (continued)

- H. Coordinate public demonstrations.
- I. Assist shift commanding officers in canine deployment and usage in the field.
- J. Coordinate roll-call training and proper dissemination of canine information to the applicable department members.
- K. Provide street team supervision when on duty.
- L. Be on twenty-four hour call and respond as needed, based on the situation at hand.
- M. Perform additional duties as deemed necessary by Unit Lieutenant.
- N. Delegate training, administrative, and quartermaster duties as deemed necessary.
- O. Promote and maintain an atmosphere of integrity and professionalism, stressing teamwork and safety among the members of the Canine Unit.
- P. All Canine sergeants will maintain a police service canine for use as necessary.
- Q. Supervise any off-duty job or special event, which requires three (3) or more canine handlers and their canines.
- R. Review and sign all mandatory related reports. E.G. Explosive Detector Utilization report, Response To Resistance Report, and Daily Worksheets.
- S. Monthly monitor the bite ratio of canine handlers. Should a canine team for the previous three (3) months have a bite ratio greater than 20%, a review of each of the bites will be held with the handler and the Unit deputy Commander.
- T. The Canine supervisor's will conduct semi-annual home inspection of all canines in the Unit. This home inspection is to properly document how the canine is being sheltered and cared for by the individual handlers within the unit when they are off-duty.
- U. The Canine supervisor's upon completing an inspection of a Canine handler's home will document the findings on the semi-annual home inspection form.

## K-9 Trainers & Handlers (continued)

### II. DUTIES AND RESPONSIBILITIES CANINE TRAINER

- A. Assist the canine supervisor in the selection of canine's, handlers, and equipment as directed.
- B. Facilitate the training of new canine and handlers, providing an atmosphere of professionalism, integrity, and safety.
- C. Conduct or arrange for in-service training of all teams/ specialists.
- D. The canine trainer, in the absence of the canine sergeants is authorized to speak in the sergeant's behalf having full authority granted by the Sergeants and Lieutenants, in all canine situations. Any handler who feels he has been wrongly advised in the use, training or care of his/her canine or equipment **must** contact the canine sergeants and request clarification.
- E. The trainer will perform such duties as deemed necessary by the canine supervisor.
- F. Maintain all canine training manuals, keeping them current and up to date.
- G. Maintain a list of up to date training sites, **frequently adding new areas.**
- H. Ensure liaison and program continuity with other Canine Unit trainers in the completion of the training
- I. Maintain assigned canine training equipment, and instruct and supervise its proper and safe usage.
- J. Conduct evaluations of all teams and specialties as needed.
- K. Provide for roll call training, survival training, and departmental information needs.
- L. All canine trainers will maintain a police service canine for use as needed.
- M. Assist in public demonstrations and provide specialized publicity through the public information office (PIO) as required.
- N. Review and sign canine handler monthly training logs.

## K-9 Trainers & Handlers (continued)

### III. DUTIES AND RESPONSIBILITIES- CANINE HANDLER

- A. Canine handlers are police officers. They will abide by the same Departmental rules and regulations, orders and directives that govern all members of the Miami Police Department. By the very nature of the added responsibility given to canine handlers, they are expected to have a high level of dependability and judgment. **Violations of Departmental Rules and Regulations, orders (DO's) Standard Operating Procedures (SOP's); and directives that indicate a lack of good judgment or dependability can be the basis of relieving the officer of his canine responsibilities.**
- B. Canine handlers, while patrolling their assigned areas, will enforce federal and state laws as well as city and county ordinances. **Due to the nature of canine work, there is an expectation that each Canine officer be proactively involved while patrolling their assigned area by enforcing all local, County and State laws and regulations. It is expected that all Canine officers use their time efficiently, emphasizing a problem solving roll, being pro-active and actively enforce traffic violations.** They will, at all times, monitor their radios so that they may respond to calls for service as needed.
- C. Canine handlers will maintain a police service canine. Based on need and situation, canine teams may be called to duty at any time. Their schedules will be regulated by a canine supervisor.
- D. Participate in public demonstrations as needed.
- E. Participate in training as required.
- F. Perform additional duties as deemed necessary by a Canine Unit supervisor, trainer, or designated senior officer.
- G. Prepare a monthly training log for each shift, Uniting the type and amount of in-service training performed.
- H. Prepare a canine apprehension report for any suspect whom: (a) is physically apprehended or located by the canine team, (b) surrenders because of the canine deployment, or (c) is arrested because of the presence and deterrence of the canine. Whenever the canine is deployed or plays a clear role in the capture of a suspect. The mere presence of the canine at the scene **will** not be counted as an apprehension.
- I. Promote and maintain an atmosphere of integrity and professionalism, stressing teamwork and safety among the members of the Canine Unit.
- J. **Prepare a daily worksheet and submit it prior to the next tour of duty.**



- K. Every canine handler will earn the Police Dog Level 1 Certification (PD1) from the United States Police Canine Association (USPCA) on a yearly basis conducted by the unit trainers. The exception will be the handlers that earn their certification through Regional or National trials. Certification is a mandatory unit-wide standard and if a handler is unable to obtain certification, then mandatory remedial training of 6 weeks (placed in canine school) will be given and a second and final attempt will be scheduled. Final attempt of certification will be scheduled no earlier than 2 months from first attempt. Inability to complete certification on final attempt will cause the handler to be transferred from unit.

### Miami Police Canine Officer's Monthly Training Log

For the Month of:

Handler/IBM: \_\_\_\_\_ Canine: \_\_\_\_\_

Date and Time of Training: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Training: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Training: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Training: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Training: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Training: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Training: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Training: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Training: \_\_\_\_\_ Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Type of Training: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

### PROGRAMS/PROJECTS/AND FUNCTIONS

The Miami Police Canine Unit will obtain canines and provide basic police service canine training and all specialty canine training to the members assigned to the Unit. It will provide continuous in-service training and periodic team evaluations to ensure each team is performing properly. The Canine Unit will issue all supplies and equipment to the members of the Canine Unit on an as needed basis. Training and equipment are addressed under the appropriate Standard Operating Procedures (S.O.P).

Commander  
Canine Unit

1/10/16

Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

### UNIT POLICIES

The purpose of the Canine Standard Operating Procedures is to provide policy and procedural guidelines to the members of the Canine Unit.

All members of the Canine Unit shall become familiar with the Standard Operating Procedures, will be governed by them, and will update their issued manuals to conform with the latest official changes.

All members of the Unit will be issued a copy to be used during their tenure with the Canine Unit.

#### I. UNIT POLICIES

- A. Canine handlers are under the direct supervision of all field supervisors when canine supervision is not available. Functional supervision will be the responsibility of the canine sergeants. When a conflict arises between a canine handler and a field supervisor related to the usage of the canine, the handler will utilize the canine according to existing DO's and SOP's.
- B. Canine handlers are responsible for keeping an accurate training log of all training performed on a monthly basis. A minimum of fifteen (15) hours of training is required each month. Canine handlers who fail to meet the fifteen (15) hour minimum are required to explain the circumstances under "officer's comments."

  
\_\_\_\_\_  
Commander  
Canine Unit

12-16-19  
\_\_\_\_\_  
Date



## Unit Policies (continued)

- C. During training, or in the absence of a sergeant, the handler will adhere to the instructions given by the **trainer** or designated senior officer. Any problem, which arises, **must** be directed, in writing, to the canine sergeants before the end of their tour of duty.
- D. Canine handlers will maintain their canine at a level of proficiency sufficient to pass annual evaluations. Repeated failure will be grounds to transfer from the unit.
- E. Canine handlers will maintain their canine and equipment in a clean and proper manner. Canine handlers will maintain their canine's health and physical ability to function as a police service dog, through both home care and visits to the veterinarian. Misuse or abuse of police service canine or city equipment may be grounds for disciplinary actions and or transfer from the Unit. Canine health problems or a canine's inability to function in a service capacity due to the negligence of the handler may be grounds for disciplinary action up to and including termination and/or transfer from the Unit.
- F. Training will only be conducted under the supervision of, or with permission of the canine supervisors or trainers. Any handler having a training related problem must contact a trainer immediately. Unresolved training problems **must** be directed, in writing, to the canine sergeants.
- G. In the absence of a canine supervisor, the senior canine handler present on any scene will assume control and direction of the deployment
- H. **While on duty**, handlers will not permit other officers or civilian personnel to have control of their canine, unless exigent circumstances exist, without permission from a canine supervisor. **While off duty**, you must take into account that this is a working animal and should have limited contact with non-canine personnel, to avoid accidental bites. Remember you are the thinking part of the canine team.
- I. The canine will remain on a leash under control of the handler at all times, unless the canine is conducting an enclosed area or building search within the scope of S.O.P. #5, or as part of a training exercise.
- J. In order to reduce the possibility of an accidental dog bite, the canine will be kept on a six (6) foot lead and/or muzzled in the following situations:
1. While conducting canine demonstrations
  2. When the canine is not working and is in a crowd situation/environment
  3. When the canine is relieving him/herself

