

SJPD-AIRPORT DIVISION

EXPLOSIVE-DETECTION CANINE UNIT
UNIT GUIDELINES

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Canine Supervisor

July 29, 2019

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Explosive-Detection Canine Unit

A. **Mission Statement:** The mission of the Explosive-Detection Canine Unit is to deter and detect the introduction of explosive devices into the aviation transportation system using the Norman Y. Mineta San Jose International Airport. These TSA-trained canine teams provide support to Federal Aviation Administration airports, air carriers and surrounding facilities through the detection of explosives within the airport environment. The San Jose Police Department Airport Division recognizes that specialized, highly trained canine teams provide a unique and effective service beyond human capabilities in the detection of improvised explosive devices. This enhances our ability to protect the lives and property of our airport community.

B. **General Provisions:**
Utilization, Duties, and Responsibilities

Utilization:

- An EDCU (Explosive-Detection Canine Unit) is defined as a handler and canine trained in the detection of explosives.
- SJPD-AD will maintain [REDACTED] TSA/FAA-certified canine team for incident response 24 hours a day, 7 days a week [REDACTED]

- EDCU teams will utilize [REDACTED] their duty time annually within the airport environment.
- EDCU teams will conduct some training and canine activities within view of the general public at the airport to provide a noticeable visible deterrent.
- Proficiency training shall consist of [REDACTED] whatever time is needed to maintain the required canine proficiency.

- [REDACTED]

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EDCU Duties:

- The SJPD-AD EDCU teams respond to calls regarding explosive devices both on and off airport property and conduct searches of the area. [REDACTED]
- The EDCU teams may be requested by any officer [REDACTED] Notification of the EDCU Supervisor and the Airport Division Commander will be made as soon as practical.
- [REDACTED]

EDCU Handler Responsibilities:

- Handlers will be held responsible for all the rules listed in this policy regarding their canine's use and care. Failure to follow these rules may result in the handler's removal from the EDCU.
- Handlers will control their assigned canine at all times. They are to be treated as working dogs and exposure to the general public for petting purposes should be kept to a minimum and each situation evaluated independently.

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- Handlers are required to maintain accurate, complete and current training aid use records [REDACTED]
- [REDACTED]
- Handlers will participate in scheduled training to ensure their canine is capable of performing efficiently by utilizing proper instructional techniques for behavioral conditioning, including reinforcements both positive and negative, ensuring that they are treated as working dogs and not pets.
- [REDACTED]
- Handlers will immediately notify the Unit Supervisor when his/her canine is involved in any incident on or off duty that may adversely affect the Department or involve City liability.
 - Handlers will participate in annual canine team certifications conducted by the TSA.
 - Handlers will ensure the proper and timely documentation of all canine use reports, memorandums, timesheets and other correspondence.
- [REDACTED]
- Handlers will maintain liaison with other local, state and federal agencies with whom the department might exchange and/or share services, equipment and intelligence.

TSA Field Canine Coordinator Responsibilities:

- Will assist the Unit Supervisor in overseeing the daily operation of the San Jose Police Department Explosive-Detection Canine Unit.
- Is responsible for daily administrative and training aspects of the EDCU.
- Will insure the EDCU teams train in accordance to the requirements in the Cooperative Agreement with the TSA.
- Schedule, supervise and participate in the TSA-mandated canine explosive proficiency training session.
- Assist in scheduling the semi-annual routine veterinary care for each EDCU team as needed.

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TSA Field Canine Coordinator Responsibilities (cont.)

- Maintain the proper storage, handling and transportation of all explosive training aids in accordance with the TSA Cooperative Agreement.
- [REDACTED]
- Ensure that the removal, use and return of all explosive training aids are properly documented.
- Assist in providing remedial training for EDCU teams failing to meet performance standards required in the TSA Cooperative Agreement.
- Oversee the accurate, detailed completion and submission of Canine Utilization Reports, Scatter Grams and training records on a daily, weekly, and monthly basis if requested by the TSA or Command Staff.
- Maintain other records as needed on each EDCU team and make such records available upon request.
- Attend, as required, the Annual Program Review at the TSA's designated location.

EDCU Supervisor Responsibilities:

- Will formulate and maintain schedules to include workdays, shift hours, training hours and medical appointments for canines.
- Coordinate and supervise the day-to-day activities for the EDCU teams.
- Review and approve requests for canine assistance outside airport property.
- Review and approve all requests for special assignments requiring the Canine Unit.
- Ensure continuous development, implementing and monitoring of the canine program.
- Ensure that all canine training is properly documented.
- Issuance of memorandums, e-mail and other correspondence that clarifies or further defines canine-related matters in accordance with these procedures.

