
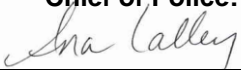
	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 04/09/26
Chief of Police: 	Police Utility Dog Operations, 102.1	
Cross Reference: SOP 41.6 Take Home Vehicle SOP 84.1 Property Evidence Control 510 ILCS 82/5 510 ILCS 83/15 625 ILCS 5/11-502.12 DEA Diversion Control Portal	Policy Sections: 102.1.1 Supervision 102.1.2 Selection of Police Utility Dog Handlers 102.1.3 Initial and Continued Training 102.1.4 Police Utility Dog Handler Commitment & Compensation 102.1.5 Ownership and Care 102.1.6 Police Utility Dog Handler Injuries 102.1.7 Utilization of a Police Utility Dog Team 102.1.8 Police Utility Dog Handler Commitment & Compensation 102.1.9 Bite Engagement Procedure 102.1.10 Veterinarian Service, Kenneling, Sick and Vacation Leave 102.1.11 Training Aids Appendix A: Verification of Police Utility Dog's Service Appendix B: Training Aid Log Appendix C: Quarterly Training Aid Inventory Log Appendix D: Annual Training Aid Audit	

PURPOSE

The purpose of this policy is to establish guidelines on the usage of police utility dogs.

POLICY STATEMENT

It is the policy of the department to maintain police utility dogs that are used to supplement the department with the following, but not limited to: the discovery of evidence, apprehension of subjects, public relations, missing/endangered persons, crowd control, perimeter containment, school searches, and tracking.

DEFINITIONS

Burnt Cannabis: Refers to cannabis that has been ignited and/or consumed; this is not a specific crime or law violation within itself.

Detection Work: A task performed by the police utility dog requiring its sense of smell to detect a specific odor and provides a trained response upon locating or identifying an odor, human scent or narcotic.

Drug Enforcement Administration 41 Record: The DEA requires departments to report the destruction of training aids, including marijuana and other controlled substances supplied by the DEA. The necessary information is submitted through multiple steps within the DEA's online portal, as this process is not completed using a standalone form.

Drug Enforcement Administration 106 Record: The DEA requires departments to report theft or significant loss of training aids such as marijuana and controlled substances supplied by the DEA. The term significant loss does not pertain to minor inventory discrepancies. The necessary information is submitted through multiple steps within the DEA's online portal, as this process is not completed using a standalone form.

Drug Enforcement Administration 222 Record: The DEA requires departments to request training aids such as marijuana and controlled substances, as outlined in this policy, through completion of multiple steps within the DEA's online portal, as this process is not completed using a standalone form.

Electronic Collar (a/k/a e-collar): A specialized training tool that may be used to enhance control and communication for police service dogs which are designed to impart a static electric shock to the police utility dog to modify a behavior.

Minor Inventory Discrepancies: Small differences between inventory records and physical counts caused by administrative or counting errors, with no indication of loss, theft, or diversion. Other examples may include slight discrepancies due to packaging material, residual substances left in the container or use of a different scale. These instances may be documented on the Training Aid Inventory Log, Quarterly Training Aid Inventory Log or the Training Aid Audit Form, whichever applies.

Packtrack: The department authorized online records management system for the Police Utility Dog Program which enables handlers to maintain information such as training logs, deployment tracking and other activities.

Police Utility Dog: A police dog that is trained in apprehension and protection work, in addition to detection work.

Protection Work: Performed by the police utility dog to protect the handler or others from a perceived threat and to assist in the apprehension and control of a subject through controlled bite, hold, and release commands under the direction of the handler.

Raw Cannabis: Refers to fresh, unprocessed cannabis plant material that has not been dried, cured or heated.

Significant Loss: Refers to any unreconciled discrepancy in controlled substance inventory that cannot be readily explained and is of sufficient magnitude, frequency, or suspicious nature to indicate possible diversion, theft, or system failure, warranting prompt investigation. Other factors to consider are the quantity and type of substance and any trends of discrepancies. These instances may be documented on the Training Aid Inventory Log, Quarterly Training Aid Inventory Log or the Training Aid Audit Form, whichever applies.

