

Norfolk Police Department

Norfolk Virginia

(Document origin unknown, acquired June 1976)

(PC entry 2018 with minimum re-formatting)

The Norfolk Police K-9 Corps is a separate and specialized unit that works independently of other precincts and bureaus in a way that it augments the strength of these units in such matters as the searching of buildings, tracking suspects that have fled the scene of a crime, apprehending fleeing criminals, dispersing large crowds, and in riot control.

The K-9 Corps is housed in its own building coupled with a training and kenneling area for the K-9 dogs.

The Norfolk Police K-9 Corps has an authorized strength of 28 men and 31 dogs. This consists of one lieutenant (Officer in Charge), two sergeants (one for patrol, the other assigned as Training Officer), and twenty-five patrolmen. Each officer is assigned a dog and three spare dogs are maintained. We have six mobile radio units.

The department works on a platoon system and this gives the Corps four platoons with six officers and dogs assigned to each platoon. There are four precinct districts within the city and we assign one mobile unit to work within the individual boundaries of each precinct. One unit works at large as does the patrol sergeant. The 4 - 12 shift assigns its walking officer to the high crime area and the 12 - 8 shift assigns its walking officer to a special beat from 7pm – 3am in one of our heavily populated crime areas.

Each officer is assigned a dog and they go through a twelve week training course before they are assigned to permanent street patrol. Every K-9 officer is furnished duty uniforms and training uniforms and all his K-9 training equipment and duty equipment. Each officer is furnished a 12' x 12' link fence kennel with cement floor. The city takes care of all veterinary expenses and furnishes the food for all the dogs. Each officer receives a \$60 subsidiary check per month to compensate for the use of his private car for transportation

of his dog to and from work and to and from his beat, also for the extra cleaning of uniforms and extra time spent on the officer's own time caring for the dog. The officer keeps his dog at home with his family, When the officers go on vacation their dogs are housed at the K-9 Corps kennels.

All dogs are retired only because of medical reasons and upon instructions from our veterinarian. When these dogs are retired they are given to their present masters. If the officer does not wish to keep the dog we find a good home for the dog with the understanding that the dog will not be used in the manner for which he was trained.

Norfolk Police K-9 Corps  
Norfolk Police Department  
Norfolk Virginia

MERITS:

The Merits of the police dog are many. He is a pet, a protector for the officer's family at night, a protector and a fearless partner for the officer while on duty and a walking warning computer for the officer while on patrol.

EMPLOYMENT:

The police dogs of the Norfolk Police K-9 Corps are employed in the use of our radio car patrol and foot patrol. We augment the strength of the other units of our Department in matters such as the searching of buildings for criminals in hiding, tracking suspects that have fled the scene of a crime, apprehending fleeing criminals, dispersing large crowds and riot control. The K-9 Corps patrols are assigned to the high crime areas of the city. One officer and dog is assigned to each radio car unit and walking beat.

CARE:

Each officer is assigned a dog upon entering the K-9 Corps. The dog is taken home by his handler after the first day of training and remains at the officer's home while off duty. They go through training together and upon graduation they are assigned to street patrol together/ No other officer works with another officer's dog at any time/ We have three spare dogs that are kenneled at our training area and they can be worked by any of the K-9 Corps officers/ If for any reason an officer uses a spare dog. Each officer cares for his own dog as to the daily inspection, grooming and feeding. The officer must report all illnesses, injuries and visits made to the veterinarian. The officers are required to send a stool sample to the Vets once a week and all the dogs are given a heartworm check every January and July of each year.

TRAINING:

Our training program is geared to a twelve (12) weeks course. This may be extended if we feel that the dog is not up to par to be placed on street patrol. By eliminating some of the training commands and exercises you could produce a police dog within an eight (8) weeks training program. After every three (3) weeks of street patrol every officer and dog is brought back for retraining from two to three days. Length of retraining time depends on each individual dog. Some dogs are given five days of retraining.

