

IDAHO STATE POLICE PROCEDURE

07.10 DETECTION CANINE PROGRAM

A. General

The primary objective of the Idaho State Police (ISP) Drug Detection Canine Program is the detection of controlled substances with the use of a canine in the furtherance of ISP highway drug interdiction efforts, or as required to assist ISP employees and other agencies.

The primary objective of the ISP Explosive Detection Canine Program is the detection of explosive devices in furtherance of public safety.

Any canine purchased by ISP is the property of ISP.

All ISP detection canines will be trained as passive indication dogs.

B. Definitions

“Drug Detection Canine” (DDC) means a canine assigned to detect drugs. All ISP canines will be trained as passive alert dogs.

“Explosive Detection Canine” (EDC) means a canine assigned to detect explosives.

“Canine Supervisor” (CS) means a Sergeant assigned to supervise the Canine Program. The Sergeant is assigned a Canine.

“Drug Detection Canine Trooper” (DDCT) means a trooper assigned a drug detection canine.

“Explosive Detection Canine Trooper” (EDCT) means a trooper assigned an explosive detection canine.

“Canine Trooper” (CT) means a trooper assigned to a canine in either the explosives detection or drug detection program.

“Canine Coordinator” (CC) means a Headquarters Captain assigned to oversee the canine program.

C. Personnel Requirements

1. Troopers may apply for available openings in the canine program. Assignment as a CT is a work assignment and there is no guarantee of the duration of that assignment.
2. The minimum requirements for applicants are:
 - a. permanent status as a sworn ISP officer
 - b. at least an “Achieves Performance” performance evaluation;

IDAHO STATE POLICE PROCEDURE

- c. a positive recommendation by their district command staff; and
- d. a willingness to commit to a minimum of three years as a CT.

D. Assignment

- 1. Assignments of CTs are made by the CC with the concurrence of the area Major and the Deputy Director, or the Director.
- 2. The CC, with the concurrence of the area Major and the Deputy Director, may reassign a canine to another trooper at any time to fulfill the needs of the department.

E. Voluntary Removal from CT Assignment

- 1. Troopers may request in writing to be removed from the assignment as a CT.
 - a. Removal is made at the discretion of the CC, with the concurrence of the District Captain, the area Major and the Deputy Director.
 - b. Troopers are expected to serve a minimum of three years as a CT before leaving the program.
 - c. The CC, with the concurrence of the area Major and the Deputy Director, may require competent medical opinion to substantiate a claim that the request for removal is for medical reasons.

F. Involuntary Removal from the Canine Program

- 1. The CC, with the concurrence of the area Major and the Deputy Director, may remove employees from the Canine Program in the best interest of ISP and the program.
- 2. The CC, with the concurrence of the area Major and the Deputy Director, may temporarily reassign an employee for training purposes when documented and observable issues exist in the performance of expected CT's job duties.
- 3. If the DDC / EDC is removed from the CT, the district staff will make temporary arrangements for the care of the DDC / EDC. Differing resources within districts allows consideration by staff to place the DDC / EDC with other ISP employees (either within or outside the district), other POST certified dog handlers, veterinarians, boarding shelters, or other law enforcement agencies. If the DDC / EDC is not returned to the CT, the DDC / EDC can be reassigned to a new CT, given to another law enforcement agency, or retired from service.

G. Duties and Control of CT and their DDC / EDC

- 1. The primary responsibility of the DDCT is to perform traffic related criminal enforcement activities.

