	Massachusetts partment of Correction POLICY	Effective Date $10/28/2025$ Annual Review Date $10/28/2025$	Responsible Division  Deputy Commissioner, Prisons					
Policy Name  103 DC  K-9 U		103 CMR 505; 103 DO	OC 216; 103 DOC 224; OC 506; 103 DOC 507; OC 516; 103 DOC 550; OC 560; 103 DOC 561					
Attachments Yes ⊠ No □	Library Yes ⊠ No □	Applicability: Staff, Incarcerated Individuals and						
Public Yes 🗵	Access	Civil Commitments  Location: Department Central Policy File Each Institution's Policy File						

#### **PURPOSE:**

To establish criteria and standards for the Department of Correction (Department) selection, training and utilization of the K-9 Unit.

## RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

Deputy Commissioner of Prisons

**Director of Operational Services** 

#### **CANCELLATION:**

103 DOC 558 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations, regarding the K-9 Unit which are inconsistent with this policy.

#### **SEVERABILITY CLAUSE:**

If any part of 103 DOC 558 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

# TABLE OF CONTENTS

558.01	Defi	nitions	3
558.02	Miss	ion Statement	6
558.03	Goal	s & Objectives	6
558.04	K-9	Unit Organization	6
558.05	Selec	ction of K-9 Unit Handlers	6
558.06	Selec	ction of Department Canines	8
558.07	Selec	ction of Certified K-9 Unit Instructors	8
558.08	K-9	Team Certification Program	9
558.09	Annı	ual K-9 Unit Training Requirements	9
558.10	Utili	zation of the K-9 Unit	10
558.11	Activ	vation of the K-9 Unit	13
558.12	Adm	inistrative Review, Leave & Discharge	14
558.13	Care	and Maintenance of Department Owned Canines	15
558.14	Tran	sportation of Department Canines	16
558.15	Auth	orized K-9 Unit Security Equipment	17
558.16	Repo	orting Requirements	17
558.17	Trair	ning Records Documentation	17
558.18	Stora	age & Receiving of Training Narcotics	18
558.19	Educ	ational/Public Relation Demonstrations	18
		ATTACHMENTS	
Attachment	#1	Retired Canine Adoption Form	19
Attachment	#2	K-9 Unit Annual Domicile Kennel & Vehicle Inspection	20
Attachment	#3	Narcotic Detection K-9 Unit Calendar Year Quarterly Report	21
Attachment	#4	K-9 Team Training – Patrol	22
Attachment	#5	K-9 Team Training – Detection	23
Attachment	#6	Physical Fitness Evaluation	24
Attachment	#7	Physical Fitness Scoring Standards – Push Up	25
Attachment	#8	Physical Fitness Scoring Standards – Sit Up	27
Attachment	#9	Physical Fitness Scoring Standards – Run	29
Attachment	#10	Physical Fitness Evaluation Physician's Release Form	32

#### <u>558.01</u> <u>DEFINITIONS</u>

<u>Administrative Discharge</u>: The removal of a K-9 Unit Handler by the Director of Operational Services or their designee from the Special Operations Division. K-9 Unit Handlers who are Administratively Discharged shall be required to relinquish all their equipment associated with their prior assignment.

Administrative Leave: A review of a K-9 Unit Handler by the Department K-9 Unit Commander and the Director of Operational Services or their designee to determine the suitability of the K-9 Unit Handler to perform the duties associated with this position. K-9 Unit Handlers under Administrative Leave shall be required to relinquish their equipment; shall not participate in training; and shall not be activated.

Administrative Review: A review of a K-9 Unit Handler by the Department K-9 Unit Commander and the Director of Operational Services or their designee to determine the suitability of the K-9 Unit Handler to perform the duties associated with this position. K-9 Unit Handlers under Administrative Review maintain custody of their equipment and may participate in training; however, shall not be activated.

<u>Annual K-9 Unit Training</u>: Annual training for each the K-9 Team, as approved by the Commissioner, and in conjunction with the training plan developed by the K-9 Unit Commander and Director of Operational Services, for K-9 Teams to maintain operational continuity.

Assistant Deputy Commissioner of North/South: A senior level manager who reports to the Deputy Commissioner of the Prison Division and is responsible for ensuring policy compliance and standardization of procedures, for institutions under their supervision (divided by northern and southern sectors), in such areas as staff development, labor management, disorder management, and overall operations.

<u>Basic Entry Level Training (BELT) for K-9 Unit</u>: The fundamental training course for K-9 Handlers and canines completed as a K-9 Team, as approved by the Commissioner.

<u>Canine</u>: A dog who may be trained for a variety of purposes, including apprehension, contraband detection, narcotics detection, and/ or patrol. For purposes of this policy, canines do not include dogs used for programming and/or therapy purposes.

<u>Certified K-9 Unit Instructor</u>: A K-9 Unit Handler who has passed a Basic Entry Level Training (BELT) course under the supervision of a Certified K-9 Unit Instructor, has completed the Department's Instructor Training Program, has a minimum of five (5) years' experience as a K-9 Unit Handler, and who has been approved by the Director of Operational Services to be a Certified K-9 Unit Instructor.

<u>Commissioner of Correction (Commissioner)</u>: The Commissioner is the Chief Executive Officer of the Department of Correction.

<u>Contraband Detection K-9 Team</u>: A team which includes a canine trained and certified in search and detection of contraband, accompanied by a trained K-9 Unit Handler.

<u>Deputy Commissioner of the Prison Division</u>: The executive staff person who reports to the Commissioner, and whose duties include, but are not limited to, the overseeing of all 13 institutions, and the management of the Assistant Deputy Commissioners of the Northern and Southern Sectors, Operational Services and the Central Discipline Unit.

<u>Detection (Cell Phone) K-9 Team</u>: A team that includes: (1) a canine trained and certified exclusively to detect the odor of cellphones; and (2) their accompanying certified K-9 Unit Handler.

<u>Detection (Explosives) K-9 Team</u>: A team that includes: (1) a canine trained and certified exclusively in the detection of explosives and the components of an explosive device; and (2) their accompanying K-9 Unit Handler.

<u>Detection (Firearms/Ballistics) K-9 Team</u>: A team that includes: (1) a canine trained and certified exclusively in the detection of firearms and their components and/or ammunition; and (2) their accompanying K-9 Unit Handler.

<u>Detection (Narcotics) K-9 Team</u>: A team that includes a canine trained and certified exclusively to detect the odor of narcotics; and (2) their accompanying K-9 Unit Handler

<u>Director of Operational Services</u>: The Department staff person responsible for the daily operations of the Special Operations Division, Community Work Crew, and the Central Transportation Unit.

<u>Director of Staff Development</u>: The chief administrative officer of the Division of Staff Development.

<u>Document of Certification</u>: (For the purposes of this policy only) A document signed by the K-9 Unit Commander/Certified K-9 Unit Instructor and approved by the Commissioner verifying the successful completion by a K-9 Team of Basic Entry Level Training (BELT) taught by a Certified K-9 Unit Instructor.

<u>Dual K-9 Team</u>: A team which includes a canine trained and certified for use in apprehension and search/detection of contraband, accompanied by a K-9 Unit Handler.

<u>Personal Search</u>: A clothed search of an individual limited to the pressing of palms of the hand against the outer surface of an individual's clothing, and examination of all pockets, shoes, caps, and hairpieces. It does not include the removal of any

of the person's clothing except removable outer garments (e.g., cardigan sweaters, blazers, suit jackets, coats).

<u>K-9 Team Certification</u>: (For the purpose of this policy only) The successful completion by a K-9 Team of Basic Entry Level Training (BELT) taught by a Certified K-9 Unit Instructor. The K-9 Team shall not be certified until it has achieved the successful completion of testing criteria under the supervision of the K-9 Unit Commander/Certified K-9 Unit Instructor. The Commissioner must approve the final certification.

<u>K-9 Unit Commander</u>: A uniformed officer appointed by the Commissioner to be in command of the Department's K-9 Unit and designated to train canines and K-9 Teams. The K-9 Unit Commander shall report directly to the Director of Operational Services or their designee, who shall monitor the operations of the Department's K-9 Unit.

