



Policy and Procedure

Number: 1117

Subject: Canine Team: Documenting Canine Use of Force		
Date Issued: 09-12-86	Effective Date: 04-30-10	Revision Number: 5

POLICY:

To establish a uniform procedure for documenting an incident when a Department canine has bitten someone.

PROCEDURE:

When a Department canine bites a person, the following steps shall be taken:

CANINE HANDLER:

1. Render first aid to the victim and ensure that proper medical attention is made available to the victim, if needed.
2. Notify Communications and request:
 - a. Response of an evidence technician
 - c. Response of a supervisor.
3. Prepare the following reports:
 - a. A Canine Use of Force Report (NSP30)
 - b. An Animal Bite Case Report (PP12)
 - c. A Supplementary Incident Report (PP95A).
4. Forward all reports to the supervisor for review.

**EVIDENCE
TECHNICIAN:**

1. Photograph the victim's injuries.
2. Complete a Supplementary Incident Report (PP95A).

SUPERVISOR:

1. Respond to the scene when a Department canine has bitten someone and determine the facts surrounding the incident.
2. Review all reports for completeness and accuracy
3. Forward reports to the Shift Commander per Procedure #200 (Review, Endorsement, and Routing of Paperwork).

**SHIFT
COMMANDER:**

1. Review any reports for completeness and accuracy. Forward reports per Procedure #200 (Review, Endorsement, and Routing of Paperwork).
 - a. Records (originals).
 - b. Chief of Police via Chain of Command
 - c. Administrative Services Manager.
2. Prepare the Shift Commanders Daily Report Form (PP73).

**PUBLIC SERVICE
COUNTER
MANAGER:**

1. Reports involving Department canine bites will be processed per Procedure #217 (Reporting Process for Incidents of Potential Liability).
2. Notify the City Health Department of the incident and that the canine will be kept in service.

**RELATED
PROCEDURES:**

- [200 – Review, Endorsement, and Routing of Paperwork](#)
- [217 – Reporting Process for Incidents of Potential Liability](#)
- [905 – Prisoners Requiring Medical Treatment](#)
- [1112 – Canine Team – Guidelines](#)
- [1113 – Use of Department Canine Team](#)
- [1115 – Canine Team: Building Searches](#)
- [1116 – Canine Team: Miscellaneous Searches](#)
- [1908 – Animal Bites](#)
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