IDAHO STATE POLICE PROCEDURE

2. The DDCT, working closely with his assigned supervisor, is responsible for determining whether the circumstances justify the use of the DDC and how they will tactically deploy.
3. During deployment or while training, DDCs and EDCs should not be called, petted, fed or otherwise distracted without the approval of the CT.
4. The CT completes and maintains PACKTRACK training and deployment logs daily as activities occur; however, the logs must be updated with activities no later than the end of the last shift before any regular days off. Each log is stored and maintained electronically and will be available for review by the CS, CC, and/or others as appropriate.
5. During assigned work hours, requests for assistance from other members of the Department will normally be handled directly by the DDCT.
6. Requests for EDCTs during assigned work hours will be routed through their on-duty chain of command.
7. When a request for assistance is received and the DDCT is off-duty, the Regional Communications Center (RCC) immediately notifies the on-duty/on-call supervisor of the request.
 - a. The supervisor gathers as much information as necessary to make a determination regarding the call out of the DDCT.
 - b. The supervisor considers such things as time of day, type of deployment, (consent vs. arrest vs. probable cause), response time of DDCT, and overtime involved, if applicable.
 - c. If an on-duty supervisor is not available; the RCC will call the DDCT, who will make the decision of whether or not to respond.
8. When a request for EDCT assistance is received from an outside agency, OR the EDCT is off-duty, RCC immediately notifies the CC.
 - a. The CC gathers as much information as necessary to make a determination regarding the call out of the EDCT.
 - b. The CC considers such things as, type of deployment, if the EDCT in out of the area, how the deployment will affect ongoing assignments / commitments of the EDCT, etc.
 - c. If the CC is unavailable or RCC is unable to establish contact; such requests will be routed through the Capitol Police Services Lieutenant headquarters command staff.
9. The CT is compensated one-half hour per day for DDC / EDC work accomplished at their residence caring for the DDC / EDC.
 - a. This one-half hour is granted to the CT every day they have charge of the DDC / EDC. This is to accommodate work such as grooming, exercising, feeding, cleaning kennels and vehicle, and other chores. DDC / EDC quarters, both in the patrol car and at the CT's residence, will be kept in a sanitary and

IDAHO STATE POLICE PROCEDURE

odor-free condition. This will include days off, vacation, compensatory time, EAL, sick, or any other time taken off while still having charge of the DDC / EDC.

- b. The only days this one-half hour is not granted is when the DDC / EDC is boarded at a kennel or otherwise not in the CT's care.

H. General Provisions

1. Use of DDC

- a. The primary responsibility of the DDC is to perform criminal enforcement; targeting drug activities. When available, a DDC may be used in accordance with current law and under the following circumstances, items and locations to include, but not limited to:
 - i. Contacts initiated and investigated by the DDCT;
 - ii. Requests by other officers, and / or agencies on the local, state or federal levels;
 - iii. Requests from school and / or businesses administrators and others from within the communities; and
 - iv. Possible locations or items being investigated: vehicles, parcels, residences, airports, post offices, trucking terminals, bus terminals, open fields, schools, detention facilities and other items and areas.

2. USE OF EDC:

- a. Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of an EDC may be warranted. When available, an EDC may be used in accordance with current law and under the following circumstances, to include, but not limited to:
 - i. To assist in the search of a building, structure, area, vehicle (both motorized and non-motorized), or article where an actual or suspected explosive device has been reported or located;
 - ii. To conduct preventative searches at locations such as special events, VIP visits, official buildings, and other restricted areas. Because a dog sniff might be considered a search, such searches should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives;
 - iii. To assist with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains and boats); and
 - iv. To assist in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected;

IDAHO STATE POLICE PROCEDURE

- b. At no time will a detection dog be used to render a suspected device safe or clear.

I. Additional Considerations

1. Extra caution should be exercised when engaging in pursuits, high-speed responses, or other activities that could likely result in injury to the DDC / EDC. No prisoners or passengers should be transported in the same seat area with the DDC / EDC. However, when physical arrests are made, it shall be the discretion of the CT to call for another unit for transport or to transport the subject in the front seat of the K-9 unit, providing it is reasonably safe to do so, and taking into account the circumstances of the arrest.
2. CTs may wear the ISP utility uniform, except when circumstances dictate the use of the standard ISP uniform. The District Captain/designee may authorize an additional cleaning allowance for the CT due to constant handling of the DDC / EDC.
3. Deployments conducted by the CT must be within the provisions of the United States and Idaho Constitutions and within the guidelines set forth by Idaho POST and current ISP procedures.
4. ISP DDC's / EDC's should not be used to sniff living animals unless it can be completed without incurring any risk or harm to the DDC / EDC or the other animal.
5. It is important to remember that the CT may be involved in many varied types of deployments. This may include cars, pickups, large commercial vehicles, personal residences, businesses, airports, post offices, trucking terminals, open fields, schools, detention facilities, and other areas.
6. Due to the emphasis on highway criminal apprehension, many deployments may have to be conducted on the roadside. Before these are performed, the CT should determine safety concerns for the deployment.
7. If the odor of a controlled substance is detected originating from or in the trailer of a commercial vehicle, a supervisor is called before making a decision to unload the trailer. The on-call prosecuting attorney may be contacted to help determine the most appropriate course of action.
8. When controlled substance odors are detected in hidden compartments of a vehicle or a building, the CT attempts, if possible, to open the hidden compartment without causing damage to the vehicle or property.
9. The CT must use discretion based upon reasonable suspicion before undertaking disassembly of vehicle parts when such disassembly is likely to cause damage to the vehicle.

