



# **UW-Madison Police Department**

## **Policy: 41.9**

**SUBJECT: CANINE UNIT**

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### **INDEX:**

- 41.9.1 ADMINISTRATION OF CANINE UNIT
- 41.9.2 PERSONNEL SELECTION AND QUALIFICATIONS
- 41.9.3 SELECTION, EVALUATION AND PRE-SERVICE TRAINING REQUIREMENTS FOR CANINE(S)
- 41.9.4 OPERATION OF CANINE UNIT
- 41.9.5 NARCOTICS DETECTION PROCEDURES
- 41.9.6 EXPLOSIVE DETECTION PROCEDURES
- 41.9.7 THERAPY DOG PROCEDURES
- 41.9.8 INJURIES FROM CANINE
- 41.9.9 TRAINING AND TRAINING AIDS
- 41.9.10 DEPARTMENT CANINE CARE AND EQUIPMENT NEEDS

### **POLICY:**

The UW-Madison Police Department canines, which are purchased and owned by the Department, shall be utilized for explosive ordinance detection, narcotic detection, article detection, and tracking in an effort to increase safety and security to the community and to Department personnel. The UW-Madison Police Department also owns and maintains therapy dogs, which shall be utilized for internal employee wellness, community engagement, and external support to enhance the quality of life of all in the community.

### **DEFINITIONS:**

“Canine (K-9)” refers to a trained police dog, utilized by UWPD, and assigned to a handler as a Canine Team.

“Canine (K-9) Team” refers to one handler and one canine assigned together as part of the UWPD canine unit.

“Canine (K-9) Unit” refers to a component of UWPD, which encompasses specially trained canine and handlers, special purpose equipment, and vehicles.

“Therapy Dog” refers to a dog who has received therapy dog training designed to support employee health and wellness, community building and engagement, and critical incident and/or at-risk population support.

“Fair Labor Standards Act” Employees covered by the Fair Labor Standards Act (FLSA) must receive overtime pay for hours worked in excess of 40 in a workweek of at least one and one-half times their regular rates of pay.

“Handler” refers to a specially trained sworn police officer assigned to work with a canine as part of a canine team.

### **PROCEDURE:**

#### **41.9.1 ADMINISTRATION OF CANINE UNIT**

- A. Canine handlers are directly supervised by their first line supervisor, with specialty unit supervision provided by the Canine Unit Commander
- B. The Canine Unit Commander shall be a Lieutenant or higher authority and is assigned the responsibility for the day-to-day operations, supervision, training, and certification of the canine teams. The Commander is responsible for budget oversight and the development and review of Unit training goals and achievements.
- C. When a canine is deployed for official purposes, it shall be documented and tracked electronically. The Canine Unit Commander or designee shall compile deployment data as needed.

- D. UWPD Canines are not authorized or trained for use of force purposes.

#### **41.9.2 PERSONNEL SELECTION PROCEDURES AND QUALIFICATIONS**

- A. When a vacancy exists, information regarding the vacancy shall be distributed electronically to all qualifying personnel, which shall be limited to line level staff. Supervisors and Managers are not eligible to apply. The selection process includes but is not limited to the following, in accordance with UWPD Directive 16.2 – Specialty Officer, Collateral & Alternative Duty Assignments:
1. Submission of a letter of interest to the Canine Unit Commander.
  2. Strong performance in panel interview(s) including internal and external partners
  3. Successful completion of probationary period
  4. Have a minimum of 3 years of UWPD law enforcement experience (for Narcotics and Explosive Detection handlers)
  5. Strong performance in a presentation on a job-related topic
  6. Officers applying for the position must be able to show the following:
    - a. A general knowledge and understanding of dogs.
    - b. Qualified applicants must show a willing attitude to be a canine handler.
    - c. Applicants must understand and agree there will be call-ins during non-duty time.
    - d. Qualified applicants need to be able to present a professional appearance.
    - e. Qualified applicants need to be in good physical condition meeting the minimum job duties assigned to a canine handler.
    - f. Qualified applicants need to be willing to allow the dog to live in their residence and be a part of their family.
    - g. Proper care must be given to the dog at home and work.
    - h. Commitment to serving as the handler for the duration of the service life of the canine
    - i. Canine Handlers are still eligible and encouraged to participate in career advancement/promotion. Narcotics and Explosives Detections handlers are expected to work patrol for a minimum of 3 years upon becoming a handler.
- B. Final selection for canine handlers shall be made by the Special Operations Captain in consultation with the Unit Commander and with approval from the Chief or designee.
- C. 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 patrol leadership or Unit Commander to attend training and work events.
  2. Handlers may request any shift during the annual shift selection process
  3. Handlers are issued a department 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.
- D. To compensate for 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 shall pay handlers according to the following guideline:
- a. Each canine handler shall claim .75 hours of actual work time every day, regardless of duty status.
  - b. This time shall be recorded at the end of their shift (or after OT) on their on-duty days and shall be recorded during the same timeframe of their off-duty days. For example, a canine handler who ends their shift at 4:30pm will record their care time as 4:30pm-5:15pm after their shift as well as on their off-duty days.
  - c. The .75 hours per day count towards hours worked and OT is calculated as normal.
- E. Time spent maintaining the Department's vehicle that cannot be accomplished on-duty is also covered by this payment.
- F. Handlers may kennel the dog at an approved facility at Department expense while the handler is on vacation. The use of a kennel at department expense must be pre-approved by the canine unit commander. Handlers shall 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.

