

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>
<b>Accreditation Index:</b> 41.1.5, 81.2.4, 84.1.4 <sup>1</sup>			<b>401.5</b>
<b>Part Title:</b> Operations		<b>Chapter Title:</b> Patrol Operations	
<b>Chief of Police:</b>			

## Police Service Dogs

### I Policy

To utilize the Police Service Dogs superior sense of smell, hearing, and physical apprehension capabilities to assist law enforcement personnel in the performance of their duties. The use of the Police Service Dog requires adherence to procedures that properly control their use of force potential and direct their specialized capabilities into legally acceptable crime prevention and control activities.

### II Definitions

**Engage** – Police Service Dog bite.

**NPCA** – National Police Canine Association

**NPCA Certifying Official** – A current handler who has met the training and certification as a Certifying Official for the NPCA.

**NPCA Instructor** – A current handler who has met the training and certification as an Instructor for the NPCA, which includes one year as an NPCA Certifying Official.

**NPCA Trainer** – A current handler who has met the training and certification as a Trainer for the NPCA, which includes two years as an NPCA Instructor.

**PSD** – Police Service Dog(s)

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<sup>1</sup> Accreditation Index revised, 5<sup>th</sup> Edition reference removed from CALEA Standards, per PCO 18-003.

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**PSD Team** – An officer handler and his assigned police canine.

**Police Service Dog Training Program Coordinator** – A current handler who is certified in patrol application and scent detection application by the NPCA and selected by the supervisor of the Police Service Dog Unit to coordinate the training and certification of all PSD Teams. The PSD Training Program Coordinator shall be a Missouri P.O.S.T. certified law enforcement instructor who has completed an approved Instructor Development course.

### **III Procedure**

#### **1 PSD TEAM UTILIZATION**

- 1.1 A minimum of one PSD team shall be available on a 24-hour, on-call basis. A PSD may be used for the following purposes: (CALEA 41.1.5(a))
  - 1.1.1 To detect the presence of concealed narcotics;
  - 1.1.2 To conduct building searches for offenders in hiding;
  - 1.1.3 Assist in the arrest or prevent the escape of serious or violent offenders;
  - 1.1.4 Protect officers or others from death or serious injury;
  - 1.1.5 Track suspects;
  - 1.1.6 Locate lost or missing persons;
  - 1.1.7 Locate hidden objects or evidence of crime.
- 1.2 PSD teams will be assigned to the Special Response Team under supervision of the SRT Sergeant.
  - 1.2.1 The SRT Sergeant will be responsible for day-to-day operational issues to include annual evaluations, training and equipment needs, care and maintenance concerns, leave requests, disciplinary issues, and assignments.
- 1.3 The PSD team assigned to the Criminal Investigations Division will be under the direct supervision of the Narcotics Unit supervisor and the Special Investigations Unit supervisor.<sup>2</sup>
- 1.4 The PSD should not be handled or given commands by anyone other than its assigned handler.
  - 1.4.1 If an on-duty handler is injured or otherwise unable to command their PSD, another PSD handler will be called to the scene to take custody of the dog.
- 1.5 Requests for use of PSD teams. (CALEA 41.1.5(a))
  - 1.5.1 Officers requesting an on-duty PSD team may contact the PSD handler directly.
  - 1.5.2 Requests from other law enforcement agencies must be approved by the handler's supervisor.
  - 1.5.3 The Watch Commander must authorize the callout of off-duty PSD teams.
- 1.6 PSD Handler Uniform

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<sup>2</sup> Section 1.3 revised, SIU supervisor added as direct supervisor for PSD teams in CID, per PCO 18-003.

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- 1.6.1 The uniform of the day will be the BDU Utility Uniform.
  - 1.6.2 PSD handlers will wear the Regular Duty Uniform when working without their canines.
- 2 TRAINING AND CERTIFICATION (CALEA 41.1.5(b))
- 2.1 The Springfield Police Service Dog Program has adopted and shall follow the guidance and training standards of the National Police Canine Association (NPCA). The training and certification standards of the NPCA shall be the training and certification standards of the PSD Unit.
  - 2.2 The SRT Sergeant shall appoint one handler to serve as the Police Service Dog Training Program Coordinator.
    - 2.2.1 The PSD Training Program Coordinator shall coordinate the training and certification of all PSD teams.
    - 2.2.2 The PSD Training Coordinator shall be an NPCA Certifying Official, an NPCA Instructor, and/or an NPCA Trainer or should be in the process of obtaining any or all of these NPCA certifications.
  - 2.3 PSDs shall successfully complete a minimum ten-week basic training program as approved by the PSD Training Program Coordinator.
    - 2.3.1 The basic training program will consist of but is not limited to:
      - 2.3.1(a) Detection skills for the following controlled substances:<sup>3</sup>
        - 2.3.1(a.1) Heroin;
        - 2.3.1(a.2) Cocaine;
        - 2.3.1(a.3) Marijuana;
        - 2.3.1(a.4) Methamphetamine.
      - 2.3.1(b) Criminal apprehension;
      - 2.3.1(c) Obedience;
      - 2.3.1(d) Evidence search;
      - 2.3.1(e) Tracking and area search for lost or missing persons/suspects;
      - 2.3.1(f) Building searches;
      - 2.3.1(g) Officer Protection;
      - 2.3.1(h) Traffic stops;
      - 2.3.1(i) Crowd control.
  - 2.4 The PSD Narcotic-only team shall successfully complete a minimum eight-week basic training in drug detection and obedience.
  - 2.5 PSD teams will be certified upon successful completion of the NPCA Certification standards.

