

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	41.11 Police Canine Unit			
Effective Date:	9/5/2008	Revision Date:	11/5/2010	
Action:	K.P.P.A. Labor Contract		Number of pages:	10

I. PURPOSE

II. To establish guidelines for the management of the Department’s Canine Unit and the use of Police Canines in field operations.

III. POLICY

The use of the Police Canine is an effective tool in law enforcement. Therefore, it is the policy of the Kenosha Police Department to maintain and operate Canine (K-9) Teams trained in narcotics detection, tracking, searches, apprehension and public relations demonstrations. The Canine Team shall be used to aid and assist all divisions of the Kenosha Police Department.

IV. OWNERSHIP

Police Canines are the property of the City of Kenosha, subject to disposition at the discretion of the Chief of Police.

V. PROCEDURE

A. Definitions:

1. Canine Officer/Handler – A police officer specifically trained in the care, handling, training and tactical application of the Police Canine.
2. Canine Team – A canine handler and his/her assigned Police Canine.
3. Canine Unit Supervisor – A designated Department supervisor assigned and trained in the task of supervision, administrative oversight and coordination over Canine Teams.

B. Organizational Structure:

1. The overall administration of the Canine Unit shall be the responsibility of the Assistant Chief of Operations.
2. Canine Unit chain of command shall be: Canine Unit Supervisor, Shift Commander, Assistant Chief of Operations, Chief of Police.
3. In the absence of the Canine Unit Supervisor, the Canine Team shall be under the supervision of the on-duty supervisor.
4. Regardless of the chain of command, the tactical use and/or the decision to deploy the Police Canine shall be at the sole discretion of the individual canine officer.

C. Canine Unit Supervisor Responsibilities:

1. Provide administrative support for Canine Unit training needs.
2. Develop a Canine Unit budget for each fiscal year.
3. Ensure maintenance, storage and availability of Canine Unit activity records, canine medical records, training records, training aid logs and drug detection logs.
4. Ensure that required training occurs and is properly documented.
5. Inspection of personnel, Police Canines, vehicles and kennel facilities.

D. Canine Officer/Handler:

1. Appointment of a Canine Officer/Handler shall be made by the Chief of Police.
2. Canine Officers/Handlers will be required to:
 - a. Meet all qualifications established at time of vacancy.
 - b. Successfully complete an initial training program and any assigned additional training sessions.
 - c. Have a strong desire to work with Police Canines as they relate to law enforcement; a willingness to care for and train a Police Canine and a minimum five year commitment as a Canine Officer/Handler.
 - d. Maintain a residence with sufficient space for the construction of a Department provided and approved kennel.
 - e. The Canine Officer shall have family in agreement with his/her being assigned to the canine unit.
 - f. If there are other pets in the home, the Canine Officer shall agree that if conflict occurs between the department's Police Canine and the pet, that the pet must be removed from the home
3. Canine Officers/Handlers will be assigned a take-home marked police department canine vehicle. The Police Canine vehicle shall be used and cared for in accordance with existing policy governing department vehicles and property.
 - a. Each Canine Team will use their assigned canine vehicle for routine patrol functions, care and transportation of the Police Canine, training and any other Kenosha Police Department business.
 - b. Only Canine Unit dogs will be transported in canine vehicles.
 - c. When operating the canine vehicle (on or off duty) Canine Handlers will be armed with his/her duty weapon, will have handcuffs available, and will have police identification including a badge with them
4. Canine Officer/Handler compensation will be determined by the officers/handlers respective collective bargaining unit agreement.

E. Training

1. Training will be conducted by a Department approved police canine trainer and/or by the Canine Officer/Handler.
2. When on duty, it shall be the responsibility of the Canine Officer/Handler to conduct daily training with his/her assigned Police Canine.

