



PORTAGE DEPARTMENT OF PUBLIC SAFETY POLICY AND PROCEDURE		ORDER NO. 200-80
SUBJECT: Patrol Canine		
EFFECTIVE DATE  October 9, 2015	DISTRIBUTION  AP	NEW <input type="checkbox"/> AMENDED <input checked="" type="checkbox"/> September 26, 2018 REVISED <input type="checkbox"/> REVIEWED <input type="checkbox"/>
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**I. PURPOSE**

The purpose of this directive is to establish guidelines for the management and tactical deployment of patrol canines. [CALEA 41.1.5]

**II. POLICY**

It is the policy of the Portage Department of Public Safety (PDPS) to use police canines in a prescribed manner to enhance law enforcement services provided to citizens. Departmental policy is to utilize the canine for specific objectives, such as building searches, tracking or apprehending serious or violent criminal suspects, locating evidence or contraband, and locating lost or missing persons. The canine would also be used for crime prevention and public relations functions. [CALEA 41.1.4a]

### III. DEFINITIONS

- A. **Canine** – A dog which has been procured and specially trained to execute a number of specific tasks that use the animal's attributes, such as speed, agility, and sense of smell for law enforcement purposes.
- B. **Canine Arrest/Apprehension** – A canine arrest is when the actions of a canine team results in a suspect's arrest. This may include locating a suspect at the end of a track; when perimeter units capture a suspect who is being tracked; finding a suspect hiding in a structure or other area; or, when a suspect surrenders after hearing a canine warning. A canine arrest is not defined by the mere presence of a canine team on the scene of an arrest by officers.
- C. **Canine Bite** – Use of the mouth by the canine on a subject that may cause an injury.
- D. **Canine Deployment** – Any use of the canine team to assist officers in the performance of their police duties, as authorized by policy, including patrol and detection activities. Public relations demonstrations are excluded from this definition.
- E. **Canine Handler** – An officer specially trained in the care, handling, and training of a canine for law enforcement purposes during the course of on-duty assignment and providing care for the police canine while off-duty.
- F. **Canine Supervisor** – The canine team(s) will be supervised by a sergeant and/or lieutenant who reports to a designated chain of command within Patrol Operations. The canine supervisor oversees all administrative paperwork, budgetary items, and the day-to-day operational needs of the canine team. The canine supervisor is designated to direct, conduct, and assess training of the canine team(s) and to maintain records of the canine's performance.
- G. **Canine Team** – A single canine handler and a canine.
- H. **Canine Warning** – A verbal communication by a Portage Department of Public Safety member intended to notify persons accessible by a Portage canine that a police canine will find and bite them if they do not quickly make their presence known and surrender to law enforcement officers.
- I. **Canine Vehicle** – Any agency vehicle regularly assigned to the canine handler for use by the canine team, or any vehicle temporarily assigned to the canine team for the purpose of transporting the canine during the course of assignment.

- J. **Contact** - In the context of this policy, the location of a suspect by a canine, biting or barking at a suspect for the purposes of apprehension, or the presence of a canine in close proximity to a suspect, sufficient to effect compliance.

#### IV. RULES AND PROCEDURES

##### A. Organizational Structure

1. All police canines are the sole property of the City of Portage.
2. Canine team(s) are assigned to the various watches within the Patrol Operations division. The team(s) will be supervised by on-duty field supervisors, but, when present, the canine supervisor will oversee deployments.
3. The canine supervisor will oversee the operation of the canine teams, to include the review of all reports related to canine activities.

##### B. Selection of Handlers

1. The Public Safety Director, or designee, is responsible for selection of canine handlers.
2. The canine handler is a specialized assignment, as listed in Policy and Procedural Order No. 200-45.
3. Applicants for police canine teams must have:
  - a. Sufficient patrol experience with satisfactory work performance;
  - b. A willingness to remain in the assignment for an extended period of time, as prescribed by the agency;
  - c. A willingness and ability, together with other family members, to house the canine at the handler's residence in a safe and secure manner and with adequate provisions and facilities to properly care for the health and well-being of the canine, in accordance with departmental requirements;
  - d. A strong desire to work with canines and a willingness to care for and train the animal.
  - e. The ability to perform essential job-related functions regarding physical fitness and agility; and,

f. A willingness to be called in while off-duty on short notice.