#### **41.9.3 SELECTION, EVALUATION AND PRE-SERVICE TRAINING REQUIREMENTS FOR CANINE(S)**

- A. Only suitable, certified canines shall be allowed to work as part of the Canine Unit.

- B. Canines shall be selected based on their:
  - a. Health
  - b. Temperament
  - c. Workability as either a Narcotics or Explosives Detection canine with possible additional qualifications, including: Tracking, Article Search/Evidence Recovery, and/or Public Demonstrations
  - d. Workability as a Therapy Dog
  - e. The Training Curriculum, Evaluation Standards, and References for and from the kennel providing and training the canine.
- C. The canine shall receive all needed initial training and shall be certified on an annual basis.
- D. All initial training requirements of both the police canine and handler shall be satisfactorily met prior to the canine being placed into service.

#### **41.9.4 OPERATION OF CANINE UNIT**

- 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 a Call for Service, 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. Tracking of suspects
  - 3. Locating missing persons
  - 4. Narcotic Detection
  - 5. Article search/evidence recovery
  - 6. Therapy Dog Services (internal health and wellness, community building and engagement, and critical incident and/or at-risk population support)
  - 7. Educational demonstrations and informational community programs
- 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 (MOC) 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, with OIC approval, 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 MOC should be notified of the request.
  - 3. On campus requests for canine team services shall take precedent over off-campus requests.

#### **41.9.5 NARCOTICS DETECTION PROCEDURES**

- 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 reasonable suspicion 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).
    - c. All occupants of the vehicle must exit the vehicle prior to a K9 sniff of the interior 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 shall 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 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 private residence may only be sniffed by a K9 on the curtilage of the property with a valid search warrant or with valid consent of the owner/resident.
- D. A Department canine shall not be used to sniff people for narcotics.
- 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 shall not ask for consent to search in the immediate presence of a K9.
- F. A positive alert by a department narcotics canine constitutes probable cause and may be used to justify a search (if appropriate) or to seek a search warrant.

#### **41.9.6 EXPLOSIVE DETECTION PROCEDURES**

EOD handlers shall have final authority for all operational decisions concerning the safety and utilization of the canine. EOD teams shall not be utilized or required to operate outside the scope of their training

- A. A Department canine shall not be used to sniff people for explosives.
- B. A positive alert by a department explosive detection canine does not necessarily constitute probable cause used to justify a search. Handlers will conduct appropriate safety assessments, consult with Explosive Ordinance Disposal experts (Dane County Hazardous Device Unit) and determine a safe and legal course of action prior to conducting a search. This may include detaining individuals for questioning, obtaining a search warrant, and additional safety measures such as area/building evacuation.
- C. Canine handlers shall adhere to the following when utilizing the canine for 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 private residence may only be sniffed by a K9 on the curtilage of the property with a valid search warrant or with valid consent of the owner/resident.

#### **41.9.7 THERAPY DOG PROCEDURES**

The purpose of the Therapy Dog Unit is to provide comfort and emotional support to community members and UWPB employees. The Therapy Dog team can help bridge the gap between a traumatic event and the connection to mental health support. A compassionate presence leveraging the human-canine bond can help restore a person’s emotional and cognitive equilibrium. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective helping relationship and increase the person’s receptiveness to further help.

- A. Responsibilities of Therapy Dog Handler
1. The handler will be responsible for ensuring the Therapy Dog is wearing the Department approved equipment to indicate that it is working/on-duty Therapy Dog.

2. The handler must keep appropriate documentation in designated squad, that acknowledges the status as a trained Therapy Dog.

