OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No.139/OW/IGP/2025 Dated: 29.08.2025

STANDARD OPERATING PROCEDURE

FUNCTIONING OF K9 UNITS

1. INTRODUCTION

Contribution of K9 Units has proven to be invaluable in mainstream policing all over the world and has been widely appreciated. K9s can be utilized for preventive action, to search for explosive material / drugs / narcotics, for rescue operations during disasters as well as at the scene of crime for recovery of stolen goods and tracking of suspected persons / criminals. K9s can also be deployed for detecting narcotics and illegal contraband.

Two K9 Units operate from the Puducherry Police K9 Kennel, PAP Complex, Gorimedu in Puducherry and from IRBn Complex in Karaikal, respectively. Puducherry K9 Unit shall function under the administrative control of the Superintendent of Police (CID) assisted by the Inspector of Police and the Sub-Inspector of Police of Crime Records Bureau, Puducherry. The Karaikal K9 Unit shall function under the supervisory control of Supdt. of Police (South), Karaikal, assisted by the Sub-Inspector of Police, Neravy PS, Karaikal. The K9 Units will be a sub-unit of the Crime Records Bureau, Puducherry.

2.STRENGTH

The Puducherry K9 Unit has strength of 9 K9s (Explosives detection - 5, Crime Detection – 2 and Narcotic Detection - 2) and Karaikal K9 Unit has strength of 3 K9s (Crime detection - 1, explosive detection - 1 and Narcotic Detection - 1). This is subject to change as per operational requirements.

Note

(i) There shall be one Handler and one Assistant Handler for each K9.

(ii) The Strength and number of K9s will be subject to the operational requirement and it will be reviewed by the Police Head Quarters periodically.

3. NATURE OF WORK

As the work of the K9 Units is specialized in nature, the Police personnel of the K9 Units shall be permanently attached to the Unit. No change in the Police personnel shall be made except by the order of the Director General of Police / Inspector General of Police, Puducherry. The Police personnel shall undergo a

specialized training before being attached to the K9 Units. Selection of Police personnel for the K9 Units shall be made by the Senior Superintendent of Police (C&I), Puducherry and due consideration shall be given to genuine K9 lovers.

4. MAINTENANCE AND FEEDING OF K9s

(i) The K9s shall be bathed once a month in winters and twice a month in summers or as directed by the Veterinary Surgeon. A good K9 soap must be used and the same after use must be washed with water.

(ii) Before bath, tying a scrap or piece of cloth around the K9's ears is advisable as a protection against soap or water entering the ears and causing irritation.

(iii) The K9 should be rubbed completely dry with a towel after bath or when it gets wet in rain or otherwise, with particular attention to its chest so that it does not catch cold.

(iv) Every morning after a K9 returns from outdoor work, its eyes, nose and feet must be cleaned. The ear flaps should be brushed and the ear channels gently cleaned as directed by the Veterinary Surgeon.

(v) The feet and toes must be cleaned daily and crevices between the toes should be cleaned of all dirt and foreign matters. Cuts and open wounds must be cleaned and dried to enable them to heal quickly. Teeth may be cleaned once a week with a brush. Nails should not be allowed to grow too long.

(vi) The K9s shall be groomed every day with a soft brush. The brushing should be in the direction of the growth of the hair. Grooming is best done at the end of the day's work and never just after a meal. Stroking with hand or using chamois leather will give the coat a gloss. The coat should always be soft and smooth.

5. DIET

(i) The diet prescribed by the Veterinary Surgeon will be given to each K9 by their respective Handlers/Assistant Handlers at a fixed time. A diet chart should be drawn with the approval of the Veterinary Surgeon and shown to the Supdt. Of Police (CID).

(ii) Meat, which will form the major portion of a K9's diet, should contain parts like intestines, lungs, heart, genital organs, brain etc. which are rich in animal protein.

(iii) The diet of the K9s should be further supplemented by K9 biscuits, rice, bread, milk, eggs, shark-liver oil, etc. as prescribed by the Veterinary Surgeon.

(iv) Clean and fresh water must be supplied at all times for drinking purposes to the K9s.

6. HEALTH OF K9s

(i) As soon as a K9 is acquired for the K9 Unit in consultation with the Veterinary Surgeon, it must be taken to the Veterinary Hospital for subjecting it to de-worming, anti-rabies and distemper inoculation and other preventive health measures prescribed by the Veterinary Surgeon.

(ii) K9s shall not be used for stud and breeding purposes. Mating should not be allowed without the permission of the SSP(C&I), as it may be a source of infection.

(iii) Seven to eight hours of duty per day should be considered as normal output of a K9.It will also be a good practice to exercise them at intervals of three hours for a total of at least two hours per day.

