

**SUBJECT: U. S. BORDER PATROL CANINE UNIT POLICY AND PROCEDURES**

Reference Number: (b)(7)(E)

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**U.S. Border Patrol Canine Unit Policy and Procedures**

**1. PURPOSE**

- 1.1 The purpose of this statement is to prescribe U.S. Border Patrol (USBP) policy concerning the deployment of USBP detection canines; the responsibilities of USBP canine handlers, USBP canine instructors, USBP canine supervisors and employees; security and safety; and prohibited practices. Deviations from this policy will be made only with the knowledge and the approval of USBP. This policy supersedes all previously issued USBP policies, procedures, regulations, and guidelines concerning USBP canines. This policy applies to USBP only.

**2. POLICY**

- 2.1 It is the policy of USBP that canines will be used in accordance with the procedures set forth in this directive. Unless specifically prohibited in this policy, canines may perform any duties that they are certified to perform.
- 2.2 Local and sector standard operating procedures are a derivative of this policy and will not conflict with the statements herein.
- 2.3 All USBP canine teams and canine instructors are required to follow the directives in this policy unless an approved and lawfully implemented national policy for a specific canine discipline is in effect.

**3. AUTHORITIES/REFERENCES:**

- 3.1 Title 8, United States Code, Section 1225 (Section 235, Immigration and Nationality Act [I&NA]): authorities to administer oaths, board and search conveyances, take and consider evidence, execute warrants, and apply for subpoenas.
- 3.2 Title 8, United States Code, Section 1357 (Section 287, I&NA): powers of immigration officers and employees. Section 287 of the I&NA provides that “any officer . . . of the Service . . . shall have the power without warrant . . . within a reasonable distance from any external boundary of the United States, to board and search for aliens any vessel within the territorial waters of the United States and any railway car, aircraft, conveyance, or vehicle”; authority to enter private lands (but not dwellings) within 25 miles of the border for purposes of patrolling the border to prevent illegal entry.
- 3.3 Title 19 Section 1401 designates Border Patrol agents as “Customs Officers” and grants them the authorities to enforce all applicable provisions of United States Code Title 19.

- 3.4 Title 21 Section 873(b) designates Border Patrol Agents as “Drug Enforcement Agents” and grants them the authorities to enforce all applicable provisions of United States Code Title 21.
- 3.5 Title 21 Chapter 2, part 1301.24; Registration of Manufacturers, Distributers, and Dispensers of Controlled substances, exemption of law enforcement officials. The requirement of registration (Drug Enforcement Administration (DEA) License) is waived for the following persons in the circumstances described in this section:
  - (1) Any officer or employee of the administration, any officer of the U.S. Customs Service, any officer or employee of the United States Food and Drug Administration, and other federal officer who is lawfully engaged in the enforcement of any federal law relating to controlled substances, drugs, or customs, and is duly authorized to possess and to import or export controlled substances in the course of his/her official duties.
- 3.6 Border Patrol Agent Pay Reform Act of 2014 (BPAPRA), Subpart P, Overtime pay for Border Patrol agents, in Title 5, Part 550 of the code of Federal Regulations, beginning at 5 C.F.R. 550.1601.
- 3.7 Scientific Working Group on Dog and Orthogonal Detector Guidelines (SWGDOG) are the only national law enforcement canine industry “best practices” set up in partnership with local, state, federal, and international agencies; the now defunct working groups’ guidelines development have been undertaken by the Organization of Scientific Area Committees (OSAC), within the Dogs and Sensors Subcommittee, which is overseen by the National Institute of Standards and Technology (NIST).

#### 4. DEFINITIONS

- 4.1 Approved Canine Training: Basic canine handler training provided by certified canine instructors, in which students/canines are trained and certified under the training philosophy and minimum standards that are accepted and approved by the Chief, USBP.
- 4.2 Bite Incident: Any incident in which a USBP canine inflicts or is alleged to have inflicted physical injury by biting a person other than a canine handler, a canine instructor; incidents occurring at kenneling facilities and veterinary clinics will be considered on a case by case basis, as these areas possess an assumption of risk in the care and movement of canines (*Veterinarian rule/Fireman rule*).
- 4.3 Border Patrol Canine Team: A canine handler and a canine that have satisfactorily completed the training and certification process together and are assigned to field operations.
- 4.4 USBP-Controlled Kennel: Any kennel issued by or operated by the USBP.

- 4.5 Canine Apprehension: Anytime a canine is deployed and assists in a seizure related to a targeted odor and/or assists in locating or detaining a subject.
- 4.6 Canine Agitator: a person who has successfully completed a USBP approved decoy/agitator training in order to assist the patrol canine discipline with canine certification and canine maintenance training.
- 4.7 Canine Center El Paso (CCEP): One of two canine training facilities under the direction of the Office of Training and Development (OTD) that is responsible for providing basic canine training to personnel and canines assigned to U.S. Customs and Border Protection (CBP) components and other agencies.
- 4.8 Canine Center Front Royal (CCFR): One of two canine training facilities under the direction of the Office of Training and Development (OTD) that is responsible for providing basic canine training to personnel and canines assigned to CBP components and other agencies.
- 4.9 Canine Deployment: The movement of a canine team to a field location, operation, or scene, for the specified activity or duty of that team.
- 4.10 Canine Handler: A Border Patrol agent who is voluntarily assigned the collateral duty to handle a USBP canine, and has satisfactorily completed USBP approved canine handler training and possesses current certification with an assigned canine.
- 4.11 Canine Instructor: A Border Patrol agent who has satisfactorily completed a USBP approved canine instructor training program and received a canine instructor certification.
- 4.12 (b)(7)(E)
- 4.13 Certification: The process of reviewing a USBP canine, a canine handler, and/or a canine instructor and validating the fact that the handler, the canine, or the instructor has the ability to meet the minimum standards of competence required to be met in an operational capacity.
- 4.14 Decertification: The removal of a canine team from enforcement activities due to the failure to meet minimum training or certification requirements.
- 4.15 Detection Canine: Any canine that a component of CBP has received, approved, accepted and certified for training or field use in the detection of targeted odors, i.e., concealed persons, controlled substances, etc.

