



University of Wisconsin–Madison Police

Policy: 41.9

SUBJECT: CANINE UNIT

EFFECTIVE DATE: 06/01/10

REVISED DATE: 05/01/12, 07/15/14

INDEX:

- 41.9.1 ADMINISTRATION OF CANINE UNIT
- 41.9.2 PERSONNEL SELECTION
- 41.9.3 OPERATION OF CANINE UNIT
- 41.9.4 NARCOTICS DETECTION
- 41.9.5 TRAINING AND TRAINING AIDS
- 41.9.6 DEPARTMENT CANINE CARE

POLICY:

The University of Wisconsin–Madison Police Department canines, purchased and owned by the Department, shall be utilized for explosive ordinance detection, narcotic detection, and tracking in an effort to increase the degree of safety to the community and to Department personnel.

DEFINITIONS:

“Fair Labor Standards Act” is a federal law that guarantees a worker's right to be paid fairly. The FLSA defines the 40-hour workweek, sets out the federal minimum wage, states requirements for overtime and places restrictions on child labor.

PROCEDURE:

41.9.1 ADMINISTRATION OF CANINE UNIT

The following shall define canine administrative responsibilities:

- A. Canine handlers are supervised by their first line supervisor.
- B. The Canine Unit Commander shall be a lieutenant or higher authority and is assigned the responsibility for the day-to-day operation, training, and certification of the canine teams. The Commander is responsible for budget oversight and the review of Unit training goals and achievements.

41.9.2 PERSONNEL SELECTION

The following shall govern canine handler selection procedures:

- A. The position of canine handler is open to all sworn members of the Department who have successfully completed their probationary period. The applying officer(s) should write a letter of interest for the position to the Canine Unit Commander. Officers applying for the position must be able to show the following:
 - 1. A general knowledge and understanding of dogs.
 - 2. Qualified applicants must show a willing attitude to be a canine handler.
 - 3. Applicants must understand that there will be call-ins during non-duty time.
 - 4. Qualified applicants should be able to present a good appearance.
 - 5. Qualified applicants need to be in good physical condition.
 - 6. Qualified applicants need to be willing to allow the dog to live in their house and be a part of their family.
 - 7. Proper care must be given to the dog at home and work.
- B. Due to the nature of being a canine handler, the canine handler may be required to work during non-shift hours. This may include:
 - 1. Handlers should be willing to flex their schedule at the direction of the shift Sergeant or Unit Commander to attend training and work events.
 - 2. Handlers may request any shift.
 - 3. Handlers will carry a cell phone as a condition of being a part of the canine unit. Carrying such cell phone shall not be considered compensable time under the FLSA.
- C. To compensate handlers for all compensable time outside normally scheduled work hours, including but not limited to the care, grooming, exercise, feeding and housing the canine at the handler's home, the Department will pay handlers for an additional $\frac{3}{4}$ of an hour (at the handlers' straight time hourly rate) per day. Time spent maintaining the Department's vehicle that cannot be accomplished on-duty is also covered by this payment. Handlers may kennel the

dog at an approved facility at Department expense for up to two weeks per year for vacation. Handlers will not receive any extra pay for days in which the dog is kenneled. This provision for compensation was designed to meet requirements of the Fair Labor Standards Act.

- D. A Department vehicle will be provided to each canine handler. The vehicle may be used by the handler to transport the dog to work, training or to receive veterinary care. The vehicle will be properly equipped to meet the patrol function and the needs of the dog. The vehicle may be recalled due to departmental need. Personal use of the department vehicle is prohibited. The Department will pay for equipment authorized by the Canine Unit Commander.

41.9.3 OPERATION OF CANINE UNIT

The following outlines procedures for use of Department canine(s):

- A. Canine Unit handlers are responsible at all times for the appropriate use of their assigned Department canine. Canine Unit handlers shall act in accordance with state law, Department directives, training, and established guidelines. Canine handlers shall record in the form of an event ID each time their canine is deployed for use. Canine handlers shall maintain a training log and record all training activities.
- B. Depending on their qualifications, certification and experience a Canine Unit may be given the following assignments:
 - 1. Explosives/Ordinance Detection
 - 2. Building sweeps
 - 3. Area sweeps
 - 4. Tracking of suspects
 - 5. Locating missing persons
 - 6. Narcotic Detection
- C. Any police supervisor may call in the canine unit from off-duty status for urgent Department use. Non-urgent requests should be forwarded to the Canine Unit Commander for consideration. If the Unit Commander is unavailable, the Manager on Call should be contacted. A Department Canine Team may be called upon by other agencies for assistance. The following shall apply:
 - 1. For on duty requests, if the canine is available and the request seems to be within the capabilities of the canine team, a handler may elect to respond to a request for mutual aid that is received via the Department Communications Center.
 - 2. For off duty requests, supervisory approval is required before an off duty team is called into service. Teams should be called in from off duty status for urgent circumstances only. If a supervisor is not available the Manager on Call should be notified of the request.