## K-9 TRAINING SAFETY RULES:

No dogs permitted to run loose inside training area.

Dogs in training are not to be petted by anyone except handler.

No dogs are to agitate on other dogs at anytime.

All dog areas are to be kept clean at all times.

Dogs are to be groomed before 8:00 a.m. each day.

No leashes or chokers of other equipment is to be left lying around.

No dog is to be agitated unless handler is present.

If a dog gets loose, only handler of dog is permitted to catch dog.

No dog is to go through obstacle course except under supervision of training officer.

Dogs on post will not have a choker chain on, leather collar only.

The training gun will never be pointed at man or dog.

Range and house will be cleaned before leaving range.

No loaded guns will be permitted inside training area.

Man and dog shall be well groomed on reporting for training.

Never agitate your own dog, the dog is taught to protect you, not fight you.

Do not allow your dog to be on full leash when someone is near.

Anytime a dog slips his choker or collar, the first man that sees this will call out, "LOOSE DOG". The closest man to this dog, if his handler is not around, will try to grab the dog. Everyone else will "freeze". If his handler is present, it is up to him to get his dog under control. If a dog bites you, you will "freeze". If your own dog bites you, you will also "freeze" and take him off yourself as no one else can assist you. If another person's dog bites you, you will "freeze" and it is up to the handler of that dog to get him off of you.

You will break the dog out by choking him or by taking your right hand and placing it over the upper jaw of the dog closing your fingers and pressing his lips down into his teeth, or by chopping the dog across the nose with the base of your hand.

**"DO NOT PULL OR JERK YOUR DOG OFF WHATEVER HE IS ATTACKING."**

If your dog starts fighting with another dog, you will break him out using the same procedures as indicated above.

If your dog tries to bite or attack you, you will take as short a leash as possible with your left hand and drive the dog straight up into the air until his feet leave the ground. Hold him there until he starts gagging or until his eyes start to bulge. Release him to the ground and if he tries to attack again, string him up once more and cartwheel him over your right shoulder.

During line agitation, there will be eight feet of space between each handler and his dog. Never move up on the agitator during line agitation.

During circle agitation, as you move in, you will take up on your leash until the dog is on a short leash. During agitation, always make a loop with your leash and place it around your left wrist.

Norfolk Police Department

K-9 Corps

Training Course

FIRST WEEK

BACKGROUND AND INVESTIGATION:

Introduction and history of the K-9 Corps and the German Shepherd

Police Rules and Regulations – Rule #33

Introduction of commands and how they are given

Use and care of training and duty equipment

Care of your dog

Safety rules while in training

Proper instructions on how your dog will be disciplined by voice; leash and choker

DISCIPLINE OF YOUR DOG WILL BE GIVEN UNDER GUIDANCE OF THE TRAINING OFFICER

BASIC OBEDIENCE TRAINING:

Commands and Drills:

The following commands and drills will be given with the voice and hand signals while the dog is at the handler's side on leash.

“NO” – This is the only negative command you will give to your dog. This command is given in a loud, harsh voice, coupled with a sharp jerk on the leash, causing the choker to close up and release.

BEFORE AND AFTER EACH TRAINING DAY, THE HANDLER WILL RUN ONE HALF MILE WITH HIS DOG.

The following commands will be given in a FIRM, COMMANDING VOICE:

Heal

Sit

Down

Stay

Take a Break – This command is given in a happy, carefree voice.

The movements for the handlers will be CIRCLE, STEP OVER, JUMP OVER, and STRADLE dogs. The above commands will be used in the training circle, training square, and regular drill formations.

ALWAYS PRAISE YOUR DOG WITH VOICE AND HAND.

## BASIC AGITATION TRAINING:

### Commands:

The following commands are given while the dog is secured to the agitation post. This is called limited post agitation, using the collar and the 106-inch kennel chain.