Training Aid: Controlled substances such as cocaine, heroin, marijuana and methamphetamine supplied by the DEA for use in training activities such as canine detection training, instructional demonstrations, or investigative technique instruction.

PROCEDURES

102.1.1 SUPERVISION

- A. The chief of police shall appoint a commander and a sworn supervisor at the rank of lieutenant or sergeant to oversee the Police Utility Dog Unit. This information is reflected on the department's organizational chart, specifically the ancillary assignments.
- B. The supervisor(s) shall report to the commander as it pertains to the functions of the unit.
- C. The supervisor(s) are responsible for the following:
 - 1. Team assignments and duties.
 - 2. Reviewing Packtrack to keep informed on unit activity and accountability measures.
 - 3. Team training, to include certifications.
 - 4. Unit purchases.
 - 5. Requests and scheduling for community events and educational opportunities.
 - 6. Participate in the selection process of police utility dog handlers.
 - 7. Oversee general files, to include training records which are maintained using the departmental authorized software.

8. Oversight of training aids.

102.1.2 SELECTION OF POLICE UTILITY DOG HANDLERS

- A. Prospective police utility dog handlers are required to:
 1. Possess a minimum of three years of experience as a police officer, not on probationary status.
 2. Successfully complete the interview process as described in Standard Operating Procedure 16.3 Specialized Assignments.
 3. Successful completion of the physical fitness POWER test standards as established by the Illinois Law Enforcement Training Standards Board (ILETSB).
 4. Successful completion of a certification process as established by the Illinois Law Enforcement Training Standards Board (ILETSB).
 5. Reside within a reasonable distance, as determined by the chief of police, from the City of Elgin corporate limits.
- B. Appointment of a police utility dog handler shall be made by the chief of police upon a recommendation from the unit commander.
- C. Upon appointment, police utility dog handlers will be assigned to a police department take home vehicle. The take home vehicle shall be maintained in accordance with Standard Operating Procedure 41.6 Take Home Vehicle.

102.1.3 INITIAL AND CONTINUED TRAINING

- A. Before assignment in the field, training will be conducted by a department approved police service dog trainer, at an approved training center, and shall consist of the following:
 1. Successful completion of basic initial training in which the police utility dog handler and the assigned police utility dog are certified as a team to the standards set forth by the Illinois Law Enforcement Training and Standards Board.
 2. Pursuant to 50 ILCS 705/10.12, "all police dogs used by State and local law enforcement agencies for drug enforcement purposes pursuant to the Cannabis Control Act (720 ILCS 550/), the Illinois Controlled Substances Act (720 ILCS 570/), and the Methamphetamine Control and Community Protection Act (720 ILCS 646/) shall be trained by programs that meet the minimum certification requirements set by the Board," as described at www.ptb.state.il.us.
- B. Police utility dog handlers shall ensure the completion of continued training which consists of an annual re-certification process to ensure the police utility dog continues to meet the minimum certification requirements for drug enforcement purposes which are described below.
 1. Departmental in-service training to maintain proficiency which will be approved by the unit commander or designee.
 2. Annually, as determined by a unit supervisor, police utility dog handlers must pass a physical fitness test to demonstrate their ability to maintain the POWER test (Peace Officer Wellness Evaluation Report) standards as established by the Illinois Law Enforcement Training and Standards Board which are described on their website. [View the POWER test chart as provided on the ILETSB website](#)
 - a. The unit commander or designee will conduct a re-test to take place within 45 days

for police utility dog handlers who do not pass the physical fitness test the first time.