(iv) The K9 shall be produced before the Veterinary Surgeon for examination and treatment whenever required. A Hospital Register has to be maintained for each K9 and it should be taken on each occasion to the hospital. The Doctor's advice has to be recorded thereon. The Handler/Assistant Handler should personally carry out all the instructions of the Doctor and attend the K9 whether it is admitted in the hospital or is treated otherwise. The K9 in-charge viz Sub-Inspector of Crime Records Bureau, Puducherry and Neravy PS, Karaikal should check the register everyday.

(v) In the event of any serious ailment, the Veterinary Surgeon should be consulted in order to take future preventive measures besides the current treatment.

(vi) In case of death of a K9, similar opinion must be obtained and put up to the undersigned through the Superintendent of Police (CID) for issue of suitable instructions.

(vii) Each K9 must be kept in a separate kennel and change of kennel should be avoided.

(viii) All the K9s in the kennel should be thoroughly examined by the Veterinary Surgeon twice a year i.e. in the first fortnight of April and in the first fortnight of October. These details should also be recorded in the hospital register maintained for each K9.

(ix) The Incharge / Sub-Inspector, CRB, Puducherry & Neravy PS, Karaikal should inspect the kennel every morning and ensure that the K9s and other materials in the kennel are kept spotlessly clean by the personnel in the K9 kennel.

(x) The kennel should be disinfected with Dettol or other mild disinfectant at least once a month and if necessary more frequently. After the kennels are disinfected, the place should be washed so as not to leave tracts of the disinfectant which may cause skin irritation to the K9s or even poisoning.

(xi) A wooden plank with a blanket or bedding should be provided in each K9 kennel for the K9 to sleep at night. The plank and the blanket should be frequently washed so that they do not emit bad smell.

(xii) The vessels used for cooking and serving food to the K9s should be cleaned regularly. This should be ensured during the daily inspection of the sub-inspector.

(xiii) In case of illness of K9, K9 should be got examined by a Veterinary Doctor immediately and treatment should be given to the ailing K9. In emergency cases or holidays, when government Veterinary hospitals are closed and if any K9 fell ill, in that case incharge of K9 should take him to the nearest private veterinary hospital.

7. DUTIES OF PERSONNEL

The duties of Sub-Inspector in-charge of the K9 Unit are:

(i) He will personally supervise the work and welfare of the K9 Units, conduct of day to day training of all the K9s and their personnel and ensure the highest standards.

(ii) He will inspect the kennels, kitchen, vessels, training equipment etc. daily and see that they are well kept and a high standard of hygiene and cleanliness is maintained. He shall maintain a Register for this and make entries and observations on daily basis.

(iii) He will arrange for prompt medical attention to any K9 falling sick.

(iv) He will keep the supervisory officers promptly informed of any irregularities or accident or any incident involving a K9 or a member of the K9 Unit.

8. RECORDS TO BE MAINTAINED

(i) General diary

(ii) Standing order file

(iii) Correspondence register

(iv) G.O.s/Inspector casual Inspection register

(v) Permanent advance register (Maintained by Inspector CRB)

(vi) Feeding/Purchase Register (Receipt and Expenditure)

(vii) Medicine Stock Register

(viii) K9 Medical History Sheet register

(ix) K9 Duty attended register (Explosive/Crime/Narcotic)

(x) K9 Grooming register

(xi) K9 Feeding register (Diet Chart)

(xii) K9 Duty Roaster

(xiii) Water/Electricity charges Register

(xiv) Government Property Register

(xv) Stock Register (Store)

(xvi) Gas Cylinder Purchase register

These registers shall be checked once a month by the Inspector of Police, CRB, Puducherry and quarterly by the SP(CID) in Puducherry region and the SP (South), Karaikal in Karaikal Region.

9. DUTIES OF HANDLERS

(i) They are the most important part of the K9 Unit and the sincere discharge of their duties would result in each K9 being in good health and effective. They must, therefore observe the highest standards and maintain strict adherence to the training schedule and skills.

(ii) They must ensure that the kennel and the kitchen are kept spotlessly clean and the food for K9s is prepared with care.

(iii) They must feed, bathe, groom and maintain their respective K9s personally and not leave this to someone else.

(iv) They must bring to the notice of SI / incharge of the K9 any indisposition, accident, sickness or injury to their K9s and take necessary steps to secure medical attention. They must personally attend to their K9s in sickness, whether at the kennel or at the veterinary hospitals, strictly adhering to the medical advice.

(v) They must develop friendship with one or two K9s of the Unit other than their own so as to be able to look after them in the absence of their handlers. This should be a reciprocal arrangement between all the handlers.

(vi) They shall at all times observe and carry out the instruction of their supervisory officers. They will be present at roll calls and attend to all the training programs of the K9s. They are not allowed to leave the headquarters without the permission of the competent authority.

