



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: CANINE

NUMBER: 10.3

SCOPE: ALL DEPARTMENT PERSONEL

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Purpose

The purpose of the Canine Unit is to provide assistance to law enforcement personnel while reducing or preventing injury to officers and the public and/or to provide expertise in areas not normally available to law enforcement personnel.

Policy

It is the policy of the Holmen Police Department to provide and maintain a Canine Unit in order to provide canine related services to the community. The department will utilize a Canine Unit in the following situations **only if the canine team has been specifically trained for such situations/duties:**

- 1) tracking and apprehending persons who have escaped or who are in the process of escaping from crime scenes, arrests, correctional or mental health institutions
- 2) tracking missing persons
- 3) searching for criminals, criminal evidence and controlled substances
- 4) to provide a strong psychological deterrent to certain types of criminal misconduct
- 5) provide demonstrations to further public relations
- 6) provide assistance to other law enforcement agencies.

Definitions

Police Canine Team -- One certified canine handler and his / her assigned police canine

Patrol Trained Canine -- Canine trained to search, detect, engage and hold a person.

Tracking Trained Canine -- Canine trained to follow a foot trail and / or air scent to locate a person

Drug Trained Canine -- Canine trained to detect narcotics

Dual Purpose Canine -- Canine trained in two specific disciplines, example Patrol / Narcotics trained canine

Procedure -Selection, Ownership and Use of Canines:

- A. The criteria used to determine the selection of approved canines includes but is not limited to:
 1. A high retrieve/prey drive
 2. A sociable demeanor
 3. Successful completion of a series of tests to determine law enforcement suitability
 4. Excellent health and conditioning
 5. Successful completion of a veterinarian check for parasites, heartworms and hip dysplasia.
- B. All canines accepted for training and use by the Holmen Police Department are the sole property of the Holmen Police Department. The canines are to be considered by the handlers as a valuable tool issued to them by the department. Proper care and maintenance of the canine is the responsibility of the handler. This responsibility is assumed by the officer at the time he/she requests to be and is assigned to the Canine Unit.

- C. Police canines will not be used for any purpose, other than official duties. Prohibited uses include:
 - 1. Use for personal gain
 - 2. Entry in any dog show or exhibition, or registration with any society or organization without authority.
 - 3. Handlers will not use or permit the use of the department canine for breeding purposes without written authorization of the Chief of Police.

1. Selection of Canine Handlers

- A. Services as a Canine Handler will be voluntary with officers submitting their interest and qualifications for consideration upon department notification of openings.
- B. Prospective Canine Handlers should:
 - a. Have a strong desire to work with canines as they relate to law enforcement, a willingness to care for and train the animal and a willingness to operate as the department's canine officer for at least three years.
 - b. Realize that, due to the time and expense involved in the training of the handler and dog, changes in duty assignments will not routinely be made and that off duty call out may occur quite often.
 - c. Be in such physical condition as to enable them to perform the more strenuous assignments given to the Canine Unit.
 - d. Have a minimum of 18 months of experience as a sworn Holmen police officer (This requirement may be waived based upon prior experience of the applicant) with satisfactory work performance, disciplinary and medical leave records.
 - e. Have a willingness to care for and house the canine at the officer's residence or in a secure outdoor area for the canine that conforms with Departmental requirements.
 - f. Realize that they are responsible for the care of the canine, which consists of but is not limited to seeking medical attention when necessary, proper feeding and watering, grooming, exercising, maintaining and keeping the kennel area clean and ensuring protection from the elements.
 - g. Be aware that they will be issued a department take home vehicle based upon availability and approval of the Chief of Police.

2. Training

- A. Initial training of the handler and dog will be conducted under the supervision of a trainer who is selected by the Holmen Police Department based upon qualifications and available canine training facilities.
- B. In no case will the Canine Unit be used until such time as they have been certified by a law enforcement oriented canine trainer and/or a law enforcement canine training facility.
- C. All canine teams must be trained and certified by an authorized and accredited training source. The individual handler/canine supervisor will ensure that all training records are filed with the Chief of Police.
- D. The canine handler(s)/supervisor(s) is responsible to ensure that required daily/weekly/monthly training occurs and is documented.
- E. The canine teams shall complete at least one annual specialized training course by a certified trainer to maintain his/her certification and the proficiency of the canine. Certification courses will be through North America Police Work Dog Association (NAPWDA) and/or United States Police Canine Association (USPCA).
- F. It will be the responsibility of the canine handler/supervisor to ensure that proper training is completed in order to keep the dog in a certified status.