<u>K-9 Unit Handler</u>: A uniformed officer trained and certified in the care, handling, and training of canines for law-enforcement use. K-9 Unit Handlers must be appointed by/approved by the Commissioner.

<u>K-9 Spotter</u>: A K-9 Unit Handler who acts as a buffer between the K-9 Team and other individuals (e.g., members of the public during educational or public demonstrations).

<u>K-9 Team</u>: A team consisting of a K-9 Unit Handler and their assigned canine.

<u>Patrol K-9 Team</u>: A canine trained and certified exclusively to assist in tracking, criminal apprehension, building search, area search, evidence location, and individual protection, accompanied by a K-9 Unit Handler.

<u>Practical Phase</u>: One phase of the application process for the K-9 Unit Handler candidate during which the K-9 Unit Commander evaluates a candidate's ability to interact with a canine. This phase involves the candidate's handling of a canine, their assisting and setting up training scenarios, physical stress evaluations of the candidate, and measures to determine the candidate's ability to follow instructions.

<u>Qualified Medical Professional</u>: Professionals include physicians, advanced practitioners, nurses, dentists, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for individuals in the Commonwealth of Massachusetts.

<u>Special Operations Division (SOD)</u>: The division, under the Deputy Commissioner of the Prison Division, which provides centralized communications, security equipment, perimeter security, K-9 Units, tactical support, and specialized training throughout the Department. The SOD additionally provides special resources, training, mutual aid, and other services to the Department other state and local law

enforcement agencies. SOD also conducts comprehensive reviews of all use of force incidents throughout the Department.

Superintendent: The chief administrative officer of a state correctional institution.

#### <u>MISSION STATEMENT</u>

The purpose of the Department's Special Operations Division (SOD) K-9 Unit is to provide the Department with rapid response force and detection capabilities during significant events within its jurisdiction in accordance with 103 DOC 558.03, and to provide mutual aid to any law enforcement agency within the Commonwealth via Memorandums of Understanding (MOUs), as directed by the Commissioner/designee.

It is the mission of the K-9 Unit to provide and maintain highly trained canines to protect life and property, to deter narcotic traffic, to detect contraband, and to enhance public safety. K-9 Units may also be used in the tracking of escaped incarcerated/civilly committed individuals or detainees, emergency deployments, searching for evidence, public relation efforts, and/or any other such purposes on which the K-9 Units may be trained.

#### 558.03 GOALS AND OBJECTIVES

The Department's K-9 Unit is charged with responding to any situation that may necessitate those specialized skills of the K-9 Unit. These situations include but are not limited to building searches for hidden suspects, area searches, evidence location, narcotic searches, cellphone searches, tracking of escaped incarcerated individuals/civil commitments or detainees, and the apprehension of suspects in situations where the public's safety is at risk.

#### <u>K-9 UNIT ORGANIZATION</u>

The Commissioner shall establish and maintain a K-9 Unit within the SOD, through the Director of Operational Services, under the direction of the K-9 Unit Commander.

Any additional K-9 Units may be established by the Commissioner as deemed necessary.

#### 558.05 SELECTION OF K-9 UNIT HANDLERS

- A. Any Correction Officer I or II may submit a written K-9 Unit Handler application to SOD in accordance with 103 DOC 201, *Selection and Hiring*. In addition to the written application, the candidate shall:
  - 1. Submit documentation indicating that the candidate has successfully passed a physical examination administered by a practicing physician who is licensed to practice in the Commonwealth of Massachusetts. The administering physician may be the candidate's

- medical provider. The candidate shall bear the cost of the physical examination (Attachment #10);
- 2. Have held a Correction Officer I or II position for a minimum of one (1) year;
- 3. Have a telephone and dependable transportation;
- 4. Be able to withstand mental and physical stress;
- 5. Pass the minimum Department Firearms training standards;
- 6. Possess or obtain a Commonwealth of Massachusetts License to Carry;
- 7. Possess or obtain a Special State Police Commission (SSPC) in accordance with 103 DOC 516, *Special State Police Commissions*;
- 8. Successfully pass a physical fitness standards test minimum combined score of 225 or 75% in the categories of sit-ups, push-ups, and one (1) mile run (Attachments #7, #8, and #9); and
- 8. Have a working knowledge of emergency response and disorder management procedures.
- B. At least a three (3) member panel (one (1) of whom shall be the K-9 Unit Commander) as designated by the Director of Operational Services shall interview each candidate.
  - 1. The panel shall review the following information in the candidate's personnel file:
    - a. EPRS performance evaluations;
    - b. Attendance:
    - c. Disciplinary record;
    - d. Commendations:
    - e. Military background;
    - f. Training records; and
    - g. Firearms/Less Lethal qualifications.
  - 2. Based upon the review of the candidate's personnel files, the panel shall schedule and conduct an oral interview with each of the candidates selected. The panel shall recommend in writing to the Director of Operational Services those candidates selected to participate in the Practical Phase.
  - 3. The Director of Operational Services shall review the panel's recommendations and determine which candidates shall attend the Practical Phase of the selection process.

- C. The K-9 Unit Commander shall conduct the Practical Phase of the selection process. The K-9 Unit Commander shall evaluate the candidate's abilities to interact with a canine. This phase shall involve the candidate's handling a canine, assisting and setting up training scenarios, physical stress evaluations, and measures to determine the candidate's ability to follow instructions. A candidate may be eliminated as a potential K-9 Unit Handler at any time during this phase for failing to achieve the requirements set forth by Department standards.
- D. At the completion of the practical phase, the K-9 Unit Commander shall provide a written recommendation of those candidates recommended for appointment to the K-9 Unit to the Director of Operational Services for review.
- E. The Director of Operational Services shall review the K-9 Unit Commander's recommendation(s) and submit, through the Deputy Commissioner of the Prison Division, to the Commissioner a written recommendation of those candidates recommended for appointment to the K-9 Unit.
- F. The Commissioner shall make the final decision as to the appointment of any individual(s) to the K-9 Unit.
- G. The appointment of any employee to the K-9 Unit falls within the sole discretion of the Commissioner. No entry shall be made in an employee's personnel file indicating they were not appointed to the K-9 Unit.
- H. K-9 Unit Handlers who promote while part of the K-9 Unit shall require authorization from the Director of Operational Services and Commissioner to remain on the K-9 Unit.

#### <u>558.06</u> <u>SELECTION OF DEPARTMENT CANINES</u>

The K-9 Unit Commander shall pre-screen any canine considered for placement within the Department's Basic Entry Level Training (BELT) course for appropriate demeanor, health, and temperament. Canines shall be in good health, have X-rays verifying healthy hips, and be nine (9) months to two and a half (2 ½) years of age.

#### 558.07 SELECTION OF CERTIFIED K-9 UNIT INSTRUCTORS

To be eligible to become a Certified K-9 Unit Instructor, a Certified K-9 Unit Handler shall have completed and passed a K-9 Unit BELT course under the supervision of a Certified K-9 Unit Instructor; have completed and passed the Department's Instructor Training Program; and have a minimum of five (5) years' experience as a K-9 Unit Handler. The Director of Operational Services must approve all Certified K-9 Unit Instructors.

#### 558.08 K-9 TEAM CERTIFICATION PROGRAM

- A. Newly appointed K-9 Unit Handlers, or K-9 Unit Handlers who receive a new canine, shall attend and successfully pass a Canine Certification Program with their assigned canine. The Canine Certification Program shall include, but not be limited to, the following:
  - 1. 640 Hour BELT certification course for untrained patrol dogs (Refer to Lesson Plan, *Canine Certification Program*).
  - 2. 480 Hour BELT certification course for untrained detection dogs (Refer to Lesson Plan, *Canine Certification Program*).

#### 558.09 ANNUAL K-9 UNIT TRAINING REQUIREMENTS

Each training year, the K-9 Unit Commander shall develop a written training plan for the K-9 Unit for the purpose of ensuring that the required training is being conducted and evenly distributed throughout the year in accordance with 103 DOC 216. This plan shall be reviewed and approved by the SOD Training Officer, the Director of Operational Services, and the Director of the Division of Staff Development (DSD).

