

NEW HAVEN DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS



GENERAL ORDER **452**

EFFECTIVE DATE: JANUARY 15, 2012

POLICE SERVICE DOG PROGRAM

452.1 PURPOSE

The Police Service Dog Program General Order will establish how highly skilled and trained teams of handlers and police service dogs are used to supplement police operations. This General Order will outline when, how and why a patrol K-9 will be used to augment police services to the community.

452.2 POLICY

The New Haven Department of Police Service will utilize departmental and regional police agencies' police service dogs when it is anticipated that the use will aid in the apprehension of wanted persons, escaped persons, search and rescue operations, and seizure of contraband, explosive detection and other needs of the Department. The Department will only use police service dogs which have been properly trained and certified to perform police K-9 duties.

452.3 DEFINITIONS

POLICE SERVICE DOG: Is a highly trained and certified K-9 that meets the requirements in one or more of the following areas:

- Detection of narcotics and explosives
- Search of buildings and/or areas

- Criminal apprehension techniques
- Handler and/or officer protection
- Tracking
- Other duties as deemed necessary or appropriate by the handler

PATROL K-9: A dog specially trained in tracking, obedience, agility, evidence recovery, area and building searches, narcotic detection and suspect apprehension and is assigned to the Operations Division.

EXPLOSIVE DETECTION K-9: A dog specially trained to detect and locate the presence of compounds containing nitrates and other material used in the construction of explosive devices, and is assigned to the Emergency Services Unit (ESU).

NARCOTIC DETECTION K-9: A dog specially trained to detect and locate the presence of controlled substances and is assigned to Tactical Narcotic Unit (TNU) and/or Operations Division at the Chief's discretion.

HANDLER: A sworn member who has been specially trained in the care, handling, and training of a department owned K-9 for law enforcement functions, and who has received a certificate of training from an authorized certifying agency. The handler is required to log, track, and maintain accurate canine and veterinarian records.

POLICE SERVICE DOG TEAM: Is comprised of a police officer/handler and a specially trained police service dog working as a team. The police service dog is considered part of the police officer/handler's equipment and shall accompany the police officer/handler wherever he/she is engaged in police service activity. The handler shall be responsible for documenting the service dog's actions in any police report and/or other official report.

452.4 PROCEDURES

A. REQUEST FOR USE OF POLICE SERVICE DOG TEAMS:

Personnel with the Department are encouraged to freely solicit the use of the police service dogs. Requests for a police service dog team originating outside of the Operations Division shall be made to the Unit Coordinator or the Shift Commander.

B. GUIDELINES FOR THE USE OF PATROL K-9 DOGS:

A patrol K-9 dog may be used to locate and apprehend a suspect if the police service dog handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

1. There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any officer, or the handler;
2. The individual is physically resisting or threatening to resist arrest and the use of a patrol K-9 dog reasonably appears to be necessary to overcome such resistance;
3. The individual(s) is/are believed to be concealed in an area where entry by other than the patrol K-9 dog would pose a threat to the safety of officers or the public;
4. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a patrol K-9 dog in view of the totality of the circumstances.

Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officer(s) shall not serve as good cause for the use of a police service dog to apprehend an individual.

C. PREPARATIONS FOR UTILIZING A PATROL K-9 DOG:

Prior to the use of a patrol K-9 dog to search for or apprehend any individual, the patrol K-9 dog handler and/or the Supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to the following:

- The individual's age or estimate thereof
- The nature of the suspected offense
- Any potential danger to the public and/or other officers at the scene if the police service dog is released
- The degree of resistance or threatened resistance, if any, the subject has shown
- The potential for escape or flight if the police dog is not utilized
- The potential for injury to officers or the public caused by the suspect if the police dog is not utilized

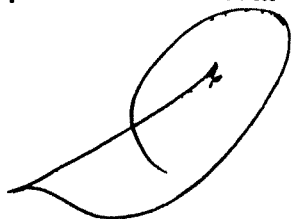
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the controlled substances will be immediately returned to the permanent storage area. Drugs that are to be utilized for on-going training of K-9s will be held for the minimum amount required for this training and will be securely locked in an alternative approved secure location, except for the actual time required to accomplish training. Under no circumstances will narcotics be stored in other than original approved safe without written prior notification of the Supervisor by the K-9 handler and must be handled in accordance with the security and record keeping requirement as set for in this protocol. At least monthly, all narcotics that are stored in other than the approved safe will be returned to the Police Department for documentation and inventory. These records will be maintained as a separate inventory record and available for inspection for a minimum of three years.