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<sup>3</sup> Section 2.3.1(a) revised, updated list of drugs PSDs are trained to detect, per Policy Change Order 18-003.

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- 2.6 PSD handlers shall participate in PSD in-service maintenance training a minimum of 40 hours per month (four 10-hour days), unless the PSD Training Coordinator approves the absence.
- 2.7 The PSD Narcotic-only team shall participate in training a minimum of 16 hours per month.
  - 2.7.1 Eight hours shall be with the PSD Training Program Coordinator or their designee.
- 2.8 PSD teams will be required to re-certify on an annual basis.
- 2.9 All PSD-related training shall be documented on the appropriate SPD forms. (CALEA 41.1.5(c))
  - 2.9.1 All original training reports shall be forwarded to the PSD Training Program Coordinator for training file retention.

### **3 DRUG TRAINING AIDS (CALEA 84.1.4)**

- 3.1 The PSD Training Program Coordinator shall be responsible for the procurement of drug training aids from DEA and shall ensure the unit's DEA and State of Missouri registration numbers remain current.
  - 3.1.1 Training aids may also be procured from the Springfield Police Department Property Room after proper, court-ordered disposition has been received.

- 3.3 When drug-training aids are received, substances may be packaged in individual packets by varying weights by the PSD Training Coordinator.
  - 3.3.1 These weights will be documented for future inventory on a card that is maintained with the respective drug training aid.
- 3.4 Training aids for PSD drug detection will be maintained in separate airtight containers and marked as the following: <sup>4</sup>
  - 3.4.1 MJ (marijuana);
  - 3.4.2 CO (cocaine);
  - 3.4.3 HE (heroin);
  - 3.4.4 ME (methamphetamine).
- 3.5 PSD handlers conducting training will complete the narcotics control log.
  - 3.5.1 The training aid box(es) checked out, the date, time, and officer's initials shall be documented in the narcotics control log for each transaction. The same shall be documented when the training aid box(es) is/are checked back in.
  - 3.5.2 Each PSD handler is solely responsible for the accountability of the drug training aids they check out.

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<sup>4</sup> Section 3.4 revised, list of PSD drug detection training aids updated, per Policy Change Order 18-003.

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- 3.5.3 In the event a container of drugs or any portion thereof is damaged or lost, the officer checking out the container will:
    - 3.5.3(a) Contact an on-duty supervisor
    - 3.5.3(b) Complete an IDC including the following:
      - 3.5.3(b.1) Name of people involved;
      - 3.5.3(b.2) Name of canine involved;
      - 3.5.3(b.3) Location of occurrence;
      - 3.5.3(b.4) Type of drugs involved;
      - 3.5.3(b.5) Check-out weight of the damaged package;
      - 3.5.3(b.6) Check-in weight of the damaged package;
      - 3.5.3(b.7) Complete details of the incident.
    - 3.5.3(c) If DEA-issued narcotics are lost or stolen, DEA Form 106 shall be completed and submitted to DEA.
    - 3.5.3(d) If narcotics procured from the SPD Property Room are lost or damaged, this information will be forwarded to the Property Room Supervisor to be recorded in the Property Unit's tracking system.
  - 3.6 PSD Drug Training Aid Inventory Control
    - 3.6.1 The PSD Training Program Coordinator or designee will conduct a monthly inventory inspection of all drug training aids issued to the PSD unit.
      - 3.6.1(a) This will be documented on the Police Service Dog Unit Drug Training Aid Inventory Inspection Form (SPD Form # 12-OP-0627).
    - 3.6.2 The Internal Affairs Unit will conduct a quarterly inventory inspection of all drug training aids issued to the PSD unit.
    - 3.6.3 The Inspections and Internal Affairs Supervisor shall conduct other unannounced inventory inspections of all drug training aids issued to the PSD unit at least once per calendar year.
  - 3.7 Destruction of PSD Training Aids
    - 3.7.1 Training aids that are no longer needed or can no longer be used (due to damage, age, etc.) shall be submitted to the property room for destruction.
      - 3.7.1(a) The proper reports for entering items into the property room for destruction shall be completed.
      - 3.7.1(b) When training aids issued by the DEA are to be destroyed, DEA Form 41 will be completed and submitted to the DEA.
        - 3.7.1(b.1) A copy of the form will be maintained in the DEA drug
- file. 4 REPORT WRITING PROCEDURES (CALEA 41.1.5(f))
- 4.1 PSD handlers will document all deployments on the computerized Police Service Dog Incident program.
  - 4.2 PSD handlers will complete monthly PSD Training Records.