#### A. Dual Trained K-9 Teams:

- 1. Each Patrol K-9 Team shall receive a minimum of 144 hours of annual K-9 Unit training. This does not include the forty (40) hours of annual Department In-Service training.
- 2. Each Detection K-9 Team shall receive a minimum of ninety-six (96) hours of annual K-9 Unit training. This does not include the forty (40) hours of annual Department In-Service training.
- 3. Each training session shall be monitored and evaluated by the K-9 Unit Commander or a Certified K-9 Unit Instructor.
- 4. At a minimum, the training curriculum for Patrol, Dual Trained and Detection K-9 Teams shall include, but not be limited to, the following subjects:
  - a. Overview of K-9 Unit Mission;
  - b. K-9 Unit Command Structure;
  - c. K-9 Unit Activation Procedures;
  - d. Personnel Handling Procedures with Canine;
  - e. Use of Force;
  - f. Narcotic, Cellphone, or Explosive Detection;
  - g. Basic Obedience;
  - h. Tracking;
  - i. Agility;
  - j. Officer Protection;

- k. Movements with Canines;
- 1. Marksmanship with Canines;
- m. Building Searches;
- n. Area Searches;
- o. Crowd Control;
- p. Live Scenarios with Canines; and
- q. Integration with Special Operations Response Units (SORUs) in accordance with 103 DOC 559.

#### 558.10 <u>UTILIZATION OF THE K-9 UNIT</u>

- A. Requirements Governing the Use of K-9 Units
  - 1. Only those K-9 Teams approved by the Commissioner shall be used within any correctional institution.
  - 2. Patrol K-9 Teams may not be used in Department correctional without authorization institutions prior of the Commissioner/designee, and shall be used in accordance with 103 CMR 505. In addition, the Secretary of Public Safety or their designee will be notified of such Patrol K-9 Team use immediately. Such use shall only be approved in an effort to regain control during a major disorder (riot, major disturbance, etc.) or to assist during an escape. Use of Patrol K-9 Teams shall cease upon the return of incarcerated/civilly committed individuals to their cells and provided there are no imminent threats to the safety and security of incarcerated/civilly committed individuals and staff. Patrol canines inside institutions shall remain muzzled until a K-9 Unit Handler determines imminent intervention by a canine is necessary.
    - a. Patrol K-9 Teams shall not be allowed to enter correctional institutions during routine searches or searches in accordance with 103 DOC 561, *Planned Institutional Searches Conducted by the Special Operations Response Unit*, unless approved by the Commissioner/designee.
    - b. Patrol K-9 Teams may be utilized on the outside perimeter of a correctional institution, to deter escape attempts, increase security and/or track escaped individuals.
    - c. Patrol K-9 Teams may be utilized at the request of outside law enforcement agencies to assist them in tracking and apprehending subject(s) or searching for articles (firearms, clothing, etc.), subject to a fully signed and executed MOU by the requesting agency and the Department, and approval by the Deputy Commissioner of the Prison Division/designee.
  - 3. Detection K-9 Teams are authorized to conduct regular routine

- searches within or outside of a correctional institution during which, under normal circumstances, there is limited contact with incarcerated/civilly committed individuals and injuries would not normally result.
- 4. Anyone who is injured because of actions by a canine, shall be seen by a Qualified Medical Professional as soon as possible. Such referral shall be documented within an Incident Report and/or Industrial Accident Package consistent with 103 CMR 505.18. It is the responsibility of the Qualified Medical Professional to document the medical care provided.
- 5. It shall be the responsibility of the K-9 Unit Handler to make a full report of all incidents involving the use of the canine, except regular routine searches or patrols within or outside of an institution, during which, under normal circumstances, there is limited contact with incarcerated/civilly committed individuals and injuries would not normally result. If contact with an incarcerated/civilly committed individual occurs or injuries result from the use of the canine, the name(s) of such person(s) injured or having contact shall appear in a report, which shall be submitted to the Director of Operational Services/designee as soon as possible, but in any event before the end of the K-9 Unit Handler's shift, unless otherwise authorized by the Director of Operational Services/designee. If the incident is a use of force, all witnesses to the incident shall also submit reports consistent with 103 CMR 505.18.

#### B. Escape

- 1. In the event of an incorrect count, institutions may contact a K-9 Unit Handler directly via statewide radio to conduct an outside perimeter check for possible breach. If a K-9 Unit Handler is not in the immediate area, the institution may contact the Director of Operational Services/designee to deploy the closest K-9 Team available to that institution.
- 2. In the event of a declared escape, all K-9 Teams trained and certified in tracking on duty shall be deployed to that institution through the Director of Operational Services/designee.
  - a. If an escape has been declared, staff members on scene should secure the scene to prevent contamination of the immediate area (breach point). Where feasible, all perimeter checks shall be made from the interior. Perimeter checks from the outside of the perimeter shall be conducted in such a manner so as not to contaminate the area by utilizing a vehicle to limit the number of persons in the immediate area of the breach point.

#### C. <u>Building/Area Searches</u>

The K-9 Unit Handler shall direct staff as needed to assist in the search of a building or area. The institution shall deploy staff to secure the perimeter as soon as possible, prior to the arrival of the K-9 Unit.

#### D. <u>Detection Searches (Building/Area)</u>

When conducting narcotic and/or cellphone searches of a building or area, the institution shall assign a staff member to the K-9 Team for logistical support.

#### E. <u>Explosive Searches</u>

When conducting a search for explosives, the institution shall be responsible for evacuating the immediate area of all persons and for securing the perimeter of that area prior to the K-9 Unit arriving on site. The K-9 Unit shall conduct the search for explosives.

#### F. Pre-Scheduled Narcotic Searches (Individuals)

- 1. All pre-scheduled searches for narcotics conducted on all individuals entering an institution or specific area shall be pre-approved by the Deputy Commissioner of the Prison Division/designee. Attorneys shall not be subjected to Narcotic Detection K-9 Team searches.
  - a. During such searches, each institution shall prominently post at each public entrance, a notice that a Narcotic Detection K-9 Team is on duty and that all individuals, except attorneys, must pass by the designated detection area prior to entering the institution or area.
  - b. Once approved, a Narcotic Detection K-9 Team shall be placed in such a manner that all individuals, except attorneys, entering the institution or area shall pass by the Narcotic Detection K-9 Team.
  - c. Any person other than an attorney who refuses to pass through the detection area may be denied entrance for that day.
  - d. Any person for whom the canine gives indication that narcotics are detected shall be immediately removed from the area and asked to consent to a personal search. In the event the person refuses to submit to a personal search, they may be denied entrance and/or administrative action may be taken.

- e. The search shall be made in a secure location out of view of the public. The search shall be conducted by an institutional staff member in accordance with 103 DOC 506, *Search Policy*.
- f. Any canine search of non-attorney visitors shall be in accordance with 103 CMR 483, *Visiting Procedures*.
- 2. The Superintendent shall submit to their respective Assistant Deputy Commissioner (ADC) and the Director of Operational Services/designee, a quarterly report listing any person attempting to enter the institution in which a Detection (Narcotic) K-9 Team has indicated the potential for drug contraband (Attachment #3).

#### G. Narcotic Search (Vehicle)

- 1. Any vehicle for which the canine gives indication that narcotics are detected, shall be immediately secured and the owner/driver shall be asked to consent to a more intrusive search of the vehicle. In the event the person refuses to submit to a more intrusive search, they may be denied entrance for the day and administrative action may be taken. The search of the vehicle shall be in accordance with 103 DOC 506, *Search Policy*.
- 2. Whenever a canine gives an indication that narcotics are detected in a vehicle owned by a Department employee, the employee/user of the vehicle shall permit the search of the vehicle and effects therein. The search should be done in the presence of the employee/user except where the safety and good order of the institution is considered sufficiently important to warrant otherwise.