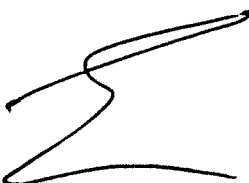
Any discrepancies unresolved after 24 hours will be reported to the DEA. The report will then be forwarded to the Connecticut Drug Control Division within 72 hours of discovery. Any evidence of criminal activity will be reported to the Chief of Police.

The combination of the patrol K-9 and narcotic safe will be possessed by the Unit Supervisor, Operation and Investigations Assistant Chiefs and the Chief of Police. All required records will be maintained and readily available for inspection for a minimum of (3) three years. Copies of all records and logs will be maintained by these units as well as the Assistant Chiefs of Operation and Investigations.

This supersedes General Order 83-4.



Dean Esserman
Chief of Police



12/19/2011

Date

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- The potential for injury to officers or the public caused by the suspect if the police dog is not utilized

A patrol K-9 dog handler shall have the ultimate authority not to deploy the dog. The handler will evaluate each situation and determine if the use of a patrol K-9 dog is technically feasible. Generally, the decision to deploy the dog shall remain with the handler. However, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

D. WARNINGS GIVEN TO ANNOUNCE THE USE OF A PATROL K-9 DOG:

Unless it would otherwise increase the risk of injury or escape, a clearly audible warning to announce that a patrol K-9 dog will be released if the person does not come forth, shall be made prior to releasing a police service dog. The patrol K-9 dog handler, when practical, shall first advise the supervisor of their decision if a verbal warning is not given prior to releasing the patrol K-9 dog. In the event of an apprehension, the handler shall document in any related report whether or not a verbal warning was given and, if none was given, the reasons why.

E. REPORTING USE OF A POLICE SERVICE DOG, BITES AND INJURIES:

Whenever the police service dog is deployed, a *Police Service Dog Use Report* shall be completed by the handler and forwarded to the unit's supervisor before going off duty.

If a bite or injury results from the use of a police service dog, that information shall be documented on a police service dog use report form and included in the police narrative/supplemental report. At a minimum, the report should include the following:

1. In all cases of bites or injury resulting from the use of a police service dog, photographs shall be taken of the bite or injury after immediate medical assistance is rendered to the injured party. The photographs will be labeled, "Police Service Dog Incident – Do Not Destroy," and booked into evidence. If the injury requires medical attention, the subject should be transported to an appropriate medical facility. In the event an in-custody suspect requires medical attention, an officer should standby with the suspect until treatment has been rendered;
2. Whenever a bite results, the handler shall notify the Animal Control Office as soon after the incident as practical;
3. If a subject alleges an injury that is not visible, notification shall be made to a supervisor and the location of the alleged injury should be photographed.

F. REPORTING POLICE SERVICE DOG INJURIES:

In the event that a police service dog is injured, the injury will be immediately reported to the Shift Commander and the Unit supervisor. Depending on the severity of the injury, the police service dog shall either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

The injury will be documented on a *Police Service Dog Use Report Form*.

G. POLICE SERVICE DOGS IN PUBLIC AREAS:

- All police service dogs shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the police service dogs are trained.
- Police service dogs shall not be left unattended in any area to which the public may have access.
- When the police service dog unit is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog.
- The handler shall also insure that the unattended unit remains inhabitable for the police service dog.

452.5 USE OF NARCOTICS-DETECTION POLICE SERVICE DOGS

A Narcotics-Detection K-9 may be used in accordance with current law under the following circumstances:

- To assist in the search for narcotics during a search warrant service
- To obtain a search warrant by using the detection police service dog in support of probable cause
- To search vehicles, buildings, bags and any other articles deemed necessary

452.6 USE OF EXPLOSIVES-DETECTION POLICE SERVICE DOGS

Explosives-Detection K-9s will not be called to the scene where a suspected device has already been located but may be used in accordance with current law under the following circumstances:

- To search for a suspected explosive device which has not been located (bomb threats) and pieces of an exploded device in a post-blast investigation
- To search for forensic evidence involving a firearm or its components
- Preventative sweeps

452.7 GUIDELINES FOR NON-APPREHENSION USE

Patrol K-9 dogs have senses far superior to those of humans and may often be effectively utilized to track or search for non-criminals (i.e., lost children, individuals who may be disoriented or in need of medical attention) or even suspects wanted for minor

criminal offenses. It will be necessary for the handler to evaluate the conditions and ability of the patrol K-9 dog to determine their usefulness in certain situations. If deemed necessary, the following procedures should be followed:

- The K-9 should be on a leash or under conditions so that it will not bite or injure the individual if located.
- The handler should give periodic verbal assurances that the K-9 will not bite or hurt the person.
- Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the police service dog.
- Once the individual has been located, the patrol K-9 dog should be placed in a down stay or otherwise secured.