## Unit Policies (continued)

- K. While off-duty, a suitable environment for the canine will include a private, fenced yard at least partially grassed, with the appropriate warning signs displayed. In the event of the handler's absence for any reason, contact with the canine will be limited to the handler's household members. The canine will be housed in the kennel provided to the handler by the City of Miami when not in sight of the handler. The canine may also be kept within the residence of the handler during inclement weather. In either event, any animal left outside unattended must have shade, shelter from the elements, and water available.
- L. Maintenance of the canine, other than as described, will require the permission of the unit commander.
- M. In the event of a canine officer becomes injured or disabled, the canine will normally be allowed to remain with the handler. If the injury or disability can affect the officer's ability to control the canine, the canine may be removed from the officer's home, and placed in either a kennel or in another canine officer's care.
- N. In the event of a canine becoming unfit for police service, for whatever reason, the last assigned handler may be given the opportunity of keeping the canine. Paperwork transferring all liability from the City of Miami to the handler will be completed immediately.
- O. In addition to the normal evaluations that all officers receive, the canine handler will go through a thorough review of his past performance at the time that their canine is retired or unavailable for further use. This evaluation will be conducted by the Unit Lieutenant and will determine the officer's fitness to continue as a canine handler. The following areas of review are representative but not all inclusive.
1. Performance evaluations
  2. Commendations
  3. Reprimands
  4. Accident Profile
  5. Internal Affairs File
  6. Adherence to canine S.O.P
  7. Performance as a K-9 Handler

- P. If an officer is to retain his canine, the following criteria **must** be considered when transferring ownership from the city to the handler:
1. In the event of a handler leaving the Canine Unit due to promotion or retirement, the handler **may** be given the opportunity of accepting the canine as a personal companion only if the handler has been with the City Canine unit for a period of 36 months, or more, and with satisfactory or above evaluations. If the handler has been with the unit less than 36 months, the dog will remain property of the City of Miami Police Department.
  2. If an officer has been assigned to the Canine Unit for 36 months or more and has worked with the canine from 1 day to 24 months, the Lieutenant of the unit shall evaluate the needs of the unit and determine whether the canine should be reassigned to a current handler who is in need of a new canine. In the event a new handler is to be transferred to the unit, the Lieutenant will determine whether the canine can be turned over to the newly transferred officer.
    - a. In the event it is determined that the canine is not needed, the officer may be given the opportunity to purchase the canine, and shall pay the city 90% of the original purchase price.
- Q. If the officer has been assigned to the canine unit for 36 months and worked with the canine 24-48 months, he shall pay the city 75% of the canine's original purchase price.
- R. If the officer has been assigned to the canine unit for 36 months and worked with the canine 48-72 months, he shall pay the city 50% of the canine's original price.
- S. If the officer has worked with the canine for 72 months plus 1 day, he may be given the canine at no charge to him, as a reward for good service and time well invested in working and caring for his canine partner.
1. If an officer is transferred out of the unit under less than honorable circumstances, he will **not** be given the choice to remain with his canine unless the canine cannot be reassigned then and only then may the officer be given the opportunity to purchase the canine under the guidelines.
- T. The underlying principal in this process is that a decision to leave a canine with its handler is an emotional reward to the other officers which will motivate them to excel. If the officer retains possession of the canine, all appropriate retirement paperwork transferring liabilities from the City of Miami to the handler will be completed. Recommendations will be sent through the chain of command, to the Chief of Police, who will make the final decision concerning the disposition of the canine.

- U. In the event of the death or disability of a canine handler, and upon request of the handler's family, and with the approval of the Chief of Police, the canine will be retired from police service and given to the handler's family. All appropriate retirement paperwork transferring all liabilities from the City of Miami to the handler's family will be completed.
- V. A canine handler will not breed or allow to be bred his canine, without the permission of the canine supervisor.
- W. No civilian observers are permitted to ride with a canine team without prior written permission from the Chief of Police.
- X. At least two (2) signs warning the public of the presence of a police work dog will be posted in a conspicuous place at the handler's house. The sign must be posted when practical, on the outside of the fence. Posted away from where the canine is housed.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE SPECIAL RESPONSE UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P.** 1

**SUBJECT:** SELECTION OF CANINE HANDLERS

**PURPOSE:** To outline the general procedures for the selection of officers to be assigned to the Canine Unit.

**SCOPE:**

- I. When vacancies occur that are to be filled, the selection will be made in compliance with Departmental Orders and Unit SOP's.
- II. Due to physical requirements needed to train the canine and to perform on the street, applicants are required to meet the minimum physical standards. Applicants who fail to meet the minimum standards will be considered not qualified for the position. The selection board will be given the results of each applicant's performance prior to the interview for consideration in their selection of the most qualified applicant.

\_\_\_\_\_  
Commander  
Canine Unit

1/10/16

\_\_\_\_\_  
Date



**S.O.P. 1 (continued)**

A. TEST:

Run at least 1.25 miles in a maximum time limit of twelve (12) minutes.

JUSTIFICATION:

The job of canine handler requires cardiovascular fitness and endurance, as might be necessary for long and/or extended searches in climate extremes.

B. TEST:

100 Yard Dash in 16 seconds.

JUSTIFICATION:

Canines are sent to chase down suspects and the handler must be able to follow at a reasonable pace to maintain visual contact and control of the canine.

C. TEST:

Pick up an eighty (80) lb. canine and place him on top of a platform or scaling a wall approximately 4 ft. in height.

JUSTIFICATION:

The four (4) foot fence is the most common fence encountered during an area search for suspects.

D. TEST:

The applicant shall be able to surmount a four (4') foot fence.

JUSTIFICATION:

Many homeowners now lock their fence's requiring the officer to jump the fence.

E. TEST:

Pick up an eighty pound (80 lb). Canine and place him through a window similar to that found at an average structure.

**S.O.P. 1 (continued)**

JUSTIFICATION:

Windows are among one of the most common points of entry for burglars and many structures have double bolt locks on the doors, preventing them from being opened from the inside or outside. Most windows are between four (4) to five (5) feet in height. The applicants must be able to enter through the window.

F. TEST:

Be able to crawl under the crawl space of any average home that is large enough for the canine to enter.

JUSTIFICATION:

Crawl spaces are among the most common places where offenders are found when trying to elude the police. If an officer places his canine under a house and the canine should get his collar entangled on wires or debris under the house, only the handler should be required to go in and retrieve his/her canine.

G. TEST:

Be able to climb a ladder and walk the roof of a structure.

JUSTIFICATION:

This is another commonplace suspects hide, especially when they know the canine unit is searching for them. The applicant will be required to climb a ladder, and hide on rooftops during training exercises.

H. Applicants must meet, in advance, all conditions and standards binding on canine handlers, including SOP G, Unit Policies, and Section K, which describes the off duty housing requirements of the police dog.

I. The Internal Affairs Section records, past driving history, attendance records, and other personnel related items as deemed appropriate by the TOS Section Commander, will be reviewed. Applicants may also be rated on the basis of the interaction between the applicant and any police service dog used in any of the above tests.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

S.O.P. 2

**SUBJECT:** SELECTION OF CANINE

**PURPOSE:** To outline the general procedures for the selection of suitable police service canine for the City of Miami Police Department Canine Unit.

**SCOPE:** The Miami Police Service Canine is primarily purchased from Europe with budgeted funds. The Canine Supervisors and Trainers will personally ensure that each canine meets bid specifications prior to acceptance.

I. Testing procedures are intended to eliminate from consideration any animal with the following deficiencies: hand shyness, gunfire shyness, cowardice, over aggressiveness, poor health, lack of toy drive, and lack of stability.

II. The following representative characteristics will be considered as standards for a potential police service canine candidate:

A German Shepherd Dog, Dutch Shepherd or Belgian Malinois, 18 to 36 months of age, dual temperament, approximately 80 lbs., sturdy conformation, and possessing a toy drive that will allow cross training as a detector dog.

\_\_\_\_\_  
Commander  
Canine Unit

1/12/16  
\_\_\_\_\_  
Date



**S.O.P. 2** (continued)

- III. A canine that passes the preliminary physical and mental tests is sent to the veterinarian for a complete health examination and hip X-ray. Upon successful completion of the veterinary exam, the canine will be assigned to a handler to await the start of training.
- IV. At the discretion of the Canine Supervisors an exception can be made if an exceptional dog becomes available, that is not within the age group.
- V. Unless the Chief of Police grants an exception, only canines which are purchased by the Miami Police Department will be accepted by our K-9 Unit.

**EVALUATION PROCEDURES:**

Each new canine considered for purchase by the Canine Unit will be evaluated and tested by the following procedures:

1. A selection board will evaluate each canine. The board will be comprised of the following:
  - a. 1<sup>st</sup> voting member: Canine Sergeant/Trainer or his designee
  - b. 2<sup>nd</sup> voting member: Canine Trainer
  - c. 3<sup>rd</sup> voting member: Canine Trainer
  - d. 4<sup>th</sup> voting member: City of Miami Purchasing Director or designee
  - e. 5<sup>th</sup> voting member: Canine Commander/Major, or designee.
2. The same board members will evaluate all canines being considered for purchase.
3. The board members will evaluate the canines being considered for purchase with a standardized "Canine Evaluation Tests". All scoring notes shall be made on the evaluation form. Scores after each test will be compared and if there is a difference of more than one (1) point between evaluators, the evaluators will discuss the results and come to a consensus of within one (1) point of each other.
4. Before testing, a record will be created Uniting the following information:
  - A. Vendor name, address and phone number
  - B. Canine's name
  - C. Canine age
  - D. Title, if any
  - E. Distinguishing markings
  - F. Photos of canine from various angles

5. Prospective canines will be evaluated in the following areas. Those areas which are optional will be done at the discretion of the Canine unit commander or his designee, under the request of the evaluators:

- A. Social Exposure
- B. Heeling Control
- C. Distance Control
- D. Chase with Bite
- E. Guard
- F. Recall (Optional)
- G. Gunfire Apprehension
- H. Handler Protection
- I. Building Search (Optional)
- J. Courage Test #1
- K. Courage Test #2
- L. Toy Drive
- M. Hunt Drive Test #1
- N. Hunt Drive Test #2

6. After testing, the canines will be placed into one (1) of four (4) bands, "A", "B", "C," and "D". The bands are based upon the canine's raw score from the "Canine Evaluation Form". The following is the break down of the bands:

A Band	196-210 Points
B band	181-195 Points
C Band	166-180 Points
D Band	165- Less points

Selection of canine(s) will be based on the lowest price within each of the bands, starting with band A. A canine that scores in band D will be totally unacceptable and automatically disqualified. The City, at its sole and absolute discretion, rejects any canine selection process and initiate a new selection process, when deemed in its best interest.