#### 558.11 ACTIVATION OF K-9 UNITS

- A. K-9 Teams shall be tasked with routine, randomly scheduled narcotic and/or cellphone detection searches and/or perimeter security checks at each Department institution within their sector of coverage.
- B. Superintendents may request a K-9 Team for special assignments, including planned narcotic and/or cellphone searches and high visibility details, through their respective ADC, from the Deputy Commissioner of the Prison Division for prior approval.
  - 1. If K-9 Team special assignment is approved, the Deputy Commissioner of the Prison Division shall instruct the Director of Operational Services/designee to arrange K-9 Unit resources.
- C. All outside agency requests for K-9 Unit resources shall be submitted to the Director of Operational Services and be approved by the Deputy Commissioner of the Prison Division/designee. Only those agencies with active MOUs on file with the Department will be allocated K-9 Unit

resources, unless in the event of an emergency the Commissioner/designee determines there is an immediate public safety need. In such circumstances, the Department and requesting agency will pursue an MOU as soon as reasonably practicable.

#### <u>ADMINISTRATIVE REVIEW, LEAVE, AND DISCHARGE</u>

An Administrative Review, Administrative Leave, and Administrative Discharge process shall be established to assist in determining the suitability of members assigned to the K-9 Unit. Notwithstanding the annual review requirements described below, a K-9 Unit member may be placed on immediate Administrative Review or Administrative Leave status at any time by the Director of Operational Services/designee pending a final determination of suitability.

- A. The K-9 Unit Commander shall be responsible for conducting an annual review of all K-9 Unit members in July of each calendar year, which shall include, but not be limited to, a review of each K-9 Unit member's:
  - 1. K-9 Unit performance;
  - 2. EPRS performance evaluation;
  - 3. Sick Leave; and
  - 4. Disciplinary History
- B. The K-9 Unit Commander shall submit in writing the results of this review to the Director of Operational Services/designee, along with any recommendations by the end of the month in July of each calendar year.
- C. The Director of Operational Services/designee shall review the K-9 Unit Commander's submission and determine if Administrative Review or Administrative Leave is warranted for any K-9 Unit member.
  - 1. In the event an Administrative Review is warranted, the K-9 Unit member shall be immediately suspended from active status pending the outcome of the review. The K-9 Unit member shall be allowed to continue to participate in training; however, shall not participate in K-9 Unit activation.
  - 2. In the event an Administrative Leave is warranted, the K-9 Unit member shall be immediately suspended from active status pending the outcome of the review. The K-9 Unit member shall immediately arrange to turn in all issued security equipment and shall not be allowed to participate in any K-9 Unit training or activation, and may be reassigned to another division/institution pending the outcome of further review by the Director of Operational Services.
  - 3. During standard annual reviews, the Director of Operational Services/designee shall have ninety (90) days to further evaluate and render a final determination regarding suitability of any K-9 Unit member under Administrative Review or Administrative Leave,

absent an active investigation. In the event any K-9 Unit member is involved in an active investigation, the Director of Operational Services/designee shall have thirty (30) days from the date the investigation is completed to further evaluate and render a final determination of suitability.

- a. If more time is required to complete this review, the Director of Operational Services/designee shall submit an extension request to the Deputy Commissioner of the Prison Division detailing such request and the amount of time required to make a determination.
- D. If, in the opinion of the Director of Operational Services, a K-9 Unit member is no longer suitable to remain with the K-9 Unit, the Director of Operational Services/designee shall submit, in writing, their recommendation(s) to the Deputy Commissioner of the Prison Division.
- E. The Deputy Commissioner of the Prison Division shall review the Director of Operational Services' recommendation(s) within thirty (30) days of receipt and shall make the final determination whether a member is to remain with the K-9 Unit.
- F. In the event a K-9 Unit member is Administratively Discharged, the K-9 Unit member and K-9 Unit Commander shall be notified in writing. The K-9 Unit member shall immediately arrange to turn in all issued security equipment within ten (10) days. The K-9 Unit Commander shall take custody of any canines associated with the Administratively Discharged employee. All notations shall be corrected indicating the staff member is no longer part of the K-9 Unit (e.g., disorder management plans).

#### 558.13 CARE AND MAINTENANCE OF DEPARTMENT OWNED CANINES

- A. The Commissioner shall ensure that adequate funds are approved for the reasonable and necessary care of Department owned canines. Such care shall be necessary to maintain the canine in a condition suitable to perform the duties normally associated with the K-9 Unit in accordance with the Federal Labor Standards Act.
- B. Reasonable and necessary care shall include, but not be limited to:
  - 1. Humane, secure, all-weather kennels for domicile Departmental canines;
  - 2. Routine immunization at a state-approved veterinarian;
  - 3. Proportioned amounts of food and water for each Department owned canine. Dog food shall be high performance food; and
  - 4. Emergency veterinarian medical care.

- C. The K-9 Unit Commander shall determine the fate of any canine after it is removed from service. If the K-9 Unit Commander determines that a canine shall be retired, the current K-9 Unit Handler shall have the option of purchasing the dog for a nominal fee of \$1.00 upon signing a Waiver of Liability (Attachment #1). If the K-9 Unit Commander feels the canine is not suitable for retirement into the community, they shall make the arrangements for it to be euthanized.
- D. Any injury to a Department canine shall be reported immediately, or as soon as practicable, to the Director of Operational Services/designee. This shall not, in any way, impede the need for emergency care of any canine maintained by the Department. The K-9 Unit Handler shall include the nature of the injury and the events leading up to the injury in a standard incident report. Any injury not incurred in the line of duty shall be reported on an incident report form as soon as possible. The report shall be submitted to the Director of Operational Services/designee as soon as possible, but in any event before the end of the K-9 Unit Handler's shift, unless otherwise authorized by the Director of Operational Services/designee.
- E. Quarterly Domicile Vehicle & Kennel Inspections:
  - 1. Each K-9 Unit Handler's domicile vehicle and kennel shall be inspected quarterly by the K-9 Unit Commander (Attachment #2).
  - 2. Any condition observed by the K-9 Unit Commander to be either unsafe or unsanitary shall be documented and addressed immediately via an incident report. The Director of Operational Services/designee shall forward the report to the appropriate Division (e.g., vehicle maintenance, institution maintenance) for corrective action.
  - 3. If either a safety or maintenance issue occurs outside of the normal inspection cycle, it shall be the K-9 Unit Handler's responsibility to notify the K-9 Unit Commander/designee, in writing, to be addressed.
  - 4. Follow-up inspections shall be conducted by the K-9 Unit Commander for a sanitation issue within twenty-four (24) hours and within seventy-two (72) hours for a maintenance related issue.

#### 558.14 TRANSPORTATION OF DEPARTMENT CANINES

- A. All Department owned canines shall be transported in a state vehicle approved by the Commissioner. This vehicle shall be a four-door sedan, four-door pick-up, or SUV police-equipped vehicle and shall be equipped with items including, but not limited to:
  - 1. Canine insert cage (rear seat);

- 2. Window security screens;
- 3. Temperature control alarm system;
- 4. Rubber floor mat (rear);
- 5. Tinted window:
- 6. Air conditioning and heat; and
- 7. Statewide radio system;

#### <u>AUTHORIZED K-9 UNIT SECURITY EQUIPMENT</u>

A. K-9 Unit members shall only be issued security equipment in accordance with 103 DOC 507, *Security Equipment*; unless otherwise authorized by the Director of Operational Services/designee in writing and tracked in the Department's approved electronic document management system.

#### <u>558.16</u> <u>REPORTING REQUIREMENTS</u>

- A. The K-9 Unit Commander shall establish and maintain a central filing system at SOD. It shall consist of the original training of all current K-9 Unit Handlers. The central filing system shall also comply with all requirements set forth by American Correctional Association (ACA).
- B. K-9 Unit deployment and/or operational reports shall be maintained in the electronic K-9 Unit database.
- C. Any K-9 Unit Handler involved in a use of force with a Department incarcerated/civilly committed individual shall report such incidents in accordance with 103 CMR 505, *Use of Force* and shall be maintained in the Department's electronic Use of Force database.