3. Canine Handler Responsibilities

- A. Must successfully complete the initial training and certification.
- B. Must attend and complete in-service refresher course assignments and requirements.
- C. Must practice techniques and strengthen weak areas.
- D. Must document each training exercise completed in a training summary report which shall include:

- a. Specific training
- b. Performance of dog
- c. Time spent training
- E. Personally responsible for the daily care of the canine, which consists of, but is not limited to seeking medical attention when necessary, proper feeding and watering, grooming, exercising, maintaining and keeping the kennel area clean and ensuring protection from the elements.
- F. Where the handler is unable to perform these and other related duties due to illness, injury or leave, another canine handler may be assigned temporarily to care for the dog; or the dog may be housed in a Department approved kennel when the handler is unavailable.
- G. Teasing, agitating or rough-housing with a police canine is strictly prohibited unless performed as part of a training exercise.
- H. Dogs are not to be fed by anyone except the dog handler or a designee.
- I. It is the canine handler's responsibility to see that adequate amounts of food and equipment are kept on hand.
- J. Canine handlers will be held directly responsible for the control of their dogs.
- K. Canine handlers will see that their canine is clean and well groomed at all times and that the kennels at home are clean and a credit to the department. All equipment will be kept in good working order and the canine vehicle is to be clean at all times. Periodic checks will be completed by a supervisor.
- L. The decision/discretion when, or if to use a Canine Team.
 - 1. Upon arrival at the scene, the handler has the ultimate decision as to whether or not the canine is to be used for a specific assignment. Under no circumstances with a supervisor order a handler to deploy his dog in a manner which the handler feels places a needless risk of danger upon the dog, or that he/she feels is a function that the dog cannot perform.

4. Requests for Canine

- A. **Requests by businesses** and private citizens for the services of the Holmen Police Department Canine Unit will be directed to the Chief of Police.
- B. **Outside law enforcement requests** need to go through the Chief of Police or Lieutenant if it is a preplanned even, same with Mutual-Aid requests.
 - a. Response to outside requests will be at the discretion of a supervisor.
 - b. The proper functioning of this department shall not be jeopardized in order to provide assistance to an outside request.
- C. **Off-Duty Call Out**
 - a. May be requested by any certified law enforcement officer. Must be approved by a supervisor and if supervisor is not available the handler will use his/her discretion to come out.
 - b. Handler may respond directly to the scene from home, if properly equipped.
- D. **Requests For School Searches**
 - a. Requests by local school districts for the purpose of searching and seizing controlled substances will be authorized after the following criteria have been met.
 - 1. The request to utilize the Holmen Police Department Canine Unit shall be made to the Chief of Police or Lieutenant by the School Administrator and/or Principal..
 - 2. The request, whether permitted or denied, will be processed expeditiously.
 - b. Canine Unit - School Search Procedures.
 - 1. No body searches will be performed (student/faculty).
 - 2. The canine handler or designee shall mark or note the lockers or areas where the dog hits (indication of drug presence) for the purpose of entering and seizing illegal drugs by school officials.

3. Officers, at the discretion of school officials, may be called upon to assist with searches and the seizure of controlled substances due to their professional expertise in these areas.
4. Any items or contraband seized may be used to pursue administrative sanctions and/or criminal prosecution.

E. Crowd Control Use

- a. The canine unit shall be used for crowd control only if trained for such work and will not be used for crowd control at peaceful demonstrations.
- b. Must be approved by the Chief of Police or Lieutenant to use. (If conditions do not permit the time required for such approval, the canine handler may authorize such use. This should only be considered as a final resort to protect the safety of officers, the public or property during a riot or other major unauthorized gathering that cannot be controlled by other means.)
- c. If the Canine handler makes authorization to use the Canine, every effort will be made to notify the Chief of Police or the Lieutenant as soon as possible to advise them of the situation and the order for the use of the Canine Unit.
- d. In a crowd control situation the canine shall:
 1. Be on a leash no longer than fifteen (15) feet at all times unless no other means are available to protect an individual from serious injury
 2. Not initiate any offensive action, unless to guard against imminent loss of life or serious bodily injury.
- e. No departmental canine will be used for Riot Control without the knowledge and authorization of the Chief of Police or the Lieutenant.
- f. Responsibility in Riot Control
 1. The Handler will have the responsibility of ensuring that his dog remains a reasonable distance from the nearest person in the crowd being dispersed.
 2. The Handler will be constantly alert for stragglers.
 3. The Handler has the responsibility of keeping his dog under control at all times.
 4. Police dogs will not be allowed to bite except in major disturbances while, dispersing an actively violent crowd, and only as a last resort when it has been determined that a riot condition exists.
 5. Handlers are trained to, during a crowd control event, use their canine on those subjects advancing on the line of officers.