7. All testing will be conducted at a neutral site, chosen by the TOS Canine Lieutenant.
8. A canine that passes the preliminary physical and mental tests is sent to the veterinarian for a complete health examination and hip X-ray. Upon successful completion of the veterinary examination, the canine will be assigned to a handler to await the start of training.

**ASSOCIATING WITH CITY VENDORS PROHIBITED:**

No Canine Unit personnel will associate, train, fraternize or otherwise socialize with ANY vendor doing business with the Canine Unit while on-duty. At no time, whether on or off duty may a canine unit officer discuss purchasing bids, qualifications, or information about other vendors with any vendor. Furthermore, no Canine unit personnel will train their City canine with anyone other than a Miami Police Canine Unit trainer, whether on or off duty.

If circumstances beyond the officer's control put him in contact with a vendor while on duty, e.g., dispatched to a call, the officer will handle the situation in a professional, curt manner and immediately notify a Canine Unit Supervisor. Again, at no time will anything relating to the purchasing process be discussed.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**MIAMI POLICE PATROL SUPPORT UNIT**  
**CANINE UNIT**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.**            3


**SUBJECT:**    **VETERINARIAN PROCEDURES**

**PURPOSE:**    To establish uniform procedures for the use of the City provided veterinarian.

**SCOPE:**

The following are uniform procedures for the use of the City provided veterinarian:

- A.    The handler is to make an appointment before taking his canine to the veterinarian. **After the veterinary visit, the handler will complete a "Canine Veterinary Service Form: and turn it in to his supervisor prior to the completion of the handler's next tour of duty.**
- B.    The Canine Unit supervisor will be notified anytime a Canine suffers injury requiring medical care. The Canine unit Lieutenant will be notified any time such injury is life threatening.

  
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Commander  
Canine Unit

1/10/16  
\_\_\_\_\_  
Date





**S.O.P 3 (continued)**

- C. **Each handler is responsible for notifying the canine supervisors of any symptoms of health problems concerning his assigned canine.** All health questions should be directed to the canine sergeants or trainers.
  
- D. During the first week of each month each handler will ensure that the heartworm and parasite preventative medication is administered to his canine. Annual vaccinations and registrations are to be completed by January 31<sup>st</sup>, of each year.

Each handler is responsible for monitoring his canine and treating any minor health problems.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P.**            4

**SUBJECT:**      **USE OF THE CANINE UNIT KENNEL**

**PURPOSE:**    To outline the proper procedures for utilization of temporary and permanent canine kennel.

**SCOPE:**

- C. The temporary kennel located at the Canine Unit office may be utilized at the handler's discretion for limited time one (1) hour maximum.
  - A. The Kennels are intended as temporary shelters and used only on official business.
  - B. The handler is responsible for the canine's comfort and care, and must clean the kennel after each use.
  - C. The kennels are for Police Service Canine only. At no time is anyone other than current Miami Police department (MPD) Canine Unit Personnel to handle a canine in the kennel. Exceptions must be authorized by the Canine Unit sergeants or trainers.
  - D. Handlers will not bring to the common areas or kennel any canine suffering from parasites or other communicable disease.

  
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Commander  
Canine Unit

1/16/16  
\_\_\_\_\_  
Date



**S.O.P 4** (continued)

- II. All MPD Police service canine are allowed twenty-one days paid kenneling per year at the contracted kennel facility. Any irregularity or health problem observed when picking up a canine from the contracted kennel facility will be brought to the attention of the kennel staff prior to removing the canine from the premises. The Canine Unit Supervisor must also be notified immediately in writing upon returning to duty.
- III. While the City is paying to kennel the canine, the canine handler will not receive canine care time.
- IV. Handlers will be allowed to leave their police service canine with another handler, with the permission of the Canine Unit Supervisor and the Lieutenant.
- V. In the event of a handler's temporary absence from his home, the canine may be left with the handler's immediate family household members who normally share the residence with the handler and his police service canine.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P.** 5

**SUBJECT:** USE OF THE CITY OF MIAMI POLICE SERVICE CANINE

**PURPOSE:** To establish guidelines for the proper use of the police service canine.

**SCOPE:** The following guidelines and procedures **will** be employed by the canine handlers when the use of the canine is required.

- A. Police service canines of the Department will be employed for searches and tracks only when the handler has probable cause to believe that the suspect to be searched for has committed a **felony** and is resisting arrest and/or attempting to evade or escape arrest through concealment. Canine officers will be permitted upon the approval of a commanding officer to search for an **offender of any crime** whereby the offender is armed or has armed himself with a deadly weapon or firearm during the commission of a crime.
- B. **Area Searches:** The canine team will search open areas employing windborne scent or ground scent, to locate felony suspects. Searches will be conducted on a six (6) foot or fifteen (15) foot lead. Armed Offender searches will be done on a fifteen (15) foot lead unless authorized by a canine supervisor.

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Commander  
Canine Unit

\_\_\_\_\_  
Date

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**S.O.P. 5 (continued)**

1. **Felony Offenders Armed with a Firearm, Area/Building searches:**  
When an armed felony has been committed and it involves a firearm and the subject is believed to be contained within the perimeter, a SWAT call out will be initiated by the Field Duty Lieutenant. Prior to initiating a call out, the facts must be corroborated by any of the following: evidence, witness(es), victim(s), officer(s) or all the above. Patrol units will secure the perimeter awaiting the arrival of SWAT. Canine units will establish a canine command post and request additional canine units as needed. If not on scene, the canine Sergeant and Unit Lieutenant will be notified by the on scene canine unit. A canine supervisor will respond to the scene and be the liaison between canine and SWAT.
  
  2. **Felony Offenders with no Firearm Area/Building Search:** When faced with felony offenders with no evidence of a firearm being used, the Field Duty Lieutenant will request on-duty SWAT. In the event there are no on-duty SWAT officers, a request will be made city wide for officers with long rifles to assist Canine as their back-up while conducting the search. If not on scene, the Canine Sergeant and unit Lieutenant will be notified by the on scene canine unit.
  
  3. **Felony Offenders Armed with a Firearm Outside the City Requests for Area/Building searches:** When canine is requested via Intercity by an outside agency, the canine handler must first verify what crime has been committed. If the request is to search for an offender believed to have been armed while in the commission of a felony, a request must be made to the Field Duty Lieutenant to leave the city and to also take two (2) on-duty SWAT officers. In the event there are no on-duty SWAT officers, a request will be made city wide for officers with long rifles to assist Canine as their back-up while conducting the search. No canine handler can search outside the city unless the appropriate back up is provided to the handler. The only exception is if the requesting agency will provide two (2) SWAT certified officers as back up to our handlers.
- C. If an area search is to be conducted by a canine unit, the perimeter will be maintained until the canine team conducting the search advises the sergeant or commanding officer on the scene that the area being searched is secure. It will be the sergeant or commanding officer's responsibility to

advise the dispatcher that all units can secure the perimeter. Officers involved in holding the perimeter will station themselves outside the police vehicles to afford an unobstructed view of the area being contained. If the canine indicates the presence of a concealed suspect, reasonable effort will be made to make the apprehension without the suspect being bitten. Absent exigent circumstances, two (2) verbal warnings in English, Spanish, and Creole will be given in a loud clear voice before a canine is deployed. A warning will be given, and the suspect will be given an opportunity to surrender. (D.O. 12.6.4.3)

If the suspect ignores the order and refuses to surrender, the handler is responsible for coordinating the apprehension with a back up officer; under no circumstances will any officer or civilian be placed in a position of hazard in order to make an apprehension without the use of the canine.

- D. **Enclosed Areas** – When searching an open area which is closed or contained by fence or wall, the handler may conduct the search off lead if the following criteria can be met:
1. The size of the area allows the handler to keep reasonable visual contact with the canine.
  2. The area has been checked to ensure that the canine cannot readily escape it.
  3. The handler has made every reasonable effort to ensure that no authorized persons are within the area.
  4. The handler has made every reasonable effort to ensure no toxic or hazardous conditions exist prior to the search
- E. **Building Searches** – The canine team will search the interior of a building or enclosure utilizing the canine's ability to locate the concentrated airborne scent of a hidden suspect. This search may be conducted off-lead when the handler feels that allowing the dog off-lead will increase the safety of the handler or other officers, and that there are no structural or chemical hazards within the building, and that the handler can reasonably determine that no authorized persons are in the building. Prior to commencing a search, the handler will verify that there is probable cause to believe a felony has occurred, and that there is a perimeter around the building(s). Absent exigent circumstances, two (2) verbal warnings in English, Spanish, and Creole will be given in a loud clear voice before a canine is deployed. The warning must include: (a) an identification as police officer, (b) the presence and imminent release of police dogs (c) a demand for surrender (d) warning that the dog will bite. The handler will wait a reasonable time for any response or surrender prior to searching. When searching large buildings, the complete set of warnings shall be repeated as needed to ensure the warning is heard throughout the building and shall be repeated on each floor of the building. Prior to the search this warning will be announced via the P.A.