41.9.4 NARCOTICS & EXPLOSIVES DETECTION

The following shall govern procedures for the use of a Department canine for narcotics or explosives detection:

- A. Canine handlers shall adhere to the following when utilizing the canine for detection in and around vehicles:
 - 1. The exterior of unoccupied vehicles may be sniffed as long as the vehicle is located in an area accessible to the public.
 - 2. The exterior of vehicles subject to a routine traffic stop (original reason for stop is a traffic, registration, vehicle or licensing offense) may be sniffed if there is an articulable reason to perform the sniff and if the sniff does not prolong the duration of the traffic stop (beyond the amount of time reasonable to conduct the traffic investigation).
 - 3. The interior of a vehicle may be sniffed when:
 - a. the owner or driver has provided consent in accordance with current case law; or,
 - b. a physical arrest has been made from the vehicle and if probable cause exists to believe that the vehicle contains evidence or contraband (including a positive alert by the K9 on the exterior of the vehicle).
- B. Canine handlers shall adhere to the following when utilizing the canine for drug or explosives detection in luggage / packages:
 - 1. Luggage, packages or other personal items in the physical possession of an individual in a public place will not be sniffed without consent or reasonable suspicion.
 - 2. The exterior of luggage, packages or other personal items may be sniffed if reasonable suspicion that the item contains contraband or evidence exists and:

- a. The item is separated from the physical possession of an individual prior to the sniff.
 - b. The item is “detained” and sniffed within a reasonable amount of time.
- 3. The exterior of luggage, packages or other personal items not in the possession of an individual may be sniffed on a random or selective basis (conveyor belts, common carriers, etc.).
- C. Canine handlers shall adhere to the following when utilizing the canine for drug or explosives detection in and around residences:
 - 1. The interior of a dwelling may only be entered and sniffed pursuant to a search warrant, or with the valid consent of an owner/resident. A positive alert by a canine, by itself, does not justify entry without a warrant.
 - 2. The exterior of a dwelling may be sniffed as long as the sniff is made from an area that the canine handler has the lawful right to be.
- D. A Department canine will not be used to sniff people for narcotics or explosives.
- E. Notwithstanding the above guidelines, a place or object may be sniffed by a canine pursuant to a search warrant, or with the valid consent of someone with sufficient authority (over the place or object) to grant consent. Officers will not ask for consent to search in the immediate presence of a K9.
- F. A positive alert by a Department canine constitutes probable cause and may be used to justify a search (if appropriate) or to seek a search warrant.

41.9.5 TRAINING AND TRAINING AIDS

The following shall define required Department canine training and the use of, and storage of, canine training aids:

- A. During the initial training, the Department will pay the costs for registration, transportation, lodging and meals for the handler to receive the training. The Canine Unit will train periodically with other canine units during in-service training. Canine handlers will attend and complete a certified training course with the canine on a yearly basis at a location approved by the Department.
- B. Explosive training aids, when not in use, will be stored properly. Only canine handlers and canine supervisors will have access to the storage area. A quarterly inventory will be conducted and reported to the Unit Commander. When training aids have reached their recommended expiration date, they will be returned to the wholesaler or turned over to the Dane County Sheriff’s Explosive Ordinance Device Team for disposal. The Unit will be provided with new training aids to replace those which have been returned/disposed.
- C. Narcotic training aids, when not in use, will be stored properly. Only canine handlers and canine supervisors will have access to the storage area. A quarterly inventory will be conducted and reported to the unit commander. When training aids reach their recommended expiration, they will be destroyed. New training aids will then be obtained from the Drug Enforcement Agency.

41.9.6 DEPARTMENT CANINE CARE

The following outlines procedures for Department canine care:

- A. Only suitable canines will be allowed in the Canine Unit. Dogs will be selected based on their abilities and temperament. The dog will receive all needed initial training and will be certified on an annual basis.
- B. Canine handlers are responsible for the day-to-day care of the animal. The Department will incur all costs of veterinary care and licensing. All vaccinations for the dog will be done on an annual basis. Documentation of all veterinary visits will be provided to the Department. Documentation shall include:
 - 1. Rabies vaccination.
 - 2. Bordetella vaccination.
 - 3. Lyme Disease vaccination.
 - 4. Distemper vaccination.

5. Heartworm Examination and medication.
 6. Fecal Examination.
 7. Flea/Tick medication.
 8. Dog license tag number.
- C. In the event a handler becomes injured and unable to work or care for the dog, the dog may be kenneled at an approved facility at the Department's expense. Handlers will not receive extra pay while the dog is kenneled. With the exception of two weeks of vacation, the dog cannot be kenneled without Department approval.
- D. Department canines will be listed with University of Wisconsin-Madison Risk Management and will be covered by both liability and damage insurance.
- E. A canine may be removed from a handler on a temporary or permanent basis for various reasons, including but not limited to injury, discipline, performance, lack of funds, promotion or at the discretion of the Chief of Police or designee.