452.8 ASSIGNMENT OF POLICE SERVICE DOG TEAMS

Police service dog teams should function primarily as cover units. However, they may be assigned by the Shift Commander or Unit Supervisor to other functions based on need.

Police service dog teams should not be assigned to handle matters that will take them out of service for extended periods of time unless absolutely necessary and only with the approval of the Shift Commander or Unit Supervisor.

452.9 EXPLOSIVES-DETECTION K-9 TEAM GUIDELINE

Any information received by the New Haven Police Department pertaining to explosives, terrorist activities and/or explosives ordinance intelligence should be turned over to the K-9 Unit Supervisor who will ensure that the Explosives-Detection K-9 handler is notified and maintains a copy of the information.

452.10 REQUESTS FOR ASSISTANCE FROM OTHER AGENCIES

The Shift Commander or the Unit Supervisor must approve all requests for police service dog assistance from outside agencies subject to the following provisions:

- Police service dog teams shall not be used beyond the boundaries of the City of New Haven to perform any assignment which is not consistent with this policy.
- Upon arrival at the scene, the handler has the ultimate decision as to whether or not the police service dog is to be used for a specific assignment.

- Police service dog teams shall not be called out while off duty or used outside the boundaries of the City of New Haven unless authorized by the Shift Commander or the Unit Supervisor.

452.11 REQUEST FOR PUBLIC DEMONSTRATIONS

All requests for a police service dog public demonstration shall be approved by the Unit Supervisor prior to making any commitment.

Handlers shall not demonstrate any "apprehension" work to the public unless authorized to do so by the Unit Supervisor.

452.12 SELECTION OF POLICE SERVICE DOG HANDLERS

The following are the minimum qualifications for the assignment of police dog handler:

- A New Haven Police officer
- Minimum of five (5) years law enforcement experience
- Good work record
- No sustained excessive force complaints
- No record of abuse of sick time
- A candidate must possess a genuine interest in dogs. The candidate's spouse/cohabitants must be able to fully accept the program and the handler's commitment to the program
- A candidate must be in good physical and mental health to endure the rigorous training
- The candidate must be able to provide the K-9 with suitable living quarters at his/her home and to properly care for the animal's needs
- The candidate must be willing to work the evening shifts
- Approval by the Chief of Police

452.13 POLICE SERVICE DOG HANDLER RESPONSIBILITIES**A. AVAILABILITY**

The handler shall be available for call-out under conditions specified by the Unit Coordinator.

B. CARE FOR THE POLICE SERVICE DOG AND EQUIPMENT

The handler shall ultimately be responsible for the health and welfare of the police service dog and shall ensure that the dog receives proper nutrition, grooming, training, medical care, affection, and living conditions. The handler will be responsible for the following:

- Unless required by a particular application, the handler shall not expose the police service dog to any foreseeable and unreasonable risk of harm.
- The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- Any changes in the living status of the handler which may affect the lodging or environment of the police service dog shall be reported to the Unit Supervisor as soon as possible.
- When off duty, police service dogs shall be maintained in crates, provided by the City of New Haven, at the homes of their handlers.
- When a police service dog is crated at the handler's home, the gate shall be secured with a lock.
- When off-duty, police service dogs may be let out of their crates while under the direct control of their handlers.
- The police service dog should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- Under no circumstances will the police service dog be lodged at another location unless approved by the Unit Supervisor.
- When off-duty, handlers shall not involve their police service dogs in any activity or conduct unless approved in advance by the Unit Supervisor.
- Whenever a police service dog handler anticipates taking a vacation or an extended number of days off, it may be necessary to temporarily relocate the police service dog. In those situations, the handler shall give reasonable notice to the Unit Supervisor so that appropriate arrangements can be made.

452.14 HANDLER HOURS OF WORK FOR PATROL K-9 TEAMS

Unless otherwise changed through collective bargaining, the patrol K-9 dog handler shall work a 40-hour work schedule as outlined in the following:

- Four (4) nine (9) hour work days that total thirty-six (36) hours from 1600 hours until 0100 hours. Days off will be Sunday, Monday and Tuesday or Thursday, Friday and Saturday.
- Four (4) nine (9) hour work days that total thirty-six (36) hours from 2300 hours until 0800 hours. Days off will be Sunday, Monday and Tuesday or Thursday, Friday and Saturday.
- The remaining four hours of straight time is to compensate officers for the at-home care of the K-9.
- Patrol K-9 officers shall be assigned to a shift based on seniority through a quarterly bid process. Days off, however, shall rotate between quarters.

