

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	41.11 Police Canine Unit			
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I. PURPOSE

To establish guidelines for the management of the Department’s Canine Unit and the use of police canines in field operations.

II. POLICY

The use of the police canine is an effective tool in law enforcement. Therefore, it is the policy of the Kenosha Police Department to maintain and operate canine (K-9) Teams trained in narcotics detection, tracking, searches, apprehension and public relations demonstrations. The Canine Team shall be used to aid and assist all divisions of the Kenosha Police Department.

III. OWNERSHIP

Police canines are the property of the City of Kenosha, subject to disposition at the discretion of the Chief of Police.

IV. PROCEDURE

A. Definitions:

1. Canine officer – A police officer specifically trained in the care, handling, training and tactical application of the police canine.
2. Canine Team – A canine officer and their assigned police canine.
3. Canine Unit Supervisor – A designated department supervisor assigned in the task of supervision, administrative oversight and coordination of Canine Teams.
4. Comfort Dog – a dog who has received specialized training to comfort and support child victims and their families during active crises and in emergency situations.
5. Electronic Storage Detection (ESD) Team – a law enforcement canine team specially trained and certified to detect the presence of electronic storage media or other digital evidence such as hard drives, USB drives, flash media, cell phones, etc. Teams are cross trained for other mission deployments and can also be utilized as a comfort dog to support child victims and their families.

B. Organizational Structure:

1. The overall administration of the Canine Unit shall be the responsibility of the Inspector, Captain of Administration and Canine Unit Supervisor.
2. Regardless of the chain of command, the tactical use and/or the decision to deploy the police canine shall be at the sole discretion of the individual canine officer.

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C. Canine Unit Supervisor Responsibilities:

1. Provide administrative support for Canine Unit training needs.
2. Develop a Canine Unit budget for each fiscal year.
3. Ensure maintenance, storage and availability of Canine Unit activity records, canine medical records, training records, training aid logs and drug detection logs.
4. Ensure that required training occurs and is properly documented.
5. Inspection of personnel, police canines, vehicles and kennel facilities.

D. Canine Officer:

1. Appointment of a canine officer shall be made by the Chief of Police.
2. Canine officers will be required to:
 - a. Meet all qualifications established at time of vacancy.
 - b. Successfully complete an initial training program and any assigned additional training sessions.
 - c. Have a strong desire to work with police canines as they relate to law enforcement; willingness to care for and train a police canine and a minimum five-year commitment as a canine officer.
 - d. Maintain a residence with sufficient space for the construction of a department provided and approved kennel.
 - e. The canine officer shall have family in agreement with their assignment to the canine unit.
 - f. If there are other pets in the home, the canine officer shall agree that if conflict occurs between the department's police canine and the pet, that the pet must be removed from the home.
3. Canine officers will be assigned a take-home police department canine vehicle. The police canine vehicle shall be used and cared for in accordance with existing policy governing department vehicles and property.
 - a. Each Canine Team will use their assigned canine vehicle for routine patrol functions, care and transportation of the police canine, training and any other Kenosha Police Department business.
 - b. Only Canine Unit dogs will be transported in canine vehicles.
 - c. When operating the canine vehicle (on or off duty) canine officers will be armed with their duty weapon, will have handcuffs available, and will have police identification including a badge with them.
4. Canine officer compensation will be determined by the officer's respective collective bargaining unit agreement.

E. Training:

1. Training will be conducted by a department approved police canine trainer and/or by the canine officer.
2. When on duty, it shall be the responsibility of the canine officer to conduct daily training with their assigned police canine.
3. The canine officer shall be responsible for maintaining a daily training log.