- 4.16 Human Remains Detection Canine: A secondary certification in which a Search and Rescue (SAR) canine attains certification for field use in the detection of targeted odors, i.e., human remains.
- 4.17 Idle Canine: A trained/certified canine that becomes idle due to handler transfer, separation, or promotion.
- 4.18 Idle Canine Handler: a certified handler who no longer has an assigned agency canine due to canine removal, retirement or death.
- 4.19 In Sector Canine Training (ISCT): Basic canine handler training provided by canine instructors, at the USBP sector level, and within USBP recognized canine training standards. ISCT classes are authorized by the Chief, USBP, to afford sector Chief Patrol Agents (CPA) the ability to mitigate the amount of time canines are *out of service* ("idle") due to handler transfer, separation, or promotion.
- 4.20 Kennel Crate: A portable/temporary canine container that is approved for use by USBP.
- 4.21 Maintenance Training: Official on-duty time devoted to maintaining/enhancing a canine team's proficiency. Canine maintenance training may be inclusive of various types of canine industry related training and other canine associated activities approved by the sector CPA or his/her designee.
- 4.22 National Canine Program Manager: The staff officer, with canine instructor credentials, selected by the Chief, who is responsible for oversight of the canine program at the national level.
- 4.23 Necropsy: A postmortem examination performed on an animal.
- 4.24 Patrol Canine: A canine certified for field use in the detection, detention and physical apprehension of felony/high risk subjects.
- 4.25 Physical Apprehension: Any patrol canine deployment resulting in the canine physically controlling a subject by biting.
- 4.26 Recertification: The process of reaffirming that a canine handler, canine instructor, or agency canine, has demonstrated the ability to meet minimum standards of competence for operations required by USBP.
- 4.27 Remedial Training: Official on-duty time devoted exclusively to addressing and correcting deficiencies in a canine team.
- 4.28 Reteam: The process of training and recertifying a new handler with an existing canine after team separation due to handler removal, retirement, separation or transfer.

- 4.29 Scope of Training: The curriculum of training received by the USBP canine team from qualified canine instructors.
- 4.30 Search and Rescue (SAR) Canine: A canine that a component of CBP has received, approved, accepted, and certified for training or field use in the detection of targeted odors, i.e., concealed persons, by using the trained tracking capabilities and other training requirements for the Border Patrol Search Trauma and Rescue (BORSTAR) Unit.
- 4.31 Sector Canine Coordinator: The supervisory canine instructor designated by the sector CPA who is responsible for supervising the canine program at the sector level.
- 4.32 Sector Canine Program Manager: The sector staff officer selected by the sector CPA responsible for oversight of the canine program at the sector level.
- 4.33 Supervisory Canine Instructor: The supervisor, with canine instructor credentials, assigned to the sector canine unit to assist the canine coordinator in supervising the instruction of the canine unit as well as maintaining operational integrity of the unit.
- 4.34 Track and Trail Canine: A secondary certification in which a Detection, Patrol, or SAR canine that certified for training or field use in the detection of targeted odors, by using the trained tracking capabilities of the canine.
- 4.35 Unsuitable Canine: Any canine that fails to meet USBP standards for any reason, e.g., unsuitable temperament, lack of trainability, poor health, and/or physical impairments.
- 4.36 Untrained Canine: A canine that has been received by a component of CBP for training but has not satisfactorily completed the required basic training and certification process.

## 5. RESPONSIBILITIES

Existing policies and procedures regarding the conduct of Border Patrol Agents will remain in effect. In addition, the responsibilities of canine members are specified below. Violations of these responsibilities may result in the termination of the collateral duty assignment as a canine handler or canine instructor. If warranted, appropriate disciplinary action may be taken after the collateral duty is terminated and associated investigations are complete.

A USBP canine is a valuable asset and is tied to the availability of the handler. Therefore, agents volunteering and selected to participate in the USBP Canine Program must be able to perform the vast majority (75 percent or more) of their on duty time within the pay period performing work of the agency, to include patrol operations, investigations, and other primary law enforcement duties as assigned that maximizes the availability and use of the canine. Additionally, the handler must be able to care for the canine during (b)(7)(E)

5.1 HANDLER - The general duties of a canine handler consist of, but are not limited to, the following:

5.1.1 Upon arrival of the canine team at a scene, the agent in control will furnish information about the situation to the canine handler. The final decision shall be the responsibility of the canine handler to determine whether the circumstances justify the legal use and deployment of the canine.

- (a) Supervisors shall not order a canine handler to use a canine in a manner that violates any portion of this policy. In the event of a dispute concerning the deployment of a canine, the final decision shall be the responsibility of the canine handler to determine whether the circumstances justify the legal use and deployment of the canine.
- (b) The use of the canine will be limited to the scope of training received by the canine team and will be consistent with CBP and USBP policies and procedures. The canine handler will deny any conflicting request and will report it by memorandum to the sector CPA through appropriate channels.
- (c) Members of the canine unit will be subject to callouts at any time at the discretion of the sector CPA. In the event that a canine handler is not available to respond, the employee must be able to explain the general reason for the unavailability, e.g. personal reasons.

5.1.2 The handler shall be compensated for the care and maintenance of their assigned canine in compliance with BPAPRA guidelines or other applicable laws.

5.2 INSTRUCTOR - The general duties of the canine instructor consist of, but are not limited to, the following:

In addition to canine handler duties, if applicable, listed in Section 5.1:

- (a) Work directly under the guidance of the supervisory canine instructor and/or sector canine coordinator;
- (b) Compile reporting data, to include reports generated in (b)(7)(E) and assist in canine related investigations and preparation of after-action reports as directed by the sector CPA;
- (c) Coordinate training activities through liaison with canine handlers, canine instructors, supervisory canine instructors, canine coordinator, sector canine program manager, and the sector CPA;
- (d) Provide canine team certification and training as prescribed by policy and maintain accurate court-required canine and handler documentation;

- (e) Decertify a canine team for failure to meet the minimum training or certification requirements established by the Chief, as well as violations of policies and/or law;
- (f) Research, develop, and make recommendations on program needs to the supervisory canine instructor and sector canine coordinator for submission to the sector canine program manager.

5.3 SUPERVISORY CANINE INSTRUCTOR (K9 SBPA) - The general duties of the supervisory canine instructor consist of, but are not limited to, the following:

In addition to canine instructor duties listed in Section 5.2 and 5.1, if applicable:

- (a) Work directly under the guidance of the sector canine coordinator;
- (b) Maintain operational integrity of the sector canine program;
- (c) Oversight of sector canine instructors who conduct canine team maintenance training and certification. Evaluate, review, and document canine instructor performance and proficiency as they deliver canine training and certifications of sector canine teams;
- (d) Decertify a canine team for failure to meet the canine maintenance training requirements, certification standards, or policy violations;
- (e) Ensure compliance with policies and operational directives and ensure that certification and canine maintenance training requirements are met;
- (f) Act as Subject Matter Expert (SME) for any/all legal proceedings involving USBP canine team;
- (g) Provide materials and equipment necessary to accomplish the canine mission;
- (h) Provide safety and security instructions for those who will be working with and around canine teams and provide training materials and equipment necessary to accomplish the USBP mission;
- (i) Advise and consult with sector canine coordinator on canine related incidents and investigations that involve the following:
  - 1. Canine deployments, canine apprehensions, bite incidents and other canine related incidents;
  - 2. Lost, stolen, missing, or physically compromised training aids;

3. Conduct investigations involving proposed removal of a canine handler/instructor from the canine program;
4. Conduct investigations involving disciplinary allegations against a USBP certified canine handler/instructor arising from their duties as a USBP canine handler/instructor;
5. Conduct investigations in the case of death of a USBP canine;
6. Any additional investigation as directed by the sector canine coordinator.

