



**MIDDLETON POLICE
DEPARTMENT**

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POLICY
6.1.21

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PURPOSE

The purpose of this policy is to establish guidelines for the use of special purpose police animals.

Special purpose animal teams have long been considered an effective tool of law enforcement. When properly utilized, a special purpose animal team greatly increases the degree of safety of citizens in an affected area, enhances officer safety, increases the likelihood of suspect apprehension and dramatically reduces the amount of time necessary to conduct a search.

POLICY

The Middleton Police Department recognizes the use of canines as a valuable asset that can assist law enforcement personnel in providing service to the community. The following procedures have been developed as guidelines for evaluating the use of the canines. Each handler is expected to use these procedures to make reasonable decisions in a professional, impartial, and safe manner. The handler is at all times responsible for the control of his/her canine. The Middleton Police Department will purchase and own the canine.

DEFINITIONS

Canine Unit – Collective term used to describe the entire group of personnel assigned to promote the use of canines within the department. This includes the Unit Supervisor, each Canine Team, and any support personnel as designated by the Operations Captain.

Canine Team – One handler and his/her canine partner.

Canine Handler – Sworn police officer assigned a canine partner.

Decoy – An individual who assists the handler, Team Trainer, or Unit Supervisor with the training of the canines.

Deployment – When a handler makes use of his/her canine in a trained function.

Dual Purpose Canine - Canines that are trained to perform patrol functions such as tracking, building/area searches, apprehensions and handler protection, as well as narcotic detection.

Apprehension – Any instance where the presence of a canine plays a direct role in taking a suspect into custody

PROCEDURE FOR POLICE HORSE UNITS

The Middleton Police Department does not currently maintain a Mounted Unit. The Chief of Police or a Captain may authorize the use of another law enforcement agency's Mounted Unit or a unit from a recognized non-law enforcement entity.

PROCEDURE FOR POLICE CANINE UNITS

Unit Composition and Responsibilities

The Unit will be composed of a Unit Supervisor, Team Trainer, and active Canine Teams.

A. Unit Supervisor

- a. Shall be appointed by the Chief of Police or his/her designee and shall have the rank of Sergeant or above. The Unit Supervisor reports directly to the Operations Captain on all Canine Unit matters. The Unit Supervisor is responsible for the following:
 1. Preparation of the Canine Unit's annual budget.
 2. Preparation of the Canine Unit's annual report.
 3. Maintaining an on-call schedule with the Middleton Communications Center.
 4. Ensuring each Canine Team maintains proper use, training, and medical records.
 5. Ensuring the Team Trainer and Canine Team completes their respective responsibilities.

B. Team Trainer

- a. Can be an active canine handler and will be appointed by the Unit Supervisor with the approval of the Chief of Police or his/her designee. The Chief of Police may also appoint the Unit Supervisor as the Team Trainer. The Team Trainer is responsible for the following:
 1. Preparing official training sessions.
 2. Maintaining records of official training sessions.
 3. Assisting in the selection of a canine for the Canine Unit.

C. Canine Handler

- a. Shall be a sworn Police Officer having been appointed to the Canine Unit by the Chief of Police or his/her designee. The handler will have completed an internal selection process. The handler is responsible for the following:
 1. Proper and legal use of their canine partner.
 2. Proper housing and care of their canine partner.
 3. Maintaining records of use and training for their canine partner.

Canine Unit Organization

The Canine Unit shall be divided into two sections; the patrol canine section and the special duty canine section (example explosive detection). Handlers should only deploy their canine to conduct duties for which they have certified under North American Police Working Dog Association (NAPWDA) standards. There are two types of Canines:

1. Dual Purpose – Duties may include, but are not limited to: search and rescue, building searches, area searches, article searches, tracking, narcotics detection and public demonstrations.
2. Aggressive apprehension Patrol K9 – Duties may include, but are not limited to: officer protection, criminal apprehension, search and rescue, building searches, area searches, article searches, tracking, narcotics detection and public demonstrations.

The Middleton Police Department may utilize either type of canine if the handler and canine has received proper certification.