IDAHO STATE POLICE PROCEDURE

10. Care should be taken to limit possible damage to vehicles and other materials that the DDC / EDC contacts.
 - a. If damage occurs, the CT prepares a memorandum detailing the circumstances and forwards the memorandum through the chain of command to the CC, and also makes notifications as defined in ISP Procedure [03.20 Tort Claims](#).
 - b. Any citizen complaints are processed per procedure [03.02 Complaints](#).
11. At department expense and the CT's discretion, a kennel is constructed at the CT's residence. Before construction, the design of any kennel is approved by the District Captain/designee.
 - a. When a trooper is no longer assigned as a CT, the kennel may be removed from the CT's property at Department expense.
 - b. DDC / EDC houses constructed using department funds are transferred to the new CT.
 - c. Equipment and supplies maintained and/or issued are transferred to the new CT.
13. Portable kennels may be issued to CTs for use with their canines.
14. For safety and control concerns, a CT will leash the DDC when they are in public places or in contact with the public. canines are expected to be under the control of the CT at all times.
15. Vacation travel with the canines must be approved by the CS. The CT must ensure the health and safety of the canine at all times. The CT must keep the canine on a lead at all times when out of a vehicle or in a fenced enclosure. If while on vacation the canine is injured or killed, the CT may be responsible for all medical or replacement costs. Restitution to ISP will be recommended by the CC and approved by the Lieutenant Colonel.
16. CTs are responsible for the safety of their assigned canines. As a general rule, canines should not be left outside in extremely cold or inclement weather. If the ambient temperature will result in frozen water, the canine should be moved to a warmer location. The canine must have access to shade and water when the weather is extremely hot or moved to a cooler location.
17. Canines retired from service are disposed of following current department procedures for disposal of surplus property set forth in I.C. §67-5722 and §67-5732A. Because of the bonding that occurs between a CT and a canine, special consideration is given if the CT chooses to keep the canine. This is accomplished by the agency requesting from the Board of Examiners to transfer ownership of the canine from the department to the CT. The following should be considered when determining the need to retire a canine: health, age,

IDAHO STATE POLICE PROCEDURE

temperament, mobility, longevity, motivation, trainability, proficiency, and work history.

18. To protect the canine from heat exposure, a temperature alarm is installed and maintained in each CT's vehicle.

19. The District Patrol Lieutenant sets the CTs work hours.

J. Training Guidelines

1. The CC ensures that new CT and their assigned canine have completed 160 hours of canine-related training and the applicable certification before use in the field. Within one year of purchase, each CT and their canines should be POST certified, as defined in [IDAPA 11.11.01 sections 090-092](#).

2. The CT and canine must meet and maintain the requirements for POST certification.
a. The CT and canine typically conduct 16 hours of training per month.

3. The CT and canine typically conduct training during normal state-compensated work hours and maintain their PACKTRACK Log.

4. Each CT and canine is required to successfully meet POST certification requirements.
a. Any CT and canine failing to qualify must undergo additional training as determined by the CC.
b. Any CT and canine failing to pass POST requirements cease to perform deployments until the CT and canine successfully pass the requirements of POST certification.

5. The CC provides a uniform reporting system to be used in recording all canine field usage. District Captains or their designees will ensure the CTs complete, maintain, and submit the following reports:

a. [EHF 07 10-05 Drug Checkout Log](#). (The original retained by the CC.)

