

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 41.4

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PURPOSE:

The purpose of this policy is to establish objectives and procedures for the organization, operation, responsibilities, and use of canine teams.

DEFINITIONS:

Canine Unit: That component of the Champaign Police Department encompassing canines, handlers, and their immediate supervisors.

Canine Team: One officer and one canine are assigned together as a part of the canine unit.

Canine (K-9): A trained police dog utilized by the Department and assigned to a handler, both of whom have been trained by a recognized training facility.

School Search: A term that applies to the action of the dog "sniffing" for controlled substances. It is understood that this action is not technically a search as defined under the Fourth Amendment.

POLICY:

41.4.1 CANINE OFFICER SELECTION & TRAINING

A. All Class A patrol officers in sound physical condition are eligible to apply for the position of K-9 officer. Officers seeking appointment must:

1. Submit a resume and an application to the Deputy Chief of Operations stating the reason for their interest.

2. Have received overall performance evaluation ratings of at least "Met Standards" on their last two years' worth of performance evaluations.

3. Have passed the department's most recent physical fitness test.

B. Interview Process:

1. The interview board will consist of the Chief of Police, the Deputy Chief of Operations, a patrol lieutenant, a current K-9 officer, and a representative of the agency doing the training if they are available.

C. Selection Criteria Includes:

1. A desire to work with a dog and the patience to participate in the training.

2. The willingness to provide care and maintenance to the dog as soon as one is assigned.

3. An awareness of the personal danger that the assignment may present.

4. A high level of dedication, self-discipline, and willingness to work independently.

5. Demonstrated self-control and emotional stability.

6. The ability to work and cooperate with other K-9 officers, CPD personnel, and outside agency personnel.

7. The absence of debilitating phobias, such as fear of water, darkness, working alone, snakes, insects, etc.

8. A demonstrated interest in narcotics interdiction.

9. A work history that includes a high level of proactive work.

D. K-9 officers serve at the discretion of the Chief of Police. He may remove an officer from the K-9 Unit or take other remedial action for:

1. Failure to complete or pass initial certification.

2. Poor performance based on training evaluations conducted at the appropriate training agency.

3. Inability of the K-9 team to achieve re-certification.

4. Unacceptable training techniques, excessive absences from training, lack of interest, poor performance as a K-9 officer, or unacceptable maintenance of K-9 equipment.
5. Improper care of the canine, including failure to keep the kennel clean.
6. An unacceptable level of physical fitness or the failure to pass the departmental fitness test on two or more occasions.

41.4.2 OWNERSHIP OF CANINES

- A. Police dogs assigned to the Canine Unit are the property of the City of Champaign and are under the control of the police department.
- B. Police dogs will not be used for any purpose other than official duties. Specifically prohibited uses include:
 1. Entry in any dog show or exhibition other than for training purposes.
 2. Exhibitions not authorized by the police department.
 3. Using or permitting the use of the canine for stud purposes.
- C. When it becomes necessary to retire a canine from active duty, the department will transfer ownership of the canine to the last assigned officer, provided that the officer wishes to keep the dog at his own expense and liability. Should the last assigned officer decline the canine, the department will make arrangements for the disposition of the canine.

41.4.3 REQUESTS FOR CANINE UNIT

- A. On Duty.
 1. All requests are subject to the K-9 officer's review.
 2. Requests for the K-9 unit from other jurisdictions will be directed to an on-duty shift supervisor.
 - a. Requests will be evaluated on a case-by-case basis.
 - b. A K-9 officer assigned to assist another jurisdiction will, when possible, complete an incident report prior to going off duty.
- B. Off Duty:
 1. When off-duty, a K-9 officer, with the approval of an on-duty shift supervisor, may be called to work for the following:
 - a. To search for a lost or missing child or a sick, elderly, or disabled individual.
 - b. To assist with the execution of a search warrant where illegal drugs are named on the warrant as items to be seized.