Watch – This command is given in a low, mysterious voice

Get

Out

Speak

OK

Use burlap sack, stick, hand, clicking and showing the gun. Remember never agitate a dog unless his handler is with him, and the dog is always the winner during agitation. Always have an obedience session right after the agitation, before taking a break.

## SECOND WEEK

### BASIC COMMANDS:

#### Commands and Drills:

The following commands will be given with the voice and hand signals while the dog is on leash and by the handler's side. Also, these commands will be given to the dog while he is at the end of his leash.

“NO” – Negative Command

Heal

Sit

Down

Stay

Take a break

New commands to be added:

Come – This is the only command that you may use with the dog's name.

Stand

Position of the dogs should be corrected by the handler's at the beginning of the second week of training. Praise will not be given to the dogs until they are in the proper and correct position.

### AGITATION:

The LINE and CIRCLE agitation will be used, in addition to the POST agitation. During post, line and circle agitation, the burlap sack, stick, hand, and the use of blanks in the gun will be used.

Watch  
Get  
Out  
Speak  
OK

When the Training Officer is agitation one dog, all handlers will send their dogs in attack relative to whatever command the Training Officer is working on at the time.

The Training Officer will use the non-movement and fast movement relative to the WATCH command. The dog is to be taught the GET and the SPEAK command on non-movement and movement. All types of approaches should be used towards the dog: slow, fast, sly, crouching, friendly, loud, angry, etc.

#### BASIC TRACKING:

Commands:

Find – This command is given in a low, whispering voice.

Fetch

The handler will always note the direction of the wind. The track should always be laid upwind of his dog. The handler will change over from the choke chain to the leather collar or harness while in the field. Keeping the dog on the five foot leash, place him in a down position. The handler will show an object to the dog and then walk out in front of him in a straight line, approximately five yards, turn, face the dog, showing him the object, then drop it on the ground. Return along the same track to your dog, and give him the command, "FIND".

In the beginning, you will probably have to guide your dog on track because he will be tracking by sight, rather than scent. Do not let the dog run at full stride. Be sure that the tracks are no less than eight yards apart and that the tracking area is changed each day. Keep the tracks in a straight line until the dog is able to track on scent 100 yards or more. Each time the dog finds the object, you will praise him by voice and hand, then throw the object and let him retrieve it. During the first part of this training, the track will always be laid in a straight line, within sight of the dog. The handlers will be taught the art of reading their dog while on track.

#### THIRD WEEK

##### BASIC COMMANDS:

Commands and Drills:

Repeat all commands learned in the first two weeks on leash, with both hand and voice signals, with the dog at the handler's side and at the end of leash. During this training

week, the use of voice only and hand only commands and signals will be given, both at the handler's side and at the end of the leash.

#### BASIC OBEDIENCE:

“NO” – Negative Command

Heal

Sit

Down

Come

Stand

Stay

Take a break

CIRCLE AND WEAVE IN AND OUT BETWEEN THE OTHER DOGS TO TEST FOR DOG FIGHTERS

#### ADVANCED OBEDIENCE:

Commands:

Handlers and dogs that have satisfactorily completed Basic Obedience will advance to the use of the exercising and obedience hurdles. The dog will take one hurdle at a time and as he satisfactorily completes one, he will continue until all the hurdles have been mastered.

HUP – Given when you wish your dog to jump an object.

#### BASIC AGITATION:

Commands and Drills:

Watch Speak

OK

Get

Out

Post Agitation – use the 106-inch kennel chain

Line Agitation

Circle Agitation

Use all agitation equipment and attack ideas

The Training Officer will start training the handlers to train their dogs to respect the revolver while it is being used by his master. Use the dry firing method during this week.

Start training the dogs to switch from the burlap the SWITCH and GUN; also from the SWITCH and GUN to the burlap.

## BASIC TRACKING:

Commands:

Find

Fetch

Buddy System – To be used in conjunction with the Find command, Its use to be limited to two days of satisfactory completion.