6. The CC establishes a file, which contains the following information and history of each canine and CT:

- a. Date of acquisition of the canine;
 - b. Date of completion of basic training and scent detection; and
 - c. Name of the CT and date of assignment of the CT to the canine.
- (Note: CTs maintain a medical history file for their issued canine.)

7. The CC may require the CT and canine to successfully pass POST certification as needed based on a case-by-case basis. Lengthy vacations, periods of leave, injury, or other longer periods of inactivity may necessitate re-certification at the discretion of the CS.

K. Accountability, Security and Storage of Training Aids

IDAHO STATE POLICE PROCEDURE

NARCOTICS

1. The narcotics to be acquired and used as training aids in the DDC Program are limited to the following substances and amounts:
 - a. cocaine: minimum of 6 grams, maximum 43 grams;
 - b. heroin: minimum of 6 grams, maximum 15 grams;
 - c. methamphetamine: minimum of 6 grams, maximum 43 grams; and
 - d. marijuana: minimum of 6 grams, maximum 43 grams.
2. Controlled substances are acquired from cases which have been fully adjudicated and the drugs have been slated for destruction.
 - a. The CC contacts the District Investigations Lieutenants with a request for a controlled substance and minimum amount needed;
 - b. Once a particular exhibit is identified, the Investigations Lieutenant signs over the entire exhibit to the CC;
 - c. The CC signs the EHF 06 09-09 Receipt for Property form;
 - d. The original receipt for property form is maintained in the appropriate district case file; and
 - e. The exhibit is depicted as "Transferred" in the original case file.
3. The CC assigns a unique number to the drugs and submits the entire amount to a validated laboratory for testing.
 - a. Once the drugs are tested, they are repackaged by laboratory personnel in amounts requested by the CC;
 - b. Any remaining controlled substances after repackaging are submitted for drug destruction according to 06.09 Evidence and Property;
 - c. Each resulting package is uniquely identified and photographed, and
 - d. The CC maintains all photographs, records, and corresponding documentation.
4. The CC assigns the training aids to each DDCT through their respective District Captains/designees.
 - a. Each DDCT is issued three individual packages of each narcotic type;
 - b. Each individual package contains a minimum of 2 grams but not more than 28 grams;
 - c. The CC will vary the weight in each package as new training aids are issued to the DDCT; and
 - d. The total net weight of all three packages will not exceed the amounts specified in section J.1.
5. All narcotics records are stored with the CC and held for a period of ten years; then destroyed.
6. DDCTs are issued training narcotics which are documented on the EH 07 10-03 Training Aid Log by the CC.

IDAHO STATE POLICE PROCEDURE

- a. The log lists the exact narcotic amounts issued to the DDCT. Upon receipt of the training aids, the DDCT signs then returns the EHF 06 09-09 Receipt for Property to the DDCC;
 - b. The CC maintains a copy of each DDCT's current Training Aid Log; and
 - c. The CC provides the District Captain/designee with the current list of training aids issued to a DDCT for auditing.
7. DDCTs keep a chain of custody and are responsible for any and all training narcotics in their possession.
 8. The CC is the sole source for obtaining training narcotics. Training narcotics are not obtained from any other supervisor, department, evidence storage facility or any other source, except as outlined in section M.

EXPLOSIVES

9. The explosives acquired and used as training aids in the EDC Program shall be procured at the CC's discretion and in the amounts deemed appropriate. According to Idaho POST requirements, the EDC training aid odors shall include but not be limited to:
 - a. Black Powder / Time Fuse
 - b. Smokeless Powder
 - c. TNT
 - d. Dynamite
 - e. RDX
 - f. PETN/Det Cord
 - g. Ammonium Nitrate
 - h. Potassium Chlorate
10. Explosives can be acquired through an appropriate vendor at the discretion of the CC. Since many of the explosive training aids are not illegal for the public to possess and are available for retail; the packaging, issue and auditing will differ from that of narcotics.
11. Explosive training aids will be issued to the EDCTs in the packaging it is received in from the vendor. At the discretion of the CC and with the needs of the program in mind, safe alterations can be made to applicable training aids to promote the optimal outcome for the program. Any alterations made will be from a trained explosives handler.