- b. A police utility dog handler who fails the second attempt shall be removed from operational status until successful completion of the test or may be permanently removed from the unit at the discretion of the chief of police.
- C. Police utility dog handlers recovering from an injury/long term illness or long-term leave must meet the minimum standards prior to returning to full operational status.
- D. Police utility dog handlers will maintain training logs for record keeping and court purposes which are maintained within the Packtrack online records management system.

102.1.4 POLICE UTILITY DOG HANDLER COMMITMENT AND COMPENSATION

- A. Assignment to the Police Utility Dog Unit requires a five-year commitment. Exceptions are at the discretion of the unit commander with approval of the chief of police.
- B. Assignment to the Police Utility Dog Unit requires the handler to care for the assigned police dog continuously. The handler is required to work 7.0 hours per shift and is paid for an extra 1.0 hours per shift for maintenance of the police utility dog. This one hour of compensation shall be completed at the department or at the police utility dog handler's residence during their shift. Police utility dog handlers who reside outside of Elgin city limits shall obtain permission from a unit supervisor to perform maintenance duties at their residence. If for any reason the police utility dog handler is unable to take the extra 1.0 hour during his/her shift, the police utility dog handler has the option to be compensated by submitting 1.0 hours of compensatory time or overtime.

102.1.5 OWNERSHIP AND CARE

- A. Police utility dogs are the property of the department.
- B. Proper care and maintenance are the responsibility of the handler. Prior to utilization, all police utility dogs shall be vaccinated against rabies. Annually, the police utility dog shall undergo a medical examination by the authorized, licensed veterinarian care facility. Refer to section 102.1.10 for more information on veterinarian and kenneling services.
- C. Police utility dogs will not be used for any purpose other than official duties.
- D. The police utility dog handler will be issued the necessary equipment to perform their duties. Equipment will include but not be limited to the following: food/water bowls, leads, collar(s), protective equipment, or any other training materials deemed necessary by the commander of the unit or a supervisor.
- E. Pursuant to Illinois statute 510 ILCS 83/15, vehicles used to transport a police utility dog on a regular basis are equipped with a heat sensor monitoring device which performs the functions listed below. These functionalities are inspected annually by the Systems Technology Unit.
 - 1. Monitors the internal temperature of the police vehicle.
 - 2. Provides an audible and visual notification when the interior temperature reaches the maximum allowable temperature of 85 degrees Fahrenheit, which remotely notifies the handler or the Emergency Communications Division.
 - 3. Activates the vehicle's windows to automatically open in the event the vehicle reaches the temperature stated above.
- F. Upon determination that the police utility dog is no longer capable of public service due to age, medical condition, or any other factor, a decision to retire the police utility dog from public service will be made by the chief of police. This determination should be made with combined input from

the designated veterinarian service and the police utility dog handler.

1. Upon retirement and in accordance with Illinois statute 510 ILCS 82/5, the Police Dog Retirement Act, the police utility dog handler will be offered sole ownership of the police service dog. The official transfer of the police utility dog is authorized through the city's Legal Department.
 2. If the handler does not wish to keep the police utility dog, another department employee may take ownership upon consultation and approval of the chief of police. Otherwise, a non-profit organization, or no-kill shelter will be used to facilitate the adoption of the police utility dog.
 3. Upon transfer of total ownership, total responsibility for all costs and liabilities relating to the ownership of the police utility dog is transferred to whomever takes ownership of the police utility dog.
 4. Euthanasia will not be considered for retiring a police utility dog unless health conditions of the police utility dog and the opinion of the designated veterinarian service indicate such action is the only humane alternative.
- G. Pursuant to the Retired Police Dog Act, funds for the retired police utility dog's veterinary care may be disbursed to the former police utility dog handler or the adopter of a retired police utility dog that served for five years or more as a police utility dog. However, a former police utility dog handler or an adopter of a retired police utility dog who seeks reimbursement for veterinary care under this act may not receive reimbursement if funds appropriated for the Care for Retired Police Dogs Program are depleted in the year for which the reimbursement is sought. To receive reimbursement, the former police utility dog handler or adopter shall:
1. Provide valid documentation from the department which verifies that the police utility dog was in the service of or employed by that agency and that the police utility dog served. This may be accomplished through completion of the Verification of Police Utility Dog's Service Form which is accessible through PowerDMS; completion of the form should take place prior to the police utility dog's retirement. Refer to Appendix A to view this form.
 2. Provide a valid invoice from a veterinarian for veterinary care provided in this State to a retired police utility dog and documentation establishing payment of the invoice by the former handler or the adopter of the retired police dog.
 3. Annual disbursements to a former handler or an adopter to reimburse him or her for the cost of the retired police dog's veterinary care may not exceed \$1,500 per dog. A former handler or an adopter of a retired police dog may not accumulate unused funds from a current year for use in a future year.