**B. Request and Use of Therapy Dog**

1. The Therapy Dog team(s) shall be deployed at times and locations that provide optimal response on the UW-Madison campus. Requests to deploy the Therapy Dog team(s) off campus, shall be coordinated through the shift OIC or Unit Commander.
  - a. Prior to using the Therapy Dog, the location must be safe and secure for the dog team. Final approval for the deployment of the Therapy Dog team, including location and time, will rest with the Therapy Dog handler.
  - b. The Therapy Dog Handler will not deploy the Therapy Dog to a situation unless the primary officer requests and/or agrees.
2. In order for the Therapy Dog team to be most effective, their use is designated for cases during times of mental health crisis or during the immediate aftermath of a critical incident.
3. The Therapy Dog team(s) may be utilized to assist UW faculty and staff, both on and off campus, during times of mental health crisis, bereavement counseling or any other appropriate off campus request.
4. When safe to do so, a Therapy Dog team(s) can be used to diffuse a mental health crisis by distracting and refocusing the affected person to a positive interaction.
5. In active critical incidents or the immediate aftermath, the Therapy Dog team(s) would be helpful in creating a positive distraction as well as comforting survivors prior to mental health service involvement.
6. The Therapy Dog(s) is not trained to defend itself. It shall not be used as a less-lethal tool for the department. Shall not be utilized or required to operate outside the scope of their training.

**41.9.8 Injuries from Canines**

- A. In all instances where a person has been injured by a canine, either on or off duty, the canine handler will ensure the victim receives prompt medical attention.
- B. Any canine bites will be reported to shift OIC and Unit Commander. If the incident occurred while on duty, the incident must be investigated by OIC. If the incident occurred off duty, the department that has jurisdiction at the incident location will be notified and a subsequent report must be made.
- C. Photographs will be taken of the injured areas along with an overall photo of the victim. If photographs were not possible, the supervisor will document the reason photographs were not taken.
- D. Any other negative K9 interactions that could potentially lead to a complaint, should be shared with OIC and Unit Commander

**41.9.9 TRAINING AND TRAINING AIDS**

- A. Initial training is required for each canine team. During the initial training, the Department shall pay the costs for registration, transportation, lodging and meals for the handler to receive the training.
- B. The following are the canine team training requirements:
  1. Canine handlers shall attend and successfully complete a department-approved certification training course with the canine on a yearly basis at a location approved by the Department.
  2. The Explosive Detection and Narcotics Teams shall train periodically with other canine units during monthly in-service training and have a minimum of 16 hours for the month.
  3. The Therapy Dog Teams shall complete 8 hours of training per month.

- C. All formal training certificates shall be forwarded to the Training Sergeant and maintained in the Employee's Training File.
- D. Explosive training aids, when not in use, shall be stored properly. Only canine handlers and canine supervisors will have access to the storage area. A quarterly inventory shall be conducted and reported to the Unit Commander. When training aids have reached their recommended expiration date, they shall be returned to the wholesaler or turned over to a qualified Explosive Ordinance Disposal team. The Unit shall be provided with new training aids to replace those which have been returned/disposed.
- E. Narcotic training aids, when not in use, shall be stored properly. Only canine handlers and canine supervisors shall have access to the storage area. A quarterly inventory shall be conducted and reported to the unit commander. When training aids reach their recommended expiration, they shall be destroyed. New training aids shall then be obtained from the Drug Enforcement Agency. Narcotic training aids obtained from the UWPD Property Room shall be properly documented through the Records Management System and on the quarterly inventory provided to the Unit Commander.

#### **41.9.10 DEPARTMENT CANINE CARE AND EQUIPMENT NEEDS**

- A. Canine handlers are responsible for the 24-hour care and maintenance of the animal. The Department shall incur all costs of veterinary care and licensing. All vaccinations for the dog shall be done on an annual basis. Documentation of all veterinary visits shall 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.
- B. A Department vehicle shall 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 shall 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. Handlers are required to record and report daily mileage reports per UW Fleet policies. The Department shall pay for vehicle related equipment authorized by the Canine Unit Commander.
- C. Handlers shall be issued the necessary equipment to perform their duties. Equipment includes, but is not be limited to the following: food/water bowls, leads, reward toys, brushes, nail clippers, collars, protective equipment, or any other training equipment as deemed necessary by the Canine Unit Commander. Each handler is responsible for the maintenance and care of their equipment.
- D. Handlers shall ensure that no one feeds anything to their canine without the handler's permission.
- E. 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 shall not receive extra pay while the dog is kenneled.
- F. Department canines shall be listed with University of Wisconsin-Madison Risk Management and shall be covered by both liability and damage insurance.
- G. 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.