F. Public Relations Demonstrations of Canine Operations.

- a. Must be approved by the Chief of Police or Lieutenant.
- b. Will not be permitted if publicized for the purpose of selling admission to the event.
- c. Public relations demonstrations will be documented, advising the name of the sponsor group, and placed in the monthly report.

V. Technical Procedures

- A. The Canine Unit has been trained to detect and seize drugs, track persons, control and subdue offenders and may have additionally been trained to find explosives or control crowds. The canine handler shall review the specific circumstances of each situation and make the final determination whether the Canine Unit should be utilized.
- B. **Building Search** -- The primary use of Departmental canines is for locating suspects in buildings or related structures where search by an officer would create an unnecessary risk.
 - a. The building's perimeter should be secured by patrol personnel and no one should be allowed to enter.
 - b. When a canine building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.

- c. Personnel should make every effort to remain clear of the suspected point of entry while awaiting the Canine Unit.
- d. Attempts should be made to contact a key holder or building owner to ascertain the buildings layout, to determine the possibility of someone lawfully occupying the premises and to determine if there are any special conditions the canine handler should be advised of, such as chemicals, poisons, etc.
- e. If possible tenants, workers or other innocent parties should be evacuated from the facility and air conditioning, heating or other air-blowing systems should be shut off so as not to interfere with the canine's scent.
- f. A back-up officer will be assigned to assist handler and when available two officers will accompany the handler into the building.
- g. Prior to the building search, the canine handler will verbally announce two warnings to anyone inside the building that a canine will be released to conduct a search. The canine handler will urge anyone inside the building to surrender at that time. If there is no response the canine will be released by the handler to conduct the initial search.
- h. A reasonable amount of time shall be allowed for the suspect(s) to respond.

C. Tracking

- 1) Police canines are available to track missing persons or suspects, or to locate evidence believed to have been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:
 - a. When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to summoning a canine team, shall:
 - b. Stop and pinpoint the location where the suspect was last seen
 - c. As soon as possible provide the handler with information pertaining to the type of crime, suspect description, weapon information, time lapse, perimeter information, and contamination of a search area
 - d. To the extent possible, given manpower availability, set up and maintain a perimeter around any area to be searched and prohibit any entry to the search area so as to prevent the contamination of air and/or ground scent unless precluded by the need for medical assistance, immediate arrest, or other essential factors.
- 2) When the canine team begins a search for a suspect, a back-up officer will be assigned to follow at a distance of approximately 15 feet to the rear of the team and off the track, in order to keep the team in view, watch for suspects and provide assistance as needed.
 - a. The back-up officer shall follow the instructions of the handler.
- 3) Assigned units may be moved according to the progress of the canine team and as directed by the on –duty supervisor or canine handler.
- 4) Canines used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.
- 5) Canines should not be used to locate small children unless there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not located immediately. Where the use of a canine is deemed necessary, the risks of injury to the subject shall be explained to the parents or next of kin and their approval obtained to use the dog.

D. Drug Detection

- 1) The canine handler shall maintain records that document the use and the proficiency of his/her canine in drug detection and made available to others who may need it when seeking warrants or other information.
- 2) Some canines are specially trained to detect the presence of illegal drugs. These canines may be deployed to check any structure, vehicle, boat, and aircraft within applicable legal requirements. The handler will be cautious to prevent the accidental direct physical contact with any loose or open containers of illegal substance.
- 3) The use of a narcotics detecting canine to search a person for narcotics is prohibited.

- 4) All sniffs by canines will be in compliance with all applicable case law.
- 5) All outside areas and buildings that are to be searched for drugs should be cleared of all persons and animals prior to the arrival of the canine team. Efforts shall be made to leave the scene exactly as the perpetrators left it. When the canine team is to be utilized, officers should not attempt to do a physical or visual search prior to the team's arrival. Narcotics that are in plain view or substances that may be harmful to the canine shall be shown to the canine officer upon his arrival.