102.1.6 POLICE UTILITY DOG HANDLER INJURIES

- A. In the event a police utility dog handler is injured, and it becomes necessary to remove the police utility dog from the scene, a unit supervisor will be notified immediately.
- B. The on-scene supervisor, until a unit supervisor is available, shall be responsible for all decisions related to the police utility dog handler and the police utility dog.
- C. The safety of the police utility dog handler and others will be the prime consideration in the method and timeliness of the removal of the police utility dog.
- D. When time permits, a unit supervisor or designee, the department's animal control officer or the department authorized veterinarian may be contacted to assist in the safe removal of the police utility dog.

- E. Any attempt to remove a police utility dog, which may result in the police utility dog being harmed or destroyed, should be considered as a last resort.

102.1.7 UTILIZATION OF A POLICE UTILITY DOG TEAM

- A. Requests for police utility dog team must be authorized by a sworn supervisor when:
 - 1. An off-duty team is called-out.
 - 2. An outside agency requests a police utility dog team. If possible, an additional police officer shall accompany the police utility dog handler when the request pertains to an unsecured scene.
 - 3. Assistance with tracking missing/lost persons or endangered persons.
 - 4. Tracking suspects. Refer to Section 102.1.8 to review criteria police utility dog handler's take into consideration in determining whether the police utility dog will be utilized for this purpose.
 - 5. Crowd control assignments.
 - 6. Building searches.
 - 7. Detecting the presence of concealed narcotics. Refer to Section 102.1.8 to review criteria handler's take into consideration in determining whether the police utility dog will be utilized for this purpose during traffic stops.
 - 8. Promotion of public education by participating in community demonstrations and educational events with proper authorization.
- B. Any situation where the police utility dog is utilized shall be documented using the appropriate medium such as a police report and/or the Packtrack online records management system.

102.1.8 POLICE UTILITY DOG HANDLER CONTROL, CONDITIONS AND PROCEDURES

- A. The police utility dog handler's decision to release the police utility dog to apprehend a fleeing subject will be measured against the "objective reasonableness" test as established in *Graham v. Connor, 490 U.S. 386, 109 S.Ct. 1865, 104 L.Ed.2d 443 (1989)*. The police utility dog handler shall consider the following factors when making the determination to release the police utility dog:
 - 1. The severity of the crime at issue.
 - 2. Whether the suspect posed an immediate threat to the safety of the police officers or others.
 - 3. Whether the suspect was actively resisting arrest or attempting to evade arrest by flight.
 - 4. Any other exigent circumstances present at the time.
- B. While the police utility dog handler's decision to deploy the police utility dog will be measured against the objective reasonableness test, the police utility dog may be released or sent with an apprehension command when the police utility dog handler believes it to be reasonably necessary to:
 - 1. Protect the safety of a citizen or police officer.
 - 2. Pursue and apprehend a fleeing subject. The police utility dog handler must have reasonable grounds to believe that the subject is a risk to public safety, has committed a serious felony, or is armed with a weapon.

