

WATERTOWN POLICE DEPARTMENT GENERAL ORDER



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CHIEF OF POLICE**

Effective Date: March 7, 2008	Rescinds: Amends:	Number: B-100
Subject: K-9 Unit Operations Policy		Re-evaluation Date: March 2011
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this policy is to establish procedures for the use of trained police canines.

2. **POLICY**

It is the policy of the Watertown Police Department to maintain a fully operational K-9 Unit to support patrol and specialized operations. Furthermore, K-9 Officers will at all times ensure that the necessary precautions are taken so as to minimize the likelihood of accidental injury to Officers or members of the community.

3. **DEFINITIONS**

- A. K-9 UNIT SUPERVISOR - The Patrol Captain is responsible for the supervision and administration of the K-9 Unit.
- B. K-9 ADMINISTRATOR ó The Administrative Sergeant is responsible for documenting the training of the K-9 Team. This documentation shall include the initial training, on- going training, and certification of the K-9 Team.
- C. K-9 OFFICER/HANDLER ó Patrol Officer specially trained in the care, handling and training of a canine for law enforcement use. The K-9 Officer/ Handler is responsible for scheduling all required training.
- D. CANINE (K-9) - Working dog which has been procured and specially trained to execute a number of specific law enforcement and public service tasks which make use of the canine's intelligence, speed, agility, and sense of smell.
- E. K-9 TEAM - K-9 Officers and their assigned canines.

4. **PROCEDURES**

A. Deployment and Call Out

1. K-9 teams are assigned to the Patrol Division. Routinely, K-9 teams report through the normal Chain of Command. When supporting field units, the K-9 Team coordinates, cooperates, and reports to the on-scene supervisor.
2. In the event directives are given which expose K-9 Teams or persons on the scene to excessive risks, hazards, or injuries, the K-9 Officer/Handler will advise the on-scene supervisor of their risk assessment and will attempt to resolve any conflict regarding how to proceed. In the event the on-scene supervisor and K-9 Officer/Handler cannot agree, on how to proceed the on-scene supervisor may request the K-9 Unit Supervisor respond to the scene; or resolve any issue through electronic communication.
3. On duty K-9 Teams
 - a. On duty K-9 Teams will respond to calls for service and will assist other law enforcement agencies within Codington County.
 - b. During regular K-9 Officer duty hours any Watertown Patrol Officer may request a K-9 Officer response.
4. Off-duty K-9 Teams

- a. When K-9 Teams are off-duty the Patrol Captain may authorize a call-back after a scene has been evaluated; and in accordance with city policy and labor agreement.
 - b. If a K-9 Team cannot be contacted the K-9 Unit Supervisor will be notified.
- B. Authorized Uses of K-9 Teams
 1. Tracking - tracks can be conducted for missing, injured, fleeing or endangered persons. The track should ideally be no more than 30 minutes old. The following procedures will be utilized when K-9 teams are requested to track:
 - a. When the scene has been evaluated and a supervisor has established a need for a K-9 Team, an on duty K-9 Team should respond. If there is no K-9 on duty then follow procedures in section 4 above.
 - b. The scene should be secured by on-scene personnel. Personnel will maintain the perimeter until the K-9 Team arrives and advises that the track has been concluded.
 - c. Attempts should be made **not** to contaminate the scene and the tracks. Unauthorized persons will not be permitted within the perimeter.
 - d. The K-9 Officer will coordinate with personnel on the scene. Information pertaining to the subject description, time lapse and perimeter information should be made available to the K-9 Officer as soon as possible. The person in charge of the scene will be responsible for providing the K-9 Officer with this initial information.
 - e. Officers will assist the K-9 Team as directed by the K-9 Officer.
 2. Narcotics Search - the following procedures will be utilized when a K-9 Team is requested to conduct a narcotics search:
 - a. An Officer will determine the need for a narcotic detection K-9 Team and will request their response. The requesting Officer and responding K-9 Team will ensure that proper legal basis has been secured to conduct the search. (ie warrant, consent, etc)
 - b. The scene should not be searched prior to the K-9 Team's arrival.
 - c. The Officer on the scene must be prepared to take the appropriate measures after the canine gives a positive alert indicating the presence of the odor of narcotics (i.e. arrest, take custody of the located narcotics and place into evidence).
 - d. Narcotics detection canines will not be used to search for narcotics on a person.
 - e. Doors and windows of structures or vehicles to be searched should be left closed until direction from the K-9 Team is given.
 3. Public Relations
 - a. The Watertown Police Department's K-9 Unit is a vital tool to enhance public relations in the community. Requests for public demonstrations should be routed through the K-9 Unit Supervisor. The K-9 Team may provide public demonstrations if resources are available.
 - b. Care will be taken to prevent accidental injury to the public while demonstrations are being conducted.
- C. Working with K-9 teams
 1. Officers will follow the K-9 Officers instruction when requested to assist.
 2. Officers will provide cover for the K-9 Team during the search.
- D. Assisting other agencies
 1. Resources permitting, K-9 Teams may assist other law enforcement agencies within Codington County.
 2. Law enforcement requests from outside of the city limits of Watertown need to be approved by the K-9 Unit Supervisor.
 3. When assisting other agencies or operating outside of the city limits of Watertown, K-9 teams will adhere to WPD SOPs and Policies.
- E. Canine Inflicted Accidental Injuries
 1. The handler will control the canine.
 2. Medical aid will be **summoned** if needed.
 3. The K-9 Officer will document the accidental injury utilizing the appropriate reports, and forward the documentation according to K-9 Unit SOP Manual procedures.
 4. The K-9 Unit Supervisor will be notified as soon as practical.
- F. If a department K-9 escapes from the custody of its caregiver, the following will occur:
 1. The K-9 Unit Supervisor will be notified as soon as practical.
 2. The on duty Supervisor will be notified immediately and may assist in the search for the K-9.