#### 558.17 TRAINING RECORDS DOCUMENTATION

- A. The Director of Operational Services/designee shall maintain and monitor all training and activation records of the K-9 Unit. All annual K-9 Unit training must be pre-approved by the K-9 Unit Commander, Director of Operational Services/designee, and the Director of the DSD in accordance with the Annual Training Plan.
- B. The K-9 Unit Commander shall monitor all training conducted within the K-9 Unit.
- C. The K-9 Unit Commander shall develop and maintain all training documentation forms to track the required training curriculum, including, but not limited to:
  - 1. Patrol K-9 Team Training Form;
  - 2. Detection K-9 Team Training Form;
  - 3. K-9 Team Certification.

#### 558.18 STORAGE AND RECEIVING OF TRAINING NARCOTICS

- A. The purpose of training narcotics is to assist the Department's K-9 Unit in the detection of narcotics within the Department's institutions. These narcotics include, but are not limited to, heroin, cocaine, and marijuana.
- B. Training narcotics shall be used only to train the Department Detection (Narcotics) K-9 Teams to locate and/or search for narcotics within the Department institutions, and to assist any state and/or local law enforcement agencies as needed. This training will be conducted within the Commonwealth of Massachusetts.
- C. The SOD shall maintain two (2) logbooks relative to the storage of training narcotics in a safe, as per United States Drug Enforcement Administration (DEA) Requirements.
- D. The training narcotics shall be stored in a safe within the SOD. The safe shall be in a secure location and the safe itself will only be accessible to the DEA certified K-9 Unit Handler. A logbook shall be kept, which shall be used by the DEA certified K-9 Unit Handler to document their access to the training narcotics safe.
- E. The SOD K-9 Unit shall also maintain a second logbook, which shall be used to document the removal of training narcotics from the safe. Whenever training narcotics are removed from the safe, the DEA certified K-9 Unit Handler shall record their name, date, time of day and amount of training narcotics being removed within the logbook. In addition, when training narcotics are being returned, the DEA certified K-9 Unit Handler shall document their name, the date, time of day and the amount of training narcotics being returned.
- F. All training narcotics shall be ordered and received by the DEA certified K-9 Unit Handler, who shall possess a valid DEA License (Schedule 1 & 2 Researcher). A copy of the DEA License shall be kept on file with the SOD and another shall remain with the licensee.

#### 558.19 EDUCATIONAL/PUBLIC RELATION DEMONSTRATIONS

A K-9 Team may conduct an educational and/or public demonstration upon the approval of the Director of Operational Services/designee. All educational and/or public demonstrations must be conducted in a safe and secure manner. These demonstrations must be conducted so the public is cordoned off from the staging area. All demonstrations of this nature must be accompanied by, at a minimum, two (2) K-9 Unit Handlers; one (1) of whom must be acting as a Canine Spotter, to ensure no one comes into contact with the canine. During demonstrations, it is a violation of this policy to allow a member of the public to come into contact with any of the Department owned canines.

# MASSACHUSETTS DEPARTMENT OF CORRECTION RETIRED CANINE ADOPTION FORM

(To be printed on Official Department Letterhead)

I,	cost or obligation to the Department of etts. This dog, (name & breed), will be responsibility for this dog's actions. I
I agree to assume all liability for any incidents involving occur following execution of this Agreement, and to hold property or personal injuries that may occur following the to me.	I the DOC harmless for any damages to
I also agree to assume all costs and continuing expenses and breed), following the date of execution of this Agree associated with feeding, housing, grooming, exercising, related aspects of daily supervision and ownership of this	ment, including but not limited to, costs medical and/or veterinary care, or other
I further agree to refrain from utilizing this dog in the caperson, agency, or the Commonwealth of Massachusetts I	
Signature of Recipient	Date
Signature of K-9 Unit Commander	Date
Signature of Operational Services Director/Designee	Date

October 2025 PUBLIC Page 19 of 32

# MASSACHUSETTS DEPARTMENT OF CORRECTION K-9 UNIT QUARTERLY DOMICILE VEHICLE & KENNEL INSPECTION

Handler:	Canine:	Date:
(Print Full Name)		(Print)
Inspected By:		
	(Print Full Name)	
Condition of Kennel:		
Poor	Good	Excellent
Cleanliness of Kennel:		
Poor	Good	Excellent
Condition of Vehicle:		
Poor	Good	Excellent
Cleanliness of Vehicle:		
Poor	Good	Excellent
Corrective Action Required:	Yes	No
If Yes, Explain:		
-		
- -		
Signature of K-9 Unit Comma	nder	Date
Signature of Operational Servi	ces Director/Designee	Date

# MASSACHUSETTS DEPARTMENT OF CORRECTION NARCOTIC DETECTION K-9 TEAM CALENDAR YEAR QUARTERLY REPORT

nstitution:	Quarter:	$1^{st}$	$2^{nd}$	$3^{rd}$	$4^{th}$	(circle one)
-------------	----------	----------	----------	----------	----------	--------------

Date	Canine & Handler	Name	DOB	OLN	Searched By	Results	Contraband Seized	Action Taken	Claimed Allergy Date	Doctor's Note Date

October 2025 PUBLIC Page 21 of 32

Attachment #4

K-9 TEAM TRAINING	Patrol	
Handler Name	Time	Date
Canine Name		
Trainer	Weather	Temperature
	□ Clear □ Snow	
T	□ Rain □ Fog	XX. 1
Location	□ Kam □ 1 0g	Winds
☐ Annual ☐ K-9 Training C	Class □ On Duty □ Off Duty	L
Obedience:   □ Basic  □ Tactical □  Comments:	Advanced □ Off Lead	
Treaking = Day = Wat	□ Snow □ Scent P	ad
□ From Building	ls □ Hard Surface □ From Vehicle □ Scent A	
	Length:	
Comments:		
	eeve □ Hidden Sleeve □ Harnes □ Muzzle Work	ss   Tie-out   Protection Suit
Comments:		
Search Work:   On-Lead   On-Lead		Evidence Recovery
Comments:		
K-9 Unit Handler's Signature:		
Certified K-9 Unit Instructor's Signat	ture:	

Attachment #5

K-9 TEAM TRAINING	Detection						
Handler Name	Time	Date					
Canina Nama							
Canine Name							
Trainer	Weather	Temperature					
	□ Clear □ Snow						
Location	□ Rain □ Fog	Winds					
Location		Willus					
☐ Annual ☐ K-9 Training (	Class □ On Duty □ Off Duty						
Narcotics:   Heroin   Mari	juana □ Cocaine □ Vehicle	□ People					
	ow Hide □ Other □ Bldg. (□ I						
Comments:							
	ister   International Componer	nts					
□ Exterior □ Pł							
☐ Low ☐ M							
K-9 Unit Handler's Signature:							
G de la							
Certified K-9 Unit Instructor's Signa	ture:						

# MASSACHUSETTS DEPARTMENT OF CORRECTION K-9 UNIT PHYSICAL FITNESS EVALUATION

NAME:		AGE:
GENDER: M F HE	IGHT:	WEIGHT:
TIMED EVENTS	REPETITIONS/TIM	E SCORE
2 MIN PUSH-UPS		
2 MIN SIT-UPS		
1 MILE RUN		
	TOTAL RAW SCORI	E=
RAW SCOI	RE ÷ BY 3 = %	SCORE
EVALUATOR:		DATE:
PRINT N		
EVALUATOR:SIGN NA	AME	DATE:
2201.1.1	<del></del>	
WEATHER CONDITIONS	(CHECK ONE):	
CLEAR & DRY	FOG/HUMID/DRIZZLE	RAIN/SNOW/ICE
TEMPERATURE:	DEGREES	
CC: K-9 Unit Handler File		