3. Search a structure or enclosure for the purpose of locating a hidden subject, contraband and narcotics.
 4. Guard and restrain an arrested subject to prevent escape or injury to police officers and others.
- C. Once the police utility dog handler has released the police utility dog with an apprehension command, the police utility dog handler shall remain cognizant of the following specific mandates that have been emphasized by courts throughout the United States:
1. The police utility dog handler must have complete control over the actions of the police utility dog.
 2. The police utility dog must be able to be verbally recalled.
 3. The police utility dog must be able to verbally “out” (release the apprehension) to industry standards.
 4. The police utility dog handler and police utility dog must immediately release the apprehension upon compliance of the offender.
 5. The police utility dog handler must afford the opportunity for a peaceful surrender using “canine warning announcements.” As determined in *Melgar v. Greene*, 593 F.3rd 348 (2010), failure to provide a warning before sending the police utility dog, depending on the circumstances, may be objectively unreasonable in an excessive force context. An exception to this mandate is when the police utility dog handler, based on the totality of the circumstances, knows or has reasonable belief that the offender is in possession of a weapon.
 - a. When feasible, the police utility dog handler should allow a reasonable amount of time for the subject to surrender and should quiet the police utility dog momentarily to listen for any verbal response to the warning.
 - b. When feasible, the warning should be made in the presence of other police officers.
 - c. When feasible, the warning should be provided in the subject’s suspected language.
 - d. If a warning is not given, the police service dog handler, when practicable, shall advise their supervisor of their decision.
 - e. The police utility dog handler’s documentation of the warning shall be described in the appropriate medium such as the police report.
- D. Use of a police utility dog for the purpose of detecting cannabis to establish probable cause for a warrantless search of a motor vehicle to confirm a violation of the Illinois Motor Vehicle Code, specifically Illinois statute 625 ILCS 5/1-100 *et seq*, must meet certain factors which are explained in this section.
1. Police officers must determine if the possession of cannabis in the vehicle is legal. Through Illinois statute 625 ILCS 5/11-502.12, the established guidelines for the legal possession of adult use of cannabis in motor vehicle are described below:
 - a. No driver may use cannabis within the passenger area of any motor vehicle upon a highway in this state.

- b. No driver may possess cannabis within any area of any motor vehicle upon a highway in this State except in a secured, sealed or resealable, odor-proof, child-resistant cannabis container that is inaccessible.
 - c. No passenger may possess cannabis within any passenger area of any motor vehicle upon a highway in this State except in a secured, sealed or resealable, odor-proof, child-resistant cannabis container that is inaccessible.
 - d. Any person who knowingly violates subsection (a), (b), or (c) of this section commits a Class A misdemeanor.
2. Police officers must establish probable cause to use a police utility dog to conduct a warrantless search of a motor vehicle for cannabis. Two court cases are explained below to assist with the establishment of probable cause:
- a. Police officers encounter incidents where the elements described in D (1), listed above, are not immediately identified and/or observed, and the police officer detects the odor of burnt cannabis from the vehicle. Pursuant to the *People v. Redmond, 2024 IL 129201, paragraph 54*, a police officer's detection of the odor of burnt cannabis considered alone, does not provide probable cause to conduct a warrantless search of a vehicle. In establishing and/or determining probable cause, police officers shall consider when the cannabis was used or where the cannabis was used since smell of cannabis may result from legal use and/or possession.
 - b. The odor of raw cannabis coming from a vehicle being operated on an Illinois highway, alone, is sufficient to provide police officers, who are trained and experienced in distinguishing between the smell of burnt and raw cannabis, with probable cause to perform a warrantless search of the vehicle.
 - 1. Pursuant to *People v. Molina, 2024 IL 12937*, cannabis should be undetectable by smell because no passenger may possess cannabis within any passenger area of any motor vehicle upon a highway of this state except in a sealed, odor-proof, child-resistant cannabis container. This requirement is provided in Illinois statute 625 ILCS 5/11-502.15 (c).
 - 2. Probable cause for a warrantless search of the vehicle can be established in those instances where the police officer who is trained and experienced was able to distinguish between the smell of burnt and raw cannabis. The warrantless search of the vehicle becomes permissible because cannabis that is stored in accordance with Illinois statute 625 ILCS 5/11-502.15 (c) should not be detectible
 - 3. Police officers conducting a warrantless search of a vehicle shall utilize a police utility dog that has been trained to detect the smell of raw cannabis.
3. The length of the traffic stop shall also be considered by police officers when initiating the warrantless search of a vehicle. Pursuant to *Rodriguez v. United States, 575 U.S. 348, 354 (2015)* and *People v. Cosby, 231 Ill. 2d 262 (2008)*, "the authority for the seizure thus ends when tasks tied to the traffic infraction are or reasonably should have been completed."
- a. Pursuant to *People v. Heritsch, 2017 IL App (2d) 151157*, "in order to find an unconstitutional seizure, there must be evidence that, but for the activities unrelated to the traffic stop, such as a dog sniff, the officer would have finished writing the defendant's traffic citation before the dog's arrival and free air sniff and drugs were detected in the defendant's vehicle."