41.11 Police Canine Unit

3. The Canine Officer/Handler shall be responsible for maintaining a daily training log.

F. Canine Officer/Handler Responsibilities:

1. The utilization of the Police Canine as a use of force and must be objectively reasonable under the Use of Force standards. Therefore the Canine Officer/Handler will have the final authority to determine if the Police Canine will be deployed.
2. The Canine Officer/Handler is at all times responsible for the tactical use and control of their assigned Police Canine.
3. Canine Officers/Handlers shall not carelessly or recklessly handle a department Police Canine.
4. Canine Officers/Handlers are responsible for the care of the Police Canine, including but not limited to seeking medical attention when necessary, maintaining up-to-date vaccinations, proper feeding/watering, grooming and exercising.
5. At home or in-house kenneling facilities shall be properly maintained and kept clean. Outdoor kennels shall provide the Police Canine with protection from the elements. As a condition of assignment to the Canine Unit, Canine Officers/Handlers at-home kenneling facilities shall be subject to periodic inspection by the Canine Unit Supervisor or other authorized supervisory authority.
6. The Canine Officer/Handler shall be required to maintain the health of their assigned Police Canine.
 - a. The Canine Officer/Handler shall, as soon as practical, advise the Canine Unit Supervisor of any illness or injury involving their assigned Police Canine.
 - b. Police Canines shall be examined by a designated veterinarian every six months.
7. Whether on or off-duty, Canine Officers/Handlers shall be responsible for maintaining the security of their assigned Police Canine and canine vehicle.
8. Police Canines shall not be maintained in vehicles/kennels for excessive periods of time. Canine Officers/Handlers are encouraged to take their Police Canine out of the vehicle as frequently as possible. Canine Officers/Handlers shall maintain a proper ambient temperature for the Police Canine, anytime the canine is in the canine vehicle/kennel.
9. Whether on or off-duty, Canine Officers/Handlers shall maintain control over their Police Canines at all times.
 - a. The Canine Officer/Handler shall keep his/her Police Canine under complete control at all times.
 - b. The Canine Officer/Handler shall ensure that unauthorized civilian or police personnel do not come into contact with their assigned Police Canine.
10. Upon request by the Canine Unit Supervisor, or other authorized supervisory authority, Canine Officers/Handlers shall, as soon as practical, ensure the availability of Canine Unit records. Canine Officers/Handlers shall, as soon as possible after the end of each month, provide the Canine Unit Supervisor with a Monthly Police Canine Activity Report. The Monthly Police Canine Activity Report shall reflect all Police Canine activities for the previous month, including tracks, searches, recoveries, apprehensions, drug detections and training.

41.11 Police Canine Unit

- a. Drug detection records shall be readily available to others who may need them for seeking search warrants or other information.

G. Police Canine Utilization and Procedures: In accordance with their training, the Canine Unit may be used for the following purposes:

1. Building Searches: Police Canines are available, with supervisory notification, to search buildings/structures under the following guidelines:
 - a. The perimeter should be secured and no one allowed to enter.
 - b. When a building search by a Police Canine is anticipated, department personnel should stay clear of the suspected entry point and avoid conducting a preliminary search so as not to interfere with the canine's ability to discriminate scents.
 - c. All attempts should be made to contact a key-holder to determine if there are any special conditions of which the Canine Officer/Handler should be advised
 - d. A back-up officer to the Canine Team may be assigned as needed under the direction of the Canine Officer/Handler.
 - e. The Canine Officer/Handler will advise police personnel when the Police Canine is being deployed.
 - f. Prior to the search of any structure or enclosure, the Canine Officer/Handler or other appropriate personnel, shall loudly announce the presence of police officers on the premises and that a trained Police Canine will be used to search the building. This announcement shall be repeated as necessary and upon each level whenever searching large and/or multi-level buildings.
 - g. A reasonable amount of time shall be allowed for the suspect(s) to respond.
2. Track: Police Canines are available with supervisory notification to track lost/missing persons or suspects.
 - a. Preservation of the scene is critical. As such, unless a suspect is in sight of investigating officers, and is being followed or pursued maintaining visual contact, officers should not attempt to follow a believed trail or search an area. Officers should particularly remain clear of the area where the suspect was last seen.
 - b. The area involved should be secured to the extent possible and no one allowed to enter.
 - c. Turn off all vehicles as carbon monoxide destroys the human scent.
 - d. When the Canine Team begins a search for a suspect, a back-up officer will be assigned under the direction of the Canine Officer/Handler.
 - e. The back-up officer shall follow instructions as directed by the Canine Officer/Handler.
 - f. The Canine Officer/Handler will advise police personnel when the Police Canine is being deployed.
3. Article Search: Police Canines are available with supervisory notification to search for articles.
 - a. When searching for an article (loss/discarded/evidentiary) the area should be secured to the extent possible and no one allowed to enter.

