

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this policy is to provide guidelines concerning the utilization of the WMU Public Safety K-9 unit.

II. POLICY

It is the policy of the WMU Department of Public Safety to have K-9 units to aid or enhance law enforcement services provided through explosives detection, tracking of suspects, finding of lost or missing persons, locating evidence or property, building searches, crime prevention, public relations and perform special tasks as may be assigned.

III. DEFINITIONS

- A. **Canine (K-9)** – 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. **K-9 Handler** – An officer specially trained in the care, handling, and training of a canine for law enforcement purposes during the course of on-duty assignments and providing care for the police K-9 while off-duty.
- C. **K-9 Unit** – A K-9 and K-9 handler trained to work together as a team in various law enforcement tasks.
- D. **K-9 Apprehension** – When the actions of a K-9 unit 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 in a structure or other area; or, when a suspect surrenders after hearing a canine warning.
- E. **K-9 Deployment** – Any use of the K-9 unit to assist officers in the performance of their police duties.
- F. **K-9 Bite** – Use of the mouth by the K-9 on a subject that may cause an injury.

IV. PROCEDURES

- A. Selection of K-9 Handlers
 - 1. The Chief/Director of Public Safety, or designee, is responsible for selection of K-9 handlers.
 - 2. Prospective K-9 handlers will have to complete a physical fitness test and interview before being considered for the position.
- B. Training and Assessment (3.5.9.b)

1. Any new K-9 unit shall attend a basic police K-9 training course at a designated facility.
2. After attending and successfully completing an initial K-9 training course, all K-9 units will continue to attend and receive additional in-service training, sixteen (16) hours minimum per month.
3. Each K-9 handler will be required to keep accurate and up-to-date records of all training received. The K-9 supervisor shall receive and maintain a copy of all records. (3.5.9.c)
4. Each K-9 unit shall certify in K-9 tasks as required by the certifying agency, the National Association of Professional Canine Handlers (NAPCH).

C. K-9 Care (3.5.9.d)

1. K-9 handlers will report to the K-9 Supervisor if their K-9 is sick or injured. The K-9 Supervisor or Chief will advise if the K-9 is to go to the veterinarian.
2. Notification will be made to the K-9 Supervisor or Chief when a K-9 receives medical treatment or when relieved from duty.
3. K-9s may only be removed from duty on order of a veterinarian, K-9 Supervisor or Chief.
4. The handler is responsible for keeping the K-9 properly groomed.
5. Striking or kicking K-9s is strictly prohibited.
6. K-9s will be boarded only at authorized kennels.
7. K-9 handlers will receive an additional half hour of regular pay per day (7 hours per pay period) to care for the K-9. This includes but is not limited to any time off the K-9 handler may have such as sick, annual, holiday, closure, or funeral leaves.

D. K-9 Vehicle/Equipment (3.5.9.e)

1. K-9 vehicles are any agency vehicle regularly assigned to the K-9 handlers for use by the K-9 units for the purpose of transporting K-9s and specialized K-9 equipment.
2. K-9 vehicles are not to be used by patrol unless no other vehicles are available. No other animals other than assigned department canines are to be transported in the K-9 vehicles.
3. The department will provide the following required equipment to the K-9 handlers for use in patrol duties and training:
 - K-9 vehicle
 - K-9 vehicle kennel insert
 - Transport Crate
 - No spill dog bowl
 - Metal dog bowl
 - K-9 first aid kit
 - Training collar
 - Pinch collar
 - Flat collar
 - Electric collar
 - Leather tracking harness
 - Ballistic tracking harness
 - 30 foot leash
 - 20 foot leash
 - 6 foot leash
 - 2 foot leash
 - Impact Crate
 - Grooming brush
 - Muzzle
 - Reward/Toy
 - Bite sleeve
 - Scent boxes
 - Explosives for training

V. USE OF K-9s (3.5.9.a)

A. General

1. When not actively engaged in a situation requiring the use of the K-9, the K-9 handler will be assigned normal patrol duties. K-9 handlers will be expected to respond to all calls for service.

2. Any police officer may request the use of a K-9 at the scene of an incident through the shift supervisor or officer-in-charge (O.I.C.). The requesting officer will fully brief the K-9 handler of the situation. The K-9 handler shall be responsible for determining whether the circumstances justify the use of a K-9 and how it is to be used.
3. K-9 handlers will document the circumstances of the incident and actions taken by the K-9 unit.
4. K-9 bites will not be allowed while investigating domestic violence calls or when the K-9 handler is knowingly out with a person suffering from mental illness, except where a citizen or officer's safety is threatened.
5. When at the scene of an "officer in trouble" K-9 bites will only be allowed when an officer's physical safety is in danger or to effect the arrest of an escaped prisoner or suspect.
6. K-9 bites will not be allowed on a fleeing misdemeanor involving crimes against property or misdemeanor vehicle code violations.
7. K-9s are to be kept on leash or under verbal control of the K-9 handler while on duty, except during K-9 bites, building searches, or area searches.
8. K-9 exhibitions or demonstrations will be permitted only when requested through the Captain, Chief, or Deputy Chief.
9. No agitation or protection work is to be done outside of training or authorized demonstrations.
10. No officer shall agitate a K-9 while in any vehicle or crate.
11. The decision to deploy the K-9 in any situation lies solely with the K-9 handler.
12. Nothing in this policy shall prohibit a supervisor from ordering the K-9 handler not to deploy a K-9. If practical, the supervisor shall confer with the handler prior to giving the order.
13. In all cases prior to a K-9 being deployed, the handler will determine:
 - (a) The severity of the crime at issue;
 - (b) Whether the suspect poses an immediate threat to citizens or police officers;
and
 - (c) Whether the suspect is actively resisting arrest or attempting to flee.