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- 4.2.1 These forms will document satisfactory/unsatisfactory performance of the PSD.
- 4.2.2 These forms will be maintained by the department PSD Training Program Coordinator.

## **5 PSD ENGAGEMENTS AND INJURIES**

- 5.1 Whenever a PSD engages an individual, whether or not in the line-of-duty, the handler shall:
  - 5.1.1 Obtain medical treatment for the person;
    - 5.1.1(a) Medical personnel should examine the affected area regardless of the perceived seriousness of the bite or injury.
  - 5.1.2 Notify their supervisor immediately;
  - 5.1.3 Have photographs taken of the affected area prior to and following medical treatment;
  - 5.1.4 Complete a Resistance Control Form (SPD Form # 94-OP-0002) and an RMS report detailing the incident. (CALEA 41.1.5(f))
    - 5.1.4(a) The RCF and RMS report requirement does not apply to training accidents and other incidents requiring an on-duty injury packet.

## **6 PSD ARREST AND USE OF FORCE**

- 6.1 PSDs will not be used to threaten a suspect or arrested person.
  - 6.1.1 This does not prevent the use of the PSD to guard someone, to prevent escape, or to keep someone from interfering in a police function.
- 6.2 When time permits and it is tactically safe, the PSD handler shall give a minimum of two warnings prior to deploying the PSD off lead in a search area or building.
  - 6.2.1 The verbal warning shall include:
    - 6.2.1(a) Who you are. (i.e., Springfield Police);
    - 6.2.1(b) What is wanted of the person(s) (i.e., speak to me, etc);
    - 6.2.1(c) What the consequences will be (i.e., I will send my dog).
- 6.3 PSDs shall not be deployed to apprehend persons except when the PSD handler has probable cause to believe that one of the following circumstances is present:
  - 6.3.1 To apprehend violent suspects, or to prevent any person from assaulting the canine handler, another police officer, or citizen;
  - 6.3.2 Suspect(s) pose a significant risk to officers by concealing themselves in such a manner or area that increases the risk of ambush to officers and refuse to surrender;
    - 6.3.2(a) PSDs shall not be deployed to apprehend non-violent misdemeanor suspects who pose no risk as described above.
  - 6.3.3 If available, a PSD may be deployed to check the interior of vehicles in high-risk stop situations prior to an officer's approach.

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- 6.4 If a PSD is deployed off lead to apprehend a fleeing suspect, caution should be used if the area is heavily populated.

## **7 DRUG DETECTION**

- 7.1 The PSD handler shall maintain records that document the use and proficiency of the PSD in drug detection using the Police Service Dog Narcotics Training Summary (SPD Form #98-OP-0293). (CALEA 41.1.5(c))

- 7.1.1 This documentation shall be readily available for others who may need it when seeking warrants.

- 7.2 Use of PSD in a drug detection capacity is authorized in the following situations:

- 7.2.1 Random exploratory sniffing of luggage, packages or other inanimate objects may be conducted in public facilities such as airports and bus terminals.

- 7.2.1(a) Whenever possible, exploratory sniffing in these facilities shall be conducted with advance knowledge and consent of the appropriate facility manager.

- 7.2.1(b) Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.

- 7.2.1(c) Officers may detain specific checked luggage or related items for purposes of requesting a PSD sniff if reasonable suspicion exists, but may not detain the items so long as to interfere with the owner's scheduled travel.

- 7.2.1(d) When a PSD indicates on the item sniffed, a warrant or consent to search must be obtained before a search is completed.

- 7.2.2 PSD handlers shall not initiate a sniff of an individual's person with an aggressive alert dog.

- 7.2.3 Searches based on the sniff of the curtilage area of residences – either individual dwellings or the common areas of multiple unit dwellings – are not permitted without consent to search or a search warrant.