- c. To search for a felony suspect or evidence.
- d. To assist with any incident where K-9 assistance is deemed necessary by a supervisor.

2. K-9 officers will generally not be called off-duty to assist other agencies. Exceptions may be made by the Chief of Police, a Deputy Chief of Police, a Lieutenant, or, in their absence, a shift supervisor.

- a. The K-9 officer will complete all required reports prior to going home.
- b. The K-9 officer will also notify METCAD when they complete the assignment and when they have returned home.

41.4.4 USE OF CANINE UNIT

- A. The two primary objectives behind the deployment of a police canine are to enhance officer safety and to assist in the investigation of narcotics-related crimes. In all cases where a K-9 unit is called to assist, the K-9 officer is in charge of the dog and will be the sole judge as to whether or not the dog will be of any value in a particular situation.

1. Insecure Buildings.

- a. The building should be secured to the extent possible. Absolutely no one shall be allowed to enter the building until the canine has arrived, and no one shall enter the building with the handler unless specifically requested by the handler.
- b. When searching school buildings, the K-9 officer will use a 30' lead unless officer safety is compromised.

2. Tracking, Area Search, or Scene Search.

An officer requesting the services of a K-9 unit for tracking, an area search, or a scene search should:

- a. Not pursue the believed trail or search the area unless the lost or wanted individual is in view. The area should be secured. If any scent items are found, they should be left undisturbed.
- b. Not disturb any evidence, items, or material dropped or discarded by the lost or wanted person. Both the item and the surrounding area should instead be secured.
- c. Direct backup units to avoid the scene. Back-up units should be positioned around the perimeter in an effort to contain the individual in the general area.

3. Narcotics Detection.

A narcotic-detection trained canine may be used in accordance with current law.

a. Vehicle Sweeps.

- i. When a request for a narcotics vehicle sweep is made, the officer making the request should do the following prior to the arrival of the K-9 Unit:
 - a) Secure the vehicle by closing all doors and windows unless otherwise directed by the K-9 officer.
 - b) Advise all vehicle occupants to be searched to remain in the vehicle. At no time while the canine is at or near the vehicle should passengers attempt or be allowed to exit.
 - c) Secure any animals present in the vehicle to be searched and place them in a location a safe distance away.

b. Narcotics Building/Structure Sweeps.

When a request for a narcotic building/structure sweep is made, the officer making the request should do the following prior to the arrival of the K-9 Unit:

- i. Secure the building or structure by closing all doors and windows unless otherwise directed by the K-9 handler.
- ii. Remove all occupants from the building or structure. If circumstances are such that the occupants cannot be removed, they shall be moved to an isolated area within the structure which is away from the canine and approved by the handler.
- iii. Remove all animals from the building/structure.
- iv. Depending on the circumstances, secure a search warrant or consent if and/or when applicable.

4. Search of Persons.

- a. Under no circumstances will a canine be used to search a person for possession of narcotics.

5. Crowd Control.

- a. A K-9 Unit may not be used for crowd control unless authorized by the Chief of Police.
- b. The K-9 officer is responsible for keeping the canine on a leash and under control at all times. The canine should never be set free into a crowd unless required to rescue an officer from a crowd.

6. Public Demonstrations.

- a. K-9 officers may be used to demonstrate the value and effectiveness of police canines publicly.
- b. Requests for such appearances should be directed to the Deputy Chief of Operations with as much advance notice as possible.
- c. The person or organization requesting a K-9 demonstration will be told that the appearance is conditional based on the Department's operational needs.