5.4 SECTOR CANINE COORDINATOR - The general duties of the sector canine coordinator consist of, but are not limited to, the following:

- (a) In addition to the supervisory canine instructor duties listed in Section 5.3 and 5.2; maintains the operational integrity of the sector canine program;
- (b) Coordinate program activities through liaison with canine handlers, canine instructors, supervisory canine instructors, the sector CPA, the sector canine program manager, and the national canine program manager;
- (c) Compile reporting data, perform/coordinate investigations, prepare after-action reports, and forward memoranda and necessary reports to the sector CPA through the sector canine program manager and the national canine program manager as required;
- (d) Ensure compliance with policies and operational directives and ensure that certification and training requirements are met;
- (e) Ensure the documentation of performance and proficiency of sector canine instructors is being maintained, to ensure standards are being maintained/enhanced;
- (f) Provide training materials and equipment necessary to accomplish the canine mission;
- (g) Provide safety and security instructions for those who will be working with and around canine teams and provide training materials and equipment necessary to accomplish CBP mission;
- (h) Prepare budget justifications on the basis of manpower projections, facilities, equipment and other existing or anticipated needs of the sector canine program;
- (j) Maintaining all canine team files, to include electronic files in (b)(7)(E)



- (k) Manage canine vehicle assignments and *Home to Work* associated files and forms at the sector level.

5.5 SECTOR CANINE PROGRAM MANAGER - The general duties of the sector canine program manager consist of, but are not limited to, the following:

- (a) The sector staff officer (ACPA or Division Chief) that oversees and maintains operational integrity of the sector canine program by developing overall objectives for program implementation;
- (b) Maintain liaison with various levels of government, both domestic and foreign, and levels of civilian agencies and organizations in canine-related matters at the sector level;
- (c) Analyze fiscal, operational, staffing, and equipment reports and projections, and synthesize and correlate data for the purpose of formulating budget recommendations at the sector level.

5.6 NATIONAL CANINE PROGRAM MANAGER - The general duties of the National Canine Program Manager consist of, but are not limited to, the following:

- (a) Oversee and maintain operational integrity of the USBP Canine Program by developing overall objectives, plans, policies, guidelines, and procedures for implementing effectiveness and efficiencies within the program;
- (b) Create, provide, and disseminate policies, training requirements, agency canine selection criteria requirements, and operational advisories to the field and other components of CBP, and serve as the final operational and administrative authority with overall responsibility for the removal of canines, canine handlers, and canine instructors from the program for just cause;
- (c) Maintain liaison with various levels of government, both domestic and foreign, and levels of civilian agencies and organizations in canine-related matters;
- (d) Analyze regional fiscal, operational, staffing, and equipment reports and projections, and synthesize and correlate data for the purpose of formulating budget recommendations;
- (e) Prepare budget justifications on the basis of manpower projections, facilities, equipment and other existing or anticipated needs of the canine program;

- (f) Develop, recommend, and oversee management and analytical systems to monitor program performance;
- (g) Design and direct specific studies to determine whether the program is efficient and effective;
- (h) Prepare presentations and reports as directed by the Chief, or other staff members in connection with congressional oversight, budget, and staffing issues;
- (i) Maintain liaison with DHS and CBP components and other agencies, oversee and participate in periodic field inspections to observe and evaluate program performance;
- (j) Advise and consult with sector canine programs on canine related incidents and investigations that involve the following:
  - 1. Canine deployments, canine apprehensions, bite incidents and other canine related incidents;
  - 2. Lost, stolen, or missing narcotic training aids;
  - 3. Investigations involving the removal of a canine handler/instructor from the canine program;
  - 4. Investigations involving disciplinary actions against a USBP certified canine handler/instructor arising from their duties as a USBP canine handler/instructor;
  - 5. The death of a certified canine;
  - 6. Final approval of canine retirements;
  - 7. Any other applicable USBP canine related issue as directed by the Chief.
- (k) The USBP Canine Program Manager at Border Patrol Headquarters is the primary point of contact for all canine related communication and correspondence. This will facilitate a clear, single line of communication with the CBP Canine Training Program within the OTD.

Specific inquiries concerning the following may be directed to the USBP Canine Program Manager for OTD canine training program collaboration:

- 1. Issues and problems related to the *initial* canine handler training or *initial* canine training;
- 2. Questions concerning canine case law, after Sector level assets have been exhausted; and
- 3. Canine medical questions.

## 6. PROCEDURES

### 6.1 KENNELING

Whenever practicable, USBP canines shall be kenneled with their handlers. However, USBP canines may be kenneled away from their handlers where deemed essential by the Sector CPA or his/her designee.

- 6.1.2 With the approval of the sector canine coordinator and an agreement between the canine handlers, canines may be kenneled with other currently certified canine handlers or currently certified instructors as long as the canine is physically separated from other canines and all kenneling criteria is met; handlers are compensated within the parameters of BPAPRA canine care regardless of a multiple canine care agreement.
- 6.1.3 Canines may be kenneled at a USBP approved commercial facility, if approved by the sector CPA.
- 6.1.4 Canine handlers will take reasonable measures to ensure that a healthy, safe, secure, and USBP approved environment is provided for their assigned canines. For the safety of the agency canine, if the canine handler is away from their home kennel for a length of time, which could cause discomfort or distress to the canine, canine kenneling arrangements must be made with sector supervisory canine personnel; as the sector USBP environments vary, the maximum duration of time the handler can be away without making kenneling arrangements will be established by each sector canine coordinator.
- 6.1.5 A certified canine instructor, supervisory canine instructor, or a canine coordinator, will conduct periodic kennel inspections at an employee's residence, provided the canine is kenneled at home. During these routine inspections, the canine handler must be present. These health and safety inspections will not be conducted without prior notice, and will normally be conducted on a regular training day. Any noted deficiencies will be corrected within 72 hours. When the safety and/or life of a canine or resident are in jeopardy, the instructor, supervisory canine instructor, or coordinator will remove the canine immediately on behalf of the Chief.
- 6.1.6 Canine handlers will inspect canine equipment and request replacement of worn or defective equipment.
- 6.1.7 Canines will remain secured in the government issued kennel and or authorized kennel run, when handlers are not in the immediate area. Breaks outside of the kennel or run will be monitored by the canine handler at all times. At no time will the canine be loose without the canine handler being present.