F. Canine Officer Responsibilities:

1. The utilization of the police canine is considered a use of force and must be objectively reasonable under Use of Force standards. Therefore, the canine officer will have the final authority to determine if the police canine will be deployed.
2. The canine officer is at all times responsible for the tactical use and control of their assigned police canine.
3. Canine officers shall not carelessly or recklessly handle a department police canine.
4. Canine officers are responsible for the care of the police canine, including but not limited to seeking medical attention when necessary, maintaining up-to-date vaccinations, proper feeding/watering, grooming and exercising.
5. At home kenneling facilities shall be properly maintained and kept clean. Outdoor kennels shall provide the police canine with protection from the elements. As a condition of assignment to the Canine Unit, canine officers at home kenneling facilities shall be subject to periodic inspection by the Canine Unit Supervisor or other authorized supervisory authority.
6. The canine officer shall be required to maintain the health of their assigned police canine.
 - a. The canine officer shall, as soon as practical, advise the Canine Unit Supervisor of any illness or injury involving their assigned police canine.
 - b. Police canines shall be examined by a designated veterinarian every six months.
7. Whether on or off-duty, canine officers shall be responsible for maintaining the security of their assigned police canine and canine vehicle.
8. Police canines shall not be maintained in vehicles/kennels for excessive periods of time. Canine officers are encouraged to take their police canine out of the vehicle as frequently as possible. Canine officers shall maintain a proper ambient temperature for the police canine, anytime the canine is in the vehicle/kennel.
9. Whether on or off-duty, canine officers shall maintain control over their police canines at all times.
 - a. The Canine officer shall keep their police canine under complete control at all times and shall ensure that unauthorized civilian or police personnel do not come into contact with their assigned police canine.
10. Records
 - a. Upon request by the Canine Unit Supervisor, or other authorized supervisory authority, canine officers shall, as soon as practical, ensure the availability of Canine Unit records.
 - b. Canine officers shall, as soon as possible after the end of each month, provide the Canine Unit Supervisor with a Monthly Police Canine Activity Report. The Monthly Police Canine Activity Report shall reflect all police canine activities for the previous month, including tracks, searches, recoveries, apprehensions, drug detections, training and public relations events.
 - c. Drug detection records shall be readily available to others who may need them for seeking search warrants or other information.

- G. Police Canine Utilization and Procedures:** In accordance with their training, the Canine Unit may be used for the following purposes:
1. Building Searches: Police canines are available, with supervisory notification, to search buildings/structures under the following guidelines:
 - a. The perimeter should be secured and no one allowed to enter.
 - b. When a building search by a police canine is anticipated, department personnel should stay clear of the suspected entry point and avoid conducting a preliminary search so as not to interfere with the canine's ability to discriminate scents.
 - c. All attempts should be made to contact a key-holder to determine if there are any special conditions of which the canine officer should be advised
 - d. A cover officer for the Canine Team may be assigned as needed under the direction of the canine officer. Cover officer needs to be comfortable working with the police canine.
 - e. The canine officer/ will advise police personnel when the police canine is being deployed. Prior to the search of any structure or enclosure, the canine officer or other appropriate personnel, shall loudly announce the presence of police officers on the premises and that a trained police canine will be used to search the building. This announcement shall be repeated as necessary and upon each level whenever searching large and or multi-level buildings.
 - f. A reasonable amount of time shall be allowed for the suspect(s) to respond. If there is no response the police canine will be released.
 2. Tracking: Police canines are available with supervisory notification to track lost/missing persons or suspects.
 - a. Preservation of the scene is critical. As such, unless a suspect is in sight of investigating officers, and is being followed or pursued maintaining visual contact, officers should not attempt to follow a believed trail or search an area. Officers should particularly remain clear of the area where the suspect was last seen.
 - b. The area involved should be secured to the extent possible and no one allowed to enter.
 - c. Turn off all vehicles as carbon monoxide destroys the human scent.
 - d. When the Canine Team begins a search for a suspect, a cover officer will be assigned under by the canine officer.
 - e. The cover officer shall follow instructions as directed by the canine officer.
 - f. The canine officer will advise police personnel when the police canine is being deployed.
 3. Article Search: Police canines are available with supervisory notification to search for articles.
 - a. When searching for an article (loss/discarded/evidentiary) the area should be secured to the extent possible and no one allowed to enter.
 - b. The canine officer will determine how the search will be conducted.