(vii) The K9 handlers while handling the K9s shall wear neat and clean clothes and uniform as and when required.

10. DUTIES OF KENNELMAN (SANITARY ASSISTANT)

The kennel-man is responsible for cleaning the K9 kennel every day and keeping them in a hygienic condition. He is also responsible for cooking food for the K9s and maintaining a high standard of cleanliness in the kitchen.

11. INSPECTION

(i) Periodical inspection of the K9Unit will be held by the Supdt. of police (CID), Puducherry in Puducherry region and Supdt. Of Police (South), Karaikal in Karaikal Region.

(ii) Night checking officers shall also inspect the K9 Unit during their night rounds.

12. REQUISITION FORK9s

(i) Requisition for the deployment of K9s shall be sent to the sub-Inspector or Inspector of Crime Records Bureau or the In-charge of the kennel available at that time. In order to avoid delay, the requisition shall be made preferably on telephone.

(ii) The officer requesting the services of the K9s should explain the facts of the case so that the officer of the K9 Unit will be able to decide what nature of the service of the K9s is required.

(iii) Requisition should be made in important cases only where no other clues are available. When making requisitions, the requesting officer should remember that the scent starts fading out after 6 or 8 hours,

more so in hot weather. In any case, no requisition should be made when there are no chances for the K9s to reach within 12 hours of the time of occurrence.

(iv) Requisition should not be made when the scene of crime has been disturbed by the neighbors or witnesses unless there are specific material objects handled by or belonging to the accused which have not been handled by others and which are likely to be a reliable source of scent for the K9 to work from. It must be remembered that the K9 taking scent and pointing out an innocent person will jeopardize the investigation and also bring the K9 to disrepute.

(v) A crime that is local in nature offers better chances of successful use of K9s than a crime committed by a non-local who goes away, particularly using a vehicle. In a localized crime, if the accused is absconding, the K9 may be able to point out his house and thereby give some clue.

(vi) Scene of crimes must, therefore, be closely preserved. Heavy rain will wash out the scent and hence in such cases, there is no point in calling the K9s. For successful working of the K9s, the requisitioning officers should appreciate that,

(a) There should be something for the K9s to take scent from.

(b) The scene of crime should remain undisturbed.

(c) The K9s should be called in as soon as possible after the crime.

(d) Every possible facility should be given to the handler and no one should interfere with the handler when he is working.

(e) Since there is no vehicle in the K9 Unit, the requisitioning officer should invariably send a vehicle to pick up and drop the K9 and the handler.

(vii) Police K9s are primarily utilized as an aid for investigation of crime. They can easily pick-up criminals scent, follow the track and point out the man whose scent was given to them.

(viii) These K9s can advantageously be used in cases where the culprits have left some scent, finger or foot print, some instrument, a portion of their body, weapon, and house breaking instrument, a portion of clothes or where it can be definitely said that there must be something for the K9s to take the scent from.

(ix) The handler is the only person, who can decide whether the case is suitable or not for the K9 to work and if he has decided not to work it,

his decision is final and is not be to be questioned by any other person except, a senior handler or a gazetted officer.

(x) He should not be pressed for reasons for his decision since it might unwillingly pass to the public information which would be of help to the criminals.

(xi) The results are not satisfactory in crowded city streets owing to overlapping of many scents. The K9s work better in open country as far as tracking work is concerned.

(xii) The tracking K9, after picking up scent of the criminal from the scene of occurrence, will ordinarily follow the route that has been taken by the culprit and may point out the culprit if he is there.

(xiii) This does not mean that if a K9 points out at certain person, he has definitely committed the crime. It merely means that he is a person whose scent was given to the K9.

(xiv) The person may be able to produce a perfectly justifiable reason for him being present around the place of occurrence. The onus of proving guilt or otherwise of the person pointed out by the K9 lies with the Investigating Officer.

(xv) It is emphasized that use of K9s in quick time is important as the chances of disturbing the scent at the spot will be higher with the late arrival of the K9s.

13. ACTION ON ARRIVAL OF THE K9

On arrival, the K9s must be taken by the Investigating officer immediately to the scene of crime and he should be present throughout the K9s performance. Considerable imagination is required to think and preserve all possible avenues along which the K9 can be fully and effectively utilized. The following are some useful hints:-

(a) If the tracking takes the K9 over several miles, the original articles from which scent was taken can be taken along in a paper wrapping so that the K9 can intermittently be reminded of the scent.

(b) If the K9 comes to a halt at a bus stop or river bank, the possibility of continuing the track from the subsequent bus stops, or from the opposite bank or the river can be examined.