### 6.2 OPERATIONAL HANDLING CRITERIA

There are numerous situations which may arise during a canine deployment that will prove to be unique, and it is impossible for this policy or any particular standard to anticipate all possible circumstances and contingencies. This section of the canine policy is therefore intended to act as a guide to a handler's discretion during a canine deployment.

- 6.2.1 Canines will be deployed in accordance with their current canine training and in accordance with the handler's judgment for the specific deployment, inclusive of the handler's operational environmental considerations (terrain/proximity to border).

Canine teams may conduct searches of dwellings and curtilage only pursuant to a warrant unless authority exists under Section 235 or 287 of the INA, Title 19 or Title 21 of the United States Code; or a warrant exception applies.

Canine teams may search passenger compartments of vehicles and common carriers only after all reasonable measures have been taken to remove passengers known to be in the passenger area or have departed from the passenger area. The canine handler will obtain the consent of the common carrier, or its agent, unless authority exists under Section 235 or 287 of the INA, Title 19, or Title 21 of the United States Code; or a warrant exception applies.

- 6.2.2 Detection canines will generally be deployed on-leash for operational security. Exceptions may be made in the following circumstances in which the handler determines that off-leash deployment may be safe and appropriate:

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)

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Special circumstances as determined by the USBP canine handler.

- 6.2.3 Border Patrol canines with their specific training and abilities are a valuable resource to the USBP. Mission flexibility and operational needs will dictate special uses of the USBP canine; however, some of the general duties of a detection canine and a detection canine handler are as follows:

- (a) Checkpoint operations: interior and exterior vehicle searches;

- (b)
- (c)
- (d)
- (e)
- (f)
- (g)

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Searches in support of other law enforcement agencies;

- (h) Search and rescue for lost, trapped or deceased persons;
- (i) Public relations demonstrations.

6.2.4 Participation in the USBP canine program will not preclude an employee from being voluntarily or involuntarily detailed to other locations, nor from being assigned to other collateral duties, except for the following circumstances:

- (a) The detail or collateral duty will not provide for the operational handling criteria as set forth in sections 6.2.2 and 6.2.3.
- (b) The detail or collateral duty would cause the team to violate section 6.1 of this policy.

### 6.3 VEHICLES

6.3.1 While in a USBP assigned canine vehicle, the canine will be isolated from the driver's area and will be secured in a proper manner; for example, through use of a USBP approved screening or cage system.

6.3.2 The canine areas in the vehicles will be free of unsecured items.

6.3.3 Canine vehicles will not be used to transport persons in custody except in exigent circumstances (i.e., a situation requiring immediate aid or action).

6.3.4 Canine handlers will inspect their canine equipment and request replacement of worn or defective equipment. Any procurement must be made through their appropriate channels.

6.3.5 Only USBP canines are to be transported in the canine cargo area of a government owned vehicle (GOV), except in exigent circumstances (e.g., a medical emergency, immediate threat situation or officer assistance requiring immediate action).

6.3.6 All USBP designated canine vehicles, or vehicle conversions to facilitate a canine, must be approved by the National Canine Program Manager to ensure the safety and security of the handler and canine.

6.3.7 The use of a canine vehicle for other than canine transport requires prior approval by the sector CPA or his/her designee, notwithstanding 6.3.5 above.

6.3.8 In order to comply with the investigative directives of this policy, the sector canine coordinator and/or supervisory canine instructor can be issued a canine vehicle and authorization granted for home-to-work use, approved by the respective sector CPA.

### 6.4 INCIDENT REPORTING PROCEDURES

The USBP canine program manager must be notified as soon as practicable for all canine issues, to include:

- (a) Canine-related deaths;
- (b) Canine-related injuries;
- (c) Missing canines;
- (d) Canine-related bite incidents;
- (e) Violations of national canine policies;
- (f) Transfers of canines;
- (g) Canine returns for unsuitability;
- (h) Canine retirements;
- (i) Canine reteaming;
- (j) Investigative reports involving canines and canine personnel; and
- (k) Any other canine-related issues requiring Border Patrol Headquarters input or liaison.

All provisions of the Collective Bargaining Agreement must be observed with respect to all reporting requirements in this policy.

Significant Incident Reports (SIR) and reports to the Joint Intake Center (JIC) if appropriate will be generated by the on duty supervisor or in the absence of a supervisor, the ranking agent on duty according to the CBP directive and Border Patrol policy.

Sector coordinators or their designee (note: canine *behavior* related investigations require the investigator's completion of USBP approved canine instructor training) will conduct all investigations in coordination with all other investigative offices (i.e. CIT, OPR, etc.) as appropriate.

#### 6.4.1 CANINE INJURY

- (a) In case of any injury causing a temporary or an extended incapacitation of the USBP canine, the canine handler will report the incident to the first-line supervisor, his or her canine instructor, supervisory canine instructor or canine coordinator as soon as practicable. The supervisor will advise the sector CPA, through channels, as expeditiously as possible. The canine instructor, supervisory canine instructor, canine coordinator, or sector program manager will notify the National Canine Program Manager as soon as practicable and the following actions will be initiated.
  - 1. The canine handler will arrange for a veterinary examination as soon as possible, in addition to advising the canine coordinator to ensure agency funds are available for treatment. Veterinary results and recommendations will be forwarded to the sector canine coordinator as soon as practical.
  - 2. In the event of a temporary incapacitation of the USBP canine requiring at-home observation and care and upon the recommendation of a veterinarian, the handler may be allowed to perform his/her normal

assigned shift at his/her residence or alternate worksite to care for the assigned canine with concurrence from the sector canine coordinator. Canine care and maintenance will be coded in current pay system (b)(7)(E) as per BPAPRA guidelines.

3. The sector canine coordinator or his/her designee will conduct an initial investigation to determine the cause of any injury or incapacitation. The initial investigation will be coordinated with the sector canine program manager. The coordinator will forward a report with recommendations to the sector CPA and the National Canine Program Manager.

6.4.2 BITE INCIDENT - The following procedures will be followed in case of any bite incident or allegation regarding a USBP canine.