While searching, the handler will make reasonable efforts to keep the canine in view. If the canine indicates the presence of a concealed suspect, reasonable effort will be made to make the apprehension without the suspect being bitten. If reasonable and safe, a warning will be given, and the suspect will be given an opportunity to surrender.

If the suspect ignores the order and refuses to surrender, the handler is responsible for coordinating the apprehension with a back up officer; under no circumstances will any officer or civilian be placed in a position of hazard to make an apprehension without the use of the canine.

- F. Tracking – Canine teams will follow the ground scent that a person creates while walking or running. The canine will be on a six, fifteen, or thirty-foot lead depending on the situation and area. The tracking harness is optional.

Tracking is used to determine direction and distance of travel more than actually “Tracking Down” a suspect.

- G. Chases – In this situation the canine is released to prevent the escape of a person whom the officer believes has committed a felony. Prior to releasing the canine, and throughout the chase, the handler will ensure that:

1. There are no other people that will be endangered by the release of the canine.
2. If time and circumstances permit, a warning will be given prior to releasing the canine; “THIS IS THE POLICE, HALT OR I WILL RELEASE THE DOG (CANINE).”
3. The canine has seen the offender and knows that the person is the one to be chased.
4. The handler will maintain visual contact with the canine throughout the chase. If visual contact is about to be lost, the handler will **immediately** recall his canine.

- H. In all apprehensions, the canine handler will recall his canine as soon as the offender has stopped resisting and no longer poses a threat.

- I. Public relations demonstrations: Handlers will demonstrate the abilities and dual personalities of well-trained police service canine for interested groups, upon approval of a canine supervisor. To minimize the potential for an accident, the canine will be on a six (6) foot leash and/or muzzled during or after demonstrations. Handlers assigned to public relations demonstrations will exhibit clean canines, uniforms, and vehicles.

- J. Competitions: Handlers must obtain permission of the canine supervisor before competing in any contest or trial with the police canine.

**Temperature Constraints:** Handlers will continually monitor the canines during any deployment or public relations demonstration. During hot weather, the dogs will be hosed down, rested and watered as needed to maintain health and search ability.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P.** 6

**SUBJECT:** UTILIZATION OF CANINE UNITS FOR CROWD CONTROL

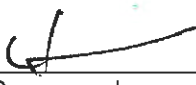
**PURPOSE:** To provide guidelines for the use of police service canine for crowd control purposes.

**SCOPE:** Recognizing the effectiveness of canine teams to control or move large groups of people. The canine teams will be utilized as follows.

**Crowd Control:** It is recognized that Canine teams (man and dog) can be used effectively in controlling and moving large groups of people. The Canine supervisor will act as the commanding officer's designee in Field Force situations, and he will assume authority over and responsibility for all Canine teams within the Field Force. Under the following circumstances, the use of Canine teams for crowd control will be acceptable:

When, in the opinion of a **Staff Officer**, it is necessary to prevent or avoid injury to a police officer or a citizen.

After the request for Canine teams is received, the commanding officer on the scene will assume authority over and responsibility for all canine teams that respond. At no time will less than two (2) canine teams be committed to crowd control activities. Canine teams will always be used in conjunction with other police officers in a coordinated effort.

  
\_\_\_\_\_  
Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES


**S.O.P.** 7

**SUBJECT:** GUIDELINES FOR BITE SITUATIONS

**PURPOSE:** Provide guidelines in the use of the police service canine for bite and post bite situations.

**SCOPE:**

- I. Canine handlers will exhaust all reasonable means to effect an apprehension without incurring a canine bite; however, it is recognized that there are times when this would be an impossible task. The following are considered to be bite situations:
  - A. Representative bite situations:
    1. To prevent injury to a civilian or officer.
    2. When the handler or canine is assaulted.
    3. To stop a fleeing suspect that the officer has probable cause to believe has committed a felony.
    4. To apprehend a suspect that the officer has probable cause to believe has committed a felony, and who is resisting arrest or trying to escape or evade arrest.

  
\_\_\_\_\_  
Commander  
Canine Unit

1/10/16  
\_\_\_\_\_  
Date



**S.O.P 7 (continued)**

5. When the canine located a hidden suspect, and circumstances prevent the handler from halting the canine prior to bite. This could include off-lead searches and unfavorable wind conditions.

**B. Representative non-bite/prohibited canine usage situations:**

To affect the arrest of a highly intoxicated or feeble person who obviously cannot escape or resist the officer.

To intimidate or frighten a suspect.

To apprehend traffic violators, unless it is a 1st or 2nd degree felony.

To apprehend retail theft offenders, (shoplifters) unless the property stolen is valued at \$300 or more. The canine will not be utilized for any other retail theft offenses.

To search for known juvenile offenders, unless there is probable cause to arrest the juvenile for a violent person's crime, i.e., homicide, rape or armed robbery

6. When a juvenile is known to an officer on the scene, a family member, or other creditable person on the scene, who has knowledge that the offender is in fact a juvenile or the size and weight is such that the probability of being a juvenile is great.

II. When a Miami Police service canine **apprehends an offender with a bite**, the handler **will**: Notify the Canine Sergeant immediately.

- A. Render first aid.
- B. Request fire rescue.
- C. Ensure the timely transport of the subject to a medical facility for treatment, unless an exigent circumstance exists, this should normally occur within fifteen (15) minutes.

**S.O.P. 7 (continued)**

- D. Notify the complaint sergeant
- E. If possible, remain on the scene and contact a supervisor regarding the Response to Resistance report (RRR).
- F. Direct crime scene investigators (CSI) to photograph the scene of the apprehension.
- G. Direct crime scene investigators to Photograph the canine bite injuries on the subject, ensuring a full-body and face photo, and document all wounds. Ideally, photos will be taken prior to medical treatment, unless exigent circumstances exist.
- H. **The original Response to Resistance Report (RRR) package and two (2) additional copies must be submitted to the canine sergeant prior to the end of the handler's tour of duty.**
  - 1. Miami Police Department Response to Resistance Report
  - 2. Arrest Affidavit (when applicable)
  - 3. Other necessary reports
- I. All (RRR) reports will be forwarded through the Field Support Division chain of command. (RRR) reports containing the names of juveniles will be stamped "confidential juvenile: by the unit sergeant upon review.

III. ACCIDENTAL BITES:

- A. The canine **handler** will render first aid and request appropriate medical assistance, and notify his Sergeant. If the bite occurred in the City, the handler will generate a Persons report and include a copy with the Response to Resistance Report. If the bite occurred out of the City of Miami jurisdiction, the handler will notify the proper police agency, and secure a copy of their report, including it with the Response to Resistance Report (RRR). The canine handler will also be responsible for notifying the bridge for appropriate log entries. **The handler and sergeant will complete the MPD Response to Resistance report.** In the event an accidental bite occurs during the performance of an authorized activity e.g., search, pursuit, handler protection, the operational box, of the (RRR) will be checked off.

### S.O.P. 7 (continued)

The following notification will be made as soon as possible after the bite occurs:

1. Canine Unit Sergeant
  2. Field Duty Lieutenant
  3. Complaint Sergeant
  4. Risk management
  5. Staff Duty and appropriate notifications (through communications)
- B. The handler will request a canine Unit sergeant respond to the scene, and if none is available, another supervisor **must** respond to complete the supervisory portion of the Response to Resistance Report.
- C. A Lieutenant must respond to the scene and add his comments to the RRR.

#### IV. Training Injuries:

- A. Bite injuries received during training exercises will require Response to Resistance Reports only when the injury requires initial or follow-up medical attention and/or the injured officer will miss work as a result of the bite injury. All training injuries not requiring a (RRR) **will** be documented in an information report (14I). The supervisor's portion of the (RRR) will indicate whether the injury is the result of:
1. An Equipment Failure
  2. Human Error
  3. Dog Error
  4. Unavoidable Operational Circumstances
- B. Training injury (RRR) **will not** count towards the overall bite ratio.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

S.O.P            8

**SUBJECT:**    **GUIDELINES FOR COMPLETING RESPONSE TO RESISTANCE REPORT (RF 186)**

**PURPOSE:**    To provide guidelines for the proper completion of the Response to Resistance Report.

**SCOPE:**

- I.     In the absence of a Canine Unit supervisor, an available patrol supervisor will have first responsibility for completing a Response to Resistance Report for canine bites. After the supervisor has completed the Response to Resistance Report, the handler **must** prepare one (1) original and two (2) copies of the report. The handler will then prepare three (3) packages, each of which include the Response to Resistance Report and copies of any appropriate arrest reports and/or field reports. A Unit Supervisor must review Response to Resistance Reports, which were completed by a supervisor other than a canine unit Sergeant, before being forwarded.
  