Tracks will be laid out of sight of your dog. Keep the tracks and time lag to a minimum, Then gradually increase the tracks to three hundred yards and a time lag of ten minutes. When the dog has been successful in this, you should discard the five-foot leash and switch over to the 30-foot lead. The 30-foot lead should be played out to a length somewhat longer than the five-footer to begin with, and as the dog becomes used to the new lead, you will keep letting it out until the dog can work a straight track at the end of the 30-foot lead.

## FOURTH WEEK

### ADVANCED OBEDIENCE:

Repeat all commands learned on leash with the dog at the handler's side and at the end of leash. The Training Officer will start the use of the 25-foot leash, and the commands will be given by voice and hand, voice only, and hand signal only.

Commands:

“NO” – Negative Command

Heal

Sit

Down

Stay

Come

Stand

Hup

Take a break

New Command:

Crawl

Increase the use of the training hurdles in conjunction with the above commands.

## BASIC AGITATION:

Continue use of the same agitation commands and drills. The handlers will start using blanks in their revolvers to teach their dogs to respect the revolver in their master's hand.

Post – The use of the long lead will be used to teach the dog the OUT command.

Line

Circle

### BASIC TRACKING:

Commands:

Find

Fetch

Decoy will be introduced. Dogs will be taught to go into attack upon finding decoy. We will introduce a bend in the straight track which should be given to the dogs gradually. The Training Officer will lay a straight track approximately 50 yards with a 45 degree angle bend off to the right, continuing the bend in a straight line for about 25 yards. When the dog has mastered the bend to the right, you will use the same procedure for the bend to the left.

The next stage will be the 90 degree angle to the right and left, using the same procedure as mentioned above. Bends should be made gradually but care should be taken to ensure that the dog has mastered one type of bend before another is attempted. Care should be taken to avoid sudden jerking of the dog or any negative voice commands. If the dog loses the track, bring gentle pressure to bear on the tracking lead, and encourage the dog back on the track. When the dog has mastered everything up to this point, you may introduce several bends along the track until it takes on an irregular shape.

### FIFTH WEEK

#### OBEDIENCE TRAINING:

All obedience commands and drills will be reviewed. They will be given while the dog is on and off the leash.

No

Heal

Sit

Down

Stay

Come

Stand

Hup

Take a break

### AGITATION TRAINING:

All agitation drills and commands will be reviewed. They will be given while the dog is on and off leash.

Get  
Speak  
OK  
Watch  
Out  
Post  
Line  
Circle

Bring all weak dogs up to par; control is a must at all times.

### BASIC TRACKING:

Review all tracking commands and drills that have been taught in the previous weeks. During this week the art of laying track by another handler, finding the start of the track, will be introduced.

The decoy should be able to retrace and track that he has laid. He should almost be able to retrace it footstep by footstep. This is very important in the art of laying a track. To begin with, the tracker should know the exact position of the track. This will enable the tracker to give accurate guidance to his dog. While laying track with bends in it, the track layer should make a point of treading his feet firmly on the ground at the point of each bend.

The SPEAK command in conjunction with the FIND command is taught by having the dogs on a short leash. When the dog finds the decoy, he should be held back from going into attack, but encouraged to SPEAK. When the dog responds he should be suitably praised and then sent in to attack.

### SIXTH WEEK

#### OBEDIENCE:

The Training Officer will conduct on-the-street training this week. The personnel and dogs will accomplish patrol problems in congested areas of the city under the supervision of the Training Officer, to familiarize the dogs with heavy pedestrian and vehicular traffic and other unknowns to evaluate the dog in this phase of training. The dogs will be drilled inside buildings and taken in and out of vacant houses to familiarize them with buildings.

Some dogs are afraid to perform inside a building, and others are afraid of hardwood and slick floors.

#### AGITATION:

The Training Officer will see that attack problems are set up in the proper areas where all the attack commands and drills can be marked with due regard for the safety of the public. Simulated arrests will be made by foot patrol and car patrol procedures.