- (a) Any incident in which a USBP canine bites a certified canine handler or canine instructor, or patrol canine agitator, during normal rewarding practices or training exercises, will not be reported as a bite incident. In addition, during the normal care and movement of agency canines at kenneling or veterinary facilities, a case by case review of circumstances by a canine instructor will determine if incident is to be documented as a "bite incident". The USBP *Patrol Canine Guidance and Procedures* will be followed in any incident involving a patrol canine.
- (b) The canine handler will report the incident to the first-line supervisor and his or her supervisory canine instructor as soon as practicable. The supervisor will advise the sector CPA, through channels, as expeditiously as possible. The supervisory canine instructor, canine coordinator, or sector program manager will notify the National Canine Program Manager as soon as practicable.
- (c) Medical treatment will be offered to any injured party without exception. If treatment is refused, the canine handler or the supervisor will advise the party that a doctor is the only qualified person who can determine whether treatment is necessary. Any procurement for medical treatment must be made through appropriate channels. Employees who are injured are encouraged to comply with all applicable CBP policies and Office of Workers' Compensation Program (OWCP) regulations.
- (d) The supervisor will ensure that all bites and injuries and alleged bites and injuries are photographed immediately following first aid treatment.
- (e) Agents will not use personal phones/cameras to take any photos of any injuries alleged to have been caused by an agency canine, unless approved by supervisory personnel.
- (f) The canine handler, with coordination from supervisory canine personnel, will arrange for a veterinary examination of the canine as soon as possible to determine whether the incident was caused by a medical problem.

- (g) Any USBP canine involved in a bite incident must be immediately removed from service pending determination of the reason for the bite and any necessary corrective action completed by a canine instructor, if warranted. This action will be coordinated through the National Canine Program Manager to address USBP liability.
- (h) The first-line supervisor or supervisory canine instructor must ensure that all witnesses or any person in the immediate proximity of the incident are interviewed; must elicit memoranda and/or sworn statements, as appropriate; and must forward them to the sector canine coordinator, appropriate supervisor, or sector program manager.
- (i) The sector canine coordinator or qualified designee will conduct a complete investigation to determine causes of the incident. The sector canine coordinator will forward a report and recommendations to the sector CPA and to the National Canine Program Manager.
- (j) The following guidelines have been developed for the reporting of alleged bite incidents involving USBP canines except during a physical apprehension of an agency Patrol canine:

- 1. If an alleged bite incident meets the criteria defined in CBP Directive for the reporting of significant incidents, it will initially be reported to the Commissioner's Situation Room by SIR (b)(7)(E)

**(b)(7)(E)**

- 2. In the event an investigation of an alleged bite by a canine, other than a patrol canine, concludes that the canine perceived that it was protecting itself, its handler, another agent, or a third party then the SIR will remain as initially reported and closed out.
- 3. The canine investigation will explain the circumstances leading up to the engagement, the actions taken by the responsible parties and if any policy violations occurred.

#### 6.4.3 MISSING CANINE

If it is determined that a USBP canine is missing, the canine handler will promptly search the immediate area of last contact. If the canine is not recovered within (b)(7)(E) the canine handler will immediately notify the station supervisor, supervisory canine instructor and the sector canine coordinator of the loss.



- (a) The handler will provide the location of the disappearance and any immediate, pertinent information that may lead to the recovery of the canine.

The canine coordinator will notify the sector CPA and the National Canine Program Manager, through official channels, and will do the following:

1. Arrange for and coordinate an area search using all available on-duty manpower.
2. Notify local law enforcement agencies of the loss and furnish a photograph and description of the canine from the "lost/missing" canine poster template located in (b)(7)(E) and solicit assistance when appropriate.
3. Notify the local animal control office(s), if any, of the loss and furnish a photograph, description of the canine and the canine's microchip number. The data will be supplied from lost/missing canine poster template in (b)(7)(E)
4. Ensure that if the canine is not located, the canine handler and/or other employees conduct a daily physical check of all local animal control office(s) for an appropriate period.
5. Only trained canine personnel will recover the canine, unless immediate aid or action is required.
6. Solicit a memorandum from the USBP canine handler, including all circumstances of the escape or the loss.
7. Submit all memoranda to the sector canine coordinator. The sector canine coordinator or his/her designee will investigate and determine the cause and circumstances of the escape or loss. The findings and recommendations will be forwarded to the sector CPA and to the National Canine Program Manager.
8. The canine investigation will explain the circumstances leading up to the disappearance, the actions taken by the responsible parties and if any policy violations occurred

#### 6.4.4 CANINE DEATH

- (a) Upon the death of a USBP canine, the canine handler will notify through proper channels the sector CPA and the National Canine Program Manager, as soon as practicable.
- (b) The sector canine coordinator or his/her designee will conduct an investigation.

1. If the canine dies due to medical circumstances, or as the result of a criminal act or negligence, the sector Critical Incident Team (CIT) and /or Management Inquiry Team (MIT), if available, should be notified as soon as practicable. The canine will not be moved from the scene nor will the scene be sanitized until the on-scene investigation has been completed.
2. The sector canine coordinator will ensure a necropsy is performed when the cause of death is unknown and/or a criminal act is suspected.
3. The sector canine coordinator or designee will investigate and determine the cause and circumstances of the canine death. The sector canine coordinator will forward the investigation results to the sector CPA and to the National Canine Program Manager for review.
4. The canine investigation will explain the circumstances leading up to the death, the actions taken by the responsible parties and if any policy violations or non-compliance of established training protocol or practices occurred (such as (b)(7)(E)).
5. The canine's remains will be buried in a pet cemetery or cremated and disposed of appropriately.
6. Reteaming said handler with new canine after investigation is concluded, shall follow same criteria as Section 6.6.11 in policy.

## 6.5 ACQUISITION

- 6.5.1 All USBP canine selections and acquisitions will normally be attained through the CBP/OTD Canine Training Program procurement protocol; The Chief will direct the outside selection and acquisition of canines if an operational need exists. All laws, rules, and regulations governing procurement will be adhered to.

## 6.6 SELECTIONS

- 6.6.1 Border Patrol Agents who have completed their probationary period are eligible to serve as USBP canine handlers and/or canine instructors. If assigned a canine, employees must be assigned to (b)(7)(E) BPAPRA upon initial certification with an agency canine for which at-home care will be required, for the duration of the collateral duty.
- 6.6.2 In order for an employee to be able to participate in the canine program, their residence must have adequate security and space as approved by the sector canine coordinator for placement and reasonable delivery/installation of a USBP controlled kennel. The aforementioned security requirements are not a prerequisite for consideration as a canine handler and/or instructor, but must be in place prior to the commencement of basic canine training. Non-compliance with this requirement may be grounds for de-selection.