- II.    The following elements are generally necessary for the proper completion of the Response to Resistance Report; because each incident is unique, this information should only be considered a guide. Information should be added or deleted as needed.

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Commander  
Canine Unit

1/10/16  
\_\_\_\_\_  
Date



**S.O.P. 8 (continued)**

A. Officer's Narrative:

1. The location of search and unit assisted.
2. Verify the integrity of any perimeter; establish that a felony has been committed and that probable cause to arrest exists.
3. Describe any warnings given, including what languages were used.
4. Describe the general nature of the search area and whether the search was on or off lead. If applicable, list what steps were taken to prevent innocent persons from being endangered by the canine.
5. Describe the location where the suspect was found, and how the canine found the suspect. Note environmental factors such as weather or wind, and describe the actions of the suspect. Note whether officer safety was a factor.
6. Describe the point when the canine was called off; describe the circumstances if applicable. Note whether the handler had any information, which affected the apprehension and/or release.
7. State whether the suspect was identified and/or charged with the crime that initiated the search; list any other criminal charges.
8. Describe any injuries caused by the canine; describe any other injuries and how the suspect sustained them.
9. Describe any first aid medical treatment; list who provided the treatment.
10. Regarding chase bites:
  - a) Verify that no other persons, either police or civilian, were endangered by the release of the canine.
  - b) Describe whether there was opportunity to give the suspect a warning prior to release of the canine.
  - c) Verify that the canine had visual contact with the suspect, and never lost that visual contact.
  - d) Verify that the handler had visual contact with the canine, and never lost that visual contact.
  - e) Describe the distance involved in the chase.

## S.O.P. 8 (continued)

- B. Supervisor's narrative should include the following actions:
1. Date and time notified of a dog bite and time of arrival at the scene of the bite.
  2. A notation that the supervisor observed the location of the apprehension.
  3. A brief summary of the officer's verbal statement and whether the written and verbal statements agree.
  4. The supervisor should read the suspect his rights per Miranda and then interview the suspect regarding the Units of the crime and canine apprehension, unless the facts of the crime dictate that a Criminal Investigation Section (CIS) investigator conduct any interview, such as serious felonies, multiple crimes, or unusual circumstances. A brief synopsis of the interview should be included in the supervisor's narrative. If there is any question whether to interview the suspect, the supervisor should first contact the appropriate investigator. If the supervisor does not interview the suspect, the reason for the lack of interview should appear in the supervisor's narrative, including the name of the investigator contacted.
  5. The supervisor **will make every attempt** to observe and describe any injuries; the supervisor's narrative should indicate whether the injuries are the result of the canine, and if not, describe how the injuries occurred.
  6. The supervisor **must** interview any witnesses, and give a brief synopsis of any statements. Discrepancies with the officer's narrative should be noted.
  7. The supervisor **must** comment on any unusual circumstances involving the apprehension.
  8. The supervisor **must** determine if the officer's actions were within State Statute and Department guidelines.
- C. Any officer with a canine bite situation must notify the complaint sergeant as soon as practical. Under normal circumstances, the officer involved **will** remain on the scene for arrival of the supervisor. The suspect **must** receive appropriate medical attention or first aid on the scene, and if needed should be transported to a medical facility as soon as practical. Generally, absent of exigent circumstances transport of the suspect should not be delayed.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES


**S.O.P.** 9

**SUBJECT:** REQUEST FOR CANINE ASSISTANCE BY OUTSIDE AGENCIES

**PURPOSE:** While it is the policy of the Miami Police Department to respond to requests for canine assistance from outside agencies, it is incumbent upon the Department to issue guidelines governing these requests.

The guidelines promulgated below will assure that other police agencies are served in a timely and effective manner, and at the same time, protect the interest of the City of Miami.

- SCOPE:**
- i. When an outside agency requests the assistance of the Miami Police Department Canine Unit, the following steps will be taken:
    - A. Any handler leaving the municipal limits for a canine search will notify a Field Duty Lieutenant, the Canine Unit Supervisor and the complaint room.
    - B. The Canine Unit sergeant, if available will also proceed to the incident to serve as a coordinator and liaison.

  
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Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



**S.O.P. 9** (continued)

- C. Upon arrival at the scene, and prior to the commencement of any search, the Canine Unit sergeant or canine handler, in the event the Canine Unit sergeant is not present, will take the following steps:
  - 1. Contact the highest ranking or senior officer on the scene from the requesting agency.
  - 2. Ascertain from this officer the full facts surrounding the need for a canine team.
  - 3. Determine if the use of a City of Miami canine is appropriate according to Departmental policy. If it is not, the Canine Unit sergeant or handler will explain to the officer in charge why the canine cannot be used. If there is still a question the Canine Unit or handler will raise a commanding officer to respond to the scene and resolve the conflict. The Canine Unit sergeant can, at his discretion, refuse service to the other agency and return the canine team to the City if the search does not meet our criteria.
  - 4. Before the search begins the canine supervisor or handler will advise the senior officer on the scene that he must agree to abide by the City of Miami policy requiring that prompt medical care and timely transport of any injured persons to a proper medical facility be provided as needed.
  - 5. Upon receiving assurance that this requirement will be adhered to, the canine handler will commence the search. If the representative of the other agency refuses to abide by this policy requirement, the canine will not be utilized. A commanding officer will then be contacted to resolve the conflict.
- D. If, during the search, a suspect is bitten and there is an unreasonable delay (generally more than 15 minutes) in transporting the subject to a medical facility the Canine Unit sergeant/handler will again advise the officer in charge of the policy requirement of transporting injured subjects.
- E. If the outside agency still fails to comply with the request, a commanding officer will be called to the scene to resolve the

**S.O.P. 9** (continued)

conflict. In situations of this nature, it will be the responsibility of the Canine Unit sergeant or handler to complete a red-line memorandum prior to the end of his tour of duty, addressed to the Unit Lieutenant, Uniting the failure of the outside agency to comply with the policy.

As always, if a canine bite results from a canine usage a Response to Resistance Report and other applicable reports will be completed as per Canine Unit Standard Operating Procedures (SOP)

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

S.O.P. 10

**SUBJECT:** REQUEST FOR OUTSIDE AGENCY ASSISTANCE BY MIAMI CANINE

**PURPOSE:** While it is the policy of the Miami Police Department to request assistance from outside agencies, it is incumbent upon the Department to issue guidelines governing this request.

The guidelines promulgated below will protect the interest of the City of Miami.

**SCOPE:** When the City of Miami Police Department Canine Unit requests assistance from an outside agency, the following steps will be taken:

- A. The Field Duty Lieutenant, Canine Unit Supervisor, and the complaint room will be notified. **The official request will be made by communications via inner city.**
- B. The Canine Unit sergeant or Senior Canine Unit handler on scene will act as the liaison for the outside agency.
- C. The assisting outside agencies will abide by our Canine Standard Operating Procedures (SOP) relating to bite situations.

Commander  
Canine Unit

1/10/16  
Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES


S.O.P. 11

**SUBJECT: USE AND CARE OF THE CITY OF MIAMI CANINE VEHICLES**

**PURPOSE:** To provide guidelines for the care and use of assigned City of Miami Police canine vehicles.

**SCOPE:**

- I. Each canine handler is assigned a specially designed and marked City police vehicle on a twenty-four hour basis. The following is a set of guidelines and procedures for the day-to-day usage and care of the vehicle.
  - A. All canine vehicles will be equipped with a manufactured vehicle cage for securing the canine within the rear compartment. No modification to the vehicle cage is allowed without prior approval of the Canine Unit supervisor.
  - B. The canine vehicle must be equipped with a bucket or other similar container allowing the dog access to drinking water.
  - C. The rear doors of the canine vehicle may be equipped with a device for remote opening only with prior approval of a canine supervisor.

  
\_\_\_\_\_  
Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



S.O.P. 11 (continued)

- D. The canine vehicle will be maintained in a clean and sanitary condition. The vehicle will be free from parasites. **Failure to adequately maintain the police vehicle may be grounds for discipline or removal from the Canine Unit.**
- E. The handler will be responsible for having the canine vehicle serviced when due.
- F. Canine warning notices and vehicle identification will be uniform and subject to approval by the Canine Unit Supervisor. The canine vehicle **must** bear unique markings to prevent the vehicle from being mistaken as a uniformed patrol vehicle.
- G. Canine officers will conform to all Department rules and regulations pertaining to take home vehicles.
- H. When a canine handler needs a temporary replacement vehicle, he will sign out a spare canine vehicle. Vehicles assigned to other officers will be used only when no spares are available. **Prior to returning a spare vehicle, the handler will wash and service the vehicle.** Any spare vehicle needing repairs or service will be left at the Motor Pool by the last driver using the vehicle. The Canine Unit Supervisor must approve changes in permanent vehicle assignments.
- I. Handlers are required to turn in their vehicles prior to starting extended time off, including "EO", "V", "I", or "D". Exceptions must be approved by the Canine Unit Supervisor.
- J. The handler is responsible for maintaining the issued vehicle equipment. No canine equipment will be left in any vehicle remaining at the Motor Pool for service that will extend for more than one tour of duty.
- K. While en-route to and from work or when utilizing the vehicle in connection with any other police duties, Canine Unit officers will perform all police duties as if they were on duty. They will monitor the radio and be available, should their services be required.
- L. The handler may use the canine vehicle when off-duty if transporting the City canine to any authorized function or duty. **When using the canine vehicle for off-duty uses not related to the City canine, the handler will bring the canine if practical.**
- M. The Canine vehicle rear windows **will** remain  $\frac{3}{4}$  open while transporting any canine.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P.** 12

**SUBJECT:** CANINE UNIT EQUIPMENT

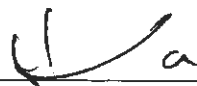
**PURPOSE:** To record and define the various types of equipment peculiar to the Canine Unit.