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- c. The canine officer will advise police personnel when the police canine is being deployed.
4. Area Search: With supervisory notification, area searches can be used for various functions, e.g., search for wanted or lost/missing persons or eliminate an area of search where person(s) may or may not have been.
 - a. The area should be secured to the extent possible and no one allowed to enter.
 - b. A cover officer will be assigned and shall follow instructions as directed by the canine officer.
 - c. The canine officer will advise police personnel when the police canine is being deployed.
5. Narcotics/Drug detection: With supervisory notification, the use of police canines in a drug detection capacity is authorized in the following situations and under the following conditions:
 - a. Random exploratory sniffing of luggage, parcel/packages, or other inanimate objects may be conducted in public facilities as authorized by the Canine Unit Supervisor or other authorized supervisory officer.
 - b. Exploratory sniffing in these facilities shall be confined solely to those areas open to the general public and whenever possible, with advance knowledge and consent of the appropriate facility manager.
 - c. Exploratory sniffing shall be conducted without unnecessary interference or annoyance to the public or interruption of facility operations.
 - d. Officers may reasonably detain specific related items for purposes of a police canine sniff if reasonable suspicion exists that the item is or contains contraband or illegal substance.
 - e. When drug detection police canine alerts to luggage, containers, packages or other related items, in this or other circumstances, a search warrant or consent to search is required before it is opened, unless exigent circumstances exist to conduct an on-site search.
 - f. The use of a police canine to search a person for narcotics is prohibited.
 - g. Drug detection police canines may be used to sniff the exterior of motor vehicles (exempt from supervisory notification) when:
 1. Pursuant to a lawful traffic stop.
 2. In compliance with all applicable case law.
6. Asset Forfeiture (Money Line-ups):
 - a. A Canine Team may be summoned to sniff suspected drug money.
 - b. The officer initiating a forfeiture action will be responsible for ensuring that legal guidelines are followed.
 - c. Asset forfeiture money line-ups are to be conducted in a department facility, NOT at the scene.
 - d. A member from the requesting unit, e.g., SIU, Detective Bureau or Patrol will be present when performing the money line-up and will ensure that all

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appropriate information as to the amount of money, personnel present, etc., are documented in their supplementary incident report.

7. School Searches:

- a. Requests by local school districts for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met:
 1. The request shall be made to the Chief of Police or his/her designee, by the School Administrator and/or Principal or his/her designee. When applicable, the assigned School Resource Officer may assist with such requests.
- b. School Search Procedures
 1. No body/person searches of students or faculty will be performed.
 2. Searches may be conducted of student lockers, hallways, public access areas and school parking lots are areas wherein the police canine can conduct a search.
 3. The canine officer will mark lockers or areas where the police canine gives indications for the purpose of entering and seizing controlled substances by school officials. The canine officer will not pry into or otherwise open these areas.

8. Public Relations Demonstrations: As authorized by the Chief of Police or their designee, the Canine Unit may demonstrate to the public the functions of police canines in law enforcement.

- a. Demonstrations shall be permitted only after review and approved by the Canine Unit Supervisor.
- b. Police canines shall be utilized with the safety of the public and the Police Canine as the foremost concern.
- c. During any public demonstration, canine officers shall exercise proper control over their police canine.
- d. Public Relations Demonstrations shall be documented in the canine log, recording the name of the sponsor group.

9. Apprehension: A canine may be used to locate and apprehend a suspect if the canine officer reasonably believes that the individual has either committed, is committing or threatening to commit an offense and if any of the following conditions exist.

- a. There is reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.
- b. The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- c. The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.
- d. Canine officers will not extricate a suspect from a vehicle or a confined space.

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It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied in the decision to use a canine. Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from a supervisor. Mere flight from a pursuing officer shall not serve as the basis for the use of a canine to apprehend a suspect. Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure an individual. In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable. If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect, and or remove the canine from the suspect.

10. The following uses of the police canine are strictly prohibited:

- a. To search for other animals
- b. To control a crowd.
- c. To perform breeding services.
- d. To be entered in any show or trial other than a sanctioned police canine event.