#### TRACKING:

Tracking problems will be set up in the ideal and proper areas, so that the dogs will meet with as few distractions and disturbances as possible.

BE SURE THAT THE DOG ALWAYS FINISHES THE TRACK BY FINDING THE DECOY.

### SEVENTH WEEK

#### OBEDIENCE:

The Training Officer will continue with all commands and drills introduced to date. All weak dogs will be given special attention and brought up to par with the other dogs.

#### AGITATION:

Review all agitation commands and drills. The dogs will be worked off leash as much as possible during agitation, so that we may be able to better evaluate control of the dogs in this phase of our training.

#### TRACKING:

Review all tracking commands and drills. Be sure that the handlers are learning how to read their dogs. All tracking problems should be well over 300 yards and a good 30 minutes old. The time lag should be increased relative to finding the start of a track.

Introduce the LEATHER SLEEVE this week. Starting this week till completion of school, simulated street problems will be conducted away from the training area. Leather sleeve ONLY will be used during the simulations. Dogs will be worked on and off leash while working attack commands and drills. Tracking problems will be set up.

/The Training Officer will instruct the handlers in the use of the leather sleeve. The handlers will use the leather sleeve under the direction and supervision of the Training Officer.

## EIGHTH WEEK

### OBEDIENCE:

Continue all commands and drills.

### AGITATION:

During this week, all commands and drills will be used on and off leash. The dogs and handlers will be given detailed training in the apprehension of a fleeing criminal, searching a prisoner, and the guarding of a prisoner. These drills will entail the use of the GET, WATCH and OUT commands. Be sure that the handlers are instructed to warn the prisoner that if he moves, the dog will attack.

The handlers will be introduced to crowd control this week. Each handler will be taught the use of and how to use his dog in crowd control.

### TRACKING:

Introduce the cross track this week. Care must be taken to ensure that the cross track cuts across the main track where it is running straight. The handler must know the exact point of the cross track. The handler should note the reaction of his dog when the dog reaches the cross track. If the dog passes the cross track without showing any interest, praise him and continue on.

Some dogs will start tracking the cross track for a short distance and then return to the main track. If this happens, praise him. Always remember that you must give your dog time to differentiate between the two tracks. When a dog does not return to the main track on his own and appears to be confused, he must be put on track by his handler. This must be done in a gentle way, and when the dog picks up the main track, he must be praised.

Free tracking is allowing the dog to track without a leash or lead, but the collar or harness shall be worn. When introducing the dog to the free tracking method, keep the first few tracks short and straight. When bringing the dog to the point of a track, be sure you steady him and allow him to settle down before putting him on track.

When the dog is free tracking, the handler should walk slowly behind the dog, approximately 15 yards. If the dog's pace is too fast, and he keeps running out of the track, place a long lead onto the collar or harness, and allow it to drag on the ground. This will slow his pace and help to keep him on track.

The handler should stop and stand still if the dog gets too far ahead of him. This will tend to make the dog become aware that you are not following him, and he should return to you. If he does, praise him, give the command to FIND. Sometimes the dog will stop and wait until you catch up with him. This is allowed, and you will praise him and repeat the command to FIND. Free tracking helps to build self-confidence within the dog, and he will learn much faster; also, he will work out a track more thoroughly.

## NINTH WEEK

### OBEDIENCE:

Continue all obedience commands and drills. Add any new drill that will enable the handler to exercise more control over his dog.

### AGITATION:

Have the handler ride his dog in a K-9 Unit and stop a suspect that is on foot and question him. While the handler is out of the unit, he will leave a window down or the car door ajar, and the suspect will attack the handler. The dog will be taught to come to the aid of his handler by jumping out of the window or pushing the ajar door open. The handler will use the search and the guard. While on guard, the handler will return to the truck and radio for assistance. There will be a hit and a no hit.

There will be a running gun battle between the handler and the suspect, turning the dog loose in full attack. The handler will call his dog out of full attack while the suspect is still running.