(c) The track revealed by a K9 may indicate not only the route which the offender took from the scene but also the route he took to the scene of crime. In other words, the K9 may change tracks and hence tracking results must be properly interpreted.

clearly describe the part played by the K9 and the interpretation of his actions. Details of cases in which a handler's evidence is recorded after use of the K9s should be sent to SP (CID). Details of the K9s' activities should be brought out by the prosecutor in the examination in chief of the handler after the case is put on trial.

15. GENERAL

(i) Purchase of K9s shall be made by the Senior Supdt. Of Police (C&I), Puducherry with the approval of DGP, Puducherry. The name of the K9 should be brought on/struck off from the strength of the K9Unit only with the prior approval of Senior Supdt. Of Police (C&I), Puducherry.

(ii) K9s should be registered with the local municipal authorities and with the kennel club of Madras. If a K9 becomes unfit to continue in the Unit for reasons of age, injury or ill health, the opinion of the Govt. Veterinary Doctor shall be obtained. Thereafter, the K9 should be retired. No action in this regard shall be taken except with the prior approval of the undersigned.

(iii) If these K9s are killed in the line of duty, they get the same honors as their human partners. The handler makes all the decisions regarding their partner.

(iv) In case of death of a K9, post-mortem examination shall be held.

(v) Separate kennels shall be provided to the retired K9s till their last breath and they shall be given same care and attention as followed for K9s in service.

(vi) In case death of a retired K9, Post-mortem examination shall be held and their last rites shall be performed with due respect and dignity.

(vii) The I/C of the K9Unit and the SP(CBCID) will constantly keep in touch with the latest developments in the subject of K9s and take steps to ensure that up to date knowledge and modern techniques are adopted.

(viii) No unauthorized person should be allowed to enter the kennel without the prior approval of SP (CID). All the members of the Unit shall always be alert and ensure that under no circumstances any private or unauthorized dog is allowed to enter the premises of the kennel.

(ix) The doors of each kennel and the main gates etc. should be properly locked during the night and also when the K9s are sent out for training, duties etc.

(d) If a K9 points out a suspect, confirmation of the suspicion may be had by using another K9 on the same object from which the first K9 took scent or by using the same K9 to take scent from another articles known to have been handled by the suspects, and then seeing whether the same suspect is pointed out again.

(e) During the K9s work, the local police should keep the crowd away to ensure that the scent is not disturbed and the K9 is not excited or distracted by the presence of crowd.

(f) Tracking may be avoided during the hot part of the day. Tracking should always be done on the leash in the orthodox manner, lest the K9 may go off its course due to other distractions. A wind blowing from the direction of the accused is likely to help the K9 is quickly locating him. When the K9 looks puzzled during tracking it should be encouraged. When going to the scene of crime the exposure of the K9s to fumes, cigarettes smoke etc., should be avoided so that the scent or smell is not affected.

(g) Among the articles abandoned or handled at the scene of crime by an offender, polished objects may carry finger prints and not scent of the offender in a sufficiently strong measure. Objects like clothes, fabrics etc. may not contain finger prints but will carry a strong scent. Hence, where the services of both the finger print expert and a K9 are obtained, the Investigating officer must so utilize their services as to avoid mutual interference and loss of time. Where only one article bearing the scent and finger print of the offender is available, the work of the K9 must be finished first. Finger prints which will have to be developed with powders may destroy the offender's scent or provide a misleading scent.

(h) The offender trying to establish innocence by showing himself to the K9 taking scent from the scene of crime should not be entertained. The claim of innocence by a suspect on the ground that he was not pointed out by the K9 should not be accepted straight away.

(i) It is quite possible that the suspect's scent had been obliterated by the scent of others and hence the K9 was not able to pick up the suspect's scent and point him out. The innocence of a suspect must be determined by independent evidence.

14. CASE DIARIES

The part played by the K9s should be clearly brought out in the case diaries prepared by the investigating officer. The statement of the handler should be recorded U/s 180 BNSS (Bharatiya Nagarik Suraksha Sanhita) in order to

(x) One handler and a support handler shall sleep during the nights in the kennel every day.

16. SUPERSESSION CLAUSE

This supersedes Standing Order No.11/89 and all previous Circulars/ instructions/guidelines.

17. DISCLAIMER

It is made clear that this Standing Order is exclusively for Internal Smooth functioning of the Police Department.

Ajit Kumar 29/8/25

(Dr. AJIT KUMAR SINGLA, IPS)
Inspector General of Police
Puducherry

To

1. The Senior Supdt. Of Police (C&I), Puducherry.
2. The Superintendent of Police (CID), Puducherry.

Copy to

1. The Director General of Police, Puducherry.
2. The Dy. Inspector General of Police (L&O)/ (AP&T), Puducherry.
3. All SSPs/SPs, Puducherry.
4. All SHO's, UT of Puducherry.
5. The Web Officer, Police Department, Puducherry.