41.11 Police Canine Unit

- b. The search will be conducted as determined by the Canine Officer/Handler.
 - c. The Canine Officer/Handler will advise police personnel when the Police Canine is being deployed.
 4. Area Search: With supervisory notification, area searches can be used for various functions, e.g. search for wanted or lost/missing persons or eliminate an area of search where person(s) may or may not have been.
 - a. The area should be secured to the extent possible and no one allowed to enter.
 - b. A back-up officer will be assigned and shall follow instructions as directed by the Canine Officer/Handler.
 - c. The Canine Officer/Handler will advise police personnel when the Police Canine is being deployed.
 5. Narcotics/Drug detection – with supervisory notification, the use of Police Canines in a drug detection capacity is authorized in the following situations and under the following conditions:
 - a. Random exploratory sniffing of luggage, parcel/packages, or other inanimate objects may be conducted in public facilities as authorized by the Canine Unit Supervisor or other authorized supervisory officer.
 - b. Exploratory sniffing in these facilities shall be confined solely to those areas open to the general public and whenever possible, with advance knowledge and consent of the appropriate facility manager.
 - c. Exploratory sniffing shall be conducted without unnecessary interference or annoyance to the public or interruption of facility operations.
 - d. Officers may reasonably detain specific related items for purposes of a Police Canine sniff if reasonable suspicion exists.
 - e. When a drug detection Police Canine alerts to luggage, containers, packages or other related items, in this or other circumstances, a search warrant or consent to search is required before it is opened, unless exigent circumstances exist to conduct an on-site search.
 - f. The use of a Police Canine to search a person for narcotics is prohibited.
 - g. Drug detection Police Canines may be used to sniff the exterior of motor vehicles (exempt from supervisory notification) when:
 1. Pursuant to a lawful traffic stop.
 2. In compliance with all applicable case law.
 6. Asset Forfeiture (Money Line-ups)
 - a. A Canine Team may be summoned to sniff suspected drug money.
 - b. The officer initiating a forfeiture action will be responsible for ensuring that legal guidelines are followed.
 - c. Asset forfeiture money line-ups are to be conducted in a Department facility, NOT at the scene.
 - d. A member from the requesting unit, e.g., KDOG, Gang Unit, Detective Bureau or Patrol will be present when performing the money line-up and will

41.11 Police Canine Unit

ensure that all appropriate information as to the amount of money, personnel present, etc., are documented in their supplementary incident report.

7. Requests For School Searches:
 - a. Requests by local school districts for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met:
 1. The request shall be made to the Chief of Police or his/her designee, by the School Administrator and/or Principal or his/her designee. When applicable, the assigned School Resource Officer may assist with such requests.
 2. The request, whether permitted or denied, will be processed expeditiously.
 - b. Canine Unit – School Search Procedures
 1. No body/person searches of students or faculty will be performed by the Police Canine.
 2. Student lockers, hallways, public access areas and school parking lots are areas wherein the Police Canine can conduct a search.
 3. The Canine Officer/Handler will mark lockers or areas where the Police Canine gives indications for the purpose of entering and seizing controlled substances by school officials. The Canine Officer/Handler will not pry into or open these areas.
8. Public Relations Demonstrations – as authorized by the Chief of Police or his/her designee, the Canine Unit may be allowed to demonstrate to the public, the functions of Police Canines in law enforcement.
 - a. Demonstrations shall be permitted only after a request has been made through the Community Relations Office and reviewed by the Canine Unit Supervisor.
 - b. Police Canines shall be utilized within their individual limitations with the safety of the public and the Police Canine as the foremost concern.
 - c. During any public demonstration, Canine Officers/Handlers shall be required to exercise proper control over their Police Canine.
 - d. When on-duty and not on assignment, Canine Officers/Handlers shall be allowed to field impromptu citizen inquiries about their Police Canine.
 - e. Public Relations Demonstrations shall be documented, recording the name of the sponsor group, and forwarded to the Canine Unit Supervisor.
9. The following uses of the Police Canine are strictly prohibited:
 - a. To search for other animals
 - b. To control a crowd.
 - c. To perform breeding services.
 - d. To be entered in any show or trial other than a sanctioned Police Canine event.

