

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

HPCG

24 March 2010

STANDARD OPERATING PROCEDURE
NUMBER **08-10**

Administration of Coast Guard K9 Personnel

1. PURPOSE:

This SOP prescribes the policies and procedures governing the assignment, training, deployment and administration of K9 Personnel.

2. SCOPE:

This SOP shall cover the administration of the Coast Guard K9 personnel.

3. DEFINITION OF TERMS:

a. Coast Guard Working Dog (CGWD) – a Philippine Coast Guard dog trained and certified to perform a specified work.

b. K9 Unit – an operating unit headed by an OIC assigned in CG District that is responsible for the administration of every K9 Detachment within the AOR.

c. K9 Detachment – a K9 sub-unit comprised of POIC and K9 team(s) assigned at CG Stations or CG Detachments.

d. K9 team – the smallest response/reaction unit in a K9 detachment. It is composed of a handler, and his assigned working dog and a spotter/security.

e. Instructor/Evaluator – a competent, experienced handler with expertise and special knowledge in the development/training of working dog

f. Handler – a K9 personnel qualified by the trainer and/or a certifying agency to care for and use a working dog.

g. Spotter – K9 organic or PCG organic personnel performing as security during K9 operation

h. Detector Dog – a working dog selected by the trainer and qualified by recognized standards to perform searches for hidden substances, including narcotics and explosives.

i. Narcotics Detector Dog (NDD) – trained to find marijuana, shabu, ecstasy and other sorts of dangerous and prohibited drugs.

j. Explosives Detector Dog (EDD) – trained to detect black powder, blasting cap, time fuse, detonating cord, C-4 and TNT, IEDs, pyrotechnics and explosive ordinances and other components of improvised explosive devices that can be used in the conduct of terrorist attack and destabilization activities.

l. Patrol Dog – a working dog selected by the trainer and qualified by recognized standards to perform protection, and sentry works.

m. Search and Rescue Dog - trained to track and detect human scent through personal belongings, traces of human blood and secretions and cadaver.

n. Veterinary Officer-in-Charge (VOIC) – are Doctor of Veterinary Medicine (D.V.M.) graduates and licensed veterinarians who are commissioned technical officers under the administrative control of Coast Guard K9 performing comprehensive veterinary health care and kennel management services to CGWD and other organic K9's.

o. Operational Commander- District Commander, Station Commander wherein K9 Teams are deployed.

4. POLICIES

a. Assignment of candidate handler shall be on voluntary basis. Volunteers shall be properly screened prior the start of the training to determine their qualification. HCGK9 shall create Screening Committee for candidate handlers.

b. In view of the sensitivity and importance of developing the working partnership between a handler and a working dog, the assignment of personnel shall be for at least five (5) years to be reckoned from the date of graduation from the K9 Handlers course, unless sooner terminated for other cause.

c. The K9 Units are under the Administrative Control of CGK9 and Operational Control of Coast Guard Districts, Stations and CG Detachments.

5. PROCEDURES

Personnel Assignment/Relief:

(1) All CGK9 personnel are under the administrative control of HCGK9 and guided by the personnel management procedures of the Personnel and Admin Department of HCGK9.

(2) CGK9 personnel assigned at deployment areas are under the operational control (OPCON) of the CG Districts. Upon arrival at their new area of assignment, personnel shall report to the District Commander for instruction.. Leave privileges such as passes, rest and recreation and leaves/furlough are under the discretion of concerned area commanders.

(3) The Operational Commander have the authority of deploying K9 Teams to its AOR when need arises.

6. TRAINING

(1) An extensive training program on all aspects of Kennel Management, Canine Behavior, Canine First Aid, Explosive and Drug Identification, and K9 Handling also known as the K9 Handler's Course shall be prescribed to all assigned personnel that shall be conducted by a pool of well qualified K9 instructors.

(2) A canine handler must have undergone Basic Training in Explosive Ordnance Identification (EORA) and Anti Illegal Drugs Operations which are included in the Handler's Course.

(3) K9 instructor and/or experienced handler shall supervise the training of candidate handlers and canines.

(4) A specific Program of Instruction for dog handlers should include subjects on animal welfare, stress management, feeding, housing and health care requirements

(5) A K9 Evaluation Committee (CGK9 School) shall assess on a quarterly basis the proficiency status of each K9 team in the deployment areas. K9 teams who failed the proficiency validation shall be recalled and may undergo retraining or possibly suffer from subsequent cancellation/forfeiture of HDP or even relief from CGK9 or any other disciplinary actions that may be imposed by the Commander CGK9.

(6) New techniques and technologies that may be included and applied shall be continuously researched to maximize the utilization and effectiveness of K9 teams.

7. UTILIZATION AND EMPLOYMENT

(1) The handler shall not handle or take custody of any narcotics substances or explosive substances/devices they may discover. This must be turned over to proper authority.

(2) The handler shall not attempt to disarm any device found or move any explosive material to another location unless the handler is an EOD defonator.

8. **SAFETY PROCEDURES:**

- (1) A handler with his dog shall not be allowed to work alone. Essentially, for security reason, no handler and detection dog shall operate in an area without at least an overseeing handler spotter or SOG personnel acting as security during K9 operation.
- (2) While working on static post, handlers shall remain aware of the surroundings.
- (3) A handler shall maintain control of his or her canine. A detector K9 shall remain on leash at all times except for seasoned detection canines with dependable temperament/disposition that are qualified/guaranteed by the instructors to go on off leash during search work.
- (4) While in a public place, a handler shall not allow anyone to pet a detector K9.
- (6) A handler shall not leave a working dog unattended except in an emergency situation that necessitates the handler responding without the K9.

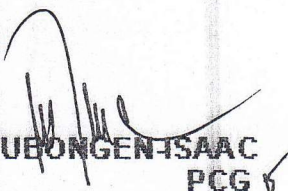
9. **RESCISSION:** All PCG previous publications not in conformity with this SOP are hereby rescinded.

10. **EFFECTIVITY:** This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO PCG:

ENRICO EFREN A EVANGELISTA
COMMO **PCG**
Chief of Staff, PCG

OFFICIAL:


MARIFEM UBONG ISAAC
LCDR **PCG**
Coast Guard Adjutant