**SCOPE:**

I. Each handler is held responsible for equipment issued to him. No equipment is to be used, except that which is issued by the Canine Unit, without the express permission of a Canine Unit sergeant. The following is a list of the equipment issued to and used by members of the Canine Unit (the list is representative, but not all inclusive):

A. Canine Equipment & Supplies:

- |                      |                |                      |
|----------------------|----------------|----------------------|
| Radio                | Brush/Comb     | Traffic Lead         |
| Canine flea spray    | Six foot Lead  | Water Bucket         |
| 15'/30' Lead         | Food Dish      | Choke Chain          |
| Flashlight           | Service Collar | Canine First Aid Kit |
| Harness              | Vitamins (VET) | Canine SOP           |
| Canine Food          | Pinch Collar   | Coat Conditioner     |
| Shampoo              |                |                      |
| Fogger               |                |                      |
| Heartworm Prev (VET) |                |                      |

  
 \_\_\_\_\_  
 Commander  
 Canine Unit  
 1/10/16  
 \_\_\_\_\_  
 Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

S.O.P. 13

**SUBJECT:** UTILIZATION OF CONTROLLED SUBSTANCE DETECTOR CANINES

**PURPOSE:** To establish guidelines for the deployment and utilization of Controlled Substance Detector Canines.

**SCOPE:**

- I. Canines trained in the detection of controlled substances should be deployed in the following instances. The below list is representative, but not all inclusive.
  - A. To search for controlled substances or items associated with controlled substances in any area, structure, conveyance, vessel or aircraft, indoors or outdoors, where the handler has legal access.
  - B. To assist law enforcement officers or investigators, from any agency, by establishing probable cause for search or warrant through use of the detector canine.
  - C. Each handler will complete the "Detector Canine Utilization Form" for any deployment. The original will be turned into the Canine Unit Supervisor; a copy will be placed in the respective officer's file.
  
- II. Handlers utilizing Controlled Substance Detector Canines **will** use caution to ensure that the canine does not ingest the substance. If a canine ingests a controlled substance the officer will immediately flush the nose and mouth of the canine with water and contact the authorized City veterinarian for additional instructions for treatment.

  
\_\_\_\_\_  
Commander  
Canine Unit

1/10/16  
\_\_\_\_\_  
Date





**S.O.P. 13** (continued)

III. **Controlled Substance Searches:** The Canine officer will use his dog to assist officers and investigators in finding controlled substances that are hidden or concealed. The Canine officer must use caution to ensure that the Canine does not ingest the substance. Controlled substance searches will be limited to approximately fifteen (15) minutes to provide an adequate rest period without fatiguing the dog.



**MIAMI POLICE DEPARTMENT**  
**CANINE UNIT**  
**NARCOTICS SEARCH/UTILIZATION REPORT**  
TOTAL SEARCHES: \_\_\_\_\_

**HANDLER:** \_\_\_\_\_ **ID** \_\_\_\_\_ **CANINE:** \_\_\_\_\_

**INCIDENT NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **NET AREA:** \_\_\_\_\_

**LOCATION TYPE:**  AIRCRAFT  APARTMENT  BUILDING  BUS  FIELD  
 HOUSE  OPEN AREA  VEHICLE  VESSEL  WAREHOUSE  
 OTHER (EXPLAIN): \_\_\_\_\_

Check all that apply

**WEATHER:**  HOT  COLD  CLOUDY  RAINING  HUMID  
 SUNNY  WINDY  FOG

**TIME OF DAY:**  DAY  NIGHT **LIGHTING:**   
 GOOD  FAIR  POOR

**NARCOTICS FOUND: YES/NO**

<u>NARCOTICS DETECTED</u>	<u>AMOUNT DETECTED</u>	<u>LOCATION</u>
COCAINE ROCK / POWDER	_____	_____
MARIJUANA	_____	_____
HEROIN	_____	_____
METHAMPHATAMINE	_____	_____
ECSTASY	_____	_____
OTHER: _____	_____	_____

**ARREST MADE:**  YES  NO

<b>DEFENDANT(S) NAME:</b> _____	<b>D.O.B.:</b> _____
<b>DEFENDANT(S) NAME:</b> _____	<b>D.O.B.:</b> _____
<b>CO DEFENDANT(S) NAME</b> _____	<b>D.O.B.:</b> _____
<b>CO DEFENDANT(S) NAME</b> _____	<b>D.O.B.:</b> _____

**VEHICLE / VESSEL IMPOUNDED:**  YES  NO

<b>VIN / HULL #:</b> _____	<b>LICENSE / VESSEL #</b> _____
<b>MAKE:</b> _____	<b>MODEL:</b> _____
	<b>COLOR</b> _____

ON DUTY                       OFF DUTY

START TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_

ASSISTED OTHER AGENCY:  YES       NO

AGENCY: \_\_\_\_\_

PRIMARY OFFICER \_\_\_\_\_ IBM \_\_\_\_\_ OOT CASE \_\_\_\_\_

TYPE OF SEARCH:  SEARCH WARRANT                       SBT                       BUY / BUST

CONFISCATION OF FORFEITURE PROCEEDINGS INITIATED:  YES                       NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S REVIEW: \_\_\_\_\_

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

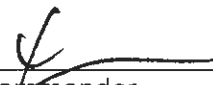
**S.O.P.** 14

**SUBJECT:** UTILIZATION OF EXPLOSIVE DETECTOR CANINES

**PURPOSE:** To provide guidelines for the deployment and utilization of explosive detector canines.

**SCOPE:**

- I Canines trained in the detection of explosives will be deployed in the following circumstances and fashion:
  - A. To search for explosives or items associated with explosives in any area, structure, conveyance, vessel or aircraft, indoors or outdoors, where the handler has legal access.
  - B. The on-call Bomb Technician will be notified prior to beginning any search. Deployment of the explosive detector canine will be at the discretion of the handler and/or Canine Unit Supervisor. The Canine Unit Supervisor or the senior handler present will direct and control the search, and will determine the number of canines needed and appropriate rest breaks for the canine.
  - C. An alert by the explosive detector canine to any object will cause the object to be designated as a "suspect device"; Communications will be notified and they will make appropriate notifications.
  - D. **In any situation where the location of an explosive device/suspicious package is known, the detector canine will not be used.**

  
\_\_\_\_\_  
Commander  
Canine Unit

1/10/16  
\_\_\_\_\_  
Date



S.O.P. 14 (continued)

- E. Failure of the canine to alert does not mean that no explosives are present.
  - F. Each handler will complete the "Detector Canine Utilization Form" for any deployment. The original will be turned into the canine supervisor; a copy will be placed in the respective officer's file.
- II. Usage of the Explosive Detector Canine:
- A. When searching large buildings or areas, at least two detector canines **will** be used. This will permit necessary breaks for the canines, while avoiding delay.
  - B. The detector team **will** be accompanied by a Bomb Technician, Canine Unit Supervisor or canine handler.
  - C. Should the time of detonation be known, detector canine teams will not be deployed within one hour of time detonation.

**MIAMI POLICE DEPARTMENT**

**CANINE UNIT**

Total searches: \_\_\_\_\_

**GUN/AMMO DETECTOR UTILIZATION REPORT**

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_ Date: \_\_\_\_\_

Agency / Unit Assisted: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Case Number(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

On / off duty called in by: \_\_\_\_\_ Time: \_\_\_\_\_

NET area: \_\_\_\_\_

Locations(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Type of search: \_\_\_\_\_ Specifics: \_\_\_\_\_

Gun / Ammo Found Yes / No (If yes, list below)

Comments (Include confiscation, arrest, or list additional searches for this date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

# MIAMI POLICE DEPARTMENT CANINE UNIT

Total Searches: \_\_\_\_\_

## EXPLOSIVE DETECTOR UTILIZATION REPORT

Handler: \_\_\_\_\_ Canine: \_\_\_\_\_ Date: \_\_\_\_\_

Agency / Unit Assisted: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Case Number(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

On / Off Duty Called in by: \_\_\_\_\_ Time: \_\_\_\_\_

NET Area: \_\_\_\_\_

Location(s) 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Type of search: \_\_\_\_\_ Specifics: \_\_\_\_\_

Explosives Found Yes / No (If yes, list below)

Comments (Include confiscations, arrests, or list additional searches for this date).

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Revised October 2003

Review: \_\_\_\_\_

Supervisor's

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P. 15**

**SUBJECT: UTILIZATION OF MISSING PERSONS LOCATOR CANINES**

**PURPOSE:** To provide guidelines for the deployment and utilization of canine capable of locating missing persons.

**SCOPE:**

1. Canines trained in the tracking of missing persons will be deployed in the following circumstances and fashions:
  - A. The Missing Persons Investigator will request a canine capable of tracking missing persons to a field duty lieutenant or the Missing Persons commander when the criteria meet their protocol for canine usage.
  - B. The canine handler will verify that the scene is conducive to the use of a tracking canine and gather as much information as possible to determine if the tracking canine would be suitable for the search.
  - C. While en-route to the scene the handler will request the Missing Persons Investigator to secure the scene in order to preserve scent evidence.
  - D. The canine handler will obtain a scent article belonging to the missing person and secure it inside a paper bag to avoid potential contamination and preserve scent evidence.