41.11 Police Canine Unit

- H. Canine Bite Procedure** – In the event of an in the line-of-duty, unintentional or accidental Police Canine bite, the Canine Officer/Handler shall:
1. Examine the affected area to determine the seriousness of the injury and obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury
 2. Summon a supervisory officer to the scene.
 3. Photograph the affected area after medical treatment. Photographs should also be taken of any property damage caused by the Police Canine, i.e. clothing, personal effects. Photographs should be taken of any claimed injury even if no injury is visible. Color photographs should be taken if possible.
 4. Make no statements as to fault or liability except when responding to an inquiry into the bite incident by a supervisory officer.
 5. As soon as practical, Canine Officers/Handlers shall file written reports of Police Canine bites and any other injury or any damage to a person's clothing or personal effects as a result of any action on the part of the Police Canine. Copies shall be forwarded to the Chief of Police, Assistant Chief and Canine Unit Supervisor.
 6. The Use of Force Report form will be completed and forwarded to the Training Lieutenant.
 7. The Animal Bite/Scratch report form will be completed and forwarded to the Community Services Sergeant. The form must note that the dog was a police canine, list the Handler/Officers name, address where the Police Canine is kenneled and telephone contact information. This is required to comply with legal requirements.
 8. As soon as practical after a bite incident has occurred, the Canine Unit Supervisor, or in his/her absence a shift supervisor, shall notify, by e-mail summary, the Chief, Assistant Chiefs, City Attorney and the City Risk Manager
 9. The Canine Unit Supervisor will ensure that arrangements are made for the Police Canine to be placed under observation in accordance with applicable laws.
- I. Training Aid (Controlled Substance) Procurement Procedures**
1. Controlled substances used for drug detection training by department Police Canines shall be obtained from adjudicated cases that have been analyzed and are awaiting destruction by the Property/Evidence Bureau as authorized by the Chief of Police.
 2. It shall be the responsibility of the Canine Unit Supervisor to procure training aids from the Property/Evidence Bureau.
 3. The Canine Unit Supervisor shall enter the following information into a Controlled Substances Log:
 - a. The original incident report number of the adjudicated controlled substance and the corresponding original property card log number.
 - b. The type of controlled substance.
 - c. The total weight, in grams, of the controlled substance when received from the Property/Evidence Bureau.
 - d. Date and time of transfer.
 - e. Signatures of the Canine Unit Supervisor and property/evidence clerk.

41.11 Police Canine Unit

4. The Controlled Substances Log will be maintained in a ledger and stored in the designated canine unit controlled substances locker with access via combination and/or lock key limited to the Canine Officer/Handlers, Canine Unit Supervisor, Assistant Chief of Operations and the Chief of Police.
5. The Assistant Chief of Operations will conduct periodic audits of the Controlled Substances Log.

J. Training Aid Storage and Security

1. Each type of controlled substance will be secured in a separate airtight container and stored inside the designated locked locker.
2. When a training aid is utilized for a training exercise, its removal from the locker and subsequent return to the locker will be recorded by the Canine Officer/Handler in the Controlled Substance Log that will note:
 - a. The date and time the training aid was removed and returned.
 - b. The weight of the training aid (in grams).
 - c. The name and signature of the Canine Officer/Handler removing and returning the training aid.
3. Only the Canine Officer/Handler and/or Canine Unit Supervisor are authorized to remove or return training aids to the locker.
4. The Canine Officer/Handler will notify the Canine Unit Supervisor whenever a training aid is no longer usable due to age, deteriorated condition, contamination, staleness or other reason.
 - a. Before disposal, the training aid will be inspected and weighed by the Canine Unit Supervisor. Minute weight fluctuations are normal due to changes in humidity level and the drying and aging of substances.
 - b. The results of the inspection and disposal shall be recorded in the Controlled Substances Log.
5. At least annually, the Assistant Chief of Operations will conduct an unannounced inspection of training aids to ensure security.

K. Training Aid Disposal

1. The Canine Unit Supervisor will forward the training aid to the Property/Evidence Bureau for destruction.
2. The Property/Evidence Clerk receiving the training aid will weigh the training aid and acknowledge receipt of the training aid by his/her signature on the evidence property card.

L. Lost Training Aid

1. In the event a training aid is lost, the Canine Officer/Handler shall immediately contact the Canine Unit Supervisor or an on-duty shift commander if the Canine Unit Supervisor is unavailable. The Canine Officer/Handler shall submit a report detailing the circumstances of the loss.
2. The Canine Unit Supervisor shall investigate the circumstances relating to the loss and file a disposition. A copy of the disposition by the Canine Unit Supervisor will be placed in the file for that training aid along with a copy to the Chief of Police and both Assistant Chiefs of Police.