Water training will be introduced this week, weather and temperature permitting.

### TRACKING:

Continue with all tracking commands and drills that you have had. More problems will be introduced along the track. The decoy will cross roads, walk alongside of roads, cross ditches, cross small creeks, climb trees, etc. These steps will be gradual, until the dog masters each one. Once they are mastered then all of them will be introduced into one and the same track problem.

The time lag and the distance of each track problem should be increased. As the dog advances in this stage of his training, the track problems will be over a mile long and 24 hours old during up-coming training weeks.

## TENTH WEEK

### OBEDIENCE:

During this week, try to bring the dogs in contact with as many natural obstacles as possible. This would include ditches, fallen trees, bridges trestles, large drain pipes, fences, hedges, small creeks, sidewalk grates, etc. Continue all other obedience commands and drills.

## AGITATION:

Use all agitation drills:

Circle

Post

Line

Crowd Control

Attack from Unit

Attack off leash – running prisoner

Guard prisoner (Watch)

Search prisoner (Watch)

Out command while the prisoner is still running

Get command while the prisoner is moving and not moving

Two-man attack, search and guard

Riot training and drills

Water training and drills

Start the use of the two-man attack. Dog will go after one prisoner while the handler goes after the other. Then, have the dog and handler go after the same man, after the prisoner is secured send the dog after the second prisoner. Train the dog to go after the man you send him after while other handlers try to distract the dog from his original subject.

Begin training in riot control. The use of the dogs and handlers are as one unit. The drills and commands will be taught so that every handler will be able to perform as a unit when called to a riot scene.

## TRACKING:

This week we will introduce the search of buildings. The first step will be to familiarize the dog with the interior of all types of buildings. Have a decoy hid in a building in a room behind a closed door or a receptacle out of sight, but the position of the decoy should be known to the handler. The dog is then taken into the building on leash and given the command FIND. Guide the dog into a couple of rooms or open space first, and then lead the dog towards the decoy. When the dog indicates that he has picked up the scent of the decoy, praise him. Encourage him to speak. When the dog has gotten the idea of finding the decoy in a building, we will move on with the search off leash.

Lead the dog into the building on leash, take the leash off, and give the command FIND. If the dog does not pick up the scent of the decoy, have the decoy make a noise. Note that a draft will cause the scent to build up in another part of the building, and this will, in some cases, make your dog indicate a false location of the decoy. If the dog gives a sign that a person is present in the building, then the handler has to do his part and help seek out the decoy. It is a must that the handler be able to read his dog before any track or building search can be 100% successful. If in question as to which floor to search first in a large building, always remember the most important way is to make your searches

systematically. If a building is unknown to you, and they are subject to having any open pits, open shafts, etc., keep your dog on leash.

## ELEVENTH WEEK

### OBEDIENCE:

During this week, all trainees and their dogs will be assigned to night street patrol. The Training Officer will utilize foot and car patrols during this period. See that the personnel are using their obedience commands and are exercising full control over their dogs.

### AGITATION:

Utilize all attack commands and drills on the street that have been learned up to date. Be sure to evaluate all dogs and handlers relative to their strong and weak points.

### TRACKING:

All types of tracking will be used in the proper areas, and building searches will be conducted.

The Training Officer will utilize the use of leather sleeve during this training period. Locations of problems should be varied and Training Officer should utilize all of city instead of one particular section of city.

## TWELFTH WEEK

This week will be utilized between classroom work and reviewing all phases of training.

Friday will be GRADUATION DAY. A final written examination will be given, and each handler and dog will be put through all commands and drills so that they may be individually evaluated.