H. Preparation for Deployment: Prior to the use of a canine to search for or apprehend any suspect, the canine officer and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

- a. The nature of the suspected offense.
- b. Whether violence or weapons were used or are anticipated.
- c. The degree of resistance or threatened resistance, if any, the suspect has shown.
- d. The suspect's known or perceived age.
- e. The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- f. Any potential danger to the public and/or other officers at the scene if the canine is released.
- g. The potential for the suspect to escape or flee if the officer's canine is not utilized.

As circumstances permit, the canine officer should make every reasonable effort to communicate and coordinate with other involved officers to minimize the risk of unintended injury. It is the canine officer's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine officer shall have the authority to decline the use of the canine whenever they deem deployment is unsuitable or otherwise inappropriate.

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- I. Canine Bite Procedure:** In the event of a line-of-duty, unintentional or accidental police canine bite, the canine officer shall:
1. Examine the affected area to determine the seriousness of the injury and obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 2. Summon a supervisory officer to the scene.
 3. Photograph the affected area before and after medical treatment. Photographs should also be taken of any property damage caused by the police canine, i.e., clothing, personal effects. Photographs should be taken of any claimed injury even if no injury is visible.
 4. Make no statements as to fault or liability except when responding to an inquiry into the bite incident by a supervisory officer.
 5. Obtain a statement from the person who was bitten.
 6. Obtain witness statements.
 7. Attempt to obtain consent for release of medical information from the person.
 8. As soon as practical, canine officers shall file written reports of police canine bites and any other injury or any damage to a person's clothing or personal effects as a result of any action on the part of the police canine. Copies shall be forwarded to Senior Management and Canine Unit Supervisor.
 9. The Use of Force Report form will be completed and forwarded to the Training Captain.
 10. The Animal Bite/Scratch report form will be completed and forwarded to the Health Department. The form must note that the dog was a police canine, list the canine officer's name, address where the police canine is kenneled and telephone contact information. As soon as practical after a bite incident has occurred, the Canine Unit Supervisor, or in their absence a shift supervisor, shall notify, by e-mail summary, Senior Management, City Attorney and the Human Resource Department.
 11. The canine officer will ensure that arrangements are made for the police canine to be examined by a veterinary clinic. The canine officer will observe the police canine for any physical or behavioral changes.
- J. Training Aid (Controlled Substance) Procurement Procedures:**
1. Controlled substances used for drug detection training by department police canines shall be obtained from the DEA and or adjudicated cases that have been analyzed and are awaiting destruction by the Property Evidence Bureau as authorized by the Chief of Police.
 2. It shall be the responsibility of the Captain of Administration and the Canine Officer who have been given power of attorney through the Chief of Police to procure training aids from the DEA and or the Property Evidence Bureau.
 3. The canine officer shall enter the following information into a Controlled Substances Log:
 - a. The original incident report number of the adjudicated controlled substance and the corresponding original property card log number.
 - b. The type of controlled substance.

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- c. The total weight, in grams, of the controlled substance when received from the Property Evidence Bureau and DEA.
- d. Date and time of transfer.
- e. Signatures of the Captain of Administration and property/evidence clerk.

A Controlled Substances Log will be maintained in a ledger and stored in the designated canine unit-controlled substances locker with access via combination and/or lock key limited to the canine officers, Canine Unit Supervisor, Captain of Administration, Inspector and the Chief of Police.

4. The Inspector will conduct periodic audits of the Controlled Substances Log.

K. Training Aid Storage and Security:

1. Each type of controlled substance will be secured in a separate airtight container and stored inside the designated locked locker. The lockers will be secured in the armory.
2. When a training aid is utilized for a training exercise, its removal from the locker, and subsequent return to the locker, will be recorded by the canine officer in the Controlled Substance Log that will note:
 - a. The date and time the training aid was removed and returned.
 - b. The weight of the training aid (in grams).
 - c. The name and signature of the canine officer removing and returning the training aid.
3. Only the canine officer and/or Canine Unit Supervisor are authorized to remove or return training aids to the locker.
4. The canine officer will notify the Captain of Administration whenever a training aid is no longer usable due to age, deteriorated condition, contamination, staleness or other reason.
 - a. Before disposal, the training aid will be inspected and weighed by the canine officer. Minute weight fluctuations are normal due to changes in humidity level and the drying and aging of substances.
 - b. The results of the inspection and disposal shall be recorded in the Controlled Substances Log.
5. At least annually, the Inspector will conduct an unannounced inspection of training aids to ensure security.