- 6.6.3 All eligible employees who volunteer for the collateral duty assignment as a canine handler and/or canine instructor shall be afforded equal consideration. Sector/station geographical government vehicle (b)(7)(E) limit restriction may affect the eligibility for the canine handler position.
- 6.6.4 All eligible employees shall be allowed to submit a memorandum to be considered as a canine handler and/or instructor, and shall be afforded sufficient duty time to prepare and submit such application. The application should outline why the employee feels that he/she meets the announced criteria and would make a good canine handler and/or canine instructor.
- 6.6.5 All canine handler/instructor candidates will be interviewed orally.
- 6.6.6 The interview panel should include a canine coordinator, a supervisor, and the sector program manager.
- 6.6.7 All eligible employees shall be provided with at least 30 days advance written notice of the opportunity to apply for consideration as a USBP canine handler and/or canine instructor, unless there are logistical or personnel problems beyond management's control. Said notice shall be sent by both memorandum and e-mail, and shall contain at least the following information:
- (a) A description of specialized experience, factors and/or qualifications that the sector deems desirable or essential for the position. All experience, factors and/or qualifications that are deemed essential shall be clearly noted as such. Only relevant factors, qualifications and/or experience may be set forth in the notice and taken into consideration in the selection process.
  - (b) A description of the types of duties that would preclude an applicant from consideration in that sector, e.g. (b)(7)(E) or any detail that would have a prolonged *separation* of the team as indicated in section 6.7 of this policy.
  - (c) The number of handler and/or instructor positions being announced.
  - (d) The date applications are due.
- 6.6.8 Selections of USBP canine handlers and/or canine instructors will continue to be made from among qualified volunteers, and will be accomplished in a fair and equitable manner.
- 6.6.9 In the event management has determined candidates are equally qualified, selections will be based on the seniority definition as written in Appendix 1 of the Collective Bargaining Agreement.

6.6.10 Successive assignments of this collateral duty assignment are not automatic and, although previous handler experience will be considered, it will not be the sole factor for consideration of assignment. Re-assignments will be based on established sector/station interview protocol, in conjunction with the recommendation of station management with final approval from the sector CPA or designee.

## 6.7 SEPARATION

6.7.1 Documented incidents of unprofessional behavior or other circumstances that cause the canine coordinator or sector program manager to question the ability of an employee to satisfactorily perform his or her canine handler or instructor duties may be grounds for separation from the canine program. The coordinator and program manager will confer with the National Canine Program Manager on the final disposition of the team.

6.7.2 In the event a canine team or canine instructor is unable to perform the required training for a consecutive period of (b)(7)(E) or longer due to circumstances beyond the employee's control, the team/instructor may be decertified and separated. An extension may be granted on a case by case basis by the National Canine Program Manager.

(a) Upon returning to full duty assignment, the agent will be offered the next available canine training slot for that sector in his/her assigned station area, unless documentation is provided to the sector CPA and National Canine Program Manager demonstrating that the agent is unable to meet the requirements stated in this policy.

6.7.3 Upon the separation of a team, the sector canine program manager will confer with the National Canine Program Manager on the status of the idle canine and/or idle canine handler. Ideally, the idle canine will be assigned to another handler at that sector at the earliest possible class to avoid any ill effects to the dog.

6.7.4 The separated team's sector has the option to send another handler candidate to a scheduled USBP approved canine class, or to train that canine, with sector CPA approval, at an ISCT class. If unable to meet the personnel and/or time requirements, the National Canine Program Manager will determine the disposition of the idle canine.

6.7.5 The National Canine Program Manager is the final authority on all separations.

6.7.6 Any decision to involuntarily release an employee from the canine program shall be documented and explained to the employee. Such release, by itself, will not have an adverse effect upon the employee's career.

- 6.7.7 Employees are free to withdraw from the canine program at any time without any adverse effect upon their careers.
- 6.7.8 Canine teams may not be separated for punitive or other illegitimate reasons. Teams may be separated for valid reasons such as violations of policies and law, or failure to ensure the safety of the canine, the public, and/or the handler's family.

## 6.8 TRANSFER / RETIREMENT

- 6.8.1 A canine team may be transferred out of a sector only at the discretion of the sector CPA in agreement with the gaining sector CPA. If a dispute arises over the transfer of a canine, the Chief or his designee is the final approving authority.
- 6.8.2 The procedural requirements for the retirement and the disposition of canines are set forth in federal laws and regulations, (40 U.S.C. § 555 and 41 C.F.R. § 102-36.365). The National Canine Program Manager will be the authorizing authority for canine retirements.
- 6.8.3 Except as noted herein, USBP will give first acquisition preference to the current canine handler. In cases where the previous handler was recently assigned with the canine for a considerable length of time, that employee will be given first preference. If a dispute arises over the acquisition of a retired canine, the National Canine Program Manager is the final approving authority.
- 6.8.4 Reteaming said handler with a new canine after canine retirement is concluded shall follow same criteria as 6.6.11 in policy.

## 6.9 PROHIBITED PRACTICES

- 6.9.1 Violation of a prohibited practice can result in the termination of the assignment as a USBP canine handler/instructor and other appropriate actions as warranted.
- 6.9.2 The USBP *Patrol Canine Guidance and Procedures* will be followed in any situation involving a USBP Patrol canine.
- 6.9.3 The following precautions for public contact must be adhered to without exception:
  - (a) At no time should the USBP canine be left unattended with infants or small children;
  - (b) The handler should never perform any public demonstration off-leash;
  - (c) During any contact with the public, the handler should always be aware of and control the dog's head;

- (d) The handler should never allow the dog to jump on any person;
- (e) The handler should never leave the dog unattended and chained or tied to an object.

6.9.4 The following must be adhered to without exception:

- (a) USBP detection canines will be used for detection purposes only. Canine handlers will not knowingly allow any other person to agitate the detection canine or administer aggression training. Canine handlers will not use their detection canines, or knowingly allow them to be used, to intimidate any person.
  - 1. Detection canine handlers will not agitate Concealed Human Narcotic Detection canines or administer aggression training.
- (b) Canine teams will not conduct personal searches of humans or conduct school searches for drug enforcement purposes.
- (c) Canine teams may conduct searches of dwellings and curtilage only pursuant to a warrant unless authority exists under Section 235 or 287 of the INA or Title 19 of the United States Code; or a warrant exception applies.
- (d) Canine teams may search passenger compartments of common carriers only after all reasonable measures have been taken to remove passengers known to be in the passenger area or have departed from the passenger area. The canine handler will obtain the consent of the common carrier, or its agent, unless authority exists under Section 235 or 287 of the INA or Title 19 of the United States Code; or a warrant exception applies.
- (e) 

**(b)(7)(E)**
- (f) Searches for other agencies or private concerns will not be conducted without supervisory approval.
- (g) Canine handlers will not knowingly allow their USBP canines to be used for breeding purposes unless documented authorization is received from the National Canine Program Manager.
- (h) Canine handlers will not leave a USBP canine unattended in any vehicle for a length of time that will cause either discomfort or injury to the animal.