4. New canine handlers must complete the prescribed training course and successfully meet all course requirements.

C. Team Qualifications and Training

1. Canine handlers are required to demonstrate certain specified skills and abilities to the canine supervisor on a periodic basis.

2. Failure to participate in or qualify under established training standards will result in de-certification of the team. The team may not be deployed unless re-certified.

3. It is the duty of the canine supervisor to ensure that basic and in-service training and certification is conducted on a regular basis.

4. The Senior Deputy Police Chief - Operations is responsible for the selection, screening, and acquisition of canines.

5. All departmental canines must meet established department certification requirements.

6. The canine team supervisor will maintain records documenting the use and proficiency of individual canines and canine teams. This documentation will be readily available to officers and others who may need it when seeking warrants. Copies of all training records will be maintained by the canine supervisor and training supervisor.

7. Each canine team will maintain a current "handler's log" that contains information on training, certification, awards, veterinary records, and other information designated by the canine supervisor.

D. Canine Training and Certifications

1. Canine handlers are selected, trained, evaluated, and certified using department-approved guidelines listed in the Canine Operations Manual.

2. Department-designated training sessions will be conducted by a canine trainer, certified by one of the following associations:

- United States Police Canine Association (USPCA)
- North American Police Work Dog Association (NAPWDA)

- National Association of Professional Canine Handlers (NAPCH)
3. After attending and successfully completing an initial canine training course, all canine teams will continue to attend and receive additional training, which will be scheduled at least monthly, a minimum of 16 hours of in service training. This ongoing training is provided to maintain acceptable minimum performance levels of all teams in each discipline for which they are trained.
  4. As required by the association through which the canine team has been certified, each canine team must participate in and successfully pass the approved proficiency examination(s). Furthermore, all patrol canine teams must maintain the certification in the discipline(s) for which they have been trained.
  5. If a canine team fails an annual certification, remedial training will be conducted until such efforts to certify are successful or the canine and/or handler is considered for removal from the canine program.

E. Canine Teams

1. Canine teams will patrol in modified, specially equipped vehicles designated for such duty. The specially equipped vehicles will be clearly marked "CAUTION POLICE CANINE" in red lettering. [CALEA 41.1.4e]
2. A canine team will be issued or have access to specific equipment as listed in the Canine Operations Manual. Canine handlers are responsible for maintaining all issued equipment in a clean, functional condition, having the equipment in his/her possession during working hours. [CALEA 41.1.4e]

F. Calls for Canine Response [CALEA 41.1.4e]

1. Canine teams should not be assigned to specific patrol areas. Canine teams should be allowed to patrol throughout the city to respond to alarm calls and other radio calls at the discretion of the handler or upon the direction of communications personnel or the patrol supervisor. Canine teams are expected to conduct proactive police activities when not assigned to a canine response. [CALEA 41.1.4a]
2. The following categories of calls should be considered as a priority response for canine teams.

- a. Felony and violent misdemeanor crimes where the suspect has fled on foot and the use of a canine team for a track is beneficial.
  - b. Burglary or robbery alarms, open door/window calls, or intrusion alarm calls where the canine team will be the primary building search unit.
  - c. Major disturbances, large crowds or other security challenges.
  - d. Assistance in locating lost individuals, including infants, children, or disoriented elderly persons.
  - e. Searching an area for discarded evidence or contraband.
  - f. Searching for narcotics or explosives if the canine team is trained and certified for use in these areas. [CALEA 41.1.5b]
3. A canine team may be called to any other incident where, in the opinion of an on-duty supervisor or canine handler, a canine team would be an asset.

