





## **POLICIES AND PROCEDURES MANUAL**

	<b>EXPLOSIVE ORDINANCE DISPOSAL</b>	
	<b>POLICY NUMBER: 41-3</b>	ISSUING AUTHORITY 
	<b>EFFECTIVE DATE: January 1, 2025</b>	Christine A. Elow Police Commissioner

### **I. GENERAL CONSIDERATIONS AND GUIDELINES**

Canines provide police departments with a sophisticated resource in support of a variety of special operations functions. Because of their superior senses of smell and hearing, strength and agility, canines provide unique options to the department in carrying out its mission of providing effective and efficient services to the community. Certified canine teams provide a resource to enhance the capabilities of the department's Explosive Ordinance Disposal (EOD) Unit.

### **II. POLICY**

It is the policy of the Cambridge Police Department to:

- A. staff, train, maintain, and deploy canine teams to aid in the detection of explosives in various forms in support of field operations;
- B. make the canine teams available for regional call-outs when requested;
- C. abide by all constitutionally guaranteed rights granted to Cambridge community members and other citizens of the Commonwealth;
- D. require that all EOD equipment and vehicles shall be maintained in accordance with state and federal guidelines and specifications.

### **III. DEFINITIONS**

- A. *Canine Supervisor*: A ranking officer designated by the Police Commissioner or designee to manage, supervise, and support the Explosive Ordinance Disposal Unit.
- B. *Canine Team*: An officer/handler and a trained working dog operating as a unit.

## IV. PROCEDURES

### A. 41.1.5 (M) Police Service Canines

1. Provisions for maintaining department-owned or controlled canines are as follows.
  - a. Authorization, conditions, limitations and procedures for usage.
    - (1) Explosive Detection: Random exploratory sniffing of objects in public places is authorized by the Police Commissioner. Such sniffing should be confined to areas open to the general public with the advanced knowledge of a facilities manager if there is one. Canine sniffs in areas restricted to the public, such as baggage staging areas, are considered searches and require reasonable suspicion or probable cause to believe that specific items contain explosives. Sniffing of an individual is permitted only in exigent circumstances.
    - (2) Canines in Schools: Canines may be used to detect explosives in schools at the request of the principal or designee. An explosives scan is limited to inanimate objects in public places and the exterior of student lockers unless there is reasonable suspicion to gain access to the interior of the locker. Based on the exigency posed by firearms and explosives, ballistics canines will be given greater latitude when searching for such items. At no time shall a canine be used to scan a student.
    - (3) Canines may assist in the execution of search warrants.
  - b. Selection, evaluation, and pre-service training requirements for police canines.
    - (1) Department canines are acquired from various vendors based on a bid process and may or may not be already trained. If trained, the canine will be observed and evaluated for proficiency. If untrained upon purchase, the dog will go through certification training from a recognized school.
    - (2) The selection process for canines shall consider their health, temperament, and workability.
  - c. Qualifications and selection process for police canine handler(s).
    - (1) To qualify as a candidate for the unit, officers must have at least three years of experience as a sworn police officer, the ability to house and care for a dog, and the aptitude for the position as determined by members of the unit.
    - (2) The selection process includes interviews and practical exercises as well as a federal background check according to standards set by the FBI.
  - d. Initial and monthly in-service training requirements for each police canine team.
    - (1) Initial training for an untrained dog and handler is 400 hours provided by various recognized training facilities.

- (2) Initial training for a seasoned team shall be based on the recommendation of the unit supervisor.
  - (3) Monthly training of 16 hours is recommended as national best practice.
- e. Requirement for an annual evaluation/certification of each police canine team.
  - (1) There shall be an annual certification for each team and certification shall be kept current.
- f. Documentation requirements for all training.
  - (1) Each handler documents all training and forwards such to the unit supervisor who keeps an electronic version of all training and certifications. All records shall be kept current and made available for inspection and presentation in court when required.
  - (2) The canine supervisor and canine handlers shall stay current in legal issues regarding the use of canines.
- g. Procedures for 24-hour care and maintenance for the police canine(s).
  - (1) Dog food, veterinarian expenses, and related canine equipment will be provided by the police department.
  - (2) The department will provide the following equipment: leashes, collars, water, food bowls, and health supplies.
  - (3) The dog will be housed and maintained on the property of the handler or a facility approved by the Police Commissioner or canine supervisor.
  - (4) The handler will be responsible for grooming, maintenance, and cleaning of the kennel and yard area where the dog is housed, general medical and regular health care of the dog, and associated records.
  - (5) The department will provide a police vehicle equipped with a kennel in the back seat. The handler will be responsible for the cleanliness of the vehicle.
  - (6) The use of the vehicle will be at the discretion of the Police Commissioner or the canine supervisor. When the handler is off duty, the vehicle shall be secured and legally parked at the residence of the handler.
  - (7) Canine vehicles may be taken to details only when the dog is present and the handler has immediate access to the vehicle. Special considerations are to be given to the dog's well-being, taking into account such factors as weather conditions and the handler's availability to get the dog out for relief.
  - (8) Handlers will report any cruiser and equipment deficiencies immediately to the canine supervisor.
- h. A listing of all equipment required.

- (1) Required equipment includes leashes and collars, bowls, kennels for the house and yard, and a kennel for the police vehicles.
- i. Provisions for the collection of deployment data including defined use of force.
  - (1) The supervisor of the canine unit shall be responsible for all deployment data and records being kept up-to-date and entered into the department Records Management System.
  - (2) Department explosives detection canines are not trained for, nor shall they ever be required, to use force.
- j. Canine Socialization
  - (1) Teasing, agitating, or roughhousing with the canine is strictly prohibited unless performed as part of a training exercise.
  - (2) Handlers should not permit anyone to pet or hug their canines without their prior permission and immediate supervision and only under the direct control of the handler. This restriction does not include immediate family members.
  - (3) Any canine that exhibits unwarranted behavioral issues shall be remediated through training and /or removed from service if necessary.
  - (4) Canine handlers shall use good judgment and shall always have the canine under their direct control, leashed both on and off duty. Fenced in yards and kennels are considered under direct control.
- k. Compensation for Care and Handling
  - (1) In compliance with the Fair Labor Standards Act, the handler shall be compensated for caring and handling of the canine during non-working hours.
- l. Canine Retirement and Disposition
  - (1) Canines are the property of the Cambridge Police Department. The Police Commissioner shall determine the nature and manner in which a canine will be retired and its disposition.
  - (2) The unit supervisor may provide a recommendation to the Commissioner prior to any decision.