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

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

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
   b. 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.

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

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).

   a. Records (originals).
   b. Chief of Police via Chain of Command
   c. Administrative Services 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.

1. 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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