B. Tracking

K-9 units may be deployed to assist officers in locating or apprehending fleeing persons, missing persons, or searching for evidence.

C. Building Searches

1. Prior to conducting a building search, the K-9 handler will attempt to determine conditions and contents of a building that may be injurious to the K-9. Those portions of a building that might pose such a threat will not be searched.
2. K-9s will search all buildings on leash, unless it is positively determined that all authorized personnel have exited. All rooftops or open elevated areas will be searched on leash.
3. Prior to any building search conducted as the result of a felony in progress, the K-9 handler will announce that a police K-9 is going to be utilized to search the building. Any persons inside will be given ample time to exit prior to the K-9 entering. As the K-9 unit moves to different areas of the building, additional warnings will be given.

D. Explosives Detection

1. K-9 units may be deployed to assist officers in locating or identifying explosives.

2. K-9 units may be deployed to check suspicious packages or items to determine if any explosive material is present that would require contacting the Kalamazoo Bomb Squad for proper investigation and disposal.

E. Crowd Control

1. Normally, K-9s will not be used for aggressive crowd control.
2. A supervisor or O.I.C. should bear in mind the deterrent capabilities of the K-9 in passive crowd control.
3. The supervisor or O.I.C. may utilize the K-9 for passive crowd control at the scene of large gatherings where the potential for violence exists.
4. In the event a critical situation involving possible danger to life or serious property damage arises, supervisors are encouraged to utilize the K-9 to either divert or disperse the threat.
5. The K-9 handler will take all possible precautions to prevent a K-9 bite of a citizen unless there is no other reasonable means available to protect life or property.
6. In all incidents where a K-9 unit is used to assist another agency in either a passive or active crowd control situation, a police report will be completed by the K-9 handler documenting the situation. The report shall also include the actions of the K-9 unit as well as the other agency supervisor that authorized the K-9's use, and any other K-9 units at the scene.
7. In the event that another agency requests the use of this department's K-9 for crowd control off campus, all of the following conditions must be met:
 - (a) The request must come from the on-duty Command Officer of that agency, unless the situation has become so critical that time does not allow for that action.
 - (b) The WMU supervisor or O.I.C. must give permission for the use of the K-9, unless the situation has become so critical that time does not allow for that action.
 - (c) The K-9 handler on the scene determines whether the use of the K-9 is feasible and reasonable.

F. Tactical Situations

Unless specifically trained for tactical situations, K-9 units will not be deployed into such situations but may be used as general perimeter units.

G. Assist to Another Agency

1. A supervisor or an O.I.C. may authorize the call out of a K-9 unit for another agency utilizing the following guidelines. In situations not meeting these guidelines where the supervisor feels exceptional circumstances exist, the supervisor should obtain permission from the Chief, Deputy Chief, or Captain before calling out a K-9 unit.
2. On duty call out of K-9 is authorized:
 - (a) In instances of felonious crimes against a person (including escapees).
 - (b) In instances of serious felony property crimes, i.e., Home Invasion.
 - (c) Lost persons.
 - (d) Bomb and gun searches.
 - (e) Crowd control.

H. Off Duty Call Out

1. Off-duty call out of K-9 is authorized:
 - (a) In instances of felonious crimes against a person (including escapees).
 - (b) Lost or missing persons.

(c) Bomb and gun searches.

VI. K-9 BITES

- A. All K-9 bites are to be reported immediately to the on-duty supervisor or O.I.C. and a detailed report submitted. The K-9 supervisor will investigate and evaluate the facts and submit all reports to the Deputy Chief. The Deputy Chief shall notify the Chief. The Chief or Deputy Chief will notify the director of WMU Business Services.
- B. All K-9 bites will be photographed after they are cleaned and treated by medical personnel. Attempts will be made to photograph the injury prior to bandaging. No bandage will be removed by anyone except medical personnel, in order to photograph an injury. Medical care for the subject is of primary concern and treatment should not be delayed in order to facilitate a departmental investigation. When photographing a K-9 bite of a private area, keep in mind the privacy concerns of the individual and use a person of the same sex to take pictures.
- C. In any situation involving a K-9 bite or injury to a dog, the Chief or Deputy Chief will be notified at the time of the incident.

VII. DOCUMENTATION AND USE OF FORCE FOR POLICE K-9s (3.5.9.f)

- A. The Western Michigan University Police Department recognizes that K-9 bites constitutes a use of force. K-9 handlers must comply with the department's Use of Force Policy when allowing a K-9 bite.
- B. Police reports and use of force documentation will be maintained by the K-9 supervisor for each K-9 deployment.
- C. Following each deployment, the K9 handler will prepare a report detailing the circumstances of the deployment with a copy of the completed report being forwarded to the K-9 supervisor.

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Issued by:



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