- 7.2.4 PSD may be used to sniff the exterior of motor vehicles during a valid stop.

- 7.2.4(a) A PSD indication shall serve as probable cause to search the vehicle.

## **8 BUILDING SEARCHES FOR SUSPECTS IN HIDING**

- 8.1 PSDs can be used for locating suspects in buildings or other structures where a search by officers would create an unnecessary risk. These searches shall be governed by the following:

- 8.1.1 The building perimeter shall be secured by police personnel.

- 8.1.1(a) Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.

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- 8.1.4 Upon entrance to the building, all exits should be secured, and communications limited to those of a tactical nature.
- 8.1.5 The PSD may be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the building.
- 8.1.6 Before commencing the search, the PSD handler shall give a minimum of two warnings prior to deploying the PSD.
  - 8.1.6(a) The verbal warnings shall include:
    - 8.1.6(a.1) Declaration of identity (i.e., Springfield Police);
    - 8.1.6(a.2) Instructions for the person(s) (e.g., speak to me, etc.);
    - 8.1.6(a.3) Consequences for non-compliance (e.g., I will send my dog).
  - 8.1.6(b) A reasonable amount of time shall also be allowed for the suspect to respond.
  - 8.1.6(c) This warning should be repeated when entering additional areas of the building to ensure persons present hear the warning.

## 9 CROWD CONTROL

- 9.1 PSD teams may be used to assist with crowd control to protect life or property during a riot or other unlawful assemblies.
  - 9.1.1 In these situations, PSDs shall be short leashed at all times unless no other means are available to protect an individual from serious injury.
  - 9.1.2 Deployment of PSDs shall follow the department guidelines in SOG 103.5 – Resistance Response.
  - 9.1.3 Prior to the release of any chemical agents, the on-scene commander shall notify the PSD team.

## 10 TRACKING

- 10.1 PSDs are capable of tracking suspects and lost or missing persons.

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10.1.2 PSDs used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the PSD's tracking abilities.

10.1.3 A minimum of one officer shall accompany the PSD team while tracking suspects.

10.1.3(a) The officer will serve as a backup officer to assist with lethal cover and handcuffing suspects.

10.1.3(b) The backup officer shall stay with the PSD team until released by the PSD handler.

10.2 Communications will be notified by radio when the PSD team has started a track. (CALEA 81.2.4(a))

## **11 PSD KENNELING, CARE, AND MAINTENANCE**

11.1 The handler is responsible for the care, cleaning, and daily maintenance of their assigned PSD. (CALEA 41.1.5(d))

11.1.1 The handler cannot delegate the care, cleaning, or daily maintenance of their assigned PSD to anyone other than another handler or a veterinary office with a kennel approved by the SRT supervisor and PSD Training Coordinator.

11.1.2 The handler shall supervise any interaction/socialization between the PSD and other persons in order to maintain control of the PSD.

11.2 The handler is responsible for maintaining their assigned vehicle and all related equipment in a clean and proper condition.

11.2.1 Equipment to be kept in the vehicle for canine use includes: (CALEA 41.1.5(e))

11.2.1(a) Two leads;

11.2.1(b) One 50-foot nylon lead with heavy-duty strap;

11.2.1(c) Tracking harness (if used);

11.2.1(d) Two heavy-duty chain collars;

11.2.1(e) Water and drinking dish;

11.2.1(f) Agitation muzzle;

11.2.1(g) Bite sleeve;

11.2.1(h) PSD first aid kit;

11.2.1(i) Temperature/bailout system installed in the assigned vehicle.

11.3 PSDs will be seen only by an approved veterinarian except in emergencies.

11.4 All medical records will be maintained in the PSDs medical file.

## **12 HANDLER COMPENSATION FOR PSD CARE**

12.1 PSD handlers will be scheduled to work four ten-hour shifts per week with one hour per shift devoted to the care and maintenance of their PSD.

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- 12.2 Handlers will be compensated at the rate of one hour per AWL day for the care of their assigned PSD.

### **13 RETIREMENT OF PSD**

- 13.1 Age, illness, and injuries are factors when considering the retirement of a PSD from service.
  - 13.1.1 When the PSD is no longer capable of performing the acceptable standards due to any of the aforementioned reasons, it shall be retired from service.
  - 13.1.2 If medical conditions are a factor the PSD Training Program Coordinator will consult with the veterinarian and a decision will be made.
- 13.2 Retired PSDs shall be offered to their handler. If the handler does not want the dog, it will be offered to other handlers. If no other handlers want the dog, other options will be explored.
- 13.3 Upon retirement, the department will give up responsibility for the care and maintenance of the dog. All expenses will become the responsibility of the owner.

## **IV Attachments**