452.15 MEDICAL CARE OF THE POLICE SERVICE DOG

All medical attention shall be rendered by the designated police service dog veterinarian, except during an emergency.

452.16 NON-EMERGENCY MEDICAL CARE

Non-emergency medical care will be managed through the Unit Coordinator.

Any indication that a police service dog is not in good physical condition shall be reported to the Unit Supervisor and the Shift Commander as soon as practical.

All records of medical treatment shall be maintained in the police service dog personnel file.

452.17 EMERGENCY MEDICAL CARE

The designated emergency medical treatment center or police service dog veterinarian shall render emergency medical treatment. The handler shall notify the Unit Supervisor as soon as practical when emergency medical care is required.

452.18 POLICE SERVICE DOG TRAINING

Before assignment in the field, each police service dog teams shall be trained and certified by a recognized certifying agency. Cross trained dog teams or those dogs trained exclusively for the detection of narcotics and/or explosives shall be trained and certified to meet the standards established for such detection dogs by the Connecticut State Police K-9 Academy or other recognized certifying agency. This certification will be conducted annually and will be maintained as long as the team is together. Additional training considerations are as follows:

- Police service dog teams shall receive training as defined in current contract with the Department's police service dog training provider.
- The Explosives-Detection K-9 Teams and the Narcotics-Detection K-9 Teams will attend quarterly in-service training conducted by the Connecticut State Police K-9 Academy or other recognized certifying agency as well as annual recertification training.
- All certification documents and in-service training records will be forwarded to the Training Division.
- Police service dog handlers are encouraged to engage in additional training with approval of the Unit Supervisor.
- In order to ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to the policies of the New Haven Police Department.

452.19 INSTRUCTOR TRAINING

A police service dog team in-house trainer shall be trained and certified by a recognized certifying agency.

452.20 FAILURE TO SUCCESSFULLY COMPLETE POST TRAINING

Any police service dog team failing the standard established for certification shall not be deployed in the field until certification is achieved. When practical, pending successful certification, the police service dog handler shall be temporarily reassigned to regular their duties.

452.21 TRAINING RECORDS

All police service dog training records shall be maintained in the police service dog's training file.

452.22 PATROL K-9 UNIT COORDINATOR RESPONSIBILITIES

The Unit Coordinator shall be appointed by staff and shall supervise the Patrol K-9 Program. The Unit Supervisor is directly responsible to the Supervisor of the Patrol Support section of Patrol Operations. The Unit Supervisor shall be responsible for, but not limited to, the following:

- Review all Police Service Dog Use Reports to insure compliance with policy and identify training issues and other needs of the program
- Maintain liaison with the vendor kennel

- Maintain liaison with administrative staff and functional supervisors
- Maintain liaison with other agency police service dog coordinators
- Maintain accurate records to document police service dog activities
- Recommend and oversee the procurement of needed equipment and services for the Unit
- Be responsible for scheduling all police service dog related activities
- Ensure the police service dog teams are scheduled for continuous training to maximize the capabilities of the teams

452.23 CONTROLLED SUBSTANCE PROTOCOL

The Drug Enforcement Administration (DEA) Registration Unit and the State of Connecticut Department of Consumer Protection, Drug Control Division shall license the Department as an instructional laboratory to handle controlled substances e.g., schedule 1 through schedule 5.

Controlled substances will be held on premises for the purpose of training narcotic detection dog(s). All substances will be weighed upon acquisition by each unit. Each substance will be kept in a self-locking, fire/burglary rating safe; said safe will meet all requirements and specifications of the Drug Enforcement Administration (DEA) and the State of Connecticut Consumer Protection Drug Control Division.

A log will be kept within the safe, or if space does not allow this, adjacent to the safe. Entries will be made and verified each time entry to the safe is made. This log will show the following:

- The purpose of removal
- Date and time of removal
- Person removing it, and witness signature (supervisor)
- The participating K-9 handler
- If removed for training, the location of the training
- The amount of any substance removed and weight upon removal
- The amount of any substance returned to safe and weight upon return
- Any discrepancies in weight will be noted

Discrepancies will be reported via case incident report with a copy of the report and investigation forwarded to the Chief of Police.

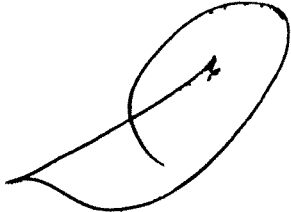
Drugs which are removed from the approved safe or other storage area for the purpose of training will be securely maintained by a single designated individual and only for the minimum period of time needed to conduct such training. Upon completion of training,

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