BOTH

12. CTs are not allowed to obtain, supply, or loan training-aids to any other canine handler, including another ISP canine handler, any canine handler in any other law enforcement agency, or any private citizen canine handler. On training days, it is acceptable for handlers to allow fellow Police CTs, Instructors or Supervisors to place aid's in the field for the purposes of training. It is the responsibility of

IDAHO STATE POLICE PROCEDURE

the CT to collect, inspect and secure all applicable training aids at the conclusion of this training.

13. The CC conducts an audit of all logs associated with canine training aids at least two times annually.

L. Inspections/Audits of Narcotics Training Aids

The District Captain/designee conducts quarterly audits of all training narcotics issued to the CT assigned to their district.

1. DDCT quarterly audits include physical inspection of all packaging and drug amounts. Once amounts are verified, the EHF 07 10-04 Quarterly Audit Log is signed/dated by the DDCT and the District Captain/designee.
 - a. If amounts differ from those previously listed on the Training Narcotics Log, the DDCT completes an incident report. The report is sent through the chain of command to the CC;
 - b. Discrepancies that cannot be accounted for are fully investigated per ISP policy and procedures; and
 - c. It must be considered and taken into account that the controlled substance in the training aid will diminish over time due to condensation.
 - d. Refer to letter 'Q' of this procedure for details on how to process notable damage to a training aid.
2. All training narcotics in the DDC Program are reconciled annually by the CC or through MER.
 - a. Training narcotics are inventoried, inspected, and redistributed on a bi-annual basis, dependent on the availability of replacement training aids;
 - b. The CC/MER documents the annual reconciliation on EHF 07 10-03 Training Aid Log;
 - c. The original Training Aid Log is maintained electronically by the CC for ten years; then destroyed; and
 - d. If the CC determines the narcotics are no longer suitable for training purposes, new narcotics are inventoried and distributed at this time.

M. Inspections/Audits of Explosive Training Aids

1. EDCT quarterly audits include physical inspection of all applicable packaging and the training aids themselves. EDCT's should inspect the items for deterioration, damage, leakage, puncture marks and other perceivable issues.
 - a. If discrepancies are found, the EDCT completes an incident report. The report is sent through the chain of command to the CC;
 - b. Discrepancies that cannot be accounted for are fully investigated per ISP policy and procedures; and
 - c. It must be considered and taken into account that the controlled substance in the training aid will diminish over time due to condensation.

IDAHO STATE POLICE PROCEDURE

N. Procedure for training aids after DDCT or EDCT leaves their position.

1. CTs who resign their position in the Canine Program surrender all training aids to the District Captain/designee.
2. The CT and the District Captain/designee complete an inspection and inventory of the narcotics; then sign/date the [EHF 07 10-04 Quarterly Audit Log](#). The District Captain/designee then forwards the training aids to the CC for final audit and disposition.
3. The CC determines if the training aids are submitted for destruction or secured in evidence pending assignment to the CT's successor.
4. The CT's Training and Deployment Logs are maintained by the CC for ten years; then destroyed.

O. Threshold training for DDCTs on larger quantities

1. DDCTs may use larger quantities of narcotics for training. Due to issues involved with possessing large amounts of narcotics, any proposed uses must be closely scrutinized to ensure absolute safety and security during training. Factors such as travel distances, training site security, access to controlled substances, and others must be weighed against the need for training. Training may be approved provided the following conditions are met:
 - a. Larger quantities of narcotics are available for use. Only narcotics awaiting destruction may be utilized;
 - b. The DDCT submits a written plan detailing the proposed use, safety, and access to the narcotics through the chain of command, including the Investigations Lieutenant, to the CC. The plan may be denied at any level;
 - c. No exhibits are opened, repackaged, or otherwise altered from their original configuration. The original seals, initials, and dates must remain intact;
 - d. Narcotics must remain in the District where they are issued;
 - e. All narcotics assigned to the DDCT must be returned to the Investigations Lt./Evidence Custodian in person no later than the end of the day;
 - f. When narcotics are issued, the Investigations Lieutenant or Evidence Custodian and the DDCT sign and date the EHF 07 10-05 Drug Checkout Log;
 - g. The log is maintained by the Investigations Lieutenant or Evidence Custodian;
 - h. Upon return of the narcotics, the District Captain verifies the return of the narcotics and initials the form/log;
 - i. Each District Investigations Lieutenant or Evidence Custodian maintains the log for the current calendar year; then submits the log to the CC for retention; and
 - j. If any larger quantities become compromised as a result of damage, loss, or other circumstance, the DDCT immediately secures the area and notifies the

IDAHO STATE POLICE PROCEDURE

District Captain or Investigations Lieutenant. The incident is investigated and documented according to section O (2) below.