E. Chases/Apprehensions

- 1) In a chase situation, the canine may be released to prevent the escape of a suspect whom the officer has probable cause to believe has committed, is committing, or is about to commit a felony or there is reasonable belief that the individual poses an immediate threat of violence or serious harm to the public, any officer, or the handler. Prior to releasing the canine and throughout the chase, the handler will believe that:
 - a. There are no other persons that will be endangered by the canine.
 - b. The canine has in the handler's opinion, actually seen the suspect and knows that the suspect is the one to be apprehended.
- 2) A verbal warning will be given prior to releasing the canine: The suspect shall be given the opportunity to surrender.
- 3) The handler will maintain visual contact with the canine throughout the chase and recall the canine if contact is lost.
- 4) Recall the canine if the suspect gives up.
- 5) Recall the canine when the handler or another officer gains control of the suspect.
- 6) The handler will determine whether the canine should be used if the suspect is known to be armed.

VI. TRAINING AID (CONTROLLED SUBSTANCE) PROCUREMENT PROCEDURES

- A. The controlled substances used for the training of the drug detection dogs will be obtained from the DEA for training purposes will be maintained and secured as regulated by the DEA guidelines.
- B. When the canine handler receives a controlled substance from the DEA, s/he will enter the following information into a Controlled Substances Log:
 1. The type of controlled substance.
 2. The total weight in grams of the controlled substance and its packaging when received.
 3. Date and time of transfer
 4. Signatures of the handler, supervisor, and Chief of Police.
- C. The Controlled Substances Log detailing the information for each new controlled substance received will be secured in a locker. Only the Evidence Tech, Canine handler, Lieutenant and Chief of Police will have access to the locker.
- D. Controlled substances obtained from evidence will require an incident report documenting the original case number, type and weight of substance at time of removal. The evidence tech shall indicate the disposition of the item as training.
 - a. Controlled substances from evidence will be logged into the Controlled Substance Log.
 - b. When the substance is no longer used for training purposes, it will be re-submitted into evidence and a supplement report completed to include its final weight.

VII. TRAINING AID STORAGE

- A. Each type of controlled substance will be stored in a separate airtight container.
- A. When not in use, training aids will be stored in a locked locker within the property section.
- B. Only the Evidence Technician, Canine Handler and a supervisor will possess the lock key and/or combination.
- C. When a training aid is used for a training exercise, its removal and return to the locker will be recorded by the handler in the Controlled Substance Log that will note:
 1. The date and time the training aid was removed and returned.
 2. The training aid's weight will be recorded monthly.

3. The name and signature of the handler removing and returning the training aid.
- D. Only the canine handler and/or a supervisor are authorized to remove or return training aids to the secured locker.
- E. The canine handler will notify the supervisor whenever a training aid is no longer usable due to contamination, staleness, or other reason.
 1. Before disposal, the training aid will be inspected and weighed by the handler in the presence of a supervisor. Minor weight fluctuations are normal to changes in humidity level and the drying and aging of substances.
 2. The results of the inspection and the disposal will be recorded in the Controlled Substance Log.
- F. Disposal of training aids
 1. The handler will forward the training aid, along with a departmental memorandum to the Evidence Tech for destruction. The Evidence Technician receiving the training aid that is to be destroyed will weigh the training aid and acknowledge receipt of the training aid by signing the departmental memorandum and return the memorandum which will be retained by the handler for inclusion in the training aid file.
- G. In the event a training aid is lost or damaged, the canine handler will immediately contact the supervisor. The handler will submit a Departmental memorandum to the Chief of Police detailing the circumstances of the lost or damage.
 1. The loss or damage will be recorded in the Controlled Substance Log.
 2. When a training aid is damaged, it will no longer be used for training and will be submitted for destruction pursuant to section above.

VIII. TRAINING AID SECURITY PROCEDURES

- A. Training aids will be stored in airtight containers when not in use.
- B. The Controlled Substance Log will be maintained in a ledger that will be stored in the locker.
- C. The canine handler will conduct semiannual inspections of the training aids in January and July of each year. A report on the semiannual inspection will be submitted to the Chief of Police. The semiannual report will include the weight and condition of each training aid.