7. School Searches.

- a. Searches intended to result only in administrative action will be conducted on school premises, and body searches are not permitted. The K-9 officer will be responsible for marking or identifying the lockers or areas where the canine has indicated. Those lockers and areas will then be searched only by school administrators.
- b. Prior to conducting a school search intended to result in a criminal action, the K-9 officer conducting the search will be responsible for notifying the State's Attorney's Office and the School Resource Officer (SRO) assigned to the school. The K-9 officer will be responsible for marking or identifying the lockers and/or areas where the canine has indicated. Those lockers will be searched by members of this department only upon receipt of written consent or the issuance of a search warrant.
- c. Requests by local school districts for drug searches will only be authorized when:
 - i. The request is directed to the Chief of Police and signed by the chief school administrator. The purpose of the search is limited to maintaining a safe and secure school environment.
 - ii. School officials agree to take either administrative or criminal action against those determined to be in possession of illegal drugs or other contraband.
 - iii. Students will not be present in the area to be searched when the search is conducted.

41.4.5 RESPONSIBILITIES OF K-9 OFFICERS

- A. The K-9 officer will use caution and discretion in the utilization of the canine at all times.
- B. Individuals should be discouraged from attempting to pet, touch, or otherwise come into physical contact with the canine at any time.
- C. K-9 officers will be held responsible for the actions of their dogs. Police canines may be removed from lead at the discretion of the K-9 officer, but release from lead will generally be restricted to building searches and/or apprehensions.

- D. Canines will not be used for apprehensions unless the K-9 handler has reason to believe that the suspect has committed a serious crime, is actively resisting arrest and/or threatening or attempting to evade arrest, or poses an immediate threat to the safety of officers or citizens. The use of a police canine for apprehension is considered a non-deadly level use of force, and such force shall not be applied against a suspect fleeing for unknown reasons or unless the officer can articulate cause for such use of force. If probable cause exists, special efforts should be made to arrest any individual injured by a police canine.
- E. When feasible, a verbal warning should be given prior to the deployment of a police canine.
- F. The K-9 officer is responsible for the care and maintenance of the City-owned dog, the K-9 vehicle, and all related equipment. The City will provide six hours per week for canine care and maintenance.
- G. The K-9 officer is responsible for the ongoing training of the City-owned police canine. The department will provide the time and equipment required for training.

41.4.6 GUIDELINES FOR NON-APPREHENSION USE

- A. Because canines have senses far superior to humans, they may be effectively utilized to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention), or suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and the ability of the canine to determine the feasibility of such an application.
 1. Absent a change in circumstances that present an imminent threat to officers, the canine, or the public, such applications should be conducted on a leash or under such conditions that will minimize the likelihood that the canine will bite or otherwise injure the individual.
 2. Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the canine.
 3. Once the individual has been located, the canine should be placed in a down-stay or otherwise secured as soon as it becomes reasonably practicable.

41.4.7 RELEASE FROM LEAD

- A. Canines normally work on a lead with the handler. However, K-9 officers may release their dog from the lead, while maintaining verbal control, when such release is necessary to:
 1. Protect a citizen or officer from attack, or
 2. Pursue and stop a fleeing felon or a person whom the officer believes has committed a felony, or
 3. Guard and/or restrain an arrested person to prevent flight, or
 4. Accomplish training objectives in the training setting.

41.4.8 USE OF FORCE INJURIES

- A. In all incidents where a person has been bitten by a police canine owned by the City, the K-9 officer will ensure that the victim receives prompt medical attention.
- B. The K-9 officer will prepare a written police report documenting every canine use of force. The reviewing supervisor will be responsible for forwarding a copy of the report to the Chief of Police, the Deputy Chief of Operations, and the Legal Department.
- C. Photographs will be taken of any injuries, along with an overall photograph of the victim.

41.4.9 SUPERVISION

- A. The K-9 Unit will fall under the direct supervision of the Deputy Chief of Operations, District Commanders, and shift supervisors.
- B. The responsibilities of shift supervisors as related to the K-9 are:
 1. To ensure field supervision and direction.
 2. To take part in evaluating the K-9 program and procedures.
 3. To encourage and facilitate the acceptance and utilization of the K-9 unit.