## NORFOLK POLICE K-9 CORPS

### GROOMING AND CARE OF K-9 DOGS

#### GENERAL

- A. Grooming is one of the most vital and important functions performed by an individual in working with dogs. Daily grooming is not only desirable but necessary to maintain a dog's good health and appearance. If a dog is groomed properly each day, he will seldom, if ever, need a bath. This daily act of caring for a dog is essential because it affords an opportunity to detect the most minute detail that may indicate a dog's condition not being normal. Grooming also provides a better man and dog understanding as well as developing a true friendship. At first the handler may find it difficult to keep his dog in place while performing the daily grooming. This is quite natural, since the dog is anxious to be played with or finds the inactivity of standing still while being groomed almost unbearable. The trainer will find that as time goes by, his dog will learn to enjoy this period and actually look forward to it.
- B. A good brushing will keep a dog clean and maintain his coat and skin in a healthy condition. The dog must always be kept free of ticks, lice and fleas. Grooming is not just a matter of brushing a dog's coat, it includes a thorough inspection of the skin, eyes, nose, teeth and anal glands.
- C. A dog's appearance shows his state of health as well as reflecting directly upon the handler as to the care the dog has received.

#### COAT

Daily brushing is important. A dog's coat is protective covering and is a special development of the skin. Each hair grows out of a separate hair follicle found in the skin. The dog's coat protects him from the wind, rain, heat and cold. German Shepherd dogs have two coats, one a soft downy undercoat, the other a longer, more coarse outer coat that is a bit oily and water resistant.

Steps in Grooming:

1. Rub down with finger tips.
2. Brush against the grain.
3. Comb with the grain.
4. Brush with the grain of coat.
5. Rub down with hands.

#### NAILS

A dog's nail's must be trimmed and maintained short. Long nails can brake or split or even grow into the dog's pads leaving him unfit for duty. Some dogs have an additional toe which is called dew claw. The dew claw serves no useful purpose and should be removed by surgery.

## EYES

Too much importance cannot be attached to the care and attention of the eyes. The eyes are one of the best indicators as to your dog's health. When the eyes are red and seem to be irritated, you can bathe them with mineral oil. The oil is soothing and has medicinal value as well. Check dog out with your instructor or veterinarian before treating.

## EARS

Ears should be inspected and cared for daily. All wax should be removed with either boric acid solution, or equal parts of hydrogen peroxide and water. Brush the ear flaps and keep them clean. Check the dog out with your instructor or veterinarian before treating.

1. The prick ears of a German Shepherd are collectors of dirt and other foreign material.
2. The ears must be cleaned in a gentle manner, using cotton swabs and taking care that one does not probe too deeply into the ear.
3. Excessive hair should be clipped and removed to prevent matting.
4. Dogs with ear trouble will shake their heads, carry their heads to one side and scratch their ears.

## NOSE

Inspect the nose daily for cuts or scratches. Hot or cold nose means little. Overly dry or overly wet indicates trouble.

## BATHING

Bathe only when absolutely necessary. Use any soap that is free of alkali. A sulphur bath is desirable as it does not remove the oil from the skin.

## INDICATIONS OF DISEASE

The handler must be prepared to recognize the more common early indications of disease in order that he will know when his dog should be given medical care by a veterinarian. Lack of interest in food is one of the first symptoms of sickness. Other common indications are abnormal body temperature, quickened breathing and pulse rates, restlessness, a dejected appearance, a nasal discharge, a persistent cough, diarrhea, constipation, a lack of sheen in the coat, and a swelling of any part of the body. The best time to examine the dog for evidence of sickness or injury is during feeding or grooming periods.

## GENERAL FEEDING RULES

1. Ordinarily one meal a day is sufficient for the mature dog. If he appears to be thin and under-weight, his ration should be increased and include a supplemental ration of milk, eggs, fat, or all three.
2. The time for feeding depends upon whether the dog is to work during the day or night. He is never fed his main meal just before he goes on duty and never immediately after strenuous exercise. The dog works best when his stomach is empty. A full digestive tract makes him sluggish.
3. Fresh Water should be available to the dog at all times.