*Y 28357*  
\_\_\_\_\_  
Commander  
Canine Unit

*7-17-20*  
\_\_\_\_\_  
Date





**S.O.P. 15** (continued)

- E. The canine handler will request another canine officer to accompany him/her on the search.
- F. When another agency requests a missing persons locator canine, the handler will follow the guideline established in the Canine Unit Standard Operating Procedures. S.O.P. # 9.

2. Recall Response Criteria – Missing Persons Cases

- A. Missing Persons aged 12 or younger.
- B. There is evidence of foul play.
- C. There is evidence of parental abduction.
- D. Missing Person is elderly, senile, or clinically mentally ill.
- E. Criteria not mentioned which may be authorized by the Canine Unit Commander.

Miami Police Department Canine Unit  
Bloodhound Training/Activity Log  
*Jimmy Ryce's Dynasty*

Date: \_\_\_\_\_  
Runner 1: \_\_\_\_\_  
Runner 2: \_\_\_\_\_  
Runner 3: \_\_\_\_\_  
 On-Duty  
Start Time: \_\_\_\_\_ Arrival: \_\_\_\_\_ End Time: \_\_\_\_\_  
Officer in charge: \_\_\_\_\_

Training  
 Case: \_\_\_\_\_  
Agency Assisting: \_\_\_\_\_  
Called in By: \_\_\_\_\_  
Contact #: \_\_\_\_\_

Case synopsis: \_\_\_\_\_

Missing Person/Subject Information: \_\_\_\_\_

**Case Information:**

- |  |  |                                     |                                       |
|--|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Man Trailing        | <input type="checkbox"/> Line Up               | <input type="checkbox"/> Robbery    | <input type="checkbox"/>              |
| <input type="checkbox"/> Training Trail      | <input type="checkbox"/> Hot Criminal          | <input type="checkbox"/> Kidnapping | <input type="checkbox"/> Sexual       |
| <input type="checkbox"/> Missing Person      | <input type="checkbox"/> Criminal Scent Invest | <input type="checkbox"/> Abduction  | <input type="checkbox"/>              |
| <input type="checkbox"/> Assault             | <input type="checkbox"/> Escapée               | <input type="checkbox"/> Homicide   | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Alzheimer           | <input type="checkbox"/> Scent Evidence        | <input type="checkbox"/> Suicide    |                                       |
| <input type="checkbox"/> Burglary            |  |                                     |                                       |
| <input type="checkbox"/> Diminished Capacity |  |                                     |                                       |
| <input type="checkbox"/> Child               |  |                                     |                                       |

**Article Description**

Scent Article: \_\_\_\_\_  
Obtained By: \_\_\_\_\_  
Obtained From: \_\_\_\_\_ Photos Taken?  Yes  No  
Returned To: \_\_\_\_\_ By Whom: \_\_\_\_\_

- |  |  |                                  |
|--|--|----------------------------------|
| <input type="checkbox"/> Uncontaminated              | <input type="checkbox"/> Contaminated            | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Used by Other Dog & Handler | <input type="checkbox"/> Handled by Someone Else |                                  |

**Trail Description**

Length of Trail: \_\_\_\_\_ Trail Age: \_\_\_\_\_

**Trail Laid**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time: \_\_\_\_\_

**Dog Scented**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time: \_\_\_\_\_

**Subject(s) Found**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time: \_\_\_\_\_

- One or more
- Parking Lot
- Country
- Building/House
- Road/Street
- Lake/Creek/River
- Highway
- Water

- Contaminated
- Pavement
- Asphalt
- Grass
- Other \_\_\_\_\_

- Commercial
- Sidewalk
- Grassy
- Crop Land
- Wooded Land

- 
- City
- 
- Other

Temperature: \_\_\_\_\_

**Missing Person/Subject**

- Found
- Building
- High
- Level
- Low
- Level
- Concealed
- Plain View

**Wind**

- Still
- Breeze
- Windy
- Gusty
- Stormy

Constant

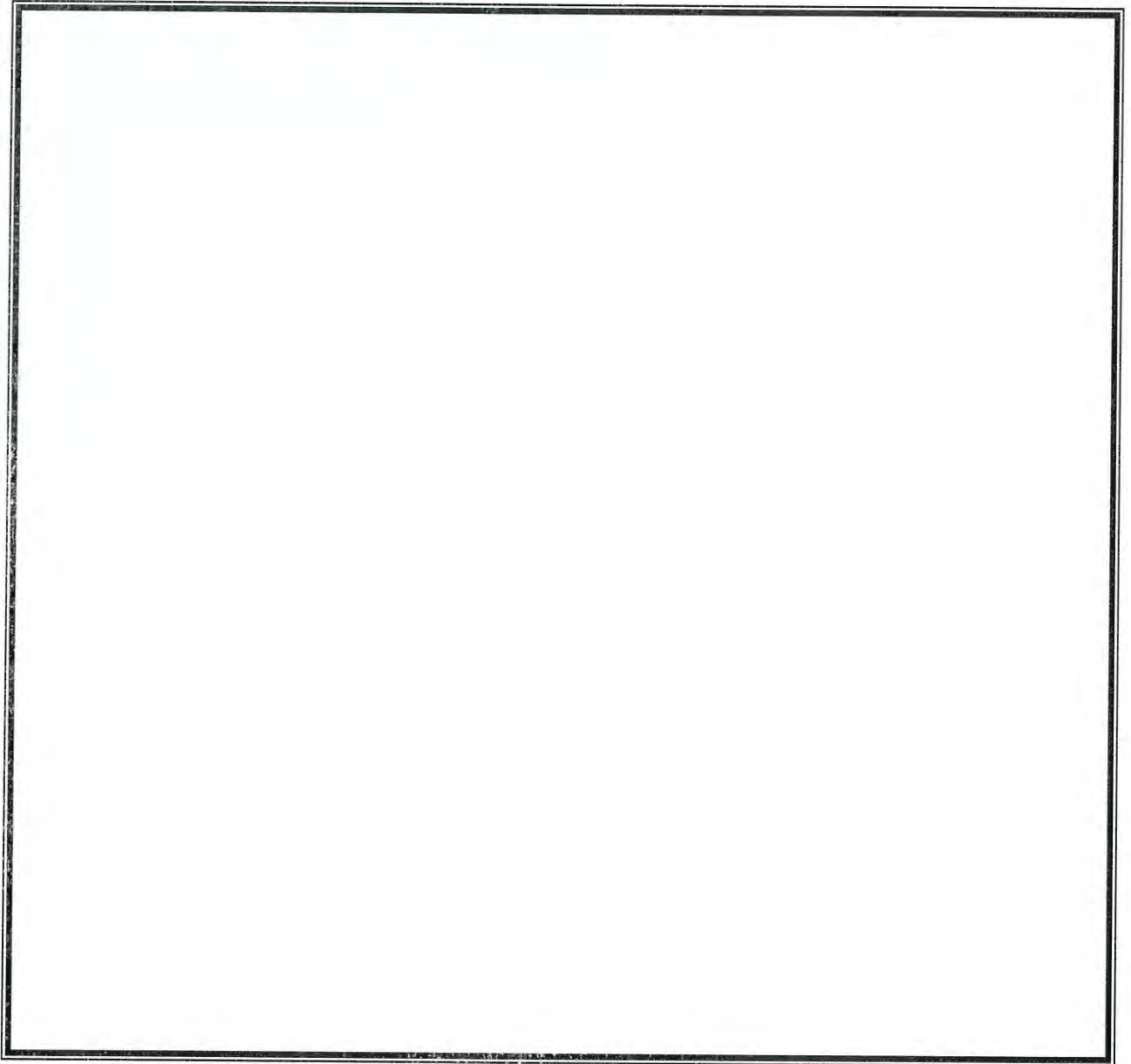
Changing

Direction: \_\_\_\_

**Conditions**

- Clear
- Partial Overcast
- Overcast
- Rain
- Fog
- Inside
- One
- Multi
- Stairs
-

**Diagram of Trail**  
(Not to Scale)



## Narrative

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# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P** 16


**SUBJECT:** CITY OF MIAMI CANINE TRAINING SCHOOL  
(POLICE SERVICE CANINE)

**PURPOSE:** To provide basic training for police service canines.

**SCOPE:** To describe the general procedures involved in the basic, preliminary training of police service canines.

**I. OBJECTIVES:**

- A. Basic police service canine training for new handlers will consist of at least 480 hours of field and classroom instruction. Basic police service canine training for previously experienced handlers will consist of field and classroom instruction, of a length determined by the Canine Unit Supervisor.
- B. Training will be conducted in accordance with the Miami Police Department Canine training Manual.
- C. Prior to assignment as a street team, each handler will pass a practical final examination.
- D. All canine teams will be trained to the standards set forth by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission, and/or the City of Miami Police Department Canine Unit trainers.