4. When a police utility dog indicates that it detects cannabis on a person's clothing or belongings, to meet constitutional standards, the police officer must establish probable cause before conducting a more invasive search of the person; the smell of cannabis alone does not give probable cause to search the person.

102.1.9 BITE ENGAGEMENT PROCEDURE

- A. Prompt medical care will be provided to the apprehended subject after the police utility dog is deployed and when it is safe to render aid.
- B. A police report and Response to Resistance Form shall be written by the police utility dog handler and photographs shall be forwarded to the unit supervisor and the unit commander for review.
- C. The police utility dog involved in the incident shall be taken to the department authorized veterinarian service as soon as reasonable after the incident for proper care.
- D. In the case of unintended engagement bites, the police utility dog handler shall ensure the prompt medical attention of the affected subject and prepare a written police report with photographs and make notification to the unit supervisor and the unit commander for review.

102.1.10 VETERINARIAN SERVICE, KENNELING, SICK AND VACATION LEAVE PROCEDURES

- A. Veterinarian Services.
 1. Only department approved veterinarian services will be used for police utility dogs. Veterinarian services shall be approved by the unit supervisor.
 2. In cases of an emergency, the closest veterinarian service will be used to medically stabilize the injured police utility dog. The unit supervisor will be contacted and consulted prior to additional treatment. When additional treatment is at a significant cost, consultation shall first be made with the unit commander with approval by the chief of police.
- B. Sick Leave.
 1. In the event the police utility dog handler is ill and unable to properly care for the police utility dog, the police utility dog handler's family shall care for the police utility dog. If the police utility dog handler's family is unable to assume this responsibility, the police utility dog shall be transported to a department approved kennel facility by a member of the police utility dog unit or his/her designee. In cases of long-term sick leave, the police utility dog may be re-assigned to another police utility dog handler; this is at the discretion of the unit commander with approval from the chief of police.
 2. In the event the police utility dog is sick or injured, the department authorized veterinarian will determine if the police utility dog should be on active duty. A unit supervisor shall be notified, and the police utility dog handler shall report for duty as assigned.
- C. Vacation Leave/Extended Leave/Kenneling
 1. The police utility dog will be kenneled at the department approved facility if the handler is leaving town and the family cannot properly care for the police utility dog.
 2. The police utility dog shall not accompany the handler on any vacation/extended without the approval of a unit supervisor.