P. Storage and Handling

1. CTs are each issued a safe which is securely fastened in the patrol vehicle. Their respective training aids should be stored in these safes when not in use.
2. DDCTs are issued four airtight containers which are securely stored in the narcotics safe. The DDCT is issued three packages of each narcotic type and weight as described in section J.1
3. If the CT does not have access to his vehicle due to repairs, service, or other circumstances, or if the CT is gone for an extended time due to sick leave, vacation, or schools, the training aids are removed from their vehicle safe and logged into the district evidence room. (For EDCTs, storage will be in the Type II Outdoor storage magazine located at POST).

Q. Disposal of Training Aids

1. All narcotics deemed unsuitable for training at the annual reconciliation are collected, documented, and disposed of by the CC according to ISP procedure.
2. If any training aid becomes compromised as a result of damage, loss, or other circumstance, the CT immediately notifies his chain of command:
 - a. The CT completes a supplemental incident report of the events resulting in the compromise of the training narcotic;
 - b. The CT's supervisor conducts an investigation;
 - c. A copy of the investigation and incident report is forwarded through the chain of command to the CC; and
 - d. The report is retained in the DDC/EDC file.
3. If a breached training aid is determined to still be viable, the compromised packaging will be replaced in the following manner;
 - a. CT and a witness will repackage the training aid in similar sized packaging material;
 - b. The training aid packaging will be labeled with the same training aid number (e.g., M1, MJ1, C1, H1, etc.);
 - c. The CT initials will go on each created seal;
 - d. New aid/packaging will be photographed;
 - e. Photographs will be placed into case management.
 - f. CT will complete a memo documenting the repackaging of the narcotic to include;
 - i. date breach was discovered;
 - ii. circumstances of the breach;
 - iii. date of repackaging;

IDAHO STATE POLICE PROCEDURE

- iv. training aid number being repackaged;
 - v. witness present;
 - vi. the net weight of the narcotic; and
 - vii. total package weight of the new training aid.
4. If breached training aid is not salvageable, the CC will have a replacement aid created and issued to the CT.

R. Maintenance Expenses

1. All supplies acquired or purchased by the CT for use with their canines are the property of the Idaho State Police. Reimbursement for expenses is made in accordance with current Department procedure.
2. The costs of maintaining the DDC is the responsibility of the Idaho State Police. Expenses will be monitored by the CC.
3. The expenses covered include, but are not limited to:
 - a. Food
 - b. Vitamins
 - c. Medical treatment
 - d. Licenses
 - e. Immunizations
 - f. Physical examinations (annually)
 - g. Needed equipment (harness, leashes, towels, etc.)
 - h. Boarding (when necessary)
 - i. Baths and grooming
4. Medical treatment of the canine is at the direction of the veterinarian being used by the CT.
 - a. The CT relies on the veterinarian to provide competent information about various treatments.
 - b. The veterinarian should, if one is available, be familiar with and have experience treating police canines and the various situations that could arise due to ingestion of controlled substances.
 - c. Should a specialized treatment be recommended by the veterinarian, the CT contacts the CC through the chain of command for authorization for the treatment.
 - d. Some specialized treatments are expensive, and in making a decision to authorize the treatment, the CC must consider the cost and benefit as well as the possible consequences.
 - e. Each canine will visit a veterinarian yearly for a “head to tail” examination to determine general state of health. A blood analysis is conducted to determine evidence of disease, and a feces examination is conducted to determine parasite infestation.
 - f. Inoculations for Rabies, Distemper, Hepatitis, Leptospirosis, Para influenza, Parvo virus, Corona virus, Bordetella, and Lyme disease are kept current.

IDAHO STATE POLICE PROCEDURE

5. Additional expenses incurred by the canine when traveling on state business or duty assignments are covered.