Handler and Canine Selection

Handler Selection

1. Vacancies in the Canine Unit will be filled through a selection process. The process may include:
 - a. An application which may include a letter of interest and resume
 - b. Internal performance review
 - c. Oral interview
 - d. Additional phases as determined by the Chief of Police or his/her designee to evaluate the applicants.
2. All interested candidates must be off probation at the time of appointment.
3. A commitment to remain a canine handler for a minimum of five years is required (the working life of a police dog is generally 5-8 years).
4. Final appointment to the Canine Unit rests with the Chief of Police or his/her designee and the handlers serve on the Canine Unit at the discretion of the Chief of Police or his/her designee.
5. The K-9 handler shall live within Dane County. The Chief of Police or his/her designee may grant an exception to this requirement if the selected K-9 handler lives within a reasonable distance of the Police Department and outside of Dane County.
6. Due to the work required for this position applicants for the Canine handler position must demonstrate the following:
 - a. General knowledge, enthusiasm for, and understanding of dogs.
 - b. A willingness to commit to the canine handler position and its requirements.
 - c. Understanding that there will be call ins during off-duty times.
 - d. Must be able to pass the physical fitness test annually.
 - e. Must be able to provide a suitable residence for the Canine.
7. The Canine handler applicants must be willing to flex his/her schedule at the direction of the Unit Supervisor, or any other Supervisor, to attend trainings or community events. This may include carrying a cell phone dedicated to the Canine vehicle.

Canine Selection

1. The Unit Supervisor and Team Trainer will assist in the selection of a suitable canine.
 - a. Suitable Canines will be limited to Labrador Retrievers, German Shepards, Dutch Shepards, or Belgian Milionis.
2. A Veterinarian, who has authorization from the Unit Supervisor, will certify the hips, elbows, and overall health of the canine.
3. A canine, killed or permanently disabled in the line of duty, shall be replaced by the Middleton Police Department with a canine meeting the above standards, if funding is available.
4. A canine, meeting the requirements for retirement, will be eligible for purchase by the handler at a price set by the Chief of Police or his/her designee.

Team Activation and Certifications

1. Activation for service will be based on a Canine Team's ability to successfully complete a certification process. Final approval for active service rests with the Chief of Police or his/her designee, following written recommendation by the Operations Captain and Unit Supervisor.
2. All Canine Teams shall pass the North American Police Working Dog Association (NAPWDA) certifications for their respective duties. NAPWDA will be responsible for judging certifications.
3. Canines approved for active service shall be trained to NAPWDA standards and shall re-certify annually with NAPWDA.
 - a. Failure of a Canine Team to certify or re-certify shall disqualify the canine from service until the Canine Team is certified. Three unsuccessful attempts to certify or re-certify will provide sufficient cause for removal of the Canine Team from the Canine Unit.
 - b. The Team Trainer may recommend to the Unit Supervisor that a Canine Team be deactivated if NAPWDA standards are not maintained. The Unit Supervisor will present recommendations for deactivation to the Operations Captain. The Operations Captain will make a determination as to the status of the Canine Team.
 - c. A decertified Team may not be deployed until reinstated by the Operations Captain.

Canine Unit Utilization – Administrative Policies

1. The on-duty canine team should be assigned to those incidents where the canine could be of assistance. Handlers should be alerted of incidents occurring where the presence of their canine may be beneficial. Personnel within the Middleton Police Department are encouraged to solicit the use of a Canine Team.
2. The on-duty Canine Team shall proactively use their canines.
3. Off-duty requests for a Canine Team will be made through the shift Supervisor or OIC.
4. Mutual aid requests must be approved by the shift Supervisor or OIC. These requests will follow the Middleton Police Department's Mutual Aid policy - [1.6.02 – Mutual Aid](#).
5. The canines shall be exempt from quarantine for actions taken in accordance with their duties.
6. Handlers shall have their canines with them while on duty unless specifically exempted by the Unit Supervisor, the shift Supervisor, or OIC.
7. Canines should not be left unattended for prolonged periods of time. Handlers shall take the necessary precautions to ensure for the health and safety of the canine when the canine is left unattended in a vehicle or other location. The location must be secure and proper ventilation must be provided.
8. Patrol canines may, at the handler's discretion, accompany the handler during an arrest when reasonably necessary.
9. All canines, while in the performance of their duties, shall be allowed access to any area normally restricted to animals.
10. Patrol canines will not be present during the questioning or interrogation of a suspect.
11. It is expected that during periods of non-call activity, the Canine will be allowed to all secured areas of the Police Department.

Canine Unit Utilization – Specific Circumstances

1. Demonstration requests will be forwarded to the Unit Supervisor. The shift Supervisor or OIC may approve demonstration requests on short notice.
2. Criminal Apprehensions:
 - a. The canine may be utilized as a method to deter violent behavior by its mere presence at an incident.

- b. If there is a supervisor on scene and circumstances permit, the handler should confer with the supervisor to carefully consider all pertinent information prior to the use of a canine to apprehend someone.
- c. In addition to the guidelines in the Middleton Police Use of Force Policy, handlers should consider the following facts prior to deployment off lead (leash):
 - i. The age of the suspect(s), if known.
 - ii. The cognitive capabilities of the suspect(s), if known.
 - iii. The danger to the public, which may result from the release of a canine.