- (i) Canine handlers will not leave a USBP canine unattended in a USBP controlled kennel for a length of time that will cause either discomfort or injury to the animal.
- (j) USBP canines will not be taken into public buildings unless required for official duties or as otherwise necessary.
- (k) Canine handlers' family members will not care for, handle, or feed USBP canines in the absence of the handler.
- (l) In the event that the canine handler is gone for more than a (b)(7)(E) period, the canine handler will ensure that the canine is kenneled in accordance with section 6.1 of this policy.
- (m) Canine handlers will take reasonable measures to ensure that their canines are not detrimental to their family's safety, safety of others, or the safety of other animals.

## 6.10 UNIFORMS

- 6.10.1 Because of the nature of the job, canine handlers will wear the rough duty uniform while performing their regular enforcement duties.
- 6.10.2 In the event of call-outs, agents should respond as expeditiously as possible in appropriate attire. If attired in other than a uniform, agents are authorized to respond to the calls but must ensure that badges are prominently displayed. Canine handlers must identify themselves as agents before searches are conducted, unless authorized to work covert assignments.
- 6.10.3 Sector CPAs may require the wearing of the official dress uniform by canine handlers for public relations demonstrations or other similar duties.
- 6.10.4 Ordinarily, there will be only one uniform of the day for USBP canine handlers. If a USBP canine handler is required to change uniforms during a shift, he or she will be allowed adequate time in which to change uniforms and take a shower if necessary. If full length lockers, with sufficient space for the hanging storage of uniforms, and reasonable advance notice of the requirements to wear different uniforms during a single shift are not provided, USBP canine handlers required to change uniforms will also be allowed sufficient duty time, and provided government transportation, in order to travel to and from their residence in order to retrieve and change into a different uniform.

## 6.11 TRAINING

### 6.11.1 Maintenance Training

- (a) Each USBP Concealed Human Narcotic Detection canine team will conduct maintenance training for a minimum of (b)(7)(E) Search and Rescue team (b)(7)(E) Patrol canine team (b)(7)(E) (b)(7)(E) respectfully. This primary discipline canine training is on official duty time devoted exclusively to organized exercises in detecting targeted odors and maintaining the specific trained discipline.
- (b) Failure to meet the minimum training requirements may result in team decertification. If a canine team is detailed to a national emergency, disaster situation, operation, military reserve duties, or on Continuance of Pay (COP) due to an on duty injury, the National Canine Program Manager can waive the training requirement on a case-by-case basis. Decertification will not result in team separation.
- (c) A decertified team may be required to complete (b)(7)(E) of remedial canine training and a recertification test in order to be used in an enforcement capacity.
- (d) Additional or remedial training to maintain minimum standards can be requested by the canine instructor and may be approved as necessary by the sector CPA, the National Canine Program Manager or their designees.
- (e) Maintenance training must be documented to be viable. The canine instructor will document and score the handler's performance on a Combined Performance Review form. Any missed training days must be documented.
- (f) The canine instructor will monitor each team's performance through the use of performance standard score sheets and Combined Performance Review forms. One Combined Performance Review form will be maintained on each team (b)(7)(E)
- (g) SBPA K9 instructors will have oversight over the sector canine instructors who conduct said canine team maintenance training and certifications. They will evaluate, problem solve, review, and document canine instructor performance who are delivering canine training and certifications to sector canine teams.
- (h) With the exception of SAR and trailing teams, each training day must contain a minimum of (b)(7)(E) evaluated training exercises. At the completion of each training day, the program continuity assessments are to be transposed to a Combined Performance Review form for that period.



- (i) At the completion of each (b)(7)(E) performance period there must be a minimum of (b)(7)(E) evaluated Performance Standards Assessment Sheets for each team. In the event a team has failed to attend the required training days in an evaluation period, the team may be decertified. A team that has been decertified for this reason must attend (b)(7)(E) of remedial training before being allowed to attempt recertification.
- (j) At the end of each evaluation period, the daily assessments are reviewed and the instructor will provide comments concerning the handler's performance. The instructor will discuss the evaluation with the handler. The handler may provide written comments before signing the evaluation form.
- (k) The canine instructor, supervisory canine instructor, and/or coordinator must maintain all performance standard reviews and Combined Performance Review forms in the team's training file. These documents are to be arranged in chronological order with the most recent on top.
- (l) The National Canine Program Manager must be notified of any deficiencies in canine team performance that might affect operations.
- (m) A canine instructor deemed unsatisfactory in the performance of their duties, by the SBPA K9 instructor and/or canine coordinator, will be counseled and provided remedies to improve. Failure to improve to a satisfactory level by a predetermined time, will terminate the collateral duties of said instructor.

#### 6.11.2 Multi-Disciplined Canine Maintenance Training

- (a) Multi-Disciplined Canine Teams: When referencing the maintenance training of multi-disciplined canine teams, the team's core discipline must be maintained to remain active in the canine program. The core discipline is identified as that discipline in which the canine team was originally trained and certified. Recognized core disciplines include:
  - 1. Concealed human/narcotics detection;
  - 2. Search and Rescue/trailing (BORSTAR only); and
  - 3. Patrol.
- (b) There are three additional disciplines within the program that require that the team be previously certified in one of the core disciplines. The accepted additional disciplines and their respective prerequisites are:
  - 1. Trailing for Concealed human/narcotics teams;
  - 2. Trailing for Patrol teams; and
  - 3. Human-remains detection for Search and Rescue/trailing teams (BORSTAR only).

- (c) If a team is trained and certified in an *additional discipline*, the decision as to whether this discipline is maintained is discretionary of the handler, with concurrence of the sector canine coordinator. A team can be automatically deactivated and removed from the program for failing to meet training and (b)(7)(E) recertification requirements of the additional discipline; deactivation or removal may be necessary to protect the integrity of the unit. Deactivation and/or removal must have concurrence from the canine coordinator and the National Canine Program Manager.
- (d) Maintenance Training of Additional Disciplines: Any multi-disciplined team must fulfill that *core* discipline's requirement of (b)(7)(E) (b)(7)(E) training, depending on the discipline, to remain active in that discipline.
1. Any multi-disciplined trailing/tracking team must complete a minimum of (b)(7)(E) to remain active and certified in that discipline.
  2. Any team with an additional certification in human-remains detection must complete a minimum of (b)(7)(E) (b)(7)(E) to remain active in that discipline.
  3. Any team that is unable to perform the required training for a consecutive period of (b)(7)(E) without a waiver, can be decertified and maybe required up to (b)(7)(E) of remedial training prior to recertification.

These exercises can be completed within the team's maintenance training schedule as prescribed by policy.