102.1.11 TRAINING AIDS

- A. Training aids such as controlled substances and marijuana are used to effectively train and maintain the skills of the police utility dog, in addition to use during community engagement efforts with the police utility dog. These aids are provided to the department by the Drug Enforcement Administration, hereinafter referred to as the DEA.
- B. The following training aids are authorized by the department and shall be maintained in the department's secure evidence storage area, located in the Property Evidence Room:
 - 1. Cocaine
 - 2. Crack Cocaine
 - 3. Heroin
 - 4. Marijuana
 - 5. Methamphetamine
- C. The unit commander shall designate one member of the Police Utility Dog Unit with the responsibility of obtaining the necessary state and federal license to order and possess substances from the DEA for the purpose of police utility dog training.
 - 1. All orders for training aids shall be made through the DEA Diversion Control Portal where the police utility dog handler will be required to complete the DEA-222 record along with an approval letter from the chief of police or designee. [Access the DEA Diversion Division Control Portal](#)
 - 2. A copy of all completed documents and letters of approval shall be saved to a designated folder within the Box file sharing system which is accessible to members of the Police Utility Dog Unit.
- D. All orders for training aids from the DEA shall be delivered to the attention of a unit supervisor and upon receipt of items, the unit supervisor shall
 - 1. Work with a member of the Police Service Dog Unit to repackage the substances into individual pouches; this shall be completed in the evidence processing area.
 - 2. Ensure all individual pouches containing the training aids are stored in glass jars. Each jar will be labeled with the following information:
 - a. Weight of the substance by itself within the pouch.
 - b. Total weight of the pouch with the substance inside.
 - c. Ensure the glass jars are stored in a protective Pelican case that will be labeled with the substance contained inside, in addition to having an inventory control sticker attached to the outside of the case. When not being used for training, each case shall be securely locked utilizing a lock to prevent theft. Access shall be limited to police utility dog handlers and unit supervisors who will be provided with a key to unlock the case. When the key is not in use, they are responsible for ensuring their assigned key is in a secure location
 - 3. Ensure the above activities are documented using the officer's body worn camera, along with a supervisor hold. Additionally, a police report documenting the receipt of the substances from the DEA, describing the process of packaging and storage of the

substances, shall be prepared. When additional training aids are received, a supplemental report shall be prepared using the original report number.

- E. When a training aid is released and returned to the Property Evidence Room, the handler is responsible for maintaining the chain of custody and must electronically document the transfer and return using the Training Aid Log, in addition to ensuring their body worn camera is activated. The log is available in the designated folder within the department's Box file sharing system, accessible to members of the Police Utility Dog Unit. Refer to Appendix B to view the log. The log includes the following information categories:
 - a. Date and time checked out and returned.
 - b. Police utility dog handler's name and badge number.
 - c. Name of the property evidence custodian.
 - d. Narcotic Type.
 - e. Weight upon check out and return.
 - f. Purpose for the check out.
 - g. Confirmation that the body worn camera was activated during the check out and return of the training aid

- F. In situations where a police utility dog handler needs access to a training aid when a property evidence room will be unavailable, the police utility dog handler shall work with a property evidence custodian to remove the training aid from the Property Evidence Room ahead of time and secure the items a designated safe located within the secure evidence equipment room.
 - 1. Training aids shall remain in the secured safe until transferred back to the Property Evidence Room. As soon as possible after use, the training aid shall be returned to the Property Evidence Room, and the Training Aid Log shall be updated.

- G. When in use police utility dog handlers are responsible for:
 - 1. Securing the training aid in the equipment drawer mounted in the cargo area of the police vehicle or police vehicle lock box when not in use.
 - 2. Safeguarding the training aid in a manner that minimizes accidental spillage, damage or destruction. Precautions shall be taken not limited to utilizing department issued canvas bags and or use of metal storage boxes, whenever feasible.
 - 3. Recovering as much of the remaining contents as possible when a package has been damaged or destroyed and its contents spilled. In such cases, the police utility dog handler must prepare a memorandum explaining the circumstances and present the recovered materials to the unit supervisor for verification before forwarding the memorandum through the chain of command to the unit commander and to the chief of police.
 - a. Witnesses to the incident shall also prepare a memorandum to be forwarded through the chain of command to the unit commander and to the chief of police.
 - b. All documentation pertaining to the incident shall be saved to the designated folder within the Box file sharing system.
 - c. When there is a significant loss of the training aid, the unit supervisor shall be responsible for accessing the DEA Diversion Control Portal to complete the DEA