  
\_\_\_\_\_  
Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

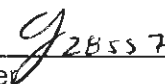
**S.O.P.** 17

**SUBJECT:** DETECTOR CANINE TRAINING

**PURPOSE:** To provide basic in-service training for narcotic and explosive detector canine teams.

**SCOPE:** To describe the general procedures involved in the training of police narcotic and explosives detection canine.

- I. The following guidelines and procedures will be employed by the canine Unit trainers when training or evaluating detector canine teams.
  - A. The canine detector teams will be trained in accordance with the guidelines set forth in the current Miami Police Canine Unit "Controlled Substance" and "Explosive Detection" training manuals.
  - B. Controlled substances to be used as training aids will be, Drug Enforcement Agency (DEA) approved and maintained by the Miami Police Canine Unit as specified by the (DEA). The amounts and types of controlled substances will vary as the canine progresses through training. The Miami Police Canine Unit officers will also train using pseudo training aids developed by Scent Logix and Florida International University (FIU), non-controlled substances, International Forensic Research Institute (IFRI) program. The only controlled substance recovered from the street that will be used as a training aid will be marijuana.

  
\_\_\_\_\_  
Commander  
Canine Unit

7-17-19  
\_\_\_\_\_  
Date



**S.O.P. 17** (continued)

- C. Controlled substance to be used as training aids will be kept in the Canine Unit narcotic safe and stored at the location the DEA license has on file. Canine Unit Supervisors and Trainers will be the only authorized persons to check out the controlled substances. The controlled substance will be returned to the Canine Unit Narcotic safe as soon as training is completed. Under no circumstances will the controlled substance be left unattended when being used as a training aide.
- D. Explosives to be used as training aids will be obtained through the Miami Police Department Bomb Squad. The amounts and types will vary with all explosives being exchanged approximately every year for fresh supplies. The Bomb Squad will maintain records of issued and returned explosives.
- E. Explosives to be used as training aids will be maintained in the Canine Unit's explosive safe (magazine). Canine Unit Supervisors and Trainers will be the only persons having access to the explosive safe (magazine). An explosive magazine log will be maintained by the Supervisor or trainer checking out the training aids. Explosives for training will be stored in the explosive safe (magazine) unless checked out for training, at which time they will be properly transported in an ATF approved explosive magazine, and under the control of the Canine Unit Supervisor or trainer.
- F. Explosive Detector Canine Teams will perform quarterly in-service training with the Miami Police Department Bomb Squad Unit personnel.

**II. TRAINING RECORDS**

The canine detector handler will be responsible for maintaining accurate and complete training records. Training records will be turned in at the end of each month. A file of all training certificates and deployment will be maintained by the handler and an additional file will be maintained by the trainer for court presentation purposes.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

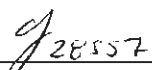
**S.O.P.**           **18**

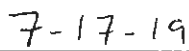
**SUBJECT:**   **EMERGENCY MOBILIZATION**

**PURPOSE:**   To provide guidelines for Emergency Procedures and Mobilization.

**SCOPE:**

- I.     All members of the Canine Unit will be familiar with Departmental Order 10 and all appropriate emergency procedures.
  - A.    Canine officers will comply with all Department Orders and procedures during emergency mobilization.
  - B.    Canine officers will bring all necessary food, water and supplies required by the canine for an extended time without re-supply.
  
- II.    If fully staffed, canine officers will be assigned to ALPHA/BRAVO/CHARLIE shifts when the mobilization occurs or is scheduled. Canine officers will be tasked as needed by the E.O.C. or on-duty commanding officer. Normally, canine officers will not handle calls for service during mobilization and will respond to emergency calls only. The Canine Unit Supervisor will prepare the canine P-sheet during mobilization. Unless otherwise designated, all canine roll calls during mobilization will be at the Canine Unit office.

  
\_\_\_\_\_  
Commander  
Canine Unit

  
\_\_\_\_\_  
Date



**S.O.P. 18 (continued)**

- III. During a mobilization for hurricanes, all canine officers on-duty during the arrival of the storm will be directed to report either to the Canine unit office, the Central District Station or some other single location. On-duty canine officers will not report to the various storm shelters. When canine officers are directed to seek shelter at the designated location, they will bring their canines into the shelter. Department canines will not be left unprotected in a vehicle during a hurricane.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P.** 19


**SUBJECT:** GUIDELINES FOR COMMAND POST SITUATIONS

**PURPOSE:** To provide procedures for canine deployment where a command post situation exists.

**SCOPE:** A command post is frequently a scene of orderly confusion at its inception. It involves a large amount of people and activity in a small area.

To expedite the effectiveness of the command post as it evolves into an efficient operation, it is important that no persons contribute to the already difficult situation by their unnecessary presence at the command post.

- I. The following guidelines should be followed when possible at a command post situation.
  - A. A Canine Unit Supervisor, trainer or senior handler on-duty **will** respond to the command post to act as liaison. The supervisor, trainer or senior handler may designate another officer to act as a liaison, as operational circumstances dictate.

  
\_\_\_\_\_  
Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



**S.O.P. 19**(continued)

- B. Canine teams remaining on-duty **will** report to a secure or staging area; handlers will prepare their equipment and canines for deployment. An on-duty Canine Supervisor, trainer or senior handler will select and instruct any back-up officers. Canine teams will begin no search or other action without specific notification from the canine liaison at the command post.
- C. Liaisons with all outside agency canine teams, **will** be maintained in similar fashion.
- D. The supervisor or liaison officer will make all search assignments using a grid map or systematic search method. The supervisor or liaison officer will be responsible for transportation of teams to and from the search areas, and for relief, rest and water for search teams.
- E. The supervisor or liaison officer **will** remain at the command post until the operation is concluded.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P**            20


**SUBJECT:**    CONTENT OF CANINE FOLDERS AND RECORDS

**PURPOSE:**    To provide uniform files of all Miami Police canine.

**SCOPE:**

I. In order to maintain accurate and uniformed records, the following information is to be contained in all police canine folders. With the exception of the canine's photo which is to be the first thing visible in the folder when opened, these items are to be kept in no particular order, but must be arranged and divided accordingly.

- A.            Summary of Forms:
3. Recent picture of canine.
  4. Training Log.
  5. Explosive/Narcotic Detector Utilization Report
  6. FDLE Certification Form
  7. Apprehension Reports
  8. Veterinarian Service forms
  9. All canine dog certifications.

  
\_\_\_\_\_  
Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT

### CANINE UNIT

## STANDARD OPERATING PROCEDURES

**S.O.P** 21


**SUBJECT:** CANINE ASSIGNED TO UNITS OUTSIDE OF THE CANINE UNIT.

**PURPOSE:** To provide clear direction as to the responsibilities of each canine handler.

**SCOPE:** Due to the needs of the Miami Police Department, units outside of the Canine Unit have acquired canines for specific uses within their respective units. The responsibility for the canines will rest with the handler's direct chain of command. The Canine Unit will assist in all areas concerning training. The ultimate responsibility for the canine will be handled by the unit Commander in which it is assigned to.

The Handler will be responsible for but that responsibility is not limited to:

- Care of the canine.
- All medical needs and appointments of the canine.
- All reports related to the canine.
- All training required for the canine in whatever specialty it has been imprinted on.
- Semi-annual home inspection conducted by Unit, his Unit Commander. Supervisor and documented.
- Maintain training logs and file, updated monthly.

  
\_\_\_\_\_  
Commander  
Canine Unit  
1/10/16  
\_\_\_\_\_  
Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## MIAMI POLICE PATROL SUPPORT UNIT CANINE UNIT STANDARD OPERATING PROCEDURES

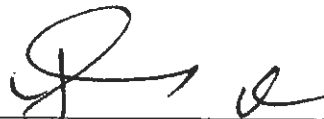
S.O.P. 22

**SUBJECT:** UTILIZATION OF GUN/AMMO DETECTOR CANINES

**PURPOSE:** To establish guidelines for the deployment and utilization of GUN/AMMO Detector Canine.

**SCOPE:**

- I. Canines trained in the detection of GUN/AMMO should be deployed in the following instances. The below list is representative, but not all inclusive.
  - A. To search for gun/ammo or items associated with guns and ammo in any area, structure, conveyance, vessel, or aircraft, indoors or outdoors, where the handler has legal access.
  - B. To assist law enforcement officers or investigation, from any agency, by establishing probable cause for search warrant through use of the detector canine.
  - C. Each handler **will** complete the **"Detector Canine Utilization Form"** for any deployment. The original will be turned into the Canine Unit supervisor; a copy will be placed in the respective officer's file.
  
- II. Handlers utilizing gun/ammo Detector Canines **will** use caution to ensure that the canine does not ingest the substance. If a canine ingest any harmful substance the officer will immediately flush the nose and mouth of the canine with water and contact the authorized City veterinarian for additional instructions for treatment.

  
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Commander  
Canine Unit  
11/10/16  
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Date



**S.O.P. 22** (continued)

- III. **GUN/AMMO searches:** The Canine officer will use his dog to assist officers and investigators in finding GUNS and AMMO that are hidden or concealed. Any and all evidence to be collected will be done so by the Crime Scene Unit or the entity requesting canine. The canine officer must use caution to ensure that the canine does not ingest any harmful substance. Searches will be limited to approximately fifteen (15) minutes to provide an adequate rest period without fatiguing the dog. **Off-duty call out of the Gun Dog will be initiated by the Field Duty Lieutenant.**