## FIRST AID

- A. Preliminary precautions. A muzzle should be placed around the injured dog's mouth before first aid is administered. An injured or frightened dog may bite as an act of self-defense. If a muzzle is not available or suitable for the occasion, a restraining device should be improvised.
- B. Bandaging Uses
  - 1. Control bleeding by pressure.
  - 2. Hold dressings and compresses in place.
  - 3. Hold splints in place.
  - 4. Immobilize a part of the body.
- C. Application: The roller bandage is most frequently used for applying dressings, splints, compresses and pressure.
  - 1. In applying a bandage on hand should hold and direct the roll while the other keeps each lap smooth and holds the turns while the slack is taken up or when the direction of the bandage is changed.
- D. a bandage should be applied snugly enough to the injured part to exert the desired pressure and to prevent slipping. Too much pressure, however, may shut off the circulation. A wet gauze bandage should not be used, for in drying it may tighten and cause too much pressure. When the ends of the bandage have been secured, they should be tied only as tightly as the bandage that has been applied.
- E. A bandage should be applied over gauze and cotton and not directly on the wound.
- F. A many-tailed bandage is used when it is necessary to apply a bandage to the dog's back, chest, flanks or abdomen. This type of bandage is made from a piece of cloth large enough to encircle the body and permit tying. The dressing should be placed on the injury and the bandage should be placed around the body so that the strips can be tied on top of the back. A smaller many-tailed bandage may be applied to the head or neck when necessary.
- G. Bleeding must be controlled before an attempt is made to clean or dress a wound. Bleeding may be controlled by the application of the pressure directly to the bleeding surface.
- H. When the bleeding is controlled, the wound should be cleaned in the following manner, hair in the injured area should be clipped with scissors and the dirt should be washed away with clean water. All visible foreign material should be removed from the wound. The wound, however, should not be probed, sutured, packed or covered with ointment.
- I. After the wound has been cleaned an antiseptic, if available, should be applied and the wound should be covered first with gauze and then with cotton. Thereafter, the wound should be bandaged. Cotton should not be placed in contact with a wound nor should a bandage be placed over a tourniquet.

## EYE INJURIES:

- A. Injuries to the dog's eyes are common. The eye injuries may be caused by wounds, lacerations, contusions, contact with foreign objects, or violence encountered in fights. Eye injuries should receive veterinary attention as soon as possible.
- B. The following steps should be taken in treating an eye injury. The injured eye should be washed with clear, warm water and then examined for foreign objects. If a foreign object is present, it should be carefully removed, provided that its removal will not cause further injury. A piece of gauze moistened with mineral oil should then be placed next to the eye and cotton and a bandage should be applied.
- C. Occasionally a dog's eye proleptes and protrudes outside the lids. Dogs with prominent eyes are predisposed to this condition, which usually is caused by an injury or fighting. An immediate attempt should be made to replace the eye carefully in the socket. The eye can be replaced by grasping the lower lid firmly with the fingers and pulling outward, and simultaneously pushing the eyeball steadily and firmly inward with a piece of clean gauze moistened with mineral oil. Usually the eyeball will slip back into position. If the eyeball cannot be pushed back into the socket within a few minutes, the eyeball should be thoroughly moistened with mineral oil and covered with gauze and cotton. A bandage should be applied. The dog should then be transported to a veterinarian.

## BURNS:

- A. Burns may be caused by hot liquids, chemicals, fire and friction. A first-degree burn is indicated by reddened skin, a second-degree burn by damage to deeper tissue and a cooked appearance.
- B. The following steps should be taken in treating burns. A clean cloth or piece of gauze should be soaked in a solution of Epsom salts or bicarbonate of soda and applied over the injured area. These solutions are made by adding two tablespoons of Epsom salts or bicarbonate of soda to a pint of clean, warm water. The gauze should be fastened lightly in place. The dog should be covered with blankets to keep him warm until he is examined and treated by a veterinarian. As soon as first aid measures have been taken, the dog should receive veterinary treatment. Otherwise death from shock may occur.