- [REDACTED]
- Review and sign all EDCU bills prior to submission to the SJPD-AD Commander and Police Fiscal Unit.
- Supervise and coordinate the use of the EDCU teams during actual usage situations.
- Advise the chain of command in matters concerning the EDCU teams.

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EDCU Supervisor Responsibilities (cont.)

- Perform any other functional/special assignments designated by the SJPD-AD Commander or Chief of Police.

C. Explosive Handling and Training



D. Vehicles

- Use of Canine Vehicles:
 - Each EDCU team will be assigned a police vehicle for their use. Handlers are responsible for making sure the vehicle receives proper preventive maintenance and keeping the vehicle in a clean condition at all times.
 - All vehicles will be operated in accordance within Department policy as set forth in the San Jose Police Duty Manual.
 - The canine vehicles are for police operations only and for the transportation of the canines to and from the handler's residence and duty assignments. The use of the vehicle is also authorized for transportation to court, training, special assignments and other Departmental sponsored activities. The vehicles will not be used for personal business unless approved by the EDCU Supervisor.
 - Any vehicle collisions or damage will be reported to the EDCU Supervisor as soon as possible.
 - Any violations of department policy and procedure may result in the vehicle removed for take-home purposes.

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E. Canine Bite Procedure

- If an EDCU canine bites or injures any person whether on or off duty, the handler will notify the EDCU Supervisor as soon as practical and take the following steps.
 - Secure the canine in a safe area reasonably protected from contact with other persons and animals.
 - Obtain first aid for the person injured or bitten.
 - Notify the on-duty supervisor or EDCU Supervisor to respond to the scene and investigate the incident.
 - Request additional officers for locating witnesses and taking statements. Body Worn Camera will be utilized to obtain statements of all involved parties.
 - Photograph the scene and the alleged bite area or injury.
 - Complete an incident report, G.O., as needed be prior to the end of the shift.
 - Contact the TSA Field Canine Coordinator as soon as practical and provide the proper information.
 - It is the responsibility of the EDCU Supervisor to notify the SJPD-AD Commander of the incident.
 - Obtain a signed medical release from the injured party if possible.

F. Hours of Assignment and Standby

- Hours of Assignment:
 - Work assignments regarding shift coverage and days off are the sole responsibility of the Unit Supervisor and the SJPD-AD Commander. Considerations are given to the number of EDCU teams available. [REDACTED]
- Standby Compensation:
 - According to the TSA Cooperative Agreement, and the letter of agreement with the Norman Y. Mineta San Jose International Airport, the EDCU teams are compensated with standby hours for pay. [REDACTED]
 - The EDCU Supervisor makes the rotation schedule for the four EDCU teams.

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G. Veterinary and Canine Care

- Veterinarian Procedures:
 - Normal check-ups and the semi-annual examinations will be scheduled at the authorized veterinary facility, where an open city purchase order exists.
 - In the case of an emergency or to save the canine's life, the canine may be taken to the closest veterinary facility.
 - If the canine is hospitalized or under care of the veterinarian and is not available for duty, the handler will notify as soon as practical the Unit Supervisor.
- Canine Care and Maintenance:
 - It is the sole responsibility of each handler to maintain the health and care of his or her canine. This includes feeding, grooming and sanitary precautions.
 - EDCU handlers may purchase necessary feeding, grooming, and equipment supplies with the EDCU Supervisor and SJPD-AD Commander approval. The purchase will be completed with the use of the unit procurement card. All purchases must follow procurement card procedures.

H. Mutual Aid or Outside Agency Assists

- Mutual Aid Requests:
 - All outside requests for mutual aid need the approval of the Chief of Police or his designee.
- Departmental Requests:
 - Any requests for EDCU teams that occur within the San Jose Police Department must be submitted to the Unit Supervisor for approval. Such requests would be for VIP protection details, major citywide events or other upcoming special assignments.
 - If the Unit Supervisor is not available, then the request should be made through the SJPD-AD chain of command.
- Outside Agency Requests:
 - All outside agency requests for use of an EDCU team will need the approval of the SJPD-AD chain of command. This will include requests made by the TSA for assistance [REDACTED]

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