M. Canine Officer/Handler Contingency Procedure

1. In the event a Canine Officer/Handler becomes incapacitated, injured or otherwise is unable to control their Police Canine and it becomes necessary to remove the Police Canine from the scene, officers at the scene shall notify shift supervision immediately. Shift supervision shall notify the Canine Unit Supervisor as soon as possible.
2. It will be the Canine Unit Supervisor's responsibility to determine the method of removing the Police Canine.
3. If the Canine Unit Supervisor is unavailable, another Canine Officer/Handler will be contacted to remove the Police Canine. A field supervisor shall assume responsibility for removing the Police Canine if no other Canine Officer/Handler can be contacted.
4. Any attempt to remove a Police Canine which may result in the animal being harmed or destroyed, should be considered ONLY as a last resort. If time permits, the Animal Control Officer should be contacted to assist in safely removing a Police Canine.

N. Department Member Guidelines

1. Other than within the parameters of formal or scheduled Police Canine training, department members shall not tease or agitate any Police Canine. Incidents of such conduct shall be handled in accordance with the standard department disciplinary procedure.
2. The following are general rules of behavior when in the presence of the Police Canine:
 - a. Department members shall not stand between the Police Canine and its officer/handler.
 - b. Officers shall arrest any person who intentionally injures or attempts to injure a Police Canine or interferes with the legal performance of its duty.
 - c. Department members shall not direct any command to the Police Canine unless directed to do so by the Canine Officer/Handler.
 - d. Department members shall not enter any vehicle occupied by a Police Canine unless so directed by the Canine Officer/Handler.
 - e. Department members shall not attempt to touch, handle, pet or feed the Police Canine unless so directed by the Canine Officer/Handler.

O. Requests For Assistance/Mutual Aid

1. A request for Canine Unit assistance by an outside agency shall be directed to the on-duty shift commander or his/her designee.
2. If the use of the Canine Unit is determined to be appropriate, the on-duty shift commander may approve the outside agency request. Every reasonable effort will be made to accommodate the requesting agency.
3. The Canine Officer/Handler assigned to the request for assistance will, upon completion of the assignment, generate a police report detailing their functions related to the requesting agency's incident. A copy of this report will be forwarded to the Canine Unit Supervisor and the Assistant Chief of Operations.

P. Veterinarian Service, Kenneling, Sick and Vacation Leave Procedures

41.11 Police Canine Unit

1. Veterinarian Services

- a. Only approved veterinarian services will be used for Police Canines.
- b. In cases of emergency, the closest veterinarian service or animal emergency facility will be used to medically stabilize the injured/sick canine. Prior to any additional treatment, the Canine Unit Supervisor will be contacted.

2. Kenneling

- a. Police Canines will only be kenneled at a Department approved kennel facility.
- b. Kenneling agent shall not release a Police Canine to anyone except the Canine Officer/Handler or Canine Unit Supervisor.

3. Sick Leave

- a. If the Canine Officer/Handler is sick or injured and neither the officer/handler nor his/her family can properly care for the Police Canine, the canine will be transported to the Department approved kennel facility by the Canine Unit Supervisor or another Canine Officer/Handler.
- b. If the Police Canine is sick or injured, the Department's veterinarian service will determine if the canine should be worked. The Canine Unit Supervisor shall be made aware of the Police Canines not fit for duty status. The Canine Officer/Handler will report for duty as assigned.

4. Vacation Leave

- a. The Police Canine will be kenneled at the Department approved kennel facility if the Canine Officer/Handler is out of town and his/her family cannot properly care for the canine.
- b. The Police Canine shall not accompany the Canine Officer/Handler on any vacation without the approval of the Chief of Police through the Canine Unit Supervisor.

Q. Canine Retirement

1. After a Police Canine has surpassed its usefulness to the Department due to age or other extenuating circumstances, or upon the promotion, transfer or reassignment of the Canine Officer/Handler to a position inconsistent with canine work and the Department decides not to retain the canine for another officer/handler; the canine will be retired from active service.
 - a. Upon retirement, subject to written agreement by the Chief of Police, the retired Police Canine may become the property of the assigned Canine Officer/Handler. The Canine Officer/Handler shall assume all responsibility, liability and cost to maintain the canine.
 - b. The retired Police Canine shall not be used for any financial gains to the Canine Officer/Handler and will not be sold or ownership transferred to another for the life of the canine.
2. Euthanasia of a Police Canine for a serious illness/injury is subject to the approval of the Chief of Police and shall require a written report from the designated veterinarian indicating that the prognosis of the canine is such that euthanasia represents the only humane alternative available.