3. Building Searches:

- a. Law enforcement personnel should first secure the building's perimeter. The handler should help direct other law enforcement personnel whom will be assisting in the search.
- b. Efforts shall be made to contact the building owner or representative prior to the deployment of a canine to determine if there may be persons authorized to be in the building. If it cannot be clearly established that no authorized persons are still inside, the canine should not be deployed off lead.
- c. The handler will issue verbal warnings prior to deployment in accordance with the Middleton Police Department's Use of Force Policy. Warnings shall be repeated on each level of multi-level structures, while progressing through large buildings, and when entering new sections of the building where the warnings may not have been heard.

4. School Narcotics Searches:

- a. Requests for random canine drug detection searches will be forwarded to the Unit Supervisor for approval.
- b. All requests must be made in writing and come from a School District Administrator or School Principal. The written request must state the school district has a written policy, which is in compliance with Wis. Statute 118.325, for the use of a canine within a school district building and for a canine search.
- c. A representative of the school's administration shall be present while conducting canine searches on school grounds. The handler will only be involved to the extent of searching designated areas with their canine. Any controlled substance or contraband discovered by a canine will be turned over to a designated Police Officer, School Resource Officer (SRO), and/or Detective for further investigation.

Canine Handler Vehicle

1. Each Canine Handler will be assigned a squad for their exclusive use. Canine Handlers are allowed to keep their squads at their residence, and to use them as follows:
 - a. Driving to and from work
 - b. During the Canine Handler's normal tour of duty
 - c. Taking the Canine to the Veterinarian
 - d. Picking up dog food or other required Canine equipment
 - e. Driving to work-related Canine training
 - f. Any other work-related transportation
2. When the Canine Handler is away from his or her vehicle and the dog is in the vehicle, the vehicle shall be locked and appropriate ventilation will be provided.
3. Patrol Canine handlers will have an exposed bite sleeve available in the trunk of their vehicle at all times.
4. When operating the squad (on or off duty) Canine Handlers will be armed with their duty weapon, will have handcuffs available, and will have police identification, including a badge, with them.
5. When the squad is kept at the Canine Handler's home, when possible, it shall be stored inside an enclosed garage.

Reporting Canine Bites, Injuries or Damage to Property

1. Bites or Injuries:
 - a. The following refers to any incident involving a Middleton Police Department canine whether the incident occurs in the line of duty or not. This includes intentional and unintentional acts. This procedure shall be followed if there is visible injury, an expressed complaint of injury, or the person has been rendered unconscious. All incidents involving injuries caused by canines shall be documented on a Critical Incident Report Form and shall be reviewed by a Departmental Critical Incident Review Board.
 - i. Once the scene is secured, the Canine Handler will render aid to his/her level of training. Additional medical services will be requested (Emergency Medical System, Advanced Life Support, etc.) to respond to the scene if deemed appropriate.
 - ii. A Department Supervisor and/or OIC and Unit Supervisor shall be notified as soon as practical. If possible, a Department Supervisor/OIC should respond to the scene of the incident to gather statements, take photographs, or gather other evidence as needed.
 - iii. Injured persons will be provided medical attention in accordance with department regulations and policies.

- iv. If the injured person is not arrested, an offer will be made to provide medical care and treatment.
- v. Injured person should be interviewed at length in regards to all details of the incident to include; whether or not they heard announcements, whether they knew of the dog's presence and reasons for failure to comply with commands.
- vi. All witnesses shall be interviewed.
- vii. Attempt to obtain a signature on the "Consent to Release Medical Information" form from the injured person(s).

2. Property Damage:

- a. A Department Supervisor or OIC shall be notified as soon as practical of any damage caused to property by a canine. If possible, a Department Supervisor/OIC should respond to the scene of the incident to gather statements, take photographs, or gather other evidence as needed.
- b. Photographs will be taken of any damage, and shall be included with a narrative report describing the details of the incident.

Incident, Training, and Other Required Documentation

- 1. Handlers are required to follow the Middleton Police Department policy and procedures regarding incident reporting.
- 2. All incident reports involving the canine as a Use of Force decision shall be sent to the Unit Supervisor and shift supervisor for review.
- 3. All incidents involving injuries caused by Middleton Police canines and all off lead deployments shall be documented on a Critical Incident Report form.
- 4. All canine activity (deployments and training) shall be documented using a department approved tracking software provided to all the Canine Handlers. All incident and training entries will be done using data entry standards established by the Unit Supervisor. All incident and training entries must be entered into the tracking software within 10 working days unless granted an extension by the unit supervisor.
- 5. All medical records for the canines will be forwarded to the Unit Supervisor immediately after the medical care is provided. The Unit Supervisor is responsible for maintaining records regarding the medical care provided to all canines.