## K-9 UNIT PHYSICAL FITNESS SCORING STANDARDS - PUSH UPS

Repetitions/Age	17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46	47 TO 51	47 TO 51	52 UP	52 UP
Group	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
82	100															
81	99															
80	98		100													
79	97		99													
78	96		98		100											
77	95		97		99											
76	94		96		98											
75	93		95		97											
74	92		94		96											
73	91		93		95		100									
72	90		92		94		99		100							
71	89		91		93		98		99							
70	88		90		92		97		98							
69	87		89		91		96		97							
68	86		88		90		95		96							
67	85		87		89		94		95							
66	84		86		88		93		94		100					
65	83		85		87		92		93		99					
64	82		84		86		91		92		98					
63	81		83		85		90		91		97					
62	80		82		84		89		90		96		100			
61	79		81		83		88		89		95		99			
60	78		80		82		87		88		94		98			
59	77		79		81		86		87		93		97			
58	76	100	78		80		85		86		92		96			
57	75	99	77		79		84		85		91		95			
56	74	98	76	100	78		83		84		90		94		100	
55	73	97	75	99	77		82		83		89		93		99	
54	72	96	74	98	76	100	81		82		88		92		98	
53	71	95	73	97	75	99	80		81		87		91		97	
52	70	94	72	96	74	98	79	100	80		86		90		96	
51	69	93	71	95	73	97	78	99	79		85		89		95	
50	68	92	70	94	72	96	77	98	78		84		88		94	
49	67	91	69	93	71	95	76	97	77		83		87		93	
48	66	90	68	92	70	94	75	96	76	100	82		86		92	
47	65	89	67	91	69	93	74	95	75				85		91	
46	64	88	66	90	68	92	73	94	74	98			84		90	
45	63	87	65	89	67	91	72	93	73	97					89	
44	62	86	64	88	66	90	71	92	72	96		99	82		88	
43	61	85	63	87	65	89	70	91	71	95	77	98	81		87	
42	60	84	62	86	64	88	69	90	70	94	76	97	80		86	
41	59	83	61	85	63	87	68	89	69	93		96	79	100	85	
40	58	82	60	84	62	86	67	88	68	92		95	78	99	84	100
39	57	81	59	83	61	85	66	87	67	91	73	94	77	98	83	99
38	56	80	58	82	60	84	65	86	66	90		93	76	97	82	
37	55	79	57	81	59	83	64	85	65	89		92	75	96	81	97
36	54	78	56	80	58	82	63	84	64	88	70	91	74	95	80	96
35	53	77	55	79	57	81	62	83	63	87	69	90	73	94	79	95

Repetitions/Age	17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46	47 TO 51	47 TO 51	52 UP	52 UP
Group	М	F	М	F	М	F	М	F	М	F	M	F	M	F	M	F
34	52	76	54	78	56	80	61	82	62	86	68	89	72	93	78	94
33	51	75	53	77	55	79	60	81	61	85	67	88	71	92	77	93
32	50	74	52	76	54	78	59	80	60	84	66	87	70	91	76	92
31	49	42	51	75	53	77	58	79	59	83	65	86	69	90	75	91
30	48	72	50	74	52	76	57	78	58	82	64	85	68	89	74	90
29	47	71	49	73	51	75	56	77	57	81	63	84	67	88	73	89
28	46	70	48	72	50	74	55	76	56	80	62	83	66	87	72	88
27	45	69	47	71	49	73	54	75	55	79	61	82	65	86	71	87
26	44	68	46	70	48	72	53	74	54	78	60	81	64	85	70	86
25	43	67	45	69	47	71	52	73	53	77	59	80	63	84	69	85
24	42	66	44	68	46	70	51	72	52	76	58	79	62	83	68	84
23	41	65	43	67	45	69	50	71	51	75	57	78	61	82	67	83
22	40	64	42	66	44	68	48	70	50	74	56	77	60	81	66	82
21	39	63	41	65	42	67	46	69	48	73	55	76	58	80	65	81
20	38	62	40	64	40	66	44	68	46	72	54	75	56	79	64	80
19	37	61	38	63	38	65	42	67	44	71	52	74	54	78	63	79
18	36	60	36	62	36	64	40	66	42	70	50	72	52	77	62	78
17	34	58	34	61	34	63	38	65	40	68	48	70	50	76	61	77
16	32	56	32	60	32	62	36	64	38	66	46	68	48	75	60	76
15	30	54	30	58	30	60	34	62	36	64	44	66	46	74	57	75
14	28	52	28	56	28	58	32	60	34	62	42	64	44	72	54	74
13	26	50	26	54	26	56	30	58	32	60	39	62	43	70	51	72
12	24	48	24	52	24	54	28	56	30	58	36	60	42	68	48	70
11	22	44	22	50	22	52	26	54	28	56	33	58	38	64	44	68
10	20	40	20	46	20	50	24	52	26	54	30	56	36	60	40	64
9	18	36	18	42	18	45	22	50	24	52	27	54	34	57	36	60
8	16	32	16	38	16	40	20	45	22	50	24	52	32	54	32	56
7	14	28	14	34	14	35	18	40	20	44	21	50	28	51	28	52
6	12	24	12	30	12	30	16	35	18	38	18	43	24	48	24	48
5	10	20	10	25	10	25	14	30	15	32	15	36	20	40	20	40
4	8	16	8	20	8	20	12	24	12	26	12	29	16	32	16	32
3	6	12	6	15	6	15	9	18	9	20	9	22	12	24	12	24
2	4	8	4	10	4	10	6	12	6	14	6	15	8	16	8	16
1	2	4	2	5	2	5	3	6	3	7	3	8	4	8	4	8

# K-9 UNIT PHYSICAL FITNESS SCORING STANDARDS - SIT UPS

Repetitions/Age	17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46	47 TO 51	47 TO 51	52 UP	52 UP
Group	М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F
92	100															
91	99															
90	98	100														
89	97	99														
88	96	98														
87	95	97	100													
86	94	96	99													
85	93	95	98	100												
84	92	94	97	99												
83	91	93	96	98												
82	90	92	95	97	100											
81	89	91	94	96	99											
80	88	90	93	95	98	100										
79	87	89	92	94	97	99										
78	86	88	91	93	96	98	100									1
77	85	87	90	92	95	97	99									
76	84	86	89	91	94	96	98									
75	83	85	88	90	93	95	97	100								
74	82	84	87	89	92	94	96	99								
73	81	83	86	88	91	93	95	98	100							
72	80	82	85	87	90	92	94	97	99							
71	79	81	84	86	89	91	93	96	98							
70	78	80	83	85	88	90	92	95	97	100						
69	77	79	82	84	87	89	91	94	96	99	100					
68	76	78	81	83	86	88	90	93	95	98	99					-
67	75	77			85	87	89	93	93	97	98	100	100			
	74	76	80	82 81	84	86	88	92	93		96	100 99	100		100	
66			79	80	83	85	87	90	93	96	96	99	99		100 99	
65	73	75	78							95			98	400		
64	72	74	77	79	82	84	86	89	91	94	95	97	97	100	98	
63	71	73	76	78	81	83	85	88	90	93	94	96	96	99	97	400
62	70	72	75	77	80	82	84	87	89	92	93	95	95	98	96	100
61	69	71	74	76	79	81	83	86	88	91	92	94	94	97	95	99
60	68	70	73	75	78	80	82	85	87	90	91	93	93	96	94	98
59	67	69	72	74	77	79	81	84	86	89	90	92	92	95	93	97
58	66	68	71	73	76	78	80	83	85	88	89	91	91	94	92	96
57	65	67	70	72	75	77	79	82	84	87	88	90	90	93	91	95
56	64	66	69	71	74	76	78	81	83	86	87	89	89	92	90	94
55	63	65	68	70	73	75	77	80	82	85	86	88	88	91	89	93
54	62	64	67	69	72	74	76	79	81	84	85	87	87	90	88	92
53	61	63	66	68	71	73	75	78	80	83	84	86	86	89	87	91
52	60	62	65	67	70	72	74	77	79	82	83	85	85	88	86	90
51	59	61	64	66	69	71	73	76	78	81	82	84	84	87	85	89
50	58	60	63	65	68	70	72	75	77	80	81	83	83	86	84	88
49	57	59	62	64	67	69	71	74	76	79	80	82	82	85	83	87
48	56	58	61	63	66	68	70	73	75	78	79	81	81	84	82	86
47	55	57	60	62	65	67	69	72	74	77	78	80	80	83	81	85
46	54	56	59	61	64	66	68	71	73	76	77	79	79	82	80	84
45	53	55	58	60	63	65	67	70	72	75	76	78	78	81	79	83
44	52	54	57	59	62	64	66	69	71	74	75	77	77	80	78	82
43	51	53	56	58	61	63	65	68	70	73	74	76	76	79	77	81
42	50	52	55	57	60	62	64	67	69	72	73	75	75	78	76	80