3. The Communications Center will be notified immediately.
 4. If possible the news media may be contacted so a broadcast can be made about the K9.
- G. In order to comply with the Fair Labor and Standards Act the following will be adhered to: K-9 Officers will receive the following in relation to their duties as a K-9 Officer.
1. K-9 Officers will be granted one-half hour of each shift to feed, groom, and otherwise care for their assigned canines.
 2. K-9 Officers will be compensated one-half hour for each day scheduled off for feeding, grooming, and otherwise care for their assigned canines.
 3. When taking leave of any kind, K-9 Officers will be charged with one-half hour less than their duty hours. This allows one-half hour for care of the canine as described above, unless the canine is kenneled at the expense of the WPD or being cared for by a designee, as the K-9 Officer will not be responsible for the care of the canine during this time.
 4. If the Handler is out of town or unable to care for the dog, the WPD K-9 will be delivered to the K-9 Supervisor or his/her designee.
 5. If the designee is a member of the WPD, they will be chosen on the basis of knowledge of the WPD K-9 and ability to care for the animal. The welfare of the WPD K-9 is the priority. While the designee is caring for the WPD K-9, they will receive compensation at their regular rate of pay for thirty (30) minutes each day to be identified as "K-9 Care."
 6. Refer to K-9 SOP Manual page 13.
- H. Drug Detection Training Aids
1. Controlled substances procurement procedures
 - a. The controlled substances used for the training of the drug detection dogs will be obtained from the WPD property/evidence section, the Attorney Generals Office, or the DEA. Substances may be from adjudicated cases that have been analyzed and are awaiting destruction.
 - b. When the K-9 Officer receives a controlled substance he/she will enter the following information on the Drug Control Form:
 1. The original incident report number of the adjudicated case if known.
 2. The type of controlled substance.
 3. The total weight in grams of the controlled substance and its packaging when received.
 - c. Copies of the Drug Control Form detailing the information for each new controlled substance received will be forwarded to:
 1. The K-9 Unit Supervisor.
 2. The file maintained for each training aid by the K-9 Officer.
 2. Records Control
 - a. A file containing the following will be maintained for each training aid.
 1. The training aid number.
 2. Signed copies of the court order granting release of the drug for K-9 Training.
 3. Copies of the original property form and laboratory analysis for the controlled substance if available.
 4. A copy of the original Drug Control Form indicating when the controlled substance was received.
 5. A copy of the final Drug Control Form and property form, indicating when the controlled substance is destroyed or returned to property/evidence.
 3. Training and Storage
 - a. Each type of controlled substance will be stored in a separate airtight container.
 - b. When not in use, training aids will be stored in a locker designated for the K-9 Unit training aids.
 - c. The locker will be secured with a padlock and only the K-9 Officers will possess keys for the padlock.
 - d. When a training aid is used for training, its removal and return to the locker will be recorded by the K-9 Officer on the drug control form and will note:
 1. The date and time the training aid was removed and returned.
 2. The name and signature of the K-9 Officer removing or returning the training aid.
 3. The name of the training aid and quantity.

4. The reason for the removal of the drug.
 - e. The training aids will be weighed on a monthly basis by the K-9 Unit Supervisor with at least one K-9 Officer present. The results will be recorded on the Drug Control Form maintained by the K-9 Unit Supervisor.
 - f. The K-9 Officers will notify the K-9 Supervisor whenever a training aid is no longer usable due to contamination, staleness, or other reason.
4. Security Procedures
- a. Before disposal of a training aid, the training aid will be inspected and weighed by the K-9 Supervisor in the presence of at least one K-9 Officer.
 - b. The results of the inspection will be recorded on the Drug Control Form.
 - c. The K-9 Unit Supervisor will submit a memorandum to the Chief of Police detailing the results of the inspection and the reason for the destruction of the training aid.
 - d. The K-9 Officer will forward the training aid, along with the endorsed departmental memorandum to the evidence/property section for destruction. The evidence/property manager receiving the training aid that is to be destroyed will weigh the training aid and acknowledge receipt by signing the property form. A copy of the signed property form will be retained by the K-9 Unit Supervisor for inclusion in the training aid file for that item.
 - e. In the event that a training aid is lost or damaged, the K-9 Officer will submit a departmental memorandum to the K-9 Unit Supervisor detailing the circumstances of the event
 - f. The K-9 Unit Supervisor will investigate the circumstances relating to the loss or damage. A copy of the final disposition by the K-9 Unit Supervisor will be placed in the file for that training aid.
 - g. The loss or damage will be recorded on the Drug Control form.
 - h. When a training aid is damaged it will no longer be used for training and will be submitted for destruction following policy guidelines.
 - i. If a K9 officer/handler separates from the Watertown Police Department for any reason, the K9, all training drugs, issued equipment and keys for the K9 locker and vehicle will be delivered to a member of the command staff or K9 Unit Supervisor immediately.

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