#### G. Off-duty Canine Call-out Procedures

All personnel are authorized to request a canine team. A supervisor has the discretion to approve a Portage canine team response, or call-out other canine teams when an on-duty canine team is not available. Preference will be given to on-duty canine teams. The on-duty supervisor will decide whether to call out an off-duty Portage canine team or utilize an on-duty team from a neighboring jurisdiction. [CALEA 41.1.3a]

#### H. Request for Canine Assistance by Outside Agencies

It is the policy of the Portage Department of Public Safety to respond to requests for canine assistance from outside agencies. The guidelines promulgated below will assure that other police agencies do not act to compromise the interests of the City of Portage when an outside agency requests the assistance of the Portage canine team. The following procedures will be followed:

1. Supervisory approval will be obtained prior to the canine team being utilized.
2. Upon arrival at the scene of the call and prior to the commencement of any search, the on-duty supervisor, canine supervisor, or the canine handler will take the following steps:

- a. Contact the highest ranking officer on the scene from the requesting agency and ascertain from this officer the full facts surrounding the request.
  - b. Arrange proper interoperability radio communication with the requesting agency and establish which operations center will conduct monitoring of the radio communication during the operation.
  - c. All applicable reports relating to the deployment will be completed in accordance with Portage Department of Public Safety policy.
3. All applicable reports relating to the deployment will be completed in accordance with Portage Department of Public Safety policy.
  4. All Portage Department of Public Safety Policy and Procedural Orders apply and will take precedence over the requesting agencies protocols.
- I. Canine Utilization [CALEA 41.1.5a]
1. The use of a canine may constitute the use of force.
  2. A canine may be utilized for building and area searches, tracks, or the apprehension of a fleeing suspect under the following circumstances:
    - a. When there is a reasonable and articulable suspicion that a felony has occurred, or when there is an outstanding felony warrant for the suspect.
    - b. When there is a reasonable and articulable suspicion that a misdemeanor involving violence has occurred or when there is an outstanding warrant for a misdemeanor involving violence.
    - c. When, in the opinion of the supervisors and handlers, and in consideration of the totality of the circumstances as they apply under "Graham v. Connor" requiring an understanding for the need for "objective reasonableness" test, a non-violent misdemeanor has occurred.

- d. When a suspect may be armed or where the suspect is known to have offered violent physical resistance to law enforcement officers in the past.
  - e. When circumstances exist that create a high degree of risk of injury to officers making the arrest.
  - f. Canines will not be used during searches where there is evidence to believe that a subject is trespassing and not engaged in any other type of criminal activity (e.g., transient sleeping in an abandoned building).
3. The primary decision to deploy or not deploy the canine in a specific police operation is the responsibility of the canine handler. However, the decision not to utilize the canine during a police operation may also be made by the on-scene supervisor.
  4. During building searches, the perimeter of the building will be secured by patrol units prior to canine deployment. Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.
  5. In preparation for the canine search, officers will evacuate all tenants, workers, or others from the facility and/or area, if possible.
  6. The use of canine teams for tracking functions to locate and/or apprehend fleeing felony suspects, violent misdemeanor suspects, or other suspects as described in this policy is limited to situations where suspects have fled from a scene and/or who are engaged in efforts to elude officers. [CALEA 41.1.5a]
  7. Presumptively reasonable uses of a canine to bite a subject include, but are not limited to, the following circumstances:
    - a. Assault or battery of a canine handler and/or canine.
    - b. A subject's resistance to a canine or an officer's efforts to maintain the detention of or to secure the subject.
    - c. The prevention of imminent bodily injury to an officer, citizen, or canine by the subject.
    - d. Following the communication of a canine warning, when it is reasonable to provide such a warning, and upon finding a suspect who has concealed himself/herself to avoid capture.

8. A canine handler may not cause the bite of a suspect after the suspect has been secured in restraints, unless the suspect's force poses an immediate threat of bodily injury to any person, or occurs after a restrained suspect escapes or attempts to escape detention.
9. When apprehending suspects, the canine will be commanded to disengage as soon as the suspect is subdued or readily complies with officer(s) direction.
10. Canine team vehicles will not be used to transport prisoners unless approved by a supervisor.

J. Building Searches, Area Searches, and Tracking

1. A primary use of a canine is locating suspects hidden in buildings or structures where a search by officers would create a high degree of avoidable risk. Building searches by a canine team are to be governed by the following guidelines:
  - a. Before entering the building or structure, and before entering each floor or separate section of a multi-level building, and prior to deployment of a canine track or search of an area, the canine handler or designee will provide a canine warning. Sufficient time will be given for the suspect(s) to surrender. The warning need not be given when doing so would create a substantial tactical disadvantage and would jeopardize safety of the handler, other officers, or civilians. The decision not to give a canine warning will be based on the totality of the circumstances known to the canine handler at the time of the deployment.
  - b. The canine should not be used to search facilities that contain substances potentially harmful to the animal, unless overriding risk to human life is present.
2. Canines are also available to search for other individuals, such as lost children or adults.