41.4.10 DUTY HOURS

- A. Shift supervisors may assign K-9 units as needed.
- B. Duty shifts for K-9 officers will be eight and one-half (8 1/2) hours.
- C. If the K-9 is injured and kenneled and does not require the officer's care, then the K-9 officer will work a ten (10) hour shift.
- D. K-9 officers should respond to all alarms, open doors, and other crimes in progress in which their assistance can reasonably be anticipated.
- E. The K-9 officer will be allowed one (1) duty shift per pay period for training purposes. This training may be conducted in one or more blocks of time. Training should be coordinated with the appropriate District Commander and shift supervisor. This does not preclude the K-9 officer from using other duty time for training as long as the K-9 unit is available to respond if requested.

41.4.11 LOST CANINES

- A. When a K-9 officer realizes that their canine is missing, that officer shall:
 1. Immediately notify a shift supervisor.
 2. Begin a search of the area.
 3. Coordinate search efforts with on-duty personnel.

4. Submit a written report to the Chief of Police documenting and explaining the incident within 24 hours of its occurrence.

B. The shift supervisor will:

1. Send assistance to help in locating the canine.
2. Contact the Deputy Chief of Operations or the Chief of Police.

41.4.12 RECORD KEEPING

- A. K-9 officers shall keep logs detailing the use of their canine. The logs shall contain the following information: date, time, location, nature of use, and result.
- B. In addition to the log, in every situation where the canine is deployed and another officer writes a report, the K-9 officer shall write a report.
- C. The K-9 officer will keep a log of all training.
- D. The K-9 officer is responsible for maintaining all veterinary and medical records pertaining to the canine.
- E. K-9 officers will submit a monthly record detailing all K-9 use and training to the training sergeant. The monthly report will also document any apprehensions by the canine, the number of any suspects or arrestees injured by the canine, and the ratio of injuries to apprehensions.

41.4.13 TRAINING

- A. Because of liability and wide exposure to the public, training is a constant endeavor that must be performed on both a daily and weekly basis.

Full-service canines will be trained in the following areas: obedience, agility, area searches, article searches, building searches, tracking, aggression control, and narcotics detections. Canines shall be trained to NAPWDA standards in all the above areas.

- B. Canines that are not full service will be trained NAPWDA standards in all areas in which they work and are certified.
- C. Canines will be certified as required, and training following re-certification will be designed to address any identified weaknesses.

41.4.14 EQUIPMENT

- A. K-9 officers are authorized to use the following equipment during the training and/or deployment of police canines.
 1. 6-, 15-, and 30-foot leads.
 2. Tracking harness.
 3. Leather collar.
 4. Electronic collar.
 5. Agitation collar.

6. Choke chain collar.
7. Bite suit, bite sleeve, hidden bite sleeve, and bite sleeve hand protector.
8. Muzzle.
9. Muzzle impact vest.
10. Starter pistol.

41.4.15 CONTROL OF TRAINING AIDS

- A. Narcotic training aids will be issued as described in Policy 84.1.
- B. K-9 officers authorized to conduct training using narcotic training aids must be thoroughly indoctrinated in the requirements for the security of controlled substances prior to being allowed to use them.
- C. When narcotic training aids are used, the K-9 officer must not leave the immediate area in which training aids are placed until the training has concluded and all training aids have been accounted for.
- D. The only persons authorized to handle narcotic training aids are Evidence Technicians and the officers listed on the State and DEA licenses. Sworn personnel may handle narcotic training aids as necessary to assist with training so long as they are under the supervision of a K-9 officer when doing so.
- E. K-9 officers or their training assistants will record the locations where narcotic training aids are placed in order to ensure that they are not left behind in the training area.
- F. Narcotic training aids will not be concealed in areas where people are present unless the aids remain under constant observation. Narcotic training aids shall not be concealed in items of personal property that permit a person to unknowingly remove the training aids from the training area.
- G. Strict physical security and control procedures must be adhered to in order to prevent the misuse or theft of narcotic training aids. All K-9 officers using narcotic training aids will comply with the following minimum security and control requirements:
 1. The area used to store narcotic training aids must provide a high degree of protection against theft.
 2. Different types of narcotic training aids must be stored in separate airtight containers to prevent contamination.
 3. Narcotic training aid containers will be opened in order to:
 - a. Issue inventory.
 - b. Re-package training aids.