106 record to report any loss of the controlled substance. [Access the DEA Diversion Division Control Portal](#)

- d. If it is determined that the training aid will continue to be used for training, it will be reweighed by a unit supervisor and the new weight shall be reflected on the jar as described above, in Section 102.1.11 (D).
4. If cross-contamination between training aids occurs, the police utility dog handler shall notify a unit supervisor and make a request to a property evidence custodian to have the training aids destroyed using the authorized equipment in the Property Evidence Room. Refer to Standard Operating Procedure 84.1 Property Evidence Control for more information. The unit supervisor shall be responsible for accessing the DEA Diversion Control Portal to complete the required DEA 41 record to document the destruction of the training aids. [Access the DEA Diversion Division Control Portal](#)
 - a. Upon destruction of the training aid, the police utility dog handler shall follow the procedure in Section 102.1.1 (C) to request additional training aids.
 - b. The chain of custody shall be updated on the Training Aid Log to indicate the destruction of the training aid.
 5. To ensure regular checks and balance of training aids, the following shall be conducted:
 - a. On a quarterly basis, the training aids shall be inventoried by a unit supervisor using the Quarterly Training Aid Inventory Log which is accessible in the designated folder in the Box file sharing system. Refer to Appendix C to view this form.
 - b. Each year, the unit commander will conduct an audit of the training aids to confirm the inventory levels match the information documented on the Quarterly Training Aid Inventory Log. This shall be completed using the Annual Training Aid Audit Form which is accessible in PowerDMS. Completed audits will be saved to the designated folder in the Box file sharing system. Refer to Appendix D to view this form.
 - c. Discrepancies identified during quarterly inventories or annual audits must be reviewed and documented by the supervisor conducting the review.
 1. All discrepancies need to be explained in a memorandum with notification to command staff. When a discrepancy reveals a loss that cannot be explained, the unit supervisor shall prepare a police report to be submitted to the deputy chief who will review the circumstances to determine the next steps.

APPENDIX A: VERIFICATION OF POLICE UTILITY DOG'S SERVICE



ELGIN POLICE DEPARTMENT
Verification of Police Utility Dog's Service



Pursuant to Standard Operating Procedure 102.1, Police Utility Dog Operations, police utility dog handlers should complete this form before retiring any police utility dog that has served five or more years. The completed form may be used to verify the police utility dog's service with the department and to apply for veterinary care reimbursement under the Retired Police Dog Act.

Police Utility Dog Handler's Name Badge #

Name of Police Utility Dog

Date Service Began

Retirement Date

Years of Service



My signature below indicates that the above information accurately reflects the police utility dog's service with the City of Elgin Police Department and may be used to request reimbursement of veterinary care through the Retired Police Dog Act.

Submitted By:

Chief of Police:

APPENDIX D: ANNUAL TRAINING AID AUDIT FORM



**ELGIN POLICE DEPARTMENT
Annual Training Aid Audit**



In accordance with Standard Operating Procedure 102.1, Police Utility Dog Operations, the commander assigned to the Police Utility Dog Unit conducts an annual audit of the Training Aid Inventory to verify that the information recorded on the Training Aid Inventory Log matches the inventory levels.

Commander's Name Badge Number Date

Training Aid	Date of Last Qtly Inventory	Weight at Last Qtly Inventory	Weight at time of Annual Audit	Are there discrepancies	If discrepancies were observed, document date memo prepared w/notification to command staff & police report number if applicable
Cocaine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crack Cocaine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heroin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marijuana	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Methamphetamine	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Commander's Signature

The completed form shall be saved to the respective folder in the Box file sharing system.