L. Training Aid Disposal:

1. The Captain of Administration and the canine officer who have power of attorney through the Chief of Police will forward all training aids to the Property/Evidence Bureau for destruction. This includes all controlled substances obtained from the DEA. The controlled substances obtained from the DEA must be destroyed annually by the Property/Evidence Bureau. The Captain of Administration and the canine officer who have power of attorney shall complete any required documentation.
2. The Property/Evidence Clerk receiving the training aid that was property of the Property/Evidence Bureau will weigh the training aid and acknowledge receipt of the training aid by his/her signature any required documentation.

M. Lost Training Aid:

1. In the event a training aid is lost, the canine officer shall immediately contact the Canine Unit Supervisor or an on-duty shift commander if the Canine Unit Supervisor is unavailable. The canine officer shall submit a report detailing the circumstances of the loss.
2. The Canine Unit Supervisor shall investigate the circumstances relating to the loss and file a recommendation with the Inspector. A copy of the recommendation by the Inspector will be placed in the file for that training aid along with a copy to Senior Management.

N. Canine Officer Contingency Procedure:

1. In the event a canine officer becomes incapacitated, injured or is otherwise unable to control their police canine and it becomes necessary to remove the police canine from the scene, officers at the scene shall notify shift supervision immediately. Shift supervision shall notify the Canine Unit Supervisor as soon as possible.
2. It will be the Canine Unit Supervisor's responsibility to determine the method of removing the police canine. If the Canine Unit Supervisor is unavailable, another canine officer will be contacted to remove the police canine. A field supervisor shall assume responsibility for removing the police canine if no other canine officer is available. If time permits the Animal Control Officer should be contacted to assist in safely removing a police canine.
3. Any attempt to remove a police canine which may result in the animal being harmed or destroyed, should be considered ONLY as a last resort.

O. Department Member Guidelines:

1. Other than within the parameters of formal or scheduled police canine training, department members shall not tease or agitate any police canine. Incidents of such conduct shall be handled in accordance with the standard department disciplinary procedures.
2. The following are general rules of behavior when in the presence of the police canine:
 - a. Department members shall not stand between the police canine and its canine officer.
 - b. Officers shall arrest any person who intentionally injures or attempts to injure a police canine or interferes with the legal performance of its duty.
 - c. Department members shall not direct any command to the police canine unless directed to do so by the canine officer.
 - d. Department members shall not enter any vehicle occupied by a police canine unless so directed by the canine officer.
 - e. Department members shall not attempt to touch, handle, pet or feed the police canine unless so directed by the canine officer.

P. Requests for Assistance/Mutual Aid:

1. A request for Canine Unit assistance by an outside agency shall be directed to the on-duty shift commander or their designee.

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2. If the use of the Canine Unit is determined to be appropriate, the on-duty shift commander may approve the outside agency request. Every reasonable effort will be made to accommodate the requesting agency.
3. The canine officer assigned to the request for assistance will, upon completion of the assignment, generate a police report detailing their functions related to the requesting agency's incident.