K. Drug Detection

1. All drug detection searches will be conducted in accordance with applicable laws, legal decisions, the Canine Operations Manual, and all policy and procedures addressing search and seizure.

2. The use of drug detection canines in public schools is permitted only when:
  - a. The school's principal or designated authority requests or approves use of the canines;
  - b. There is reasonable suspicion that illegal narcotics are being distributed and/or consumed on the premises, such that the interests of the school are being unacceptably compromised; and,
  - c. The search is limited to inanimate objects in public areas and the exterior of student lockers, unless reasonable suspicion exists to gain admission to lockers and related areas where there is a reasonable expectation of privacy.
  
3. Drug Detection Training Aids – Obtaining, Storing, and Returning
  - a. The Drug Enforcement Administration (DEA) requires that law enforcement agencies maintain a protocol established under the Controlled Substance Act of 1970. This requires the annual renewal of a DEA registration number using DEA Form 225A.
  - b. The Portage Department of Public Safety currently holds a DEA registration number and has the authority to acquire and possess controlled substances for the training of the canine drug detection teams.
  - c. The controlled substances used for training will be obtained from the DEA and will be assigned an individual control number that will be permanently affixed to the training aid. These control numbers will only be used once. The type of training aid and the gross weight will be affixed to the outside of the training aid. Each control number will begin with a letter or letters indicating the type of drug, followed by an assigned number, in consecutive order. Below are examples of control numbers:
    - Cocaine/Crack           C-number   (example: C-2016-1)
    - Heroin                    H-number   (example: H-2016-1)
    - Methamphetamine   ME-number  (example: ME-2016-1)
    - Marijuana               M-number   (example: M-2016-1)
    - MDMA                     MD-number  (example: MD-2016-1)

- d. Due to the nature of acquisition, procedure for, and necessity of continued availability of training aids, canine drug detection training aids shall not be used for any other purpose or investigation.
- e. A locked TSSL located in the property and evidence room will be provided for storage of controlled substances that are to be used for drug detection training in the field.
  - (1) Each training aid type will be stored within its own container and will be stored in the secured locker when training aids are not in use.
  - (2) Drug training aids will be subject to audit on the same schedule as all other property/evidence.
- f. When drug training aids are needed for training, the following procedure will be followed:
  - (1) Items will only be signed in and out by the canine handler.
  - (2) The handler will remove the desired training item from the secured locker, and the locker will then be re-secured.
  - (3) When checked out, training aids will be kept secured in a narcotic safe, affixed inside the canine vehicle when not in use. Periodic inspections of the narcotics safe will be completed by the canine supervisor.
  - (4) While in the field, the training item(s) will be handled by sworn Portage Department of Public Safety personnel. The officer who hides controlled substances for the purpose of training will also be responsible for collecting the controlled substance at the conclusion of the training session.
- g. On a quarterly basis, all issued controlled substances will be inventoried by a non-member of the canine team and the Property and Evidence Custodian. A similar inventory will also be completed when any new drugs are introduced to the inventory or any current drugs are being removed for destruction.

- h. All controlled substances will be entered in as property in the property/evidence system.

L. Crowd Control [CALEA 41.1.5a]

General rules and regulations for deployment in all crowd control situations:

1. Canine teams will not be used for crowd control at peaceful demonstrations.
2. Canine teams may be used for crowd control upon approval of the on-duty supervisor to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means. In these situations, canines will:
  - a. Be short-leashed at all times unless no other means are available to protect an individual from injury, and
  - b. Not initiate any offensive action unless to guard against imminent loss of life or serious bodily injury.

M. Post Canine Bite Guidelines

1. Upon the use of any canine that results in the injury of another person, the canine handler will take the following action:
  - a. Have the individual evaluated for injuries as soon as practical and render first aid to the level of their training, if required. Request an ambulance, paramedics, rescue unit, or other appropriate medical aid, when appropriate. Individuals will be transported to a designated medical facility for evaluation and treatment.
  - b. Notify a supervisor of the incident and request them to respond to the scene or applicable medical facility to observe the individual's injuries.
  - c. Photograph all injuries received as a result of the use of the canine and submit per established department policy and procedures.
  - d. Prepare a written report detailing the circumstances surrounding the incident, the identity of the individual involved and any witnesses, and whether the canine located the suspect and the extent of any injuries, if known.