Repetitions/Age	17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46	47 TO 51	47 TO 51	52 UP	52 UP
Group	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
41	49	51	54	56	59	61	63	66	68	71	72	74	74	77	75	79
40	48	50	53	55	58	60	62	65	67	70	71	73	73	76	74	78
39	47	49	52	54	57	59	61	64	66	69	70	72	72	75	73	77
38	46	48	51	53	56	58	60	63	65	68	69	71	71	74	72	76
37	45	47	50	52	55	57	59	62	64	67	68	70	70	73	71	75
36	44	46	49	51	54	56	58	61	63	66	67	69	69	72	70	74
35	43	45	48	50	53	55	57	60	62	65	66	68	68	71	69	73
34	42	44	47	49	52	54	56	59	61	64	65	67	67	70	68	72
33	41	43	46	48	51	53	55	58	60	63	64	66	66	69	67	71
32	40	42	45	47	50	52	54	57	59	62	63	65	65	68	66	70
31	39	41	44	46	49	51	53	56	58	61	62	64	64	67	65	69
30	38	40	43	45	48	50	52	55	57	60	61	63	63	66	64	68
29	37	39	42	44	47	49	51	54	56	58	60	62	62	65	63	67
28	36	38	41	43	46	48	50	53	55	56	58	61	61	64	62	66
27	35	37	40	42	45	47	49	52	54	54	56	60	60	63	61	65
26	34	36	39	41	44	46	48	51	52	52	54	58	58	62	60	64
25	33	35	38	40	43	45	47	50	50	50	52	56	56	61	58	63
24	32	34	37	39	42	44	46	48	48	48	50	54	54	60	56	62
23	31	33	36	38	41	43	45	46	46	46	48	52	52	58	54	61
22	30	32	35	37	40	42	44	44	44	44	46	50	50	56	52	60
21	29	31	34	36	39	41	42	42	42	42	44	48	48	54	50	58
20	28	30	33	35	38	40	40	40	40	40	42	46	46	52	48	56
19	27	29	32	34	37	38	38	38	38	38	40	44	44	50	46	54
18	26	28	31	32	36	36	36	36	36	36	38	42	42	48	44	52
17	25	27	30	31	34	34	34	34	34	34	36	40	40	46	42	50
16	24	26	29	30	32	32	32	32	32	32	34	38	38	44	40	48
15	23	25	28	29	30	30	30	30	30	30	32	36	36	42	38	45
14	22	24	27	28	28	28	28	28	28	28	30	34	34	40	35	42
13	21	23	26	26	26	26	26	26	26	26	28	32	32	38	34	39
12	20	22	24	24	24	24	24	24	24	24	26	30	30	36	32	36
11	19	21	22	22	22	22	22	22	22	22	24	28	28	33	30	33
10	18	20	20	20	20	20	20	20	20	20	22	26	26	30	28	30
9	17	18	18	18	18	18	18	18	18	18	20	24	24	27	26	27
8	16	16	16	16	16	16	16	16	16	16	18	22	22	24	24	24
7	14	14	14	14	14	14	14	14	14	14	16	20	20	21	21	21
6	12	12	12	12	12	12	12	12	12	12	14	18	18	18	18	18
5	10	10	10	10	10	10	10	10	10	10	12	15	15	15	15	15
4	8	8	8	8	8	8	8	8	8	8	10	12	12	12	12	12
3	6	6	6	6	6	6	6	6	6	6	8	8	9	9	8	8
2	4	4	4	4	4	4	4	4	4	4	6	6	6	6	6	6
1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3

## K-9 UNIT PHYSICAL FITNESS SCORING STANDARDS - RUN

0.1411.5	0.440.5	17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46	47 TO 51	47 TO 51	52 UP	52 UP
2 MILE	1 MILE	M	F	М	F	М	F	M	F	M	F	М	F	М	F	М	F
00:11:54	00:05:57	100	-		-		-		-		-		-		-		
00:12:00	00:06:00	99															
00:12:06	00:06:03	98															
00:12:12	00:06:06	97															
00:12:18	00:06:09	96															
00:12:24	00:06:12	95															
00:12:30	00:06:15	94															
00:12:36	00:06:18	93		100													
00:12:42	00:06:21	92		99													
00:12:48	00:06:24	91		98													
00:12:54	00:06:27	90		97													
00:13:00	00:06:30	89		96													
00:13:06	00:06:33	88		95													
00:13:12	00:06:36	87		94													
00:13:18	00:06:39	86		93		100											
00:13:24	00:06:42	85		92		99											
00:13:30	00:06:45	84		91		98											
00:13:36	00:06:48	83		90		97											
00:13:42	00:06:51	82		89		96											
00:13:48	00:06:54	81		88		95											
00:13:54	00:06:57	80		87		94											
00:14:00	00:07:00	79		86		93		100									
00:14:06	00:07:03	78		85		92		99									
00:14:12	00:07:06	77		84		91		98									
00:14:18	00:07:09	76		83		90		97									
00:14:24	00:07:12	75		82		89		96									
00:14:30	00:07:15	74		81		88		95									
00:14:36	00:07:18	73		80		87		94									
00:14:42	00:07:21	72		79		86		93		100							
00:14:48	00:07:24	71	Female	78		85		92		99							
00:14:54	00:07:27	70	100	77		84		91		98							
00:15:00	00:07:30	69	99	76		83		90		97							
00:15:06	00:07:33	68	8	75		82		89		96		100					
00:15:12	00:07:36	67	97	74		81		88		95		99					
00:15:18	00:07:39	66	96	73		80		87		94		98					
00:15:24	00:07:42	65	95	72		79		86		93		97					
00:15:30	00:07:45	64	94	71	Female	78		85		92		96					
00:15:36	00:07:48	63	93	70	100	77		84		91		95		100			
00:15:42	00:07:51	62	92	69	99	76		83		90		94		99			
00:15:48	00:07:54	61	91	68	8	75		82		89		93		98			
00:15:54	00:07:57	60	90	67	97	74		81		88		92		97			
00:16:00	00:08:00	59	89	66	96	73		80		87		91		96		100	
00:16:06	00:08:03	58	88	65	95	72		79		86		90		95		99	
00:16:12	00:08:06	57	87	64	94	71		78		85		89		94		98	
00:16:18	00:08:09	56	86	63	93	70		77		84		88		93		97	
00:16:24	00:08:12	55	85	62	92	69		76		83		87		92		96	
00:16:30	00:08:15	54	84	61	91	68		75		82		86		91		95	
00:16:36	00:08:18	53	83	60	90	67		74		81		85		90		94	
00:16:42	00:08:21	52	82	59	89	66		73		80		84		89		93	
	<u> </u>								L		L			L			