VI. CANINE UNIT BITE

A. Bite Procedure

1. Whenever a canine bites an individual, whether or not in the line-of-duty, the handler shall:
 - a. Summon a supervisory officer to the scene and if one is not available they will be notified as soon as practical by phone.
 - b. Examine the affected area to determine the seriousness of the bite or injury.
 - c. Obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 - d. Take color photographs of the affected area if possible following medical treatment.
 - e. If a canine is used to affect an arrest, a use of force report and a General report and/or supplemental report will be completed whenever a canine has bitten or otherwise injured an individual.
 - f. The report must detail the circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of injuries if known, and measures taken in response to the incident.
 - g. The report shall be filed as follows:
 - 1) Original to Records
 - 2) Copies to the Chief of Police and Lieutenant.
 - h. Make no statements as to liability or fault in the matter.
 - i. When a handler or another person is bitten by a canine the handler will complete a Police Report on an Animal Bite report form.
 - i. If an employee is bitten and injured a supervisor will complete a Safety Investigation Report form and all necessary Workers Compensation forms.
 - j. Observation/Quarantine of the canine by the following a bite will be in accordance with the applicable laws.

VII. VETERINARY SERVICE / KENNELING / SICK LEAVE / VACATION

A. Veterinary Service

2. All medical veterinary arrangements are to be made by the handler and the department veterinarian..

B. Kenneling

1. Dogs will be kept only in departmentally approved kennels.
2. The handler will submit all requests for kenneling to the Chief of Police for approval.

C. Sick Leave, Handler or Dog

1. If the handler is ill and neither the handler nor his/her family can care for the dog, it will be kenneled at a departmentally approved kennel.
2. If the dog is ill, the handler will determine if the dog should work.

- D. **Prolonged or unusual illness** will require the canine to be examined by the department veterinarian to determine if the dog is capable of working. The Chief of Police should be notified anytime the dog cannot be used due to illness. The handler will report for duty.

E. Vacation

1. The dog will not be required to accompany the handler on vacation or any other out of the city non-duty activities. If the handler chooses to take the dog on vacation or out of the city for non-duty activities prior approval will be obtained from the Chief of Police. If the handler is on vacation or going out of town for a period exceeding one week, and no approved individual is available to properly care for the dog, the department approved kennel will be used.

VIII. EQUIPMENT / CARE

- Each canine officer will be supplied with the necessary equipment required for handling/training and caring for the canine.
- Handlers are responsible for the cleanliness and care of equipment at all times and must report when an item becomes unserviceable for any reason.

IX. INJURY TO HANDLER

In the event that the canine officer is injured and unable to give the dog commands, the following procedure will be followed:

- A. DO NOT, UNDER ANY CIRCUMSTANCES, approach the canine that is protecting the canine officer or attempt to assist the officer unless it is apparent that the failure to respond to the officer would result in death or be detrimental to his/her health or safety.
- B. Officers will request medical assistance for the injured canine officer immediately.
- C. Attempts to control the canine will be made by any of the following means:
 1. Contact another handler to remove the dog or control its actions.
 2. Summon a member of the handler's family, whom the dog is familiar with.
 3. Decoy the dog into a secure location (vehicle, room).
 4. Use a snaring pole
- D. If all other efforts to respond to the emergency needs of the officer fail, contact the Department Veterinarian and attempt to tranquilize the dog. If those efforts are unsuccessful, or time does not permit because the officer is in imminent danger of losing his life or compounding an existing serious injury, the canine should be neutralized.

X. COMPENSATION / WORK HOURS

- The compensation and work hours of the handler will be in accordance with agreed upon contractual language.

XI. CANINE RETIREMENT

- A. A police canine shall be retired when he/she no longer is suitable for duty, or the handler is transferred or promoted to a position that is not consistent with canine work, or retires from the department and the department decides not to retrain the canine for another handler. The final decision on the canine retirement is made by the Chief of Police or his/her designee.
- B. If the handler is willing to accept all responsibilities associated with the ownership of the retiring department canine, then a resolution to the Village of Holmen seeking approval for the donation of the police canine to the handler can be submitted.
- C. On transfer of ownership to the handler, the Holmen Police Department will no longer be responsible for any costs, liability, responsibility, care, maintenance, or any other duties associated with the retired canine. No warranty or performance expectations concerning the canine are expressed or implied, and the canine is transferred to the new owner "as is."
- D. The department reserves the right to stipulate that the department canine be spayed or neutered, not be used for any financial gains to the handler and will not be sold or has ownership transferred to another for the life of canine.
- E. The Village's Attorney shall prepare legal forms that shall be signed by the handler and the Chief of Police at the time of the transfer of ownership.
- F. If the handler is not willing to accept the responsibilities associated with the ownership of the department canine, then the department shall make arrangements for adoption or euthanasia. The veterinarian who performs the euthanasia will dispose of the canine unless, and only with the approval of the Chief of Police, a third party makes it known to the department that they want to finance the euthanasia and pay the burial fees.

Chief of Police
Shane Collins