Q. Electronic Storage Detection (ESD) Canine Team

1. The primary mission of the ESD Canine Team will be to assist the Internet Crimes Against Children (ICAC) unit with the investigation of child maltreatment and technology facilitated crimes against children.
 - a. The ESD Canine Team is cross trained and can also be utilized as a comfort dog team to support child victims and their families.
 - b. Requests for deployment for criminal investigation purposes will be considered on a case-by-case basis, depending on availability, and with the approval of the Detective Bureau Commander or their designee.
 - c. The ESD Canine Team may also be utilized for community outreach to raise awareness around the prevention of child maltreatment and technology facilitated crimes against children.
2. An ESD Canine Team may be deployed for any of the following situations:
 - a. To assist in the search for electronic storage media or other digital evidence during execution of a search and seizure warrant.
 - b. To search a building, vehicle, or open area for electronic storage media or other digital evidence.
 - c. To search an individual for electronic storage media or other digital evidence under the following scenarios.
 - d. If probable cause exists for the search, a search and seizure warrant has been issued, and the individual is lawfully detained.
 - e. To comfort and support child victims and their families at the scene of an alleged incident, during the execution of a search and seizure warrant or other operation.
 - f. To conduct community outreach raising awareness around the prevention of child maltreatment and technology facilitated crimes against children.
3. Supervision
 - a. The ESD Canine Team will be under the immediate supervision of the Detective Bureau.
4. Comfort Dog Deployment
 - a. The ESD Canine Team is crossed trained and can also be utilized as a comfort dog team to support child victims and their families.
 - i. A comfort dog has received specialized training to comfort and support child victims and their families during active crises and in emergency situations.
 - b. When acting in a comfort capacity:

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- i. The ESD Canine Team will immediately end all contact with clients and/or staff if the canine shows signs of significant stress, agitation, or aggression.
- ii. At the discretion of the handler, the canine may simply be removed from the stressor, may be secured, or may leave the premises entirely.
- iii. The ESD canine must be clean and well-groomed. Collars, bandanas, and any other items worn by the canine must also be clean;
- iv. ESD handlers will not allow the canine to initiate any physical contact with anyone, clients or staff, without first asking the individual's permission.
- v. The ESD canine will either leave the area or the handler will immediately place the canine in a "sit" or "down" position when encountering someone who appears to be afraid of the dog.

R. Veterinarian Service, Kenneling, Sick and Vacation Leave Procedures:

1. Veterinarian Services

- a. Only approved veterinarian services will be used for police canines.
- b. In cases of emergency, the closest veterinarian service or animal emergency facility will be used to medically stabilize the injured/sick canine. Prior to any additional treatment, the Canine Unit Supervisor will be contacted.
- c. In cases of a canine being injured while on or off-duty, a detailed written report shall be completed as soon as possible by the canine handler. The written report will be submitted to the shift commander and forwarded to the Canine Unit Supervisor.

2. Kenneling

- a. Police canines will only be kenneled at a Department approved kennel facility.
- b. Kenneling agent shall not release a police canine to anyone except the canine officer or Canine Unit Supervisor.

3. Sick Leave

- a. If the canine officer is sick or injured and neither the canine officer nor their family can properly care for the police canine, the canine will be transported to the department approved kennel facility by the Canine Unit Supervisor or another canine officer.
- b. If the police canine is sick or injured, the department's veterinarian service will determine if the police canine should work. The Canine Unit Supervisor shall be made aware of the police canine's fitness for duty status.

4. Vacation Leave

- a. The police canine will be kenneled at the department approved kennel facility if the canine officer is out of town and their family cannot properly care for the police canine.
- b. The police canine shall not accompany the canine officer on any vacation without the approval of the Chief of Police through the Canine Unit Supervisor.

S. Canine Retirement:

1. After a police canine has surpassed its usefulness to the department due to age or other extenuating circumstances, or upon the promotion, transfer or reassignment of the canine officer to a position inconsistent with canine work and the department decides not to retain the police canine for another officer; the police canine will be retired from active service.
 - a. Upon retirement, subject to written agreement by the Chief of Police, the retired police canine may become the property of the assigned canine officer. The canine officer shall assume all responsibility, liability and cost to maintain the canine.
 - b. The retired police canine shall not be used for any financial gains to the canine officer and will not be sold or ownership transferred to another for the life of the police canine.
2. Euthanasia of a police canine for a serious illness/injury is subject to the approval of the Chief of Police and shall require a written report from the designated veterinarian indicating that the prognosis of the police canine is such that euthanasia represents the only humane alternative available.