	1 MILE	17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46	47 TO 51	47 TO 51	52 UP	52 UP
2 MILE		М	F	М	F	М	F	М	F	М	F	М	F	М	F	М	F
00:16:48	00:08:24	51	81	58	88	65	-	72	-	79	-	83	-	88	-	92	-
00:16:54	00:08:27	50	80	57	87	64	Female	71		78		82		87		91	
00:17:00	00:08:30	48	79	56	86	63	100	70		77		81		86		90	
00:17:06	00:08:33	46	78	55	85	62	99	69		76		80		85		89	
00:17:12	00:08:36	44	77	54	84	61	8	68		75		79		84		88	
00:17:18	00:08:39	42	76	53	83	60	97	67		74		78		83		87	
00:17:24	00:08:42	40	75	52	82	59	96	66		73		77		82		86	
00:17:30	00:08:45	38	74	51	81	58	95	65		72		76		81		85	
00:17:36	00:08:48	36	73	50	80	57	94	64		71		75		80		84	
00:17:42	00:08:51	34	72	48	79	56	93	63		70		74		79		83	
00:17:48	00:08:54	32	71	46	78	55	92	62		69		73		78		82	
00:17:54	00:08:57	30	70	44	77	54	91	61		68		72		77		81	
00:18:00	00:09:00	28	69	42	76	53	90	60		67		71		76		80	
00:18:06	00:09:03	26	68	40	75	52	89	59		66		70		75		79	
00:18:12	00:09:06	24	67	38	74	51	88	58		65		69		74		78	
00:18:18	00:09:09	22	66	36	73	50	87	57		64		68		73		77	
00:18:24	00:09:12	20	65	34	72	48	86	56		63		67		72		76	
00:18:30	00:09:15	18	64	32	71	46	85	55	Female	62		66		71		75	
00:18:36	00:09:18	16	63	30	70	44	84	54	100	61		65		70		74	
00:18:42	00:09:21	14	62	28	69	42	83	53	99	60		64		69		73	
00:18:48	00:09:24	12	61	26	68	40	82	52	8	58		63		68		72	
00:18:54	00:09:27	10	60	24	67	38	81	51	97	56		62		67		71	
00:19:00	00:09:30	8	59	22	66	36	80	50	96	55		61		66		70	
00:19:06	00:09:33	6	58	20	65	34	79	48	95	52		60		65		69	
00:19:12	00:09:36	4	57	18	64	32	78	46	94	50		58		64		68	
00:19:18	00:09:39	2	56	16	63	30	77	44	93	48		56		63		67	
00:19:24	00:09:42		55	14	62	28	76	42	92	46		55		62		66	
00:19:30	00:09:45		54	12	61	26	75	40	91	44	Female	52		61		65	
00:19:36	00:09:48		53	10	60	24	74	38	90	42	100	50		60		64	
00:19:42	00:09:51		52	8	59	22	73	36	89	40	99	48		58		63	
00:19:48	00:09:54		51	6	58	20	72	34	88	38	98	46	_	56		62	
00:19:54	00:09:57		50	4	57	18	71	32	87	36	97	44	Female	55		61	
00:20:00	00:10:00		48	2	56	16	70	30	86	34	96	42	100	52		60	
00:20:06	00:10:03		46		55	14	69	28	85	32	95	40	99	50		58	
00:20:12	00:10:06		44		54	12	68	26	84	30	94	38	98	48		56	
00:20:18	00:10:09		42		53	10	67	24	83	28	93	36	97	46	Familia	55	
00:20:24	00:10:12		40		52	8	66	22	82	26	92	34	96	44	Female	52	
00:20:36	00:10:15		38		51	6	65	20	81	24	91	32	95	42	100 99	50 48	
	00:10:10		36		50		64	18	80		90	30	94	40			
00:20:42			34 32		48 46	2	63 62	16 14	79 78	20 18	89 88	28 26	93 92	38 36	98 97	46 44	+
00:20:54			32		46		61	12	78	16	88	26	92	36	96	44	Female
00:20:34			28		42		60	10	76	14	86	22	90	32	95	42	Female 100
	00:10:30		26		40		59	8	75	12	85	20	89	30	93	38	99
00:21:12			24		38		58	6	74	10	84	18	88	28	93	36	98
00:21:12			22		36		57	4	73	8	83	16	87	26	93	34	97
00:21:24			20		34		56	2	72	6	82	14	86	24	91	32	96
00:21:30			18		32		55		71	4	81	12	85	22	90	30	95
00:21:36			16		30		54		70	2	80	10	84	20	89	28	94
00:21:42			14		28		53		69	_	79	8	83	18	88	26	93
00:21:48			12		26		52		68		78	6	82	16	87	24	92
00:21:54			10		24		51		67		77	4	81	14	86	22	91
00:22:00			8		22		50		66		76	2	80	12	85	20	90
00:22:06			6		20		48		65		75	_	79	10	84	18	89
00:22:12			4		18		46		64		74		78	8	83	16	88
00:22:18	00:11:09		2		16		44		63		73		77	6	82	14	87
00:22:24	00:11:12				14		42		62		72		76	4	81	12	86
00:22:30	00:11:15				12		40		61		71		75	2	80	10	85

		17 TO 21	17 TO 21	22 TO 26	22 TO 26	27 TO 31	27 TO 31	32 TO 36	32 TO 36	37 TO 41	37 TO 41	42 TO 46	42 TO 46 47 TO 51 47 TO 51			52 UP	52 UP
2 MILE	1 MILE	M	F	М	F	M	F	М	F	M	F	М	F	М	F	M	F
00:22:36	00:11:18				10		38		60		70		74		79	8	84
00:22:42	00:11:21				8		36		59		69		73		78	6	83
00:22:48	00:11:24				6		34		58		68		72		77	4	82
00:22:54	00:11:27				4		32		57		67		71		76	2	81
00:23:00	00:11:30				2		30		56		66		70		75		80
00:23:06	00:11:33						28		55		65		69		74		79
00:23:12	00:11:36						26		54		64		68		73		78
00:23:18	00:11:39						24		53		63		67		72		77
00:23:24	00:11:42						22		52		62		66		71		76
00:23:30	00:11:45						20		51		61		65		70		75
00:23:36	00:11:48						18		50		60		64		69		74
00:23:42	00:11:51						16		48		58		63		68		73
00:23:48	00:11:54						14		46		56		62		67		72
00:23:54	00:11:57						12		44		55		61		66		71
00:24:00	00:12:00						10		42		52		60		65		70
00:24:06	00:12:03						8		40		50		58		64		69
00:24:12	00:12:06						6		38		48		56		63		68
00:24:18	00:12:09						4		36		46		55		62		67
00:24:24	00:12:12						2		34		44		52		61		66
00:24:30	00:12:15								32		42		50		60		65
00:24:36	00:12:18								30		40		48		58		64
00:24:42	00:12:21								28		38		46		56		63
00:24:48	00:12:24								26		36		44		55		62
00:24:54	00:12:27								24		34		42		52		61
00:25:00	00:12:30								22		32		40		50		60
00:25:06	00:12:33								20		30		38		48		58
00:25:12	00:12:36								18		28		36		46		56
00:25:18	00:12:39								16		26		34		44		54
00:25:24	00:12:42								14		24		32		42		52
00:25:30	00:12:45								12		22		30		40		50
00:25:36	00:12:48								10		20		28		38		48
00:25:42	00:12:51								8		18		26		36		46
00:25:48	00:12:54								6		16		24		34		44
00:25:54	00:12:57								4		14		22		32		42
00:26:00	00:13:00								2		12		20		30		40
	00:13:03										10		18		28		38
00:26:12	00:13:06										8		16		26		36
00:26:18	00:13:09										6		14		24		34
00:26:24	00:13:12										4		12		22		32
00:26:30	00:13:15										2		10		20		30
00:26:36	00:13:18												8		18		28
00:26:42	00:13:21												6		16		26
00:26:48	00:13:24												4		14		24
00:26:54	00:13:27												2		12		22
00:27:00	00:13:30														10		20
00:27:06	00:13:33														8		18
00:27:12	00:13:36														6		16
00:27:18	00:13:39														4		14
00:27:24	00:13:42														2		12
00:27:30	00:13:45																10
00:27:36	00:13:48																8
00:27:48	00:13:54																4
00:27:54	00:13:57																2

# Print on Department Letterhead

# Physical Fitness Evaluation

# **Physician Release Form**

I have reviewed the components of the physical fitness evaluation, contained within the K-9 Unit appli which is administered by the Department of Correction for K-9 Unit Candidates. Based on my review physical fitness evaluation, I hereby certify that: can participate									
battery of tests.	(Name of Candidate)								
Physician's Signature/Date	Physician's Name (print)								
	Physician's Address								
	Telephone								
Applicant's Name (Print)									
Applicant's Address	<del></del>								

TO BE COMPLETED BY YOUR PHYSICIAN
BRING WITH YOU ON THE DATE OF YOUR PHYSICAL FITNESS EVALUATION

October 2025 PUBLIC Page 32 of 32