2. The use of the police canine as a response option in a use of force action will be documented per established reporting procedures set forth in Policy and Procedural Order No. 200-04. Any time a canine is used to gain compliance will be considered as a use of force and will be documented as such.
3. The Canine Supervisor or in his/her absence, the no-duty supervisor, will complete The On-Scene Bite Review form, Appendix B.

N. Canine Care

1. Patrol canines will not be used for breeding, participation in shows, field trials, exhibitions, or other demonstrations or off-duty employment, unless authorized by the Public Safety Director or designee.
2. Canine handlers will maintain their canine both on- and off-duty in a safe and controlled manner.
3. Canine handlers will ensure that the canine receives proper and prompt medical attention from the designated veterinarian. It will be the handler's responsibility to administer all prescribed medications as directed by the veterinarian.
4. Police canines will never be allowed off-leash unless engaged in agency-authorized work, training, or exercise in a controlled environment.
5. When an officer is not able to provide housing for his or her assigned canine at home, suitable kennel housing will be provided subject to periodic inspections.
6. Canine handlers are personally responsible for the daily care and overall welfare of their animal, to include:
  - a. Maintenance and cleaning of the kennel and yard area where the canine is housed;
  - b. Provision of food, water, and general diet maintenance, as prescribed by the department's authorized veterinarian;
  - c. Grooming on a daily basis or more often as required by weather, working conditions, or other factors;
  - d. Daily exercise; and,

- e. General medical attention and maintenance of health care records.
7. Canine handlers will immediately notify the canine supervisor of any changes that would affect the care and housing conditions of their dogs. Where the handler is unable to perform these and related duties due to illness, injury, or leave, another canine handler may be assigned to temporarily take care of the animal. If an alternate canine handler is unavailable, professional kennel care will be utilized.
  8. Teasing, agitating, or roughhousing with a police canine is strictly prohibited unless performed as part of a training exercise.
  9. Handlers will not permit anyone to pet or hug the police canine without the handler's prior permission and supervision.
- O. Retirement of Canine from Active Duty
1. When a canine is no longer fit for duty, it will be relieved from active duty and considered as retired from the Portage Department of Public Safety. The Public Safety Director has the final authority as to the determination of fitness and the effective date of retirement.
  2. The canine handler to which the canine is assigned at the time of retirement has the first option of adopting and having permanent possession of the animal. If the handler declines the offer to adopt the retired canine, the canine supervisor will consider the dog's temperament as being eligible for adoption by any interested Portage Department of Public Safety officer. The Public Safety Director has the final authority as to who adopts the retired canine.
  3. As a precondition to adoption, every Portage Department of Public Safety officer who intends to adopt a Portage retired canine must enter into a written agreement with the City of Portage, which serves, among other things, to document the fact of the conveyance of the animal to the adopting officer and the adopting officer's acceptance of specified obligations.
- P. Documentation of Training and Deployments
1. An electronic records program will be utilized to document training and deployments.

- a. The canine handler will complete the electronic training form for each training event which will be reviewed and approved by the Canine Supervisor.
- b. The canine handler will complete an incident form for all deployments. This form will be in conjunction with a police incident report. All documents will be reviewed and approved by the Canine Supervisor.
- c. A monthly report summarizing canine training and incidents will be completed by the by the Canine Supervisor.

NJA:djm

**REQUIRED CANINE EQUIPMENT LISTING – VEHICLE**

- Dog Bowls
- Muzzle
- Harness
- Collar
- Brush
- Canine First Aid Kit
- Reward/Toy
- Kennel Insert
- Fan
- Temperature Monitor with Alarm

**REQUIRED CANINE EQUIPMENT LISTING**

- Kennel
- Dog Crate
- Bowls
- Muzzle
- Harness
- Lead
- Collar
- Grooming Supplies
- Body Armor
- Reward/Toys
- Bite Sleeve
- Scent Box