- (e) The sector canine coordinator may enhance this requirement as needed to ensure canine capabilities meet minimum performance standards and operational requirements of the sector CPA and the USBP Canine Program.

## 6.12 RECERTIFICATION

- 6.12.1 All active USBP canines and canine handlers must be recertified at least (b)(7)(E) by a USBP canine instructor who is qualified and approved by USBP to perform certifications in the respective canine discipline. Only handlers who have satisfactorily completed an approved canine handler school approved by and meeting the standards of the USBP are eligible to participate in the certification process and receive a certification.
- 6.12.2 In the event a USBP canine team fails to recertify because of noted handler deficiencies, the canine team will receive up to (b)(7)(E) of remedial training, conducted by a canine instructor. Upon completion of the remedial training, the canine team will be retested by a different canine instructor than the one who administered the first exam.

- (a) Failure to recertify during the second attempt because of noted handler deficiencies will result in a team separation.
- (b) If failure occurs due to canine deficiencies, the canine instructor will notify the National Canine Program Manager. The National Canine Program Manager will determine the appropriate corrective actions.

6.12.3 While serving as a collateral duty USBP canine instructor, all instructors must maintain documented proficiency in instructing and training canine teams.

1. Documented proficiency can be inclusive of regular assigned current/historical local sector canine maintenance training, ISCT classes, OTD canine training accomplishments, approved advanced instructor level training or development, and participation in applicable sector and/or international canine unit assessments; chronological time line format is recommended.
2. In addition, any USBP canine instructor who have not been decertified for policy violations can recertify, at a minimum of every (b)(7)(E) with OTD by attending a (b)(7)(E) canine instructor recertification class, in the applicable canine disciplines, or volunteering to assist in the teaching of a scheduled class at one of the OTD canine training facilities.
3. It is the responsibility of each instructor – through their chain of command – to arrange for and schedule applicable training/recertification at a designated OTD training site in a timely manner.

### 6.13 USE OF CONTROLLED SUBSTANCES FOR TRAINING

6.13.1 A “controlled substance” is any substance so designated under the Controlled Substances Act (CSA), a Federal statute. Control guidance of these substances will be by the responsible officer as required by the CSA when not specifically addressed by this policy.

6.13.2 The sector CPA will designate an officer who will be responsible for the receiving, security, local distribution of, and record keeping for, controlled substances used as training aids received from the DEA or other sources authorized under the CSA, such as the CBP Laboratories and Scientific Services Directorate (LSSD).

6.13.3 (b)(7)(E)  
 and certification for USBP canines. (b)(7)(E)  
 (b)(7)(E)

6.13.4 The canine instructor will be responsible for providing maintenance training and recertification with controlled substances.

6.13.5 If approved by the sector CPA and issued by the canine coordinator, the canine handler will be responsible for maintaining and utilizing controlled substances for training, as directed by the canine instructor, for the continued proficiency of the canine. (b)(7)(E)  
controlled substances issued to him or her for training purposes. A USBP canine handler will use only training aids issued through USBP channels by the responsible officer. Any use of unauthorized training aids may be cause for immediate removal from the canine program and may be cause for further disciplinary action as warranted.

6.13.6 (b)(7)(E)

6.13.7 (b)(7)(E)

6.13.8 (b)(7)(E)

6.13.9 (b)(7)(E)

(b)(7)(E) The handler is responsible for the security of the training aids while he or she has them in his or her possession.

6.13.10 Unannounced audits of controlled substances will be performed (b)(7)(E) (b)(7)(E) designated by the Chief Patrol Agent. These auditors will ensure that the substances are accounted for by type, weight, and volume. (b)(7)(E)

(b)(7)(E)

results will be recorded on a memorandum addressed to the Chief Patrol Agent and kept indefinitely in the Sector inventory records file as required by the CSA. This file must be located in a place that is separate from all other organizational files.

- 6.13.11 When a controlled substance is no longer deemed useful for training, it will be destroyed as required by the CSA in the presence of at least two witnesses. The disposal will be documented by memorandum, which will be signed by both witnesses. The Sector inventory will be adjusted accordingly, and the report will be filed with inventory records and kept in accordance with DEA regulations.
- 6.13.12 Loss of a controlled substance will be reported as soon as practicable through supervisory channels to the sector CPA. The agent will submit a memorandum to the sector CPA, through official channels, explaining all details and circumstances of the loss. All applicable provisions of the Collective Bargaining Agreement relating to such matters will be observed. An informational copy will be provided to the National Canine Program Manager. Additionally, DEA Form 106 will be completed and filed with the appropriate DEA Regional Compliance Office, if applicable, and a copy will be kept in the sector controlled substances file in accordance with DEA regulations.

6.13.13

**(b)(7)(E)**

- 6.13.14 In the event of a known compromise of a controlled substance training aid in which the content of the training aid becomes in question, the National Canine Program Manager may order the laboratory testing of the remaining contents of the questionable training aid.
- 6.13.15 DEA registration is no longer a requirement for sector canine programs to possess narcotics used for canine training purposes; however, the sector unit must still follow acquisition and inventory practices historically followed that were used to maintain DEA registration.

#### 6.14 DISPOSITION OF UNSUITABLE CANINES

- 6.14.1 Any untrained canine that is deemed unsuitable by OTD and/or USBP for field use will be handled pursuant to Federal laws and regulations (40 U.S.C. § 555, 41 C.F.R. § 102-36.365).

#### 6.15 IN SECTOR CANINE TRAINING (ISCT)

Basic Canine Handler Training provided by certified canine instructors, at the USBP sector level, and within USBP recognized canine training standards. ISCT classes are authorized by the Chief, to afford sector CPAs the ability to mitigate the amount of time canines are *out of service* (“idle”) due to handler transfer, separation, or promotion.

- (a) All ISCT requests will be approved via sector chain of command with concurrence from the National Canine Program Manager.
- (b) Canine handler candidates can be new, untrained candidates, or previously trained handlers.
- (c) Existing, currently trained, previously certified, idle canines, due to transfer, separation, and promotion will be utilized for ISCT. Untrained canines will only be used under the approval and guidance of national canine program manager, as approved by the Chief.
- (d) All applicable curriculum delivery, performance evaluations, academic testing, and certification will be conducted within current established standards recognized by USBP Canine Program.

7. **CANCELLATION.** This policy remains in effect until cancellation by an updated version.

8. **NO PRIVATE RIGHTS CREATED.** This document is an internal policy statement of the U.S. Customs and Border Protection and does not create or confer any rights, privileges, or benefits for any person or party.

(b)(6) (b)(7)(C)

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Modify \_\_\_\_\_

Needs More Discussion \_\_\_\_\_