- c. Return training aides.

41.4.16 TREATMENT OF CANINES BY DEPARTMENT PERSONNEL

- A. Department personnel shall not touch, pet, or lean closely toward the head of a canine without the consent of the K-9 officer.
- B. Under no circumstances will any department employee tease or harass a police canine.

41.4.17 K-9 UNIT VEHICLES

- A. The K-9 unit vehicles are specifically equipped for the safe and proper transportation of the canine.
- B. K-9 unit vehicles are designated for exclusive use by the K-9 units and will be used to transport the canines to and from work, training exercises, veterinary care, and other authorized functions.
- C. Unless prior approval is obtained from the Chief of Police or a Deputy Chief of Police, only City-owned police canines will be transported within the K-9 vehicle.
- D. K-9 vehicles will be appropriately marked to warn citizens of the presence of the canine.

41.4.18 K-9 OFFICER UNIFORMS

- A. In addition to the uniform of the day, as specified by department order, K-9 officers are authorized to wear the following:
 - 1. A one-piece jumpsuit for callouts and searches.
- B. All uniforms will have the Champaign Police Department shoulder patch affixed.
- C. If the canine is unavailable for any reason, the K-9 officer will wear the uniform of the day.

41.4.19 VETERINARY SERVICE; KENNELING; ILLNESS OR INJURY; NON-DUTY OR VACATION

- A. Veterinary Service.
 - 1. A veterinarian designated by the department will provide all services. A department canine shall be examined according to a schedule established by the veterinarian, and any treatment will be governed by the veterinarian.
 - 2. In an emergency, K-9 officers may take their canine to the nearest clinic for treatment. In such emergencies, an attempt to contact the department veterinarian will be made.
 - 3. Canine medical bills will be forwarded to the Deputy Chief of Operational Support or his designee for payment.
- B. Kenneling.
 - 1. K-9 officers must kennel their dogs at their residences.

- 2. Any kenneling away from the officer's residence must be at a department-approved kennel.
- 3. K-9 officers will submit all requests for kenneling to the Chief of Police or his designee.
- 4. The kennel shall not release the canine to anyone other than the K-9 officer without the written authorization of either the K-9 officer or the Chief of Police.

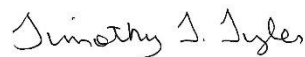
C. Sick Leave or Injury.

- 1. If the K-9 officer is ill and unable to care for the canine, the dog will be kenneled at an approved kennel. No other officer will be allowed to work with the canine.
- 2. If the canine is ill, the K-9 officer will determine whether or not the dog should work. If the dog cannot work, then a shift supervisor shall be notified of that fact, but the K-9 officer will still report for duty.
- 3. An ill or injured canine may be kenneled at the officer's home, an approved kennel, or the approved veterinarian's office.
- 4. If the ill or injured K-9 is kenneled at the officer's home, then the K-9 officer will work an 8.5-hour shift. If the canine is kenneled away from home, then the K-9 officer shall work a 10-hour shift.

D. Non-Duty or Vacation.

- 1. When K-9 officers elect to spend their non-duty and/or vacation days away from home, the canine must be properly kenneled.
- 2. If the canine is under the care of the officer, then the officer will only be required to use 8.5 hours of leave time. If the canine is not under the care of the officer, then the officer will be required to use 10 hours of leave time.

ISSUING AUTHORITY:



Timothy T. Tyler
Chief of Police
Champaign Police Department